

BYLAWS AND MANUAL OF PROCEDURES
FOR
THE TENNESSEE DENTAL ASSISTANTS' ASSOCIATION

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Introduction

The Bylaws of the Tennessee Dental Assistants Association are the laws by which the organization is run. These laws have been reviewed and approved by the American Dental Assistants' Association (2006). Amendments to these Bylaws may be made only as directed in Article XIII.

The Manual of Procedures is an extension of the Bylaws containing the in depth working information for the organization. These procedures/rules may be amended, suspended or deleted by a majority vote at any meeting so long as the change is not in direct conflict with the ADAA or TNDAA Bylaws.

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THE DENTAL ASSISTANTS

Pledge

I solemnly pledge that,

in the practice of my profession, I will always be loyal to the welfare of the patients who come under my care, and to the interest of the practitioner whom I serve.

I will be just and generous to the members of my profession, aiding them and lending them encouragement to be loyal, to be just, to be studious.

I hereby pledge to devote my best energies to the service of humanity in that relationship of Life to which I consecrated myself when I elected to become a Dental Assistant.”

Dr. C. N. Johnson

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Creed

for Dental Assistants

- “To be loyal to my employer, my calling and myself.
- To develop initiative – having the courage to assume responsibility and the imagination to create ideas and develop them.
- To be prepared to visualize, take advantage of, and fulfill the opportunities of my calling.
- To be a co-worker – creating a spirit of co-operation and friendliness rather than one of fault-finding and criticism.
- To be enthusiastic – for therein lies the easiest way to accomplishment.
- To be generous, not alone of my name but of my praise and my time.
- To be tolerant with my associates, for at times I too make mistakes.
- To be friendly, realizing that friendship bestows and receives happiness.
- To be respectful of the other person’s viewpoint and condition.
- To be systematic, believing that system makes for efficiency.
- To know the value of time for both my employer and myself.
- To safeguard my health, for good health is necessary for the achievement of a successful career.
- To be tactful – always doing the right thing at the right time.
- To be courteous – for this is the badge of good breeding.
- To walk on the sunny side of the street, seeing the beautiful things in life rather than fearing the shadows.
- To keep smiling always.”

– Juliette A. Southard



AMERICAN DENTAL ASSISTANTS ASSOCIATION

AMERICAN DENTAL ASSISTANTS ASSOCIATION

The ADAA

STATEMENT OF PROFESSIONAL COMMITMENT

AS A PROFESSIONAL DENTAL ASSISTANT, I WILL PROMOTE THE ADVANCEMENT OF THE CAREERS OF DENTAL ASSISTANTS AND THE DENTAL ASSISTING PROFESSION IN MATTERS OF EDUCATION, LEGISLATION, CREDENTIALING AND PROFESSIONAL ACTIVITIES WHICH ENHANCE THE DELIVERY OF QUALITY DENTAL HEALTH CARE TO THE PUBLIC.



Bylaws of the Tennessee Dental Assistants' Association

Revised October 2006 ADAA Approved January 2007 TNDAA Approved April 2007

(Note: all items underlined are dictated by the ADAA and can not be altered)

(Note: terms Executive Board, Board of Trustees and Board of Directors are used interchangeably throughout this document.)

Article I - Name

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

Article II - Objectives

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

Article III - Organization Structure

Section 1. Affiliation: This Association shall be a State Association of the American Dental Assistants' Association.

Section 2. Local Organization:

- A. Organization: Local Organizations may be organized in a town, city, county, or district for the purpose of furthering the objectives of this Association.
- B. Name: A Local Organization may be named for a town, city, county or district; however, no two (2) Local Organizations shall adopt the same name.
- C. Affiliation: Affiliation shall be granted upon the following conditions:
 - 1. Approval by this Association; and
 - 2. Approval by the American Dental Assistants' Association.
- D. Governance: Local Organizations shall be governed by Bylaws or Rules of Governance.

Article IV - Membership

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

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

- A. Active: Active membership may be granted to any Dental Assistant who will support and promote the objectives of this Association. An active member shall have the privilege of voting, holding elective office, and serving as chairman or a member of a committee.

