**Bylaws**

**of the**

**South Carolina Dental Hygienists’ Association**

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**ARTICLE I.** **NAME AND PURPOSES**

Section 1. Name

TheSouth Carolina Dental Hygienists' Association (hereinafter referred to as the "Association"), a South Carolina not-for-profit corporation.

Section 2. Purpose

In addition to the purposes set forth in the Association's Articles of Incorporation, as may be amended, the purposes of the Association are to advance the art and science of dental hygiene; to maintain the highest standards of dental hygiene and practice; to represent and protect the interests of the dental hygiene profession; to improve the professional competence of the dental hygienist; to foster research in oral health and to provide professional communications; and to conduct other activities as may be permitted by the State of South Carolina to carry out the purposes of this Association.

Section 3. Mission

To improve the public's total health, the mission of the South Carolina Dental Hygiene Association is to advance the art and science of dental hygiene by ensuring access to quality oral health care, increasing awareness of the cost-effective benefits of prevention, promoting the highest standards of dental hygiene education, licensure, practice and research, and representing and promoting the interests of dental hygienists.

**ARTICLE II- MEMBERSHIP**

Section 1. Membership Qualifications

Membership may be granted to any individual who: (i) meets the criteria set forth for each category of membership in the Association; (ii) shares interest in and supports the purposes of the Association; (iii) abides by these Bylaws, the Association's Code of Ethics for Dental Hygienists, and other policies, rules and regulations the Association may adopt; and (iv) meets such additional criteria for each category of membership in the Association as the House of Delegates may establish.

Section 2. Membership Categories

A. Voting members

1. Professional Members: Professional membership may be granted to any individual who holds a certificate or degree in dental hygiene granted pursuant to a dental hygiene program accredited by the American Dental Association Commission on Dental Accreditation or such other accrediting agency as previously approved by the Constituent or who is licensed to practice dental hygiene in South Carolina under the provisions of a "grandfather clause"; and who agrees to adhere to the Bylaws and Code of Ethics of the Constituent; and who agrees to hold membership in ADHA, the Constituent and a Component if one exists; shall be eligible for Active Membership in the Constituent upon application to the Constituent or the ADHA Executive Director.

2. Life Members: Any active member who has made outstanding contributions to dental hygiene and to the Constituent shall be eligible for Life Membership upon nomination by the Executive Board and election by the membership. All ADHA Past Presidents completing a full term of office automatically become life members if residing in the state or choosing South Carolina as his/her affiliate constituent.

3. Senior Status: Any active member who has reached their full retirement age as set forth by the Social Security Administration and has been a professional member for at least thirty years; twenty-five consecutive years; or continuously from the date of eligibility shall be eligible for senior status upon application to the ADHA Executive Director, submitted through and verified by the Constituent and Component, and accompanied by proof of qualification.

4. Members with Disabilities: Professional members who are unable to work due to a verified disability may apply for Disabled status. All such applications must be verified by such member's Constituent and/or Component, and must be accompanied by proof of eligibility each year.

B. Non-Voting Members:

1. International Members: Any dental hygienist practicing outside the United States under a current license or certificate and who holds membership in the national dental hygiene professional organization of that country, if either or both exist, and agrees to adhere to the Bylaws and Code of Ethics of this Association shall be eligible for Associate Membership upon application to the Constituent.

2. Student Members: Any student in an accredited dental hygiene program; or a graduate of an accredited dental hygiene program who is a student in an academic discipline working toward a baccalaureate or graduate degree complementary to a career in dental hygiene, who has been recommended by the director or a duly appointed representative of the institution, shall be eligible for student membership upon application to the Constituent and ADHA Executive Director.

3. Supporting Members: Any licensed dental hygienist who is not employed in a dental hygiene related career; and who agrees to adhere to the Bylaws and Code of Ethics of this Association, shall be eligible for Supporting Membership upon application to and verification by the Constituent. Enrollment in this category shall require membership in ADHA, the Constituent and Component, if one exists.

4. Honorary Members: Any individual, not a dental hygienist, who has made outstanding contributions to dental hygiene or dental health shall be eligible for Honorary Membership upon nomination by the SCDHA Executive Board and election by the Constituent membership.

5. Allied Members: Any individual who supports the purposes and mission of this Association and who is not otherwise qualified for any other class of membership shall be eligible for Allied Membership upon application to the Constituent.

6. Corporate Members: Any corporation, institution or organization which supports the mission of this Association shall be eligible for corporate membership upon application to the SCDHA Executive Board.

