Colorado Dental Hygienists’ Association

Election Packet 2019
Current CODHA Officers

If you are interested in pursuing any elected or appointed position on the CODHA Board of Trustees, we welcome you to contact the dental hygienist currently filling the position to ask questions and learn about their term in the position.

Elected Positions:
President – Julia Martin, president@codha.org
President-Elect* - Becky Comstedt, president-elect@codha.org
Past President – Lori Keilt/Michelle Thornton, pastpresident@codha.org
Vice President* - Jindy Davis, vp@codha.org
Secretary* - Heather Schenkel, secretary@codha.org
Treasurer - Beth Olson, treasurer@codha.org
Speaker of the House* – Laurie Ghigleri, hod.speaker@codha.org
Secretary of the House – Lisa Westhoff, hod.secretary@codha.org
ADHA Delegates (2)* - email nominations@codha.org
ADHA Alternate Delegates (3)* - email nominations@codha.org
Council on Membership Services* - Amy Rezvani, membership@codha.org
Council on Public Affairs* - Teresa Ramirez, publicaffairs@codha.org
Council on Regulation and Practice* - Deb Astroth, reg_practice@codha.org
Council on Education Services* - Howard Notgarnie, educationservices@codha.org
Component Trustees* - email nominations@codha.org  (This election takes place in August)

Appointed Positions:
Historian* - Lori Keilt, historian@codha.org
Parliamentarian* – Korki Stroud, parliamentarian@codha.org
Webmaster* – info@codha.org
Facebook Administrator* - info@codha.org
Student Liaison* - Janiece Ervin, student.liaison@codha.org
Explorer Editor (team)* - Val Cuzella, explorer@codha.org
Financial Oversight Committee* - Kim McCullah, foc@codha.org
Games Chair* - Michelle Thornton, michellethornton@msn.com
Nominating Committee* - Michelle Thornton, nominations@codha.org

*Position will be vacant and needs to be filled in November 2019 Election

TO NOMINATE A CANDIDATE FILL OUT FORM ON FOLLOWING PAGE AND RETURN TO
nominations@codha.org by August 15, 2019
CODHA RECOMMENDATIONS FOR OFFICERS (Nominations)

1. Recommended by: __________________________________________________________

2. Date: _____________________________________________________________________

3. Name of individual recommended: ____________________________________________

4. Area of Practice:
   Private Practice: _______________________________________________________
   Public Health: _________________________________________________________
   Other: ________________________________________________________________

5. Education:
   School of Dental Hygiene: ________________________________________________
   Year Graduated: _________________________________________________________
   Additional Education/Credentials: ________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

6. Recommended for which position: ____________________________________________

7. Component Activities/ Offices held: _________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

8. Committee/Council Assignments: ____________________________________________
   ______________________________________________________________________

9. Other Activities on State or National Level: ______________________________________________________________________
   ______________________________________________________________________

10. List qualifications or information that you believe important in this position:
    ______________________________________________________________________
        ______________________________________________________________________

TO NOMINATE A CANDIDATE FILL OUT FORM AND RETURN TO nominations@codha.org by August 15, 2019
BOT Meetings

1. Committee and Board Meetings may be held electronically or via teleconference. Reference: Bylaws, Article VI, Section 4 E; Article IX, Section 2; CODHA Standing Rules 3-14.
2. Presides at all meetings of the Board of Trustees (BOT) and chairs the Executive Committee. Article IX, Section 1B
3. The Executive Committee will report at the next BOT meeting following each Executive Committee meeting.
4. Two (2) weeks prior to the Board meeting, consult with the Secretary to create the agenda. Review the submitted reports for items needed for the agenda.
5. Send the BOT meeting Agenda at least 10 days before Scheduled meeting.

