

ODHA PROCEDURES

UPDATED 02/18

PROCEDURES UPDATE COMMITTEE

PRESIDENT

Serves as Chairman of the Executive Board and President of the Association.

A. As Chairman of the Executive Board

1. Supervises the execution and duties of the corporate officers.
2. Provides direction to and receives direction from the Parliamentarian.
3. Chairs the Executive Board meetings.
 - a. Develops the Agenda and email the Executive Board via the Corresponding Secretary.
 - b. Supervises the implementation of Executive Board assignments.
 - c. Provides a Silent Roll, circulates it at the Executive Board meeting and gives to the Recording Secretary.
4. May sign contracts with prior approval of the Executive Board.

B. As President of the Association

1. Vested with the authority by the House of Delegates to carry out the mandate of the members.
2. Represents the Association at large and promotes the mission and goals of the Association.
3. Appoints all council chairs and special committee chairs and Board advisors, subject to approval by the Board.
4. Supervises the execution and responsibility of duties of:
 - a. Councils/committees
 - b. ADHA delegates and alternate delegates
5. Serves as ex-officio member of all councils/committees.
6. Presides at Annual Session.
7. Serves and attends invited events as the official ODHA representative or appoints a designee.
8. Initiates all mail ballots, email ballots or phone votes.
9. Participates in the initial formulation of the Annual Operating Plan and budget for the ensuing year.
10. Prepares end of year report for the Executive Board and the ODHA House of Delegates.
11. Serves as Delegate to the ADHA Annual Session and prepares the ODHA Constituent Reports.
12. Promotes communication throughout the Association.
 - a. Submits roster of newly elected Officers to ADHA and responds to all of ADHA's emails or requests.
 - b. Reports to the District Trustee and provide relevant correspondence.
 - c. Quarterly updates to the Executive Board to be submitted to the Corresponding Secretary one week-prior to the board meeting. A call for reports will be requested 3 weeks prior to the meeting.
 - d. Submits an article for the website in the months of October, February, and July.
13. Calls special sessions of the Executive Board or the general membership, as the need arises.
14. Fills any vacancy on the Executive Board, subject to approval by the Board.
15. Provides pictures and/or information to the Web Coordinator.
16. Attends Lobby Day at the Capitol in February.

17. Responsible for arranging to have the incoming President's plaque made prior to Annual Session and reviewing with the President-Elect exactly how the plaque should read with the specific layout and credentials. Presents plaque at the luncheon for the newly elected President.
18. Writes a President Message for the Annual Session Program.
19. Presides as Speaker of the House for the House of Delegates meeting at the Annual Session.
20. Via the corresponding secretary sends all Executive Board members the latest version of the Policies, Bylaws and Procedures. Sends ADHA any changes that are made to our Policies, Bylaws, or Procedures.
21. Maintains proper financial reports for reimbursement.
22. If possible, makes component visits.
23. Receives a 20% discount on the ODHA Annual Session registration fees.

IMMEDIATE PAST PRESIDENT

1. This position is a voting member of the ODHA Executive Board.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Serves as resource advisor for the Association.
4. Member of the Council on Administration and the Finance Committee.
5. Member of the Association Bylaws, Policies & Procedures Committee.
6. Serves as advisor to the Nomination Committee.
7. Prepares written reports for Executive Board and submits it to corresponding secretary one week prior to the Executive Board meeting.
8. Performs duties and carries out responsibilities as delegated by the President.
9. Institute of Oral Health Liaison for Oklahoma- solicits/raises funds to donate to the ADHA IOH Fundraiser including the IOH Fundraiser at ADHA Annual Session.
10. Prepares written end of year report for the ODHA Executive Board and for the House of Delegates.
11. Updates ODHA Policy and Bylaw changes made at the HOD no later than January and distributes to the board members. President will send it to ADHA.
12. Maintains proper financial records for reimbursement.
13. Receives a 20% discount on the ODHA Annual Session registration fees.

