

CALIFORNIA DENTAL ASSISTANTS ASSOCIATION

MANUAL OF PROCEDURES

July 29, 2023

CALIFORNIA DENTAL ASSISTANTS ASSOCIATION

MANUAL OF PROCEDURES

This Manual contains specific duties of all officers, chairman and committees of the California Dental Assistants Association. The purpose is to serve as an operational guide.

The Board of Directors of CDAA is the sole authority for the final approval of the Manual of Procedures.

Individual members and local organizations are encouraged to contribute ideas and suggestions to the Manual of Procedures. Amendments or changes shall be referred to the Bylaws committee.

PRINCIPLE OF ETHICS

The Principles of Ethics of the American Dental Assistants Association and those of the local society within whose jurisdiction the member is located, shall govern every member of this Association.

Every member of this association has the obligation to:

hold in confidence the details of the professional services rendered by the employer and the confidences of any patient;

increase abilities and skills by seeking additional education in the dental assisting field through services provided by this Association, the local organization and the American Dental Assistants Association;

participate actively in the efforts of this association, the local society and the ADAA to improve the educational status of the dental assistant;

refrain from performing any service for patients which requires the professional competence of a dentist or is prohibited by the Dental Practice Act of the state in which the member is employed and to support these principles of ethics.

DEFINITIONS

PARLIAMENTARY PROCEDURE:

Constructive and ethical practice to encourage and facilitate orderly and effective transaction of business is deliberative assemblies under the established rules of parliamentary law and the unwritten laws of common sense, courtesy, fairness and cooperation. Decisions are made by the majority. Protection of the minority is provided.

THE General Assembly: The organization, the body.

THE MEETING: The gathering of the members.

THE CHAIR: The presiding officer, usually the president.

TO ADDRESS THE CHAIR: Raise your hand and wait to be recognized

TO OBTAIN THE FLOOR: To obtain the right to speak, permission and recognition are given by the Chair. No one may speak unless given the floor by the Chair.

PRO-TEM: For the time being. Acting in the place of.

EX-OFFICIO: An ex-officio member of a committee or Board is one who is a member by virtue of holding some particular office, but does not have voting privileges. If the office is under the control of the Society, then there is no distinction between the ex-officio member and other members. The president shall be an ex-officio of all committees; in such case it is the intention to permit, not require, the president to act as a member of the various committees, and therefore in counting a quorum he/she should not be counted as a member.

QUORUM: The least number of members that must be present at a meeting in order to transact business the number to constitute a quorum is stated in the CDAA Bylaws.

PARLIAMENTARIAN: An advisor to the president.

MINUTES: The record of business of each meeting kept by the secretary.

TO MAKE A MOTION: To propose that a certain action be done by the organization, stated: "I move.....".

TO SECOND: To assure a second member's interest in voting on a motion just made. The second brings the matter before the body for

consideration. Stated: "I second the motion". No recognition from the Chair is necessary to second the motion.

THE QUESTION: The matter before the body for consideration.

TO AMEND: To move to change or modify a motion under consideration.

TO BALLOT: To vote by written ballot.

TO ADJOURN: To dismiss or end a meeting.

RECESS: A short intermission during a meeting, may be used as needed.

SESSION: A convention is one session, with meetings on successive days within the session.

PRESIDENT'S VOTING: The right to vote is not denied the presiding officer. In a ballot vote, the president votes as any other member when the polls are open, but cannot vote to break a tie. The president may:

- 1. Vote with the affirmative, motion carried**
- 2. Vote with negative, motion lost**
- 3. Choose not to vote, motion lost**

BYLAWS: The Governing rules and regulations of any organization.

LEADERSHIP RESPONSIBILITIES

Members of the Board of Directors are expected to work cooperatively with the President, other Board members, staff and those in their local.