During Term

1. Act as a mentor to the President-Elect
2. Serve as an ex-officio member of all Councils and Standing/Special Committees, except the Nominating Committee. Appoint, upon Board approval, all special committees unless Board or HOD action does so. CODHA Bylaws Article IX, Section 1.
3. Fill any vacancy when appropriate, as needed. Bylaws: Article IX, Section 1; Article D & E
   a. If a vacancy for the CODHA delegation to ADHA occurs, cause an election by the BOT to fill vacancy according to CODHA Bylaws, Reference CODHA Bylaws Article X, Section 2, E.
4. A vacancy in the position of Council Chair shall be filled by the President with approval of the Board. CODHA Bylaws Article IV, Section 1. D.
5. Submit a President’s Message to the Editor of The Explorer for each issue.
6. Attend meetings of the Components as feasible and be available to assist Components.
7. Keep an up-to-date and complete President’s file.
8. The CODHA President shall appoint, upon Board of Trustees approval, a special committee a year prior to when vacancies are anticipated to solicit and encourage individuals to submit their application to the Governor’s Office of Boards and Commissions for appointment to the Colorado Dental Board. The committee should include several previous Dental Board members. See Standing Rules CODHA (R-13-99*); 11-16, AM 8-18.
9. Along with the CODHA Executive Administrator be responsible for items placed in the CODHA Dropbox.
10. Manage and oversee the CODHA Executive Administrator in his/her duties. CODHA Bylaws Article VII
11. Be acquainted with Section 7, Board of Trustees, Procedure Manual.
12. Maintain a list of properties belonging to this Association. Note: the Executive Committee is charged with overseeing these properties. Procedure Manual Section 2: General Instructions, Page 5.
13. Written Reports:
   a. Report to the regular meetings of the BOT
   b. Annual Report of the President to the CODHA House of Delegates
   d. Submit a written Annual Report of the Board of Trustees directives and assignments (motions passed by the Board during the year) and an Annual Report of the Executive
Committee to the CODHA House of Delegates. Reports should be in WORD FORMAT.

CODHA Bylaws Article Reference Article IV, Section 1., Article IX, Section 1, 3

14. Serve as a contact for liaison with other allied health groups, or officially assign this duty to specific appropriate persons i.e.: Board approved Liaisons, the Executive Administrator, or an officer of the Association.

15. Following the renewal of any contract, the prior contract will be filed in the Cloud/CODHA permanent files. All contracts will have several copies, one to be filed with the President’s materials and one with the Secretary’s file.

16. Students: The President will present the:
   a. Clinical Excellence Award with a certificate at each of the college graduations, or a designated time. Each college will have a plaque engraved with the student’s name that will remain at the school.
   b. Elizabeth Reyes-Krasovec Award with a certificate at each of the college graduations, or a designated time.

17. Serve as the official representative of the Association in contacts for the purpose of advancing the objectives and policies of this Association. When not available, appoint an appropriate officer or the Executive Administrator to represent the Association.

18. Act as the initial contact for questions received by the CODHA Executive Administrator, if applicable.

19. Oversee all updates to the web page (www.codha.org).

20. Contracts/Incorporations
   a. Draft, secure, and submit for BOT approval the annual contracts for any employees of the Association by Annual Session.
      i. The Lobbyists contract will be reviewed annually at the BOT meeting and approved by the BOT 60 days prior to Annual Session. Those dollars will be included in the budget and the contract will be executed with the lobbyists and the current President at the Annual Session
      ii. CODHA Executive Administrator contract, causing the annual review of Executive Administrator
      iii. Will ensure that the premium for the Liability Insurance contract is paid by the treasurer
      iv. Ensure that the update of the incorporation status is completed annually by the Treasurer
      v. With BOT approval, approves the next Annual Session contract
      vi. Signing of contracts on behalf of CODHA will be:
         1. Annual session Contract: VP and Treasurer
         2. CODHA Employees: President and Treasurer
         3. Educational SErvices Council Speakers: Treasurer and another member of the Executive Committee
         4. President needs to be aware of all contracts Standing Board Rule

21. Along with the CODHA Executive Administrator be responsible for items placed in the CODHA Dropbox.

22. Extend invitations and serve as host to ADHA officers and representatives who may visit this state or Association functions.
ADHA Annual Session

1. Review and evaluate summations for District X Student Delegate or appoint someone to do it.

CODHA Annual Session

1. Invite the District X Trustee to the Annual Session and other important meetings. Inform the Trustee of the dates of these meetings at least six (6) months in advance of the meeting. The District X Trustee has limited official visits; maximize and use these visits effectively. Coordinate when setting main schedule.

