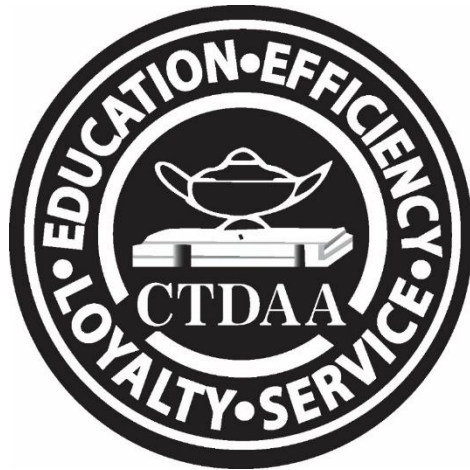


CONNECTICUT DENTAL ASSISTANTS ASSOCIATION BYLAWS 2017



Approved February 2018 by the ADAA

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ARTICLE I – Name and Location

The name of this organization shall be the “Connecticut Dental Assistants Association” (hereinafter referred to as “the Association”, “this Association”, or the “CTDAA”); a non-profit corporation incorporated in the state of Connecticut.

ARTICLE II – OBJECTIVES

To advance the careers of dental assistants and to advocate for the dental assisting profession in matters of education, professional activities, credentialing and legislation. To promote the ideals and growth of the Association which aid in the accessibility and delivery of quality oral health care to the public.

ARTICLE III – ORGANIZATION STRUCTURE

Section 1. Affiliation.

This Association shall be a State Association of the American Dental Assistants Association (ADAA).

Section 2. Local Component Organizations.

A. Organization.

A Local Component Organization may be organized in a town, city, county, or district for the purpose of furthering the objectives of this Association.

B. Name.

A Local Component Organization may be named for a town, city, county, or district within the geographical area; however, no two (2) Local Component Organizations within that area shall adopt the same name.

C. Affiliation.

Affiliation shall be granted upon the following conditions:

1. Approval by this Association; and
2. Approval by the American Dental Assistants Association.

D. Governance.

Local Organizations shall be governed by Bylaws or Rules of Governance.

E. Individuals applying for membership in a local component organization shall be required to maintain membership in the ADAA and this State Association.

Section 3. Study Clubs.

The State Association, at its discretion, may provide for its members to organize into local member study clubs. Guidelines for the establishment and support of such local member study clubs shall be determined by the State Association.

ARTICLE IV – MEMBERSHIP

Section 1. Admission.

Membership shall include those individuals who will support and promote the objectives of this Association, regardless of diversity.

Section 2. Active Membership Categories.

There shall be the following active membership categories: Professional Membership, Student Membership and Life Membership.

A. Professional Membership.

Professional membership may be granted to any Dental Assistant which includes, but is not limited to, the Clinical Dental Assistant, Administrative Dental Assistant, and Dental Assistant Educator, or any individual with a history of experience working in a dental assistant capacity, who will support and promote the objectives of this Association.

1. A Professional Member shall have the privilege of voting, holding elective office and serving as chairman or member of a committee.
2. Professional Members shall pay annual national and state dues as determined by the adopted budget of the ADAA and this Association.

B. Student Membership.

Student membership may be granted to any student enrolled in a dental assisting program, or to a graduate of a dental assisting program enrolled full-time in either a program related to dentistry or in a college degree program, who will support and promote the objectives of this Association. A student member shall have the privilege of serving as a member of a committee. Student members shall pay annual dues as determined by the adopted budget of the ADAA.

C. Life Membership.

Life membership shall be granted to a Professional Member who has maintained continuous professional membership, or who has maintained continuous professional membership interrupted by student membership, for a period of thirty-five (35) years and who will support and promote the objectives of this Association. All Life members shall have all of the privileges and benefits of professional membership and shall pay National dues at a twenty-five percent (25%) reduction.

Proviso 1: This does not affect the members who have achieved Life membership before

October 23, 1979 and pay no dues or members who have achieved Life membership before October 8, 1988 and pay fifty percent (50%) of professional member dues, and members who have achieved special member status and pay fifty percent (50%) of professional member dues or life retired status prior to May 13, 2017 and pay no dues.

1. All Life members who pay no dues shall be required to update their membership information annually via the ADAA membership renewal process in order to maintain their life-member benefits and remain on the life member roster.

