



ADAA MANUAL OF PROCEDURES

AMERICAN DENTAL ASSISTANTS ASSOCIATION
877-874-3785

www.adausa.org

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INTRODUCTION

The American Dental Assistants Association is a non-profit 501(c)6 organization. A central office headquarters is maintained to administer all the daily activities of the Association. The Board of Directors determines the operating policies of Central Office and employs a contracted Executive Director to function as the Association's chief executive officer.

The Executive Director serves under the direction of the Board of Directors is accountable to and evaluated by the Board of Director and is expected to fulfill responsibilities in compliance with Association policies and Bylaws.

When requesting information or official forms, documents, etc., from Central Office, please direct your letter or telephone call to the appropriate staff person listed on the following page. If there are any questions, please do not hesitate to contact the Executive Director.

ADAA STAFF

AMERICAN DENTAL ASSISTANTS ASSOCIATION

Toll Free: (877) 874-3785

STAFF	TITLE	E-MAIL	EXT
Sheila O'Neal	<i>Executive Director</i>	soneal@adaausa.org or soneal@kellencompany.com	
Raven Hardin	<i>Associate Executive Director</i>	rhardin@adaausa.org or rhardin@kellencompany.com	
Holly Lundgren	<i>Education Director</i>	education@adaausa.org	
Nakeshia Betsill	<i>Membership Director</i>	nbetsill@kellencompany.com	
Vasilis Serpanos	<i>Membership Manager</i>	info@adaausa.org	
Hana Nguyen	<i>Marketing & Communications Manager</i>	hnguyen@kellencompany.com	
Devin Robinson	<i>Sales Manager</i>	drobinson@kellencompany.com	
Patricia Sullivan	<i>Dental Assistant Journal Editor</i>	publications@adaausa.org	

PLEASE VISIT

<https://www.adaausa.org/About-ADAA/Staff-List>

FOR AN UPDATED LIST OF ADAA STAFF

**BOARD
OF
DIRECTORS**

BOARD OF DIRECTORS GENERAL INFORMATION

The Board of Directors shall be composed of the four elected officers: President, Immediate Past President, President Elect, First Vice President, Second Vice President; and six at large directors who shall all be voting members. The Executive Director shall be a member ex-officio without the right to vote.

The Board of Directors shall be the administrative body with full authority to conduct the business of the Association, subject to the not-for-profit corporation laws of the State of Illinois, the Articles of Incorporation, the Bylaws, the Manual of Procedures, and policies adopted by the Board of Directors.

The Board of Directors is the governing body of the American Dental Assistants Association and is responsible for carrying out the decisions and policies of the Association. Throughout the year, the Board of Directors and the Executive Committee will be responsible for maintaining and implementing the business of the ADAA. All Officers and Directors shall sign the ADAA Conflict of Interest (Form 019), Council Volunteer Agreement Form (Form 003), and Commitment to Serve Form (Form 039) annually.

Areas of responsibility include but are not limited to:

1. Provide for a Central Office and employ an Executive Director.
2. Exercise fiscal responsibilities of all funds and recommend a positive annual budget.
3. Provide an Annual Session for the membership.
4. Approve all council appointments and special committees.
5. Act upon nominations for honorary membership and the President's Award.
6. Recommend dental assistant directors to the Dental Assisting National Board.
7. Nominate ADAA Members to serve as an ADA Commissioner to the ADA Council on Dental Accreditation, DANB Board or CODA DA Review Committee per request.
8. Establish and amend the ADAA Strategic Plan.
9. Seek approval from the ADAA Executive Director or Assistant Director prior to delegating duties to ADAA staff members which would involve expenditures. (Example: mass mailings, printing, etc.)
10. Approve all amendments to the ADAA Manual of Procedures. Any additions, deletions, and corrections to the ADAA Manual of Procedures shall be sent to the Manual of Procedures Subcommittee Chairman for collection and insertion.
11. Continuously monitor electronic correspondence and respond to all correspondence as required in a timely manner.

Respective Roles of the Board of Directors, Officers and Executive Director

This memorandum outlines the basic areas of responsibility for the Board of Directors, Officers and Executive Director.

What ADAA Directors and Officers Needs to Know from a Legal Point of View:

1. The Board of Directors and Officers have the ultimate authority and responsibility for setting policy for the management of the affairs of American Dental Assistants Association (“ADAA”) The Board may delegate authority and rely on the advice of others such as attorneys and accountants, but the ultimate responsibility remains the Board’s. It must also act in accordance with its contract with the Executive Director.
2. Directors and Officers must act in the best interests of ADAA and make decisions regarding ADAA policies with the same care, diligence, and prudence that they would use in managing their own businesses. Once a decision is reached, Directors and Officers should support it.
3. Directors and Officers must avoid conflicts of interest with ADAA, providing full disclosure and obtaining board approval where necessary and not taking advantage of opportunities that belong to ADAA.
4. Directors and Officers must be prepared to discuss and take actions at Board of Directors and Officers meetings. This includes being prepared to review materials in advance, ask questions and act in the best interests of the ADAA and its members.
5. Directors and Officers may not vote by proxy but may participate in an electronic vote.
6. Directors and Officers should have access to an agenda at each meeting and avoid discussing topics that are likely to raise problems under the antitrust and other laws. Should such a discussion take place, the Executive Director should strongly advise the board of the concern and how it should be addressed.
7. Directors and Officers should learn at least the basics of parliamentary procedures.
8. Directors and Officers should be familiar with ADAA’s bylaws, policies and procedures and adhere to them.
9. Directors and Officers should, as liaisons to or chairs of committees, understand their role as liaison or chair.
10. Because Directors and Officers have fiduciary obligations, the acts of Directors and Officers may bind ADAA where they have apparent authority and, thus, Directors and Officers must be careful in what they do or say. Directors and Officers officially act collectively only as a Board, not independently. In other words, outside of the board room, Directors and Officers have no authority to speak for or obligate ADAA, unless

specifically authorized to do so. What transpires in a Board meeting conducted in public is public. What is done in Executive Session is confidential and to breach the confidentiality of an executive session is a breach of fiduciary responsibility, which could make the individual Officer or Directors personally responsible for the breach.

11. Directors and Officers have the right to know, but confidential information provided must remain confidential. Directors and Officers should work through the Chair and Executive Director to obtain information needed to make decisions.
12. The Golden Rule of Voluntary Organizations: Directors and Officers should recognize that their role as Directors and Officers is to establish policy after serious consideration and that it is the responsibility of staff management to implement it. This requires a sound working relationship with the Executive Director, and each is accountable to the other to achieve a professional working relationship.
13. The Executive Director duties, commensurate with most senior nonprofit association executive officers, include, but are not limited to the authority and accountability for all hiring/firing; direction and oversight of all financial, strategic, and day-to-day and operations of association; implementation of strategic vision of Board; etc., reporting to the Board of Directors and Officers.

* * * * *

A further example of how the role of the Executive Director may be defined:

The Executive Director has full authority for the management of the affairs of the Association subject to the duties specified by the contract, ADAA Bylaws or other governing documents of ADAA, with direction of the Board of Directors and Officers. The Executive Director is responsible for the engagement and dismissal of ADAA's employees and the engagement and dismissal of ADAA's service providers with the exception of the association management company if applicable, legal counsel and the auditing firm which shall be approved by the Board of Directors. Such authority shall include but not be limited to the following as well as to the responsibilities set forth and agreed upon by the Directors, Officers and Executive Director.

1. Overseeing all management functions;
2. Directing all activities of ADAA as prescribed by the Board of Directors;
3. Establishing the duties of all personnel, supervising their performance, and establishing their titles and compensation within budget limitations;
4. Communicating with the Board of Directors to keep them informed on the conditions, and operations of ADAA;
5. Executing the decisions of the Board of Directors;
6. Working with ADAA committees to provide proper liaison and staff support;
7. Serving as a spokesperson for ADAA as well as maintaining effective relationships with other organizations and related entities, including but not limited to the press; and
8. Maintaining, or causing to be maintained, an accurate reflection of the financial status and condition of ADAA.

BOARD OF DIRECTORS MEETING ATTENDANCE RESPONSIBILITIES

1. Board of Director members are required to attend all Board of Director meetings and General Assembly Meetings. Protocols for meetings are the same whether the meeting is held in person or via a virtual screen sharing platform.
2. Board of Director members may be required to attend other meetings and functions as determined by the President.
3. Board of Director members may be excused from required meetings or functions in the event that mitigating circumstances arise. Such mitigating circumstances include personal illness or illness in the immediate family; death in the family; jury duty; call to military duty; natural disasters; and unforeseen travel mishaps.
 - a. Other circumstances shall be evaluated on a case-by-case basis by the Executive Committee.
 - b. Unexcused absence from required meetings or functions will result in formal censure by the Board of Directors.
4. Board of Director members who are recorded with more than one unexcused absence to required meetings or functions during their elected term shall be considered for possible disciplinary action as established in the ADAA Bylaws and Manual of Procedures.
5. Board of Director members who must be absent from any required meeting must notify the ADAA President.
6. All Board of Director members shall be subject to the Travel Guidelines established by the Association (see [Travel and Expense Policy](#))

BOARD OF DIRECTORS CODE OF ETHICS

1. All Officers and Directors shall become well informed on all issues concerning the ADAA and should possess good written and oral communication skills.
2. The Officers and Directors should be leaders and diplomats with a basic understanding of parliamentary procedure.
3. Officers and Directors must be prompt and conscientious in all matters, including providing answers to inquiries from members.
4. All ADAA Officers and Directors shall maintain an objective point of view. After consensus is reached, the Board of Director member must support the decision of the Board of Directors.
5. Officers and Directors have obligations to exercise due diligence and are answerable legally for any breach of these duties. The Board of Directors collectively or individually would be the appropriate defendants in any actions initiated by Federal and State authorities.
6. The Board of Directors may not for personal gain divert unto itself the opportunities which in equity and fairness belong to the Association. Each Officer and Director is required to use independent judgment and must act honestly and in good faith in the discharge of duties or be subject to removal for just cause according to ADAA Bylaws.

PROTOCOLS FOR CORRESPONDENCE FOR THE BOARD OF DIRECTORS

EMAIL CORRESPONDENCE:

Official reports and mail ballots may be submitted to Central Office and/or appropriate Board of Director Members via email or other agreed upon electronic services (i.e., Basecamp) as a file attachment using the correct report or ballot format as provided by the ADAA Manual of Procedures.

E-mail ballots will be ratified by the Board of Directors during the next scheduled Board of Directors meeting after the e-mail ballot.

ADAA Staff and Board of Director Members shall immediately reply to the e-mail originator to acknowledge the receipt of attached ballots or reports if applicable to the service being used.

Official memos within the Board of Directors, ADAA Councils, and Central Office Staff may be conducted via general e-mail or other agreed upon electronic services.

Recipients of e-mail correspondence should assist the sender with an immediate reply to acknowledge receipt.

Courtesy copies of e-mail correspondence shall also be sent to all appropriate individuals by the originator as provided by the ADAA Manual of Procedures.

A copy of all official ADAA email correspondence shall be maintained in the files of both the originator and the recipients along with other regular correspondence.

E-mail correspondence shall not be forwarded to other individuals without the written permission of the originator of the e-mail.

The ADAA Executive Director and Associate Executive Director shall be sent a courtesy copy of any e-mail correspondence sent to a member of the ADAA staff.

E-mail of a personal nature will not be sent to ADAA Staff using their ADAA business e-mail address.

ELECTION OF OFFICERS

Per the ADAA Bylaws, a general election for officers may be by electronic ballot, in the established election year, with each ADAA Professional, Life, or Federal Services member in good standing eligible to register to ballot for one (1) candidate for each elected office. The winning candidate will be selected by majority of votes cast by the voting membership. In the event of a tie, a runoff election would occur until one candidate assumes the majority of vote.

The nominating committee shall solicit the membership for nominations with the deadline as established by the Board of Directors. Nomination forms shall be transmitted to Central Office no later than the deadline date established by the Board of Directors of the election year. The nominating committee shall present a slate of one or more qualified candidates for each office. The term of the office is one year. An ADAA Professional, Life or Federal Services member in good standing may be nominated for an office. The candidates for office and their position statements shall be posted on the ADAA website for the membership to review prior to voting.

DUTIES OF THE PRESIDENT

1. Serve as chief elected officer and official spokesperson of the Association.
2. Serve as chairman of the Board of Directors and supervise all Board activities.
3. Preside at all meetings of the General Assembly, the Board of Directors, and the Executive Committee.
4. Call special meetings of the Board of Directors including Executive Session. The President will notify and invite the Executive Director to Executive Session meetings.
5. Appoint chairmen and members of councils and special committees at the Post Annual Session Board of Directors Meeting with the approval of the Board. Appoint Special Committees as needed. Assure that council volunteer agreements are sent to each council member within thirty (30) days after the Post Annual Session Board of Director Meeting. (see Reference Section on Appointing a Council or Committee Member.)
6. Provide a President's Message in each issue of *The Dental Assistant* and the *ADAA Monthly Update*.
7. Appoint vacancies in the offices of Directors, Councils, and Special Committees.
8. May appoint an ADAA Officer to attend a state meeting or Annual Session -
9. Serve as an ex-officio member to all Councils and Special Committees, except the Nominating Subcommittee.
10. Direct the issuance of electronic or email ballots when action is necessary between Board of Directors meetings.
11. Accept invitations to meetings, when fiscally feasible. If the President is unable to attend, a qualified individual may be sent to represent the Association with the approval of the President.
12. Represent the Association at dental and dental related meetings when fiscally feasible.
13. Deliver the Presidential Address at the Annual Session.
14. Establish the deadline for critical dates in conjunction with Central Office Staff.
15. Present the Past President's guard to the retiring President after the installation ceremony for an in person meeting. For virtual meetings, the Central Office Staff will mail the pin.

