

OKDHA PROCEDURES

UPDATED 07/2022
PROCEDURES UPDATE COMMITTEE

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PRESIDENT

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

1. As Chairman of the Executive Board

- A. Supervises the execution and duties of the OKDHA Executive Board officers.
- B. Provides direction to and receives direction from the Parliamentarian.
- C. Chairs the Executive Board meetings.
 - 1. Develops the Agenda and emails the OKDHA Executive Board via the Corresponding Secretary.
 - 2. Supervises the implementation of Executive Board assignments.
 - 3. May sign contracts with prior approval of the OKDHA Executive Board.

2. As President of the Association

- A. Vested with the authority by the House of Delegates to carry out the mandate of the members.
- B. Represents the Association at large and promotes the mission and goals of the Association.
- C. Appoints all committee chairs and special committee chairs and Board advisors, subject to approval by the Board.
- D. Supervises the execution and responsibility of duties of:
 - 1. Committees
 - 2. ADHA Delegates and Alternate Delegates
- E. Serves as ex-officio member of all committees.
- F. Presides at Annual Session.
- G. Serves and attends invited events as the official OKDHA representative or appoints a designee.
- H. Initiates all mail ballots, email ballots or phone votes.
- I. Participates in the initial formulation of the Annual Strategic Plan and budget for the ensuing year.
- J. Prepares end-of-year report for the OKDHA Executive Board and the OKDHA House of Delegates.
- K. Serves as Delegate to the ADHA Annual Session and prepares the OKDHA Constituent Reports.
- L. Promotes communication throughout the Association.
 - 1. Submits roster of newly elected Officers to ADHA and responds to all of ADHA's emails or requests.
 - 2. Reports to the District Trustee and provide relevant correspondence.

3. Quarterly updates to the OKDHA Executive Board to be submitted to the Corresponding Secretary one week prior to the board meeting. A call for reports will be requested 4 weeks prior to the meeting.
4. Submits content for the newsletter and social media pages.
- M. Calls special sessions of the OKDHA Executive Board or the general membership, as the need arises.
- N. Fills any vacancy on the OKDHA Executive Board, subject to approval by the Board.
- O. Attends Legislative Day activities.
- P. Arranges to have the incoming President's plaque made prior to Annual Session and reviews 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.
- Q. Writes a President Message for the Annual Session Program.
- R. Presides as Speaker of the House for the House of Delegates meeting at the Annual Session.
- S. Sends ADHA any changes that are made to our Policies, Bylaws, or Procedures.
- T. Maintains proper financial reports of expenses and income.
- U. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
- V. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
- W. Works with Treasurer and the Standing Committee on Finance to approve all OKDHA Executive Board reimbursement receipts.
- X. Meets with Treasurer and the Standing Committee on Finance to review and reconcile OKDHA bank accounts quarterly.
- Y. Makes component and dental hygiene program visits as possible.
- Z. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
- AA. Shall be exempt from the March Madness Scientific Session and Annual Session registration fees.
- BB. Receives 1 year of ADHA/OKDHA membership paid for by the OKDHA.

IMMEDIATE PAST PRESIDENT

1. This position is a voting member of the OKDHA Executive Board.
2. Attends all OKDHA Executive Board meetings and is well prepared.
3. Serves as resource advisor for the Association.
4. Serves as a member of the Standing Committee on Finance.
5. Serves as a member of the Standing Committee on Association Bylaws, Policies, and Procedures.
6. Serves as advisor to the Standing Committee on Nominations.
7. Prepares written reports for OKDHA Executive Board and submits it to Corresponding Secretary by a date set by the President.
8. Performs duties and carries out responsibilities as delegated by the President.
9. Acts as the Institute of Oral Health Liaison for Oklahoma.
 - A. Solicits/raises funds to donate to the ADHA IOH which may include an IOH Fundraiser at ADHA Annual Session.
 - B. Attends all virtual IOH training offered by ADHA and our District Trustee.
10. Acts as the Scholarship Committee Chair for the Cyndy Vogler Henry Memorial Student Scholarship and facilitates the awarding of these scholarship(s) annually.
11. Prepares written end-of-year report for the OKDHA Executive Board and for the House of Delegates.
12. Maintains proper financial reports of expenses and income.
13. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
13. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
14. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
15. Receives a 30% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees.