Section 3. Rights and Duties

A. Only voting members shall have the right to vote, hold office, be elected a delegate or alternate to the ADHA House of Delegates, be elected or appointed to any office, board, council or committee of ADHA and of Constituent and Component to which the member belongs, and such other privileges as determined by Constituent and ADHA House Delegates.

C. Non-voting members shall have such privileges as the SCDHA Bylaws shall determine, but shall not have the right to vote or hold office.

Section 4. Dues. The amount of annual dues, fees, and assessments for any class of membership in the Constituent shall be established by the voting membership at an annual session of the Constituent by a two-thirds (2/3) affirmative vote of those present and voting.

Section 5. Resignation. A member desiring to resign from the Association shall submit such resignation in writing to the Executive Director of ADHA. No member's resignation shall be accepted until all prior dues, fees, and assessments are paid.

Section 6. Disciplinary Action/Termination of Membership

a. Grounds for Discipline. The Association may discipline a member for any of the following reasons:

* + - 1. Failure to comply with these Bylaws, the Association’s Code of Ethics for Dental Hygienists, or any other rules or regulations of the Association;
      2. Conviction of a felony or a crime related to, or arising out of, the practice of dental hygiene or involving moral turpitude;
      3. Suspension, revocation, or forfeiture by any state, province, or country of the member’s right to practice as a dental hygienist; or
      4. Unprofessional conduct considered prejudicial to the best interests of, or inconsistent with, the purposes of the Association.

b. Procedures. Discipline may include, but not be limited to, censure, suspension, probation, and expulsion. Disciplinary action may be taken provided that a statement of the charges shall have been sent by certified mail to the last recorded address of the member at least fifteen (15) days before final action is to be taken. This statement shall be accompanied by a notice of the time and place of the meeting at which the charges shall be considered, and the member shall have the opportunity to appear in person and/or to be represented by counsel and to present any defense to such charges before action is taken by the Association. Such disciplinary actions shall be conducted in accordance with procedures established by the American Dental Hygienists’ Association.

Section 7. Non-Payment. The membership of any member who is in default of payment of dues or assessments for more than three (3) months, ceases to be a member of the Constituent, Component, or other organization required for membership in the Association, or otherwise becomes ineligible for membership, shall be automatically terminated, according to such rules or procedures as the Board of Trustees or their designee(s) shall establish, unless such termination is delayed by the Board of Trustees.

Section 8. Reinstatement. Any member having resigned from membership or whose membership has been terminated for non-payment of dues or assessments may be reinstated upon (i) payment of dues and any assessments; (ii) application to the appropriate Constituent for ADHA; and (iii) upon meeting such uniform terms as may be established by SCDHA and/or ADHA.

**ARTICLE III - ELECTED OFFICERS.**

Section 1. Officers. The elected officers of the Constituent shall be the President, Immediate-Past President, President-Elect, Vice-President, Secretary, Treasurer, Editor, and two (2) Delegates-At-Large.

Section 2. Qualifications. All elected officers shall be voting members of the Constituent.

Section 3. Term of Office.

A. The President-Elect, the Secretary and Treasurer shall be elected for a term of two years. The Secretary shall be elected on odd years and the Treasurer shall be elected on even years.

B. The President-Elect, upon completion of the term of office, shall succeed to the office of President without election, to serve for a term of one year.

C. The President, upon completion of the term of office, shall succeed to the office of Immediate Past President without election, to serve for a term of one year.

D. The Vice-President shall be elected for a term of one year or until their successors are elected or appointed by the Executive Board.

E. The Editor shall be elected for a term of two (2) years. The Editor shall be elected on odd years.

F. The two (2) Delegates-at-Large shall be elected for a term of two (2) years on alternating years.

Section. 4. Nominations. The Nominating Committee shall present, in writing, a slate of nominees for officers, to the SCDHA membership during Annual Session. If possible, the committee shall nominate at least two candidates for each office to be elected by the SCDHA membership. Additional nominations may be made from the floor.

Section 5. Elections. The President-Elect, Vice-President, Secretary, Treasurer, Editor, and Delegate(s)-at-Large shall be elected by the voting members at the Annual Session of the Constituent.

Section 6. Limitation of Service. No member shall hold more than one Executive Board position at a time.

Section 7. Vacancies.

A. In the event of a vacancy in the office of President, the President-Elect shall serve as President for the unexpired term and the term immediately following.