PRESIDENT-ELECT

1. This position is elected by the ODHA House of Delegates and is a voting member of the ODHA Executive Board for a term of one year then becoming President.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Conducts administrative duties for ODHA.
4. Serves as Chair of the Council on Association Bylaws, Policies, Procedures and Nominations.
5. Serves as ex-officio member of the House of Delegates and reads the proposed resolutions and bylaws during the HOD meeting.
6. Performs duties and carries out responsibilities as delegated by the President.
7. Appoints parliamentarian for coming year which must be approved by the Executive Board.
8. Participates in initial formulation of Annual Operating Plan for ensuing year.
9. Prepares written reports for the Executive Board and submits to the Corresponding Secretary one week prior to the board meeting.
10. Prepares written end of year report for ODHA's Executive Board and HOD.
11. Identifies theme for presidential year and submits to Annual Session Chair ASAP.
12. Coordinates installation activities with Annual Session Chair.
13. Plans administrative duties for ODHA House of Delegates including but not limited to:
 - a. Election process for component delegates.
 - b. Provides copies of the proposed resolutions and bylaws to be received by the elected delegates and alternate delegates no less than 30 days prior to Annual Session HOD.
 - c. Coordinates room details with Annual Session Chair (including American Flag)
 - d. Provides typed copies of the proposed resolutions and bylaws at the pre-annual session board meeting for proposal.
 - e. Distribution of updated resolutions and bylaws, voting cards, house standing rules, agenda, policy manuals, component identification cards and other needed documents on delegate tables.
 - f. Prepares ballots and necessary copies for vote and possible revote.
 - g. Enlists tellers and sergeant at arms.
 - h. Have credential report and official delegate list available for sergeant at arms.
14. Establishes calendar for ensuing year.
15. Arranges a gift for the President to be presented at the Presidential Annual Session lunch.
16. Prepares a speech accepting the role as President to be given at Annual Session.
17. Serves as Delegate for ADHA Annual Session.
18. Follows guidelines for the Council on Administration activities.
19. Maintains proper financial reports for reimbursement.
20. Prepares an Agenda for the Post Annual Session Executive Board meeting. With tentative meeting dates.
21. Plans a CE as a fundraiser for ODHA.
22. Receives a 20% discount on the ODHA Annual Session registration fees.

FIRST VICE-PRESIDENT/MEMBERSHIP CHAIRMAN

1. This position is elected by the ODHA House of Delegates and is a voting member of the ODHA Executive Board for a two-year term.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Serves as Chairman of the Council on Member Services and appoints council/committee members.
4. Performs duties and carries out responsibilities as delegated by the President.
5. Serves as state student liaison to District IX Student Liaison Officer.
6. Serves as liaison to the Dental Hygiene Programs.
7. Establishes goals to increase membership and implement them.
8. Follows guidelines for the Council on Member Services activities.
9. Prepares written reports for the Executive Board and submits to the Corresponding Secretary one week prior to the board meeting.
10. Prepares written end of year report for ODHA's Executive Board and HOD.
11. Contacts each component for membership information.
12. Keeps in close contact with ADHA to get the Membership information and rosters.
13. Maintains proper financial records for reimbursement.
14. Receives a 20% discount on the ODHA Annual Session registration fees.
15. Contacts all of the dental hygiene program directors in the state to discuss and inquire about their selection of the Ideal Dental Hygienist at each site. Each program has the students vote on who should be the Ideal Dental Hygienist in the respective programs and sites. Plaques are then made via a trophy company and ordered accordingly.
16. Attend all dental hygiene programs in the state to present the Ideal Dental Hygienist Awards on behalf of ODHA at all sites in the spring, which include the Pinning Ceremony at TCC, Honors' Ceremony at Rose State College and the Convocation at The University of Oklahoma or appoint a designee.
17. Arranges for goodies to be handed out at the WREB Clinical Exam for the dental hygiene Candidates.

