



***Northern Nevada Dental Hygienists'  
Association***

**2020**

**Bylaws**

With

**Code of Ethics  
For Dental Hygienists**

(As amended January 7, 2020)

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## ARTICLE I

### NAME AND PURPOSE

**Section 1. Name.** The name of this corporation shall be the Northern Nevada Dental Hygienists' Association (hereinafter referred to as "NNDHA"), a Nevada not-for-profit corporation.

**Section 2. Purpose.** In addition to the purposes set forth in the NNDHA's Articles of Incorporation, as may be amended, the purposes of the NNDHA are to improve the oral health of the public; to advance the art and science of dental hygiene; to maintain the highest standards of dental hygiene education and practice; to represent and protect the interest of the dental hygiene profession; to improve the professional competence of the dental hygienist; to foster research in oral health; to provide professional communications; and to conduct other activities as may be permitted by the State of Nevada to carry out the purposes of the NNDHA.

**Section 3. Mission.** To improve the public's total health, the mission of the NNDHA 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.

**Section 4. Offices.** The NNDHA shall have and continuously maintain in the State of Nevada a registered office and a registered agent whose office is identical with that registered office and may have such other offices, within or without the State of Nevada, as the Board of Trustees (BOT) may determine.

## 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 NNDHA; (ii) shares interest in and supports the purposes of the NNDHA; (iii) abides by these bylaws, the American Dental Hygienists' Association's (ADHA) Code of Ethics for Dental Hygienists, and such other policies, rules, and regulations as the NNDHA may adopt; and (iv) meets such additional criteria for each category of membership in the NNDHA as the board of trustees (BOT) may establish.

**Section 2. Membership Categories.** The membership of the NNDHA shall be composed of the following categories:

#### A. Voting Members

- 1. Professional Members.** Active membership may be granted to any individual who (i) has either earned a certificate or professional degree in dental hygiene granted pursuant to a dental hygiene program offered by an accredited college or institution of higher education, or is licensed to practice dental hygiene in the United States under the provision of a "grandfather clause"; and (ii) is licensed to practice in any state, territory or possession of the United States if such license is required for the practice of dental hygiene; and (iii) agrees to maintain membership in a constituent as well as a component (if such exist where the member is licensed, practices or resides).
- 2. Senior Status.** Professional members who have reached their full retirement age as set by the Social Security Administration and have either been an active member of the association for an aggregate total of thirty (30) years, or twenty-five (25) consecutive years may apply for senior status.
- 3. 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.** International membership may be granted to any individual who (i) resides outside of the United States; and (ii) holds a valid license to practice as a dental hygienist.

2. **Student Members.** Student membership may be granted to any student (i) currently enrolled in an accredited dental hygiene program; or (ii) who has graduated from an accredited dental hygiene program and is currently pursuing a baccalaureate or graduate degree complementary to a career in dental hygiene in an accredited college or institution of higher education.
3. **Supporting Members.** Supporting membership may be granted to any licensed dental hygienist who (i) is not employed in a dental hygiene-related career; and (ii) agrees to maintain membership in a constituent as well as a component (if such exist where the member is licensed or resides).
4. **Honorary Members.** Honorary membership may be granted by the BOT to any individual who (i) is not a dental hygienist; (ii) has made outstanding contributions to dental hygiene or dental health; and (iii) has been nominated by the BOT.
5. **Allied Members.** Allied membership may be granted to any individual who supports the purposes and mission of the NNDHA and who is not otherwise qualified for any other class of membership.
6. **Corporate Members.** Corporate membership may be granted to any corporation, partnership, institution or organization that supports the NNDHA's mission.

### Section 3. Rights and Duties.

- A. Voting and supporting members must be members of a constituent and component (if such exist where the member is licensed, practices or resides).
- B. All members shall be entitled to attend the member meetings and social functions of the NNDHA.
- C. Only voting members may hold office in the NNDHA and serve on the BOT. Notwithstanding anything set forth to the contrary herein, the voting members' right to vote is specifically limited to elections of BOT members, and no other matter. Each eligible voting member shall have one (1) vote in the election.
- D. No individual member of the NNDHA shall have the right to vote, without limitation, on the amendment of the NNDHA's Articles of Incorporation, the merger or dissolution of the NNDHA, or the amendment of its bylaws.