2. In conjunction with the Immediate Past President, the President will initiate, gain Board approval and present the following awards: Distinguished Service Award, Ethel Covington Award, Outstanding Contribution Award, and any other appropriate awards. The President will also present the Student Recognition Award at the Annual Session/President’s luncheon/dinner. A check/monetary award may accompany a certificate. Procedure Manual Section 10: Awards and Scholarships.

CODHA HOD

1. Report to the constituent the results of the Component Trustee Elections 60 Days prior to HOD (A new elections procedure section needs to be added to this procedure manual).

2. As soon as the CODHA Delegates are reported, work with the Speaker of the House to appoint members to the Reference committees.

3. Appoint Student Delegates to Reference Committees (as ex-officio member).

4. The President is a member of the HOD with the right to debate and without the right to make motions or vote. CODHA Bylaws V, Section 2. B.

5. In the event the Speaker of the House becomes vacant, the House shall elect a successor for the unexpired term at the beginning of the next Annual Session. The President shall preside at the House of Delegates until the Speaker vacancy is filled. CODHA Bylaws IV, Section 1. D.

6. When needed, present proposed resolutions/bylaws changes to the HOD.

7. Address the Opening Ceremonies of the House of Delegates.

8. Aid in the planning of the program/schedule for the Annual Session (HOD) with the Annual Session Chairperson and identify a keynote speaker, if desired.

9. Consult with the Speaker of the House of Delegates regarding the schedule. On the day of the HOD, greets the HOD and introduces the Keynote Speaker.

10. Reports to the House of Delegates all award recipients/scholarships for the year.

11. Plan and host a President’s Luncheon during Annual Session (find possible corporate sponsorship). (A new President’s Luncheon section needs to be added to this manual).

End Term

1. At end of term submit Historical selected items for the Permanent File/Cloud/Website.
   a. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.
PRESIDENT-ELECT

1. The current President-Elect and President upon completion of their one (1) year terms of office shall automatically proceed to the offices of President and Immediate Past President once successors have been elected. The current Immediate Past President, upon completion of the one (1) year term of office shall automatically proceed to the position of a Past President of CODHA. CODHA Bylaws Article IV, Section 1, B, 4.

2. Assist the President as requested and become familiar with all duties of the office of President.

3. Preside at meetings in the absence of the President.

4. Serve as a member of the Board of Trustees, the Executive Committee, and as a non-voting member of the CODHA HOD. CODHA Bylaws Article VI, Section 1, Article V, Section 2, B. Article IX, Section 1, B.

5. Serves as the Chair of the Procedure Manual Committee, and a member of the Budget Committee, the Council on Regulation and Practice, and the Professional Objectives Committee (Committee of the BOT). CODHA Standing Rule 2-83.

6. Succeed to the Office of President without election at the next Annual Meeting.

7. Act as an official representative of the President when requested.

8. Organize an annual Association Strategic Planning Workshop, date to be decided in consultation with the President. A minimum 3-year association planning and goal setting is recommended.

9. From Strategic Planning Workshop, organize the goals, objectives and action plans. This will be voted on by the new BOT at annual session after your installation as President.

10. Set calendar of events for your term of office. In preparation for approval at the first Board meeting after installation.

11. Oversee appointments for members of Councils and initiate appointments to committees, appointed officer positions, and Liaisons in preparation for their upcoming year of service.

12. Secure the Installing Officer for your upcoming installation.

13. Submit a report for each BOT meeting and an Annual Report at the close of term for HOD. Reports should be in WORD FORMAT. CODHA Bylaws Article IV, Section 1, E.