To become an effective leader one should:

1. Be thoroughly knowledgeable of the CDAA Bylaws, Manual of Procedure and Policies.
2. Be prepared. Do your homework, spend the necessary time to study all material and become informed.
3. Communicate knowledge accurately and frequently. You must honestly represent the sentiments of your locals and must thoroughly convey to them the actions of the Board of Directors.
4. Accept responsibility for and support the decisions of the Board of Directors and the General Assembly regardless of your personal opinion.
5. Learn to listen and hear with thoughtful attention.
6. Act to guide the profession; its future is to a great extent in your hands. The statesmanship of a leader is measured by abilities to plan and act on the basis of broad knowledge and attention to significant issues facing the association and dental assisting.
7. Abstain from making unjust criticisms or contributing to the dissemination of rumors or gossip.
8. Each member will be expected to respond immediately to all correspondence and to copy the appropriate people.
9. It is expected that each Board member will exercise the responsibility to bring pertinent information and business to the attention of the Board that will aid the progress of dental assisting and this Association.
10. Each member of the Board of Directors is expected to attend and participate in all meetings of the Board.

THE BOARD OF DIRECTORS

The Board of Directors shall be composed of four elected officers, immediate past president, a state director from each local society and committee chairmen as outlined in the Bylaws.

Officers, Directors and Committee Chairmen have obligations to exercise due care to and for the CDAA and are answerable legally for any breach of their duties. The Board of Directors collectively or individually would be the appropriate defendant in any actions initiated by Federal and State authorities.

The Board of Directors owe loyalty and allegiance to the Association, a loyalty that is undivided and an allegiance that is not influenced in action by any consideration other than the best interests of the Association. Any adverse interest of any officer, director or chairman will be subject to scrutiny. The Board of Directors may not profit at the expense of the Association nor be in conflict with its objectives. The Board of Directors may not, for personal gain, divert unto itself the opportunities that in equity and fairness belong to the association. Each officer, director and chairman is required to use independent judgment and must act honestly and in good faith in the discharge of his/her duties.

Areas of responsibility include:

1. Exercise supervision of all funds; approve an annual budget for consideration by the General Assembly and approve expenditures from the reserve fund.
2. Provide for an Annual Session.
3. Fill vacancies in the offices of First Vice President, Second Vice President, Secretary or by election by the Board of Directors.
4. Maintain supervision of all standing committees.
5. Act upon nominations for Honorary membership.
6. Approve all CDAA literature prior to printing and distribution with the exception of the CDAA Journal.

DUTIES OF OFFICERS

PRESIDENT

The President has the obligation to present facts and avoid expressing a personal opinion.

1. Serve as chief elected officer and official spokesman for the Association.
2. Preside at all meetings of the General Assembly, Board of Directors and Executive Committee.
3. Appoint Standing and Special committees not otherwise provided for in these Bylaws. Notify them of their appointments and assigned duties.
4. Fill vacancies in all committees except for those that are elected.
5. Appoint the following Annual Session committees:
 - A. Read the Minutes
 - B. Credentials
 - C. Elections
 - D. Host (as per the MOP the Host is automatically the IPP)
 - E. Reference/Resolutions
 - F. Timekeeper
 - G. Awards
6. Prepare articles in cooperation with the Editor for publication.
7. Serve as an ex-officio member to all committees except the nominating committee.
8. Represent the Association at meetings, conferences and workshops and prepare a report at the end of each function.
9. Serve as advisor and consultant in reference to association business.
10. Present the Presidential Address at the Annual Session.
11. After obtaining prior approval from the Executive Committee, appoint a registered parliamentarian (when indicated).
12. Sign Association contracts (when indicated).
13. Shall have the right to attend the ADAA General Assembly (usually held in the fall). CDAA shall pay for Registration, Airfare, Hotel, meal allowance and Gala expenses.