PRESIDENT-ELECT

1. This position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a term of one year then becoming President.
2. Attends all OKDHA Executive Board meetings and is well prepared.
3. Conducts administrative duties for OKDHA.
4. Serves as Chair of the Standing Committee on Association Bylaws, Policies, and Procedures.
5. Serves as the Chair of the Standing Committee on Nominations.
6. Serves as a member of the Standing Committee on Finance.
7. Serves as ex-officio member of the House of Delegates and reads the proposed resolutions and bylaws during the HOD meeting.
8. Performs duties and carries out responsibilities as delegated by the President.
9. Selects a parliamentarian who is appointed at the beginning of the President's term and must be approved by the OKDHA Executive Board.
10. Prepares written reports for the Executive Board and submits to the Corresponding Secretary by a date set by the President.
11. Prepares written end-of-year report for OKDHA's Executive Board and House of Delegates.
12. Identifies theme for presidential year and submits to Annual Session Chair ASAP.
13. Coordinates installation activities with 2nd Vice President/Annual Session Chair.
14. Plans administrative duties for OKDHA House of Delegates including but not limited to:
 - A. Provides instructions and templates to component Chairs for the delegate/alternate delegate election process, sets the dates by which delegate names are due, contacts all elected delegates/alternate delegates to let them know of the election results, and provides instructions and details about the House of Delegates meeting to all delegates/alternate delegates and the OKDHA Executive Board members presiding over the House of 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 2nd Vice President/Annual Session Chair (including American Flag).
 - D. Provides typed copies of the proposed resolutions and bylaws at the Pre-Annual Session board meeting.

- E. Provides copies of updated resolutions and bylaws, voting cards, house standing rules, agenda, policy manuals, component identification cards and other needed documents on delegate tables.
 - F. Updates OKDHA House of Delegates script and prints copies for necessary officers.
 - G. Prepares ballots and necessary copies for vote and possible revote.
 - H. Enlists Tellers and Sergeant at Arms.
 - I. Has credential report and official delegate list available for Sergeant at Arms.
15. Establishes calendar for ensuing year.
 16. Arranges a gift for the President to be presented at the Presidential Annual Session lunch.
 17. Prepares a speech accepting the role as President to be given at Annual Session.
 18. Serves as Delegate for ADHA Annual Session.
 19. Maintains proper financial reports of expenses and income.
 20. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
 21. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
 22. Provides the next year's meeting dates to the President for inclusion in the Post-Annual Session Executive Board meeting. The President still chairs this meeting.
 23. Plans March Madness Scientific Session as a fundraiser for OKDHA.
 - A. Serves as Chair of the Committee on March Madness Scientific Session. Appoints committee members as needed.
 - B. Seeks and obtains contracts for March Madness Scientific Session speakers and provides copies to the OKDHA Executive Board.
 - C. Signs contracts accordingly with the venue for March Madness Scientific Session and provides copies to the OKDHA Executive Board.
 - D. Decides on meals for March Madness Scientific Session and makes arrangements with venue for the meeting.
 - E. Makes nametags, welcome packets, and proof of continuing education credits.
 - F. Creates virtual and printed advertising for March Madness Scientific Session.
 - G. Works with Website Coordinator to create online registration.

- H. Coordinates with the Website Coordinator, Public Relations Chair, and Social Media Coordinator to distribute event information.
 - I. Creates the March Madness Scientific Session Program.
24. Serves as and/or appoints an Exhibitor and Sponsorship Chairman for March Madness Scientific Session.
- A. Informs President-Elect regarding status of exhibitors and sponsors and total amount collected for March Madness Scientific Session.
 - B. Recruits and corresponds with all dental and non-dental exhibitors and sponsors for March Madness Scientific Session.
 - C. Creates/updates the paper and online exhibitor registration forms and submitting them to the President-Elect for approval.
 - D. Assists exhibitors and sponsors with registration process as needed and provides set up details for the event.
 - E. Organizes the exhibitors' space and coordinating all exhibitors during March Madness Scientific Session, including meals.
 - F. Collects all samples, literature, and door prizes.
 - G. Coordinates with President-Elect to accommodate exhibitor requests and needs.
 - H. Prepares and submits a written Post-Event Summary to the President-Elect and the OKDHA Executive Board for March Madness Scientific Session no later than one month following event date.
 - 1. Summary will include names of exhibitors/sponsors, amount donated/paid, list of expenses, and total income from exhibitors/sponsors.
25. Prepares and submits a written Post-Event Summary to the OKDHA Executive Board for OKDHA March Madness Scientific Session event no later than one month following event date. Summary will include itemized list of expenses and income, including but not limited to number and type of attendees, income from registration, and detailed information about exhibitors and sponsorships.
26. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
27. Shall be exempt from the OKDHA March Madness Scientific Session registration fee and receive a 30% discount on OKDHA Annual Session registration fee.

FIRST VICE-PRESIDENT/MEMBERSHIP CHAIRMAN

1. This position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a two-year term.
2. Attends all OKDHA Executive Board meetings and is well prepared.
3. Serves as Chairman of the Committee on Member Services and appoints committee members.
4. Performs duties and carries out responsibilities as delegated by the President.
5. Serves as liaison to the Dental Hygiene Programs.
6. Establishes goals to increase membership and implements them.
7. Prepares written reports for the OKDHA Executive Board and submits to the Corresponding Secretary by a date set by the President.
8. Prepares written end-of-year report for OKDHA's Executive Board and House of Delegates.
9. Contacts each component for membership information.
10. Keeps in close contact with ADHA to get the Membership information and rosters.
11. Maintains proper financial reports of expenses and income.
12. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
13. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
14. 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.
15. Attends all dental hygiene programs in the state to present the Ideal Dental Hygienist Awards on behalf of OKDHA 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.
16. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure

statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.

