

August, 2025

POLICY AND PROCEDURE MANUAL
FOR THE
GREATER AUSTIN DENTAL HYGIENISTS' ASSOCIATION

This manual shall in no way conflict with information contained in the Bylaws of the Greater Austin Dental Hygienists' Association (GADHA). Its sole purpose is to define and explain the policies and procedures, which through custom and usage, have been found practical and ethical. Those policies which state "shall" are to be interpreted as requiring strict compliance. Those policies which state "may" are worthy of consideration.

Because the contents of this manual have been approved by the GADHA Board of Directors (BOD), manual revisions shall require a two-thirds (2/3) affirmative vote of the GADHA BOD. At any time, the BOD or the general membership, with two-thirds affirmative vote, may give further directions to officers and committees.

SECTION I

A. GUIDELINES FOR ALL OFFICERS AND COMMITTEE CHAIRPERSONS

It is the duty of each officer and chairperson to direct his/her office or committee in a manner that the goals established for that particular year may be accomplished with success. Below is a list of basic guidelines that will aid in operating a committee or position smoothly.

1. Duties for officers and committee chairpersons are stated in the GADHA Bylaws.
2. Each committee chairperson shall submit a list of his/her committee members to the GADHA President for approval as soon as they are named.
3. Each officer and committee chairperson shall submit a budget request to the Budget and Finance Committee.
4. In order to plan and implement the functions of the committee, meetings of a committee may be called as the chairperson deems necessary. The President of GADHA serves as ex-officio member of all committees, with voting privileges, except for the Nominating and Budget and Finance Committees where she will not have voting privileges.
5. Each committee has a budget. NON-BUDGETED EXPENSES must be approved by the Board of Directors. All budgeted invoices are to be sent with a reimbursement form and original receipts directly to the GADHA Treasurer for payment. Any item greater than \$250 should be taken care of by an authorized account user such as the GADHA Treasurer or President.
6. All monetary transactions must be reported to the Treasurer. All cash collected at meetings or events shall have receipts and must go to the Treasurer for deposit.
7. All GADHA business correspondence shall be copied to the President.
8. Committee announcements, activities and reports will be published on the Association's website by notifying the communication chairperson.
9. Committee chairs shall report activities of the committee to the Board of Directors and general membership on a regular basis through the website and/or monthly meetings.
10. Committees may alter regular activities as they deem necessary. The BOD shall be consulted regarding any new ideas on activities that are representative of GADHA.
11. Committee chairpersons are encouraged to attend BOD meetings.
12. Standing committees shall consider appointing a chairperson-elect to take over duties for the following year.
13. Each committee chairperson shall keep a file of correspondence and information pertaining to his/her committee. At the end of the year, the file shall be updated with only valuable informational material and returned to the President or newly appointed chairperson.
14. Each officer and committee chairperson shall submit a written end of year report to the President of GADHA at the installation meeting in May.
15. Officers and committee chairpersons shall report to the GADHA communication chairperson any information of interest for publication on the website.
16. Each officer and committee chairperson shall submit any suggested policy and procedure changes to the Bylaws Chair.
17. All written communication between the Board of Directors (BOD) shall be conducted via email (formal) and/or the established GroupMe Austin Dental Hygiene chat (informal).

B. COMMITTEE PERSONNEL

1. The chairperson shall select a minimum of two committee members to enable the committee to meet its goals.

2. The committee may include new members, students, and/or new graduates.
3. The committee chairperson shall make every effort to utilize the immediate past chairperson as an ex-officio member of the committee.

C. COMMITTEE PROCEDURE

1. Meetings may be called by the chairperson or by any two members of the committee. Each member, including ex-officio members, must be notified.
2. The committee must adhere to GADHA Policy and Procedure Manual and Bylaws.
3. If necessary, a committee may choose a secretary. Committee minutes go only to the committee members.
4. A committee (not the chairperson) may allow non-committee members or advisors to attend a meeting to offer subject-matter expertise on a specific issue if approved by committee members.
5. All questions and/or motions are voted on or are resolved by consensus.
6. The chairperson is a voting member of the committee.
7. A quorum consists of a majority of the members of the committee.

D. ANNUAL REPORTS

1. The GADHA President shall notify all officers and committee chairpersons when annual reports are due.
2. The report must include all vital information and activities of the year.
3. The committee report shall be written in the third person and signed by the chairperson only.
4. Copies of the report shall be distributed to the President.
5. Any resolutions or recommendations the committee makes shall be considered by the BOD.

NOTE: See Sample Report- Section I, E of this manual.

E. SAMPLE REPORT

REPORT OF THE MEMBERSHIP COMMITTEE

COMMITTEE Members:

Jane Doe, Chairman
Suzy Smith
Mary Jones

GOALS:

ACTIVITIES:

COMMENTS AND DISCUSSION:

RESOLUTION AND/OR POLICY PROCEDURE CHANGES:

Either present resolutions, policy procedure changes, or state:

“This report is informational and includes no resolutions.”

SECTION II

Board of Directors

A. PRESIDENT

1. Shall call an official board meeting as necessary to discuss and implement the Association’s activities.
2. Shall preside at the regular monthly meetings and Board of Director meetings.
3. Shall represent GADHA in an official capacity at other functions when appropriate.
4. Shall coordinate the activities of all other officers and committees for most efficient and productive achievement of GADHA’s goals.
5. Shall serve as ex-officio member of all committees, with voting privileges, except for the Nominating and Budget and Finance Committees where she will not have voting privileges.
6. Shall appoint committee chairpersons and fill any committee chairperson vacancy or vacancies.
7. Shall be familiar with the GADHA Policy and Procedure Manual and Bylaws.
8. Shall write a President’s message for the web page.
9. Shall prepare agendas for BOD and monthly meeting.
10. Shall purchase TDHA President’s gift to give at meeting of her/his visit, within the GADHA allowed budget.
11. Shall maintain ongoing correspondence/communication with BOD members.
12. Shall maintain electronically a folder for the Office of President to include agendas and minutes of meetings, roster of committee chairs and annual reports of respective committees, correspondence, etc., as a reference for the next GADHA President.

B. PRESIDENT ELECT

1. Shall succeed to the office of President without other election at the installation meeting in May.

2. Shall succeed to the office of President in the event of a vacancy as provided in our Bylaws.
3. Shall choose an installing officer and assist in planning the installation with the Vice President.
4. Shall become familiar with parliamentary procedure.
5. Shall assist the President as needed.

C. VICE PRESIDENT

1. Shall be the Continuing Education Chairperson for programs sponsored by GADHA.
2. Shall coordinate the planning of continuing education courses, either independently or in collaboration with a continuing education provider (e.g., Omega Seminars).
3. Shall plan courses in accordance with TDHA guidelines for continuing education.
4. Shall be responsible for continuing education credits and certificates for the monthly meetings.
5. For GADHA monthly meetings, the Chairperson shall:
 - a. Coordinate arrangements for speakers and place of monthly meetings.
 - b. Obtain and keep a copy of the speaker's vitae and course outline.
 - c. Keep electronic copies of all forms.
 - d. Provide CE courses of a minimum of one hour.
 - e. Charge non-members requesting CE credit a fee set by the Board of Directors.
 - f. Contact Treasurer prior to the meeting if expenses will be incurred for the program or speaker.
 - g. Select educational speakers from professionally related fields. The presentation must be scientific or technical as related to clinical care.
 - h. Consider one meeting for legislative update.
 - i. Have one meeting devoted to the TDHA President's visit.
 - j. Consider having a meeting devoted to second year SCADHA members of Austin Community College. Consult with the liaison to ACC and SCADHA Advisor at ACC as to the proper time for this meeting.
6. Shall assist the President as needed.
7. Shall preside at Board meetings and regular meetings in the absence of the President.

D. SECRETARY

1. Shall keep an accurate record of this Association's business, special meetings, and Board meetings.
2. Shall read and respond to all correspondence which comes to the Secretary's attention and/or at the request of the President.
3. Shall keep electronic copies of all minutes from regular and called meetings of the Board, including conference calls or webinars.
4. Shall keep minutes concise, consisting only of pertinent information, such as account figures, or motions made and important committee information.
5. Shall submit a report of all motions and Bylaws changes made throughout the year. This report shall be distributed electronically to the President, President-Elect, and Bylaws and Policy and Procedures Manual Chairperson.
6. Shall maintain an electronic file of standing motions.
7. Shall compile an electronic file of motions to be passed on to the next Secretary.
8. Shall assist the President as requested.

9. Shall send thank you notes to all speakers and sponsors following meetings.

E. TREASURER

1. Shall serve as custodian of all monies and securities belonging to the Association and receive, disburse, and hold the same.
2. Shall receive and monitor component dues from ADHA.
3. Shall report current bank balances at each business meeting (regular and BOD) and request any outstanding debts.
4. Shall submit all name and address changes to TDHA Treasurer, GADHA Secretary, GADHA Communications Chairperson, and GADHA Membership Chairperson.
5. Shall maintain an accurate roster of GADHA membership.
6. Shall explain all forms to appropriate persons (e.g., reimbursement forms). All receipts must be originals; however, email receipts will be accepted as original documentation.
7. Shall inform officers and committee chairpersons to turn in expense statements within 30 days after the expense has incurred. All reimbursement requests must be submitted within the same fiscal year to be eligible for reimbursement.
8. Shall serve as Budget and Finance Chairperson.
9. Shall submit an end of the year financial report to the BOD for approval.
10. Shall disburse money by check, debit card, credit card or BOD-approved automated withdrawal.
11. Shall, monthly
 - a. Balance checking and savings accounts and report balances at the monthly meetings and Board meetings. Receive and reimburse expenses to officers and committee chairpersons as necessary.
 - b. Review ADHA membership rosters on the ADHA website updating names, addresses, and new members.
 - c. Deposit checks for income to GADHA from monthly meeting income (CEs) website ads, fundraising, sponsorship, etc.
12. Shall be aware of all money transactions that take place at any GADHA events and/or meetings.
13. Shall assist the President as needed.
14. Shall maintain and monitor 501 (c) (6) status by filing E Postcard annually with the IRS, due no later than May 15. A recurring agenda item for the April BOD meeting should verify that the E Postcard has been filed.
15. Shall monitor credit card and debit card possession, automated checking account expenses, receipts, and payments.
16. Shall review signature authority on bank accounts
17. For purchases exceeding \$250, the GADHA Treasurer or an authorized account user (e.g., the President) shall be available to utilize the GADHA account and/or card to prevent undue financial burden on GADHA board members.
18. Shall prepare the annual financial report to be reviewed by the Auditing Committee, appointed by the President. The report shall be accepted, or adopted, which carries with it the endorsement of the financial report.

TREASURER'S GUIDELINES FOR MONETARY CORRESPONDENCE

RECEIPTS:

1. All receipts must be originals, which includes digital/email receipts.
2. If the above is not available, then a handwritten receipt could be substituted at the BOD's discretion.
3. The item or items of purchase should be circled or highlighted on the receipt if there are other purchases not Association related.
4. No reimbursement checks will be written at the monthly meetings. Prior arrangements can be made so that the check may be delivered at the meeting.

REIMBURSEMENTS:

1. Checks should be cashed within one month after receiving them.
2. All reimbursement checks should be cashed by May 31 of each year.

MOST IMPORTANT TO REMEMBER

ALL RECEIPTS MUST BE SUBMITTED BEFORE MAY 31 DUE TO FINANCIAL RECORDS/BOOKS CLOSING ON THIS DAY FOR THE YEAR. THIS ALSO HELPS WHEN COMPLETING THE END OF THE YEAR REPORTS.

F. TDHA TRUSTEE

8. Component Obligations:
 - a. Shall attend GADHA meetings and serve as a member of the Board of Directors.
 - b. Shall serve as advisor and liaison between TDHA and GADHA.
 - c. Shall report on TDHA affairs at the regular monthly meetings.
 - d. Shall submit a report of pertinent TDHA activities after each TDHA BOD meeting.
 - e. Shall send names and addresses of elected delegates and alternate delegates to TDHA Secretary by the date set, so proper credentials can be issued for pre-registration of all delegates.
 - f. Shall arrange and conduct a delegate workshop for delegates and alternate delegates prior to TDHA Annual Conference and hold a caucus during TDHA Annual Conference.
 - g. Shall make hotel arrangements and room assignments for the delegates and alternate delegates for Annual Conference prior to the registration deadline set by TDHA (to qualify for the early bird TDHA meeting rate).
9. TDHA Obligations:
 - a. Shall attend all meetings of TDHA Board of Directors throughout the year and report on GADHA component activities.
 - b. Shall attend the TDHA Annual Conference, HOD and all reference committee hearings.
 - c. Shall chair or serve on a council as requested by the TDHA President.
 - d. Shall attend TDHA Strategic Planning.
10. Shall submit an annual report of the GADHA component and send the report to the TDHA Secretary to be included in the Pre-Annual Conference BOD packet and the Annual Conference packet.
11. Shall have served as a delegate to TDHA Annual Conference HOD prior to taking office.
12. Shall serve as liaison to TEX HY-PAC and ADHA Institute for Oral Health (IOH) and monitor GADHA progress toward goals. Shall encourage donations to TEX HY-PAC and IOH and organize fundraisers (raffles) as necessary.

BACKGROUND INFORMATION:

In 1978, the TDHA voted to support the formation of Texas Dental Hygienists' Political Action Committee (TEX HY-PAC). Its purpose is to encourage dental hygienists and other interested persons to inform legislators of current dental hygiene issues. This voluntary, non-profit committee supports the goals of TDHA, but operates independently and autonomously. TEX HY-PAC is not affiliated with any one political party but supports candidates who have demonstrated an interest in excellence in dental hygiene.

- a. Trustee shall keep a record (donation form) of proceeds to TEX HY-PAC collected at regular monthly meetings, continuing education courses sponsored by GADHA and TEX HY-PAC fundraisers organized by GADHA. Trustee shall send the donations and form to the TEX HY-PAC Treasurer in a timely manner and keep a copy for GADHA records. The documentation shall include contributors' names, addresses and amounts of the contributions.
- b. Trustee shall keep a record (donation form) of proceeds to the Institute for Oral Health (IOH) collected at regular monthly meetings, continuing education courses sponsored by GADHA and IOH fundraisers organized by GADHA. Trustee shall send the donations to TDHA IOH Chair or ADHA Institute for Oral Health, 444 N. Michigan Ave., Ste. 3400, Chicago, IL 60611.
- c. Trustee shall keep a record of additional donations made to IOH by members of the GADHA. Trustee shall ask members of GADHA to provide a copy of their receipts of donations to the IOH. These donation totals can also be used towards the Austin component goal as set by TDHA each year.

13. Shall assume responsibilities assigned by the GADHA President and/or TDHA.

G. IMMEDIATE PAST PRESIDENT

1. Shall serve as the chairperson of Nominating Committee.
2. Shall serve in an advisory capacity to the BOD.
3. Shall buy a gift or plaque for the outgoing President to be presented at the last meeting of the year.

H. DELEGATES TO TDHA ANNUAL CONFERENCE

1. The TDHA Trustee will be notified by the TDHA Treasurer of the number of delegates and alternates to the TDHA Annual Conference to which GADHA is entitled (see TDHA Bylaws).
2. The TDHA Trustee shall send the names and addresses of the elected delegates and alternate delegates to the TDHA Secretary by the date set by TDHA's Board of Directors, so proper credentials can be issued for pre-registration of all delegates.
3. Election of Delegates:
 - a. The President and President Elect shall automatically be delegates unless they serve on the TDHA BOD.
 - b. Nominations for delegates will be accepted from the floor during the component meeting in October
 - c. At the next component meeting, additional nominations may be made from the floor, and voting will be by ballot. The specified number of candidates receiving the most votes will become delegates while those with the next highest number of votes will become alternate delegates.
4. Delegates will attend all sessions of the TDHA House of Delegates and be seated on time. In the event attendance of a delegate is impossible, the Trustee is responsible for seating an alternate delegate.
5. Before Annual Conference, a delegates' meeting will be held concerning subjects that will be before the HOD. This meeting is also an orientation for first time delegates. All delegates and alternates should attend.
6. Funding for each delegate and alternate is to be determined by the Association and availability of funds in the GADHA Budget.
7. The GADHA membership may also allow funding for a TDHA and/or ADHA officer representing this Association by the procedures covered above.

8. Reimbursement for TDHA Annual Conference shall be tied to attendance at conference events (such as HOD, Reference Committee Hearings, Candidates Forum, etc.) and prorated as approved by the GADHA Board.
9. The GADHA paid hotel rooms are for dental hygiene members only. Any non-members will need to make other lodging arrangements, at their own expense.
10. If a delegate or alternate is unable to attend or chooses not to attend Annual Conference after the registration fee is paid by the Association, he/she/they must refund the money to GADHA.
11. The TDHA Trustee makes assignments to delegates for attending specific functions and reporting back to component members. Delegates and alternates are expected to attend all Annual Conference sessions in order to receive reimbursement from GADHA.
12. Delegates must review and be familiar with the HOD packet, including the Convention Rules of the House of Delegates of TDHA.
13. First time delegates must attend the Parliamentary Procedures Orientation at TDHA Annual Conference.

SECTION III Committees

A. BYLAWS and POLICY & PROCEDURE MANUAL COMMITTEE

1. Shall contact the TDHA Bylaws chairman to check changes in the TDHA Bylaws.
2. Shall keep abreast of changes in ADHA Bylaws.
3. Shall ask the Board of Directors for any suggestions they deem necessary in GADHA policies.
4. Shall review the GADHA Bylaws and formulate any necessary amendments.
5. Shall send a corrected copy of GADHA Bylaws to TDHA Bylaws committee for approval.
6. Shall review annually the Policy and Procedure Manual to insure concurrence of the manual with the GADHA Bylaws. Shall submit any revisions to the Policy and Procedure Manual to the GADHA Board for approval. Shall maintain an updated electronic copy of the GADHA Bylaws and Policy and Procedure Manual.
7. Shall submit a proposed budget to Budget and Finance Committee.

NOTE: The Bylaws shall be amended by a two-thirds (2/3) vote of those members present during a regular meeting of GADHA provided that a copy of the proposed amendment(s) has been published for members at least 10 days prior to the meeting of the Association. The meeting can be via Zoom and the vote taken during the Zoom meeting. The vote can also be via email to all members.

B. COMMUNITY EVENTS COMMITTEE

1. The Board of Directors must approve any community projects being considered.
2. Shall plan and administer oral health related projects and report to the BOD.
3. Shall establish and maintain a relationship with health agencies and dental groups interested in the improvement of the health of the public.
4. Chairperson shall serve as liaison to TDHA's Community Outreach Chair.

5. Chairperson shall submit a proposed budget to the Budget and Finance Committee.
6. Chairperson shall submit program data annually from all GADHA community events to the TDHA's Community Outreach Chair.

C. LEGISLATIVE COMMITTEE

1. Shall keep abreast of any legislative action which could affect GADHA members and keep them informed through the website and announcements.
2. May form liaisons with state representatives and senators supportive of TDHA goals and legislative priorities.
3. May solicit volunteers to work on campaigns for legislators supportive of TDHA/GADHA causes.
4. Shall follow the advice of the TDHA Governmental Affairs Council and TDHA Legislative Consultant.
5. Shall assist with preparing legislative fact sheets and/or talking points for component members per guidance from TDHA Governmental Affairs Council.
6. Chairperson shall serve on the TDHA Governmental Affairs Council.
7. Chairperson shall submit a proposed budget to the Budget and Finance Committee.

D. MEMBERSHIP COMMITTEE

1. Shall refer to the GADHA Bylaws for classifications of membership.
2. Chairperson shall work as liaison between GADHA membership and TDHA Member Services Council. Chairperson may attend meetings of TDHA Member Services Council.
3. Chairperson shall refer to the TDHA Membership Manual as needed.
4. (blank)
5. Shall encourage attendance at meetings by giving members the responsibility for inviting and bringing prospective and new members and introducing them.
6. Shall have a membership link to ADHA on the website.
7. Chairperson or Cochair shall serve as greeter and welcome persons at each component meeting.
8. Chairperson or Cochair shall utilize a sign-up sheet at all monthly meetings and functions. This list can be utilized as a follow-up after the meeting by calling new and prospective members and encouraging them to come to the next function.
9. Chairperson shall send a congratulatory letter (on GADHA letterhead) to recent graduates residing within the Austin component boundaries.
10. Chairperson shall send "Welcome" letter to new members as needed.
11. Chairperson shall encourage potential members to join or renew their membership online at www.adha.org.
12. Chairperson shall contact graduates, non-renewed members, or potential members electronically or by phone as a follow-up to letters sent.
13. Chairperson shall develop an email tree/distribution list in cooperation with the legislative chairperson for communication and information dissemination to component members.
14. Chairperson shall keep a membership directory or roster.
15. Chairperson shall assist the President as needed.

16. Chairperson shall submit a proposed budget to Budget and Finance Committee.
17. Chairperson shall work with Communications chairperson to coordinate electronic communications to members.
18. Chairperson shall work with the Communications chairperson to notify members in August, informing them of the monthly meetings, location of meetings and any legislative issues.

E. ADHA STUDENT CHAPTER LIAISON COMMITTEE

1. Shall serve as liaison to ADHA Student Chapter members at the Austin Community College Dental Hygiene Program (ACC).
2. Shall work with the GADHA membership chairperson on the mentorship system, if applicable.
3. Shall work with the GADHA Vice President on planning a meeting or function to honor the graduating class of ACC.
4. May provide care packages for senior dental hygiene students prior to their National Board exam.
5. May write articles or post information regarding the dental hygiene students and/or the program for GADHA website.
6. Chairperson shall submit a proposed budget to Budget and Finance Committee.

F. NOMINATING COMMITTEE

1. The Immediate Past President shall serve as the chairperson.
2. Selection of officer nominees:
 - a. The chairperson shall ask for members who are interested in holding an office or chairing a committee for the following year.
 - b. The chairperson shall contact prospective candidates to find their specific interests.
 - c. The nominating committee shall verify the eligibility of each candidate and contact to confirm their acceptance of a candidacy.
 - d. The committee shall present a proposed slate of officers in March. Nominations from the floor shall be in order.
 - e. The committee shall present the slate of officers at the April meeting for election. Nominations from the floor may still be accepted.
 - f. The chairperson shall appoint and chair a tellers committee to count the votes at the April meeting.
 - g. Candidates may be voted in verbally by acclamation if the majority of members that are present during this motion support this action.
3. The chairperson shall submit a proposed budget to Budget and Finance Committee.

G. BUDGET AND FINANCE COMMITTEE

1. The Treasurer shall serve as the chairperson of this committee.
2. The President shall serve as a member of this committee.
3. EACH COMMITTEE SHALL SUBMIT A BUDGET REQUEST AFTER THE FIRST SUMMER PLANNING MEETING. THE DUE DATE SHALL BE SET BY THE CHAIRPERSON OF THE BUDGET AND FINANCE COMMITTEE.

4. Shall meet after the first summer planning meeting and prior to the first regular (September) meeting of the Association.
5. Shall carefully consider the officer and committee budget requests to form a budget for the Association.
6. Shall have the year's budget to present to the Board of Directors for approval by the first regular meeting of the Association (September)
7. Shall prepare a proposed budget for this committee.

H. COMMUNICATION COMMITTEE

1. The website administrator shall be the chairperson of this committee. The chairperson of the Membership Committee shall be a member of this committee.
2. The website administrator shall update the Association website in a timely manner to include information approved by the President.
3. The website administrator shall work with other committee chairs to update the website as changes or events occur.
4. The website administrator shall be in possession of the GADHA email list.
5. The website administrator shall be in charge of electronic communication system, including the invitations to meetings.
6. The chairperson may create a committee to assist in social media tasks to maintain constant readership.
7. The website administrator shall be a committee member of TDHA Communications Committee and/or be in contact with TDHA Communications Director to fulfill duties pertinent to information dissemination.

I. AUDITING COMMITTEE

1. The Treasurer shall serve as the chairperson of this committee.
2. Members of this committee shall include 2 GADHA Board members, 1 GADHA member who is not on the Board and the GADHA President as an ex-officio member.
3. The Auditing Committee shall review the annual financial report prepared by the Treasurer.
4. The financial report shall be prepared at the end of the fiscal year (May 31) and be reviewed by the Auditing Committee before the budget for the new year is finalized.

Approved by GADHA Board August 29, 2023
Amended by GADHA Board August 20, 2024
Amended by GADHA Board April 24, 2025

Amended by GADHA Board August 18, 2025