



BY LAWS OF THE
SAN DIEGO COUNTY DENTAL HYGIENISTS' SOCIETY

ARTICLE I
TITLE

SECTION 1.01: NAME: The name of this organization shall be the San Diego County Dental Hygienists' Society (**SDCDHS**) hereinafter referred to as the "Component" of the California Dental Hygienists' Association (CDHA). SDCDHS is a California not-for-profit organization.

SECTION 1.02: PRINCIPAL OFFICE: The principal office of the Component shall be in the County of San Diego in the State of California at a location designated by the Executive Committee of the San Diego County Dental Hygienists' Society. The Component may have such offices from time to time be designated by the Executive Committee in location outside the County of San Diego.

ARTICLE II
PURPOSE

SECTION 2.01: PURPOSE: This Component exists for Dental Hygienists to share common interests, activities, education and institutions in fellowship with their professional colleagues.

SECTION 2.02: MISSION: To improve the public's total health, the mission of the San Diego County Dental Hygienists' Society is to advance the art and science of dental hygiene by ensuring access to quality oral health care; increasing awareness of the cost-effective benefits of prevention; promoting the highest standards of dental hygiene education, licensure, practice and research; and representing and promoting the interests of dental hygienists.

SECTION 2.03: GOALS: The Goals of the Component are:

1. To improve the health of the public;
2. To advance the art and science of dental hygiene;
3. To maintain the highest standards of dental hygiene practice;
4. To represent and protect the interests of the dental hygiene profession;
5. To improve the professional competence of the dental hygienist;
6. To foster research in oral health;
7. To provide professional communication;
8. To increase public access to oral health care professionals by removing barriers.

All Goals shall be consistent with the principles and ethics of the profession.

ARTICLE III
MEMBERSHIP

SECTION 3.01: MEMBERSHIP QUALIFICATIONS: Membership may be granted to any individual who: (i) meets the criteria set forth for each category of membership in the Component; (ii) shares interests in and supports the purposes of the Component; (iii) abides by these Bylaws, the California Dental Hygienists' Association's, hereinafter referred to as the "Association," (CDHA) Code of Ethics for dental hygienists, and such other policies, rules, and regulations as the Component may adopt; and (iv) meets such additional criteria for each category of membership in the Component as the CDHA House of Delegates may establish.



SECTION 3.02: MEMBERSHIP CATEGORIES: The members of this Component shall be classified as either Voting or Non-Voting.

- A. VOTING MEMBERS:** Membership in the CDHA and SDCDHS is required. Voting members shall be limited to Profession, New Professional, Life, Senior, and Members with disabilities.
- PROFESSIONAL MEMBERS:** Professional membership may be granted to any individual who; (i) has either earned a certificate or professional degree in dental hygiene granted pursuant to a dental hygiene program offered by an accredited college or institution of higher education, or is licensed to practice dental hygiene in the United States under the provision of a “grandfather clause”; (ii) is licensed to practice in any state, territory or possession of the United States if such license is required for the practice of dental hygiene; (iii) agrees to maintain membership in Constituent as well as a Component if such exist where the member is licensed, practices, or resides.
 - LIFE MEMBERS:** Any voting member in good standing who has made outstanding contributions to SDCDHS and/or CDHA, meets *The Life Membership Guidelines/Criteria* as designated by CDHA and has a minimum of thirty (30) years of CDHA membership shall be eligible for Life Membership. Upon nomination by the Executive Board of SDCDHS, the component Trustee may recommend the candidate(s) to the CDHA Board of Trustees who, upon verification of eligibility, may vote to present the candidate(s) to the CDHA House of Delegates for election to Life Membership. Any member of the component who has completed their term as CDHA President, or has been granted Life Membership in CDHA shall automatically become a Life Member of the component.
 - SENIOR STATUS:** Professional members who have reached the full retirement as set by the Social Security Administration and have either been an Active member of the Association CDHA for an aggregate total of thirty (30) years, or twenty-five (25) consecutive years may apply to CDHA for Senior status.
 - MEMBERS WITH DISABILITIES:** Professional members who are unable to work due to a verified disability may apply for Disabled status. All such applications must be verified by such member’s Constituent and /or Component, and must be accompanied by proof of eligibility every year.