16. Recognize officers and Directors completing one (1) year in office during the Annual Session.
17. Recognize retiring Directors during the Annual Session.
18. Assist with the presentation of Fellowship/Mastership Awards
19. Serve as a Director of the Professional Dental Assistants Education Foundation Board.
20. Write and submit to the Executive Director a summary of activities during the year to be published on the members only section of the website thirty days prior to the General Assembly.

DUTIES OF PRESIDENT-ELECT

1. Assist the President as requested.
2. Assume the duties of the President in the absence of the President.
3. Serve as a member of the Board of Directors, Executive Committee, Contractual Review Committee and Council on Finance and attend all meetings.
4. Attend all meetings of the General Assembly.
5. Succeed to the office of President without further election at the next Annual Session of the American Dental Assistants Association.
6. Succeed to the office of President in case of vacancy in that office.
7. Solicit comments from the Board of Directors, Executive Director, Staff and Council Chairs regarding required and anticipated appointees to Councils and Special Committees for the ensuing year prior to the Annual Session.
8. Formulate Council Directives based upon the objectives in the ADAA Strategic Plan in consultation with ADAA staff.
9. Plan the Installation Ceremony.
10. Present an Inaugural Address.
11. Propose a President budget (for the upcoming year) in consultation with Executive Director.
12. Make arrangements for the Transition meeting in consultation with the Executive Director and President.
13. Review the Directives, determining which have been completed, which need to be carried forward and which (if any) need to be placed in the MOP in consultation with the President and ADAA staff.
14. Serve as a Director of the Professional Dental Assistants Education Foundation Board.
15. Write and submit to the Executive Director a summary of activities during the year to be published on the members only section of the website thirty days prior to the General Assembly.

DUTIES OF FIRST VICE PRESIDENT

1. Assist the President and other Board members as requested by the President.
2. Serve as a member of the Board of Directors, Executive Committee and Council on Finance and attend all meetings.
3. Serve as Chair of the Council on Awards and Scholarships and as a member on any other Councils or Committees as requested.
4. Serve on the Membership Council.
5. Attend all meetings of the General Assembly.
6. Serve as a Director of the Professional Dental Assistants Education Foundation Board.
7. Write and submit to the Executive Director a summary of activities during the year to be published on the members only section of the website thirty days prior to the General Assembly.

DUTIES OF SECOND VICE PRESIDENT

1. Serve as a member of the Board of Directors, Executive Committee, and Council on Finance and attend all meetings.
2. Attend all meetings of the General Assembly.
3. Review minutes as prepared by staff of all Board of Directors, Council on Finance, Executive Committee, Executive Session, and distribute draft to the Board. Make corrections and redistribute.
4. Serve as a Director of the Professional Dental Assistants Education Foundation Board.
5. Write and submit to the Executive Director a summary of activities during the year to be published on the members only section of the website thirty days prior to the General Assembly.

DUTIES OF IMMEDIATE PAST PRESIDENT

1. Assist the President as required
2. Act as a resource for the President.
3. Act as a liaison between the Past Presidents' Council and the ADAA Board of Directors.
4. Serve as a member of the Board of Directors, Executive Committee, Contractual Review Committee and the Council on Finance and attend all meetings.
5. Attend all meetings of the General Assembly.
6. Solicit board for donations and purchase the Association's gift for outgoing President in consultation with the Executive Director.
7. Arrange for appropriate recognition of the outgoing President by the Board of Directors at the end of the term.
8. Serve as a Director of the Professional Dental Assistants Education Foundation Board.
9. Write and submit to the Executive Director a summary of activities during the year to be published on the members only section of the website thirty days prior to the General Assembly.

RESPONSIBILITIES OF DIRECTORS

1. Attend all meetings of the Board of Directors and all meetings called by the ADAA President. In the event of needing to miss a meeting, the Director must notify the ADAA President with as much notice as possible.
2. Attend all meetings of the General Assembly.

DUTIES OF DIRECTORS

The duties of a Director are listed in the Bylaws. More specific information is provided here and in other sections of this Manual of Procedures.

1. Correspondence by the Director shall be sent to the ADAA President, the ADAA President-Elect, the ADAA Executive Director and other individuals as needed. Identify the persons receiving copies on the original letter or e-mail. This procedure will inform the recipient(s) of other individuals receiving the same correspondence.
2. Write and submit to the Executive Director a summary of activities during the year to be published on the members only section of the website thirty days prior to the General Assembly.

DIRECTOR SELECTION

As established in the ADAA Bylaws, Directors are elected by the General Assembly in a rotation as established by the Board of Directors. An ADAA Professional, Life or Federal Services member in good standing may be nominated for an open Director position. The Nominating Committee shall solicit for nominations prior to the election. Nomination forms shall be transmitted to Central Office no later than the deadline date established by the Board of Directors of the election year and the names of candidates and their position statements shall be posted on the ADAA website for members to review prior to the election.

A Director completing a first term may choose to run for a second consecutive term.

TERM OF OFFICE

Directors are elected for a term of (3) years. The terms are rotated so that all ADAA Directors are not elect at the same time. A Director may only serve two (2) consecutive full terms. The election rotation shall be as follows:

Director 1 – (2022) 2025
Director 2 – (2022) 2025
Director 3 – (2023) 2026
Director 4 – (2023) 2026
Director 5 – (2024) 2027
Director 6 – (2024) 2027

In the event of a vacancy of a Director, the President shall appoint a qualified member to serve as Director.

TRAVEL AND EXPENSE POLICY

TRAVEL AND EXPENSE POLICY (Form 033)

These guidelines will apply to anyone funded to travel on behalf of the American Dental Assistants Association.

Travel, lodging, parking and meals may be reimbursed by the ADAA, when fiscally feasible, at meetings or events where the Officer or Director will be a representative of the ADAA, for which the Officer or Director is not reimbursed by the meeting sponsor, honorarium or other source of reimbursement.

- All travel must be approved by the President in consultation with the Council on Finance Chair (or designated individual) prior to making travel arrangements. Form 020, the *Special Meeting Request Form*, shall be used to request approval and estimate travel expenses. Failure to do so may result in no reimbursement. Request for travel should be done as far enough in advance as possible.
- The President, in consultation with the Council on Finance Chair (or designated individual) shall authorize a maximum reimbursement amount for any approved travel based upon an estimate of qualifying expenses provided on Form 020.
- Expense reports submitted that exceed the maximum approved amount shall require approval from the Council on Finance in order for the overage to be reimbursed. A 2/3 vote of the council is required to approve reimbursement of the overage.
- Expenses will be paid by the individual and reimbursed upon request. Signed Expense Form and itemized vendor receipts are required. Travel and Expenses will be reimbursed using the Expense Report Form (Form 033).
- All expense reports must be submitted to the Chair of the Council on Finance (or designated individual) for reimbursement within 30 days of the conclusion of the trip for which the reimbursement is to be made. Failure to adhere to this deadline may result in no reimbursement.
- Only expenses that are germane to the business of the Association will be reimbursed.
- The ADAA expects those funded to travel to exercise good judgment regarding expenses.

Airfare

Air travel will be booked in economy/coach class and only to the airport designated unless prior approval is granted. Exercise good judgment when booking the flight with an effort to keep the expense to a minimum. Travel insurance will be at the expense of the individual. Service fees (for use of a live reservationist) will be at the expense of the individual.

Upgrades will be at your own expense. Should an airline require that a higher airfare be charged in order to upgrade with frequent flyer miles, the traveler is responsible for the fare difference. A printed

receipt showing the cost of the flight before the upgrade needs to be submitted in order to receive reimbursement.

Alternatives to air travel (train, personal car) for trips of 3 hours one-way or less are acceptable provided the cost does not exceed the cost of an airline ticket. If the airfare would have been more economical, the traveler may only be reimbursed an amount equal to the airfare.

Baggage Fees

ADAA will reimburse for 1 checked bag each way, all other baggage fees are the board member's responsibility. Excessive baggage (over weight limit) fees will not be reimbursed.

Mileage

Personal cars used for travel will be reimbursed at a rate determined by the Board of Directors annually. Include a printout from MapQuest (or something similar) for reimbursement.

The printout must show mileage from the starting address to the destination and from the destination to the end location.

Mileage approved for reimbursement includes travel to and from a meeting when done instead of flying. It also includes mileage to and from the airport for one round trip.

If a personal car is used when flying would have been more economical, prior approval is required. The ADAA will reimburse the cost of the lowest available economy/coach airfare unless there are extenuating circumstances.

Parking/Tolls

Tolls and Parking will be reimbursed with receipts for one round trip. Hotel parking is generally not needed and must be pre-approved if there is a cost associated with it.

Cabs & Other Local Transportation

Reimbursable items include taxis, airport shuttles, Ubers, buses, rail service, etc. used for local transportation necessary for ADAA business. Unless paid separately, include the tip as part of the expense. Transportation to and from personal entertainment during a meeting is not reimbursable.

Meals / Business Meals

There will be times when meals are provided by ADAA. When they are not provided by ADAA, meals will be reimbursed by the ADAA using the Expense Report Form with appropriate original itemized vendor receipts (not credit card receipts). Every member must pay for their own meal and have their own receipt to submit.

It is expected that each traveler uses good judgment, keeping expenses to a minimum. A general guideline for meal expenses is \$50 per day when the individual purchases all three meals.

When completing Expense Report Form 033, make an entry on each line, giving explanation as needed (e.g. "ADAA" when lunch has been provided by ADAA). Unless paid separately, tip should be included as part of the meal expense.

Hotel

Hotel reservations need to be coordinated with ADAA for the most economical rates and sharing rooms for regional and national meetings is encouraged.

Internet usage is NOT approved as most hotels now provide free internet access in certain areas of the hotel as well as the increased usage of internet access on cell phones.

Meals charged to the room or parking should be entered on the Expense Report Form in the appropriate meal column – not with the hotel expense.

NON-REIMBURSABLE EXPENSES

Personal entertainment (entertaining officers/members, in-room movies, magazines, books)

Personal transportation (cabs or rental cars for non ADAA business)

Personal services (hairdresser, laundry, dry cleaning)

Personal items (souvenirs, toiletries, medicines)

Lost items

On-line computer access

Excess baggage fees

Airline upgrades or early check in fees or preferential seat fees

Gifts or souvenirs

Travel to local society meetings

EXPENSE REPORTING (SEE [COMPLETING AN ADAA EXPENSE FORM](#) AND SAMPLE EXPENSE FORM 055)

Individuals authorized to represent the ADAA and requesting reimbursement must complete an ADAA Expense Report Form (Form 033), with an original signature and the appropriate original receipts attached. Form 033 shall be submitted to the Chair of the Council on Finance (or designated individual) within thirty (30) days after the expense is generated. The Expense Report Form and receipts can be sent electronically via email.

Keep a copy of your receipts and expense report for your records.

**ADAA
COUNCILS
AND
COMMITTEES**

**THE FOLLOWING COMPRISES THE COUNCIL STRUCTURE AND GUIDELINES OF THE
AMERICAN DENTAL ASSISTANTS ASSOCIATION**

COUNCIL ON EDUCATION AND PROFESSIONAL DEVELOPMENT

COUNCIL ON FINANCE

COUNCIL ON GOVERNANCE

COUNCIL ON MEMBERSHIP

1. President shall appoint the chair and members of the Councils.
2. Chair of the Councils shall be members of the Board of Directors and the Chair shall serve a one (1) year term. Non-board members may serve as Committee or Subcommittee Vice-chairs or Co-chairs.
3. Councils' duties are listed after each Councils' statement of purpose.
4. The President, in consultation with Council Chairs and staff, shall determine the Subcommittee Chairs and members.
5. If applicable, each Council shall include a list of Subcommittees.
6. A Staff Liaison shall be assigned to each Council, Committee and Subcommittee.
7. The Council Chairs and any Vice Chairs shall be voting members of the Council and may be appointed in addition to the stated number of members prescribed by the bylaws.

INFORMATION FOR ALL COUNCILS

General Information and Leadership Responsibilities:

Members of the Board of Directors and Council, Committee and Subcommittee Members are expected to work cooperatively to attain desired results. Leadership responsibilities encompass problem solving and decision-making expertise, a broad national perspective, administrative and policy making abilities, and strength of conviction to act in the best interests of the American Dental Assistants Association (ADAA). The success of the ADAA is directly proportional to the effectiveness of its leadership.