B. In the event of a vacancy in the office of President-Elect, the office shall remain vacant for the unexpired term.

C. In the event of a vacancy in the offices of President and President-Elect, the Vice President shall serve as the President for the unexpired term.

D. In the event of a vacancy in the office of Vice President, Secretary, Treasurer, Editor, or Delegate(s)-at-Large, the President, with approval of the Executive Board, may appoint a successor for the unexpired term.

E. In the event of a vacancy in the office of Immediate Past President, the office shall remain vacant for the unexpired term.

Section 8. Resignation. Any elected officer may resign by submitting that resignation in writing to the SCDHA Executive Board.

Section 9. Removal. Any elected officer may be removed for cause. Sufficient cause for such removal may be violation of these Bylaws, the Code of Ethics, or any lawful rule, practice, or procedure adopted by the Constituent or other conduct deemed by the SCDHA membership to be prejudicial to the best interest of the Constituent. For removal of an elected officer for cause, it shall be necessary for the body to hold a formal hearing. A statement of the charges shall be sent by registered mail to the recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days notice shall be given, and the officer shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken. The body holding the hearing shall adopt such rules as may be necessary to assure due process to the officer.

**ARTICLE IV--DUTIES OF OFFICERS**

Section 1. General Duties. Officers shall perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by the Constituent.

Section 2. President. The President shall have general supervision and direction of all officers of the Constituent, shall be the Chair of the Executive Board, shall address the opening meeting of the Annual Session, shall submit a written annual report to the SCDHA membership, shall appoint, with the approval of the Executive Board, all council and standing committee chairs, and shall be an ex-officio member of all councils and committees except the nominating committee.

Section 3. President-Elect. The President-Elect shall have the powers of and perform the duties of the President during any absence or disability of the President, and shall have such other powers and duties as may be determined by the Executive Board.

Section 4. All Other Elected Officers. All other elected officers shall have such powers and duties as may be determined by the Executive Board.

**ARTICLE V - APPOINTED OFFICERS**

The appointed officers of the Constituent shall be such as may be required for the proper conduct of the Constituent. Qualifications for appointed offices shall be determined by the Executive Board. A majority vote of the Executive Board shall be necessary for appointment. The Executive Board shall fill vacancies as they occur.

**ARTICLE VI - ADHA REPRESENTATION**

ADHA House of Delegates. Constituent shall be represented by Delegates and Alternate Delegates as provided in the ADHA and SCDHA Bylaws and current Policy and Procedure Manual of the Constituent.

A. Qualifications. Delegates and Alternate Delegates, one alternate being the President of the Association shall be voting members, in good standing, of the Constituent. The President and the two (2) Delegate(s)-at-Large shall serve as Delegates until such time as the Constituent qualifies for additional representation.

B. Vacancies. In the event of a vacancy of a Delegate or Alternate Delegate, such vacancy shall be filled by the President with consultation of the Executive Board.

**ARTICLE VII--MEETINGS**

Section 1. Annual Meeting. The Annual Meeting of the Constituent shall be known as the Annual Session, and shall be held at a time and place the Executive Board shall determine, and at which time the SCDHA membership shall meet. The voting members shall be the legislative or governing body of the Constituent, vested with full power to determine all policies which govern the Constituent in all its activities.

Section 2. Electronic Meetings. Any action to be taken at an Executive Board, General Assembly, Council, Committee, or Task Force meeting may be taken through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other.

Section 3. Use of Electronic Communication. Unless otherwise prohibited by law, (i) any action to be taken or notice delivered under these Bylaws may be taken or transmitted by electronic mail or other electronic means; and (ii) any action approval required to be written or in writing may be transmitted or received by electronic mail or other electronic means

**ARTICLE VIII--EXECUTIVE BOARD**

Section 1. Composition. The Executive Board shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer, Editor, Delegate(s)-at-Large, Immediate-Past President, and Components Chairs. The Parliamentarian and the SC Student American Dental Hygienists' Association President are Ex-officio members.

Section 2. Powers. The Executive Board shall be the administrative body of the Constituent, vested with full power to conduct all business of the Constituent, and shall have the power to enact interim policies when the SCDHA membership is not in session when such policies are necessary to the proper conduct of Constituent affairs. All such policies shall be reported to the SCDHA membership at the next Annual Session for ratification.

