



## **ARTICLE 1 - NAME**

SECTION 1. NAME The name of this organization shall be the American Academy of Dental Hygiene, Inc. (the “Academy”)

SECTION 2. ADDRESS The mailing address shall be as determined by the Governing Council.

## **ARTICLE II - OBJECTIVES**

The objectives of this Academy shall be exclusively of a non-profit nature, all within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 as amended and the regulations hereunder and shall include the following: to foster the continuing pursuit of education and research in the art and science of dental hygiene, to provide formal recognition of excellence in the practice of dental hygiene and to recognize distinguished community service in the effort to foster improved oral health of the public.

## **ARTICLE III - MEMBERSHIP**

SECTION 1. CLASSIFICATION. The members of the Academy shall be classified as either voting or non-voting.

SECTION 2. VOTING MEMBERS. Voting members shall be limited to Full Members, Fellows, Life Members, Life Fellows, and Retired Members.

A. Full Member: a candidate for Full Member must:

1. Provide current state registration as a dental hygienist.
2. Provide documentation of professional dental hygiene skills as required by the Academy.
3. Have documentation of at least seventy-five (75) hours of Academy sponsored or approved continuing education courses within five (5) years prior to application for membership. Twenty-five percent (25%) of the total hours can be courses given by applicant.
4. Complete and submit application forms and fees.

B. Fellow: (FAADH): a candidate for Fellow must:

1. Be a full or life member of the Academy for at least three (3) consecutive years at the time of application. Full membership begins immediately following Governing Council approval.
2. Provide documentation of achievement of a Baccalaureate degree or higher.
3. Be elected by three-quarters (3/4) vote of the Governing Council following their application of request.
4. Fulfill three of four additional criteria.
  - a) Document advanced education of at least one-hundred (100) hours in the specialty or field.

- b) Document active participation in the specialty via practice, published research or poster/clinic presentations at national or international dental hygiene meetings or having served elected leadership positions in dental hygiene associations.
- c) Present a continuing education course which meets AADH guidelines for course approval.
- d) Advanced the cause of the specialty/field in some significant community related manner.

C. Life Member and Life Fellow: Awarded for outstanding contributions to the profession of dental hygiene and to the Academy. A member or fellow may be elected to Life Member or Fellow by three-quarters (3/4) of the Governing Council and a two-thirds (2/3) vote of the general membership at Annual Meeting.

1. Nominations are made by the Governing Council or an active member.
2. Documentation must be included to demonstrate twenty-five (25) years of membership in the Academy, involvement in the field of dental hygiene as a volunteer in community service, education, or as a mentor.
3. This application will be acted upon by the Governing Council and if approved, submitted to the Annual Meeting of the Academy.
4. This award may be given to one individual a year. If a suitable candidate is not nominated, then there will be no award for this category.

D. Retired Member: After reaching sixty-five (65) years of age, a voting member for ten (10) years, who is no longer working as a Registered Dental Hygienist in any setting or related professional area of employment due to age or disability, may apply for Retired Member status to the Governing Council. Retired membership retains the rights and voting privileges of a full voting member.

1. A sworn affidavit must be completed by the Active AADH member requesting Retired Member status validating:
  - a) Date of birth through documentation of passport or birth certificate,
  - b) The total numbers of hours employed in any setting including the employer information
2. Earned a minimum of eight (8) hours of continuing education annually.
3. Approval of Retired Member status requires a two-thirds (2/3) vote of the Governing Council with ratification by the general membership at the next available meeting. A simple majority of those members present at the Annual Meeting is required to ratify and confirm the Retired Member status.
4. Upon reaching seventy-six (76) years of age, a Retired AADH member may apply to the Governing Council for Retired Life Fellow Membership or Retired Life Membership.
  - a) Approval of (Retired) Life Fellow Membership requires a two-thirds (2/3) vote of approval by the Governing Council. The approval of Life Fellow Membership requires a majority vote of ratification at the next general membership meeting of the AADH for final approval.

E. Disabled Membership: A voting member may apply for disabled status at any age.

1. Disability requires the written validation from a physician that the member is no longer able to work in any setting of gainful employment and become classified as handicapped according to the Americans with Disability Act standards.

- a) A letter of petition to the Governing Council from the member must include validation of the disability and date the disability began.
- b) The physician certification of the disability must be included.
- c) A disabled member will retain all rights and privileges of their respective membership as long as dues remain current with continuing education requirements maintained.