SECOND VICE-PRESIDENT/ANNUAL SESSION CHAIRMAN

1. This position is elected by the ODHA House of Delegates and is a voting member of the ODHA Executive Board for a one-year term.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Serves as Chair of the Council on Annual Session. Appoints council/committee members to include but not limited to: Treasurer, First Vice-President, Public Relations Chair, and a minimum of two ODHA members from Annual Session's host city.
4. Seeks and obtains the speakers for the Annual Session and reviews with Executive Board.
5. Signs contracts accordingly with the hotel for Annual Session.
6. Decides on meals for Annual Session and makes arrangements with hotel for the meeting.
7. Makes the nametags, has certificates for all attendees, packets for Annual Session.
8. In charge of handling postcards to be sent out in July prior to Annual Session.
9. Coordinates with the Website Coordinator event information and online registration.
10. In charge of the Annual Session Program.
11. Performs duties and carries out responsibilities as delegated by the President.
12. Coordinates installation activities with the President-Elect for Annual Session.
13. Follows the guidelines for Annual Session Council activities.
14. Prepares written reports for the Executive Board and submits it to the Corresponding Secretary one week prior to the board meeting.
15. Prepares written end of year report for ODHA's Executive Board and HOD.
16. Makes arrangements for speakers accordingly, and introduces each speaker at Annual Session.
17. Maintains proper financial records for reimbursement.
18. Shall be exempt from the ODHA Annual Session registration fee.

SECOND VICE-PRESIDENT ELECT/ANNUAL SESSION CHAIRMAN IN TRAINING

1. This position is elected by the ODHA House of Delegates and is a voting member of the ODHA Board of Trustees for a one-year term thus becoming the 2nd Vice-President/Annual Session Chair the following year.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Assists the 2nd Vice-President with preparations and any day-of tasks for Annual Session as directed.
4. Performs duties and carries out responsibilities as delegated by the President.
5. Assists the Exhibitor and Sponsorship Chairman in any way needed.
6. Follows the guidelines for Annual Session Council activities.
7. Prepares written reports for the Executive Board and submits it to the Corresponding Secretary one week prior to the board meeting.
8. Prepares written end of year report for ODHA's Executive Board and HOD.
9. Receives a 20% discount on the ODHA Annual Session registration fees.

EXHIBITOR AND SPONSORSHIP CHAIRMAN

1. This position is appointed by the 2nd Vice-President/Annual Session Chair and is a non-voting member of the ODHA Executive Board for a one-year term.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Submits weekly reports to 2nd Vice-President regarding status of exhibitors and sponsors and total amount collected.
4. Responsible for recruiting and corresponding with all dental and non-dental exhibitors and sponsors for Annual Session.
5. Responsible for creating or updating the paper and online exhibitor registration forms and submitting them to the 2nd Vice-President for approval.
6. Assists exhibitors and sponsors with registration process as needed and provides Set up details for the day of the event at least 2 weeks prior to Annual Session.
7. Responsible for organizing the exhibitors' space and coordinating all exhibitors during Annual Session including their meal on Saturday.
8. Responsible for collecting all samples, literature and door prizes.
9. Coordinates with 2nd Vice-President Elect to make sure we can accommodate all exhibitor requests and needs.
10. Receives a 20% discount on the ODHA Annual Session registration fees.

RECORDING SECRETARY

1. This position is elected by the ODHA House of Delegates and is a voting member of the ODHA Executive Board for a two-year term.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Records all official minutes of the Association.
4. Serves as member on the Council on Administration.
5. Serves as secretary of the House of Delegates.
6. Performs duties and carries out responsibilities as delegated by the President.
7. Compiles draft of minutes and sends to the Minutes Review Committee, as appointed by the President, within 14 days. Submits final draft to the Corresponding Secretary one week prior to the board meeting.
8. Maintains records of all reports for two years, unless otherwise noted.
9. Maintains proper financial records for reimbursement.
10. Receives a 20% discount on the ODHA Annual Session registration fees.