14. When needed, present proposed resolutions/bylaws changes to the HOD.

15. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.
IMMEDIATE PAST PRESIDENT

1. The current President-Elect and President upon completion of their one (1) year terms of office shall automatically proceed to the offices of President and Immediate Past President once successors have been elected. The current Immediate Past President, upon completion of the one (1) year term of office, shall automatically proceed to the position of a Past President of CODHA. CODHA Bylaws Article IV, Section 1, B, 4.

2. Serve as a member of the Board of Trustees and as a non-voting member of the HOD. Is a member of the Executive Committee. CODHA Bylaws, Article IX, Section 1, B and Article V, Section 2, B; Article VI, Section 1.


4. Act as a mentor to the President.

5. Consult with the President regarding the ADHA Constituent Annual Report questionnaire from ADHA.

6. Submit a report at each BOT meeting and an Annual Report at close of term for the HOD. Reports should be in WORD FORMAT. CODHA Bylaws Article IV, Section 1, E. (Annual Report)

7. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.

8. Will oversee the ordering process of the following awards, in conjunction with the Executive Administrator.

9. The list of award recipients should be submitted to the Historian, Editor of the Explorer and the Webmaster for CODHA.org for publication.

10. Should the office of Immediate Past President become vacant, the previous Immediate Past President may fill the vacancy; otherwise the vacancy may be filled by majority vote of the Board. CODHA Bylaws Article IV, Section 1, D.

11. When needed, submit proposed resolutions/bylaws changes to the HOD.

12. Your will receive and keep a CODHA credit card. Submit all CODHA credit card receipts to the Treasurer. Post a copy of the credit card receipt in your officer file on the Cloud.
VICE PRESIDENT

1. The Vice-President shall be elected for a term of one (1) year or until their successors are elected, with tenure limited to three (3) consecutive terms. CODHA Bylaws Article IV, Section 1, B, 1.
2. Assist the President as requested.
3. Serve as a member of the Board of Trustees, the Executive Committee, and as a non-voting member of the HOD. CODHA Bylaws Article IV, Section 2, B. Article VI, Section 1; Article IX, 1, B.
5. Submit a copy of the annual meeting program to the Cloud/Permanent File.
6. Submit a report at each BOT meeting and an Annual Report at close of term for the HOD. Reports should be in WORD FORMAT/Financial reports should be in EXCEL FORMAT. CODHA Bylaws Article IV, Section 1, E.
7. Should the office of Vice-President become vacant, such vacancy shall be filled by a majority vote of the Board. CODHA Bylaws Article IV, Section 1, D.
8. When needed, submit proposed resolutions/bylaws changes to the CODHA HOD. Procedural Manual Section 3: Communications, Procedures for Presentation of Resolutions and Bylaws Changes to ADHA and CODHA.
9. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.
SECRETARY

1. The Secretary shall be elected for a term of one (1) year or until their successors are elected, with tenure limited to three (3) consecutive terms. (CODHA Bylaws Article IV, Section 1, B.)

2. Serve as Secretary for all Board of Trustee meetings and the Executive Committee meetings. See Procedure Manual Section 2: General Instructions, Format for Minutes and Guidelines for Minutes, Pages 11-15.

3. Assist the President with correspondence when requested.

4. Serve as a member of the Board of Trustees, the Executive Committee, and as a non-voting member of the HOD. (CODHA Bylaws Article V, Section 2, B.; Article IX, 2,B.; Article VI, Section 1.)

5. Immediately following the election and installation, submit a list of newly elected officers to:
   a. Officer list request from ADHA, using the constituent and component officer form (may be on the portal)
   b. District X Trustee
   c. Executive Director of the CDA
   d. Prepare list to be uploaded into the CODHA cloud and listed on the website with the @codha.org email as per the President.

6. Minutes:
   a. Distribute/Send approved minutes to all Board Members, CODHA delegates/alternates to ADHA. Be able to produce past minutes to BOT members when requested.