14. Be an alternate signatory on all bank accounts (checking account, debit card).
15. Establish the deadline date for progress reports, board reports and annual reports.
16. Perform such other duties as may be provided for in these Bylaws or in the adopted Parliamentary Authority.
17. Prepare Annual Session Program.
18. Prepare Annual Session Luncheon Program (when indicated).
19. Send volunteer agreements to Executive Board, Directors and Committee Chairman after Annual Session. Include a copy of the page from the MOP that relates to their specific duties.
20. Upon request, prepare CDAA President greetings for other professional organizations.
21. Prepare and send Board Meeting Agenda(s) and any necessary information to the CDAA Secretary prior to the deadline for reports.
22. Include in President's reports information regarding: functions attended, all forms of correspondence and actions at all special meetings.
23. Prepare letters and send to U.S. President and California Governor regarding Dental Assistants Recognition Week (DARW) at least 6 weeks prior.
24. Assist all CDAA Officers and Committees as requested.
25. Attend the following meetings (if possible) to include, but not limited to: CDAA Education Days, Committee meetings, Dental Board of California (DBC) and ADAA Annual Session and prepare short welcome/address as appropriate or appoint a representative.
26. Upon invitation, attend CDA and CDHA House of Delegates and Scientific Sessions. If unable to attend, appoint a representative; if still unable to send representation, send official CDAA greetings on behalf of the Association.
27. If indicated, provide invitations to guests for CDAA Annual Session or CDAA function (ie. Annual Session, student function): ADAA President, ADAA Executive Director, ADAA 12th District Trustee, CADAT President,

CDA President, CDHA President, Dental Laboratory Owners Association President and (5) Personal Guests.

28. Secure Pages to serve during the General Assembly Session (when indicated).
29. Select the individual(s) to whom you would like to dedicate the CDAA Annual Session.
30. Secure a Keynote Speaker for the CDAA General Assembly (when indicated). No Honorarium is budgeted for this service.
31. Respond (or forward) as needed to emails sent to CDAA website (info@...)

FIRST VICE-PRESIDENT

1. Assist the President as requested.
2. Serve in the place of the President in his/her absence.
3. Succeed to the office of President in case of a vacancy in that office.
4. Serve as Membership Chair and as such, will serve on the Strategic Planning Committee.
5. Serve as a member of the Budget and Finance Committee and Bylaws Committee.
6. Report on each official visit or special meetings attended as an alternate for the president.
7. Provide for a flag for use at each meeting.
8. Serve as Chair of the Committee to Read the Minutes for the annual General Assembly.

SECOND VICE-PRESIDENT

1. Assist the President and First Vice-President as requested.
2. Report on each official visit or special meetings attended as an alternate for the president.
3. Be responsible for purchasing and presenting official gifts:
 - B. A gift from the Executive Board and a gift from the Board of Directors for the outgoing President to be given during CDAA General Assembly
4. Coordinate with the 1st VP to staff the ADAA/CDAA membership tables at CDA Scientific Session North and South.
5. Serve on the Annual Session and Membership Committees.
6. Shall automatically serve as Chair of the Strategic Plan Committee.

SECRETARY

1. Serve as Secretary to the General Assembly, Board of Directors, Executive, general and special meetings and wherever requested.
2. Minutes shall be edited by the Secretary and President.
 - A. Minutes shall be computer generated or typewritten.
 - B. All motions shall contain the content of the original motion, deleting the name of the maker of the motion.
 - C. Minutes shall be signed by the secretary.
 - D. Place a line for approval date at the bottom of the last page.
 - E. All minutes must be distributed within twenty (20) days to the Board of Directors.
 - F. Send final draft of minutes to staff for inclusion in the Board Packets.
3. Send the State Association Officer and Information form to ADAA and 12th District Trustee within two weeks after CDAA Annual Session.
4. Collect letters of intent to attend ADAA Annual Session at the 1st Board of Directors meeting after Annual Session. The letter of intent must provide ADAA member number, name and address.
 - A. Contact ADAA to receive count for delegates and alternates for Annual Session by the deadline.
 - B. Compile list of names to be voted on at the Board of Directors meeting prior to ADAA Annual Conference.
 - C. After delegates and alternates have been selected and notified, send copy of the list to ADAA on the ADAA Delegate/Alternate form prior to the deadline date.
5. Notify all Board members of Board of Directors meetings by at least thirty (30) prior to meeting date.
6. Track compliance for local societies.
 - A. Local Officers
 - Using the Local Officer Form received from each local, update the Local Compliance spreadsheet with the Term of Officers
 - Request staff to file the Local Officer Form in the dropbox
 - Review the spreadsheet for compliance at least annually
 - B. IRS status
 - Using the Local Officer Form received from each local, update the Local Compliance spreadsheet with the date of most recent IRS filing. To do this, go to CDAA's Dropbox. Open **Local Compliance Folder** and open CDAA_IRS_ADAA_Compliance excel spreadsheet. This is the master: edit it as needed and then save. Also, in Local Compliance Folder, open