- B. Student: Student membership may be granted to any student enrolled full-time in a dental assisting program, or to a graduate of a dental assisting program enrolled full time in either a program related to dentistry or in a college degree program, who will support and promote the objectives of this Association. A student member shall have the privilege of serving on a committee.
- C. Honorary: Honorary membership may be conferred upon an individual who has contributed substantially to the welfare of the dental assisting profession. To be elected an honorary member, the individual shall be approved through unanimous vote of the Board of Trustees and two-third (2/3) vote of the General Assembly.
- D. Life: Life membership shall be granted to a member who has maintained continuous active membership or who has maintained continuous active membership interrupted by student membership, for a period of twenty-five (25) years and who will support and promote the objectives of this Association. A life member shall have all the privileges of active membership.
- E. Special:
 - 1. A special membership shall be granted an active member who has reached retirement age as recognized by the federal Social Security Act (42 United States Code Annotated 402(a) and who has maintained continuous active membership, or continuous active membership interrupted by student membership, for a period of fifteen (15) years and who will support and promote the objectives of this Association.
 - 2. A special membership shall be granted to a person totally and permanently disabled who has maintained continuous active membership, or who has maintained continuous active membership interrupted by student membership, for a period a ten (10) years and who will support and promote the objectives of this Association.
 - 3. A special membership shall have all the privileges of active membership.

Section 3. Local Membership: A person applying for membership in a local organization shall be required to maintain membership in this Association and the American Dental Assistants' Association.

Section 4. State Membership: Where no local organization exists, a person applying for membership in this Association shall be classified as an independent state member. Such members shall be required to maintain membership in this Association and the American Dental Assistants' Association.

Article V - Dues

A.D.A.A. state and local dues shall be paid by each member directly to the Central Office of the ADAA in accordance with the procedures and dates established by the ADAA and this Association. No dues shall be refunded to any member whose membership terminates for any reason. Life membership module is covered in the Association's Manual of Procedures, page 6, section II, A1b.

Article VI - General Assembly

Section 1. Composition and Qualifications: The General Assembly shall be composed of members of this Association. The voting members shall be active, life, and special members present and the voting members of the Board of Trustees.

Section 2. The deadline dates for registration shall be determined by the Board of Trustees.

Section 3. Meetings:

- A. The General Assembly shall meet regularly at one or both of the following meetings: the Association's Annual Session or Fall Conference.

- B. A special meeting of the General Assembly may be called by a two thirds (2/3) vote of the voting members of the Board of Trustees. Fifteen (15) days notice shall be given.

Section 4. Quorum: The credentialed members present at the General Assembly shall constitute a quorum so long as 50% of the active districts are represented. A quorum established at the beginning of the meeting shall be considered a quorum throughout. Note: An “active” district is one who has current officers and Rules of Governance on file with the ADAA and submits a written district report annually to the TNDAA.

Section 5. Duties: The General Assembly shall be the governing body of this Association. It shall determine the policies of the Association, determine dues for all membership classifications, adopt an annual budget, elect officers, amend the bylaws, and transact whatever other Association business is necessary.

Article VII - Officers

Section 1. Number and Titles: The elected officers of this Association shall be: President, Vice President, and Secretary/Treasurer (Secretary/Treasurer may be one or two offices). The President shall be the chief elected officer and the official spokesman of the Association.

Section 2. Eligibility: Only an active, life, or special member of this Association shall be eligible to serve as an elected or appointed officer.

Section 3. Nominations: Nomination may be made from the floor of the General Assembly. No name shall be placed in nomination without the written consent of the nominee.

Section 4. Election: If more than one member is nominated for the same office, election shall be by secret ballot during the Annual Session, and a majority vote of the General Assembly shall elect. A nominee may be elected by acclamation, from the floor, if there is no opposition to the motion.

Section 5. Duties: Officers shall perform the duties as may be prescribed in the Manual of Procedures of this Association.

Section 6. Vacancies: In the event the office of President shall become vacant, the Vice President shall become President for the unexpired portion of the term. In this event, a Vice-President pro-tem may be appointed by the Board of Trustees to serve until the next convening of the General Assembly. Vacancies in the office of Secretary and/or Treasurer may also be filled by appointment by the Board of Trustees.

Section 7. Term of Office: Term of office for the President shall be two (2) years. Other officers shall serve a term of one (1) year. This term begins at the close of the General Assembly of the Annual Session.

Section 8. Removal for Cause: The Board of Trustees, by a two-thirds (2/3) vote of all its voting members, may remove any officer from office for just cause.

Article VIII – Board of Trustees (Executive Board or Board of Directors)

Section 1. Composition: The Board or Trustees shall be composed of the President, Vice-President, Secretary/Treasurer, and one member from each local organization. A local organization may elect not to have a member representative on the Board. This decision may change from year to year and will have an effect of the number of Board members.

Section 2. Meetings: Regular meetings of the Board of Trustees may be held prior to the convening of the General Assembly at the Annual Session and the Fall Conference. Special meetings of the Board may be called at any time by the President or upon written request of four (4) voting members of the Board. Notice shall be given ten (10) days prior to the meeting.

