TDHA Executive Board

 The President shall act as chairperson.

2.1. The Executive Board shall be the governing body of the Association but vested with full power to conduct all business of the Association.

2.2. The duties of the Executive Board shall include, but not be limited to:

 2.2.1 Be responsible for all property, real and personal, owned or held by the Association.

2.2.2 Establish the fiscal year and have charge of the financial affairs of the Association.

2.2.3 Cause the accounts of the Association to be audited annually.

2.2.4 Review and submit to the membership a budget of the funds necessary to the proper conduct of Association activities for the next fiscal year.

2.2.5 Review the reports of the officers and committees of the Association, resolutions to be brought to the ODHA House of Delegates, and to make recommendation to the ODHA House of Delegates concerning these reports and resolutions.

2.2.6 Update the Policy and Procedures Manual when necessary.

2.2.7 Adopt such rules and regulation for the conduct of affairs of the Association as it deems necessary or appropriate.

Section 4. IMMEDIATE PAST PRESIDENT -this position is filled by the immediately retired President of TDHA and is a one-year term. The duties and responsibilities shall include but not be limited to:

 4.1 Serve in accordance with the Bylaws of TDHA.

4.2 Uphold the Code of Ethics as defined by ADHA.

4.3 Serve as a member of the Executive Board.

4.4 Serve as a member of the Board.

4.5 Plan, coordinate, and facilitate the Planning Workshop in June.

4.6 Plan, coordinate, and facilitate the Leadership Retreat in

 July/August.

4.7 Compile the proposed Strategic Plan.

4.8 Review and revise the Manual.

4.9 Serve as Chairman of the TDHA Scholarship Committee and

 Review candidates for the scholarship.

4.10 Perform duties and carry out responsibilities as delegated by the

 President.

4.11 Prepare and submit an Annual Report with the assistance of the

 Treasurer.

4.12 Operate within budget and track on the Officer Budget Monitor

 form.

4.13 Project budget for Immediate Past President for the next fiscal

 year.

4.14 Maintain log of meetings attended for reporting.

Section 5. President- The President-Elect automatically succeeds to the office of President in accordance with the Bylaws and serves a one-year term with the

Duties and Responsibilities including but not be limited to:

 5.1 Serve in accordance with the Bylaws of TDHA.

5.2 Uphold the Code of Ethics as defined by ADHA.

5.3 Supervise all activities of the Association, consistent with the Bylaws and policies and ensure their coordination.

5.4 Serve as Chair of the Executive Board.

5.5 Promote communication throughout the Board.

5.6 Recommend the appointment of Standing and Special Committee Chairmen, Council Chairmen to the board for approval.

5.7 Ensure the proper functioning of committees of the board.

5.8 Appoint consultants to committees as needed.

5.9 Ensure that the duties of the Board are properly executed.

5.10 Prepare agenda for meetings of the Board and ballots as needed.

5.11 Preside at all meetings of the board.

5.12 Establish deadline dates for the year (begin this duty

 towards the end of the term as President-Elect)

5.13 Recommend appointments to the Board and Committee in accordance with the terms of their positions.

5.14 Serve as ex-officio member of all committees ensuring

 their effectiveness.

5.15 Inspire committees to accomplish their assignments.

5.16 Ensure that the activities of committees are being accomplished.

5.17 Provide committee chairmen with deadlines for budget requests and annual reports, and explain how they are interrelated, so chairmen will be able to provide more concise budget requests.

5.18 Function as official representative of the Association in all liaison activities with ODHA and ADHA.

5.19 Conduct correspondence on behalf of the Association.

5.20 Promote communication throughout the Association.

5.21 Prepare Presidential messages for the newsletter and website.

5.22 Prepare the Timeline for TDHA including: Board Meetings dates, times and locations, Assist CE committee with dates for CE, Leadership workshop in July/August

5.23 Prepare and submit an Annual Report.

5.24 Operate within budget and track on the Officer Budget Monitor form.

5.25 Project President’s budget for the next fiscal year.

5.26 Maintain log of meetings attended for reporting.

5.27 Attend the ODHA Leadership Retreat.

5.28 Attend Annual Session.

5.29 Responsible for President’s gift given at Annual Session.

5.30 May delegate any of the above duties to the President-Elect, Immediate Past President, Vice-President, Trustee or other qualified member of the Association, always retaining ultimate responsibility.

