

**CALGARY DENTAL ASSISTANTS ASSOCIATION**  
(Hereinafter called CDAA)

**BYLAWS**  
Revised January 2020

**PURPOSE OF ASSOCIATION**

- a. To promote unity and good feelings for Dental Professionals.
- b. To provide ongoing support to individuals in achieving Continuing Competency.
- c. To provide a meeting place for the consideration and discussions of questions affecting the interests of the Dental Profession and Dental Assistants

**BYLAW #1 – MEMBERSHIP**

There shall be three types of members: Active, Honorary and Associate.

**Article 1** – The “Active Member” shall be:

- A member who is enrolled with the CDAA and has paid the required annual Local membership dues.
- A dental assistant who is retired or has discontinued work in the profession and has paid the required annual Local membership dues to enjoy full membership rights and privileges of the CDAA.
- A student who is enrolled in a formally recognized dental assisting program and has paid the required annual Local student membership dues.

**Article 2** – The “Honorary Member” shall be:

An Active Member who has met the specified criteria, as defined in the Manual of Procedures, and has helped the CDAA in obtaining its objectives, and is perceived as a supportive member.

**Article 3** - The “Associate Member” shall be:

A member of the dental team, i.e.: receptionist, hygienist, sterilization assistant or other who is not a registered dental assistant and has paid the required annual Local membership dues. The Associate Member will be entitled to all benefits the CDAA has to offer with the exception of voting on issues brought forward by the CADA that may affect the profession of dental assisting.

**Article 4** – Any Active Member wishing to withdraw membership may do so upon written notice to the Secretary, or with annual renewal.

**Article 5** – Any Active Member may be expelled from membership following a formal complaint made to the CDAA executive. Once deemed a “reasonable” complaint, a two-thirds vote of all members present at a General Meeting is required for the expulsion to take place.

## **BYLAW #2 – MEETINGS**

**Article 1** – The Annual General Meeting (hereinafter called AGM) of the CDAA shall be in May of each year, unless rescheduling is recommended by the Executive and ratified by a quorum. Notification of the AGM will be read to the members at the previous General Meeting and formal notification will be sent by newsletter or electronic mail within fifteen days prior to the AGM.

**Article 2** – The General Meetings and or seminars of the CDAA will be held October, January, March and April of each year. Meeting dates can be altered at the discretion of the Executive. Notice in writing of all scheduled meeting dates for the coming year shall be mailed or emailed to the member at the start of each term.

**Article 3** – The Bylaws shall be made available to the members at each General Meeting.

**Article 4** – A special meeting may be called by the President or President-Elect at the request of the Executive, or upon receipt of a petition signed by twenty-five Active Members, setting forth the reason(s) for such a meeting. The General Membership shall be given a minimum of fifteen days of notice by mail or electronic mail.

## **BYLAW #3 – DIRECTORS**

**Article 1** – The directors of the CDAA shall consist of President, President-Elect, Secretary and Treasurer. These directors plus the Past-President shall constitute the Executive and shall represent the CDAA in managing its everyday affairs. No member shall receive remunerations as a director, unless authorized at a General Meeting where a quorum is present.

**Article 2** – The directors shall be duly elected and shall serve for one year term or until their successors are accordingly installed.

**Article 3** – In the event of any office becoming vacant during a term, the President, with the approval of the Executive, shall have the power to appoint a successor.

**Article 4** – Any regularly elected director can be deposed from office for cause- that is, misconduct or neglect of duty in office. The election of the director in question can be rescinded and a successor can thereafter be elected for the remainder of the term. A motion (seconded) is required for removing the offender from office and must carry a majority vote.

## **BYLAW #4 – DUTIES OF DIRECTORS**

**Article 1** – The President shall preside at all meetings of the CDAA and countersign all orders of payment and perform all duties that fall to the office of the President. The President shall attend the Annual General Meeting of CADA, and other meetings as requested by CADA.

**Article 2** – The President –Elect shall attend all meetings of the CDAA, and in the absence of the President, shall preside at any meeting of the CDAA and discharge all duties of the President.

**Article 3** – The Secretary shall keep a record of all proceedings of all meetings of the CDAA and be responsible for all correspondence directed to the Secretary.

