

Constitution and
Bylaws of the
Newfoundland and Labrador
Dental Hygienists Association

Reviewed and revised

June 2014

**Constitution of the Newfoundland and Labrador
Dental Hygienists Association**

Article I: Name

The name of this organization shall be “The Newfoundland and Labrador Dental Hygienists Association” herein-after referred to as “This Association”.

Article II: Mission

The mission of this association shall be to cultivate, promote and sustain the art and science of the Dental Hygiene Profession, and to contribute towards the improvement of the health of the people of Newfoundland and Labrador.

Article III: Organization

This Association is a non-profit organization. None of its net income shall inure to the financial benefit of an individual or individuals. If at any time this Association shall be dissolved, no part of the funds or property shall be distributed to or among its members. After payment of all indebtedness of the Association, the supplies, funds and properties shall, at the discretion of the then governing body, be transferred to another organization with objectives similar to those of the Association, or otherwise used to advance the objectives of the Association.

Article IV: Government

Section 1: The Legislative Body

The Legislative body of this Association shall be the Active and Life Members as defined in the By-Laws.

Section 2: The Administrative Body

The administrative body of the Association shall be the Executive Council as provided in the Bylaws.

Article V: Code of Ethics

The Code of Ethics of the Canadian Dental Hygiene Association shall govern the professional conduct of the members of the Association.

Article VI: Amendments

The Constitution may be amended by a two-thirds (2/3) affirmative vote of the members of the Association present and voting at a session or by proxy, provided that the proposed amendment shall have been mailed by the Secretary of the Association to each member at least one (1) month prior to the next session of the Association at which time action upon such amendments is proposed to be taken.

Article VII: Supremacy Clause

When the Constitution and By-Laws bylaws of the Association are in conflict with those of the Canadian Dental Hygienists' Association, the latter shall prevail.

Chapter I: Membership

Section 1: Classification: The Members of the Association shall be classified as follows:

- A: Active Member
- B: Student Member
- C: Honorary Member
- D: Life Member
- E: Support Member

Section 2: Qualification:

A: Active Member – Any person who is legally eligible to practice within the Province of Newfoundland and Labrador, shall, upon payments of dues, be classified as an active member of the Association and entitled to the rights and privileges of an active member of the Association.

B: Student Member – Any student of a School of Dental Hygiene accredited by the Commission on Dental Accreditation of Canada be classified as a Student Member.

C: Honorary Member – any person, who is not a dental hygienist, who has made meritorious contributions to the art and science of Dental Hygiene or who has rendered distinguished service in the field of Dental Hygiene and who has been recommended by the members under these bylaws and approved by the Executive Council.

D: Life Members – Any active member who has made an outstanding contribution to Dental Hygiene and to this Association and has been recommended under these bylaws and approved by the Executive Council.

E: Support Members – an individual who is: a) a Dental Hygienist who is not practicing

as a Dental Hygienist in the current membership year: b) not a Dental Hygienist, but who supports the goals and objectives of the Association and has been recommended under these bylaws and approved by the Executive Council.

Section 3: In Good Standing

Any member of the Association who is not under suspension or expulsion because of being found guilty of violating the statutes under which Dental hygiene is practiced in the Province of Newfoundland and Labrador, or of violation of the Constitution and/or Code of Ethics, and whose dues for the current year have been paid, shall be considered a member in good standing of this Association.

Section 4: Privileges

A: Active Member, Life Member: An active or life member in good standing shall be entitled to receive any services as are provided by this Association for the benefit of its members, shall have the privilege of voting, and shall be eligible for election or appointment to any office, committee, board or similar position in this Association.

B: Student, Support, and Honorary Members: A student, support or honorary member in good standing shall be entitled to receive publications of the Association, admission to scientific sessions of this Association on payment of applicable registration fees and enjoy all other services as are provided by the Association for the benefit of its members. These members do not have the privilege of voting or holding office

Section 5: Termination of Membership

A: Any member in good standing with the Association may withdraw in good standing

from the Association by delivering a written request to the Executive Council through the Membership Chairman of this Association.

B: Any member who fails to pay fees within the first forty-five (45) days after the due date shall automatically forfeit membership in this Association.

Section 6: Reinstatement of Membership

Any member who has resigned in good standing from this Association may be reinstated upon payment of the fees of the current fiscal year.

Section 7: Transfer of Membership

Members of any Constituent Association of the Canadian Dental Hygienists' Association who have paid their current year's dues to the Canadian Dental Hygienist's Association who moved to the Province of Newfoundland and Labrador during the current fiscal year, and who have resigned from their former constituent association in good standing and who applied to the membership shall be allowed to transfer their membership to this Association with no additional fee until the following membership year.

Section 8: Constituent Membership

This Association is a Constituent member of the Canadian Dental Hygienists' Association. As a constituent association all provincial members are national members with dues assessed accordingly. This entitles Newfoundland and Labrador to director representation at the National Board.

Chapter II: Finances and Dues

Section 1: Fiscal Year

The fiscal year of this Association shall begin on May 1st and end on April 30th of each calendar year.