Local Officer Forms and add the updated forms, and move the previous one to the Previous Folder. Lastly, also in the Local Compliance Folder there is a Local IRS Documentation Folder, the IRS postcard will go there.

- Review the spreadsheet for compliance at least annually and contact locals that have documents that need to be updated.
7. Perform other duties as may be directed by the General Assembly, Board of Directors, Executive Committee and the Bylaws.
 8. Prepare the agenda for each Board of Directors meeting from information provided by the President. Include any correspondence by President or Secretary.
 9. Give not less than fifteen (15) days notice of special meetings of the Board of Directors.
 10. Be an alternate signatory on all bank accounts.
 11. Be responsible for updating the signators on the Chase checking account. To update signatory on the Chase checking account:
 - a. Make an appointment at Chase with their Private Client Banker.
 - b. As per Chase Bank protocol: bring to appointment – ID (drivers license), Chase ATM card if have one, hard copy of Bylaws, hard copy of most recent minutes showing the executive board including the new secretary.
 - c. Provide bank representative with a business address and email along with primary and secondary phone numbers (we are using the Bookkeeper's information).
 - d. There are five people on our account: President, Budget & Finance Chair, Bookkeeper, Office Manager and Secretary. Provide the bank with these people's addresses and best contact phone numbers and have removed the exiting officers. After this has been done, he/she needs to notify the new officer/contractual employee they will have pre-authorization, however each will need to visit their local Chase with 2 forms of ID to finalize within 30 days. Debit card can be issued to the President, Budget & Finance Chair and Office Manager.
 - e. The Budget & Finance Chair and Bookkeeper will also have online access to our accounts.
 12. Benevolence duties as directed.
 13. Provide motion forms for all meetings.

IMMEDIATE PAST PRESIDENT

1. Act as official host throughout the year for all guests of the President and/or the Board of Directors.
2. Act as advisor to the President and the Board of Directors.
3. Assist the Annual Session Planning Committee with the Past President's Luncheon at Annual Session, including sending invitations to the Past Presidents (when indicated).
4. Attend all Executive Committee meetings as well as Board of Directors meetings.
5. Assist the President as needed.
6. Shall automatically serve as Chair of Budget & Finance Committee

TRUSTEE

1. Shall be invited to attend CDAA Annual Session meetings as our guest. CDAA will provide lodging and meals, transportation to and from the airport (if needed) and pay any registration fees (ADAA will be responsible for the airfare and/or mileage to the Annual State Conference).
2. May be invited to attend one other CDAA meeting as our guest. CDAA will provide lodging, meals, transportation to and from the airport if needed and pay any registration fees. CDAA will also be responsible for the cost of transportation, unless there is an imperative reason for the Trustee visit. In this case, prior arrangements need to be made with ADAA.
3. Provide a written Report to States to the CDAA Executive Committee and Board of Directors following all ADAA Board of Trustee meetings.
4. Provide written report for printing in the CDAA Journal to include current ADAA information and communication.
5. Correspond in a timely manner with requests and issues as indicated.
6. Act as a liaison for the members of CDAA and ADAA as matters arise and provide guidance as needed and/or requested.
7. Provide a written annual report to be included in the CDAA Annual Session packet.
8. Forward monthly ADAA membership lists to the CDAA President and Membership Chair.
9. Communicate additional information from ADAA to CDAA as needed.
10. Encourage applicants for ADAA scholarships and awards.
11. Communicate information regarding ADAA Annual Session for delegates, registration, housing and other details as indicated.
12. Communicate and confirm current compliance for the state regarding IRS, Bylaws and officer rosters.