### Section 4. Disciplinary Action/Termination of Membership.

- A. **Grounds for Discipline.** The NNDHA may discipline a member for any of the following reasons:
  1. Failure to comply with these bylaws, the ADHA's Code of Ethics for Dental Hygienists, or any other rules or regulations of the NNDHA;
  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 NNDHA.
- 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 thirty (30) 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 NNDHA. Such disciplinary actions shall be conducted in accordance with procedures established by the BOT.
- C. **Non-Payment of Dues.** 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 ADHA, or otherwise becomes ineligible for membership, shall be terminated automatically, according to such rules or procedures as the BOT or their designee(s) shall establish, unless such termination is delayed by the BOT.
- D. **Resignation.** A member desiring to resign from the association shall submit such resignation in writing to the NNDHA president, and the ADHA executive director. Dues are non-refundable.

**Section 5. Reinstatement.** Members who have resigned or whose membership has been terminated for non-payment of dues or assessments may be reinstated upon (i) payment of dues and any assessments; and (ii) meeting such additional terms and conditions as may be established by the BOT.

**Section 6. Transfers.** A member of a constituent may transfer to another constituent by written request addressed to the central office of ADHA. The central office of the ADHA shall effect the transfer and promptly shall notify the affected constituents. Full membership privileges shall be granted to the transferring member in the new constituent, and the new constituent shall give the transferring member a credit for the full amount of any dues paid to the previous constituent to be applied towards the new constituent.

### ARTICLE III

#### DUES AND ASSESSMENTS

The initial and annual dues and assessments for all members of the NNDHA shall be determined by the NNDHA BOT. Under special circumstances, the NNDHA BOT, or its designee(s), may waive or reduce the annual dues and/or assessments for any member.

### ARTICLE IV

#### MEMBERSHIP MEETINGS

**Section 1. Annual Meeting.** An annual meeting of the voting members of the NNDHA shall be held at such time and place as shall be determined by the BOT and shall be referred to as the NNDHA Election of Officers Meeting.

**Section 2. Special Meetings.** Special meetings of the voting members of the NNDHA may be called at the request of the BOT, or at the written request of two-thirds (2/3) of the NNDHA's voting members. The time and place for holding special meetings shall be determined by the BOT.

**Section 3. Notice.** Notice of any annual or special meeting of the voting members shall state the time, date, place and purpose of the meeting and shall be delivered not more than sixty (60) and not less than five (5) days prior to the date of such meeting, unless otherwise required by applicable law.

**Section 4. Quorum.** The presence voting members shall constitute a quorum for the transaction of business at any duly called meeting of the voting members.

**Section 5. Manner of Acting.** The act of a majority or more of the voting members present at a duly called meeting at which a quorum is present shall be the act of the members, unless the act of a greater number is required by law, the articles of incorporation, or these bylaws.

**Section 6. Mail Vote.** Voting by mail or electronic means shall be permitted to the full extent allowed by the Nonprofit Corporations chapter of the Nevada Revised Statutes, as may be amended. A mail or electronic vote may be called by the BOT.

### ARTICLE V

#### BOARD OF TRUSTEES

**Section 1. Authority and Responsibility.** The affairs of the NNDHA shall be managed by the board of directors (which shall be referred to in these bylaws as the "Board of Trustees" (BOT)), which shall have supervision, control and direction of the NNDHA, shall determine its business policies or changes therein within the limits of these bylaws, shall actively promote its purposes, and shall have discretion in the disbursement of its funds. The BOT shall act for and on behalf of the Northern Nevada Component. The BOT may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

**Section 2. Composition.** The BOT shall be composed of at least, but not limited to, 6 members as follows: the president, president-elect, secretary, treasurer, immediate past president, one (1) component trustee. Each office is still limited to one vote regardless of the number of people holding that office. This will have no fiscal impact.