Proviso 2: Members who have previously achieved the status "Active Life Member" after 25 years of continuous membership prior to May 13, 2017 may continue to display their life member pin and certificate and use the designation "ADAA Life Member." These members shall remain listed in the professional member category on the official roster and pay full dues until they achieve life-member status with the thirty-five (35) continuous years of membership. This Proviso shall be removed from the CTDAAs Bylaws on May 13, 2027.

Section 3. Local Membership: A person applying for membership in a local organization shall be required to maintain membership in this Association and the American Dental Assistants Association.

Section 4. State Membership: Where no local organization exists, a person applying for membership in this Association shall be classified as an independent state member. Such members shall be required to maintain membership in this Association and the American Dental Assistants Association.

ARTICLE V – DUES

ADAA, state and local dues shall be paid by each member directly to the Central Office of the ADAA in accordance with the procedures and dates established by the ADAA and this Association. No dues shall be refunded to any member whose membership terminates for any reason. (Provisions shall be made for distribution of dues amounts received from ADAA Central Office for each membership category.)

ARTICLE VI – GENERAL ASSEMBLY

Section 1. Composition and Qualifications.

The General Assembly shall be composed of members of this Association. The voting members shall be Professional and Life Members [present] and the voting members of the Executive Board.

Section 2. Registration.

The deadline dates for registration shall be determined by the Executive Board.

Section 3. Meetings.

- A.** The General Assembly shall meet regularly at the Association's Annual Session.
- B.** A special meeting of the General Assembly may be called by a two-thirds (2/3) vote of the voting members of the Executive Board. Fifteen (15) days' notice shall be given. The member apportionment of the previous General Assembly shall prevail.

Section 4. Quorum.

One-third (1/3) of the members of the General Assembly representing at least one-third (1/3) of the Local Organizations (if such organizations exist) shall constitute a quorum for the transaction of business at any meeting of the General Assembly. A quorum established at the beginning of the meeting shall be considered a quorum throughout.

Section 5. Duties.

The General Assembly shall be the governing body of this Association. It shall determine the policy statements of the Association, determine dues for all membership classifications at the beginning of the fiscal year in which such dues are applicable, adopt an annual budget, elect officers, may nominate a district trustee every three (3) years, amend the Bylaws and transact whatever other Association business is necessary. The annual budget proposed by the Executive Board to the General Assembly for adoption shall have a line item stating the number of members of the established dues amount.

Section 6. Admission of Meetings.

- A.** Admission to meetings of the Annual Session shall be for members of the CTDAAs, the ADAAs, Student Members and invited guests who have registered with the CTDAAs registrar. Proof of membership status will be required for voting.
- B.** Registration fee for non-members shall be determined annually by the Executive Board.

ARTICLE VII – OFFICERS

Section 1. Number and Titles.

The elected officers of this Association shall be five (5) or six (6) in number: **President, President-Elect, Vice President, Secretary, Treasurer, and/or Co-Treasurer.** The President shall be the Chief Elected Officer and the Official Spokesperson of the Association.

Section 2. Eligibility.

Only a Professional or Life Member of this Association shall be eligible to serve as an elected officer.

Section 3. Nominations.

In accordance with the *CTDAA Manual of Procedures*, the Nominating Committee shall present a slate of one (1) or more qualified candidates for each office to be filled. The report of the committee shall be presented to the General Assembly. No name shall be placed in the nomination without the written consent of the nominee.

Section 4. Election.

A. Election may be by ballot during the Annual Session and a majority of the General Assembly shall elect.

B. When only one nominee is presented for each office to be elected, the General Assembly by unanimous consent may authorize the chair to effect the election by declaring each nominee elected by acclamation.

Section 5. Term of Office.

Term of office shall be one (1) year or until a successor is duly elected. The officers shall assume their duties upon adjournment of the Annual Session.

Section 6. Duties.

Officers shall perform the duties as prescribed by these Bylaws, the *CTDAA Manual of Procedures* and the parliamentary authority adopted by the Association.

Section 7. Vacancies.

A. In the event the office of President shall become vacant, the President-Elect shall become President for the unexpired portion of the term and shall serve a full term as President during the following year.

B. In the event the office of President-Elect shall become vacant, the Immediate Past President shall assume the duties of that office. The office of President shall be filled at the next Annual Session in the same manner provided for the nomination and elections of officers, except that the ballot shall read "*President for the ensuing year.*"

Section 8. Removal for Cause.

The Executive Board, by a two-thirds (2/3) vote of all its voting members, may remove any officer from office for just cause.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. Composition.

The Executive Board shall be composed of the five (5) elected officers [or in the case of Co-

Treasurers, six (6) elected officers], the Immediate Past President and the President of each local society if such societies exist.