Section 3. Quorum: The voting members of the Board of Trustees present shall constitute a quorum so long as 50% of the active districts are represented. If urgent business requires a vote when the Board is not in session, a mail ballot, e-mail ballot, or telephone vote authorized by the President or by four (4) voting Board members may be taken.

A majority vote of the Board shall be required on any mail ballot, e-mail ballot, or telephone vote. Such actions shall be confirmed by the Board at its next meeting. Records of such voting shall be kept and read at the next General Assembly.

Section 4. Duties: The Board shall be the governing body of this Association when the General Assembly is not in session subject to the policies established by the General Assembly.

Article IX - Committees

Section 1. Standing Committees: There shall be the following standing committees appointed by the President and approved by the Executive Board: Budget and Finance, Bylaws/Manual of Procedures, Membership, Education, and Judicial/Legislative.

Section 2. Duties: Committees shall perform the duties as may be prescribed by these Bylaws and the Manual of Procedures of this Association.

Section 3. Composition: Composition shall be as stated in the Manual of Procedures of this Association, refer to page 11, section X.

Section 4. Term of Office: The term of appointment shall be for one (1) year.

Section 5. Other Committees: The President or the Board of Trustees may create such other special committees, subcommittees, or task forces as shall be deemed necessary and which shall not be in conflict with other provisions of these Bylaws. The duties of such committees shall be prescribed by the President or the Board upon their creation.

Article X - Finance

Section 1. Fiscal Year: The fiscal year of this Association shall be May 1 through April 30.

Section 2. Bonding: Trust or surety bonds for officers of the Association shall be secured by the Board, and the cost shall be paid by the Association.

Section 3. Budget: With recommendations of the Budget and Finance Committee and the Board, the General Assembly at the Annual Session shall adopt an annual operating budget covering all activities of the Association for the next fiscal year. This Association shall adopt a positive balanced budget.

Section 4. Audit: The Board of Directors shall have all accounts of the Association audited not less than annually, within thirty (30) days following the end of each annual fiscal period. A financial report for the year just completed shall be made available to the membership.

Section 5. Tax Identification Number: The tax identification number for this Association is 70-2236300.

Article XI - Dissolution

This Association shall use its funds only to accomplish the objectives and purposes specified in these Bylaws, and no part of said funds shall inure, or be distributed, to the members of this Association. If at any time this Association shall be dissolved, any funds remaining shall be distributed to one (1) or more regularly organized and qualified charitable education, scientific or philanthropic organizations to be selected by the Executive Board. The Executive Board's selection is the ADA accredited, Tennessee Board of Regents Dental Assisting Schools of this state. The percentage of allocation to each recipient is prescribed in this Association's Manual of Procedures, XI Dissolution.

Article XII - Parliamentary Authority

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

Article XIII - Amendments

Section 1. These Bylaws may be amended at a general meeting of the Organization as follows:

- A. By a two-thirds (2/3) vote provided that the proposed amendments, after recommendation by the Board, have been presented in writing at least thirty (30) days prior to voting and that all amendments have been reviewed and approved by the ADAA Bylaws/Manual of Procedures Committee before presentation to the membership.
- B. By unanimous vote, provided approval of the amendment has been obtained from the appropriate member of the ADAA Bylaws/Manual of Procedures Committee, and that previous notice of the amendment has been given at an earlier meeting.

Section 2. A revision of these Bylaws may be ordered on the recommendation of the Board and a majority vote of the General Assembly. When a revision of the Bylaws is brought before the general membership for a vote, only a majority vote is necessary to adopt an amendment to the proposed revision, but a two-thirds (2/3) vote is necessary to adopt the proposed revision, provided approval of the revised Bylaws has been obtained from the ADAA Bylaws/Manual of Procedures Committee before presentation to the membership.

Manual of Procedures of the Tennessee Dental Assistants' Association

I

- A. Objectives: refer to Bylaws Article II
- B. Organization Structure: refer to Bylaws Article III
- C. Affiliation: refer to Bylaws Article III C
- D. Duties: This organization will:
- E. Membership
 - 1. Maintain a membership roster
 - 2. Promote continuing education
 - 3. Keep our state's dental assistant issues before us
 - 4. Membership, Transfer and/or Reinstatement
 - 5. Classifications: refer to Bylaws Article IV
 - 6. A member of this Association may apply for transfer of membership to another state Association. Membership is not transferable to another person.
 - 7. A former member may be reinstated by payment of membership dues
- F. Membership Responsibility
 - 1. To be loyal to the objectives of the Association
 - 2. To pay dues
 - 3. To accept responsibility for the growth and accomplishments of the group
 - 4. To regularly attend meetings
 - 5. To keep abreast of current issues of this Association
 - 6. To abide by the decisions of the majority vote until and unless proper steps are taken to change the action
 - 7. To be professional in all dealings with the Association