17. Receives a 30% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees.

SECOND VICE-PRESIDENT/ANNUAL SESSION CHAIRMAN

1. This position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a one-year term.
2. Attends all OKDHA Executive Board meetings and is well prepared.
3. Prepares written reports for the OKDHA Executive Board and submits it to the Corresponding Secretary by a date set by the President.
4. Serves as Chair of the Standing Committee on Annual Session and appoints committee members as needed.
5. Seeks and obtains contracts for Annual Session speakers and provides copies to the OKDHA Executive Board.
6. Signs contracts accordingly with the venue for Annual Session and provides copies to the OKDHA Executive Board.
7. Decides on meals for Annual Session and makes arrangements with venue for the meeting.
8. Makes nametags, welcome packets, and proof of continuing education credits.
9. Creates virtual and printed advertising for Annual Session.
10. Works with Website Coordinator to create online registration.
11. Coordinates with the Website Coordinator, Public Relations Chair, and Social Media Coordinator to distribute event information.
12. Creates the Annual Session Program.
13. Prepares and submits a written Post-Event Summary to the OKDHA Executive Board for OKDHA Annual Session event no later than one month following event date. Summary will include itemized list of expenses and income, including but not limited to number and type of attendees, income from registration, and detailed information about exhibitors and sponsorships provided by the 2nd Vice-President Elect.
14. Performs duties and carries out responsibilities as delegated by the President.
15. Coordinates installation activities with the President-Elect for Annual Session.
16. Prepares written end-of-year report for the OKDHA Executive Board and House of Delegates.
17. Maintains proper financial reports of expenses and income.
18. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
19. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.

20. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
21. Shall be exempt from the OKDHA Annual Session registration fee and receives a 30% discount on the March Madness Scientific Session registration fee.

SECOND VICE-PRESIDENT ELECT/ANNUAL SESSION CHAIRMAN-IN-TRAINING

1. This position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a one-year term thus becoming the 2nd Vice-President/Annual Session Chair the following year.
2. Attends all OKDHA Executive Board meetings and is well prepared.
3. Assists the 2nd Vice-President and 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. Prepares written reports for the OKDHA Executive Board and submits them to the Corresponding Secretary by a date set by the President.
6. Serves on the Standing Committee on Annual Session.
7. Serves as the Exhibitor and Sponsorship Chairman for Annual Session.
 - A. Informs 2nd Vice-President regarding status of exhibitors and sponsors and total amount collected for Annual Session.
 - B. Recruits and corresponds with all dental and non-dental exhibitors and sponsors for Annual Session.
 - C. Creates/updates the paper and online exhibitor registration forms and submitting them to the 2nd Vice-President for approval.
 - D. Assists exhibitors and sponsors with registration process as needed and provides set up details for the event.
 - E. Organizes the exhibitors' space and coordinating all exhibitors during Annual Session, including meals.
 - F. Collects all samples, literature, and door prizes.
 - G. Coordinates with 2nd Vice-President to accommodate exhibitor requests and needs.
 - H. Prepares and submits a written Post-Event Summary to the 2nd Vice President and the OKDHA Executive Board for Annual Session no later than one month following event date.
 1. Summary will include names of exhibitors/sponsors, amount donated/paid, list of expenses, and total income from exhibitors/sponsors.
8. Prepares written end-of-year report for the OKDHA Executive Board and House of Delegates.
9. Maintains proper financial records of expenses and income.
10. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.

11. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
12. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
13. Shall be exempt from the OKDHA Annual Session registration fee and receives a 30% discount on the March Madness Scientific Session registration fee.

CORRESPONDING SECRETARY

1. This position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a one-year term.
2. Attends all OKDHA Executive Board meetings and is well prepared.
3. Facilitates communication of the Association using email accounts.
4. Keeps an updated roster and email contact list for the OKDHA members, the OKDHA Executive Board, and non-Members.
5. Sends a reminder to all OKDHA Executive Board members of upcoming Executive Board meeting and a call for reports at least 30 days prior to the meeting date.
6. Performs duties and carries out responsibilities as delegated by the President.
7. Emails the Agenda from the President prior to all OKDHA Executive Board Meetings.
8. Emails any messages from the President and other Executive Board members as needed within a timely manner.
9. Sends minutes to the OKDHA Executive Board as received by the Recording Secretary.
10. Receives reports from OKDHA Executive Board members before each board meeting and emails to OKDHA Executive Board ASAP.
11. Prepares written reports to the Executive Board to be submitted by a date set by the President.
12. Shares employment opportunities with OKDHA 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.
13. Prepares a written end-of-year report for the OKDHA Executive Board and House of Delegates.
14. Maintains proper financial reports of expenses and income.
15. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
16. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
17. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or

the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.