Council, Committee and Subcommittee members shall be thoroughly knowledgeable of the ADAA Bylaws, Manual of Procedures, Policies, and the Strategic Plan. Each Council in concert with the President shall develop objectives and strategies to accomplish the goals of the Strategic Plan.

No member of any Council, Committee and Subcommittee may issue a public statement, in the name of that Council, Committee and Subcommittee or in the name of the American Dental Assistants Association, unless authority has been granted by the President, and that the statement is clearly in accord with the policies of the Association.

Council, Committee and Subcommittee members shall be expected to respond immediately to all correspondence and to transmit the required number of copies to the appropriate people. Council, Committee and Subcommittee members shall include the Council Chair and designated staff representative on all correspondence and emails. Council, Committee and Subcommittee members who disregard communications or do not follow through on assignments or participate in council activities to the satisfaction of the Chair shall be reported to the President for appropriate action.

Since a council position is an appointed position, the President has the authority to remove a Council, Committee and Subcommittee member or reassign a council member's duties at any time. At such time a Council, Committee and Subcommittee member is removed or reassigned, the president shall give notice to that member and the Board of Directors.

It is expected that Council, Committee and Subcommittee Chairs shall report the Councils' actions to the Board of Directors at the established deadline date. Council Chairs shall be responsible to obtain information from the Committee and Subcommittee Chairs to be included in the Council Report. It is also expected that the Council, Committee and Subcommittee Chair will report back to the Council, Committee and Subcommittee members within 30 days of each Board meeting activity and actions related to their Council.

All Council, Committee and Subcommittee Chairs/Vice-Chairs are responsible for initiating an annual review of Council responsibilities and related documents with the Council members and recommending changes as needed to the Manual of Procedures, the ADAA website and Strategic Plan.

Council, Committee and Subcommittee Chairs are responsible to convene and preside over an initial meeting of their assigned Council, Committee and Subcommittee to address directives and complete preliminary business within thirty (30) days of council assignments being declared. Additional meetings will be convened by the Chair in consultation with staff as needed to fulfill all Council, Committee and Subcommittee responsibilities. The Chair shall submit a full report of all Council, Committee and Subcommittee activities by the designated deadline for inclusion in materials for all Board meetings and Annual Session.

The President and the Executive Director shall serve as ex-officio members without the right to vote, to all councils/committees/subcommittees except the Nominating Committee. Ex-officio members are not counted in the quorum of the committee.

Each Council Member shall participate in the deliberation, meetings, and conference calls scheduled by the Chair in consultation with staff. The chair shall transmit Council recommendations to the Board of Directors for action.

The Council Chair and/or member whose term has expired shall be responsible for transferring files to the assigned incoming members within thirty (30) days after Annual Session.

**COUNCIL
ON
EDUCATION
AND PROFESSIONAL
DEVELOPMENT**

COUNCIL ON EDUCATION AND PROFESSIONAL DEVELOPMENT

Statement of Purpose

To enhance the education and professional development of dental assistants through identification, authorship and implementation of relevant coursework through synchronous and asynchronous learning.

Procedures

The council shall follow ADAA procedural protocols for minutes, correspondence, files, reports and resolutions as stated in this Manual. The President, in consultation with the Executive Director and Council Chair, shall determine relevant Council information to be included in Association publications. It shall be the duty of the Council Chair to continually review, evaluate and provide input to the Council on Strategic Planning regarding activities relative to the ADAA Strategic Plan.

Committees

Fellowship and Mastership
Editorial Review Board

Duties

1. Recommend continuing education courses through the ADAA Department of Education and Professional Development for both synchronous and asynchronous learning.
2. Identify and refer prospective authors for courses development and implementation to the Director of Education and Professional Development.
3. Review all new continuing education courses that are developed and review existing courses on a three year rotating basis as per the AGD PACE Guidelines for enduring materials for scientific accuracy, relevance, currency, spelling, grammar, punctuation, statistics, pictures, graphs, references, absence of commercial bias, and appropriateness of content and language to ensure quality, professional offerings
4. Provide input through regular communication with ADAA Director of Education and Professional Development regarding educational activities and initiatives on a national level.
5. Collaborate with the Committee on Fellowship and Mastership to identify and develop courses to support established educational content area requirements and updated requirements to obtain credentials.

EDITORIAL REVIEW BOARD

Statement of Purpose

This sub-committee is a Board of Review of submitted editorial content and advertising that will promote the advancement of careers of dental assistants and the advocacy for the dental assistant's profession in the matters of education, professional activities, credentialing and legislation.

Procedures

The Subcommittee shall follow the basic rules of procedures for correspondence, files, reports and resolutions as stated in this Manual. Publication of Subcommittee information in Association publications shall be directed by the President and the Executive Director.

Duties

1. Review the submitted content of the ADAA Update sent monthly from the ADAA Editor, critiquing for any grammar, spelling errors and content corrections. The drafts will be sent to via email and there is a strict timeline to return that information as requested.
2. Review the submitted content of the ADAA Journal sent every other month from the ADAA Editor, critiquing for any grammar, spelling errors and content corrections. The drafts will be sent to via email and there is a strict timeline to return that information as requested.
3. To be an "Ambassador" to our dental community for articles that can be submitted to publish in the ADAA Update and Journal.

COMMITTEE ON FELLOWSHIP AND MASTERSHIP

Statement of Purpose

Enhance the professional development of ADAA members through an honors program recognizing the member's commitment to advanced continuing education and service.

Procedures

The committee shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual. Publications of Committee information in Association publications shall be directed by the President and Executive Director.

It shall be the duty of the Committee chair to continually review, evaluate and give input to the Committee on Strategic Planning any item relating to this Committee's activities relating to the ADAA Strategic Plan.

Duties

1. Oversee and administer all aspects of the ADAA Fellowship and Mastership Programs.
2. Coordinate and officiate during the Fellowship and Mastership Convocation Ceremony during each Annual Session.
3. In coordination with Central Office, arrange for all awards and regalia for new Fellows and Masters inducted during each Annual Session.
4. It shall be the duty of the Committee chair to give input to the Council on Education regarding course development that will have an impact on Fellowship/Mastership enrollees.
5. In conjunction with ADAA Staff, maintain the database of previous and current enrollees, fellows and masters.
6. On an annual basis, announce completed Fellows and Masters in ADAA publications and media.
7. Maintain statistics for enrollment and completion of Fellows and Masters including data in annual report.
8. It shall be the duty of the Committee chair and/or designee to communicate with enrollees and/or update whenever a credit report is submitted.
9. It shall be the duty of the Committee chair and/or designee to identify and coordinate mentors for Fellows and Masters when indicated.

ENROLLMENT IN FELLOWSHIP/MASTERSHIP PROGRAMS

Enrollment in the Fellowship Program is available to all ADAA Professional Members (students are not eligible to participate in the program). Credit is allowed only for approved courses and activities completed for Fellowship within and after the month and year the enrollment form and fee are submitted.

Enrollment in the Mastership Program is available to all ADAA Professional Members in good standing who have met the Fellowship award requirements (as determined by the ADAA Committee on Fellowship/Mastership) and have had continuous membership since Fellowship enrollment within the ADAA (no lapses in membership will be accepted). Mastership credit begins to accrue immediately after the 300-hour Fellowship Award requirement has been met and the enrollment fee for the Mastership program has been submitted. Courses used for fellowship will not be accepted for Mastership, even if they are retaken.

PROCESSING CANDIDATE CREDIT REPORT FORMS

Once a member has enrolled in the program and paid the enrollment fee, the designated staff person will send electronically the candidate an informational packet (including instructions and forms). Candidates are encouraged to submit Credit Report Forms on a regular basis, which are transmitted by the candidate to ADAA Central Office electronically. The designated staff person checks for current membership status and transmit to the Committee chair/designee, who checks the Credit Report Form for completeness and accuracy. If there is an error in the Credit Report Form, the error will be noted and sent and/or transmitted back for correction to the candidate by the designated staff person. Forms are then transmitted back to the designated staff person who inputs the data into the candidate's database.

A Recording Form for active Fellowship and Mastership enrollees will be transmitted electronically by April 1 and November 1 each year by the designated staff person outlining all approved courses/activities submitted to date. All others will receive a Reporting Form annually electronically. It is the individual member's responsibility to keep track of all reports submitted. ADAA is not responsible for any reports not received.

Enrollment in the Fellowship Program is available to all ADAA Professional Members (students are not eligible to participate in the program). Credit is allowed only for approved courses and activities completed for Fellowship within and after the month and year the enrollment form and fee are submitted.

Enrollment in the Mastership Program is available to all ADAA Professional Members in good standing who have met the fellowship award requirements (as determined by the ADAA Committee on Fellowship/Mastership) and have had continuous membership since Fellowship enrollment within the ADAA (no lapses in membership will be accepted). Mastership credit begins to accrue immediately after the 300-hour Fellowship Award requirement has been met and the enrollment fee for the Mastership program has been submitted.

APPLICATION FOR THE FELLOWSHIP/MASTERSHIP AWARD

Applications for the Fellowship and Mastership Award must be postmarked or received via email/fax by July 31st to be considered for convocation that same year. Fellowship/Mastership Award applications will be transmitted to Fellowship and Mastership enrollees upon request or at the direction of the chair of the Committee on Fellowship/Mastership. The application must be completed and returned to ADAA with the appropriate application fee (that was in effect at the time of the candidate's enrollment) by the designated deadline. Applications for the award postmarked by the deadline will be reviewed by ADAA designated staff person, sent to, reviewed and approved by Committee Chair/Designee and applicants will be informed by letter regarding ADAA action by August 24th. Only ADAA may determine whether an application is acceptable.

Applications for both the Fellowship and Mastership Award must be made within (10) ten years from the date of enrollment within the respective program. No extensions will be granted under any circumstances for the Fellowship Award. Extensions for the Mastership Award will be considered on a case-by-case basis and granted by the committee chair.

Once the Fellowship/Mastership Award application has been approved and the fee has been received, the ADAA designated staff person will send a congratulatory letter to each Fellowship and Mastership candidate. The letter will also include a form requesting information pertinent to the convocation ceremony. This form must be returned to ADAA Central Office by the established deadline. The candidate will also be asked to submit a short biography. This information will be forwarded to the chair of the Committee on Fellowship/Mastership who will then submit a biography on each Fellowship/Mastership candidate to be placed in the Delegates Handbook and compile for possible use at the Convocation Ceremony.

A letter stating the day, time and location of the ceremony will be sent to each candidate by the Committee Chair at least one month prior to the ceremony. This letter will also include information on retrieving their caps and gowns and any photographs that will be taken.

A letter requesting information for press releases will be sent by ADAA Editorial staff to each candidate prior to the convocation ceremony. Immediately following Annual Session, press releases will be mailed to appropriate sources for distribution by the ADAA Central Office staff.

The ADAA Continuing Education staff person will prepare the certificates and order the caps, gowns, pins, and awards prior to Annual Session.

FELLOWSHIP/MASTERSHIP CONVOCATION CEREMONY PROTOCOL

The Fellowship/Mastership Convocation Ceremony will take place annually (if applicable) at the ADAA Annual Session. The ADAA Committee on Annual Session and the Board of Directors will determine the place and time of the ceremony.

The chair of the Committee on Fellowship/Mastership, or a designated person, may preside over the event. If time permits, a short biography on each candidate will be read prior to acceptance of the Award. Any existing Fellows or Masters in attendance may be asked to participate in the ceremony in some capacity. The ADAA President and President-Elect will assist with the distribution of the Fellowship and Mastership Awards.

Each new Fellow and Master will receive a certificate of completion and a Fellowship or Mastership pin during the Convocation Ceremony. The Committee on Fellowship/Mastership Chair will confirm with ADAA Continuing Education staff person on the completion of the certificate(s), purchase of pin(s), and awards and the packing of these items for the ceremony. Additionally, the chair will confirm that items are ready prior to the ceremony. A member of the committee, an ADAA staff member, or another individual will be appointed by the chair to secure the necessary photographs.

If a candidate for Fellowship/Mastership is unable to attend the Convocation Ceremony scheduled during their year of completion, the ADAA Continuing Education staff person will mail to the candidate the certificate, pin and/or award within (30) thirty days after Annual Session. The names of absentee candidates may be announced during the ceremony if they so desire. These candidates will have up to (5) five years to participate in a convocation ceremony at a subsequent Annual Session for peer recognition, if they choose to do so.

USE OF FADAA/MADAA CREDENTIALS

Candidates for Fellowship and Mastership will be permitted to use the FADAA/MADAA designation immediately after notification of payment receipt for the award. New Masters will drop the FADAA designation and substitute with the MADAA designation.

The use of the FADAA/MADAA designation is valid for only as long as the individual is a current member of the American Dental Assistants Association. Once membership is terminated, further use of the designation is prohibited. If membership is reinstated, use of the designation is permitted.