II

- A. Finance: refer to Bylaws Article X
 - 1. Dues: refer to Bylaws Article X
 - a. State Module: \$25
 - b. Life Membership dues module according to ADAA
 - 1. Between 10-23-79 to 10-08-88, Life ½ dues: member pays ½ of ADAA dues, no state dues.
 - 2. After 10-08-88, Life Active: member pays full ADAA dues, no state dues.
 - 3. Before 10-23-79, Life Retired: member pays no dues, ADAA or state
 - 2. Any money amounts set forth in the M.O.P. are subject to change due to the state of the economy and the financial security of this Association
 - 3. The monies of the Association are kept in a general funds account and are to be used for the upkeep of this Association and the furtherance of the profession through continuing education

III

- A. Trustee: The ADAA Fourth District trustee is elected to attend the State Annual Sessions within the district as an official representative of the ADAA. As our Association monies permit, the Association may consider deferring this individual's out-of-pocket expenses by providing one (1) night's lodging at the Association's host hotel. This expense may be considered a line item in the annual proposed budget.

IV

- A. Parliamentary Authority: refer to Bylaws Article XII

V.

- A. TNDA General Assembly:

Whenever the General Assembly convenes it shall consist of an open General Assembly of members. The purpose of the assembling of members is to recommend, prepare and present information pertinent to the dental assisting profession and our organization. Officers and committee chairmen should have written prepared annual reports.

 - 1. Composition and Qualifications: refer to Bylaws Article VI, section 1
 - 2. Credentialing: Each individual to speak or vote in the Assembly must have proof of current membership or be an invited guest of the Board

3. Meetings: refer to Bylaws Article VI, section 3A, B
4. Quorum: refer to bylaws Article VI, section 4
5. Duties: Refer to Bylaws Article VI, section 5
6. Voting: All active, life and special members are eligible to vote with proper credential of ADAA membership
7. Parliamentary rule: refer to Bylaws Article XII
8. Per Diem: As monies permit, a per diem may be issued to the officers and committee chairmen. Per diems should be listed as line items on the proposed annual budget. Officers of the TNDAA attending the Annual session shall receive complimentary registration as funds permit.

VI

A. TNDAA Board of Trustees Meetings

1. This Board meeting is held between annual sessions for the purpose of conducting the business of the organization. Those in attendance are the President, Vice President, Secretary/Treasurer, one (1) representative from each district that chooses to have a representative, and committee Chairmen summoned by the President.
2. This meeting can be in conjunction with a General Assembly meeting with fifteen (15) day notice to the Board members.
3. As monies permit, a per diem may be issued to the officers an summoned committee chairmen. Per diems should be listed as line items on the proposed annual budget .
4. Quorum: refer to Bylaws Article VIII, section 3.
5. Duties: refer to Bylaws Article VIII, section 4
6. Parliamentary Rule: refer to Bylaws Article XII

VII Officers and Elections (Refer to Bylaws Article VII)

- A. Election: Should be secured through a secret ballot method if there is more than one member nominated for the same position. Ballot voting is especially important in voting for delegates to the ADAA national meeting when the number of votes received sets the order of delegates and alternates.
- B. Term of office: Begins at the close of the General Assembly Annual Session.
- C. Transfer of Files: The retiring officers and committee Chairmen shall surrender the files to their successors within thirty (30) days of the adjournment of the Annual Session of the General Assembly. The file should include transactions, reports and/or actions of the current year and three (3) previous years.
- D. No duplicate per diem for serving in more than one capacity.

VIII Officers and Duties

- A. President: Term of office: Two (2) years. The President should be chosen for her/his ability to lead. She/He must be well versed in parliamentary rule and procedure, the TNDAA Bylaws and the TNDAA Manual of Procedures.