**Section 3. Qualifications.** Only voting members shall be eligible to serve on the BOT.

**Section 4. Rights and Duties.** The duties of the BOT shall include, but not be limited to:

- A. Assume responsibility for all property, real and personal, owned or held by the NNDHA and cause to be bonded, officers and employees entrusted with such property.
- B. Cause the accounts of the NNDHA to be verified annually.
- C. Prepare an itemized budget report for the upcoming fiscal year to the BOT for their review, and approve such amendments to the budget as may be necessary or appropriate.
- D. Review the reports of officers, councils and committees of the NNDHA and any recommendations and resolutions to come before the BOT and to make recommendations thereto.
- E. Adopt rules and regulations for the conduct of the affairs of the NNDHA.
- F. Determine policies and standards for the investment of the NNDHA funds.
- G. Determine policies and standards for any publication of the NNDHA.
- H. Retain such employees and/or professional services as may be deemed necessary or advisable for the proper conduct of the NNDHA business, to establish their compensation, and to bond such employees if deemed advisable.
- I. Levy assessments against the membership and to terminate the membership of members who do not satisfy such assessments. Any assessment must be approved by two-thirds (2/3) vote of the BOT.
- J. Perform such other duties as are prescribed or permitted by the laws of the State of Nevada, these bylaws and the policies adopted by the BOT.
- K. Provide for and maintain office facilities for the NNDHA.

**Section 5. Election of Component Trustees.** Component trustees shall be elected by the voting members.

**Section 6. Terms.** The president, president-elect, secretary, treasurer, immediate past president, component trustee, shall remain on the BOT for the duration of their term in office.

**Section 7. Regular Meetings.** The BOT may take action to set the time, date, and place for the holding of four (4) regular annual meetings of the BOT and additional regular meetings of the BOT without other notice than such action.

**Section 8. Special Meetings.** Special meetings of the BOT may be called by, or at the request of the president or by two (2) members of the BOT. Notice of any special meeting of the BOT shall state the time, date, and place of the meeting and shall be delivered at least five (5) days prior to the date of such meeting.

**Section 9. Meeting by Conference Call.** Any action to be taken at a meeting of the BOT or any committee thereof 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. Participation in such a meeting shall constitute presence in person at the meeting of the persons so participating. Notwithstanding anything set forth to the contrary in these bylaws, notice of any meeting to be held by conference call (whether regular or special) may be delivered a minimum of forty-eight (48) hours prior to the meeting.

**Section 10. Quorum.** A majority of the BOT shall constitute a quorum for the transaction of business at any duly called meeting of the BOT; provided that when less than a quorum is present at said meeting, a majority of the BOT members present may adjourn the meeting to another time without further notice.

**Section 11. Action by Written Consent.** Any action requiring a vote of the BOT may be taken without a meeting if consent in writing, setting forth the action taken, is signed by all of the members of the BOT entitled to vote with respect to the subject matter thereof.

## ARTICLE VI

### OFFICERS



**Section 1. Officers.** The officers of the NNDHA shall be a president, president-elect, secretary, treasurer, immediate past president, Northern Trustee. No two (2) voting BOT offices may be held simultaneously by the same person.

**Section 2. President.** The president shall be the principal elected officer of the NNDHA and shall, in general, supervise all of the business affairs of the NNDHA, subject to the direction and control of the BOT. The president shall be a member, without vote, of all councils and committees, except as otherwise provided by these bylaws. The president shall, in general, perform all duties customarily incident to the office of president and such other duties as may be prescribed by the BOT. The president shall succeed to the office of immediate past president upon expiration of the president's term of office.

**Section 3. President-Elect.** The president-elect shall assist the president and shall substitute for the president when required. The president-elect shall be a member, without vote, of all councils and committees, except as otherwise provided by these bylaws. The president-elect shall, in general, perform all duties customarily incident to the office of president-elect and such other duties as may be prescribed by the BOT. The president-elect shall succeed to the office of president upon expiration of the president's term of office, and in the event of the death, resignation, removal, or incapacity of the president.