7. Keep an accurate list of correspondence, saving only the necessary copies.

8. Submit Board of Trustees news to the newsletter The Explorer at appropriate times after consultation with the President.

9. Submit a report to all BOT meetings and an Annual Report to the HOD at the close of term. Reports should be in WORD FORMAT. (CODHA Bylaws Article IV Section 2. (Annual Report).)

10. Submit official minutes to the Cloud/Permanent Files and the list of elected/appointed officers, elected/appointed chairs and members of committees/councils. (CODHA Standing Rules “Official Records”, page 1 first paragraph.)

11. Should the office of Secretary become vacant, such vacancy shall be filled by a majority vote of the Board. (CODHA Bylaws Article IV, Section 1.D.)

12. When needed, submit to the CODHA, HOD proposed resolutions/bylaws changes.

13. BOT meeting:
   a. Request reports and agenda items be submitted to you and the President by a certain date (approx. 4 weeks prior to the meeting).
   b. Obtain agenda from President 10 days prior to BOT
   c. Send reports, draft of minutes, and agenda to all members of the Board approximately one (1) week prior to the meeting.
   d. Include information needed for those participating electronically, if applicable.
   e. Include:
      i. Date,
      ii. Time,
      iii. Place (include map or directions, instructions regarding parking, etc.).

14. Permanent Minutes of the Board of Trustees must be kept for 3 years on Cloud in hard copy and bound in a book-type form. It is most important that the reports associated with each set of minutes are attached to those minutes. That would include the consent agenda items. Basically, if something is said to be “on file”, that item must be attached to those permanent minutes in hard form.
15. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.
16. Provide motion slips for use at each meeting of the Board and/or Executive Committee.
17. Under the direction of the President, aid in assembling a list of Motions or Actions of the Board/Executive Committee (for the entire term of office) in preparation of the Annual Report to the HOD and to be placed in the permanent file of the BOT.
18. Within two weeks after each Board meeting, submit to the Minutes Review Committee the draft minutes. Request a return of edits from Minutes Review Committee after one week. The final draft should be distributed to the members of the Board by 30 days post the meeting.
   a. Prior to distribution to board members before final minutes’ approval, each page of the draft should be labeled as such. Once the minutes are approved at an official Board meeting, those draft designations should be removed, and the final minutes signed by the secretary. Final minutes, under the direction of the President, placed in the Cloud for distribution.
TREASURER