B. NON-VOTING MEMBERS

- ALLIED MEMBERS:** Allied membership may be granted to any individual who supports the purpose and mission of the Component and who is not otherwise qualified for any other class of membership.
- STUDENT MEMBERS:** Student membership may be granted to any student (i) currently enrolled in an accredited dental hygiene program or (ii) who has graduated from an accredited dental hygiene program and is currently pursuing a baccalaureate or graduate degree complementary to a career in dental hygiene in an accredited college or institution of higher education.
- HONORARY MEMBERS:** Any individual who is not a dental hygienist, who has made outstanding contributions to the advancement of the art and science of dental hygiene, upon recommendation of the Executive Board and election by general membership, shall be classified as an Honorary Member.
- SUPPORTING MEMBERS:** Supporting membership may be granted to any licensed dental hygienist who is not employed in a dental hygiene-related career who agrees to adhere to the Bylaws and Code of Ethics of this



association, shall be eligible for Supporting Membership upon application to the CDHA Board of Trustees and verification of the Component. Re-verification shall be at the discretion of the CDHA Board of Trustees. Bipartite membership is required for this category.

5. **INTERNATIONAL MEMBERS:** International membership may be granted to any licensed dental hygienist residing outside of the United States who agrees to adhere to the Bylaws and Code of Ethics of the association shall be eligible for International Membership upon application to the Executive Board.
6. **CORPORATE MEMBERS:** Corporate membership may be granted to any corporation, partnership, institution, or organization that supports the Associations' mission.

SECTION 3.03: PRIVILEGES OF MEMBERS:

- A. All members shall be entitled to attend the General Meetings, Board meetings and social functions of the Component.
- B. Voting Members shall have the right to vote, hold office, to be elected a delegate or alternate delegate to the House of Delegates, be elected or appointed to any office, board, council, liaison or committee of the SDCDHS and/or CDHA and to such other privileges as the Executive Board may determine.
- C. Non-Voting Members shall have such privileges as Executive Board shall determine, but shall not have the right to vote, hold office or serve as a delegate or alternate delegate to the CDHA House of Delegates, with the exception of voting student delegates.

SECTION 3.04: IN GOOD STANDING:

A member of this Component is in good standing within the meaning of these By-Laws; that is not under final sentence of suspension or expulsion because of being found guilty of violating these By-Laws and/or Principles of Ethics of CDHA; who has not been suspended or expelled by any component of CDHA.

SECTION 3.05: RESIGNATIONS:

Any member in good standing may resign by submitting a written statement to the membership chair. No member's resignation shall be accepted until all prior dues, fees and assessments are paid.

SECTION 3.06: DISCIPLINARY ACTION/TERMINATION OF MEMBERSHIP:

- A. **GROUND FOR DISCIPLINE:** The Component may discipline a member for any of the following reasons:
 1. Failure to comply with these By-Laws, the CDHA's Code of Ethics for Dental Hygienists, or any other rules or regulations of the Component;
 2. Conviction of a felony or a crime related to, or arising out of, the practice of dental hygiene or involving moral turpitude;
 3. Suspension, revocation, or forfeiture by any state, province, or county of the member's right to practice as a dental hygienist; or



4. Unprofessional conduct considered prejudicial to the best interests of, or inconsistent with, the purposes of the Component.