Section 2. Authority.

The Executive Board shall be the governing body of this Association when the General Assembly is not in session, subject to policies established by the General Assembly.

Section 3. Meetings.

Regular meetings of the Executive Board shall be held quarterly at the time of the Annual Session. Special meetings of the Executive Board may be called at any time by the President upon request of any member of the Board. Notice shall be given ten (10) days prior to the meeting.

Section 4. Quorum.

A majority of the voting members of the Executive Board shall constitute a quorum at any meeting. If urgent business requires a vote when the Executive Board is not in session, an email ballot or conference telephone vote authorized by the President or by a majority of voting members may be taken. A majority vote of the Executive Board shall be required on any email ballot or conference telephone vote. Such actions shall be confirmed by the Executive Board at its next meeting.

ARTICLE IX – COMMITTEES

Section 1. Standing Committees.

There shall be the following standing committees appointed by the President and approved by the Executive Board: Finance, Bylaws & Manual of Procedures, Nominating, Student Involvement, Clinics & Exhibits, Community Involvement, Education, Legislative, Membership and Annual Session.

Section 2. Duties.

Committees shall perform the duties as may be prescribed by these Bylaws, the *CTDAA Manual of Procedures* and the Parliamentary Authority adopted by the Association.

Section 3. Composition and Term of Office.

Composition and term of office shall be prescribed in the *CTDAA Manual of Procedures*.

Section 4. Other Committees.

The Executive Board may create such other special committees, subcommittees or task forces as shall be deemed necessary and which shall not be in conflict with other provisions of these Bylaws. The duties of any such bodies shall be prescribed by the Executive Board upon their creation.

ARTICLE X – FINANCE

Section 1. Fiscal Year.

The fiscal year of this Association shall be May 1st to April 30th.

Section 2. Budget.

With recommendations of the Finance Committee and the Executive Board, the General Assembly at the Annual Session shall have the authority to adopt an annual operating budget covering all activities of the Association for the next fiscal year.

Section 3. Audit.

The Executive Board shall have all accounts of the Association audited not less than annually, within thirty (30) days following the end of each annual fiscal period. Upon completion of the audit, a financial report for the year just completed shall be made available to the membership.

Section 4. Tax Identification Number.

The tax identification number for this Association is 06-0959544.

ARTICLE XI – DISSOLUTION

Section 1: Per the bylaws of the American Dental Assistants Association (ADAA), this Association shall only be dissolved at the recommendation of the State District Trustee and upon 2/3 (two-thirds) vote by ballot of the ADAA Board of Trustees. Dissolution shall only occur when:

- a. The State Association remains without ADAA recognized state officers for a period of seven (7) years; or
- b. There are no members within the state.

Section 2: This Association shall use its funds only to accomplish the objectives and purposes specified in these Bylaws and no part of said funds shall inure or be distributed to the members of this Association. If at any time this Association shall be dissolved, any funds remaining shall be distributed to one (1) or more regularly organized and qualified charitable education, scientific or philanthropic organization to be selected by the Executive Board. The Executive Board's selection is the Connecticut State Dental Association with designation that the funds be used for Give Kids A Smile Day.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (Current Edition) shall be the parliamentary authority for this Association and shall be applicable in all cases where it does not conflict with the Bylaws, the CTDAAs Manual of Procedures and the standing rules of this Association.

ARTICLE XIII – AMENDMENTS

Section 1. Amendments.

These Bylaws may be amended at a general meeting of the Association as follows:

- A. By a two-thirds (2/3) vote, provided that the proposed amendments, after recommendation by the Executive Board, have been presented in writing at least thirty (30) days prior to voting and that all amendments have been reviewed and approved by the ADAA Bylaws/Manual of Procedures Committee before presentation to the membership.

- B. By unanimous vote, provided approval of the amendment has been obtained from the appropriate member of the ADAA Bylaws/Manual of Procedures Committee and that previous notice of the amendment has been given at an earlier meeting.

Section 2. Revision.

A revision of these Bylaws may be ordered on the recommendation of the Executive Board and a majority vote of the General Assembly. When a revision of the Bylaws is brought before the general membership for a vote, only a majority vote is necessary to adopt an amendment to the proposed revision. A two-thirds (2/3) vote is necessary to adopt the proposed revision, provided approval of the revised Bylaws has been obtained from the ADAA Bylaws/Manual of Procedures Committee before presentation to the membership.