1. The Treasurer of CODHA shall be elected for a term of three (3) years with a tenure limited to (2) two consecutive terms. CODHA Bylaws Article IV, Section 1, B. 2.
2. Serve as custodian of all monies belonging to the Association.
3. Serve as a member of the Board of Trustees, Executive Committee and Chair of the Budget Committee, component advisory committee, and as a non-voting member of the HOD. CODHA Bylaws Article V, Section 2, B. Article VI, Section 1; Article IX, Section 1. B. and C;
4. In the budget, establish an appropriate separate line item for each unincorporated component, designating monies collected (dues, CE events) and dispersed (expenses) for the individual components. Function as the Treasurer for each unincorporated component as they do not have individual officers. Distribute money to the component upon need and in accordance with the Chair of the Component Advisory Committee and directives of that committee and the Board. Be available to sign any needed contracts (hotel, venues for meetings, CE functions, etc.) for the component on behalf of CODHA. Reference: Bylaws, VIII, Section 3, H
5. Pay all bills as received. Receipts must be submitted with a CODHA reimbursement request form. Receipts submitted by the first of the month will be paid by the fifteenth of that month and receipts submitted by the fifteenth of the month will be paid by the first of the following month. Under the direction of the President, place the reimbursement form in the Dropbox.
6. Keep accurate records of all transactions.
7. Submit a financial report at all BOT meetings.
8. Make sure that all Speakers for CODHA being paid over $600 fill out and submits a W-9 form back to you. Also make sure that there is a Covent link to the W-9 form.
9. Send a request to all Council/Committee Chair’s and officers for a budget recommendation, to be completed and returned for consideration and/or inclusion in the budget by the Budget Committee by a designated date.
10. Prepare and present annual budgets to the Board of Trustees at the summer BOT to ensure the Board of Trustees has the info to present the annual budget to the HOD at the Annual Session. CODHA Bylaws, Article VI, Section 3.
11. Include last year’s proposed/total, current proposed/total to Date, and future proposed budget.
12. Keep a file of each year's approved budget. Documents needed for legal purposes shall be kept by the Treasurer for state and federal retention laws. CODHA Standing Rules 07
13. Send any Treasurer’s books and reports that are not in active use the Cloud/permanent files. CODHA Standing Rules “Official Records”, paragraph 1.
14. New bank signature cards should be obtained prior to the end of the term. The Treasurer is the designated signer on the account along with at least one other member of the Executive committee.
15. The Treasurer will file the Income Tax form 990 by March 15, 20XX to the IRS. Under board direction may consult with Certified Public Accountant CODHA Standing Rules 94,
16. Along with an Executive Committee member, sign all necessary contracts.
17. Ensure that the Incorporation Status is updated annually. This is done by using an on-line update with the Colorado State Department of Revenue.
18. CODHA checking and savings accounts must be kept separate from Assessments account.
19. Submit the annual premium for the Liability insurance policy to ensure continual coverage.
20. Submit a report of each BOT meeting and an Annual Report written report for the HOD at the close of term. This report should include profit and loss statements and itemized categories
reports for major line items. Reports should be submitted for CODHA budget and for the Assessments budget. Reports should be in WORD FORMAT. Financial reports should be in EXCEL FORMAT. Procedure Manual, Section 2: General Instructions - CODHA Bylaws Article IV, Section 1, E

21. Upon direction by the BOT, submits the financial records to be audited annually. The CODHA Board of Trustees will annually designate an audit of the accounts of the treasury; and at its discretion, from time to time, employ an independent agency to review/audit the treasury records. CODHA Standing Rules 94, AM14-16

22. The CODHA fiscal year shall be November 1st – October 31st. CODHA Standing Rules – 94.

23. The Board of Trustees shall review and annually investigate the types of accounts and avenues of investments for CODHA monies. CODHA Standing Rule -93, AM 9-18

24. Should the office of Treasurer become vacant, such vacancy shall be filled by a majority vote of the Board. CODHA Bylaws Article IV, Section 1, D and Procedure Manual Section 7: Board of Trustees.

25. CODHA may establish fundraising committees to accumulate special funds for designated purposes. Said funds will be held in an account separated from general funds. CODHA Standing Rules 1-86, AM 13-16

26. All expenditures over 110% of budgeted line item must be approved by the BOT prior to reimbursement by the Treasurer. Board Standing Rule #4, 34-18

27. All bills are to be submitted to the Treasurer as the bills are incurred, unless previous arrangements have been made with the Treasurer, otherwise payment of the bills may not be rendered. CODHA Standing Rules – 77

28. Annually make available to the Financial Oversight Committee the association accounts, ledgers, bank statements, a copy of the adopted budget, and any additional financial documents including budget amendments made by the Board.

29. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.

30. Utilize the CODHA QuickBooks programs for money management.

31. You will receive and keep a CODHA credit card. Submit all CODHA credit card receipts. Post a copy of the credit card receipt in your officer file on the Cloud.
PARLIAMENTARIAN OF THE BOT

The Parliamentarian shall be appointed by the President to serve a term of one year. CODHA Bylaws IV, Section 2

1. Duties:
   a. Attend all regular and special meetings of the Board of Trustees as an ex-officio member of the Board with the right to make and debate motions, but without the right to vote. Reference: BOT Standing Rules #1 and Procedure Manual Section 7: Board of Trustees.
   
   b. Serve as advisor to the President and other members of the Board on Parliamentary matters.
   
   
   d. Make notes of motions and other pertinent action taken during Board meetings for quick reference by the President.
   