Section 6. President-Elect: The President-Elect is elected by the TDHA members in accordance with the Bylaws and holds a one-year term with the understanding that the following year, will assume the position of President, then the following year as Immediate Past President. The duties and responsibilities Shall include but not limited to:

6.1 Serve in accordance with the Bylaws of TDHA.

6.2 Uphold the Code of Ethics as defined by ADHA.

6.3 Serve as a member of the Executive Board.

6.4 Gain knowledge of the operation of the Association.

6.5 Perform duties and carry out responsibilities as delegated by the President.

6.6 Establish criteria for selection of nominees for all Association appointments. Solicit names of persons willing to serve ODHA in appointed positions.

6.7 Prepare and submit an Annual Report.

6.8 Operate within budget and track on the Officer Budget Monitor form.

6.9 Project President-Elect’s budget for the next fiscal year.

6.10 Maintain a log of meetings attended for reporting.

6.11 Attend the Leadership Workshop in July/Aug.

Section 7. Vice President: The Vice President is elected by TDHA membership in accordance with the Bylaws, for a term of one year. The duties and responsibilities shall include but not be limited to:

 7.1 Serve in accordance with the Bylaws of TDHA.

7.2 Uphold the Code of Ethics as defined by ADHA.

7.3 Serve as a member of the Executive Board and the CE Committee.

7.4 Serve as the Chairman of the Spring Banquet including: Installation of Officers, Selection of the Restaurant/venue, Selection of the dinner, determine pricing for event, Purchase flowers for officers, Assemble & Print Program with listing of officers

7.5 Gain knowledge of the operation of the Association.

7.6 Prepare and submit an Annual Report.

7.7 Operate within budget and track on the Officer Budget Monitor form.

7.8 Project Vice President’s budget for the next fiscal year.

7.9 Maintain log of meetings attended for reporting.

7.10 Perform duties and carry out responsibilities as delegated by the President.

7.11 Attend the Leadership Workshop in July/Aug.

Section 8. Treasurer: The Treasurer is elected by TDHA membership in accordance with the Bylaws serving a two-year term with tenure limited to two consecutive terms. The duties and responsibilities shall include but not be limited to:

 8.1 Serve in accordance with the Bylaws of TDHA.

8.2 Uphold the Code of Ethics as defined by ADHA.

8.3 Serve as a member of the Executive Board.

8.4 Secure names and addresses of all members.

8.5 Provide Treasurer’s Reports for all Board meetings.

8.6 Sign checks for the Association.

8.7 Answer all correspondence directed to the Treasurer by members of the Association.

8.8 Design and update as necessary; a budget form, request for payment and income reporting forms.

8.9 Assist in securing budget requests from officers, councils, committees and the Board.

8.10 Prepare proposed annual budget

8.11 Prepare and submit an Annual Report to include a proposed resolution to adopt

 the next year’s fiscal budget.

8.12 Perform duties and carry out responsibilities as delegated by the President.

8.13 Ensure that accurate records of TDHA Continuing Education monies and CE registrations, income, and expenses are kept.

8.14 The Treasurer shall include a budget line item for paying the Delegates and one Alternate Delegate to ODHA Annual Session expenses to include, but not limited to travel, food and lodging.

8.15 The Treasurer shall prepare or arrange for the preparation of the IRS 990 form (not-for-profit income tax) on behalf of TDHA. The deadline for filing this form is five months after the close of the fiscal year.

8.16 The name and address of ODHA’s statutory agent (i.e..: spokes- person or attorney) must be kept current with the Secretary of State’s Office (Corporate Division). Every five (5) years there is a “Statement of Continued Existence” for incorporation that has to be filed.