DIRECTOR

A Director is elected by their local society to serve as a member of CDAA Board of Directors. The Director is an advisor, a coordinator and liaison between the local society and CDAA. As a member of the Board of Directors, the Director relays the business of the Association to the benefit of all members.

MAJOR RESPONSIBILITIES INCLUDE:

1. Attend all CDAA Board meetings and CDAA Annual Session.
2. Transmit Board of Directors actions and activities to local society.
3. Transmit local society actions and activities to the Board of Directors. Submit a typewritten report (using the Director's Report Form) by the deadline date for each Board of Directors meeting and an Annual Report to the CDAA Secretary which shall be included in the packet for the meeting.
4. Provide the necessary information to local society members regarding issues and topics prior to the CDAA Annual Session so they will be able to make informed decisions.
5. Assure that the Local Society maintains ADAA/IRS/CE Compliance:
 - A. Submit a new Local Officer Form within thirty days (30) of the local society elections to ADAA Central Office, ADAA 12th District Trustee, CDAA President, CDAA Staff and CDAA Secretary.
 - B. Assure that the local Bylaws/Rules of Governance remain current.
 - C. Assure that the local is filing with the IRS each year.
 - D. Assure that the CE Verification Form is current and accurate.
6. Organize and distribute the local monthly membership list to the Membership Roster Recipient as indicated on the Local Officer Form.
7. Forward information regarding local society events/meeting to CDAA Board members and appropriate Chair (Web/Facebook/Journal).
8. Promote information about ADAA benefits, events, etc. at local meetings.
9. Invite CDAA President and/or 12th District Trustee to attend a local meeting.
10. Promote student membership and participation at local schools.
11. Share information with CDAA Board members that can help other local societies.
12. Organize events for fundraising and/or volunteering (PDAEF etc).
13. Review monthly membership roster, including the CA00 list and note any changes. Request for changes to the list need to be sent to the CDAA Membership Chair, copying the CDAA President.

STUDENT DIRECTOR

The Student Director is appointed by the CDAA President to serve as a member of CDAA Board of Directors. The Student Director is an advisor, a coordinator and liaison between the student members and CDAA. As a member of the Board of Directors, the Director relays the business of the Association to the benefit of all student members.

To be eligible to serve, he/she shall graduate or have graduated from a dental assisting program within 18 months of appointment.

MAJOR RESPONSIBILITIES INCLUDE:

1. Attend all CDAA Board meetings and CDAA Annual Session.
2. Communicate actions and activities of the Board of Directors to student members. This can be done via CDAA newsletters, email blasts, website or social media.
3. Communicate student activities to the Board of Directors.

Submit a typewritten report (using the Director's Report Form #?) by the deadline date for each Board of Directors meeting and an Annual Report to the CDAA Secretary that shall be included in the packet for the meeting.
4. Promote information about ADAA benefits, events, etc. to students.
5. Promote student membership and participation at schools.
6. Review monthly membership roster, evaluating current numbers, tracking retention rates and acknowledging advancement of membership levels.
7. Bring ideas to the Board of Directors that could increase student engagement and involvement.
8. Bring ideas to the Board of Directors that could increase retention of student members.

GENERAL INFORMATION FOR ALL COMMITTEES

Each committee shall adopt, within its structure, a formal set of policies. These shall not conflict with the CDAA Bylaws or Manual of Procedures. They shall also submit a financial report, if applicable.