Duties:

1. Preside at all meetings
2. Know and follow parliamentary rule; it can be waived if the President so chooses.
 - a. SIMPLE PARLIAMENTARY RULES
 1. MOTION IS MADE, SECONDED, THEN DISCUSSED. THE INDIVIDUAL WHO SECONDS MAY BE FOR OR AGAINST, THE SECOND ONLY OPENS THE FLOOR FOR DISCUSSION. AFTER DISCUSSION, THE MOTION IS READ AGAIN AND THE THE VOTE.
 2. COMMITTEES BRING RECOMMENDATIONS IN THE FORM OF A MOTION, REQUIRES A SECOND, DISCUSSION , IF NECESSARY(MOST RECOMMENDATIONS FROM COMMITTEES HAVE ALREADY HAD DISCUSSION)
 3. FINISH WITH ONE MOTION BEFORE GOING TO ANOTHER.
 4. A MOTION CAN BE MADE TO AMEND A PREVIOUS MOTION BEFORE THE FIRST MOTIONS HAS BEEN VOTED ON; VOTE ON THE MOTION TO AMEND THE VOTE ON THE AMENDED MOTION.
 5. IF NO OPPOSITION, A MOTION CAN BE PASSED BY GENERAL CONSENT.
 6. INDIVIDUALS SPEAKING DURING DISCUSSION SHOULD BE LIMITED TO TIME AND NUMBER OF TIMES TO SPEAK; PRESIDENT'S DISCRETION.
 7. MAJORITY RULES.

8. VOTE IS ANNOUNCED AS PASSED, CARRIED, OR FAILED, IF A MOTION PASSES WITH OPPOSITION IT MUST BE NOTED.
9. THE PRESIDENT IS IN CHARGE
10. THE PRESIDENT HAS THE DECIDING VOTE IN A TIE.
11. "CALL FOR THE QUESTION" MEANS ALL DISCUSSION CEASES, MOTION IS READ AGAIN AND VOTE IS TAKEN.
12. IF A DECISION IS CLOSE, A SHOW OF HANDS OR A STAND AND SIT COUNT OFF VOTE SHOULD BE TAKEN.

3. Call special meetings as needed.
4. Fill vacancies as directed by the Bylaws Article VII, Section 6.
5. Represent the TNDAA at special meetings, conferences, workshops, etc.
6. Be the official spokesperson for the TNDAA.
7. Plan and make all meeting arrangements for the Annual Session and Fall Conference.
8. Plan the meeting times and agendas.
9. When co-hosting an event, attend or have representation at any planning meetings.
10. Prepare a written report for the Annual Session to be presented before the General Assembly with a copy to be kept in the TNDAA President's file.
11. During any vote where there is a close division, the President must make a visual count by hand vote or count-off vote.
12. Send a letter of notice to all officers and committee chairmen regarding the agenda of the meetings. Receive and include for their reports any action to be taken in your meeting agenda.
13. Consult the minutes of the previous meeting when making out the meeting agenda.
14. Open and Close the floor for nominations.
15. Announce voting results.
16. Call for a motion to destroy the ballots.
17. Welcome and introduce guest speakers.
18. Answer and file all correspondence.
19. Read any pertinent correspondence at the meetings.
20. Delegate responsibilities.
21. Prepare files for transfer.

B. Vice President: Term of office one (1) year.

The Vice President is to preside in the President's absence, therefore this individual also should be familiar with parliamentary rule and procedures, the TNDAA Bylaws and TNDAA Manual of Procedures.

Duties:

1. Assist the President in any way.
2. Serve in the absence of the President.
3. Be prepared to fill the President's position in the event it should become vacant.
4. Serve as the Education Committee Chairman.
5. Secure and make all arrangements necessary for the continuing education program to be presented during the Annual Session or Fall Conference upon approval of the Board of Trustees and direction of the President. This includes but not limited to: obtaining speaker, determining expenses, determining fee, audio/visual needs, publicity, obtaining approval for CEU's from DANB, ADA, AGD, ADHA, TBD as needed.
6. When co-hosting an event, be sure to exchange information related to issues listed in #5.
7. Prepare a written report to be presented at the Annual Session before the General Assembly with a copy to be kept in the TNDAA Vice President's file.
8. Prepare files for transfer.

C. Secretary: Term of office: One (1) year

The Secretary is to keep accurate minutes of all meetings. This individual should have good organizational skills. This office may be combined with the Treasurer if the need arises.

Duties:

1. Keep accurate records of all minutes, motions and general happenings of all meetings. Record meeting called to order, time, roll call, minutes read/approved/corrected, reports given, information, decisions made, motions made, by whom, carried/failed, nominations, result of a vote, unfinished and new business, record pertinent discussions, recessed/adjourned at what time and until when.
2. Forward a copy of the minutes to the members of the Board of Trustees and Committee Chairmen within thirty (30) days of the adjournment of the meeting.
3. Forward the new TNDAAs officers' and committee chairmen's roster to the ADAA.
4. Keep the motions notebook in order; forward motions that pertain to Bylaws and Manual of Procedures to the committee chairman.
5. Assist the President. It may be necessary for you to assist with mail, e-mail or telephone votes and any correspondence that the President wishes you to take care of.
6. Obtain a state roster from the ADAA to use for credentialing during any General Assembly.
7. Have on hand the items necessary for balloting, i.e., pencils, blank ballots, ballot box, etc.
8. Credential everyone in attendance at a General Assembly to determine their right to vote; attach the sign-in sheet to the minutes for verification and filing purposes.
9. Serve as the Membership Committee Chairman (duties as needed).
10. Read any pertinent correspondence at the meetings.
11. Any documents pertaining to membership must be kept indefinitely to verify life membership.
12. Prepare a written report to be presented at the Annual Session before the General Assembly with a copy to be kept in the TNDAAs Secretary's file.
13. Prepare files for transfer.