18. Receives a 30% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees.

RECORDING SECRETARY

1. This position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a two-year term.
2. Attends all OKDHA Executive Board meetings and is well prepared.
3. Records all official minutes of the Association.
4. Serves as secretary of the OKDHA House of Delegates.
 - A. Prepares and submits minutes to the Minutes Review Committee within four weeks after House of Delegates. Approved and finalized minutes should be distributed to the Executive Board no more than six weeks following the House of Delegates meeting.
5. Performs duties and carries out responsibilities as delegated by the President.
6. Compiles draft of minutes for OKDHA Executive Board meetings and sends to the Minutes Review Committee, as appointed by the President, and the Parliamentarian within 14 days of OKDHA Executive Board Meeting. Approved and finalized minutes should be distributed to the OKDHA Executive Board no more than one month after the Executive Board meeting.
7. Maintains records of all reports for seven years, unless otherwise noted.
8. Maintains proper financial reports of expenses and income.
9. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
10. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
11. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
12. Receives a 30% discount on the March Madness Scientific Session and Annual Session registration fees.

TREASURER

1. This position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a two-year term.
2. Attends all OKDHA 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 Standing Committee on Finance and follows all ADHA/OKDHA Financial Safeguards listed in the Committee Procedures.
4. Reviews expenses and other financial activities of the Association.
5. Attends all meetings of the HOD in order to present the budget. If meeting in person, numbered copies must be provided for all Delegates and collected at the end of the HOD. 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 purposed budget to the OKDHA 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 reports for the OKDHA Executive Board to be submitted by a date set by the President.
 - A. The written report will include financial statements reviewed by the Standing Committee on Finance with a comparison to the budget and bank reconciliation no less than every three months.
9. Prepares a written end-of-year report for the OKDHA Executive Board and the House of Delegates.
10. 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.
11. Maintains proper financial reports of expenses and income.
12. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
13. Maintains proper financial records, including receipts, for reimbursement.
 - A. Works with the Standing Committee on Finance to approve all OKDHA Executive Board reimbursement receipts.
 - B. The Treasurer may not reimburse themselves. Reimbursement must be approved and check signed by another member of the Standing Committee on Finance.

- C. Submits original receipts for reimbursement via email to the President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
14. Submits application and payment for renewal of the OKDHA not-for-profit status with the Oklahoma Secretary of State by January 31st each year.
 15. Renews OKDHA Liability Insurance by January 31st each year.
 16. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
 17. Receives a 30% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees.

WEBSITE COORDINATOR

1. This position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a two-year term.
2. Serves as a member of the Standing Committee on Annual Session.
3. Attends all OKDHA Executive Board meetings and is well prepared.
4. The OKDHA President and Executive Board are the owners of the OKDHA website and all social media platforms, having authority over the information disseminated on these sites.
5. Facilitates communication for OKDHA via the OKDHA website and social media sites.
6. Performs duties and carries out responsibilities as delegated by the President.
7. Updates the website as necessary and adds pictures or information to the OKDHA website and social media sites.
8. Prepares written reports to the OKDHA Executive Board to be submitted by a date set by the President.
9. Prepares a written end-of-year report for the OKDHA Executive Board and House of Delegates.
10. Works with the Webmaster on various projects.
11. Runs online registration for OKDHA events as possible.
12. Maintains proper financial reports of expenses and income.
13. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
14. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
15. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
16. Shall be exempt from the OKDHA Annual Session and March Madness Scientific Session registration fees.

PUBLIC RELATIONS CHAIR

1. This position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a one-year term.
2. Gathers information and prepares the OKDHA newsletter.
3. Assists the Public Health Chair with OKDHA sponsored events.
4. Promotes National Dental Hygiene Month and National Children's Dental Health Month.
5. Promotes OKDHA communication with registered dental hygienists via email.
6. Works with OKDHA Social Media Chair to promote OKDHA and registered dental hygienists through OKDHA social media platforms.
7. Maintains records of OKDHA published material in the media (newspaper or TV).
8. Serves on the Annual Session Committee.
9. Performs duties and carries out responsibilities as delegated by the President.
10. Attends all OKDHA Executive Board meetings and is well prepared.
11. Prepares written reports for the Executive Board and submits it to Corresponding Secretary to be submitted by a date set by the President.
12. Prepares a written year-end report for the OKDHA Executive Board and House of Delegates.
13. Maintains proper financial reports of expenses and income.
14. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
15. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
16. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
17. Receives a 20 30% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees.