   e. If there is not an HOD Parliamentarian, then serve as Parliamentarian for the CODHA House of Delegates if asked to do so by the Speaker of the House - being prepared to give a short presentation on Parliamentary Procedure at the beginning of the first HOD.
   
   f. Serve on the CODHA Procedure Manual committee, and an ex-officio member of the HOD Minutes Approval Committee and the Component Advisory Committee and the CODHA Rules Committee. CODHA bylaws Article IX, Section 1, C. Bylaws Article IX, Section 1, D.
   
   g. Submit a report to all BOT meetings and an Annual Report to the HOD at the end of the term. Reports should be in WORD FORMAT. CODHA Bylaws Article IX, Section 3, (Annual Report)
   
   h. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.
HISTORIAN

The Historian shall be appointed by the President to serve a term of one year. It shall be the duty of this officer to: (No term limits)

1. Serves as an ex-officio member of the Board of Trustees, with the right to debate and make motions, without the right to vote. Serves as a non-voting member of the HOD. CODHA Bylaws Article V, Section 2, B; Article IV Section 2, CODHA Standing Rules of the BOT #1

2. Receives materials from Officers and Chairs to aid in determining historic value to the Association. Those items are then stored in the virtual storage, unless deemed necessary to keep in hard copy.

3. Receives photos from others and preserves for historic value uploads to the Google Photo of the codha.org emails.

4. Submit pictures to The Explorer when requested.

5. Submit a report at each BOT meeting and an Annual Report to the HOD at the close of term. Reports should be in WORD FORMAT. CODHA Bylaws Article IV Section 1.E (Annual Report)

6. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.

7. Be prepared to accept and store hard copies of certain historical documents, and if possibly, place these items into virtual storage.

8. Add to history names of CODHA of Honorary and Life Members and recipients of:
   a. All Member awards
   b. All student awards
   c. Dental board members with dates of service
   d. Dental Examiners with dates of service
ADHA DELEGATES and ALTERNATE DELEGATES

CODHA Delegation to ADHA Annual Session

1. The number of delegates shall be determined annually by ADHA. Delegates will be elected for a two-year term on a rotational basis to ensure continuity. Delegates must have previously served as an alternate delegate. A delegate may serve two consecutive two-year terms. Alternate delegates shall serve for a term of one year.

2. Delegates and alternate delegates shall be voting members of the Association in good standing. They shall have served at least one year as an officer of this Association or as an Association Council member, and shall have served as an Alternate Delegate prior to election as a Delegate.

CODHA Bylaws Article X, Section 2, A

3. Delegates Duties:
   a. Shall attend the District X (Ten) Delegates' Workshop.
   b. Shall attend all meetings of the House of Delegates (HOD) and general sessions of the ADHA.
   c. Has the power to represent CODHA in the House of Delegates of ADHA with the privileges of debate and vote.
   d. The Alternate Delegate shall serve as Delegate in the event that circumstances affect the Delegate's ability to serve.
   e. Shall be available to disseminate information and answer questions from the CODHA membership regarding ADHA HOD actions/election results. Submit to *The Explorer*, email blast, a report as soon after ADHA Annual Session as possible.

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CODHA Bylaws Article X Section 2, G.

4. When a delegate or alternate delegate has any or all of their travel, hotel, or registration expenses for District X or ADHA Annual Session paid through ADHA, the host state of District X and/or other sources, that individual shall not receive duplicate reimbursement for the same expenses from CODHA. (This does not include per diem. [HOD 2000])

CODHA Standing Rules Page 5

5. CODHA’s ADHA Delegates and Alternate Delegates be funded for registration to attend District X Delegates’ Workshop.

CODHA Standing Rules 2-84, AM 8-16

6. ADHA Delegates and Alternate Delegates:
   a. Delegates will receive an annual amount of per diem set after review by the Budget Committee. The cost of airport/hotel transfers, full travel expenses, and other expenses incurred in performing the duties as Delegates and Alternate Delegates shall be paid to the CODHA Delegates and up to three Alternate Delegates. Should Delegates or Alternate Delegates not attend the ADHA Annual Session, all monies forwarded to them by CODHA shall be reimbursed to CODHA.