**Section 4. Secretary.** The secretary shall be the principal recording officer of the NNDHA and shall, in general, record all votes and minutes of the proceedings of the NNDHA, except as otherwise provided by these bylaws. The secretary shall perform all duties customarily incident to the office of secretary and such other duties as may be prescribed by the BOT.

**Section 5. Treasurer.** The treasurer shall be the principal financial officer of the NNDHA and shall have charge of and be responsible for the maintenance of adequate books of account for the NNDHA; shall have charge and custody of all funds and securities of the NNDHA, and be responsible therefore, for the receipt and disbursement thereof; shall deposit all funds and securities of the NNDHA in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these bylaws. The duties of the treasurer may be assigned by the BOT.

**Section 6. Immediate Past President.** The immediate past president shall have such duties as may be assigned by the president or the BOT.

**Section 7. Qualifications for Office.** Only voting members are eligible to hold office.

**Section 8. Term.**

- A. The president, president-elect, secretary and immediate past president shall serve a one (1) year term in office, or until such time as their successors are duly elected, qualified, and take office.
- B. The treasurer shall serve a two (2) year term in office, or until such time as their successors are duly elected, qualified, and take office.
- C. The secretary may not serve more than three (3) consecutive terms. Other officers may not serve more than two (2) consecutive terms in office. Officers serving more than half of a full term shall be deemed to have served a full term in office.

**Section 9. Election.**

- A. The president-elect, secretary, and treasurer shall be elected prior to the end of term of office by the voting members. If there is only one (1) nomination for any office, the president may declare that office filled. Should two (2) or more be nominated for any office, a written ballot shall be prepared and the candidate receiving a majority of votes cast shall be declared the winner. If no candidate receives a majority of the votes cast, the two candidates receiving the highest number of votes shall be voted upon again by ballot.
- B. The president-elect and secretary shall be elected annually by the voting members at the Election of Officers Meeting (EOM) at which the election of officers is in the regular order of business.
- C. The treasurer shall be elected by the voting members at the EOM at which the election of officers is in the regular order of business. The treasurer shall be elected in odd-numbered years.
- D. In the event that no candidate receives a majority of the votes cast, the vote shall be conducted again with only the two candidates receiving the highest number of votes eligible for election.
- E. Officers shall take office on the date of the first regular meeting of the BOT following the close of the EOM at which they are elected.

**Section 10. Resignation and Removal of Officers.** Any officer may resign at any time by giving written notice to the BOT. In addition, any officer may be removed by a majority vote of the persons entitled to elect such officer, whenever, in their judgment, the best interests of the NNDHA would be served by such removal. Sufficient cause for such removal may be: a violation of these bylaws, the Code of Ethics, or any lawful rule, practice or procedure adopted by the NNDHA; loss of the license to practice dental hygiene; or other conduct deemed by the BOT to be prejudicial to the best interest of the NNDHA. For removal of an elected officer for cause, it shall be necessary for the body which elects that officer to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer. The notice shall state the time and place of the meeting at which the charges are to be considered. At least thirty (30) 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. Such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election of an officer or agent shall not of itself create any contract rights.

**Section 11. Officer Vacancies.** Vacancies in any office shall be filled by the president without undue delay, provided, however, the president-elect automatically shall succeed to the office of president in the event of the death, resignation, removal, or incapacity of the president and the office of president-elect shall remain vacant until the next meeting of the HOD. In the event the president-elect position is vacant at such time as there becomes a vacancy in the office of president, the BOT immediately shall fill the office of president and such appointee shall hold office until the next meeting of the HOD. Except as otherwise set forth herein, an officer appointed pursuant to this Section shall hold such office for the remainder of the original term for which she or he was appointed to fill.