- B. SUSPENSION/TERMINATION PROCEDURES:** Membership in the SDCDHS may be suspended or terminated by the CDHA Board of Trustees for cause after referral by the Executive Board of this component. Sufficient cause for such suspension/termination of membership may be a violation of SDCDHS and/or CDHA By-Laws, and/or the Code of Ethics or any lawful rule, practice or procedure adopted by SDCDHS and CDHA, or any other conduct deemed by the Executive Board to be prejudicial to the best interest of SDCDHS. A statement of the charges shall be sent by registered mail to the last recorded address of the member, accompanied by a notice of the time and place of the meeting, at which time the charges are to be considered. At least a thirty, (30) day notice shall be given and the member shall have the opportunity to appear in person and/or to be represented by counsel and to present any defense to such charges, before the CDHA Board of Trustees takes action. The CDHA House of Delegates may adopt such rules as may be necessary to assure due process to the accused member. The decision for suspension or termination shall be a two-thirds, (2/3) vote of the CDHA Board of Trustees.
- C. TRANSFER:** A member shall be eligible for membership in only one (1) CDHA component at a time. Any such member may transfer membership to another component at any time by written notification to CDHA who shall notify both components.

ARTICLE IV FINANCE

SECTION 4.01: DUES AND ASSESSMENTS: All dues and assessments of this Component shall be payable in advance on or before the anniversary due date.

A. Dues and Assessments of the Component shall be determined by the Executive Board by a two-thirds (2/3) affirmative vote of those present and voting.

B. A Life Member, Student Member, Allied Member, and Honorary Member shall be exempt from payment of all dues and assessments of this Component.

C. A CDHA and/or Component Life Member, who is not also a CDHA Life Member, is not exempt from payment of CDHA dues.

SECTION 4.02: MEMBER IN ARREARS: A member whose dues are in arrears for more than three (3) months shall be dropped from the membership roll.

SECTION 4.03: REFUNDS: No dues shall be refunded to any member whose membership terminates for any reason.

SECTION 4.04: REINSTATEMENT: Members who have resigned or whose membership has been terminated for non-payment of dues or assessments may be reinstated upon payment of dues and any assessments according to the CDHA By-Laws.

SECTION 4.05: FISCAL YEAR: The Fiscal Year of this Component shall begin on July 1st of each calendar year and end June 30th of the succeeding year.

SECTION 4.06: FUNDS: The Funds of this Component shall be deposited, invested, and managed in accordance with financial policies established by the Component's Executive Board.



SECTION 4.07: GENERAL FUND: The General Fund of this Component shall consist of all monies received other than those specifically allocated to other funds by these By-Laws. The General Fund shall be used for defraying all expenses incurred by this Component not otherwise provided in the SDCDHS By-Laws.

SECTION 4.08: AUDIT: An audit committee consisting of the Treasurer, the President-Elect, the Immediate Past-President, and one active member shall conduct an annual, detailed review of the transactions and business proceedings of the ending fiscal calendar year. This committee shall meet no later than two (2) months after the end of the Fiscal Year. The Audit committee will report their findings and provide a written report to the newly elected Executive Board at the September Executive Board meeting.

SECTION 4.09: ANNUAL BUDGET: The proposed annual Budget shall be approved by a three-fourths (3/4) vote of the Executive Board prior to the first General Meeting of the fiscal year. The proposed annual Budget shall be available to the Executive Board for final review a minimum of thirty (30) days prior to the September Board Meeting. Upon request, any member in good standing may obtain a copy of the annual budget via email or hardcopy.

SECTION 4.10: AUTHORIZED SIGNATORIES: Authorized signers for all monetary transactions shall be the Treasurer, the President and the Trustee.

ARTICLE V REPRESENTATION TO CDHA

SECTION 5.01: REPRESENTATION TO CDHA

- A. TRUSTEE:** The Component shall elect as an official representative, a Trustee as a Voting Member of the Board of Trustees of CDHA for a term of two (2) years. As Component number thirteen (13), the Trustee shall be elected in an odd numbered year according to CDHA By-Laws. No Trustee shall serve more than two (2) full consecutive terms. No Trustee shall serve as a delegate or alternate delegate to the annual meeting of the House of Delegates according to CDHA By-Laws.
- B.** The Trustee shall be the Delegation Chair at the CDHA Annual Session.
- C. ALTERNATE TRUSTEE:** An Alternate Trustee shall be elected for a one (1) year term. Upon vacancy of the Trustee position, the Alternate Trustee may be elected or appointed by the component president to act in the absence of the Trustee, without vote and term of office shall be one (1) year or shall assume the position of Trustee for the remainder of the unexpired term as defined by the Component number thirteen (13). In the absence of an elected Alternate Trustee, the Component President shall appoint an Alternate Trustee.
- D. COMPONENT CHARTER:** A group of 35 active members who desire to form a component or has signed the CDHA component charter agreement by December 31, 2016, is eligible to be a chartered component of the California dental Hygienists' Association.