MAINTENANCE OF DATABASE

In conjunction with ADAA designated staff person, the database needs to be updated to reflect candidates who are past ADAA members, have completed their program and/or passed their ten-year deadline. In the event that a Fellow/Master is no longer an ADAA member, a letter will

be generated regarding the use of FADAA/MADAA credentials. When an enrollee completes the Fellowship or Mastership Program, an electronic record of the Award and Continuing Education will be kept, but paper copies will be discarded. When an enrollee reaches the ten-year deadline before completing the requirements, a record of their name, enrollment and expiration date will be kept.

APPLICATION FOR MASTERSHIP EXTENSION

Members who have approached their ten-year mark for Mastership and have not finished due to extenuating circumstances, shall be able to apply for a Mastership Extension within 120 days before their expiration date. Member must have finished at least 300 of their 400 credits for completion. Mastership Extension Request Forms (047) are available from Central Office upon request and after verification of credit completed. Once form has been transmitted back to Central Office, it will be forwarded on to the Fellowship/Mastership Chair and committee members for review. Extensions will be decided by the committee members within 14 days upon receipt of Mastership extension Request form (047). Extensions will be granted on a case-by-case basis and the committee will decide whether to grant an extension and length of time it will be extended, which shall be no longer than 12 months. This extension is for Mastership Enrollees only.

COUNCIL ON FINANCE

COUNCIL ON FINANCE

COUNCIL ON FINANCE

Statement of Purpose

Oversee and monitor all areas pertaining to financial implications of this Association.

Subcommittees

Juliette A. Southard Relief Fund

Procedures

1. The Council shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual. Publications of Subcommittee information in Association publications shall be directed by the President and Executive Director.
2. It shall be the duty of the Council Chair to continually review, evaluate and give input to the Council on Strategic Planning any item relating to this Council's activities relating to the ADAA Strategic Plan.
3. Council activities may be handled through correspondence, except that the Council shall hold at least one meeting annually.

Duties

1. Review the financial status of the ADAA and make recommendations to the Board of Directors for developing and maintaining a sound financial structure for the Association.
2. Assist the Executive Director in the preparation and present the budget to the Board of Directors not less than 15 days prior to Pre-Annual Session Board of Directors meeting.
3. The central office shall receive all expense reports, review them and forward them to the Finance Council Chair on a Payable list for review and approval by the Council Chair. Upon approval by the Chair, checks may be cut, signed by the ED and distributed.
4. Regularly review the financial reports of the Association as provided by the management company.
5. Chair of the Council will be contacted by the ADAA auditor a minimum of once annually. If requested by the Board of Directors, the Chair will make arrangements for the Auditor to review the audit during the Summer Board of Directors meeting.
6. Ensure monthly financials are sent electronically to the Board of Directors and all Council Members for their review.

Policy for Issuing Rebate Checks to States

Rebate checks will be issued to states in good standing (current State Officer Form (029), Bylaws/ROG, IRS) no later than 90 days from the date of the receipt of the dues payment in Central Office. The rebate check must be a minimum of \$20.00 to be issued. A rebate listing will be sent to the states along with the rebate check. The rebate check can be issued upon written

request of the state due to financial need. If a rebate check is not issued, a letter of explanation will be issued.

In order for a rebate check to be valid, it must be deposited within six (6) months of the date of the check. Reissuance of a rebate check (lost or no contact to ADAA within 30 days upon receipt of email from Central Office) may result in a service fee being deducted from the next rebate check.

Policy for Inactive State Rebate Funds

If a state is not in good standing (no current State Officer Form (029) on file, Bylaws/ROG, IRS standing), rebate due such a state will remain valid until the end of the fiscal year (December). After that time period, the state rebate will be moved into the Association's general fund.

If funds are needed for an inactive state to activate the state association, a written request (email is acceptable) for funds to reactivate, an EIN, Articles of Incorporation, Bylaws and a State Officer Form shall be sent to the ADAA Executive Director, the Director of Finance with a copy to the Director. The amount of funding (not to exceed \$200.00) will be determined by the Council on Finance in consultation with the ADAA Board of Directors.

JULIETTE A. SOUTHARD RELIEF FUND SUBCOMMITTEE

This Subcommittee shall consist of the ADAA Executive Committee, the Council on Finance Chair and the ADAA Executive Director.

Procedures

1. The Subcommittee shall follow the basic rules of procedures for correspondence, files, reports and resolutions as stated in this Manual. Publication of Subcommittee information in Association publications shall be directed by the President and the Executive Director.
2. State Associations shall verify that each case meets the criteria which govern the program and report this to the Subcommittee at the time of application.
3. Since it is the policy of the Subcommittee to recommend financial aid of an emergency nature, aid may not be given to provide assistance merely to conserve the resources of assets of an applicant.
4. Relief payments are considered according to the need of the applicant, but subject to the recommendations of the Subcommittee, and limited to no more than \$250. There is a line item for this.
5. The number of grants to any one recipient shall be determined by the Juliette A. Southard (JAS) Relief Subcommittee. No additional grants will be made without the completion of a new JAS Relief Fund Application Form (016) and review of the subcommittee.

6. Grants may be allowed for members who are victims of natural disasters or who have experienced financial hardship due to an extended illness, disability or other physical impairment and meet the established criteria.

Duties

1. Recommend criteria for granting financial aid to members of this Association as approved by the Board of Directors.
2. Review applications and determine and recommend amount of fund to be given to the applicant, not to exceed \$250.
3. Initiate means to increase funds for the JAS Relief Fund.

Criteria

1. A dental assistant who has maintained at least five (5) years of continuous membership, excluding student membership, of Active or Life categories shall be considered eligible to apply for relief.
2. Application must be made through the State Association. In the case where there is no active state association or local organization, the application may be made directly to Central Office.
3. When relief is requested by a member or sponsor, application may be obtained from the President of the State Association. The applicant, or sponsor, must carefully complete the application, which is confidential. No publicity is ever given concerning the recipient of relief. The completed application is then sent to the State President Association and the ADAA President. The application may be sent via email.
4. After the State President has reviewed the application, certified a need for relief and verified that all criteria have been met, the State President shall write a letter certifying the need for relief and verifying that all criteria have been met. The application shall promptly be forwarded to the ADAA President, and a copy sent to the Executive Director at ADAA Central Office. The application may be sent via email.
5. Upon receiving the application, the ADAA President shall transmit the information to each Executive Committee Officer and the Council on Finance Chairman. The ADAA President shall notify the applicant, their State President immediately upon receiving the application.
6. The Council on Finance Chair shall prepare a response to the applicant within fourteen (14) days of the application being received. Upon approval, authorization is communicated to the ADAA Executive Director via email for payment. The completed application is returned to the Council on Finance Chair who shall inform the State President of the decision.
7. The maximum relief amount will be up to \$250 per relief recipient.

COUNCIL ON GOVERNANCE

COUNCIL ON GOVERNANCE

Statement of Purpose

Review, revise, and establish policies and procedures of this Association.

It shall be the duty of the Council Chair to continually review, evaluate and give input to the Council on Strategic Planning any item relating to this Council's activities relating to the ADAA Strategic Plan.

Committees and Subcommittees

- Bylaws Subcommittee
- Manual of Procedures Subcommittee
- Conference Rules Subcommittee
- Resolutions and Policies Subcommittee
- New Officer and Director Manual Subcommittee
- Subcommittee to Reactivate Inactive States

- Committee on Annual Session
 - Nominating Subcommittee
 - Elections Subcommittee

- Committee on Legislation

BYLAWS SUBCOMMITTEE

Statement of Purpose

Procedures

The Subcommittee shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual. Publications of Subcommittee information in Association publications shall be directed by the President and Executive Director.

Duties

1. Consider proposed amendments to the ADAA Bylaws and to underlined language of the Sample Bylaws for State Associations (Form 031) and Local Organizations (Form 030) and Rules of Governance for Local Organizations (Form 030) and report recommendations to the Board of Directors prior to the Board of Directors meeting.
 - a. Per the ADAA Bylaws, amendments must be published at least thirty (30) days prior to the Annual Session.
2. All additions, deletions, and corrections to the ADAA Bylaws/Manual of Procedures shall be sent to the appropriate Subcommittee Chair for collection and insertion.
 - a. Upon approval by the Board of Directors, all changes will be forwarded within sixty (60) days following Annual Session to Central Office for distribution.
3. Examine and grant approval of proposed amendments to Bylaws of existing State Associations and Local Organizations to determine whether the Bylaws or Rules of Governance are in compliance with ADAA Bylaws.
 - a. Copies will be forwarded to Central Office for permanent record.
4. Examine and grant approval of Bylaws or Rules of Governance of new State Associations and Local Organizations.
 - a. Copies will be forwarded to Central Office for permanent record.
 - b. Those not in compliance shall then be notified by the Subcommittee Chair and an effort shall be made to obtain these documents.
 - c. The Subcommittee members shall pass on to their successors a list of those State Associations and Local Organizations that are in compliance/non-compliance.

Procedure for Amending State or Local Bylaws or Local Rules of Governance

1. All amendments to state or local governance documents must be in accordance with the protocols established in the underlined section of the governance document. State Associations and Local Organizations must forward proposed amendments to the ADAA Bylaws Subcommittee at least sixty (60) days before the amendments are to be considered by the State Association/Local Organization. (Bylaws/Rules of Governance Checklist 012)
 - a. States and locals must submit the proposed revision or amendments to the designated staff member at ADAA Central Office via email in MS Word or Adobe PDF format. The ADAA Central Office Staff Member will acknowledge receipt of the Bylaws/ROG and then forward the proposed Bylaws/ROG via email to the appropriate ADAA Bylaws Subcommittee member, the Chair of the ADAA Bylaws Subcommittee.
 - i. A cover letter and the Bylaws check list must accompany the submission with a request for proposed action along with mailing address, phone numbers, and email address of the contact person.
 - ii. It is the responsibility of the sender to assure that all recipients have received the proposal and any subsequent correspondence.
 - b. The Subcommittee Member and the Bylaws Chair will review the proposed amendments and will notify the State Association/Local Organization whether the proposed amendments are consistent with ADAA Bylaws and the Sample Bylaws/ROG (Form 030 / Form 031). They will also report any changes or corrections that need to be made by the State or Local Associations.
 - i. Upon immediate receipt of the proposal, the subcommittee member shall acknowledge receipt to the sender, Bylaws Chair and ADAA Staff Member and provide an estimated time for a final response.
 - ii. Copies of the subcommittee member's final response to the state/local shall be also sent to the Chair of the Council on Governance, Chair of the Bylaws Subcommittee and the ADAA Central Office staff member.
2. After the proposed amendments have been considered by the State Association/Local Organization, the State/Local shall notify the appropriate state officials, ADAA Bylaws Subcommittee, and the ADAA Central Office of state/local action with regard to the proposed amendments.
 - a. The final approved copy must be submitted to the subcommittee, appropriate state officials, and ADAA Central Office Staff Member within 10 days.

- i. Confirmation of receipt of the final approved copy will be sent by Central Office to the state bylaws chair.
3. Amendments required by the ADAA to the underlined areas of state association or local organization bylaws, or the Rules of Governance shall not be subject to formal adoption protocols by the state associations or local organizations.
 - a. In the event a state or local only amends underlined language of bylaws or Rules of Governance as directed, the state association or local organization need only to submit required copies of these amended bylaws or Rules of Governance to the designated member of the ADAA Bylaws Subcommittee, ADAA Central Office, and their State Bylaws Chair. A vote of acceptance by the state/local members is not necessary when only underlined language is being changed as directed.
 - b. State associations or local organizations must have any required amendments to the underlined language of bylaws or Rules of Governance on file with the ADAA within *“one (1) year from the first of the calendar year following the enactment of the amendment by the ADAA General Assembly.”* (ADAA Policies and Resolutions: VI. F. Bylaws and Rules of Governance Compliance; HOD 1988).

MANUAL OF PROCEDURES SUBCOMMITTEE

Statement of Purpose

Maintain an accurate representation of the processes needed for the effective working of each Council, Committee and Subcommittee.

Procedures

The Subcommittee shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual. Publications of Subcommittee information in Association publications shall be directed by the President and Executive Director.

Duties

1. Review any proposed changes to the Manual of Procedures, when feasible, prior to action on such changes by the Board of Directors.
2. The subcommittee shall review the existing Manual of Procedures of this Association on an annual basis and make recommendations to the Board of Directors if any procedures warrant referral to the appropriate Council or to the Board of Directors for updating or reconsideration.
3. The Board of Directors and the Council, Committee and Subcommittee Chairs shall follow the procedure to amend the Manual of Procedures.
4. After adoption by the Board of Directors of all amendments, deletions, and corrections to the Manual of Procedures, the MOP Subcommittee Chair shall receive the adopted copy from the appropriate Council chair or Subcommittee Chair for collection and insertion into the MOP within 30 days of the Board of Directors meeting and forward to Central Office for publication and distribution.

AMENDING THE ADAA MANUAL OF PROCEDURES

To amend the MOP, the Council Chair should poll the members of the Council, Committee or Subcommittee for input on any changes. If any language is to be removed, strike out the language in red. Any language to be added to the section should be included in red so it is easy to see where the changes are made.

Send a copy of the revision to all Council, Committee and Subcommittee members for approval and send a copy to the MOP Subcommittee chair for review. The proposed amendment should be included in the Council Report to the Board.