PUBLIC HEALTH CHAIR

1. This position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a one-year term.
2. Assists the Public Relations Chair with OKDHA sponsored events.
3. Promotes National Dental Hygiene Month and National Children's Dental Health Month.
4. Promotes community health partnerships and service opportunities.
5. Attends all OKDHA Executive Board meetings and is well prepared.
6. Prepares written reports to the Executive Board to be submitted by the date set by the President.
7. Prepares a written end-of-year report for the OKDHA Executive Board and House of Delegates.
8. Maintains proper financial reports of expenses and income.
9. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
10. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
11. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
12. Receives a 30% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees.

LEGISLATIVE CHAIRMAN

1. This position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a one-year term.
2. Attends all OKDHA Executive Board meetings and is well prepared.
3. Appoints members of the legislative committee.
4. Interviews potential lobbyist to present to the OKDHA Executive Board for consideration.
5. Works closely with lobbyist in monitoring, drafting, preserving, and progressing legislation for the profession of dental hygiene and opposing harmful legislation.
6. Communicates with members and non-members and State legislators regarding pending legislative issues we support or oppose.
7. Coordinates a Legislative Day for the dental hygiene programs.
8. Maintains proper financial records of expenses and income.
9. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
10. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
11. Prepares written reports to the OKDHA Executive Board to be submitted by date set by the President.
12. Prepares a written end-of-year report for the OKDHA Executive Board and House of Delegates.
13. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
14. Receives a 30% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees

ADHA DELEGATE/ALTERNATE

1. The Delegate position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a term of one year.
2. The Alternate Delegate position is elected by the OKDHA House of Delegates and is a voting member of the OKDHA Executive Board for a term of one year.
 - A. If there is more than one candidate for delegate, the person with the most votes becomes that delegate and the runners up become the alternate delegates in order of the number of votes they received.
3. Responsibilities of all Delegates/Alternate Delegates include:
 - A. Attends all OKDHA Executive Board meetings and is well prepared.
 - B. Attends all meetings and district discussions that the District IX Trustee makes and is fully prepared.
 - C. Attends assigned meetings at the ADHA Annual Session and House of Delegates, including Reference Committee Hearings, Association Updates, CODA Hearings, Candidate Forum, Legislative Workshop, and Mega Session Workshop.
 - D. The Researches the PR's and/or PBY's assigned by the District IX Trustee and will be ready to present their opinion and lead discussion on their designated PR's/PBY's during District IX Reference Committee Discussions prior to ADHA House of Delegates.
 - E. Submits testimony for assigned PR's/PBY's using the appropriate ADHA forms following District IX Reference Committee discussions.
 - F. Writes a brief synopsis of the section(s) of the ADHA End-of-Year Report assigned by the District IX Trustee and submits the report as instructed.
 - G. Participates in and raise funds for the ADHA IOH Fundraiser.
4. A Head Delegate will be appointed by the President and should be the Delegate with the most experience. Responsibilities of the Head Delegate include:
 - A. Makes sure that all Delegates and Alternate Delegates are signed up to be on specific listservs for ADHA.
 - B. Lead the District IX Reference Committee Meeting as assigned by the District IX Trustee.
 - C. Prepares a written final report which is submitted to the OKDHA Executive Board prior to the third-quarter Executive Board meeting and an end-of-the-year report to OKDHA House of Delegates.
5. If the delegates are attending the ADHA House of Delegates in-person, the Head Delegate will be responsible for registering all delegates/alternate

- delegates for the ADHA House of Delegates and making hotel and travel arrangements. Head delegate will be responsible for picking up and distributing delegate information packets upon arrival.
6. OKDHA will not fund the Alternate Delegate for the ADHA national meeting.
 7. Maintains proper financial reports of expenses and income.
 8. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
 9. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
 10. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
 11. All Delegates/Alternate Delegates will receive a 30% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees.

COMPONENT REQUIREMENTS

All Components are under the jurisdiction of ADHA and OKDHA. No component is a stand-alone society or association. These are the minimum requirements to remain an unincorporated/incorporated component of the OKDHA.

Components with fewer than 50 members will follow these requirements:

1. All correspondence must have the ADHA and OKDHA 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, OKDHA, Canadian River Component
 - B. ADHA, OKDHA, Oklahoma County Component
 - C. ADHA, OKDHA, South West Component
 - D. ADHA, OKDHA, Tulsa County Component
 - E. ADHA, OKDHA, Western Component
3. Needs to provide a minimum of 6 CE Units for its members per year.
4. Maintains proper financial records with the OKDHA Treasurer.

Components with 50 or more members will follow these requirements:

1. All correspondence must have the ADHA and OKDHA 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, OKDHA, Canadian River Component
 - B. ADHA, OKDHA, Oklahoma County Component
 - C. ADHA, OKDHA, South West Component
 - D. ADHA, OKDHA, Tulsa County Component
 - E. ADHA, OKDHA, Western Component
4. Needs to provide a minimum of 10 CE Units for its members per year.