D. Treasurer: Term of office: One (1) year

The Treasurer is responsible for the monies of this Association. The individual must keep accurate financial records, collect and disburse monies as required.

Duties:

1. The individual **MUST** be bonded to cover the amount of monies entrusted to this office. The cost of the bonding is to be paid by the Association. A copy of the bond and the bonding company's address is recorded in the treasurer's file. This is payable each year. It is the treasurer's responsibility to add/delete names and pay premium. Inform the bonding agency who will be covered. All officers and any other person having access to the funds of the Association are to be covered.
2. Signature is to be placed on the signature card(s) for the bank account(s).
3. Be custodian of all monies and securities belonging to this Association.
4. Hold, disburse and pay all accounts subject to the discretion of the Board of Trustees within limits of the adopted budget.
5. Keep accurate records, using bank statements, cancelled checks, deposit slips, receipts, adopted Association budget.
6. Prepare a written financial report for **all** meetings of the Association. Itemize all monies spent and all monies received and deposited from the time of election.
7. Copies of all written financial reports, proposed and adopted budget, treasurer reports, etc. are to be kept in the TNDAAs Treasurer's file.
8. Issue checks to the delegates to the ADAA meeting thirty (30) days prior to the ADAA Annual Session.
9. Serve as Budget & Finance Committee Chairman.
10. Have cash on hand for change for the Continuing Education Program or any other money-making event.
11. Treasurer will be responsible to collect and disperse monies related to any money-making event.
12. When co-hosting an event, be sure to pay out for expenses and collect proceeds at the rate and terms set forth at the onset of the joint arrangement.
13. Prepare per diem checks for Annual Session and Fall Conference and any other special called meeting (refer to budget).
14. Issue rebate checks to the local societies received from the ADAA.
15. Mail checks over \$50.00 by certified mail.

16. Deliver to the successor immediately at the close of the Annual Session all properties of this Association. Have signature cards for transfer of accounts at the close of the meeting.
17. Between April 1 and May 1, the Treasurer is responsible to have an Audit performed to be presented at the Annual Session (fiscal year for the Association is May 1 to April 30; report to be done thirty (30) days prior to the end of the fiscal year).
18. Forward copies of the audit to the Board of Trustees upon receiving it.
19. All files pertaining to money must be kept for ten (10) years, i.e. cancelled checks, deposit slips, bank statements, bonding affidavit, invoices, etc.

IX.

A. ADAA Delegates and Alternates

Note: As this Association sees fit, delegates/alternates may be elected/appointed as representatives to the ADAA Annual Session. This association may choose not to send delegates or to send a partial delegation.

1. Qualifications:
 - a. Proof of current, active, life or special membership with the association at the time of nomination/appointment and at the time of registration for the ADAA Annual Session.
2. Election:
 - a. Each nominee must consent in writing to her/his nomination or appointment and agree to accept the responsibility of a delegate or alternate. Nominees must be placed in a numeric order by ballot vote to determine who will serve as delegates and alternates. This vote is to be taken by secret ballot.
3. Number and Appointment:
 - a. The number and appointment is based on the number of members currently registered with dues paid to the ADAA for each state at the time of registration for the ADAA Annual Session. Each state is entitled to one (1) delegate plus one (1) additional delegate for each fifty (50) voting members at the time of registration for the ADAA Annual Session. (If the state membership decreases causing the appointment to decrease that number of delegates will have not voting authority during the Annual Session. If the state membership increases, an alternate may move into a delegate position or an additional delegate may be appointed by the Board of Trustees.
 - b. A chairman of delegates will be appointed by the TNDAA Board of Trustees to coordinate lodging, transportation and meeting arrangements. The chairman is responsible to see that each representative gives written report within thirty (30) days of the meeting.
4. Expenses:

A per diem may be given to each delegate to assist with the expenses of this national meeting. The designated monies should be listed as a line item in the annual proposed budget. This amount can be adjusted from year to year depending on the location of the meeting, the number of delegates and the financial state of the Association.
5. Responsibilities
Webster defines delegate as “one sent and empowered to act for another; a representative”, and so it is with Association delegates. They are elected or appointed to serve as representatives and act for the membership. As an elected/appointed delegate, you have been found to be reliable. Reliable to: attend all sessions and be prompt, never exiting before the recess or adjournment; study carefully all reports and materials set before you; be an active delegate, participate in discussions, ask questions when things are not clear; be attentive, take notes; be friendly and congenial with other delegates; report your findings; and reliable to represent the Association.