Section 3. Duties. The duties of the Executive Board shall be: to be responsible for all property, real and personal, owned or held by the Constituent; to establish the fiscal year of the Constituent; to cause the accounts of the Constituent to be audited annually; to submit to the SCDHA membership for adoption a budget for the next fiscal year, and approve such amendments to the budget as may be necessary or appropriate; to review the reports of officers, Councils and Committees of the Constituent and any recommendations and resolutions to come before the SCDHA membership, and to make recommendations thereto; to adopt rules and regulations for the conduct of the affairs of the Constituent; to perform such other duties as are prescribed by these Bylaws and the policies adopted by the SCDHA membership.

Section 4. Meetings. There shall be at least two (2) regular meetings of the Executive Board each year. Special meetings may be called by the President and shall be called upon the written request of majority of the voting members of the Executive Board. Ten (10) days’ notice shall be given except for meetings which may be called during an Annual Session. Business shall be limited to that which is stated in the call.

Section 5. Quorum. A majority of the voting members of the Executive Board shall constitute a quorum.

**ARTICLE IX - COUNCILS AND COMMITTEES**

Section 1. Classification.

A. Councils and Standing Committees. Councils and standing committees of Constituent shall be established by the General Assembly at the Annual Session of the Constituent.

B. Special Committees. Special committees of Constituent shall be established by the General Assembly or the Executive Board and shall automatically terminate upon completion of the task for which they were established.

Section 2. Composition.

A. Members. All councils and committees shall be comprised of no fewer than three voting members of the Constituent.

B. Vacancies. In the event of a vacancy of a council or committee chair, the President shall appoint a successor for the unexpired term.

Section 3. Appointments. Council and standing committee chairs shall be appointed by the President with the approval of the Executive Board. Members of special committees shall be appointed by the President. Members of councils and committees shall serve terms coinciding with that of the President making the appointment.

**ARTICLE X - ABSENTEE VOTING**

Section 1. Mail Ballot. Any question may be submitted in writing, within an established body of the Constituent, for determination in lieu of a meeting of that body. If one-tenth of the members of any such body challenge the mail ballot on the grounds that insufficient information is available for proper consideration of the question, the question will be postponed to the next meeting of that body. A report of any action taken by mail shall be verified and made a part of the minutes of the next meeting of that body.

Section 2. Conference Call. Members of the Executive Board or of any council or committee designated by the Executive Board may participate in a meeting of the Executive Board or of such council or committee through conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time, and such participation shall constitute presence in person at the meeting.

Section 3. Procedures. Specific procedures not in conflict with Sec.1, above for conducting any absentee voting shall be determined by the Executive Board.

**ARTICLE XI – COMPONENT**

Section 1. Tripartite.

The American Dental Hygienists’ Association (ADHA) is a tripartite organization. Voting and supporting members must maintain an active membership in ADHA, a Constituent and a Component (if such exist where the member is licensed, practices or resides).

Section 2. Components.

Voting members of the same Constituent that practice, reside or hold a license within the same geographical territory may be organized as a Component by the Constituent and issued a charter (each of which is referred to as a “Component”). The name, boundaries, and eligibility requirements for Components shall be determined by the Constituent, subject to the prior written approval of the Association’s Board of Trustees and such rules and policies as may be adopted by the Board of Trustees from time to time. Constituents shall have the right to revoke the charter of any Component created by the Constituent.

**ARTICLE XII - FOUNDATION AND SPECIAL SECTIONS**

The General Assembly may establish, administer, operate or dissolve a foundation or special section as a separate entity to perform or engage in functions or activities deemed necessary or appropriate by the General Assembly.

**ARTICLE XIII--AMENDMENTS OF BYLAWS**

These Bylaws and Code of Ethics may be amended at any meeting of the SCDHA membership by a two-thirds vote of members present and voting, provided that a copy of the proposed amendment has been sent to all members at least sixty (60) days prior to that meeting, or without notice at any meeting of the SCDHA membership held during the Annual Session by a three-fourths vote of members present and voting.

**ARTICLE XIV - DISSOLUTION**

The Constituent shall use its funds only to accomplish the Purposes and Mission stated in these Bylaws, and no part of its funds shall inure or be distributed to the members of the Constituent. On dissolution of the Constituent, all funds remaining shall be distributed to one or more regularly organized and qualified professional societies, trade associations, and charitable, educational, scientific or philanthropic organizations to be selected by the Executive Board.

**ARTICLE XV -- PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall be the authority for procedures not covered in the Bylaws or the rules of the Association.

**ARTICLE XVI –SUPREMACY**

The Bylaws of the Constituent shall not conflict with the Constitution and Bylaws of the ADHA that shall at all times be the supreme law of the Constituent.