NEW COMPONENT CHARTERS

1. Select a name for the Component, considering the area represented.
2. Select a Chairman and Vice-Chairman, who shall be voting members of the OKDHA Executive Board.
3. Select a membership fee.
4. Petition the OKDHA Executive Board for recognition as an incorporated or unincorporated component.
5. Present the OKDHA Executive Board with an outline of how it will provide benefits to dental hygienists and the public.
6. Agree and comply with the ADHA Charter Agreement.
7. Agree to comply with ADHA/OKDHA Bylaws.
8. Comply with other requirements as determined by the OKDHA Executive Board.
9. Following a majority vote and completion of the above, the new Component shall be recognized as an official Component of OKDHA. Final status as an incorporated or unincorporated component is a decision of the OKDHA Executive Board. The Component shall have all the responsibilities and duties as outlined in the Procedures Manual.
10. Any OKDHA member may initiate this process.

COMPONENT CHAIRMAN/VICE CHAIRMAN

1. The Chairman and Vice Chairman are voting members of the OKDHA Executive Board elected by their component for a term of one year.
2. Attends all OKDHA Executive Board meetings and are well prepared.
3. Maintains a working knowledge of OKDHA Policy and Bylaws.
4. Participates in the OKDHA Strategic Planning meeting.
5. Serves on OKDHA committees as required.
6. Relays information between OKDHA and their component.
7. Promotes OKDHA membership and student involvement at the component level.
8. Provides a written report to the Corresponding Secretary for the OKDHA Executive Board Meetings by a date set by the President.
9. Submit future component meeting dates to the Website Coordinator.
10. Prepares a written end-of-year report for the OKDHA Executive Board and House of Delegates.
11. Provides regular updates to the OKDHA on component activities.
12. The following ADHA/OKDHA Financial Safeguards should be followed at all component meetings:
 - A. Monies collected at OKDHA meetings must be counted by a minimum of two members for accuracy.
 - B. Checks received should be immediately endorsed with the bank deposit stamp and bank deposits should be made as soon as possible. Cash should be deposited the same day received.
 - C. Record retention schedules should be approved and followed. Current Record retention is 7 years.
13. Maintains proper financial reports of expenses and income.
14. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
15. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
16. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure

statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.

17. Receives a 30% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees.

SOCIAL MEDIA COORDINATOR

1. The Social Media Coordinator is appointed by the President with the approval of the OKDHA Executive Board for a one-year term and is not a voting position.
2. The OKDHA President and Executive Board are the owners of all OKDHA social media platforms and have authority over the information disseminated on these sites.
3. Attends all OKDHA Executive Board meetings and is well prepared.
4. Facilitates communication of the Association via the OKDHA Social Media Platforms, including but not limited to: Twitter, Instagram and Facebook.
5. Performs duties and carries out responsibilities as delegated by the President.
6. Updates all social media platforms as needed with information and visuals.
7. Prepares written reports to the OKDHA Executive Board to be submitted by a date set by the President.
8. Works with OKDHA Website Coordinator, Public Relations Chair and Corresponding Secretary to standardized messaging across all Constituent communication platforms.
9. Shares administration duties with Website Coordinator, Public Relations Chair and site moderators to ensure all posts follow OKDHA guidelines.
10. Regarding continuing education, OKDHA social media platforms will only advertise Continuing Education (CE) meetings conducted by OKDHA. It is a conflict of interest to advertise competitor's CE.
11. Regarding advertising, OKDHA social media platforms will only advertise for companies, speakers, or organizations sponsoring or donating to OKDHA.
12. Encourages the OKDHA Executive Board and/or OKDHA members to be acknowledged via the OKDHA social media platforms with a member spotlight.
13. Maintains proper financial reports of expenses and income.
14. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
15. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
16. Prepares a written end-of-year report for the OKDHA Executive Board and House of Delegates.

17. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
18. Receives a 30% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees.

PARLIAMENTARIAN

1. This position is appointed by the President with the approval of the OKDHA Executive Board for a one-year term and is not a voting position.
2. Attends all OKDHA Executive Board meetings and is well prepared.
3. Serves in accordance with the Constitution and Bylaws of OKDHA.
4. Establishes procedure for Annual Session business in accordance with current
5. parliamentary authority as defined by the Bylaws.
6. Is available to OKDHA members to assist with parliamentary and procedural problems during Annual Session and OKDHA Executive Board meetings.
7. Is available to officers of the OKDHA Executive Board to assist with parliamentary and procedural problems during board meetings.
8. Reviews OKDHA Executive Board meeting minutes for accuracy.
9. Reviews the OKDHA Bylaws, Policies, and Procedures Manual annually and works with President-Elect on any proposed bylaws and proposed resolutions.
10. Reviews the text of the current parliamentary authority, i.e., Roberts' Rules of Order.
11. Maintains proper financial reports of expenses and income.
12. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
13. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
14. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.
15. Receives a 30% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees.