ARTICLE VI CDHA/HOUSE OF DELEGATES



SECTION 6.01: HOUSE OF DELEGATES- THE ANNUAL BUSINESS SESSION OF THE CDHA: The component shall be represented by Delegates and Alternate Delegates at the CDHA House of Delegates as provided for in CDHA's Bylaws. The total number of delegates allowed to the Component will be based on the membership figures as of September 30 and will be equal to their percentage of the total membership of CDHA. Delegate calculation is Component Membership divided by total CDHA Membership x100%. The resulting percentage is multiplied by 125(based on 25 components) which provides the number of delegates rounded up or down plus one (1) guaranteed delegate achieve 150 total delegates.

A component shall be assured one Delegate and the multiple will be adjusted accordingly. For each Delegate allowed, the Component may have one alternate. The Component Secretary shall file with the Secretary Treasurer of CDHA at least 45 days prior to the first day of the Annual meeting of the House of Delegates, the name of the Delegates and Alternate Delegates.

SECTION 6.02: QUALIFICATIONS: Only a voting member in good standing shall be eligible to serve as a delegate or alternate delegate.

SECTION 6.03: NOMINATIONS: CDHA delegates and alternates shall be elected by the members of the Component prior to the CDHA House of Delegates. The Trustee shall present nominations for CDHA Delegates. The report of the Trustee shall be read at a component meeting at least sixty (60) days prior to the CDHA House of Delegates, at which time, nominations from the floor are in order.

SECTION 6.04: ELECTIONS: The Alternate Trustee, the President and the President-Elect shall automatically have the option to serve as a delegate to the CDHA House of Delegates. If anyone of the named Executive Committee is unable to attend, the remaining Executive Committee shall have the option to serve in the following order: the Vice President, the Immediate Past-President, the Treasurer and the Recording Secretary. The Trustee shall serve as the Delegation Chair and is not considered an elected delegate. Said officers whether elected or appointed to office shall have served a minimum of three months prior to the election of delegates. All remaining delegate positions shall be elected by the members of the SDCDHS Component at a General Component Meeting held at least sixty(60) days prior to the CDHA House of Delegates.

SECTION 6.05: TERM OF OFFICE:

- A.** Delegates: A Delegate shall serve for a term of one (1) year. The term of this office shall commence immediately following election.
- B.** Alternate Delegates: An Alternate Delegate shall be elected for a term of one (1) year. Components are allowed the same number of Alternate Delegates as Delegates.

SECTION 6.06: DUTIES OF CDHA DELEGATES: It is mandatory that all elected Component Delegates and Funded Student Delegates:

- A.** Attend the SDCDHS pre-House of Delegates caucus meeting(s) to review the business of the CDHA House of Delegates.
- B.** Attend all meetings of the CDHA House of Delegates as official representatives of the Component.
- C.** Advise the Delegation Chair if you are unable to fulfill any part of these duties.

SECTION 6.07: DUTIES OF CDHA ALTERNATE DELEGATES:



- A. The first Alternate Delegate shall attend all meetings of the CDHA House of Delegates and, in the absence of a Delegate, act as a Delegate.
- B. Attend the SDCDHS pre-House of Delegates caucus meeting(s) to review the business of the CDHA House of Delegates.
- C. Advise the Delegation Chair if you are unable to fulfill any part of these duties.

SECTION 6.08: VACANCIES: In the event there are no Alternate Delegates available, vacancies shall be filled by appointment of the President with approval of the Executive Board.