X Committees

At any time a President or the Board of Trustees may appoint a special committee to obtain information. The President will set the number of members, their qualifications and the length of term and purpose. No duplicate per diem for serving in more than one capacity.

The standing committees of this Association shall be:

1. Budget & Finance
2. Bylaws & Manual of Procedures
3. Membership
4. Education
5. Judicial/Legislative

A. Budget & Finance Committee

Composition: This committee shall consist of the current Treasurer, as chairman and at least one (1) member at large. The members may be members of the Board of Trustees or from the general membership.

Duties:

1. Examine the financial status of the Association.
2. Recommend any necessary adjustments in the money matters of the Association.
3. Prepare the annual proposed budget (see appendix 1) for presentation to the General Assembly.
4. Be aware of tax laws that involve the Association.
5. Investigate ways to improve the financial status of the Association.
6. Keep a current file and have it ready for transfer.

B. Bylaws and Manual of Procedures

Composition: This committee shall be composed of 1-3 members. The chairman is appointed by the President and approved by the Board. Other members are selected by the chairman.

Duties:

1. Know the contents of the Bylaws and Manual of Procedures
2. Consider proposed amendments to the Bylaws and report recommendations to the Board for consideration to be presented at the General Assembly. Proposed amendments must be in writing.
3. Bylaws revision of amendments must be submitted to the ADAA Bylaws Chairman for approval before a vote to adopt by the General Assembly. Any revision or amendment must be forwarded to the Board district representatives, who in turn forward the notice of revision/amendment to their general membership thirty (30) days prior to a meeting of the General Assembly.
4. Keep state Bylaws current with the ADAA. Contact the ADAA biannually to see if there are any changes forthcoming or if our State and Local District Bylaws or Rules of Governance are current.
5. Examine and keep on file the Bylaws or ROG for each district. Be sure local Bylaws are not in conflict with the TNDAA or ADAA Bylaws. Be sure that the local bylaws committee chairman forward their local Bylaws or ROG to the ADAA Bylaws/MOP Committee Chairman (bylaws biennially; rules of governance-annually) as required for final approval. Bylaws must be ADAA approved before the district can abide by them.
6. A revision or complete examination should be done every two (2) years. If no changes are to be made, change the date on the document and submit it to the ADAA with "no changes".
7. The Manual of Procedures may be changed with a motion and majority vote. The MOP is not on file with the ADAA.
8. Keep a current file and have it ready for transfer at the end of the term.
9. This chairman should receive a copy of any motion pertaining to the Bylaws of MOP to make the correction and keep on file.
10. A corrected, up-to-date copy of each document should always be on file.
11. Prepare a written report to be presented at Annual Session before the General Assembly with a copy to be kept in the TNDAA Bylaws Committee file.

C. Education Committee

Composition: This committee may be composed of 1-3 members. The Vice President shall serve as the chairman. Other members shall be selected by the chairman.

Duties:

1. To promote continuing education through educational programs and/or workshops with a monetary gain to be offered at the Fall Conference or the Annual Session or a special meeting.
2. Secure a topic and speaker(s); determine the time to present the CE and make all arrangements; necessary, i.e. meeting room, A/V equipment, publicity, arrangements for transportation of speaker; speaker's travel and lodging expenses; speaker's fee, handouts, speaker's bio information for introduction. NOTE: The speaker must be one in good standing with his or her professional organization and the topic must relate to the members of the dental team. The program, expenses and fees must be presented to and approved by the Board.
3. Keep the President abreast of all arrangements as the President makes final program plans.
4. When co-hosting an event, be sure to exchange information. This includes but is not limited to obtaining the speaker, determining expenses, determining fee, audio/visual needs, publicity and obtaining approvals as needed.
5. Have CE approved by DANB, ADA, AGD, TBD as needed.
6. Prepare, print and forward any necessary publicity or registration forms.
7. Prepare, print and have on site the certificate of attendance to be given at the conclusion of the seminar; include the approval code, date, time, location, speaker, topic and area for attendee to enter their name on certificate as applicable.
8. Be sure the Treasurer has monies on hand for making change.
9. Be responsible for, or delegate ticket collections and introduction of speaker at any CE event.
10. Make contact with the speaker thirty (30) days prior to the meeting.
11. Compile a written report of attendance, expenses, revenue and response to be forwarded to the Board within thirty (30) days following the program.
12. Prepare file for transfer.
13. Prepare a written report to be presented at the Annual Session before the General Assembly with a copy to be kept in the TNDAA Education Committee file.
14. Dental Assistant Students will be admitted to TNDAA sponsored CE's at no charge with proof of student status.