F. Benefits of Voting Membership categories shall include the following:

1. Certificate of Membership/Fellowship in the Academy
2. The right to be nominated and elected by the Academy to serve on the Governing Council
3. The right to serve on all committees
4. The right to nominate individuals for Honorary Fellowship
5. Admittance to Annual Meeting of the Academy
6. Placement on the Academy mailing list
7. The Parliamentarian, if a member of the Academy, need not relinquish the right to vote.
8. Such other benefits as the Governing Council may determine from time to time
9. Additional exposure through social media outlets.

G. Loss of Membership: A member who has resigned or who has permanently been suspended from practicing dental hygiene or whose dues remain in arrears for sixty (60) days shall cease to be a member.

H. Reinstatement of Membership:

Any former member of the AADH who wishes to reinstate their membership after the renewal but prior to the next renewal period must complete and submit a renewal application and payment of dues.

I. Dues: The Academy shall set membership dues based on a dollar amount determined by the majority vote of the general membership. All structuring of dues payments will be established through the Governing Council with ratification by the general membership.

1. Dues will be assessed annually with a cycle according to fiscal year.
2. The payment of all dues, current and overdue, must be made prior to confirmation of membership.

3. All membership categories other than Honorary, Life Member and Life Fellow are required to pay dues.

4. Upon the completion of serving a two-year period as President of the AADH the Immediate Past President shall receive two years of dues remission for her/his time of service. Regular dues assessment will commence following the remission period.

5. Upon election to Governing Council, those elected will be assessed at twenty (20) percent of the dues for their term of service.

6. Upon contracting as Executive Director, the contractor will be assessed at twenty (20) percent of the dues for their term of office.

7. Retired and Disabled Members – Will be assessed at one-half (1/2) the dues.

**SECTION 3. MEMBERSHIP COMMITTEE.** A membership committee of no less than three (3) members shall be appointed by the Governing Council to screen all applications to the Academy and shall recommend all qualified candidates to the Governing Council. The Governing Council shall then evaluate each candidate for approval on the basis of the criteria for membership. Acceptance shall occur upon a majority vote of the Governing Council. The Membership Committee may submit to put forth a vote after applications are received and reviewed.

**SECTION 4. MAINTENANCE OF MEMBERSHIP/FELLOWSHIP.** Maintenance of Membership/Fellowship shall include the following:

- A. Earned a minimum of fifteen (15) hours of continuing education annually.
- B. Payment of annual dues.

**SECTION 5. NON-VOTING MEMBERS.** Non-voting members shall be limited to Honorary, Corporate, Student, and Supporting.

A. Honorary membership: a non-dental hygienist candidate for Honorary Membership must:

- 1. Make an outstanding contribution to dental hygiene or dental hygiene education.
- 2. Be nominated by a member of the Academy.
- 3. Be elected by two-thirds (2/3) vote of the Academy.

B. Corporate Membership: Corporate Membership shall be awarded to qualified corporations who have contributed to the American Academy of Dental Hygiene.

C. Student Membership: A student enrolled in an entry-level dental hygiene educational program

- 1. Must provide proof of academic standing with the dental hygiene educational program.
- 2. Must complete and submit application forms and fees.

D. Supporting Membership: A non-dental hygienist who supports the Purposes and Mission of the Academy.

**SECTION 6. BENEFITS OF HONORARY, CORPORATE MEMBERSHIP, STUDENT, AND SUPPORTING MEMBERSHIP.** Benefits of membership shall include the following:

A. Admittance to annual meetings of the Academy.

B. Placement on the Academy mailing list.

C. Such other benefits as the Governing Council may from time to time determine excluding the right to vote or hold office.

**SECTION 7. DISCIPLINARY ACTION/TERMINATION OF MEMBERSHIP.**

A. Grounds for Discipline. The Academy may discipline a member for any of the following reasons:

1. Failure to comply with these Bylaws or any other rules or regulations of the Academy;
2. Conviction of a felony or a crime related to, or arising out of the practice of Dental Hygiene or involving moral turpitude;
3. Suspension, revocation, or forfeiture by any state, province, or country of the member's right to practice as a dental hygienist; or
4. Unprofessional conduct considered prejudicial to the best interests of, or inconsistent with, the purposes of the Academy.