At the next scheduled Board of Directors meeting, the Council Chair will present a motion on behalf of the Council for the proposed amendment to the Board for approval. Once the Board has approved the amendments, the Council, Committee or Subcommittee Chair will make the changes (remove the strikeouts and change the red to black) to the language in that section and send to the MOP chair for amending the Master Copy of the MOP.

RESOLUTIONS AND POLICIES SUBCOMMITTEE

Statement of Purpose

Procedures

The Subcommittee shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual. Publications of Subcommittee information in Association publications shall be directed by the President and Executive Director.

Duties

1. Develop, revise, and propose formal resolutions and policy statements, as directed by the ADAA Board of Directors, for the purpose of documenting official statements of opinion, policy, protocol, or other formal, long-standing communiqués of the Association.
2. The Subcommittee shall review the existing resolutions and policy statements of this Association on an annual basis and make recommendations to the Board of Directors regarding those that warrant revision or reconsideration.
 - a. On an annual basis, for each existing resolution and policy printed in the ADAA Manual of Policies and Resolutions, the subcommittee shall annotate when formal review has been performed by the subcommittee. These annotations shall be placed by the subcommittee immediately upon review even if the subcommittee has no recommendations for action at the time of such review. Each of the previous annotations shall be preserved by the subcommittee by listing any subsequent annotations in chronological order.
 - b. The annotations section shall be added as a separate paragraph at the end of each policy and resolution.
 - c. Example: *Adopted HOD 2003; reviewed 2004; reviewed 2006; amended HOD 2008; amended-housekeeping BOT 2010; reviewed 2013.*
3. It is the duty of this Subcommittee to assure that all proposed resolutions and policy statements considered by the Board of Directors are submitted in proper form.
 - a. The Subcommittee will assure proper grammar, punctuation, and spelling for each proposed resolution/policy statement.
 - b. The Subcommittee will assure that all statistical data and statements communicated in any proposal can be verified with scholarly references.
 - c. The Subcommittee will assure that a complete Resolution Motion Form (Form 013) accompanies each resolution/policy statement submitted to the Board of Directors for consideration.
 - d. The Subcommittee will assure that all drafts of the proposed resolution/policy statement are transmitted in numbered-line format.
4. It shall be the duty of the Resolutions/Policies Subcommittee Chair to assure that the ADAA Policies and Resolutions Manual is up to date as resolutions are adopted, rescinded, amended, or substituted by the Board.

- a. The ADAA Policies and Resolutions Manual shall be finalized with all new resolutions and amendments within 30 days in which changes were made.
 - b. The official copy of the ADAA Policies and Resolutions Manual shall be maintained by ADAA Central Office Staff.
5. It shall be the duty of the Resolutions/Policies Subcommittee Chair to assure proper administration of all proposed resolutions/policy statements of this Association.
6. It shall be the duty of the Resolutions/Policies Subcommittee Chair to bring all proposed resolutions/policy statements to the Board of Directors.

PROCEDURES FOR INTRODUCING RESOLUTIONS/POLICY STATEMENTS

GENERAL INFORMATION

A resolution is a main motion which is offered in writing and may be formally delivered in a prescribed format because of its importance, length, or complexity. For emphasis the resolution may be preceded with a preamble that communicates the rationale of the resolution. The action proposed in a resolution must never be contrary to national, state or local law or the Bylaws of the American Dental Assistants Association. An amendment to the Bylaws may not be proposed by utilizing the resolution mechanism. *Roberts Rules of Order Newly Revised, Current Edition* shall provide the guidelines for the proper format of formal resolutions and their preambles brought before the membership of this Association.

A policy statement is a formal document communicating an organization's views, aims, and aspirations. The action proposed must not be contrary to national, state or local law or the Bylaws of the American Dental Assistants Association. A policy statement generally indicates what needs to be done rather than how to do it. Policy statements are stated in broad terms using the format that is most appropriate for the subject matter and its intended recipients.

DIRECTIONS FOR PROPOSING A RESOLUTION/POLICY STATEMENT

New Resolution/Policy Statement:

1. Resolution Motion Form (Form 013) shall accompany any proposed resolution/policy statement and shall be generated by the author.
 - a. For any resolution/policy statement offered by a State Association, the form shall be signed by the State President and the State Secretary.
 - b. For any resolution/policy statement coming from committee or Council, the form shall be signed by the chair of that committee or Council.
2. The resolution/policy statement then shall be submitted directly to the Chair of the Council on Governance who will then refer the proposal and supporting documentation to the Resolutions/Policy Subcommittee.
3. It is the duty of the author of the resolution/policy statement to also submit any scholarly references required to verify statistical data or other statements of fact contained within the proposal and any preamble.
4. Once the proposal's format and factual data have been approved by the Resolutions/Policy Subcommittee, the Subcommittee chair will then submit it to the chair of the Council on Governance who shall transmit the proposal to the Board of Directors with the Subcommittee's recommendations.

Amending, Rescinding, or Substituting Resolutions/Policy Statements:

ADAA resolutions/policy statements may be amended by striking, substituting, and/or adding language. When it becomes necessary to propose more than one detailed amendment to an existing resolution/policy statement, the process required shall be to substitute the original resolution/policy statement in its entirety.

ADAA resolutions/policy statements that become outdated should be rescinded by the Association. If the intention is to replace the rescinded resolution/policy statement with another proposal, it may be best to make a motion to substitute rather than rescind.

1. A motion to amend, rescind, or substitute a resolution/policy statement must be transmitted to the Resolutions/Policies Subcommittee via the Chair of the Council on Governance
2. Resolution Motion Form (Form 013) should accompany the motion to amend, rescind, or substitute an existing resolution/policy statement.
 - a. A detailed rationale should be submitted for any motion to rescind an existing resolution/policy statement.
 - b. For any motion offered by a State Association, the form shall be signed by the State President and the State Secretary.
 - c. For any motion offered by a committee or Council, the form shall be signed by the chair of that committee or Council.
3. If the existing resolution/policy statement is to be amended or substituted, the proposal should also be submitted with any scholarly references required to verify statistical data or other statements of fact contained within the proposal and any preamble.
4. The Chair of the Council on Governance shall take the Subcommittee's recommendation on the motion to the Board of Directors for consideration.

NEW OFFICER AND DIRECTOR MANUAL SUBCOMMITTEE

Statement of Purpose

Maintain a manual and supporting documents to prepare new officers and directors to integrate and successfully participate in the governance of the Association.

Procedures

The Subcommittee shall consist of the ADAA President-Elect as Chair, the ADAA Immediate Past President as Vice Chair and one Director with the Council on Finance Chair as a consultant and shall follow the basic rules of procedures for correspondence, files, reports and resolutions as stated in this Manual. Publication of Subcommittee information in Association publications shall be directed by the President and the Executive Director.

Duties

1. Following the elections, identify first-time Officers and Directors to the ADAA Board of Directors and notify them of the New Officer/ Director Orientation.
2. Prepare and distribute New Officer and Director Manual and any other informational materials (e.g., MoP, Bylaws, Council information) for first-time Officers and Directors.
3. Identify directors who have been appointed mid-term and provide New Officer and Director Manual and any other informational materials.

NOMINATING SUBCOMMITTEE

Statement of Purpose

To assure that the Association has a formal and transparent procedure for identifying and recruiting potential candidates to serve the Association as an Officer or Director.

Procedures

The Subcommittee shall follow the basic rules of procedures for correspondence, files, reports and resolutions as stated in this Manual. Publication of Subcommittee information in Association publications shall be directed by the President and the Executive Director.

The Nominating Subcommittee is charged to solicit for nominations for ADAA Officers and Directors.

For continuity, it is recommended that the chair will have served at least one (1) year on the ADAA Nominating Subcommittee.

Duties

1. The Nominating Subcommittee Chair shall solicit nominations for ADAA Officers and Directors using ADAA media and other resources including an article in the ADAA online newsletter at least ninety days before the deadline.

Candidate's Information

The candidate's qualifications and position statement shall be distributed unedited in the ADAA Website, and the manner of presentation shall be established by the Board.

COMMITTEE ON LEGISLATION

Statement of Purpose

Monitor and develop quality legislation affecting the dental assisting profession.
Educate State Associations on legislative duties.

Procedures

The Committee shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual. Publications of information in Association publications shall be directed by the President and Executive Director.

It shall be the duty of the Committee chair to continually review, evaluate and give input to the Council on Strategic Planning regarding any item relating to this Council's activities relating to the ADAA Strategic Plan

Duties

1. The Committee shall inform the membership as to the character of any legislation or pending legislation affecting the welfare of dental assistants through the ADAA Journal, *The Dental Assistant* or other ADAA media.
2. The Committee shall cooperate with the proper agencies of the State Associations in studying and recommending legislation.
3. The Committee shall cooperate with and serve as a liaison between State and Local legislative committees and the appropriate staff person.
4. The Committee shall interact and monitor all governmental and/or private agencies, i.e., OSHA, affecting the delivery of dental health care issues.
5. The Committee shall review and update Scope of Practice for each state by Summer Board.

**COUNCIL
ON
MEMBERSHIP**

COUNCIL ON MEMBERSHIP

Statement of Purpose

Review and enhance all aspects of the services to the membership on a continual basis.

It shall be the duty of the Council chair to continually review, evaluate and give input to the Council on Strategic Planning any item relating to this Council's activities relating to the ADAA Strategic Plan.

Committees

Committee on Awards and Scholarships

Committee on Student Involvement

Committee on Social Media

Procedures

The Council shall follow the basic rules of procedures for correspondence, files, reports and resolutions as stated in this Manual. Publication of information in Association publications shall be directed by the President and the Executive Director.

Duties

1. Act as a resource with Central Office to develop plans for recruitment and retention of all member categories.
2. Act as a resource for State and Local Organizations concerning membership activities.
3. Assess impact of current member benefits and make recommendations regarding continuance, enhancement, or discontinuance.
4. Review and update all membership materials as needed.
5. Promote ADAA membership to all clinical dental assistants, administrative dental assistants, specialty dental assistants, dental assisting educators, and other relevant dental-industry related personnel.
6. Study the needs of all members of this Association and make appropriate recommendations for enhanced services and activities.
7. Secure member staffing of the ADAA booth during Annual Conference.
8. Promote ADAA membership via all social media outlets and on ADAA website.
9. Work with Council on Technology and Social Media to help promote DARW and other dental assisting activities on all social media outlets and on ADAA website.
10. Review and update membership section of ADAA website as needed.

COMMITTEE ON AWARDS AND SCHOLARSHIPS

Statement of Purpose

It shall be the purpose of this Committee to plan, implement, and coordinate all aspects of the ADAA awards and scholarships as provided by the Manual of Procedures.

It shall be the duty of the Committee chair to continually review, evaluate and give input to the Council on Strategic Planning any item relating to this committee's activities relating to the ADAA Strategic Plan.

Subcommittees

- Awards
- Scholarships

AWARDS

Duties

1. This committee shall oversee the following awards and select recipients from eligible candidates when required:
 - a. ADAA Merit Scholar Award
 - b. ADAA Student Achievement Award
 - c. ADAA Pride Awards
 - Clinical Assistant
 - Business/Administrative Assistant
 - Educator
 - Federal Services Air Force Member
 - d. The Anna Nelson Memorial Award for Editorial Excellence
 - e. Loyal Assistant Award
 - f. New Member Involvement Award
 - g. ADAA President's Award of Excellence
2. The deadline for submitting Member Award nominations is 11:59 p.m. (CST) June 30. The ADAA Student Achievement Award, ADAA Merit Scholar and the Juliette A. Southard Scholarship deadline is 11:59 p.m. (CST) March 15.
3. The candidate's name and qualifications shall be submitted electronically via email using Microsoft Word v. 98 or later to the email address listed on the awards nomination form. Faxes will not be considered as an electronic submission. It is the responsibility of the individual who is submitting the nomination to call central office if a confirmation email is not received stating the nomination was received.
4. After membership is verified, nominations shall then be distributed electronically by Central Office to the Committee Chair and the committee members, as required for selection of the recipients.
5. Awards shall be presented annually unless there is no qualified candidate for the award.
6. If sponsors for an award/scholarship are available, insert the name of the company/sponsor before or after the award/scholarship name and confirm that all responsibilities between the sponsoring organization and the ADAA are met.

Awards Categories and Criteria

ADAA MERIT SCHOLAR AWARD

ADAA is proud to honor those dental assisting students who exhibit proficiency in four-handed dentistry and exemplify the critical contribution an educated dental assistant makes to the success of clinical outcomes, patient satisfaction and improved office efficiency.

Recipients of this award also embody the qualities represented by Juliette A. Southard that include loyalty, courtesy and professionalism.

Award

Award winners receive the *Merit Scholar Award*, one full year paid ADAA membership, and will have their names published in the ADAA Journal, other media and the ADAA website.