No member of any committee shall issue a public statement in the name of that committee or in the name of the California Dental Assistants Association unless authority has been granted by the executive committee and the statement is clearly in accord with the policies of the Association, as expressed by the Board of Directors or the General Assembly.

Committee members who disregard communications or do not follow through on assignments to the satisfaction of the chairman are a detriment to the proper functioning of the committee. The committee chair, in consultation with the President, may ask for the resignation of the non-functioning member. The President shall fill the vacancy if not in conflict with the CDAA Bylaws or Manual of Procedures. The chairman and committee members are directly responsible to the Board of Directors and/or the General Assembly.

Each committee's annual budget must be presented to the CDAA Budget and Finance Committee to be approved by the General Assembly. The budget provides for general expenses such as postage, copying, etc. Committee chairmen and members shall keep accurate records of monies expended and transmit invoices with request for reimbursement to the Treasurer.

Vacancies in all committees, except for those that are elected, shall be filled by the President.

REPORTS AND ATTENDANCE/CORRESPONDENCE

Reports shall be transmitted to the secretary in clear and typewritten print and shall contain summaries of major activities completely and concisely written. Major activities occurring after the report has been transmitted shall be summarized in addendum reports, which shall be transmitted to the Board of Directors at its next meeting. Progress reports shall be prepared for distribution to the Board of Directors when requested by the President.

The secretary, in consultation with the President, will determine deadline date for reports of the Board of Directors.

If you do not have a report, please inform the secretary by the deadline date.

ANNUAL REPORTS

Reports shall be prepared by Officers, Directors and committee chairmen for the General Assembly. The reports shall summarize the activities for the entire year and include a financial report for the current year.

The secretary, in consultation with the President, will determine deadline date for Annual Session reports of the Board of Directors.

ATTENDANCE

It is the responsibility of each Director and chairman to attend all meetings and submit a report. Any member of the Board of Directors who is absent from three (3) meetings in one year, without an acceptable excuse or alternate representative, will be asked to resign. All committee members are urged to attend when possible.

CORRESPONDENCE

Distribution of copies:

All Board of Director members shall copy correspondence to the President and First Vice-President. Other Board members shall receive copies as correspondence dictates.

COMMITTEE DUTIES

ANNUAL SESSION COMMITTEE

This committee shall be composed of a minimum of three (3) members and a maximum of five (5) members to serve for a term of one (1) year with one member to serve as Chair.

As per the MOP, the 2nd Vice-President is on committee and the IPP assists with luncheon.

1. Coordinate the following Special Committees appointed by the President
 - A. Serve as Credentials Chair
 - B. Awards(See special committee duties)
2. Arrange for meal functions with the President and 2nd Vice-President.
3. Notify Technology Chair of all rooms, meals, registration and other costs prior to publication of the CDAA Annual Session Notice.
4. Raffle
 - A. Arrange for Raffle (if applicable) by contacting local societies to donate items or funds.
 - B. Secure raffle tickets.
 - C. Purchase items with allocated funds.
 - D. Prepare items for raffle.

PROCEDURES

This committee shall follow the basic rules of procedures for correspondence files, reports and attendance as stated in those sections of the Manual.

Publication of committee information in the Journal and posting on the website will be directed by the President.

BUDGET AND FINANCE COMMITTEE

This committee shall be composed of the Immediate-Past President as Chair, Chairs of Annual Session and Corporate Development, First Vice-President and one (1) member at large.

California Dental Assistants Association dues shall be paid by each member directly to the ADAA Central Office. State and local dues will then be forwarded by ADAA to CDAA. CDAA will then reimburse local societies that are in compliance for their dues.