## ARTICLE VII

### COMMITTEES / COUNCILS / TASK FORCES

**Section 1. Councils and Other Standing Committees.** The BOT or HOD may establish such councils and other standing committees as either of them deem necessary or prudent in the exercise of their authority and responsibility as set forth in these bylaws.

**Section 2. Authority/Composition/Qualifications.** The action establishing a council or standing committees shall set forth the council or committee's purpose, authority, and composition, and the qualifications required for membership on the committee. In the absence of any direction to the contrary in the authorizing action, the president shall appoint the chair and members of all councils and standing committees, subject to the approval of the BOT. An elected officer shall be appointed as a non-voting advisor to oversee each council or committee.

**Section 3. Quorum and Manner of Acting.** At all meetings of any council or standing committee, a majority of the members shall constitute a quorum for the transaction of business unless otherwise set forth in these bylaws or the resolution establishing such council or committee. A majority vote by council or committee members present and voting at a meeting at which a quorum is present shall be required for any action.

**Section 4. Committee Vacancies.** Except as otherwise provided herein, vacancies in the membership of a council or committee shall be filled by the president with the approval of the BOT.

**Section 5. Policies and Procedures.** The BOT shall develop and approve policies and procedures for the operation of all councils and standing committees. All councils and standing committees shall report to the BOT, unless otherwise set forth in the resolution establishing such council/committee.

**Section 6. Appointments.** The president shall appoint chairpersons and members of the councils and committees, with council chairs recommendations for committee chairs. The appointees are subject to approval by the BOT. Chairpersons and members of special committees shall serve terms coinciding with that of the president making the appointment.

## ARTICLE VIII

### ELECTRONIC MEETINGS

Any action to be taken at a BOT, EOM, voting member, 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 simultaneously. Participation in such a meeting shall constitute presence in person at the meeting of the persons so participating.

Notwithstanding anything set forth to the contrary in these bylaws, notice of an electronic meeting must be delivered at least forty-eight (48) hours prior to the meeting.

## ARTICLE IX

### USE OF ELECTRONIC COMMUNICATION

**Section 1. Action without a Meeting.** 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 or approval required to be written or in writing may be transmitted or received by electronic mail or other electronic means.

**Section 2. Procedures.**

- A. Specific procedures to be followed are listed in the procedures manual and shall be determined by the BOT.
- B. A report of any action taken by mail, facsimile transmission (fax) or electronically, shall be verified and made a part of the minutes of the next meeting of that body.

## ARTICLE X

### FINANCE

**Section 1. Contracts.** The BOT may authorize any officer or officers, agent or agents of the NNDHA, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the NNDHA, and such authority may be general or confined to specific instances.

**Section 2. Payment of Indebtedness.** All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the NNDHA shall be signed by such officer or officers, agent or agents of the NNDHA and in accordance with procedures established by a two-thirds (2/3) vote of the NNDHA BOT. In the absence of such determination by the BOT, such instruments shall be signed by the treasurer and countersigned by the president.

**Section 3. Deposits.** The NNDHA shall be self-sustaining. All funds of the NNDHA shall be deposited to the credit of the NNDHA in such banks, trust companies, or other depositories as the BOT may select.

**Section 4. Bonding.** The BOT shall provide for the bonding of such officers and employees of the NNDHA as it may determine is necessary and/or appropriate.

**Section 5. Gifts.** The BOT may accept on behalf of the NNDHA any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the NNDHA.

**Section 6. Books and Records.** The NNDHA shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, the BOT, and any committees having the authority of the BOT.

**Section 7. Annual Audit.** The BOT shall cause the accounts of the NNDHA to be verified annually by two (2) NNDHA BOT members at the last NNDHA BOT meeting prior to the EOM. A report of the financial condition of the NNDHA shall be made available to the membership of the NNDHA annually.

**Section 8. Fiscal Year.** The fiscal year of the NNDHA shall begin November 1st of each calendar year and end October 31st of the succeeding year.

