



Model Bylaws

Unite. Empower. Support.

BYLAWS OF THE AMERICAN DENTAL HYGIENISTS' ASSOCIATION (ADHA) STUDENT CHAPTER - (Your Program's Name) Adopted, 20____

CHAPTER I – MEMBERSHIP

Section I – Classification.

Student Membership (**program name**) shall be classified as Active Student Membership.

Section II – Qualifications.

The active student members shall be dental hygiene students enrolled in (program name), who are of good moral character, who possess a satisfactory scholastic standing, and who are Student Members of the American Dental Hygienists' Association.

Section III – Privileges.

Members shall be entitled to an annual membership card, a subscription to *Journal of Dental Hygiene, Access*, admission to any scientific session of the Association at the current student rate, and such other services provided by the American Dental Hygienists' Association for the benefit of its student members.

CHAPTER II – OFFICERS

Section I – Number and Title.

The officers of the ADHA Student Chapter - (program name) shall be _____ in number. (President, Vice President or President-Elect, Secretary, Treasurer, class representative, etc.).

Section II – Qualifications.

An active student member of (program name) may be elected to serve in any office.

Section III – Nominations and Elections.

The officers shall be elected at the meeting of the Organization. At the time of the election, nominations may be made from the floor. In the event there is more than one (1) nomination for any office, the election shall be by secret ballot. The candidate receiving the majority of votes' cast shall be declared elected. When there is only one candidate for an office, election may be by acclamation. Each member votes on all offices except the class representative, which shall be voted on only by members of the respective classes.

Section IV – Tenure of Office.

The officers shall serve for a term of ____ years(s). Officers will continue to perform their duties until they are re-elected for their successors have been installed.

Section V – Vacancies.

In the event of a vacancy in one of the offices, the Executive Council and Student Advisor(s) shall consider all factors, which govern the situation and shall determine the course of action.

Section VI – Duties

A. **President.** The duties of the President shall be:

1. To preside at all meetings.
2. To call special meetings.
3. To appoint members of all committees.
4. To perform such other duties as may be expected of the President or as may be provided in these bylaws.
5. To maintain communications with the American Dental Hygienists' Association.
6. Prepare and present an annual report.

B. **Vice President (or President-Elect).** The duties of the Vice-President (President-Elect) shall be:

1. To preside at all meetings in the absence of the President.
2. In the event that the President's term of office is terminated, the Vice President (President-Elect) will preside as President for the duration of the President's term of office.
3. In the event the Organization chooses a President-Elect, this officer shall advance to the office of President, without election, at the completion of the current President's term.

C. **Secretary.** The duties of the Secretary shall be:

1. To announce all meeting information in advance to the membership.
2. To serve as secretary for all meetings.
3. To present an annual report of the activities of the office at the end of each year.
4. To prepare correspondence.
5. To collect and preserve data relative to the history of the Organization.
6. To maintain an official register of all members with current home addresses, telephone numbers, e-mail addresses, class level (1st year, 2nd year, graduate, etc.).
7. To submit news of the Organization to the school.

D. **Treasurer.** The duties of the Treasurer shall be:

1. To maintain accurate financial records of the Organization.
2. To endorse each expenditure of the Organization.

E. The duty of the class representatives shall be to represent their respective classes at meetings of the Executive Council and to facilitate in the organization of activities pertinent to their respective classes.

CHAPTER III – MEETINGS

Section I – Regular Meetings.

Meetings shall be held (insert frequency of meetings). The date and time shall be decided at the first meeting of each semester (year).

Section II – Special Meetings.

The President may call special meetings with (**length of time**, i.e., 2 days, 2 weeks, and 30 days) notice to the members.

Section III – Quorum.

(Percentage or fraction, i.e., 2/3) members of the Organization shall constitute a quorum for the transaction of business.

Section IV – Order of Business.

Unless changed by a quorum affirmative vote, the order of business at each meeting shall be:

- a. Call to Order
- b. Roll Call of Members
- c. Reading of Minutes
- d. Treasurer’s Report
- e. Reports of Committees
- f. Advisor’s Report
- g. Unfinished Business
- h. New Business
- i. Programs
- j. Adjournment

CHAPTER IV – ACTIVITIES

The President in consultation with the Executive Council and the Student Advisor(s) shall determine the focus of activities. Proper protocol would then consist of presentation of ideas to the general membership for their discussion and approval through a majority vote.

CHAPTER V – COMMITTEES

1. Committee members shall be appointed by the President.
2. Committees shall prepare goals.
3. Meetings on a semi-regular basis are recommended.
4. Committee activities should be presented to the general membership for their input, support, and approval.

CHAPTER VI – FINANCES

Section I – Membership Dues.

The annual dues of this Organization shall be \$____; in addition, each member shall submit \$65 dues for Student Membership in ADHA.

CHAPTER VII – PARLIMENTARY AUTHORITY

Robert’s Rules of Order Newly Revised shall govern all meetings of this Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

CHAPTER VIII – AMENDMENTS

These bylaws may be amended upon two-thirds (2/3) affirmative vote of the members present and voting provided that written notice has been given to the members (length of time) days prior to voting.