Section 2: General Fund

The general fund shall consist of all moneys received other than those specifically allotted to other funds. The fund shall be used for defraying all expenses incurred by the Association.

Section 3: Membership Dues

The annual dues of active, student and support members shall be determined by the Executive Council prior to the annual meeting of the members. Honorary and Life Members are exempt from the payment of dues to this Association. Student members may carry over their student membership with the Canadian Dental Hygienists' Association until the November following their graduation from dental hygiene school.

Section 4: Collection of Dues

Dues are submitted to the Canadian Dental Hygiene Association central office for collection and provincial reimbursement.

Section 5: Appropriation of Funds

Any recommendation proposing an appropriation of funds of the Association not included in the Annual Budget shall be referred to the governing body for approval.

Chapter III: Meetings

Section 1: Annual Meeting

The annual meeting of the members shall be held at a time and place as the Executive Council may determine. Notice of the annual meeting must be received by each member one (1) month prior to the meeting.

Section 2: General and Special Meeting

Other meetings of the members, whether general or special, may be convened by order of the President or Executive Council at any time and place. The secretary of this Association shall notify each member not less than two (2) weeks before any meeting.

Section 3: Persons Entitled to be Present at Members Meetings

The only persons entitled to be present at a meeting of members shall be voting members, the Executive Director of the CDHA and such other persons who are entitled or required under any provision of the Act, articles or bylaws of the NLDHA to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by consent of the members.

Section 4: Quorum:

All members having been duly notified, a quorum for the sake of passing business will be the majority of members present and voting or by proxy but not less than seven (7).

Section 5: Voting

At any meeting of members, every question shall be determined by a majority of the votes cast on the questions. In case of an equality of votes the chair of the meeting shall have a second or casting vote, in addition to an original vote. Voting Members of the NLDHA shall have one vote at annual and special general meetings.

Section 6: Absentee Voting:

- a. Any Voting Member may be represented by proxy at annual and special general meetings of the NLDHA by another Voting Member, provided such proxy shall be in writing on the form provided by the NLDHA. A letter, facsimile or an e-mail with a scanned signature can be sent to the president. The proxy form will be provided upon request.
- b. A proxy must be signed by the voting Member and shall be valid only for the meeting for which it was specifically given or for any adjournment thereof.
- c. Proxies or notice of proxies held must be filed with the NLDHA at least five(5) business days before the meeting takes place.

Section 7: Order of Business

The rules in the most recent copy of Roberts Rules of Order shall govern all meetings of the Association.

Chapter IV: Executive Council

Section 1: Composition

The Executive Council shall consist of President, President-Elect, Secretary, Treasurer and the Immediate Past-President as an ex-officio member. The President shall preside at all General and Executive Council meetings. In the absence of the President, the President-Elect shall preside with full powers.

Section 2: Powers

The Executive Council shall:

- A. Be the administrative body of this Association, vested with full power to conduct all business of the Association, subject to the Constitution and bylaws and approval of the membership.
- B. Have the power to establish policies that are essential to the management of this Association. Such Policies must be presented for ratification at the next general meeting.
- C. Have the power to direct the President to call a general meeting upon a two-third (2/3) affirmative vote of the Council members.
- D. Have the power to approve not more than one (1) honorary and life member per year, whenever one is worthy of it.
- E. Have the power to create special committees and
- F. Have the power to appoint representatives on behalf of the Association.

Section 3: Duties

It shall be the duties of the Executive Council to

- A: Prepare a budget for carrying on the activities of the Association for the forthcoming year.

B: Have all accounts of the Association audited when deemed necessary by the Executive Council and;

C: Perform other duties as may be described in the Bylaws.

Section 4: Installation

The elective officers of the Association shall be installed at the annual meeting. The President-Elect shall be installed as the President without other election.

Section 5: Tenure of Office

The officers of the executive council shall serve in their elected, designated or ex-officio capacities for the term of two (2) years or until their successors are installed.

Section 6: Vacancies

In the event the office of President becomes vacant, the President-Elect shall become President for the unexpired term and shall also serve as President during the term for which elected. In the event that other executive offices become vacant after installation, the Executive shall appoint a member to serve the unexpired term of such office.

Section 7: Quorum

A majority of the voting members of the Executive Council shall constitute a quorum.

Section 8: Removal for Cause

The Executive Council with a two-thirds (2/3) vote may remove any member from any designated position by due cause.

Chapter V: Elective Officers

Section 1: Eligibility

Only active or life members in good standing of this Association shall be eligible to stand for and

serve as officers of this Association. Previous officers of this Association who are active or life members in good standing may be eligible to stand for and serve as officers of this Association.

Section 2: Elective Officers

The elective officers shall be the President-elect, Secretary, and treasurer. The President may be elected as provided in the bylaws. The elective officers may hold more than one position and/or serve as committee chairman.

Section 3: Nomination and Election

A: The Executive Council shall act as the Nomination Committee.