## ARTICLE XI

### INDEMNIFICATION

The NNDHA shall, to the fullest extent permitted by the Nonprofit Corporations chapter of the Nevada Revised Statutes, as the same may be amended and supplemented from time to time, indemnify any and all persons whom it shall have power to indemnify under said statutes from and against any and all of the expenses, liabilities or other matters referred to on or covered by said statutes, and the indemnification provided for herein shall not be deemed exclusive of any other rights to which those indemnified may be entitled under the articles of incorporation of the NNDHA or any agreement, or vote of disinterested trustees or otherwise, BOT as to action undertaken in his or her official capacity and as to action in another capacity for another corporation or other entity which is undertaken at the behest of the NNDHA, and shall continue as to a person who has ceased to be a trustee, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such a person. To the extent permitted by applicable law, the indemnification provided shall be contingent upon the indemnitied giving of proper notice of any claims for which indemnification is or may be sought and the indemnitied agreement that the NNDHA, its designee or its insurance carrier shall be empowered to control, should it so elect, the manner, nature and extent of the defense, the attorneys to be retained to handle the defense, and the terms of settling or resolving any and all such claims for which indemnification is or may be sought.

The indemnification provided by this article shall be limited to the assets of the NNDHA, and no one shall be personally or individually liable therefore to any extent.

The NNDHA may purchase and maintain insurance on the behalf of any person, who is or was a trustee, officer, employee, agent or delegate of the NNDHA against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such or arising out of his or her capacity with another corporation or another entity which is undertaken at the behest of the NNDHA, whether or not the NNDHA would have the power to indemnify him or her against such liability under the provision of this article.

## ARTICLE XII

### WAIVER OF NOTICE

Whenever notice is required to be given under applicable law, the articles of incorporation or these bylaws, waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## ARTICLE XIII

### AMENDMENTS

**Section 1. Proposed Amendments.** The BOT may propose amendments, in whole or in part, to these bylaws.

**Section 2. Approval of Amendments.** These bylaws may be amended at any meeting of the BOT by a two-thirds (2/3) vote, provided that a copy of the proposed amendment has been sent to all delegates at least thirty (30) days prior to that meeting, or without notice at any meeting of the BOT by a three-fourths (3/4) vote.

**Section 3. Notice.** Notice of intent to amend these bylaws must be (i) sent to all members of the BOT by mail or electronic communication or (ii) published in print or online and circulated to the entire membership; or (iii) published on the association's website at least thirty (30) days prior to any business meeting of the BOT at which such amendments are to be considered.

**Section 4. Distribution.** A current copy of these bylaws shall be filed with the NNDHA secretary, the Secretary of State for the State of Nevada, and the corporate attorney.

## ARTICLE XIV

### DISSOLUTION

In the event of the dissolution of the NNDHA, the BOT shall, after paying or making provision for the payment of all of the liabilities of the NNDHA, distribute all of the remaining assets of the NNDHA (except any assets held by the NNDHA upon condition requiring return, transfer or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with such requirements) to the NDHA, or, if the NDHA is no longer in existence, to the ADHA, exclusively for the purposes of the NNDHA in such manner, or to such organization or organizations as shall at the time qualify as a tax-exempt organization or organizations recognized under Sections 501(c)(3) or 501(c)(6) of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding provisions of any future United States Internal Revenue statute, as the BOT shall determine. Any such assets not so disposed of shall be disposed of by the court of general jurisdiction of the county in which the principal office of the NNDHA is then located, exclusively for such purposes in such manner, or to such organization or organizations that are organized and operated exclusively for such purposes, as said court shall determine.

## ARTICLE XV

### PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern all meetings of the BOT in all cases to which they are applicable and in which they are not inconsistent with the Nevada Revised Statutes, these bylaws and any special rules of order the NNDHA may adopt.

## ARTICLE XVI

### SUPREMACY CLAUSE

The constitution and bylaws of the NNDHA shall not be in conflict with the constitution and bylaws of ADHA, which shall be the supreme law of the association. A current copy of these bylaws shall be on file with the executive director of NDHA.