ARTICLE VII ELECTED AND APPOINTED OFFICERS

SECTION 7.01: ELECTED OFFICERS: The Elected Officers of this Component shall be eight (8) in number: President, Immediate Past-President, President-Elect, Vice President of Professional Development and Education, Recording Secretary, Treasurer, Trustee, and Alternate Trustee and such others as the growth and work of this Component shall demand. The Elected Officers hereinafter shall be referred to as the Executive Committee.

SECTION 7.02: QUALIFICATIONS: Any voting member of this Component in good standing shall be eligible to serve as an Officer.

SECTION 7.03: TERM OF OFFICE: All elected and appointed officers shall take office at the beginning of the new fiscal year and serve a term of one (1) year. The Treasurer and Trustee shall serve a term of two (2) years. No member shall hold more than one (1) elected office at a time. No member shall be eligible to serve more than two (2) full-consecutive terms in the same elected office. The Trustee may not serve for more than two (2) consecutive terms.

SECTION 7.04: NOMINATIONS: The Nominating Committee shall present the slate of officers to be elected at a general component meeting or in the component newsletter. The Immediate Past President shall serve as the chair of the Nominating Committee. The report of the Nominating Committee shall be published in the local Bulletin prior to the General Component Meeting at which the election is to be held. Nominations from the floor are in order at the General Component Meeting. Voting shall be by confidential ballot of eligible Component members, as certified on previous months membership roll, who are present at a meeting to be announced and held after the nomination deadline. The person receiving the majority of votes shall be declared elected. In the event that a candidate does not receive a majority of votes cast on the first ballot, the two candidates receiving the highest number of votes shall be voted upon again by confidential ballot. If there is no candidate on the ballot, a write-in candidate can be elected by a majority vote of those present and eligible to vote. If there is but one (1) nomination for any office, the Executive Board may declare that office filled.

SECTION 7.05: DUTIES: Officers shall perform those duties regularly and customarily considered appropriate. The officers shall also perform those duties assigned by the President and approved by the Executive Board and such other duties as indicated in the Scopes, Procedures and Protocol Manual. The Treasurer shall be the Chief Financial Officer of this component. All officers shall uphold the Dental Hygiene Code of Ethics as stated in the CDHA Policy Manual.

SECTION 7.06: PRESIDENT-ELECT: The President-Elect, upon completion of the term of office, shall succeed to the office of President without election and subsequently to the office of immediate Past President upon completion of term as President.

SECTION 7.07: APPOINTED OFFICERS: The Appointed Officers of this Component shall consist, not be limited to an Editor, ByLaws/Scopes, Corresponding Secretary, Parliamentarian, and such other personnel as may be established by the Executive Board. The Appointed Officers shall be appointed by the President and approved by the Executive Board. A majority vote (51%) shall be required and serve for one (1) year.



- A. Duties: Duties of each Appointed Officer and other personnel shall be defined by the Executive Board and delineated in the Component Scopes and Practices Manual.
- B. Vacancies: Any vacancy in an appointive office shall be filled upon appointment by the President and approved by a majority vote of the Executive Board.
- C. The Executive Board shall determine the budget, if any, of each appointed office.

SECTION 7.08: VACANCIES:

- A. In the event the office of President becomes vacant, the President-Elect shall become President for the unexpired term. If the unexpired term is less than six months, the President-Elect shall serve a full term immediately following.
- B. In the event that both offices of President and President-Elect are vacant, a special election shall be held at a General Component Meeting in accordance with the most current edition of Robert's Rules of Order, newly revised or as is provided for in these By-Laws.
- C. In the event of vacancy of the office of President-Elect, such duties shall be performed by a member appointed by the President with the approval of the Executive Board and then both President and President-Elect shall be elected at the following annual election.
- D. In the event the office of Immediate Past President becomes vacant, the previous Immediate Past President shall serve the unexpired term.
- E. In the event of a vacancy in the office of the Vice President, Recording Secretary, Alternate Trustee or Treasurer, such vacancy shall be filled by appointment of the President with the approval of the Executive Board.
- F. In the event the offices of both Trustee and Alternate Trustee are vacant, the office of Trustee shall be appointed by the President with the approval of the Executive Board.
- G. In the event an office becomes vacant for any reason not provided for in this section, the President shall have the power to fill by appointment the unexpired term with the approval of the Executive Board.