8.17 In the event that the Central Office address changes, the “Articles of Incorporation” should be amended to reflect said change.

8.18 Issue all Honorariums as specified by the Board or CE Committee Chair.

8.19 Operate within budget and track on the Officer Budget Monitor form.

8.20 Project the Treasurer’s budget for the next fiscal year.

8.21 Maintain a log of meeting attendance for reporting.

8.22 Ensure the Treasurer is “Bonded”.

8.23 Send thank you notes for contributions.

8.24 Attend the Leadership Workshop in July/August.

8.25 Provide Board members adopted budget within 30 days following February Membership meeting. This should be sent electronically and posted on the TDHA Member’s-only website.

Section 9. Secretary: The Secretary is elected by TDHA membership in accordance with the Bylaws for a two-year term. The Duties and Responsibilities shall include but not be limited to:

 9.1 Serve in accordance with the Bylaws of TDHA.

9.2 Uphold the Code of Ethics as defined by ADHA.

9.3 Serve as a member of the Executive Board and the Finance Committee.

9.4 Serve as the Liaison to the Student SADHA and contact with Owens Community College.

9.5 Accurately record and publish electronically via email and postal mail as needed, the minutes of all meetings.

9.6 Board meeting minutes should be dispersed within three (3) weeks after the meeting to all board members and the website for posting in the “member only” section. (marked as unapproved, then reposted after approved).

9.7 Special meeting minutes may also be requested by the President.

9.8 Minutes of the July Planning Workshop shall include the number of years in multiple term officers and the number of the term in which that officer, ADHA delegate, or trustee is serving.

9.9 Perform duties and carry out responsibilities as delegated by the President.

9.10 Send electronically via email and postal mail as needed, Pre-Board reports with agenda at least two weeks prior to Board meetings.

9.11 Prepare and submit an Annual Report.

9.12 Maintain a log of meetings attended for reporting.

9.13 Ensure that all minutes for the year are to be kept on file indefinitely. Attendance Sheet/Roll Call of all Board meetings must be kept on file until the end of fiscal year.

9.14 Operate within budget and track on the Officer Budget Monitor form.

9.15 Project Secretary’s budget for the next fiscal year.

9.16 Attend the Leadership Workshop in July/August

Section 10. Component Trustee: Each Component elects two trustees in accordance with the Component Bylaws. District Trustees shall serve a two (2) year term, or until such time as their successors are duly elected, qualified, and assume their position, and may not serve more than two (2) consecutive terms. Trustees serving more than half of a full term shall be deemed to have served a full term in office for purposes of term limits. The duties and responsibilities shall include but not be limited to:

 10.1 Serve in accordance with the Bylaws of ODHA.

10.2 Uphold the Code of Ethics as defined by ADHA.

10.3 Serve as an ex-officio member of the HOD, but without vote.

10.4 Report board action and serve as a communication link between individual Component members and BOT.

10.5 Attend BOT meetings; Prepare Pre-BOT and BOT reports as directed by the President and Serve on board committees as requested by the President.

10.6 Attend the Leadership Retreat.

10.7 Assist Component delegates in preparing for Annual Session. If a dental hygiene program is in your Component, also include the student delegates.

10.8 Attend Annual Session.

a. Review the Annual Report of the Association, budget, PR’s, proposed recommendations and PBY’s to be considered by the HOD.

b. Conduct caucuses of Component delegates.

c. Designate open and closed caucuses, in consultation with delegates.

d. Attend Reference Committees and be prepared to testify.

e. Chair a Reference Committee when appointed.

10.9 Maintain a file of all Component and Constituent minutes, correspondence, reports, newsletters, Bylaws, SCOPES, Policy Manual and Annual Reports.

10.10 Retiring Trustees should attend the post-Annual Session BOT with the newly elected Trustee. Also they should relinquish file after inauguration to new Trustees.

