

**Vermont Dental Assistants Bylaws**  
**Revised April 2016**

**Article I - Name**

The name of this organization shall be "The Vermont Dental Assistants Association", hereinafter referred to as "the Association", or "this Association".

**Article II - Objectives**

The Association's objectives shall be: to share in the responsibility for quality dental health care delivery to all; to advance the practice of dental assisting toward the highest standards of performance obtainable by supporting and encouraging formal education, and in providing quality continuing education; to support educationally-based national and/or state credentialing for the dental assisting profession; and to communicate effectively with all members of health-related professions.

**Article III – Organization Structure**

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

**Article IV - Membership**

Section 1. Admission. Membership shall not be based upon race, color, religion, sex, national origin, or age.

Section 2. Membership Classifications. The membership classifications shall be active, student, honorary, life and special. The adoption and implementation by this State Association of any membership or quasi-membership classification other than those provided for in the Bylaws of the ADAA are categorically and unequivocally forbidden.

- A. Active. Active membership may be granted to any dental assistant who will support and promote the objectives of this Organization. An active member shall have the privilege of voting, holding elective office and serving as chairman of a committee.
- B. Student. 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 Organization.
- C. Honorary. Honorary membership may be conferred upon an individual who has contributed substantially to the welfare of the dental assisting profession. To be elected an honorary member, the individual shall be approved through unanimous vote of the Executive Board and a two-thirds (2/3) vote of the voting members.

A. Life Membership Categories:

1. Life membership shall be granted to a member who has maintained continuous active membership or who has maintained continuous active membership interrupted by student membership, for a period of twenty-five (25) years and who will support and promote the objectives of this Association. A life member shall have all the privileges of active membership.
2. Retired Life Membership shall be granted to any Life Member who has reached age of sixty-two (62) or until a disability prevents employment as a dental assistant.

D. Special.

1. A special membership shall be granted to an active member who has reached retirement age as recognized by the federal Social Security Act (42 United States Code Annotated 402 (a)) and who has maintained continuous active membership, or continuous active membership interrupted by student membership, for a period of fifteen (15) years and who will support and promote the objectives of this Organization.
2. A Special membership shall be granted to a person totally and permanently disabled who has maintained continuous active membership, or who has maintained continuous active membership interrupted by student membership, for a period of ten (10) years and who will support and promote the objectives of this Organization.
3. A Special membership shall have all the privileges of active membership.

Section 3. Local Membership. A person applying for membership in a Local Organization shall be required to maintain membership in the American Dental Assistants Association and the Vermont 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 – Meetings**

Section 1. Annual Meetings. Annual meetings of the Organization shall be held once during the fiscal year with the Vermont Dental Society. This meeting shall be known as the Vermont Dental Team Annual Meeting.

Section 2. The quorum to conduct business for this organization shall be based upon one of the quorum options recommended by Robert's Rules of Order, Newly Revised (Current Edition), a majority of the qualified members present.

Section 3. Composition and Qualifications. The General Assembly shall be composed of members of this Association. The voting members shall be active, life, and special members present and the voting members of the Executive Board.

Section 4. The deadline dates for registration shall be determined by the Executive Board.

Section 5. 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 6. Quorum. One-third (1/3) of the members of the General Assembly 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 7. Duties. The General Assembly shall be the governing body of this Association. It shall determine the policies of the Association, determine dues for all membership classifications to 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 at the established dues amount.

Section 8. Education Meetings. The Organization shall provide education programs each year.

## **Article VII- Officers**

Section 1. Number and Titles. The elected officers shall be four (4) in number: President, President-Elect, Secretary and Treasurer. The President shall be the chief elected officer and the official spokesman of the Organization.

Section 2. Eligibility. Only an active, life or special member shall be eligible to serve as an officer.

Section 3. Nominations. Nominations may be made in advance to the Annual Meeting to the Executive Board and also from the floor. No names may be placed in nomination without the written consent of the nominee.

Section 4. Election. Election shall be by voting cards, and a majority vote of the voting members shall elect.

Section 5. Term of Office. Term of office for all officers shall be one (1) year or until a successor is duly elected.

Section 6. Duties. Officers shall perform the duties as may be prescribed by these Bylaws, the Manual of Procedures, and the parliamentary authority adopted by the Organization.

Section 7. Vacancies. In the event the office of President shall become vacant, the President-Elect shall become President for the unexpired portion of the term. Vacancies in the offices of Secretary, and Treasurer shall be filled by election by the Executive Board.

Section 8. Removal for Cause. The Executive Board, by 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 four (4) elected officers and the Immediate Past President.

Section 2. Meetings. At least six regular meetings of the Executive Board shall be held during the fiscal year as determined by the current Executive Board. Special meetings of the Executive Board may be called at any time by the President or upon written request of five (5) voting members of the Board. Notice shall be given ten (10) days prior to the meeting.

Section 3. Quorum. A majority of the voting members of the Executive Board shall constitute a quorum at any meeting of the Executive Board.

Section 4. Duties. The Executive Board shall be the governing body of this Organization between annual meetings, subject to the policies established by the membership.

### **Article IX - Committees**

Section 1. Standing Committees. The President may appoint committees as he/she feels appropriate.

Section 2. Duties. Committees shall perform the duties as may be prescribed by these Bylaws, the Manual of Procedures, and the parliamentary authority adopted by the Organization.

Section 3. Composition and Term of Office. All committees are composed of a Chairman and at least one member at large. The term of office for all committees shall be two years.

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 Local Organization shall be October 15 through October 14.

Section 2. Audit: The Board of Directors shall have all accounts of the Association audited not less than annually, within 30 days following the end of each annual fiscal period. A financial report for the year just completed shall be made available to the membership. The Executive Board shall have all accounts of the Association-audited at each Executive Board meeting. Prior to the end of each annual fiscal period, a financial report for the year to date shall be made available to the membership for audit at the September Annual Vermont Dental Team Annual Meeting.

Section 4. Tax Identification Number. The tax identification number for this Association is 03-0282747.

## **Article XI - Dissolution**

The 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 Organization. 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, educational, scientific, or philanthropic organizations to be selected by the Executive Board. The Executive Board's selection is Center for Technology, Essex, Dental Assisting Program for both the dental assisting and expanded functions dental assisting programs. The funds may be used at the discretion of the Director of Dental Assisting.

## **Article XII - Parliamentary Authority**

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

## **Article XIII - Amendments**

Section 1. 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. A revision of these Bylaws may be ordered at the recommendation of the Executive Board and a majority vote of the general membership. 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, but 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.