CODHA Standing Rules AM 2-04; 13-10; AM 5-13.

Reference CODHA Standing Rules

7. Submit proposed resolutions from CODHA to ADHA through the chair of the delegation.

CODHA Bylaws Article X, Section 2, H.

8. In the event of a vacancy in the position of Delegate, the Board shall appoint an Alternate Delegate in compliance with these bylaws to serve until the next Annual Session of the CODHA HOD, where the unexpired term shall be filled by election.

CODHA Bylaws Article X, Section 2, E.
9. In the event of a vacancy in the position of Alternate Delegate, the Board may appoint a fully qualified member of the Association to serve as Alternate Delegate for the unexpired term. CODHA Bylaws Article X, Section 2, E.

10. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines. Reference: Procedure Manual, Section 2, page 3

11. If a vacancy occurs in the delegate position during the called ADHA meeting(s), the Chair of the Delegation shall appoint an Alternate Delegate to fill the vacated position. Bylaws 10, Section 2H

12. Shall consult with the CODHA Board of Trustees on the matters to be considered by the ADHA HOD and the proposed slate of officers. CODHA Bylaws Article X, Section 2, H.

13. Read and review all delegate materials prior to District X trustee appointed meeting.

14. Each Delegate and funded Alternate Delegate shall be funded 50% of the hotel room rate during ADHA Annual Conference for the days at which the Delegates and Alternate Delegates are required to be present. CODHA Standing Rule 13-18
COMPONENT TRUSTEE

1. Attend all CODHA BOT meetings as a full voting member. If unable to attend, the elected or appointed Alternate Trustee should attend. In such case, an “Alternative Trustee Voting Form” is presented at the meeting to the BOT Secretary. A vacancy in the Component Trustee position will be filled by the elected Alternate Component Trustee. The Component President shall appoint without undue delay a current elected Component officer to these positions if one or both are vacated. A Component Trustee/Alternate Trustee appointed pursuant to this Section shall hold their position for the remainder of the original term for which she or he was appointed. A current elected Component officer shall also be appointed for a pro-tem vacancy of the Component Trustee/Alternate Trustee position. CODHA Bylaws Article VI, Section 9.

2. Report to component, the CODHA activities and BOT business.

3. Serve as a voting member of the CODHA BOT and a non-voting member to the CODHA HOD. CODHA BOT Bylaws Article VI, Section 1 CODHA Bylaws Article V, Section 2B.

4. To coordinate the component delegates and component participation in the CODHA HOD.

5. The Trustee's term of office shall be from the post Annual Session of the BOT to the close of the 2nd house of the HOD.

6. Attend the Strategic Planning and the Officer Orientation Workshops.

7. Make sure that the next Trustee is aware of their responsibilities, has the Procedure Manual, is knowledgeable of the manual, and serve as their mentor.

8. Report to the BOT, through regularly scheduled Board reports, the activities and elections of the Component. Submit an Annual report to the HOD regarding the Component activities, list of officers/active committees, and include any proposed resolutions or proposed bylaws changes, if any, on behalf of the Component. Reports should be in WORD FORMAT. Procedure Manual Section 2: General Instructions p. 9-12, sec 5 pp. 47-48, sec 7 p. 18. CODHA Bylaws Article VIII, Section 3.

9. When needed, on behalf of the Component, present proposed resolutions/bylaws changes to the CODHA HOD. Procedure Manual Section 3: Guide to Communications, Procedures for Presentation of Resolutions and Bylaws Changes to ADHA and CODHA.

Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines. Reference: Procedure Manual, Section 2, page 3
Committee and Board meetings may be held electronically or via telecommunications. Reference: Bylaws, Article VIII, Section 2; CODHA Standing Rules 3-14; Procedure Manual Section 5, page 2 and Section 7, pages 10-14.