**Article 4** – The Treasurer shall take charge of all monies, pay such accounts as countersigned by the President, keep accurate financial records, correspond with the renewal committee regarding CDAA annual local dues.

**Article 5** – The Past –President shall be responsible for preparing the nomination sheets, conducting annual elections, and act in an advisory capacity to the Executive of the CDAA.

#### **BYLAW #5 – COMMITTEES, REPRESENTATIVES AND APPOINTMENTS**

**Article 1** – The Standing Committees shall be; a) Education, b) Newsletter Editor, c) Hospitality, d) Dental Assistants Recognition Week, e) Dental Health Month, f) Membership Committee.

**Article 2** - Representatives shall be; a) Student – to be chosen by their respective Dental Assisting Class.

**Article 3** – Standing Appointments shall be; a) Archivist, b) Parliamentarian, c) School Advisory Representative d) Awards Chair, e) Membership coordinator – All appointed by the President.

**Article 4** – Special committees may be appointed as needed at any meeting.

#### **BYLAW #6 – NOMINATION AND ELECTION OF DIRECTORS**

**Article 1** – Election nomination forms/sheets shall be made available at the General Meeting prior to the Election Meeting. The general membership shall be advised of the date of the Election Meeting by mail or electronic mail.

Nomination sheets, with written consent of the nominee, shall be returned to the Past President.

**Article 2** – At the election Meeting, the Past President shall present the nominees for each director position, allowing for further nomination from the floor (with written consent of the nominee). Elections shall be by secret ballot or majority vote, or in the case of only one nominee – election by acclamation. Nominees may run for more than one office but may not be elected to more than one director position.

**Article 3** Any person elected or appointed to an Executive or Committee position must be an Active or Honorary Member of the CDAA as defined in Bylaw #1.

#### **BYLAW # 7 – VOTING**

**Article 1** – Any Active or Honorary Member shall have the right to vote at any meeting of the CDAA. Associate Members may vote on all issues except where they may have a direct effect on the profession of dental assisting.

**Article 2** – Voting shall be by a show of hands unless moved that a secret ballot is required. Election of directors is by secret ballot.

## **BYLAW #8 – QUORUM**

**Article 1** – Quorum at any meeting shall consist of 51% of the active members in attendance.

## **BYLAW #9 – FINANCE**

**Article 1** – The fiscal period shall end the thirtieth day of April; at which time the Audit Review Committee will examine the financial statement and perform an internal audit and an approved financial statement will be prepared for presentation at the AGM. Effective April 30<sup>th</sup>, 2018 (year-end).

**Article 2** – Local membership dues shall be payable on or before October thirty-first of each year. Membership dues for the CDAA will be as recommended at the AGM for all categories of members and can only be changed at the AGM or a special meeting called for that purpose.

**Article 3** – All cheques drawn on CDAA funds, must be countersigned by two Directors with signing authority with approval of the President.

**Article 4** – Under no circumstance shall the CDAA borrow money for any purpose whatsoever.

**Article 5** – The books and records of the CDAA may be inspected by any member at the AGM, or at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer and President.

## **BYLAW #10 – PARLIAMENTARY PROCEDURE**

**Article 1** – In matter of procedure, the CDAA shall acknowledge and be governed by “Roberts Rule of Order, Newly Revised”.

## **BYLAW #11 – MANUAL OF PROCEDURES**

**Article 1** – The Manual of Procedures shall be a guideline for the CDAA in carrying out its everyday affairs. It shall include meeting procedures, duties of Directors, Standing Committees and Appointees, Awards and can be amended from time to time on such matters the Executive deems necessary.

**Article 2** – Providing there is no conflict with the Bylaws, the Manual of Procedures may be amended at any regular executive or general meeting.

**Article 3** – A copy of the Manual of Procedures shall be available at any general meeting for the perusal by the membership.

## **BYLAW #12 – AMENDING THE BYLAWS**

**Article 1** – These bylaws may be altered or amended by a special resolution at any regular meeting or any special meeting called for that purpose. Changes must be carried by a three-quarter vote of Active Members present. Notice of proposed changes must be read to members at the previous meeting or mailed or emailed, to all members twenty-one days prior to the meeting.