CORRESPONDING SECRETARY

1. This position is elected by the ODHA House of Delegates and is a voting member of the ODHA Executive Board for a one-year term.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Facilitates communication of the Association.
4. Keeps an updated roster and email contact list for the ODHA members, the Executive Board, and non-Members.
5. Sends reminders to all Executive Board members of upcoming meetings, at least 15 days in advance and ensuring that a quorum will be met.
6. Performs duties and carries out responsibilities as delegated by the President.
7. Emails the Agenda via the President prior to all Executive Board Meetings or any messages via the President.
8. Sends minutes to the Executive Board as received by the Recording Secretary.
9. Receives reports from Executive Board members before each board meeting and emails to Executive Board ASAP.
10. Prepares written reports to the Executive Board to be submitted one week prior to the board meeting.
11. Shares employment opportunities with ODHA members. Non-members who request these emails will be respectfully informed this is a benefit for members only. Encourage non-members to take advantage of all benefits by becoming a member of ADHA.
12. Maintains proper financial records for reimbursement.
13. Receives a 20% discount on the ODHA Annual Session registration fees.

WEB SITE (SOCIAL MEDIA) COORDINATOR

1. This position is elected by the ODHA House of Delegates and is a voting member of the ODHA Executive Board for a two-year term.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Facilitates communication of the Association via the ODHA website and Facebook
4. Performs duties and carries out responsibilities as delegated by the President.
5. Updates the website as necessary and adds pictures or information to the Facebook group.
6. Prepares written reports to the Executive Board to be submitted one week prior to the board meeting.
7. Works with the Webmaster on various projects.
8. Runs online registration for ODHA events as possible.
9. Maintains proper financial records for reimbursement.
10. UPCLOSE and PERSONAL Encourages the Executive Board or ODHA members to be Acknowledged via the ODHA website or the ODHA Facebook group.
11. Receives a 20% discount on the ODHA Annual Session registration fees.

TREASURER

1. This position is elected by the ODHA House of Delegates and is a voting member of the ODHA Executive Board for a two-year term.
2. Attends all ODHA board meetings well prepared and makes checkbook available at each meeting. If unable to attend, makes arrangements with the President.
3. Serves as Chair of the Finance Committee and appoints council/committee members for the following year.
4. Reviews expenses and other financial activities of the Association.
5. Must attend all meetings of the HOD in order to present the budget. Should an emergency arise, the President may appoint a member of the finance committee to present the budget.
6. Performs duties and carries out responsibilities as delegated by the President.
7. Participates in initial formulation of the proposed budget to the Executive Board and the written report should contain the actual budget for the fiscal year to date. The treasurer should respond to inquiries about any budget item with expense entries and remaining balance for any office or line item.
8. Prepares written report for the Executive Board for distribution at board meetings.
9. Prepares and submits records to a CPA for income tax preparation. The Federal government requires that the taxes be filed within four months from the end of each fiscal year. Failure to file on time can incur penalties.
10. Maintains proper financial records, including receipts, for reimbursement.
11. Receives a 20% discount on the ODHA Annual Session registration fees.

ADHA DELEGATE/ALTERNATE

1. This position is elected by the ODHA House of Delegates and is a voting member of the ODHA Executive Board.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Attends all WebEX or meetings that the District IX Trustee makes and is fully prepared.
4. Head Delegate will be appointed by the President and should be the Delegate with the most experience.
5. Head Delegate will be in charge of making the hotel arrangements, making sure that each delegate has made airfare arrangements, makes sure that all Delegates are registered for the ADHA meeting, including the Crest and Oral-B Breakfast, President's Gala and the Young Dental event.
6. District IX Trustee will make assignments accordingly and Head Delegate will be in charge of making assignments in the district for the WebEX meeting.
7. Head Delegate will be responsible for being in charge of a WebEX that is assigned by the District IX Trustee.
8. Head Delegate will be responsible for picking up packets at the ADHA meeting upon arrival to the ADHA meeting. Will distribute packets accordingly.
9. Head Delegate makes sure that all PRs and PBYS assigned for Oklahoma are done on a specific testimony paper and turned in accordingly at the ADHA meeting.
10. Attends District IX 5K Fun Run for IOH Fundraiser.
11. Makes sure that all Delegates and Alternate Delegates are signed up to be on specific listservs for ADHA.
12. Attends assigned meetings at the ADHA Annual Session and House of Delegates, including Reference Committee Hearings, Association Updates, CODA Hearings, Candidate Forum, Legislative Workshop, Membership Workshop, Presidential Gala, and District IX dinner.
13. The Alternate Delegate may not be funded for the ADHA national meeting.
14. Head Delegate prepares a written final report which is submitted to the Executive Board and to ODHA HOD.
15. Member of the Council on Administration.
16. Maintains proper financial records for reimbursement.
17. Receives a 20% discount on the ODHA Annual Session registration fees.