MINUTES REVIEW COMMITTEE

1. The Chair of the Committee shall be the Recording Secretary.
2. The committee shall consist of two voting members of the OKDHA Executive Board that volunteer during an Executive Board Meeting and the Parliamentarian.
3. Committee Members shall take notes during the OKDHA Executive Board meeting for which they volunteer with the purpose of aiding them in reviewing the minutes presented by the Recording Secretary/Committee Chair.
4. The Committee Chair shall email OKDHA Executive Board Meeting minutes to the Committee Members within two weeks of the meeting.
5. Committee Members will review the minutes from the Recording Secretary and compare with their own notes for accuracy. Email any corrections or email approval of the minutes as written to the Recording Secretary within 1 week of receiving the minutes.
6. The Recording Secretary will update the meeting minutes with corrections as necessary and then distribute to the OKDHA Executive Board within four weeks of the OKDHA Executive Board meeting as described in the Recording Secretary Procedures above.
7. Maintains proper financial records for reimbursement.
8. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
9. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
10. The Constituent shall pay the expenses of all committees.
11. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.

STANDING COMMITTEE ON ASSOCIATION BYLAWS, POLICIES, AND PROCEDURES

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 OKDHA Executive Board.
7. Maintains proper financial records for reimbursement.
8. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
9. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
10. The Constituent shall pay the expenses of all committees.
11. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.

STANDING COMMITTEE ON NOMINATIONS

1. The Chair shall be the President-Elect.
2. Advisor to the committee shall be the Immediate Past-President.
3. There shall be a minimum of three members on the committee.
4. Provides the Association with a selection of candidates for the Slate of Officers at Annual Session.
5. Reviews and updates current objectives of the committee.
6. Maintains proper financial records for reimbursement.
7. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
8. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
9. The Constituent shall pay the expenses of all committees.
10. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.

STANDING COMMITTEE ON FINANCE

1. The Chair shall be the Treasurer.
2. Members of the Standing Committee on Finance are President, President-Elect and at least one other member of the OKDHA Executive Board selected by the Treasurer.
3. Observes ADHA/OKDHA recommended Finance Safeguards:
 - A. A separate bank account should be opened in the name of the organization.
 - B. The person making the expenditure should NOT approve it or sign the check. A second person should approve and sign the applicable payment.
 - C. No one person should control all aspects of a transaction.
 - D. Reimbursement requests, including original receipts, will be emailed to the Standing Committee on Finance for approval.
 - E. Monies collected at OKDHA meetings must be counted by a minimum of two members for accuracy.
 - F. Checks received should be immediately endorsed with the bank deposit stamp and bank deposits should be made as soon as possible. Cash should be deposited the same day received.
 - G. Record retention schedules should be approved and followed. Current Record retention is 7 years.
4. Reviews the Bank Reconciliation prepared by the Treasurer no less than every three months.
5. Reviews financial statements with a “comparison to the budget” prepared by the Treasurer, prior to being sent to the OKDHA Executive Board on a quarterly basis.
6. Prepares upcoming year’s budget proposal and presents to the OKDHA Executive Board and House of Delegates.
7. Reviews and updates current objectives of the committee.
8. Maintains proper financial records for reimbursement.
9. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
10. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
11. The Constituent shall pay the expenses of all committees.
12. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or

the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.

STANDING COMMITTEE ON ANNUAL SESSION

1. The Chair shall be the 2nd Vice President/Annual Session Chairman.
2. Other members will include the 2nd Vice President Elect, Website Coordinator, and others as appointed by the Chair or the President.
 - A. The 2nd Vice President Elect is responsible for handling all aspects of Exhibitor and Sponsorship for Annual Session (see procedures above).
 - B. The Website Coordinator will work with the Chair to create, launch, and monitor registration for attendees, students, and exhibitors. Also, the Website Coordinator will be available at the registration table at Annual Session on both days.
3. Assists with all planning responsibilities as assigned by the Chair, including but not limited to:
 - A. Makes nametags, welcome packets, and proof of continuing education credits.
 - B. Creates virtual and printed advertising for Annual Session.
 - C. Works with Website Coordinator to create online registration.
 - D. Creates the Annual Session Program.
4. Assists with tasks during Annual Session event as assigned by the Chair.
5. Maintains proper financial records for reimbursement.
6. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
7. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
8. The Constituent shall pay the expenses of all committees.
9. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.

CYNDY VOGLER HENRY MEMORIAL STUDENT SCHOLARSHIP SELECTION COMMITTEE

1. Composition of the Scholarship Selection Committee

The Cyndy Vogler-Henry Memorial Student Scholarship Selection Committee shall consist of a Scholarship Committee Chair (Immediate Past-President) and a panel of five people selected from the OKDHA Executive Board and the OKDHA Executive Board Committees.