Application and Selection Process

All ADAA Student members of Dental Assisting Programs accredited by the ADA Council on Dental Accreditation are eligible to apply for this award. Program faculty will collect and review ADAA Merit Scholar Award Nomination Forms (053) applications based on the stated criteria. The faculty will then select one student from the program to receive the award. The application will then be completed by the faculty and program director. In order to be eligible for the award, the application must be sent electronically by March 15, 11:59 P.M. (CST) to the email address indicated on the application. Application must be typewritten.

Criteria

Student must meet the following criteria:

- ADAA Student member of a CODA Dental Assisting Program.
- Be nominated by a faculty member.
- Be currently enrolled in a CODA approved Dental Assisting Program.
- Demonstrate advanced achievement in academic and clinical performance (based on grades in both didactic and clinical courses)
- Demonstrate teamwork and leadership qualities (based on involvement in campus, program and/or community activities)

ADAA STUDENT ACHIEVEMENT AWARD

The Student Achievement Award will be presented to the ADAA Student member who has shown the most outstanding achievement as a dental assisting student.

The ADAA Student Achievement Award may be presented annually to one (1) student member at a dental assisting school.

1. Qualifications

- a. Shall be a student member of the American Dental Assistants Association enrolled in a dental assisting program.
- b. Shall be at least halfway through the educational program at the time of application.
- c. Participation in class activities, student organization(s), and local/state dental assisting organizations, where available.
- d. Shall have demonstrated leadership ability through some activity related to dentistry.
- e. Shall not have been a previous recipient of this award.
- f. Shall not be an employee of ADAA.

2. Procedure

- a. Typed Student Achievement Award Application Form (007) along with supporting typed documentation to be sent electronically via email to the email listed on the awards nomination form by 11:59 p.m. (CST) March 15. Self-nominations are acceptable. It is the responsibility of the individual submitting the nomination to call central office if an email confirmation stating receipt of nomination materials is not received.
- b. ADAA Awards Committee will select an award recipient based on a rubric consisting of points for: student essay and letters of recommendation. Spelling, grammar and composition of essay will be taken into consideration using the Student Achievement Award Evaluation Form (008).
- c. Applicant shall submit an essay between 500-750 words describing the activity completed and answering the following question: Upon graduation, how do you plan to impact the dental assisting profession within your state?
- d. Application must be accompanied by a letter of recommendation from a dental assisting faculty member and a dental professional. Recommendation letters cannot be from an immediate family member or nominee shall be disqualified. Recommendation letters should name specific qualities/characteristics that set the applicant apart from others with an example or two of how this candidate exhibited those traits, i.e. critical thinking, initiative, organizational skills, leadership, responsibility, integrity, etc. Letters must be submitted electronically, and electronic signatures are accepted.
- e. One award recipient shall be awarded a certificate and one year membership to ADAA.

- f. Name, school, additional information, and picture will be published in an official ADAA publication.
3. Voting
- a. Committee members will receive application materials electronically and will use the Student Achievement Award Evaluation Form (008) to determine a winner.
 - b. Voting will take place by ballot electronically to Awards Vice Chair.
 - c. Certificate shall be sent by Central Office once a winner is determined with confirmation notification sent to Awards Committee Chair.

ADAA PRIDE AWARDS

The ADAA Awards shall be presented to a member who believes in loyalty to self as well as the profession of dental assisting. The four categories of the ADAA Awards will be: Clinical Assistant, Business/Administrative Assistant, Educator, and Federal Services Air Force Member.

1. Qualifications for Clinical Assistant, Business/Administrative Assistant, and Educator Category:
 - a. Shall be a professional, life or life retired member of the American Dental Assistants Association.
 - b. The recipient must have maintained a minimum of three (3) consecutive years of membership immediately preceding this award.
 - c. Promote and enhance the profession of dental assisting.
 - d. Shall have participated on local, state, or national offices and/or ADAA Council or ADAA Special Committee.
 - e. Shall not have been a previous recipient of this award.
 - f. Shall not be an employee of ADAA.
2. Qualifications for Federal Services Air Force Members
 - a. The recipient must have maintained a minimum of twelve (12) months continuous membership in the Federal Services District immediately preceding this award.
 - b. Promote and enhance the profession of dental assisting.
 - c. Shall not have been a previous recipient of this award.
 - d. Shall not be an employee of ADAA.
3. Procedure
 - a. The candidate's name and qualifications shall be submitted electronically via email to the email address listed on the ADAA Awards Nomination Form (038) by 11:59 p.m. (CST) June 30. All electronically submitted documentation must be typed.
 - b. It is the responsibility of the individual who is submitting the nomination to call central office if a confirmation email is not received stating the nomination was received.

- c. This is an award for hard work, self-motivation, professional enhancement, and advancement for the career of dental assisting on the local, state, national, or Federal Services level.
 - d. One recipient will be chosen for each category from the qualified applicants.
4. Voting
- a. Nominees' applications shall be sent electronically by Central Office to the Committee Chair and committee for review.
 - b. Voting shall be by email ballot.
 - c. The candidate receiving the majority of votes cast in each category shall be the award recipient.
 - d. The names of the recipients shall not be revealed until the time of the presentation of the award.
 - e. A certificate shall be presented to each award winner.

THE ANNA NELSON MEMORIAL AWARD FOR EDITORIAL EXCELLENCE

The Anna Nelson Memorial Award for Editorial Excellence shall be presented to the ADAA member who has submitted the best educational article for original publication in the ADAA Journal.

- 1. Qualifications
 - a. Shall be a professional, life, life retired or federal service member in the American Dental Assistants Association.
 - b. Shall not be an employee of ADAA.
- 2. Procedure
 - a. Central Office will send electronically to the Committee Chair and committee members copies of all articles by ADAA members published in the Journal for the previous year-July/August through May/June.
- 3. Voting
 - a. The subcommittee shall review all articles using Journal Award Evaluation Form (006) and return forms to the Committee Chair by the determined deadline.
 - b. Voting shall be by email.
 - c. The candidate receiving the majority of votes cast shall be the award recipient.
 - d. The name of the recipient shall not be revealed until the time of the presentation of the award.
 - e. A certificate shall be presented to the winner.

LOYAL ASSISTANT AWARD

The Loyal Assistant Award shall be presented to a member who has demonstrated loyalty as well as longevity in service to their employer.

1. Qualifications

- a. This award shall be presented to a professional, life or life retired member of the American Dental Assistants Association with a minimum of 10 years of consecutive employment with one employer.
- b. Consecutive employment shall refer to a member actually employed a minimum of 20 hours per week.
- c. The recipient must have maintained a minimum of five (5) consecutive years of membership immediately preceding this award.
- d. The recipient shall not have been a previous recipient of this award.
- e. Shall not be an employee of ADAA.

2. Procedure

- a. ADAA Awards Nomination Form (038) shall include a letter from the employer attesting to the length of employment and the demonstration of loyalty to the employer.
- b. ADAA Awards Nomination Form (038) and letter shall be submitted electronically via email to the email address listed on the awards nomination form by 11:59 p.m. (CST) June 30. All electronically submitted documentation must be typed.
- c. It is the responsibility of the individual who is submitting the nomination to call central office if a confirmation email is not received stating the nomination was received.

3. Voting

- a. Central Office shall forward the applications electronically to the Committee Chair and members of the committee.
- b. The Committee shall review each nominee's application and qualifications.
- c. Voting shall be by email ballot.
- d. The candidate receiving the majority of votes cast shall be the award recipient.
- e. The name of the recipient shall not be revealed until the time of the presentation of the award.
- f. A certificate shall be presented to the winner.

NEW MEMBER INVOLVEMENT AWARD

The New Member Involvement Award shall be presented to a member who has shown the most outstanding achievement in promoting the objectives of this Association and furthering the profession of dental assisting.

1. Qualifications

- a. Shall be a Professional or Federal services member of the American Dental Assistants Association.
- b. The nominee must have no more than five (5) consecutive years of membership with the American Dental Assistants Association.
- c. Shall not have been a previous new member.
- d. Shall have excelled in our motto of 'Education, Efficiency, Loyalty and Service', during years of active membership.
- e. Shall have participated on local, state, and/or national offices, Federal Services level and/or ADAA Council or ADAA Special Committee.
- f. Shall have excelled in services above and beyond expected duties.
- g. Shall not have been a previous recipient of this award.
- h. Shall not be an employee of ADAA.

2. Procedure

- a. The candidate's name and qualifications shall be submitted by a member electronically using ADAA Awards Nomination Form (038) via email to the email address listed on the awards nomination form by 11:59 p.m. (CST) June 30. All electronically submitted documentation must be typed.
- b. It is the responsibility of the individual who is submitting the nomination to call central office if a confirmation email is not received stating the nomination was received.
- c. Central Office will verify date of membership.

3. Voting

- a. Nominees' applications shall be electronically sent to the Committee Chair and to the members of the committee for review of each applicant's application and qualifications.
- b. Voting shall be by email ballot.
- c. The candidate receiving the majority of vote's casts shall be the award recipient.
- d. The name of the recipient shall not be revealed until the time of the presentation of the award.
- e. A certificate shall be presented to the winner.

ADAA PRESIDENT'S AWARD OF EXCELLENCE

The ADAA President's Award of Excellence shall be given to a member who has shown the most outstanding achievements in promoting the objectives of this Association and furthering the profession of dental assisting.

1. Qualifications

- a. Shall be a professional, life, life retired or federal services member of The American Dental Assistants Association. The nominee must have maintained a minimum of five (5) consecutive years of membership immediately preceding the nomination.
- b. Shall have excelled above and beyond expectations in the motto of 'Education, Efficiency, Loyalty and Service', during years of active membership.
- c. Shall have served this association on the state and national, or Federal Services level.
- d. Shall not have been a previous recipient of the award within the last five (5) years.
- e. Shall not be serving as current ADAA President.
- f. Shall not be an employee of ADAA.

2. Procedure

- a. Any member may nominate another member as a candidate for this award.
- b. The candidate's name and qualifications shall be submitted electronically using ADAA Awards Nomination Form (038) via email to the email address listed on the awards nomination form by 11:59 p.m. (CST) June 30. All electronically submitted documentation must be typed.
- c. It is the responsibility of the individual who is submitting the nomination to call central office if a confirmation email is not received stating the nomination was received.

3. Voting

- a. Copies of all nomination forms shall be sent electronically to the Committee Chair-by Central Office.
- d. The Committee Chair shall keep all nominations in confidence, until presentation of the candidates with their qualifications to the Board of Directors at the Summer Board of Directors Meeting. The Committee Chair shall present the qualifications of all candidates to the Board members.
- e. The Committee Chair shall prepare a ballot with all candidates' names in alphabetical order; discussion of the qualifications may precede the voting. Voting shall be by secret ballot by all Board members.
- f. The Committee Chair shall count the votes along with the Committee Vice Chair. (Should the Committee Chair or Vice Chair be one of the candidates nominated for the award, they will recuse themselves from the counting of votes and a member shall be appointed by the ADAA President to assist).

- g. The candidate receiving a majority of the votes cast shall be declared the recipient. In case of a tie, re balloting shall take place in the same manner described above with the tied names only being listed.
- h. Copies of all nominations forms shall be collected and destroyed by Committee Chair.
- i. The name of the recipient shall not be revealed until the time of the presentation of the award.
- j. A certificate shall be presented to the winner.

SCHOLARSHIP

Duties

1. Recommend criteria for granting scholarship awards.
2. Review all applications for scholarship awards and determine recipients.
3. Periodically review and revise all materials relating to scholarship awards.
4. This Subcommittee shall oversee the following scholarships when required:
 - a. Juliette A. Southard Education Scholarship

JULIETTE A. SOUTHARD EDUCATION SCHOLARSHIP PROGRAM

Juliette A. Southard Education Scholarship Program, named for the founder of the American Dental Assistants Association, is underwritten by ADAA and volunteer donations. Established in 1929, the program awards scholarships to dental assisting students and dental assistants interested in furthering their education in the field of dental assisting.

1. Qualifications
 - a. Candidates must be high school graduates; or hold a GED; or be 18 years of age to be eligible for consideration.
 - b. Scholarships are available to students who are enrolled in a dental assisting program or applicable courses aimed at furthering a career in dental assisting. Applicant must be an ADAA member or ADAA student member.
 - c. Transcripts of applicant's current academic record are required, including college level credits and any current dental assisting program credits.
 - i. Examples of acceptable proof of grades to include a computer-generated print-out signed by the director; or grades on program stationery if signed by the director.
 - ii. One official transcript copy is sufficient.
 - iii. Verification of student status must be submitted on program letterhead and signed by the director or another school official.
 - d. Two letters of reference are required: one from a dental professional endorsing the applicant's qualities pertinent to dental assisting, such as personality, organizational skills, ability to meet people, and the ability to accept responsibility; the other from a person of the applicant's own choice endorsing integrity and conscientiousness with a brief summary of the applicant's cooperative and leadership skills. Neither letter can be from a family member or candidate shall be disqualified.