10.11 Perform duties and carry out responsibilities as delegated by the President.

10.12 Notify the website Contact of continuing education courses offered by your component.

10.13 The Trustees should make available to component all dates of ADHA, District V and ODHA activities and request that the component not establish activities in conflict with those dates.

Section 11. Qualifications for Office. Only voting members are eligible to hold office.

Section 12. Term for Elective Officers.

a. The President, President-Elect, Vice President and Immediate Past President shall serve a one (1) year term in office, or until such time as their successors are duly elected, qualified, and take office.

b. The Treasurer and Secretary shall serve a two (2) year term in office, or until such time as their successors are duly elected, qualified, and take office.

c. Officers may not serve more than two (2) consecutive terms in office. Officers serving more than half of a full term shall be deemed to have served a full term in office. [Note: officers elected and term of office may vary; however, it is recommended that no term exceed two years in length. [Consult Ohio state law.]

d. The Component Trustees shall be elected for a two-year term in the Spring. Even numbered components vote for a new trustee in Even years and Odd numbered Components vote for a new Trustee in Odd years.

Section 13. Election.

a. Nominations of Candidates for Office – The President shall appoint a Nominating Committee with Executive Board approval at the April meeting. Additional nominations of qualified individuals may be made from the floor.

b. Qualification for Nomination – A candidate for office must be a member, eligible to vote, of this Association.

The majority of ballots cast shall elect. In the event no candidate receives a majority of the votes cast on the first ballot, the two candidates receiving the greatest number of votes shall be voted upon again by ballot.

c. Installation of officers shall be held at the last meeting of the fiscal year.

Section 14. Resignation or Removal-Any elective officer may resign at any time by giving written notice to the President or to the Executive Board. Such resignation shall take effect at the time specified, or, if no time is specified, at the time of acceptance thereof as determined by the President or the Board. Any elected officer may be removed for cause by a two-thirds vote of the body which elected said officer at any regular or special meeting at which a quorum is present. Sufficient cause for such removal may be violation of these Bylaws, the Principles of Ethics of the profession of any lawful rule, practice or procedure duly adopted by the Board of Trustees or House of Delegates or any other conduct deemed by the House of Delegates to be prejudicial to the best interest of this Association. For removal of an elective officer for cause it shall be necessary for the Body which elected said officer to conduct a formal hearing, and such Body may adopt such procedures as it deems necessary or appropriate for consideration of the removal for an elective office; pursuant to this section, provided due process is afforded to the party in question. Any elective officer who is no longer eligible for membership in the Association, or who is suspended or expelled from membership, shall be deemed to have automatically resigned from such office upon the date the ineligibility, suspension, or expulsion becomes effective.

Section 15. Officer Vacancies. Vacancies in any office shall be filled by the President without undue delay, provided, however, the President-Elect automatically shall succeed to the office of President in the event of the death, resignation, removal, or incapacity of the President and the office of President-Elect shall remain vacant until the next meeting of the House of Delegates. In the event the President-Elect position is vacant at such time as there becomes a vacancy in the office of President, the Board of Trustees immediately shall fill the office of President and such appointee shall hold office until the next meeting of the House of Delegates. Except as otherwise set forth herein, an officer appointed pursuant to this Section shall hold such office for the remainder of the original term for which she or he was appointed to fill.

**ARTICLE VII Appointed Officers**

Section 1. Historian: Appointed by the President with the approval of the BOT for a one year term with the objectives being to maintain a record of materials pertaining to the activities of TDHA on a flash drive including pictures, newspaper clippings, programs, etc. and serve as a resource for historical information regarding TDHA. The duties and responsibilities may include but not limited to:

 1.1 Collect memorabilia pertaining to TDHA.

1.2 Take photographs of TDHA events photos for posting, or have a representative present If unable to attend

1.3 Take photos of Officers at Annual Session and request updated bios for the website.

1.4 Produce a slide show of pictures taken throughout the year at each annual session.

1.5 Display past TDHA awards at each Spring Clinic or special events.

1.6 Display old photos of past TDHA leadership at special events.

Section 2. Database Manager: Appointed by the President with the approval of the officers. Should have a general knowledge of database and spreadsheet Formatting, with a term of one year or until a successor has been appointed. With the Objective to maintain the complete database of all Registered Dental Hygienist holding Ohio licensure and residing in the state of Ohio as well as the current membership of this association. The duties and responsibilities may include but are not limited to:

 2.1 Contact ADHA Member Services directly to inform them of any changes to where the emailed report for the monthly payment rosters and bimonthly Alpha Roster should be sent.