## ARTICLE XVII

### PUBLICATIONS

**Section 1. Website.** The official publication of NNDHA shall be the NDHA website [www.nvdha.org](http://www.nvdha.org).

**Section 2. Additional Publications.** The BOT may authorize additional means of communication.

**Section 3. Appointments and Reports.** The manager of the NNDHA website shall be appointed by the NNDHA president and approved by the BOT and shall submit a typed annual report to the BOT. Annual report shall be reviewed by the HOD and filed.

## CODE OF ETHICS FOR DENTAL HYGIENISTS

### 1. Preamble

As dental hygienists, we are a community of professionals devoted to the prevention of disease and the promotion and improvement of the public's health. We are preventive oral health professionals who provide educational, clinical, and therapeutic services to the public. We strive to live meaningful, productive, satisfying lives that simultaneously serve us, our profession, our society, and the world. Our actions, behaviors, and attitudes are consistent with our commitment to public service. We endorse and incorporate the Code into our daily lives.

### 2. Purpose

The purpose of a professional code of ethics is to achieve high levels of ethical consciousness, decision-making, and practice by the members of the profession. Specific objectives of the Dental Hygiene Code of Ethics are:

- To increase our professional and ethical consciousness and sense of ethical responsibility.
- To lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions.
- To establish a standard for professional judgment and conduct.
- To provide a statement of the ethical behavior the public can expect from us.

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public's expectations of our profession and supports dental hygiene practice, laws and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege and status are founded.

### 3. Key Concepts

Our beliefs, principles, values and ethics are concepts reflected in the Code. They are the essential elements of our comprehensive and definitive code of ethics, and are interrelated and mutually dependent.

### 4. Basic Beliefs

We recognize the importance of the following beliefs that guide our practice and provide context for our ethics.

- The services we provide contribute to the health and well-being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.
- Dental hygiene care is an essential component of overall health care and we function interdependently with other health care providers.
- All people should have access to health care including oral health care.
- We are individually responsible for our actions and the quality of care we provide.

### 5. Fundamental Principles

These fundamental principles, universal concepts and general laws of conduct provide the foundation for our ethics.

#### Universality

The principle of universality expects that, if one individual judges an action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgment.

#### Complementarity

The principle of complementarity recognizes the existence of an obligation to justice and basic human rights. In all relationships, it requires considering the values and perspectives of others before making decisions or taking actions affecting them.

#### Ethics

Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

**Community**

This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

**Responsibility**

Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act and are willing to make ethical choices and publicly affirm them.

**6. Core Values**

We acknowledge these values as general for our choices and actions.

**Individual autonomy and respect for human beings**

People have the right to be treated with respect. They have the right to informed consent prior to treatment and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

**Confidentiality**

We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligation to justify any violation of a confidence.

**Societal Trust**

We value client trust and understand that public trust in our profession is based on our actions and behavior.

**Non-Maleficence**

We accept our fundamental obligation to provide services in a manner that protects all clients and minimizes harm to them and others involved in their treatment.

**Beneficence**

We have a primary role in promoting the well-being of individuals and the public by engaging in health promotion/disease prevention activities.

**Justice and Fairness**

We value justice and support the fair and equitable distribution of health care resources.

We believe all people should have access to high-quality, affordable oral healthcare.

**Veracity**

We accept our obligation to tell the truth and expect that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

**7. Standards of Professional Responsibility**

We are obligated to practice our profession in a manner that supports our purpose, beliefs, and values in accordance with the fundamental principles that support our ethics. We acknowledge the following responsibilities:

**To Ourselves as Individuals...**

- Avoid self-deception, and continually strive for knowledge and personal growth.
- Establish and maintain a lifestyle that supports optimal health.
- Create a safe work environment.
- Assert our own interests in ways that are fair and equitable.
- Seek the advice and counsel of others when challenged with ethical dilemmas.
- Have realistic expectations of ourselves and recognize our limitations.