COMPONENT REQUIREMENTS

These are the minimum requirements to remain an unincorporated/incorporated component of the ODHA.

Components with fewer than 50 members will follow these requirements:

1. All correspondence must have the ADHA and ODHA logos made from the official template. Personal component logos are prohibited. This logo template can be accessed on OKDHA.ORG.
2. All correspondence must be signed accordingly:
 - a. ADHA, ODHA, Oklahoma County Component
 - b. ADHA, ODHA, Tulsa County Component
 - c. ADHA, ODHA, Kay County Component
 - d. ADHA, ODHA, Western Component
 - e. ADHA, ODHA, South West Component
 - f. ADHA, ODHA, Canadian River Component

All Components are under the jurisdiction of ADHA and ODHA. No component is a stand-alone society or association.

3. Needs to provide a minimum of 7 CE Units for its members per year. (10 hours per year for 3 years is 30 hours. Minus 4 hours for online courses and minus the four hours for CPR renewal gives 7 CE per year to be provided. Thus, meeting the requirement for licensure renewal)
4. Maintains proper financial records with the ODHA Treasurer.

Components with 50 or more members will follow these requirements:

1. All correspondence must have the ADHA and ODHA logos made from the official template. Personal component logos are prohibited. This logo template can be accessed on OKDHA.ORG.
2. All correspondence must be signed accordingly:
 - a. ADHA, ODHA, Oklahoma County Component
 - b. ADHA, ODHA, Tulsa County Component
 - c. ADHA, ODHA, Kay County Component
 - d. ADHA, ODHA, Western Component
 - e. ADHA, ODHA, South West Component
 - f. ADHA, ODHA, Canadian River Component

All Components are under the jurisdiction of ADHA and ODHA. No component is a stand-alone society or association.

3. Needs to provide a minimum of 10 CE Units for its members per year. (10 hours per year for 3 years is 30 hours and meets licensure renewal.)
4. Maintains proper financial records with the ODHA Treasurer.

New Component Charters

1. Select a name for the Component, considering the area represented.
2. Select a Chairman and Vice-Chairman, who shall be a voting member of the Executive Board.
3. Select a membership fee.
4. Determine whether the component will be incorporated or unincorporated.
5. Petition the ODHA Executive Board for recognition.
6. Present the Executive board with an outline of how it will provide benefits to dental hygienists and the public.
7. Agree and comply with the ADHA Charter Agreement.
8. Agree to comply with ADHA/ODHA Bylaws.
9. Comply with other requirements as determined by the Executive Board.

Following a majority vote and completion of the above, the new Component shall be recognized as an official Component of ODHA. The Component shall have all the responsibilities and duties as outlined in the Procedures Manual.

Chairman/Co-Chairman

1. The Chairman and Co-Chairman are voting members of the ODHA Executive Board representing their component.
2. They attend all ODHA Executive Board meetings and are well prepared.
3. They have a working knowledge of ODHA Policy and Bylaws.
4. Participate in the ODHA Strategic Planning.
5. Serve on ODHA councils and committees as required.
6. Relay information between ODHA and their component.
7. Promote ODHA membership and student involvement at the component level.
8. Provide a written report to the Corresponding secretary for the Executive Board Meetings.
9. Submit future component meeting dates to the Website Coordinator.
10. Prepare a written year end report for the ODHA HOD. Copies must be provided for all delegates.
11. Provide regular updates to the ODHA on component activities.
12. Receive a 20% discount on the ODHA Annual Session registration fees.