B. Procedures. Discipline may include, but not be limited to, censure, suspension, probation, and expulsion. Disciplinary action may be taken provided that a statement of the charges shall have been sent by certified mail to the last recorded address of the member at least fifteen (15) days before final action is to be taken. This statement shall be accompanied by a notice of the time and place of the meeting at which the charges shall be considered, and the member shall have the opportunity to appear in person and/or to be represented by counsel and to present any defense to such charges before action is taken by the Academy. Such disciplinary actions shall be conducted in accordance with procedures established by the AADH Governing Council.

**ARTICLE IV - EXECUTIVE COMMITTEE**

**SECTION 1. COMPOSITION.** The Executive Committee (EC) shall consist of a President, Immediate Past President, President Elect, Secretary, Treasurer and the Vice Chair of the Governing Council.

**SECTION 2. TERMS OF OFFICE.** Executive Committee Members shall hold office for a two (2) year term or until their successors are elected.

**SECTION 3. DUTIES.** The Executive Committee shall conduct business of the academy between Governing Council meetings and prepare the agenda for the Governing Council business.

A. The Officers (President, Immediate Past President, President Elect, Secretary and Treasurer) shall perform the duties prescribed by the parliamentary authority adopted by the Academy and procedures adopted by the Governing Council.

B. Business may be conducted by telephone conference, email, and by mail when necessary. A report of any action taken by telephone conference or by mail shall be verified at the next Governing Council meeting.

SECTION 4. VACANCIES. Any vacancy occurring on the Executive Committee between meetings of the Academy shall be filled by the Governing Council, with the exception of the President Elect. A Governing Council member so appointed to fill the vacancy shall serve the remaining term of her/his predecessor. If a vacancy occurs in the office of the President Elect, the office shall remain vacant until it is filled by election at the next Annual Meeting.

## **ARTICLE V – GOVERNING COUNCIL**

SECTION 1. COMPOSITION. The Governing Council (GC) shall consist of the officers and six (6) elected members.

SECTION 2. TERMS OF OFFICE. Governing Council Members shall hold office for a two (2) year term or until their successors are elected.

SECTION 3. DUTIES. The Governing Council shall be the administrative body of the Academy, vested with full power to conduct all the affairs and business of the Academy.

SECTION 4. REPORTS. The Governing Council shall prepare an annual report summarizing the activities of the Academy. This report shall be made available to all members 30 days prior to the Annual Meeting.

SECTION 5. VACANCIES. Any vacancy occurring on the Governing Council between meetings of the Academy shall be filled by the Governing Council, with the exception of the President-Elect. A Governing Council member so appointed to fill the vacancy shall serve the remaining term of her/his predecessor.

SECTION 6. BUSINESS. Governing Council Business, as determined by the president and bylaws, may be conducted electronically, including timely votes on membership and policy.

## **ARTICLE VI – NOMINATIONS AND ELECTIONS**

SECTION 1. NOMINATIONS COMMITTEE. The nominations committee shall prepare a slate of officers and Governing Council members and shall report thereof to the President and Secretary no later than forty-five (45) days prior to the Annual Meeting of the Academy.

SECTION 2. NOTIFICATION OF MEMBERS. . The Secretary will submit the digital ballot to the membership with the names of the nominees proposed by the nomination committee no later than thirty days prior to the Annual Meeting of the Academy. Candidates for Governing Council are elected by digital ballot, and results of the balloting are reported at the Annual Meeting.

SECTION 3. TELLER COMMITTEE. A teller committee of three (3) members who are not slated candidates, members of the Governing Council, or members of the Nominations Committee shall be

appointed by the President. Ballot results will be verified and reported to the membership at large during the Annual Meeting and in the first publication to follow.

SECTION 4. VOTES TO ELECT. A simple majority of number of votes cast shall be sufficient to elect.

SECTION 5. ELECTIONS. Every two (2) years, elections will be held for President- Elect, Treasurer and three (3) Governing Council members. In alternate years three (3) Governing Council members will be elected along with a Secretary. The election of Secretary and Treasurer will be held on alternate years from each other.

SECTION 6. VACANCIES. In the event that there are vacancies on the slate and ballot presented by the Committee, the President may appoint, with approval of the Governing Council.