The Chair shall have the following responsibilities:

1. Be custodian of all monies, securities and deeds belonging to the Association.
 - Checking account: general funds used for daily function of the organization
 - Money Market account: reserve funds available for use if needed. Interest earned will be maintained in the account
 - Time Account: reserve funds not readily available for use. Interest earned will be deposited monthly into the checking account and available for budgetary purposes
2. Authorize the payment of accounts, subject to the direction of the Board of Directors and be signatory on all bank accounts.
3. Sign all authorizations for payment relative to financial contracts that have been approved by this Association.
4. Co-sign all financial contracts (with President) approved by this association.
5. Compile and configure rebate checks & reports for locals that are in compliance with ADAA (ROG/Bylaws and Local Officer Form), IRS and CDAA (Local Society Financial Compliance Form). If a local is not in compliance, dues rebates will be held in the CDAA checking account until the end of the CDAA fiscal year. At the end of the fiscal year, if a society is still out of compliance, those funds will be placed into CDAA's General Fund. Rebates will be issued back to those locals that become compliant within that same fiscal year.
 - A. After receiving rebate check from ADAA, break down the total into the three budget categories needed for reporting purposes: Student members, Professional Members for CA00 and Local Chapters. Note this on the document from ADAA.
 - B. Enter the rebate amount due each local on document from ADAA.
 - C. Make a copy of this document for each local to be included with the rebate check. If a local has an updated membership roster, but no rebate check, the roster/document should be mailed to them.

- D. Enter rebate information into *CDAA Local Rebates* spreadsheet by creating a new tab for that month (copy previous month and paste into new sheet, changing info).
 - E. Send to Bookkeeper for distribution of rebate checks to locals (notify bookkeeper via email). Include ADAA check w/ original report from ADAA and send with printout of *CDAA Local Rebates* for that month with a copy of the rebate report for each local.
6. Be a signatory on all bank accounts (checking account, savings account/s, debit card).
Be responsible for maintaining current signature cards for the Wells Fargo accounts.

It is the Secretary of State paper that shows who the Officers are (President, Secretary and Financial) These individuals are the 'owners' of the account.

- To add new officers, they need to be physically present with one of the existing owners. Will need updated Secretary of State papers.
 - An existing owner can remove another owner without them being physically present.
 - An existing owner can add someone else as a signer to the account, but they will not have online access to the account.
7. Transfer all financial records in his/her possession to the successor within thirty (30) days following the close of the CDAA Annual Session.
8. Present a report at each Board of Directors meeting.
9. Maintain scholarship, educational and such other funds deemed necessary by the Board of Directors.
10. Perform other duties as may be directed by the General Assembly, Board of Directors, Executive committee and the Bylaws.
11. Money will be transferred between accounts only with approval of the Executive Committee. Transfers will be done via check only (no electronic transfers).
12. Review and revise Strategic Plan on an ongoing basis.
13. Review audit when complete.

The Budget & Finance Committee shall have the following responsibilities:

Budget Preparation

1. The Committee shall consider the annual budget requests and prepare the budget for presentation to the Board of Directors before presentation to the General Assembly.

2. The Budget preparation process should include the following steps:
 - A. Receive requests for budget allocation from:
 1. Officers
 2. Committee Chairman/members
 - B. Assemble requests in uniform fashion for consideration
3. The committee will evaluate:
 - A. All requests.
 - B. Any conflict with association policy or duplication of another committee activity.
 - C. Available resources to fund the activity.
4. The committee will prepare and submit a budget to the Board of Directors for review and subsequent approval at the CDAA General Assembly.

PROCEDURES:

The committee shall follow the basic rules for procedure for correspondence, files, reports and attendance as stated in those sections of this Manual. Publication of committee information in the Journal and posting on the website will be directed by the President.

BYLAWS/MANUAL OF PROCEDURES COMMITTEE

This committee shall be composed of at least three (3) members with one member to serve as Chair. One (1) of the committee members shall be First Vice-President and one (1) who has served on a previous Bylaws/Manual of Procedures Committee to serve for a term of one (1) year.