D. Membership

Composition: This committee is to be chaired by the Secretary with all district secretaries as members.

Duties:

1. To promote membership.
2. Encourage membership drives within the districts.
3. Formulate plans for maintaining and increasing the membership.
4. Prepare files for transfer.
5. Prepare a written report to be presented at the Annual Session before the General Assembly with a copy to be kept in the TNDAA Membership Committee file.

E. Judicial/Legislative Committee

Composition: This committee may be composed of 1-3 members with the TNDAA liaison to the Tennessee Board of Dentistry as the chairman. Term of office is as needed. The TBD governs the duties of the dental assistant and issues come before them on various occasions that would need additional dental assistant input. The need for legislative action may arise; knowledge of the governmental working would be helpful.

Duties:

1. Obtain the dates of the TBD meetings.
2. Be sure to have representation at each of these meetings to support the dental assistant member on the Board.

3. Represent TNDAA and dental assistants as a whole, not individual preferences.
4. Written report is to be made by the liaison to be forwarded to the President after each meeting.
5. Prepare a written report to be presented at the Annual Session before the General Assembly with a copy to be kept in the TNDAA Judicial/Legislative Committee file.
6. Study legislation regarding dental assistant issues **after** approval by the General Assembly
7. Bring recommendations to the TNDAA Board of Trustees as needed.
8. If an issue is a violation of the Practice Act, it should be reported to the Office of Investigators and handled by the TBD.
9. Prepare file for transfer.

X. Dissolution

In the event that this Association should dissolve, the funds of the Association shall be allocated equally between ADA accredited, Tennessee Board of Regents dental assistant schools of this state.

APPENDIX 1
SAMPLE PROPOSED BUDGET

Estimated revenues		
Membership Rebates	_____ @ _____	\$ _____
Student Rebates	_____ @ _____	\$ _____
Annual Session Pre-registration	_____ @ _____	\$ _____
Annual Session Registration	_____ @ _____	\$ _____
Interest Earned	Avg. \$ _____ per month	\$ _____
Continuing Education		\$ _____
TNDAA Donations		\$ _____
Estimate Revenue Total		\$ _____

Estimated Expenses		
Postage (reimbursed with receipt)		\$ _____
Telephone (reimbursed with receipt)		\$ _____
Treasury Bond (Pres., Vice Pres., Sec., Tres.)		\$ _____
Rebates to Local Societies	_____ @ _____	\$ _____
TNDAA Liaison to TBD (as needed up to 5 meetings @ \$40 per day, 2 day max)		\$ _____
Fall Conference Per Diem (4 officers & special Committee Chm @ \$30)		\$ _____
Fall Conference Meeting Expenses (meeting room, A/V equip., etc.)		\$ _____
TNDAA President's Travel Expense Allotment for Annual Session preparation of meeting when meeting is to be held in a city other than the President's home city with proof of receipt (max. \$250)		\$ _____
TNDAA membership roster from ADAA for proof of membership for registration & credentialing; 1 for Fall Conference; 1 for Annual Session.		\$ _____
TNDAA Annual Session Per Diem (4 officers & special Committee Chm @ \$60)		\$ _____
TNDAA Annual Session 1 night lodging for preparation if needed by President.		\$ _____
TNDAA Annual Session Expenses (meeting room, A/V equip., etc.)		\$ _____
ADAA 4 th District Trustee to the TNDAA Annual Session (1 night's lodging)		\$ _____
Continuing Education Hotel Expenses (room, A/V equip., etc.)		\$ _____
Continuing Education Presenter		\$ _____
ADAA Delegates to the ADAA Annual Session (_____ @ \$500 each)		\$ _____
Audit Expense		\$ _____
Miscellaneous (reimbursed with receipt for printing, office supplies, signs/posters, easel, publicity, unexpected expenses)		\$ _____
Estimated Expense Total		\$ _____
Estimated Positive Balance		\$ _____

Note: no duplicate per diem for serving in more than one capacity

Note: effective July 2005 no ADAA organization can adopt a deficit budget.