SECTION 7. SUCCESSOR. Officers and Governing Council members will continue to serve in their capacities until a successor has been elected or appointed.

## ARTICLE VII – MEETINGS

SECTION 1. EXECUTIVE COMMITTEE. Meetings and Special Meetings. The Executive Committee will meet during the year at the president's discretion. Special meetings may be called by the President or at the request of any of the officers. Notice of such meetings shall be sent not less than two (2) weeks before the meeting is held. A majority of officers participating shall constitute a quorum.

### SECTION 2. GOVERNING COUNCIL.

A. Vice Chair of the Governing Council: The President shall appoint the Vice Chair of the Governing Council. The Vice Chair shall also serve on the Executive Committee.

B. Meetings and Special Meetings: A minimum of three (3) meetings of the Governing Council shall be held each year, one of which is to be held in conjunction with each Annual Meeting of the Academy. Special Meetings of the Governing Council may be called by the President or at the request of any five (5) members of the Governing Council or other elected officers. Notice of such meetings shall be sent not less than two (2) weeks before the meeting is held.

C. Quorum: At any meeting of the Council no less than six (6) members shall constitute a quorum.

### SECTION 3. ANNUAL MEETING.

A. There shall be an Annual Meeting of the Academy, the agenda to include:

1. The annual report of the Governing Council.
2. Elections for Governing Council will take place.
3. A scientific session, which may include case presentations of nominees to the Academy.
4. Results of Bylaw amendments vote will be announced. Opportunity for amendments to those previously voted on may be made during Annual Meeting with a further opportunity to revote at that time.



5. Any other matters which may be properly brought before the Assembly.

B. A Quorum for the Annual Meeting shall be ten percent (10%) of the membership but not less than ten (10) members.

C. The President-Elect shall oversee the local arrangements of the Annual Meeting and appoint committees as required to assist.

## ARTICLE VIII – COMMITTEES

### SECTION 1. STANDING AND SPECIAL COMMITTEES.

A. Standing Committees: There shall be nine (9) standing committees of the American Academy of Dental Hygiene. All committee members shall be appointed by the President.

1. Membership: The membership committee shall be composed of no less than three (3) members whose duty it shall be to screen all applications to the Academy and shall recommend all qualified candidates to the Governing Council. The Governing Council shall then evaluate each candidate for approval on the basis of the criteria for membership. Acceptance shall occur upon a majority vote of the Governing Council.

2. Nominations:

- a. The nominations committee shall consist of three (3) members.
- b. The Immediate Past President shall serve as the chairman; and two (2) members appointed by the Governing Council.
- c. The President shall not serve on the nominating committee.

3. Case Presentation:

- a. The Case Presentation Committee shall consist of three (3) members.
- b. Serve to review the cases for presentation to the general membership.
- c. Make recommendations to the Governing Council regarding member presentations.

4. Course Approval:

- a. The Course Approval Committee shall consist of five (5) members.
- b. The role of the Course Approval Committee is to determine if criteria of the presentation has been met, and all guidelines have been followed.
- c. Any and all required fees must be made prior to final approval. The AADH reserves the right to withdraw approval should the course be substantively altered or changed from the original course intent as originally applied for presentation at an AADH sponsored or continuing education approved meeting.

5. Public Relations:

- a. The Public Relations Committee shall consist of at least three (3) members to manage the Academy's social presence, including but not limited to Webmaster, Facebook Custodian and Social Media/Brand Manager.



b. The role of the Public Relations Committee is to promote the purpose of the AADH and carry out those duties as specified by the Governing Council and as outlined in the Policy and Procedures Manual.

c. Report activities planned or promoted on a quarterly basis to the Governing Council.

#### 6. Finance Committee:

a. The Finance Committee shall consist of a minimum of three (3) members plus the Treasurer.

b. The members shall consist of two members appointed by the President, the President-Elect and the Treasurer.

c. The Treasurer serves as an ex-officio member.

d. The role of the Finance Committee is to serve as the oversight committee to review the budget process, assist the President and Treasurer, in the preparation and presentation of the annual budget for the general membership.

e. The Finance Committee serves as the general fiscal oversight committee for the AADH.

#### 7. Financial Review Committee

a. The Financial Review Committee shall consist of three members and shall not include the President or the Treasurer.

b. This committee shall consult with the Finance Committee and Treasurer and have access to financial records.

c. Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures.

d. Participates as required in meetings of the Governing Council.

e. Shall review Financial Policies to assure all were followed.

f. Submits reports to the President and Governing Council in a timely manner.