- e. Applicant must submit a letter of intent to pursue a long-range career in dental assisting.
 - f. Applicant must assume the responsibility of determining whether all supporting documents have been received by the American Dental Assistants Association by the deadline date of March 15 of each year.
 - g. In the event a scholarship recipient withdraws from school before completing the course of study, the scholarship will be regarded as a non-interest-bearing loan and is to be repaid to the Juliette A. Southard Education Scholarship Program.
 - h. Candidates will be considered on the basis of academic achievement, ability and interest in the career of dental assisting.
 - i. All electronically submitted documentation must be typed. All supporting documentation must be sent electronically via email. Handwritten applications will not be accepted.
 - j. Recipient shall not be an employee of the ADAA.
2. Procedure
- a. Scholarships (number and amount to be determined as financially feasible) will be awarded through an evaluation process, to the highest scoring dental assistants or dental assisting students.
 - b. Applications shall be submitted electronically using JAS Scholarship Application Form (010) via email to the email/mail address listed on the awards nomination form by 11:59 p.m. (CST) March 15. It is the applicant's responsibility to contact central office if a mail or email confirmation for receipt of nomination materials is not received..
 - c. Every effort will be made to award the scholarship by June 1.
 - d. All documentation must be submitted as one packet.
3. Voting
- a. Nomination materials will be sent electronically to all members of the Awards and Scholarship Committee by Central Office.
 - b. The committee shall review each application using the JAS Scholarship Committee Review Form (011).
 - c. Committee members will submit their completed Review Forms to the Committee Chair by email.
 - d. A maximum of ten applicants shall be awarded annually.
 - e. The names of the winning applicants shall be submitted to central office by the Committee Chair by June 1.
 - f. Each winning applicant will receive a certificate, congratulatory letter and a one-year membership in ADAA. Central Office will notify the Committee Chair when this has occurred.
 - g. Names, school and additional information will be published in an official ADAA publication.

COMMITTEE ON STUDENT INVOLVEMENT

Statement of Purpose

Establish and implement policies and procedures that will promote and enhance all aspects of services to the student membership.

Procedures

1. The Committee shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual. Publications of Subcommittee information in Association publications shall be directed by the President and Executive Director.

Duties

1. Maintain data on retention rates for students, NPR1, NPR2, and NPR3 and report to the Board of Directors.
2. Make recommendations to maintain and/or increase student members.
3. Contact/Survey non-converting student members to determine how to maintain them.
4. Promote application for Scholarships and Awards through each SADAA Chapter and work with the Committee on Awards and Scholarships to promote application via all ADAA media.
5. The Chair shall communicate with the Committee following each Board meeting regarding related activity.

COMMITTEE ON SOCIAL MEDIA

Statement of Purpose

It shall be the purpose of this Committee to identify, advise and advocate for technology and assist in utilizing all electronic media areas to enhance ADAA and its members.

It shall be the duty of the Committee chair to continually review, evaluate and give input to the Council on Strategic Planning any item relating to this Council's activities relating to the ADAA Strategic Plan.

Procedures

The Committee shall follow the basic rules of procedures for correspondence, files, reports and resolutions as stated in this Manual. Publication of information in Association publications shall be directed by the President and the Executive Director.

Duties

1. Review and update ADAA representation on social media websites as feasible.
2. Periodically review the ADAA website and suggest additions or changes. Develop new ideas to enhance the ADAA website.
3. Review information posted on Websites and social media outlets and to request updates as needed by Councils, Committees and Subcommittees.
4. Review weekly the 24/7 Newsletter for approval to send.
5. Encourage members to write articles for the 24/7 Newsletter.
6. Suggest new articles for the 24/7 Newsletter.
7. Chair will contact all Council, Committees and Subcommittees Chairs to ensure all sections of the website are current.
8. Work with Membership Council to help promote DARW and other dental assistant activities on all social media outlets and the ADAA Website.
9. Work with ADAA Publications to market ADAA pages on Facebook, Twitter, LinkedIn, and other social media to monitor branding and logos in all print media.
10. Monitor postings on ADAA website and social media so that ADAA staff, officers, directors, and members are meeting the social media guidelines as listed.

AD HOC COMMITTEE ON STRATEGIC PLANNING

Statement of Purpose

Continuously evaluate, update and revise the goals and objectives of this Association.

Procedures

1. The Committee shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual. Publications of Subcommittee information in Association publications shall be directed by the President and Executive Director.
2. The members of the Committee shall receive the minutes of the Board of Directors Meetings.
3. The members of the Committee shall receive a current copy of the Bylaws/Manual of Procedures.
4. It shall be the duty of the Committee chair to continually review, evaluate and give input to the Committee on Strategic Planning any item relating to this Committee's activities relating to the ADAA Strategic Plan.

Duties

1. Review and prioritize strategic plan goals, objectives and strategies.
2. Research future goals and objectives for the Association.
3. Identify emerging issues and make recommendations accordingly.
4. Initiate and recommend to the Board of Directors a major revision of the Strategic Plan every 3 (three) years.
5. Maintain active contact with all other Councils, Committees and Subcommittees throughout the current term for the purpose of updating items relating to the ADAA Strategic Plan.
6. Review Strategic Plan annually and make recommendations for change at the Pre-Board meeting.
7. Evaluate the progress in meeting the goals throughout the year.

**CONTRACTUAL
REVIEW
COMMITTEE**

CONTRACTUAL REVIEW COMMITTEE

1. The Contractual Review Committee (CRC) shall be the President, the President-Elect and the Immediate Past President plus one Director with at least two years' experience on the board appointed by the ADAA President. The ADAA President shall be the chairman of the Committee.
2. The Executive Director shall provide a copy of the current contract to each incoming President at the ADAA President's Transition Meeting.
3. The Contract Review Committee shall review the current contract on an annual basis at the beginning of the year. At least Six months prior to the expiration of the current contract or upon request of the Executive Director or the ADAA Executive Committee, the Contract Review Committee shall review the contract and any renewal contract and consult an attorney on behalf of ADAA to review the contract.
4. The Contract Review Committee shall meet via conference call immediately following the receipt of the comments from the ADAA Attorney. Immediately following the conference call, the CRC shall meet with the Executive Director to review any changes or additions and a new contract will be proposed.
5. In Executive Session with the ADAA Board of Directors, the President will discuss the new contract and any comments from the attorney including any changes or additions. The Board will ask questions of the Executive Director at that time. If requested, a copy of the proposed contract will be available (on screen only) for the Board to review. If requested, the Executive Director will leave the Executive Session for discussion and the vote. The Board will then vote on the new contract.
6. If the Executive Director or the ADAA Board of Directors does not recommend to renew or extend the contract, a Search and Recruitment Committee will be formed to begin the search procedure for a new Executive Director.

GUIDELINES FOR PERFORMANCE EVALUATION OF EXECUTIVE DIRECTOR

1. The Executive Director Performance Evaluation shall be completed on an annual basis reflecting a timeline of January to December.
2. At the ADAA Transition meeting, the Executive Director, the President and the President-Elect shall develop and agree upon goals for the up-coming fiscal year.
3. The new President presents the goals and initiates discussion during the Post Board Meeting. The Executive Director takes part in discussion and answers any questions.
4. At the Winter Board Meeting, the ADAA Executive Committee and the Executive Director shall review the goals for the previous year to determine whether they have been achieved and to what extent and whether extenuating circumstances were an integral part in not attaining the expected results.
5. At the Winter Board Meeting, the President shall then submit the evaluation of the goals for the previous year for approval to the entire ADAA Board of Directors. The President, (in Executive Session with the entire Board of Directors and Executive Director), informs the Board of Directors of the performance evaluation. The Board of Directors can then ask questions of the Executive Director. The ADAA Board of Directors shall approve the recommendations and evaluation.
6. The Board of Directors' minutes shall reflect that the Executive Director's Performance Evaluation was completed and the results of the evaluation.

STATE AND LOCAL DISSOLUTION PROCEDURES

STATE ASSOCIATION DISSOLUTION PROCEDURES

State Associations shall only be dissolved in accordance with the ADAA Bylaws:

1. After the Board of Directors authorizes the dissolution, a letter from the ADAA President will be generated and sent via U.S. Postal Mail to each member residing in the State Association.
 - a. The letter will inform the members of the intent to dissolve the State Association within ninety (90) days.
 - b. The letter will give members one last opportunity to come forward to reactivate the State Association
 - c. Notice of the impending action will also be published in the ADAA Journal.
2. After the ninety (90) days deadline has passed and no state member(s) have come forward, any remaining state funds shall be distributed to the beneficiary listed on the last version of previously approved bylaws on file with the ADAA.
3. Upon disposal of the state's funds, the Board of Directors in consultation with the ADAA Assistant Executive Director will submit the dissolution forms necessary to the Internal Revenue Service and any applicable state agency requiring official documentation of the dissolution.
4. The State's financial records and official minutes shall be preserved in Central Office. All other items shall be destroyed.
5. Members residing within the dissolved state will be notified of their new designated status as ADAA members-at-large.
 - a. Per ADAA Bylaws, ADAA members-at-large may only establish membership with any other ADAA State Association after they establish permanent residency in that state.

PROTOCOL FOR IRS COMPLIANCE

PROTOCOL FOR COMPLIANCE WITH IRS FOR STATE ASSOCIATIONS AND LOCAL COMPONENTS

As per the IRS, an exempt organization is to file with the IRS by the 15th day of the 5th month after the end of the fiscal year. So, if the fiscal year is January to December, the organization must file by May for the previous year (this information can be found on the ROG/Bylaws). If an organization fails to file at least once within a three (3) year period, it will no longer be recognized by the IRS as a non-profit entity and must file again with IRS as a new organization.

Submitting the e-Postcard to the IRS

How to File an e-Postcard

To file with the IRS using the e-Postcard, you will need to have a profile set up. Go to <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

*The link to the e-Postcard is on this page under *Ready to File?*

You will be asked to enter name, address and email address, which will then be verified. You'll then choose a User ID, Password and site phrase/image as well as some challenge questions (make note of these for future use). You will then need to complete some *personal information* prior to being able to move forward –you will be asked to submit your name, social security, your last tax filing and address. Once the profile is complete, you can continue and file an electronic submission.

If you are a returning user, you will be prompted to enter you Use ID and then you'll complete the form as prompted.

From there you will “Manage e-Postcard Profile”. Choose Exempt Organization, then you'll enter the below information:

1. Employer Identification Number (EIN) aka Taxpayer Identification Number (TIN)
2. Tax Year (can be found in bylaws, a copy of a prior return . . .)
3. Legal Name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site address (if the organization has one)
7. Confirmation that the organization's annual gross receipts are less than \$50,000.

When done, click Submit Filing. A Confirmation dialogue box will be shown, noting the status as Pending. Print a copy of this, take a screen shot or save it in whatever way you like.

After a few minutes (7 as per IRS), refresh the page and you will see “Get Updated Status”. Select to see if your submission was accepted. Print a copy, take a screen shot or save it in whatever way you like. Alternatively, you can go back to the website at a later date and login. You'll then go to Manage Form 990-N Submissions. If you click on the submission ID, you will have a page showing the Filing Status. You can then save a copy of it in any number of ways (export as a pdf, take a screen shot).

The page that shows your IRS submission was accepted; a copy needs to be sent to ADAA Central Office keeping a copy kept for the organization's records. If your organization files with a form other than the e-Postcard, save verification of that filing as a pdf or screenshot and send to ADAA Central Office.

It is recommended that you not use a smart phone to submit.

Resources

For tax information for Tax exempt organizations:

<https://www.irs.gov/charities-non-profits>

For resources about how to file, go to:

<https://www.irs.gov/charities-non-profits/annual-electronic-notice-form-990-n-for-small-organizations-faqs-how-to-file>

For information about the filing requirements for a 990-N (e-Postcard), go to:

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

*The link to the e-Postcard is on this page under *Ready to File?*

Restoring Federal Tax-Exempt Status for an ADAA Component

After determining that a component (state or local) does not have a member who will step forward to claim leadership, the board will assume this duty. This filing consists of:

Form 8718
Form 1024 (Parts I, 2 and 3 only)
Schedule C

Much of the information on the Forms is self-explanatory. A letter explaining that the Board is the acting president of the component until such time that a local member can be elected.

REQUIRED INFORMATION

Income for the group for the last three (3) years. In the absence of any accounting from the component, ADAA has no idea of what funds if any were earned (probably none). However, a contact at the IRS suggested that the money ADAA is holding in the form of unpaid rebates be listed year by year as income and as a total in the balance sheet as account receivable.

Expenses for each of these years would be listed as Zero.

Number of each membership category. For simplification purposes, it is suggested that they be listed as Active Member, Student Member and Life Member. This is a current membership figure and can be obtained from membership records.

Bylaws: If not on hand with the board, can be copied and sent from Central Office.

Date of Formation/Incorporation. This information can also be obtained from Central Office.

Note the highlighted sections of the memo entitled *Part III - Administrative, Procedural, and Miscellaneous Transitional Relief under Internal Revenue Code § 6033(j) for Small Organizations Notice 2011-43.*

Note Form 1024 in its entirety as well as complete instructions may be downloaded from:
<http://www.irs.gov/pub/irs/f1024.pdf>

Instructions note that only relevant pages (Form 8718, Form 1024 (Parts I, 2 and 3 only), Schedule C) should be filed and that no blank pages be included. A check for \$100 must be included with accompanying Form 8718 along with the notation "Notice 2011-43 – Automatic Revocation". This notice must also appear on the envelop mailed to the IRS.