SECTION 7.09: REMOVAL: Removal from office may occur for the failure to fulfill duties. A two-thirds (2/3) vote by the Executive Board is required for removal. The Board shall adopt such rules as set forth by the most current edition of Robert's Rules of Order Newly Revised.

**ARTICLE VIII
EXECUTIVE BOARD**

SECTION 8.01: COMPOSITION: The Executive Board shall consist of the eight (8) Elected Officers (the Executive Committee), Appointed Officers and Standing Committee Chairs, each with the right to vote. Special Committee Chairs shall be ex-officio members of the Executive Board without the right to vote.

SECTION 8.02: POWERS: The Executive Board shall:



- A.** Be the managing body of this Component vested with the full power to conduct all business of this Component, subject to the laws, rules and regulations of the State of California, the CDHA Articles of Incorporation, the By-Laws of CDHA and SDCDHS, Mandates of the House of Delegates of the CDHA and the most current edition of Robert's Rules of Order, newly revised.
- B.** Establish rules and regulations, consistent with the SDCDHS and CDHA By-Laws, to govern its organization, procedures and conduct.
- C.** Approve all contracts entered into by the Component. All immediate contracts shall be approved by the President, the Treasurer, and the Committee Chair. Said contract shall be reviewed at the next scheduled Executive Board meeting. The immediate approval of a contract should only occur if the dollar amount has been approved in the budget. If not included in the current budget, the contract must be approved by the Executive Board.
- D.** Have the power to provide for the component's financial support.
- E.** Nominate to the House of Delegates of CDHA eligible candidates for Honorary Membership

SECTION 8.03: DUTIES: The Executive Board shall:

- A.** Approve the appointments of a qualified member of the Component to offices, committees and committee chairs as provided for in the SDCDHS By-Laws.
- B.** Perform such other duties as are prescribed by the SDCDHS By-Laws.
- C.** Approve and submit to the membership an annual budget as prepared by the Treasurer.
- D.** Provide for the publication, communication, and distribution of all official publications of the Component.
- E.** Fill, by appointment, all vacant positions not otherwise provided for in the SDCDHS By-Laws.
- F.** Attend Executive Board Meetings.
- G.** Recommend or verify nominees for Life and Honorary Membership as defined in the By-Laws. The Trustee shall present any nominees to the CDHA Board of Trustees.
- H.** To take steps necessary to indemnify funds of the Component.

SECTION 8.04: QUORUM: A majority of the voting members of the Executive Board shall constitute a quorum for the transaction of business at any Executive Board meeting.

SECTION 8.05: OFFICERS: The President shall serve as Chair of the Executive Board, the Treasurer as Chief Financial Officer and the Recording Secretary as the Secretary of the Executive Board.

SECTION 8.06: ABSENTEE VOTING:

- A.** Any action required, or permitted to be taken by the Executive Board may be taken without a meeting if all members of the Executive Board shall individually or collectively consent in writing to that action.
- B.** Written consent now includes facsimile, telegraphic and other electronic communication as defined in the California Corporation Code, Section 7211(b) and Section 5079
- C.** The action by written consent requires a unanimous vote of every member entitled to vote on the action and those consents shall be verified and filed with the minutes of the next meeting of the Executive Board. Should the vote not be unanimous, then the action shall be postponed until the next meeting of the Board.
- D.** The Executive Board shall distribute a ballot to every member entitled to vote on the action.



- E. The proposed action shall be clearly understandable, include a justification and sufficient time shall be provided to ask questions and return the ballot.
- F. Text messaging or telephone usage would be illegal as it cannot be printed and verified.