#### 8. Fellowship Committee:

a. The fellowship committee shall be composed of no less than three (3) current fellows whose duty shall be screening all Fellowship candidates presented to the Academy.

b. Shall recommend qualified candidates to the Governing Council.

c. Governing Council shall maintain final approval of Fellowship candidates based on criteria established.

d. Approval of each Fellowship candidate shall occur upon a majority vote of the Governing Council.

9. Future Focus Committee:

The Future Focus Committee is appointed by the president and approved by the Governing Council. It is charged with gathering and acting on those items the Academy should focus on to maintain forwards directions. There should be a minimum of three members.

B. Special Committees: Special Committees shall be established by the Governing Council or by the Academy as a whole and shall automatically terminate upon the completion of the task for which they were established. Members shall be appointed by the President.

SECTION 2. COMPOSITION.

A. Members: Standing and special committees shall be comprised of individuals who are voting members of this Academy and shall be appointed by the President with the approval of the Governing Council.

B. Ex-Officio Member: The President shall serve as an ex-officio member of all standing and special committees of the Academy except the Nominating and Financial Review Committees.

C. Consultants and Advisors: Each Committee may request to have consultants and/or advisors appointed in order to assist or facilitate in its functioning.

SECTION 3. TERM OF OFFICE. Members of all standing committees of the Academy shall be appointed for a term of two (2) years with tenure limited to four (4) consecutive years.

SECTION 4. DUTIES. Standing and special committees shall have the duties conferred upon them by the Governing Council and such other duties, which shall include:

A. Performance of the duties prescribed by the Governing Council.

B. A written report submitted to the Executive Committee quarterly.

C. A written Annual report, submitted to the Governing Council to be received no less than thirty (30) days prior to the Annual Meeting or as requested by the Governing Council.

SECTION 5. VACANCIES. In the event of a vacancy on a standing or special committee, the President shall appoint a successor for the remainder of the un-expired term.

**ARTICLE IX- INDEMNIFICATION**

The Academy shall indemnify:

A. Any person made or threatened to be made a party to any action or proceeding by reason of the fact that such person or such person's testator or it's testate, is or was a Governing Council member of the Academy.

B. Any Governing Council member who served any other company in any capacity at the request of the Academy, in the manner and to the maximum extent permitted by the New York Not-For-Profit Corporation Laws. The Academy, at the discretion of the Governing Council, may indemnify all other Academy personnel to the extent permitted by law.

**ARTICLE X – NON-INUREMENT**

No part of the net earnings of the Academy shall inure to the benefit of, or be distributed to, its members, officers or other private persons, except those that shall be authorized by the Academy and empowered to pay reasonable compensation for services rendered and to make payments in furtherance of its not-for-profit status. No one individual shall inure to an extent that is greater than the sum distribution of funds or such that exceeds an amount equal to or greater than forty percent (40%) of the annual projected budget.

#### **ARTICLE XI – DISSOLUTION**

The assets of the Academy are permanently dedicated to its exempt and explicit purposes and in the event of the dissolution or liquidation of this Academy all of its assets and property remaining after payment of its debts, obligations and expenses of such dissolution and liquidation shall be distributed only to such organizations as shall qualify under Section 501(c)(3) of the United States Internal Revenue code of 1954, as amended, preferentially to charitable, educational, scientific or philanthropic organizations to be selected by the last Governing Council.

#### **ARTICLE XII – PARLIAMENTARY AUTHORITY**

The rules contained in the most current edition of Roberts Rules of Order, Newly Revised shall govern the proceeding of the Academy in all cases to which they are applicable and in which they are not inconsistent with the Academy's Certificate of Incorporation, Bylaws and any other rules of order the Academy may adopt.

#### **ARTICLE XIII – AMENDMENTS**

Amendments to the Bylaws may be initiated by the Governing Council or by petition of ten (10) or more members. The Governing Council shall submit all such proposed amendments with its recommendations in writing, for an electronic vote by the full membership, issued to the membership at least 30 days prior to the Annual Meeting. Adoption of amendments requires approval of two-thirds (2/3) of the members casting votes. Amendments to those voted upon may be made at the Annual Meeting by members present in person or electronically.