PARLIAMENTARIAN

1. This position is appointed by the President and is not a voting member of the ODHA Executive Board.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Serves in accordance with the Constitution and Bylaws of ODHA.
4. Establishes procedure for Annual Session business in accordance with current parliamentary authority as defined by the Bylaws.
5. Is available to ODHA members to assist with parliamentary and procedural problems during Annual Session.
6. Is available to officers of the Executive Board to assist with parliamentary and procedural problems during board meetings.
7. Reviews, updates and distributes the ODHA Procedures Manual, Bylaws and Policies in coordination with the Immediate Past President and President.
8. Reviews the text of the current parliamentary authority, i.e., Roberts' Rules of Order.
9. Maintains proper financial records for reimbursement.
10. Receives a 20% discount on the ODHA Annual Session registration fees.

PUBLIC RELATIONS CHAIR

1. This position is appointed by the President and is not a voting member of the ODHA Executive Board.
2. Promotes National Dental Hygiene Month and National Children's Dental Health Month.
3. Promotes ODHA through letters and Press Releases offering speakers.
4. Promotes ODHA and dental hygienist through Facebook and other social media outlets.
5. Advocates for public awareness and student recruitment at high school levels and encourages each component to participate.
6. Maintains records of ODHA published material in the media (newspaper or TV).
7. The Standing members of the PR council are Editor and Corresponding Secretary.
8. Serves on the Council for Annual Session.
9. Attends all Executive Board meetings and is well prepared.
10. Prepares written report (when appropriate) for the Executive Board and submits it to Corresponding Secretary one week prior to the board meeting.
11. Prepares a written year-end report for the ODHA Executive Board.
12. Maintains proper financial records for reimbursement.
13. Assists the Public Health Chair with the Mighty Mouth Run or any other ODHA sponsored event.
14. Receives a 20% discount on the ODHA Annual Session registration fees.

PUBLIC HEALTH CHAIR

1. This position is appointed by the President and is not a voting member of the ODHA Executive Board.
2. Promotes National Dental Hygiene Month and National Children's Dental Health Month.
3. Involved in all Community Health Partnerships.
4. Standing members of the Public Health Council are Public Relations Chair and President-Elect.
5. Attends all Executive Board meetings and is well prepared.
6. Prepares written report for the Executive Board and submits it to Corresponding Secretary one week prior to the board meeting.
7. Promotes community service opportunities.
8. Assists the Public Relations Chair with the Mighty Mouth Run or any other ODHA sponsored event.
9. Prepares a written year-end report for the ODHA Executive Board.
10. Maintains proper financial records for reimbursement.
11. Receives a 20% discount on the ODHA Annual Session registration fees.

**STANDING COMMITTEE
ON
ASSOCIATION BYLAWS, POLICIES, PROCEDURES AND NOMINATIONS**

1. The Chair shall be the President-Elect.
2. Advisor to the committee shall be the President.
3. There shall be a minimum of three members on the committee.
4. Provides clarity of Constituent Bylaws, Policy and Procedures.
5. Reviews Proposed Bylaws and Resolutions submitted for consideration, including new ADHA Bylaws and Policies.
6. Presents new Bylaws and Resolutions to the Executive Board.
7. Considers slate of officers submitted by the president elect.

STANDING COMMITTEE ON FINANCE

1. The Chair shall be the Treasurer.
2. Standing members of the Finance Committee are President, President Elect and another member of the Executive Board.
3. Prepares upcoming years budget proposal and presents to the Executive Board and HOD.
4. Reviews and updates current objectives of the committee.

LEGISLATIVE CHAIRMAN

1. This position is appointed by the president and is not a voting member of the ODHA Executive Board. Co-Chairmen may also be appointed by the President as needed.
2. Attends all ODHA Executive Board meetings and is well prepared.
3. Appoints members of the legislated council.
4. Interviews potential lobbyist to present to the Executive Board for consideration.
5. Works with lobbyist closely in monitoring, drafting, preserving and progressing legislation for the profession of dental hygiene and sometimes opposing harmful legislation.
6. Communicating with members and non-members and State legislators regarding pending legislative issues we support or oppose.
7. Planning Lobby Day at the State Capitol.
8. Coordinating Lobby Day with the Dental Hygiene Programs.