2.2 Share the Alpha Roster with the Treasurer and the CE Committee as soon as received.

2.3 Create and editable database that allows for at least 1000 names. Current database contains the following fields: DH#; First Name; Last Name; ID; Address; City; State; Zip; County; Dues Expiration; Component; Status. Fields can be added as needed.

2.4 Justify your own membership listing with ADHA’s bimonthly Alpha Roster to verify any changes in: address, component affiliation, dues expiration, last name changes, county relocation, etc.

2.5 Have unlimited sort options to pull out whatever info is required.

2.6 Provide Officers and Committees with their database requirements when requested.

2.7 Review the General Guidelines for All Committees and comply with all responsibilities.

 Section 3. Newsletter Editor: Appointed by the President with approval of the BOT. The appointment to be reviewed annually. The duties and responsibilities shall include but not be limited to:

3.1 Serve in accordance with the Bylaws of TDHA.

3.2 Uphold the Code of Ethics as defined by ADHA.

3.3 Produce the Association’s newsletter, the contents of which are valid and significant to the profession, attractive, timely and journalistically acceptable.

3.4 Work with the President-Elect in establishing deadlines for the upcoming year to be printed in the calendar.

3.5 Revise all publication policies such as guidelines for submitting articles, posts, and the newsletter for posting on the website.

3.6 Act as consultant/liaison with publisher/printer if utilized.

3.7 Coordinate efforts with the Media Communications Committee to secure outside funding/advertising to help defray the cost maintaining the TDHA website.

3.8 Prepare and submit an Annual Report.

3.9 Prepare an interim Annual Report from Annual Reports deadline to Annual Session to be included in the next years’ Annual Report.

3.10 Operate within budget.

3.11 Prepare and submit to the Finance Committee, through the Treasurer, a proposed budget for the next fiscal year.

Section 4. Legislative Contact: Appointed by the President with the approval of the Officers and the main objective is to allow ODHA to act quickly on legislative matters on the federal, state and local level. The duties and responsibilities may include but are not limited to:

4.1 Maintain and update the Keyman System

4.2 Coordinate letter writing campaigns to legislators.

4.3 Communicate with legislators and lobbyist.

4.4 Attend the ODHA Leadership Retreat.

4.5 Refer to the Committee Guidelines for additional duties required of all Committees and Committee Chairman.

Section 5. Continuing Education Liaison: Appointed by the President with the approval of the Officers with the objective to ensure that all TDHA courses meet the criteria guidelines established by the OSDB for approval. Establish CE Course guideline standards that comply with the OSDB rules and statutes. Ensure all courses follow the ODHA guidelines for components approving their own courses. Make approved CE Course information available to members. The duties and responsibilities may include but are not limited to:

 5.1 Review and continually update the guidelines for continuing education for utilization by the Association and ODHA.

5.2 Investigate methods of marketing and distribution of continuing education course information.

5.3 Provide the Newsletter Editor and the website manager with approved course information.

5.4 Review and consider continuing education courses submitted by TDHA for approval.

5.5 Provide CE course approval applications for Committee Members.

5.6 Consult the OSDB when necessary regarding questionable course content, topic and/or speaker qualification.

5.7 Prepare and submit an Annual Report to the President.

5.8 Refer to the Committee Guidelines for additional duties required of all Committees and Committee Chairman.

5.9 Plan Continuing Education and TDHA Timeline with the President and Vice President (ex-officio member of CE Committee).