IRS Form 8718 may be downloaded from: <http://www.irs.gov/pub/irs-pdf/f8718.pdf>

IRS Notice 2011-43 can be downloaded from: <http://www.irs.gov/pub/irs-drop/n-11-43.pdf>

FILLING OUT FORM 1024 (All areas need to be filled out! Below are just some helpful hints).

Part I. Select d. [501(c)(6)] – business leagues, chambers of commerce, etc.

Section 2: Your component Tax #

Section 5: get info from Central Office

Section 6: Check "yes" and write – "received Tax ID after filling SS-4"

Section 7: check "no"

Section 8: check "c" Association.

Part II, section 1:

"when functioning, the organization will offer lectures and/or demonstrations for practicing dental assistants on topics such as infection control, office management, new equipment and products all aimed at keeping the dental assistant professionally current in providing optimum care to dental patients. Periodic newsletters informing members of educational opportunities, election of officers, member and personal news".

Section 2: "At this time, only dues will provide income, but future efforts might provide income from lecture and contributions".

Section 3 A: List current officers if any as President Pro-Tem.

Section B: Zero

Section 4: Not Applicable

Section 5: We are a subordinate of the American dental Assistants Association (ADAA); EIN # 350830295)

Section 6: Not Applicable

Section 7: Membership is automatic upon joining the ADAA categories include Professional, student and Life.

Section 8: Cite recipient per bylaws

Sections 9 thru 16: check "no"

Part 3

Section A. (a) Enter months of current year

(b – d) enter years (e.g. 2008, 2009, 2010)

Line 1 enter amount of dues paid or held at central office

Line 2 enter any Legislative Funds

Line 8 add Lines 1-7 (don't forget column E)

Line 9 (probably zero)

Line 19 add Lines 9-18

Section B

Line 1 (dues paid by central office)

Lines 2 (dues held by central office)

Schedule C Section 1

"when functioning, the organization will offer lectures and/or demonstrations for practicing dental assistants on topics such as infection control, office management, new equipment and products all aimed at keeping the dental assistant professionally current in providing optimum care to dental patients. Periodic newsletters informing members of educational opportunities, election of officers, member and personal news".

Protocol for State and Local Websites

Protocol for State Association/Local Society Websites

- I. Sponsorship of Websites
 - A. State associations and local societies shall not solicit sponsors for sponsorship of websites, use of corporate logo or name without the written permission of the ADAA President and ADAA Executive Director.
 1. Members are encouraged to solicit area non-dental corporations and venues for advertising and sponsorship.

**ADAA
CONFIDENTIALITY
STATEMENT**

ADAA CONFIDENTIALITY STATEMENT

All Officers, Directors, and Council Members have a responsibility to maintain confidentiality of ADAA business as needed. Certain documents and information, for example, Financial Statements, may be shared with members but shall not be posted on internet websites.

Discussions and reports during the ADAA Board of Directors meetings should remain confidential until given the direction to share with the membership.

All business and discussions during Executive Session are strictly confidential. There shall be no written records of any conversation, other than the official minutes per the Manual of Procedures. Any and all documents related to the subject of the confidential Executive Session shall be returned. There shall be no discussion of the topic outside of the Executive Session.

Confidentiality lasts into perpetuity.

Conflict of Interest Policy

AMERICAN DENTAL ASSISTANTS ASSOCIATION
Policy on Conflict of Interest (Form 019)

The integrity of the American Dental Assistants Association (ADAA) and the activities it undertakes depends on the avoidance of conflicts of interest, or even the appearance of such conflicts, by the individuals involved in those activities. Further, the American Dental Assistants Association recognizes that the elected and appointed leaders of the Association as well as other individuals acting on its behalf are often involved in significant professional, business and personal interests and relationships apart from those of the ADAA. Therefore the ADAA has determined that the most appropriate manner in which to address actual, potential, or apparent conflicts of interest is initially through liberal disclosure of any relationship or interest which might be construed as resulting in such conflict. Disclosure under this policy should not be interpreted as creating a presumption of impropriety or as automatically precluding someone from participating in an ADAA activity or decision-making process. Rather, it reflects recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants in ADAA related matters.

Any individual involved in an ADAA activity or decision-making process shall have an obligation to disclose any conflicting or potentially conflicting personal, professional, or business interest he or she may have, directly or indirectly, with the affected activity or decision. All Officers and Directors shall sign the disclosure Statement of Potential Conflict of Interest (Form 019) as part of the Nomination for Office process, annually while in office, or as a conflict arises. Potentially conflicting interests may relate to ADAA's programs and services, e.g. educational courses or its operations, Board of Directors, Councils, Committees.

Activities that may appear to present potential conflicts of interest include but are not limited to:

1. Relationships that might enable an individual to influence the ADAA's dealings with an outside organization in ways leading to personal gain or to improper advantage for anyone. For example, an individual could have a financial interest in an entity with which the ADAA does business and be in a position to influence relevant ADAA business decisions. Ordinarily such conflict of interest problems may be resolved by full disclosure as well as making appropriate arrangements that clearly exclude that individual from participating in relevant ADAA deliberations or decisions.
2. Activities (such as presentation or publication of educational materials; engaging in consulting agreements; providing any kind of professional service to cite a few examples for which individuals are personally remunerated that involve, or might reasonably be perceived to involve, the ADAA, its name, its members, its employees, and/or its facilities and equipment.
3. Service on boards and committees of organizations, public or private, that have a professional relationship with the ADAA.
4. Service on boards and committees of organizations, public or private, that are in competition or direct conflict with the mission and purpose of the ADAA.

Resolution of Conflicts

The ADAA Executive Committee, in consultation with the ADAA Executive Director, shall evaluate any disclosure of conflict of interest. If the Committee is of the opinion that a conflict does indeed exist, the Chair with the assistance of the Executive Director may request the individual to:

1. Refrain from participating in the discussion involving the conflict;
2. Remain in or leave the room while the conflicting matter is being discussed;
3. Refrain from voting on any matter related to the issue;
4. Resign his or her position(s) with a conflicting organization; and/or
5. Resign his or her elected or appointed position(s) with the ADAA.

The Chair may also make other determinations related to the matter, including shielding from the member documents and correspondence that might be related.

If the individual disagrees with the ruling of the Executive Committee or does not agree that a conflict exists, the matter shall be referred to the full Board of Directors in an Executive Session. The Board shall vote on the ruling (the involved member not voting), and the Board decision shall be final. The results of the Executive Session shall be reported during the next regular meeting of the Board of Directors.

If the conflict of interest affects the Chair, the Chair-Elect is empowered to require that the Chair removes himself or herself in the same manner as discussed in the paragraph immediately above. For the duration of the discussion and action on the matter, the Chair-Elect shall preside.

All matters of conflict of interest shall be reported to the Board of Directors during the next regular meeting. The minutes of the Board of Directors meeting shall only reflect the disclosure of the potential conflict and any actions taken in response to the disclosure by the Executive Committee or Board of Directors.

REFERENCE SECTION

Local Study Clubs Guidelines

Per the ADAA Bylaws, states may allow study clubs in areas where no local society exists but dental assistants would like to meet and hold continuing education courses. Each state may set the rules for the study clubs and any financial support the state may offer.

The basic guidelines are:

- 1. The State DAA study clubs shall have no governance, bylaws or Rules to Govern. However, they may appoint a leadership committee to facilitate programs for ADAA members and guests.**
- 2. The State DAA study clubs may organize for educational purposes only. The state may choose to provide the State DAA study club with an allotment for annual start up expenses.**
- 3. The State DAA study club may charge an administrative fee to attendees. Any financial support or monies collected shall be under the State Treasury. The State DAA study club shall not maintain a bank account.**
- 4. Each State DAA study club shall have an ADAA member, who belongs to the State DAA study club, designated by the state as a financial “trustee” who shall work with a designated state officer to collect, disperse, and deposit funds on behalf of the study club per the guidelines established by the state DAA.**
- 5. The State DAA study clubs may not exist in an area serviced by an active local organization. The state shall ensure that any Locals in the state are informed of any State DAA study clubs and those members.**
- 6. The State DAA study clubs may change their status to become a local organization by following the guidelines set forth by the ADAA and the State DAA. However, the State DAA study club will cease to exist upon attaining ADAA Local Society status.**

Guidelines for Appointing ADAA Council and Committee Members

1. Place information in all ADAA Publications requesting volunteers to serve on ADAA Councils and Committees including descriptions of the Councils and Committees with a deadline date to contact Central Office.
2. Contact the volunteers and send the Council Application and Volunteer Agreement form along with the Conflict of Interest form to complete and return with their information.
3. Contact all current Council and Committee Volunteers to reconfirm commitment to serving on the appointed Council or Committee.
3. After reviewing the Applications and deciding the Councils and Committees that need volunteers, contact the new volunteers to discuss the Council or Committee assignment. Be sure the volunteer has signed the Volunteer agreement/Conflict of Interest form and it has been received by Central Office.
4. Contact all Council and Committee Volunteers with their assigned Council or Committee and directives.

**ADAA BOARD OF DIRECTORS
PROTOCOL ON NOMINATIONS AND
APPOINTMENTS TO RELATED BOARDS AND COMMISSIONS**

When the ADAA President or Executive Director is notified of a request for nominations of ADAA members to another related board or commission, the ADAA President will notify the ADAA Board of Directors. The information will also be posted on the ADAA Website with the criteria for each position and a deadline date to submit nominations from the membership along with the information concerning the particular board or commission. The Nomination form will also be posted on the website.

After the deadline date, the completed Nomination forms will be forwarded to the ADAA President and ADAA Board of Directors for consideration according to the needs of the particular Board or Commission. The ADAA President will forward the names of the nominees to the Board or Commission by their deadline date.

Guidelines for Motions in Board Meetings and General Assembly

A Main motion is made when a member wants to take an action either with the board, committee or General Assembly. The main motion is made in the form of: I move that (and state the nature of the business to be done). If an individual member makes a motion, then there needs to be a "second" ...another member who feels this motion should be voted on. If there is no second, then the motion is not voted on.

If the motion comes from a Council or committee, then the motion is stated as: On behalf of the Council on _____, I move that...(and state the nature of the business to be done). There does not need to be a second if the motion comes from Council or committee as the members of the Council or committee all feel the motion should be presented. A motion from Council or committee must be stated as such so all members know this motion has been considered by the Council or committee.

Once a main motion has been made and seconded, then the other members present can have discussion on the motion. A member can ask for a point of clarification or ask a question. A member may want to change the motion in some way and would offer an amendment to the motion. The amendment to the motion is a secondary motion and is stated as: I move to amend the motion by (adding, striking or inserting and state the language to change). An amendment from an individual member also requires a second but an amendment from Council or committee does not. Once an amendment to the motion has been made, that motion must be discussed and voted on before the original main motion is voted on. If the amendment passes, then the original motion is now amended or changed with the amended wording and is voted on in that version. If the amendment does not pass, then the original motion stays the same and is voted on. Both of these motions are the same part of the original motion.

Example: I move that the ADAA Board of Directors wear pink hats to the board meeting. It is seconded. During discussion, another member states, I move to strike the word "pink" and insert the word "blue". The amendment is seconded. The Board votes yes to the amendment. The Board will then vote on the now amended motion: I move that the ADAA Board of Directors wear blue hats to the

board meeting. The motion is approved or defeated. It is all one motion in the minutes.

List of ADAA Forms

002/003 Council-Subcommittee Application and Volunteer Agreement Form 2014
004 Nomination Form for Officer and Directors June 2021
006 Journal Award Evaluation Form
007 Student Achievement Award Nomination Form June 2021
008 Student Achievement Award Evaluation Form June 2021
010 JAS Scholarship Application Form 2011
011 JAS Scholarship Committee Evaluation Sheet 2011
012 Bylaws/ROG Checklist June 2021
013 Resolution Motion Form June 2021
016 JAS Relief Fund Application Form Rev Aug 2012
019 ADAA Conflict of Interest Policy & Disclosure Feb 2020
020 Special Meeting Request Form
021 Local Disbandment Form
022 Local Motion to Affiliate Form
024 Council Report to the BoD Feb 2021
025 BOD Agenda Item Request Form
026 Officer/ Director Report to BoD Feb 2021
027 Forum Request Form
028 Local Officer Form Feb 2021
029 State Officer Form Feb 2021
030 Sample Bylaws and ROG for Locals Aug 2019
031 Sample Bylaws for States Aug 2019
033 Expense Report Form Feb 2014
038 ADAA Awards Nomination Form Sept 2015
039 ADAA-Officer-Director Commitment to Serve 2007
043 ADAA Membership Materials Request Form
044 ADAA Membership Booth Advertisement Request Form
047 ADAA Mastership Extension Request Form
048 SADAA Motion to Affiliate Form
049 SADAA Annual Information Form
051 SADAA Sample ROG/Bylaws
052 SADAA Chapter Manual
053 ADAA Merit Scholar Award Application Form 2012
054 IRS Procedural Checklist