 - A. None of the scholarship selection committee members shall be affiliated with any dental hygiene school/program in Oklahoma.
 - B. Any OKDHA Executive Board Member or Committee Member that is interested in serving on the Scholarship Selection Committee will submit their name to the Chair of the Committee for consideration.
 - C. The Scholarship Committee Chair and the OKDHA President shall select the five committee members from those names submitted.
 - D. Alternate committee members need to be available in case one of the committee members cannot fulfill their role or in case an additional vote is needed to help make the final decision on the applicants.
 - E. The Committee Chair (Immediate Past-President) shall oversee the committee but will not participate in the selection process.
2. Selection Process
 - A. All identifying information will be removed from the applications by the Scholarship Committee Chair, and each application will be assigned a number. The Chair will then distribute the applications to the committee for review.
 - B. The scholarship selection committee members will review all of the scholarship applications and use the provided rubric to evaluate and select the recipient(s).
 - C. The Scholarship Selection Committee shall notify the Scholarship Committee Chair of the recipient(s) by the date indicated by the Committee Chair.
 - D. The scholarship recipients will be announced at OKDHA Annual Session.
3. Changes to the Cyndy Vogler-Henry Memorial Student Scholarship Application, the Cyndy Vogler-Henry Memorial Student Scholarship Rubric, and any other documents associated with the Cyndy Vogler-Henry Memorial Student Scholarship may be made by a vote of the OKDHA Executive Board.
4. Maintains proper financial records for reimbursement.

5. Should an emergency arise, the prior authorization for expenditure of additional funds (overage amount to be determined by the House of Delegates) must have approval of the OKDHA Executive Board.
6. Submits original receipts for reimbursement via email to the Treasurer and President and one other member of the Standing Committee on Finance. Indicate on the receipt the name of person to be reimbursed, what the expenditure was for, and what budget line item it comes out of.
7. The Constituent shall pay the expenses of all committees.
8. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.

DENTAL HYGIENE ADVISORY COMMITTEE (DHAC)- OKDHA MEMBER

1. The Oklahoma Dental Hygienists' Association can recommend two (2) dental hygienists to the Oklahoma Board of Dentistry for the Dental Hygiene Advisory Committee (Title 59, Chapter 7, Section 328.17 OK Statute).
2. This is a non-voting member of the OKDHA Executive Board and will serve a three-year term as outlined in the Title 59, Chapter 7, Section 328.17 for the OK Statute, and will follow all other guidelines set for in this statute.
3. The OKDHA will inform all current ADHA/OKDHA members when a DHAC member's term will expire and call for interested candidates.
4. Current DHAC members can request appointment for a consecutive term.
5. All interested candidates will be asked to submit a resume and will be invited to attend an OKDHA Executive Board meeting to be interviewed.
6. The voting OKDHA Executive Board will vote to select their DHAC representatives.
7. Majority vote selects the OKDHA representative that will be recommended to the Oklahoma Board of Dentistry for consideration.
8. If there is no clear majority, a run-off vote will be held between the two leading candidates The candidate with the majority vote is selected.
9. The OKDHA DHAC member term expiration dates are as follows:
Member 1-June 30th 2021, June 30th 2024, June 30th 2027, June 30th 2030...etc.
Member 2-June 30th 2022, June 30th 2025, June 30th 2028, June 30th 2031...etc.

OKDHA DHAC Representatives will:

1. Be an ADHA/OKDHA Member in good standing.
2. Uphold the OKDHA Mission Statement.
3. Inform the DHAC of the OKDHA Strategic Plan.
4. Inform the OKDHA Executive Board if wanting appointment for consecutive term.
5. Encourage RDH participation and attendance at DHAC meetings. All Oklahoma Dental Hygienists are allowed to attend public Dental Hygiene Advisory Committee meetings.
6. Attend all OKDHA Executive Board meetings.
7. Prepare written reports for the OKDHA Executive Board to be submitted by the date set by the President
8. Prepares a written end-of-year report for the OKDHA Executive Board and House of Delegates.

9. Includes the approved email disclosure statement as written in *Other Procedures of the Association* on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.

OTHER PROCEDURES OF THE ASSOCIATION

1. OU COLLEGE OF DENTISTRY SCIENTIFIC DAY
 - A. OKDHA donates \$100 annually for an award that goes to a dental hygiene student selected by the OU Scientific Day judges. Components are eligible to donate money towards an award for this event if they so choose.

2. EMAIL DISCLOSURE STATEMENT
 - A. The following statement will be required on all email correspondence within the OKDHA Executive Board and the Association. All correspondence to membership or the dental hygiene public at large will also contain the email disclosure statement. The statement will follow the signature line in each email sent from an OKDHA officer when representing OKDHA.

You have received this mail because you are an Oklahoma licensed Registered Dental Hygienist and/or member of the Oklahoma Dental Hygienists' Association. The content of this email is intended only for the recipient specified. The OKDHA respectfully intends to protect the privacy of its members. Therefore, OKDHA does not sell or share email addresses with businesses or people for solicitation purposes. Please do not use or share other visible email addresses without consent from the owner of the email address.

If you no longer wish to receive emails of this nature, unsubscribe from our mailing list by replying to this message, including unsubscribe in the subject line.