**ARTICLES IX
ELECTRONIC COMMUNICATIONS AND E-MEETINGS COMMUNICATIONS**

SECTION 9.01: PARTICIPATION:

- A. Any action to be taken at an Executive Board, Standing Committee or Task Force meeting may be taken through the use of a conference telephone or other communication equipment where all persons participating in the meeting can communicate with each other simultaneously.
- B. Participation in such a meeting shall constitute presence in person at the meeting.
- C. Notwithstanding anything to the contrary in these By-Laws, notice of an electronic meeting must be delivered at least seventy-two (72) hours prior to the meeting.

SECTION 9.02: TRANSMITTAL:

- A. Unless otherwise prohibited by law, any action to be taken or notice delivered under these By-Laws may be taken or transmitted by electronic mail or other electronic means.
- B. Any action or approval required to be written or in writing may be transmitted by electronic mail or other electronic means.

**ARTICLE X
MEETINGS**

SECTION 10.01: GENERAL MEETINGS AND CONTINUING EDUCATION SEMINARS: General Meetings and Continuing Education Seminars shall be held at a time and place determined by the Vice-President of Professional Development and the President with final approval by a majority vote of the Executive Board.

- A. General Meetings include CE Units and general membership business. A minimum of three (3) General Meetings a year shall be held to conduct the business of the Association: Election of CDHA Delegates, Election of Officers and Installation of Officers. Any member may attend any open business meeting of the Component.
- B. Continuing Education Seminars may include general membership announcements.

SECTION 10.02: SPECIAL GENERAL MEETINGS: Special Meetings of this Component shall be called by the President upon the written request of ten (10) Voting Members of the general membership of this Component. Due notice of a special meeting of the Component shall be given to the general membership at least thirty (30) days prior

SECTION 10.03: EXECUTIVE BOARD MEETINGS:



- A. Executive Board meetings: There shall be not less than eight (8) meetings of the Executive Board each fiscal year.
- B. Special Executive Board Meetings: Shall be called by the President on the written request of at least three (3) voting members of the Executive Board. Due notice of any meeting shall be given to each member of the Executive Board at least ten (10) days in advance of the time scheduled for holding such meeting.

ARTICLE XI COMMITTEES

SECTION 11.01: GENERAL: The committees of this Component shall be unlimited in number and shall be established by the Executive Board. The President, with Executive Board approval, shall appoint the Committee Chair who assists in the selection of committee members from the General Membership of the Component. If no Chair is appointed by the President, one shall be elected by the members of the Committee with the approval of the Executive Board.

SECTION 11.02: STANDING COMMITTEE CHAIRS: Standing Committee Chairs shall be chosen by the President-Elect before the beginning of the fiscal year and officially appointed on July 1st by the new President with the approval of the Executive Board. Standing Committee Chairs are voting members of the Executive Board.

- A. Community Outreach
- B. Communications (Facebook, website)
- C. Corporate Relations
- D. Editorial Advisory (the Editor serves as Chair)
- E. Historian
- F. Hospitality
- G. Legislative (the Alternate Trustee serves as Chair)
- H. Membership/Registration
- I. Nominations (the Immediate Past President serves as Chair)
- J. Professional Development (the Vice President serves as Chair)
- K. Public Relations
- L. Referral
- M. Student Relations
- N. Ways and Means

ARTICLES XII LIAISONS

SECTION 12.01: LIAISONS: Liaisons shall be chosen by the President-Elect before the beginning of the fiscal year and officially appointed on July 1st by the President with the approval of the Executive Board. Liaisons are ex-officio members of the Executive Board without the right to vote. Liaisons shall include but not limited to:

- A. Children's Dental Health Association
- B. Dental Health Initiative – Share the Care
- C. Dental Health Coalition
- D. RDHAP
- E. San Diego Dental Society
- F. San Diego Fluoridation Coalition



G. Student Faculty: Concorde Career College, San Joaquin Valley College, Southwestern College

ARTICLE XIII PUBLICATIONS

SECTION 13.01: OFFICIAL PUBLICATIONS: Publications of all communication systems, whether in hardcopy print, or by electronic means, such as the SDCDHS website, electronic media, SDCDHS Newsletter, shall contain newsworthy articles. Final approval and edits are at the discretion of the President and the Executive Board. An Editorial Advisory Committee, which includes the Editor, Communications Chair, President, Recording Secretary and any other Board Member appointed by the President shall review all publications prior to publishing.