**To Ourselves as Professionals...**

- Enhance professional competencies through continuous learning in order to practice according to high standards of care.
- Support dental hygiene peer-review systems and quality-assurance measures.
- Develop collaborative professional relationships and exchange knowledge to enhance our own lifelong professional development.

**To Family and Friends...**

- Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

**To Clients...**

- Provide oral health care utilizing high levels of professional knowledge, judgment and skill.
- Maintain a work environment that minimizes the risk of harm.
- Serve all clients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.

- Hold professional client relationships confidential.
- Communicate with clients in a respectful manner.
- Promote ethical behavior and high standards of care by all dental hygienists.
- Serve as an advocate for the welfare of clients.
- Provide clients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.
- Refer clients to other healthcare providers when their needs are beyond our ability or scope of practice.
- Educate clients about high-quality oral health care.
- Recognize that cultural beliefs influence client decisions.

#### **To Colleagues...**

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible and appropriately open and candid.
- Encourage a work environment that promotes individual professions growth and development.
- Collaborate with others to create a work environment that minimizes risk to the personal health and safety of our colleagues.
- Manage conflicts constructively.
- Support the efforts of other dental hygienists to communicate the dental hygiene philosophy and preventive oral care.
- Inform other health care professionals about the relationship between general and oral health.
- Promote human relationships that are mutually beneficial, including those with other health care professionals.

#### **To Employees and Employers...**

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, and appropriately open and candid.
- Manage conflicts constructively.
- Support the right of our employees and employers to work in an environment that promotes wellness.
- Respect the employment rights of our employers and employees.

#### **To the Dental Hygiene Profession...**

- Participate in the development and advancement of our profession.
- Avoid conflicts of interest and declare them when they occur.
- Seek opportunities to increase public awareness and understanding of oral health practices.
- Act in ways that bring credit to our profession while demonstrating appropriate respect for colleagues in other professions.
- Contribute time, talent, and financial resources to support and promote our profession.
- Promote a positive image for our profession.
- Promote a framework for professional education that develops dental hygiene competencies to meet the oral and overall health needs of the public.

#### **To the Community and Society...**

- Recognize and uphold the laws and regulations governing our profession.
- Document and report inappropriate, inadequate, or substandard care and/or illegal activities by a healthcare provider to the responsible authorities.
- Use peer review as a mechanism for identifying inappropriate, inadequate, or substandard care provided by dental hygienists.
- Comply with local, state, and federal statutes that promote public health and safety.
- Develop support systems and quality-assurance programs in the workplace to assist dental hygienists in providing the appropriate standard of care.
- Promote access to dental hygiene services for all, supporting justice and fairness in the distribution of healthcare resources.
- Act consistently within the ethics of the global scientific community of which our profession is a part.
- Create a healthful workplace ecosystem to support a healthy environment.
- Recognize and uphold our obligation to provide pro bono service.

#### **To Scientific Investigation...**

We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, governmental standards, and professional guidelines for



the care and management of experimental subjects. We acknowledge our ethical obligations to the scientific community.

- Conduct research that contributes knowledge that is valid and useful to our clients and society.
- Use research methods that meet accepted scientific standards.
- Use research resources appropriately.
- Systematically review and justify research in progress to insure the most favorable benefit-to-risk ratio to research subjects.
- Submit all proposals involving human subjects to an appropriate human subject review committee.
- Secure appropriate institutional committee approval for the conduct of research involving animals.
- Obtain informed consent from human subjects participating in research that is based on specification published in Title 21 Code of Federal Regulations, Part 46.
- Respect the confidentiality and privacy of data.
- Seek opportunities to advance dental hygiene knowledge through research by providing financial, human and technical resources whenever possible.
- Report research results in a timely manner.
- Report research findings completely and honestly drawing only those conclusions that are supported by the data presented.
- Report the names of investigator(s) fairly and accurately.
- Interpret research and the research of others accurately and objectively, drawing conclusions that are supported by the data presented and seeking clarity when uncertain.
- Critically evaluate research methods and results before applying new theory and technology in practice.
- Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice.