

# **Calgary Dental Assistant Association**

## **Manual of Procedures**

### **2021**

## **1. Membership**

Active:	as defined by the Bylaws of the CDAA
Student:	as defined by the Bylaws of the CDAA
Honorary:	as defined by the Bylaws of the CDAA
Associate:	as defined by the Bylaws of the CDAA

## **2. Terms of Reference for Directors, Standing Committees and Representatives**

All Directors, Standing Committees and Representatives shall ensure;

- Attend every executive and general meeting of the CDAA. If unable to do so, the director, standing committee or representative shall notify the President and provide a written/electronic report to the Secretary for the President-elect to read at the meeting.
- Submit a written/electronic copy of their report to the Secretary for recording of minutes.
- Submit a typed/electronic annual report at the completion of their term, to be read at the annual meeting of the CDAA, excluding the Past President.
- Submit to the incoming director, standing committee, or representative, all notes and information accumulated during their term.
- Present their respective binders at the crossover meeting to the incoming director or representatives. Any information to be removed will be given to the President-Elect to review and ensure that the information is in archives or shredded. Updated Bylaws and Manual of Procedures will be forwarded to all board members to update their binders after the Crossover meeting.
- Each year committees and standing committees will submit a proposed budget to the Treasurer at the first executive meeting of each term.
- All members of the executive shall, each year, agree upon a maximum dollar amount which may be spent without membership vote which is over and above the presented budget. Any amount over and above the budget that falls under \$500.00 must be agreed upon by the Executive. This amount must be voted on at the first General Meeting of the term (currently this amount is \$500.00).
- Must pay their membership dues by the renewal date set by the CDAA as this sets the example for our members.
- Shall be responsible for mentoring/assisting the incoming directors, standing committee chairs and representatives if required or requested.

## **3. Directors, Standing Committees and Representatives**

### **Directors:**

#### **a) PRESIDENT:**

1. Shall preside at all Executive and General Meetings of the CDAA.
2. Shall make appointments as outlined in the Bylaws.
3. Shall prepare an agenda for all meetings of the CDAA.
4. Shall serve as member ex-officio on all committees.
5. Shall sign all contracts or documents as required
6. Shall have custody of the Corporate Seal and Gavel.
7. Shall co-sign all cheques drawn on the accounts of the CDAA.

8. Shall attend the CADA AGM, and the AADA AGM. If unable to attend, the President shall appoint an appropriate replacement.
9. Shall serve as a director at large of the AADA, if possible
10. Shall be responsible for communication and delegation of responsibility and following up on these delegations.
11. Shall provide the leadership for the planning of the year's program and make arrangements for the printing and distribution of the agenda.
12. Shall send a formal invitation to the Calgary and District Dental Society in August, to invite all auxiliaries to attend our meetings and become members of the CDAA.
13. Shall organize an end of term Crossover dinner meeting for the current and the incoming executive – paid for by the CDAA.
14. Shall, at the beginning of the term, reach out to the local dental assisting schools by personal visit or newsletter, introducing her/himself as President liaison between CDAA and their school. Invite each school to set up CDAA school presentation and describe the student award criteria.
15. Shall attend CDAA school student presentations by the Membership Coordinator when able.
16. Shall convey information as requested from the CADA and AADA to the local membership.
17. Shall ensure that the CDAA's status with the Consumer and Corporate Affairs and ensure that an annual report is filed.
18. Shall ensure all executive members are familiar with and understand the Bylaws and Manual of Procedure.
19. Shall strike an Awards Committee in January of each year.
20. Shall submit a list of new elected officers to the CADA and the AADA after the AGM and elections.
21. Shall take pictures (head shots) of all board members for the board at the beginning of the term.
22. Shall prior to each March GM, review the membership fees with the executive for the upcoming year to have any changes ready to be presented at the AGM.
23. Shall include in the year-end report, any sponsors, date of sponsorship and value that was secured by her.
24. Shall attend CDAA seminars at the expense of the CDAA.

**b) PRESIDENT ELECT:**

1. Shall conduct the duties of the President in the event of her absence.
2. Shall finalize all arrangements for executive and General Meetings and coordinate the requirements of speakers. \*\*NOTE: Dates and location of the General Meetings shall be booked a year in advance.
3. Shall read reports submitted by absent executive members.
4. Shall assist the President as requested.
5. Shall assume the office of President upon completion of her term.
6. Shall be responsible for the purchase of a gift for the outgoing President, paid for by the CDAA, to be presented at the year-end dinner or the AGM or Awards Evening. (choice of ring, watch or gift choice reflecting the logo of the CDAA at the discretion of the President-Elect) \*\* NOTE: Gift is not to exceed three hundred dollars (\$300.00). As per Bylaw #3 Article 1, no member shall receive remunerations as a director, this amount will not be paid as a monetary award.
7. Shall attend the CADA AGM and the AADA AGM. If unable to attend, the President shall appoint an appropriate replacement.
8. Shall have signing authority in the absence of either the President or Treasurer.
9. At the Crossover meeting collect any information to be removed from position binders and review and ensure that the information is added to archives or is shredded.
10. Shall include in the year-end report, any sponsors, date of sponsorship and value that was secured by her.
11. Shall attend CDAA seminars at the expense of the CDAA.

**c) SECRETARY:**

1. Shall record the minutes of all Executive and General business Meetings and the Annual General Meeting.
2. Shall type the minutes and provide copies to each executive member one week prior to the next meeting.
3. Shall review the minutes of previous meetings, make corrections and amendments if necessary and ensure that the minutes have been approved and signed by the President. Signed copies must be stored in the President and Secretary binder and a digital copy on USB sticks.

4. Shall appoint another individual to record the minutes of any meeting if she is unable to attend. If unable to do so, the chair of the meeting will appoint an individual to record the minutes.
5. Shall provide GM Minutes to the Membership Coordinator to email to the membership for publication.
6. Shall be responsible for all documentation of every motion, making sure that a written motion is recorded and signed appropriately.
7. Shall include in the year-end report, any sponsors, date of sponsorship and value that was secured by her.
8. Shall attend CDAA seminars at the expense of the CDAA.

**d) TREASURER:**

1. Shall be responsible for handling and recording of all financial transactions for the CDAA.
2. Shall co-sign all cheques and financial documents of the CDAA.
3. Shall be notified by the Membership Coordinator of the current amount of CDAA annual dues.
4. Shall present financial records to an Audit Review Committee appointed by the President to be presented at the AGM.
5. Shall present the financial statement at the first meeting after the end of the financial year for approval.
6. Shall require written budget statements from committee members/representatives requiring funds for all projects as soon as possible after the Crossover Meeting and absolutely prior to the first Executive Meeting (i.e: Newsletter, DA week, Education etc.). Will include \$2000.00 operating costs for the AADA.
7. Shall prepare a budget to be reviewed at the first Executive Meeting and presented to the members at the first General Meeting of that term. **\*\*NOTE:** a motion passed to approve the budget as presented is the same as a membership vote for those expenditures that exceed the maximum dollar amount that can be spent without a membership vote.
8. Shall at the end of her term send a written statement to the bank with the signatures of all resigning directors (who have signing authority) telling them of the change in directors.
9. Shall include in the year-end report, any sponsors, date of sponsorship and value that was secured by her.
10. Shall attend the CDAA seminars at the expense of the CDAA.
11. Shall provide to the AADA for Canadian Membership dues on a quarterly schedule as set by the AADA.
12. Shall submit Society Annual Return to Government of Alberta by September of each year.
13. Shall prepare the yearly income tax for not for profit organizations by the end of the term or by the Crossover Meeting.
14. Society filing has to be done annually in June and has to be annually forwarded in PDF format to AADA by the AADA AGM in April.

**e) PAST PRESIDENT:**

1. Shall be available in an advisory capacity for the executive of the CDAA
2. Shall be responsible for preparing the nomination sheets and conducting the annual election.
3. Shall include in the year-end report, any sponsors, date of sponsorship and value that was secured by her.

**Standing Committees:**

**a) MEMBERSHIP COORDINATOR:**

1. Shall obtain and review the master membership list of the CDAA and will forward a copy of current member list to the treasurer and secretary for back up of records..
2. Shall communicate with enrolled members and contact those with payment issues or uncompleted membership enrollment forms.
3. Shall work with a committee on membership recruitment, i.e. phoning committee
4. Shall arrange student presentations at each school for each intake and present information about CDAA as well as promote student membership. If unable to give the presentation may appoint a replacement from the membership committee. Will be accompanied by the President and School Advisory Reps if they are able to attend.
5. Shall greet members by sitting at the registration desk at General Meetings and ensure members are enrolled with the CDAA for GM's. For Seminars coordinate with the Education Chair.
6. Shall at the end of each term, compute and send a list of members that have perfect attendance to the Awards Chair so that they may receive recognition. Deadline date is the 30<sup>th</sup> of September each year.

7. Shall ensure GM minutes are emailed to membership prior to GM's.
8. Shall ensure the newsletter is emailed to membership and DA schools on time.
9. Shall advise the treasurer of current membership numbers and Canadian membership numbers.
10. Shall include in the year-end report, any sponsors, date of sponsorship and value that was secured by her.

**b) EDUCATION CHAIR:**

1. Shall be responsible for informing the membership of educational opportunities that are available during the year.
2. Shall submit information regarding education opportunities to the AADA for publication by the appropriate deadlines.
3. Shall be responsible for putting on educational seminar(s) each year (to determine the speakers, location, date, time, cost etc.)
4. Shall, with the approval of the President, co-ordinate the guest speakers for General Meetings. To provide continuity, will also assist with arranging speakers for the first General Meeting of the following year and pass the information on to the incoming Education Chair.
5. Shall include in the year-end report, any sponsors, date of sponsorship and value that was secured by her.
6. Shall attend CDAA seminars at the expense of CDAA. In the event an executive member is unable to attend CDAA seminars, the Education Chair will appoint an alternate from the CDAA Board in consultation with the President.

**c) NEWSLETTER:**

1. Duties to consist of:
  - a) Compiling articles and information
  - b) Prepare newsletter for printing/ or email distribution
  - c) Proof-reading distributes the newsletter to the board for proof-reading 48 hrs. prior to publication.
2. Shall quote advertising fees, amount to be determined by the Executive and provide the information to the Treasurer for invoicing.
3. Shall ensure that the CDAA remains impartial by not intentionally promoting any one individual or organization.
4. Shall share information with the Website editor and Social Media Coordinator.
5. Shall include in the year-end report, any sponsors, date of sponsorship and value that was secured by her.

**d) HOSPITALITY CHAIRPERSON:**

1. Shall record all occasions on display board, which shall be displayed at meetings from time to time.
2. Shall select and print pictures throughout the year to put on the board.
3. Shall set up social functions when called upon to do so by the Executive or general membership.
4. May work with the President-Elect to ensure arrangements for General Meetings are carried out.
5. May assist the Education Chairperson in providing hospitality functions for Seminars.
6. Shall be responsible for the acquisition of door prizes for the General Meetings by either donation or purchasing.
6. Shall assist in acquisition of door prizes / donations for Seminars.
7. Shall help direct committee members to assist with meeting requirements such as meeting room set up, food and beverages, meeting supplies, CDAA information board, meeting room take down.
8. When able seek sponsorship for food and refreshments for meetings in coordination with the Education Chair.
9. Shall be responsible for keeping and maintaining tablecloths.
10. Shall include in the year-end report, any sponsors, date of sponsorship and value that was secured by her.

**d) WEBSITE EDITOR:**

1. Shall update the website with meeting information, AADA information and updates, seminars, membership renewal information and newsletters.

2. Shall communicate with the Website contact to update the current board's email information so they link to the positions on the website.
3. Shall share information with the Newsletter Editor and the Social Media Coordinator.
4. Shall include in the year-end report, any sponsors, and date of sponsorship and value that was secured by her.

**e) SOCIAL MEDIA COORDINATOR:**

1. Shall update Social Media platforms with meeting information, AADA updates, seminars, membership renewal information and other information within the guidelines.
2. Shall record photographically all special occasions for the CDAA (speakers, installations, entertainment).
3. Shall share information with the Website Editor and the Newsletter Editor.
4. Shall include in the year-end report, any sponsors, and date of sponsorship and value that was secured by her.

**Representatives:**

**a) DENTAL ASSISTANTS RECOGNITION WEEK REPRESENTATIVE:**

1. Shall organize activities promoting Dental Assistants Recognition Week in March.
2. Shall include in the year-end report, any sponsors, and date of sponsorship and value that was secured by her.

**b) DENTAL HEALTH MONTH REPRESENTATIVE:**

1. Shall act as Chairperson of Dental Health month and accept responsibility for obtaining volunteers from the general membership as needed.
2. Shall, if invited, attend Dental Health Month meetings put on by dentists and other dental professionals and report back to the CDAA general membership. \*\*NOTE: See #6 Dental Health Month (April) Guidelines.

**4. Terms of Reference for Appointees:**

- All appointees shall hand over all notes and information accumulated during their term to the incoming director/appointee.
- All Appointees shall serve a one (1) year term.
- Appointees may be re-appointed at the discretion of the executive.

**5. Appointees:**

**a) ARCHIVIST**

1. Shall house and store all documents of the CDAA.
2. Shall, when directed by the President, chair a committee to organize and sort documents.
3. Shall retrieve documents from the archives as requested, providing a reasonable notice is given.
4. Shall include in the year-end report, any sponsors, and date of sponsorship and value that was secured by her.

**b) PARLIAMENTARIAN**

1. Shall be experienced or qualified in parliamentary procedures as outlined in "Robert's Rules of Order, Newly Revised".
2. Shall be familiar with the CDAA Bylaws and Manual of Procedures.
3. Is appointed by the president at each General Meetings in an advisory capacity to rule on all points of procedure which conflict with the Bylaws and Manual of Procedures of the CDAA.

**c) SCHOOL ADVISORY:**

1. Shall attend specified meetings of the School Advisory Councils and represent the CDAA.
2. Shall act as a liaison from the CDAA to the schools regarding their dental assisting program.
3. Shall make a report to the CDAA General Meeting assembly after reviewing minutes from each of the School's Advisory Committee Meetings (minutes sent via postal service or emailed).
4. Shall present a summarized report with the year-end report at the AGM.
5. Shall attend school presentations presented by the Membership Coordinator when able.
6. Shall include in the year-end report, any sponsors, date of sponsorship and value that was secured by her.

**f) AWARDS COMMITTEE CHAIR:**

1. Shall administer the awards as outlined in #11 of the Manual of Procedures.
2. Shall determine if there are eligible nominees to be nominated from our members to the provincial or national organizations.
3. Shall coordinate with the President and Newsletter Editor to give out nomination forms for awards at the March GM
4. Shall include in the year-end report, any sponsors, date of sponsorship and value that was secured by her.

**g) FINANCIAL AUDIT COMMITTEE:**

1. Shall consist of a minimum of two members at large.
2. Review the financial records and complete an internal audit with the assistance of the treasurer.
3. Shall review a minimum of two financial transactions from beginning to completion.
4. Shall sign the internal audit review.

**6. Dental Health Month (April) Guidelines:**

- a) The purpose of Dental Health Month is to increase public awareness of dentistry.
- b) The Dental Health Month Representative may ask for volunteers, chosen from the general membership.
- c) The project(s) of Dental Health Month is/are to be chosen by the committee. (\*NOTE: see section b) under Representatives of the Manual of Procedures).

**7. Meetings:**

- a) Location of the general meetings shall be reviewed by the Executive every spring, prior to any future bookings.
- b) Registration fee at all General Meetings for non-members is twenty-five dollars (\$25.00), with no charge for members and invited guests. Students will be invited to attend one meeting free of charge after a CDAA school visit to their school and they must RSVP prior to the meeting and will be invited to obtain a student membership for the year at that time. This fee can be canceled or instigated at any time.

**8. Procedure for General Meetings:**

- a) Call Meeting to order/welcome new members and students.
- b) Read the purpose of our association.
- c) Read the pledge.
- d) Review the circulated minutes from the last general meeting by the secretary. The President asks for any errors or omissions. Minutes are then adopted.
- e) Reports:
  - President
  - President-Elect
  - Past President
  - Secretary
  - Treasurer
  - Membership Coordinator
  - Education Chair

Newsletter Editor  
Hospitality Chair  
Website Editor  
Social Media Coordinator  
Dental Assistant's Recognition Week Representative  
Dental Health Month Representative  
School Advisory Representative(s)  
Updates from the AADA

- f) Old Business
- g) New Business
- h) Business from the floor
- i) Adjourn meeting/Door Prize presentation
- j) Break
- k) Speaker/Presentation

\*Note: Year end reports at the AGM should include the sponsors, date of sponsorship and value.

## **9. Procedure for Executive Meetings:**

Refer to procedure for General Meetings above, except delete items (b), (c), (h) and (i), (j) and (k)

## **10. Nomination, Election and Installation of New Directors:**

Refer to Past-President's portfolio

- a) Nomination sheets shall be made available in March of every year.
- b) Annual elections shall be held at the Annual General Meeting.

## **11. Awards:**

**\*\* Anyone can submit a nomination. If the nominee is not a CDAA member, membership can be attained prior to receiving the award.**

### a) **Dental Assistant of the Year**

Criteria:

- Dental Assistant who is a member of the CDAA in good standing.
- Have active registration with CADA.
- A member who has made outstanding contribution to the advancement of the Dental Assisting Profession during that annual period.

Award:

- Gift not to exceed one hundred dollars (\$100.00)

### b) **CDAA Special recognition award** (optional)

Criteria:

- Dental Assistant who is a member of the CDAA in good standing
- Member who has contributed to the welfare of the association and a willingness to serve in any capacity

Award:

- Gift not to exceed one hundred dollars (\$100.00)

**Presentation:** These awards may be presented during the CDAA's first General Meeting of the term.

Nomination for Dental Assistant of the Year and CDAA Special Recognition awards may be made by a letter from a member of the general assembly. In the event of no Nomination, the awards committee may nominate a recipient for the Dental Assistant of the Year Award.

### c) **Honorary Membership**

Criteria:

- Membership in the CDAA

- Must be a “SUPPORTIVE” member of the CDAA
- Must have a formal letter of nomination
- Must be a member of the CDAA for a minimum of fifteen years

**\*\*Note- Nomination for this award is not determined by nomination alone, candidates must qualify by meeting all the criteria noted above. Honorary membership is reserved for those who have notably gone above and beyond expectations. See Bylaw 1 Article 2.**

Award:

- Formal letter of notification.
- Recipients are exempt from paying local membership dues of the CDAA.
- Engraved object not to exceed one hundred dollars (\$100.00).

**Presentation:** May be presented at any meeting of the CDAA.

The nominees for honorary member will be considered by the Awards Committee comprised of three (3) active members plus a former recipient of Honorary Membership in good standing.

d) **Florence E. Downey Student Award** (Awarded to one student)

Criteria:

- Given to the most improved student based on non-academic criteria
- Nominee is chosen by the school instructors
- Recipient is chosen by the CDAA Awards Chair/Committee.

Award:

- Gift not to exceed \$200.00.
- Will consist of an engraved plaque and a cheque for a nominal amount.
- There will be one award provided per CDAA term.
- Nominations are due by September 30 of each year and are to be submitted to the Awards Chair.

**Presentation:** When possible a presentation can be made at the school’s graduation ceremony and by a representative of the CDAA (usually the CDAA’s President). Recipient will be invited to attend the first General Meeting of the CDAA for the award to be re-presented in front of the CDAA membership.

e) **Perfect Attendance Recognition:**

Criteria:

- Must have perfect attendance at all general meetings of the CDAA

Awards:

- A gift not to exceed twenty dollars (\$20.00) each

**Presentation:** Presented at the first General Meeting of the term.

f) **Volunteer Recognition:**

Criteria:

- Every member who has volunteered on the CDAA board or any CDAA committee

Award:

- An embossed CDAA certificate
- Total budget for all volunteers not to exceed \$100.

**Presentation:** Presented at the first General Meeting of the term.

## **12. Miscellaneous Information**

### **1. Fees, Pricing and Charges:**

a)	Membership fees:	2021	2022	2023	2024	2025
	Honorary member:	free	free			

Active member:	\$40
Active member – trilevel	\$80
Student member:	\$20
Student member – trilevel	\$60
Canadian member	\$45

- b) NSF cheques since 2016: \$25 (must be paid prior to re-enrollment in the CDAА or attendance at future seminars.)
- c) Replacement of membership hard copies since 2016: \$10
- d) Advertisement since April 7, 2014 is as follows:  
Will include a package price that includes advertisement on the website, newsletter and Social Media link for one year if allowable.
- Business card size as 2" x 3.5" - \$40.00
  - ½ page Ad 5.5" x 8.5" - \$90.00
  - Full Page Ad 8.5" x 11" - \$170.00
  - Website Link for 1 year - \$200.00 -onetime fee
  - Non-profit Dental Organizations will be allowed to advertise at no charge.
  - The charge for tables at Seminars is \$250.00 and a door prize, minimum suggested value \$50.

## 2. **Contact Information:**

Bank: Royal Bank of Canada  
Northland Plaza Branch  
4820 Northland Drive NW, Calgary, Alberta T2L 2L3  
Tel: 403-299-5229  
Fax: 403-292-3792

Website company: New Prodigy  
440 10816 MacLeod Trail SE  
Contact: John Kilbride  
Email: [jkilbride@newprodigy.ca](mailto:jkilbride@newprodigy.ca)  
888 273-7903  
Contact: Robb Sledman  
Email: [rsledman@newprodigy.ca](mailto:rsledman@newprodigy.ca)

Meeting facility: Inglewood Community Association Hall  
1740 24 Ave SE, Calgary AB T2G 1P9  
Email: [info@icacalgary.com](mailto:info@icacalgary.com)  
Phone: 403 264 3835

Liability Insurance Broker: Taylor Baraniuk  
Baraniuk Insurance Agency Ltd  
Ph: 403-719-0015  
Fax: 403-719-0016  
TF: 1-877-929-0991  
Cell: 403-400-3901  
[www.baraniukinsurance.ca](http://www.baraniukinsurance.ca)

Annual Societies Return (Financial): Corporate Registry  
E Brownlee Building  
Mezzanine Floor, 10365 97 St. Edmonton AB  
PO Box 10007 Stn Main  
Edmonton AB T5J 4W6

Societies Act (Amending the CDAА Bylaws): Corporate Registry  
902, JJ Bowlen Building  
620 – 7<sup>th</sup> Avenue SW  
Calgary, Alberta T2P 0Y8