SECTION 13.02: NEWSLETTER: The Official Newsletter of this Component shall be called the "Bulletin of the San Diego County Dental Hygienists' Society". A minimum of six (6) Bulletins shall be published each fiscal year according to the dates and timelines established by the Executive Board. The six (6) publications shall include: Programs for the Year, Call for Candidates for the House of Delegates, Call for Candidates for Election of Officers, Report of the House of Delegates and Installation of Officers.

SECTION 13.03: ADDITIONAL PUBLICATIONS: The Executive Board may authorize such additional publications as may be deemed appropriate in furthering the best interest of this Component. Any additional publications will be reviewed by the Executive Committee and approved by the President prior to publication.

ARTICLE XIV PARLIMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of this of this Component and the CDHA in all cases not provided for in the Articles of Incorporation or Bylaws except when in conflict with laws of the State of California.

ARTICLE XV AMENDMENTS AND REVISIONS

SECTION 15.01: REVIEW: A yearly review of the By-Laws shall be completed by the By-Laws Chair and their committee. Upon completion and approval of any proposed amendments or revisions by the By-Laws Committee, all Executive Board members shall receive these amendments and revisions by e-mail at least thirty (30) days prior to the next Executive Board Meeting.

SECTION 15.02: EXECUTIVE BOARD APPROVAL AND MEMBERSHIP NOTIFICATION: The recommendations of the By-Laws committee shall be reviewed and approved by the Executive Board. A final draft shall then be emailed to all Executive Board members for a final review thirty (30) days prior to the next Executive Board meeting. Upon final approval by the Executive Board the proposed amendments and revisions must be made available for review to the General Membership a minimum of thirty (30) days prior to the date of the next General Membership meeting. Notification of such will be made via an email and shall be posted on the SDCDHS website. A hardcopy will be available upon request to the By-Laws Committee Chair.

SECTION 15.03 APPROVAL: Upon proper notification, these By-Laws may be amended, revised and approved by a two-thirds (2/3) affirmative vote of the attending members in good standing of this Component at the following General Membership meeting.

SECTION 15.04: NOTIFICATION OF APPROVAL: Upon approval of By-Laws by the attending members at the general meeting, the revisions and amendments shall, upon request, be made available to the General Membership via email or hardcopy. The



By-Laws shall also be posted on the website. Notification of availability shall be published in the Bulletin following the final approval and adoption.

SECTION 15:05: AMENDMENTS AND REVISIONS: These Bylaws may be amended or revised by a two-thirds (2/3) affirmative vote of the Executive Board, unless otherwise provided for in the Bylaws, provided that the proposed amendments and revisions have been presented in writing to its members 30 days in advance of a regular component meeting and that the vote will be taken at a subsequent general meeting. A copy of the Bylaws and all amendments shall be filed with the Secretary- Treasurer of CDHA.

**ARTICLE XVI
DISSOLUTION**

The Component shall use its funds only to accomplish the objectives and purpose specified in these By-Laws, and no part of said funds shall inure, or be distributed to, the members of the Component. Upon dissolution, any remaining funds shall be given to an organization or organizations which shall further the purpose and objectives of this Component.

**ARTICLE XVII
SUPREMACY CLAUSE**

Unless prohibited by California Law or the CDHA Articles of Incorporation, the By-Laws of this Component shall not conflict with the CDHA.

All voting and non-voting membership categories for this Component, except Life Membership must be identical to the CDHA

The By-Laws of the San Diego County Dental Hygienists' Society shall be the supreme law of this Component and all members shall be thereby bound.