B: The Nomination Committee shall present a list of proposed candidates with necessary information to the Executive Council.

C: Additional nominations may be made from the floor.

D: Voting shall be by ballot and a majority of the votes cast shall be necessary for an election when more than one person has been nominated.

E: In case no candidate receives a majority of the votes cast on the first ballot, the candidate receiving the least number of votes shall be dropped and a new ballot shall be taken. This procedure shall be continued until a candidate receives a majority of all the votes cast. This candidate shall be declared elected.

Section 4: Duties of Officers

A: President

1. To serve as an official representative for the purpose of advancing the objectives
2. To serve as an ex-officio member of all committees of this Association.
3. To preside at all meetings of this Association and the Executive Council.
4. To deliver a presidential address at the annual meeting.
5. To submit a written report of the activities of the office at the annual meeting.

6. To appoint and notify special committees when considered necessary.
7. To make interim appointments in case vacancies in committees.
8. To perform such duties as may be provided in these Bylaws.

B: President-Elect

1. To assist the President, as requested, in the performance of the duties of the President.
2. To fill the unexpired term of the President in the event such vacancy occurs.
3. To act as chairman of the nomination committee.
4. To succeed to the office of President without election at the annual meeting at the end of their term.

C: Secretary

1. To keep records and minutes
2. To act as Secretary at all meeting of this Association and Executive council
3. To request written report from each committee chairman sixty (60) days before the annual meeting.
4. To send a written or verbal notice of the time and place of each general meeting to every member not less than two (2) weeks before any such meeting.
5. To conduct any necessary correspondence
6. To perform all other duties customary to the office or provided for in the Bylaws.
7. To request a list of member contact information from the CDHA and update the current member list.

E: Treasurer

1. To serve as custodian of all moneys of this Association and shall keep full and accurate accounts of all receipts and disbursements.
2. To present a treasurer's report upon request at any general meeting
3. To submit a financial statement at the termination of the fiscal year

4. To perform other such duties as may be designated by the Executive Council or by these Bylaws.

F: Immediate Past-President

1. To serve as ex-officio member of the Executive Council
2. To perform other such duties as may be designated by the Executive Council or by these bylaws.

Chapter VI: Committees

Section 1: Objectives

The objectives of the standing and special committees, shall be the initiation and carrying out of projects related to their respective fields.

Section 2: Name and Number

The committees of this Association shall be unlimited. The standing committees of this Association shall be:

1. The Continuing Education Committee
2. The Public Awareness Committee

Section 3: Eligibility

All members of committees must be active or life members of this Association.

Section 4: Nomination Procedure

All chairmen of standing committees shall either be appointed or elected at the annual meeting every second (2nd) year. Chairmen of special committees can be appointed or elected at a general meeting. The members of committees shall volunteer or be appointed by the respective chairmen.

Section 5: Vacancy

In the event a vacancy in the chair of any committee, the Executive Council shall make an interim appointment.

Section 6: General Rules

- A. The chairmen of each committee will present a report to the President of the Association at least thirty (30) days before the annual meeting.
- B. The chairmen shall be responsible for the presentation of budget for the ensuing fiscal year upon request of the Executive Council.
- C. Any activities contemplated which are not covered within the terms of reference must be sanctioned by the membership of the Association before action is taken thereon.
- D. When a new chairman is designated, the former chairman shall turn over to the Treasurer of this Association any funds on hand and to the new Chairman all pertinent subject matter of the committee.
- E. The majority of committee members shall constitute a quorum.
- F. The committee membership may deal with additional matters referred to it by the Executive Council, approved for which must be obtained at the next general meeting.
- G. All committees shall keep record of all correspondence and reports. In addition, annual reports shall be sent to the President of this Association.

Section 7: Special Committee

Special committees shall be created and appointed as prescribed in the Bylaws.

Chapter VII: Scientific Sessions

Section 1: Objectives

Scientific sessions of this Association are for the presentation and discussion of subjects pertaining to the art and science of Dental Hygiene.

Section 2: management and General Arrangements

The Executive Council or Continuing Education Committee shall provide for the management of, and make all the arrangements for, each scientific session as may be designated in these Bylaws.

Section 3: Registration and Admission

Admissions to all sessions and clinics of the Association shall be limited to members in good standing of this Association or of a constituent Association on the Canadian Dental Hygienists Association. Non-members may be charged a special registration fee, at the discretion of the Executive Council, for the privilege of attending the scientific session.

Chapter VIII: Indemnification of Association Member

No member of this Association shall, merely by reason of such membership, be or become liable for any of its debts or obligations unless such debts or obligations are incurred through negligence or wilful misconduct on the part of the member.

Chapter IX: Amendments to the By-Laws

The By-Laws of this Association may be amended by two-third (2/3) affirmative vote of the member of this Association present and voting at a session, provided that a copy of such proposed amendments and/or revisions shall be presented in writing to the general membership at least thirty (30) days prior to the session at which action upon such amendments and/or revisions is to be taken.

These amendments, when approved by the members of this Association, will come into effect immediately.