1. Consider proposed amendments to the CDAA Bylaws and bring to the CDAA Board of Directors for discussion and a vote. If the proposed amendments meet the criteria in Section XVIII Section 2, the Board of Directors must hold a membership meeting prior to voting with notice given at least 30 days prior.
2. Review approved copies of Bylaws and Manual of Procedures changes prior to printing and distribution.
3. Examine Bylaws/Rules of Governance of new local societies and proposed amendments to Bylaws/Rules of Governance of existing local societies to determine whether they are in compliance with CDAA and ADAA Bylaws.
 - A. Review Local Compliance spreadsheet and contact locals that have Rules of Governance that need to be updated.
 - B. Update ROG status as needed on Local Compliance excel spreadsheet in CDAA's Dropbox (or request that staff do it).
4. Forward copies of CDAA proposed amendments and/or Local Society proposed amendments to the Bylaws/Rules of Governance to the ADAA Bylaws 12th District Sub-committee representative for approval. Three copies of the Bylaws/Rules of Governance, each with original signature are required. ADAA approved amendments will be kept on file with the 12th District representative.
5. In cases of noncompliance of local Bylaws/Rules of Governance, it is the responsibility of this committee to notify those local societies of noncompliance.
6. Review any proposed changes to the Manual of Procedures prior to action on such changes by the Board of Directors. (The Board, however, may make changes in the Manual of Procedures without prior review by committee if circumstances do not permit prior review).

PROCEDURES

The Committee shall follow the basic rules of procedures for correspondence, reports, files and attendance as stated in this Manual.

Publications of committee information in CDAA Journal or posting on the CDAA website will be directed by the President.

CORPORATE DEVELOPMENT

This committee shall be composed of three (3) members, including the Budget & Finance Chair and the website chair.

1. Develop a list of possible corporate sponsors/partners. Investigate and contact appropriate person.
2. Develop approved levels of possible sponsorship/partnership approved by the CDAA BOD.
3. Contact appropriate person with initial letter of introduction of CDAA and proposed levels of participation.
4. Follow up with specific contact via email, phone or other correspondence bi-monthly until reply/commitment confirmed.
5. Confirm commitment with the sponsors/partners and report to the CDAA BOD.
6. Maintain a list of previous and current contacts and sponsors/partners (CDAA Corporate Tracking).
7. Develop and retain relationships with corporate sponsors/partners.
8. Signed sponsor contracts to be electronically sent to Budget & Finance Chair for Budget & Finance Chair to create invoice and mail to sponsor.
9. Sponsors to be invoiced with 30-day receipt of payment.
10. Once payment received, Budget & Finance Chair to notify corporate development chair, Webmaster and Staff.
11. Staff to update the Corporate Sponsor Contract Fulfillment spreadsheet and maintain as contract is fulfilled.
12. Arrange for Event Recognition as needed and update the Corporate Sponsor Contract Fulfillment spreadsheet.

PROCEDURES

The Committee shall follow the basic rules of procedures for correspondence, reports, files and attendance as stated in this Manual. Publications of committee information in CDAA Journal or posting on the CDAA website will be directed by the President.

EDUCATION COMMITTEE

This committee shall be composed of at least three (3) members, with one (1) member to serve as chair. The chair shall serve a term of two (2) years to coincide with the renewal date of the C.E. Registered Provider Renewal Certificate. The two (2) committee members shall serve a term of one (1) year.

1. Send a cover letter with the Dental Board of California's (DBC) education guidelines, one Request Form and one Follow-up Form to each participating local society within thirty (30) days after CDAA Annual Session.
2. Shall approve and provide CE certification number for RDA continuing education courses that have been received on the Request Form from participating local societies and the California Dental Assistants Association. Local societies shall return completed Follow-up form along with a copy of the CE Verification Form within 30 days after education meeting.
3. Shall be responsible for keeping a log of provider numbers for State and Local Education meetings according to the rules and guidelines of the Dental Board of California.
4. Shall be responsible for applying for the CDAA Education Registered Provider Certificate. (Provider number):
 - A. Must apply for the Registration renewal online on the Dental Board website, dbc.ca.gov under Education Providers: Renewing Your Permit: Continuing Education Provider Biennial Report. Complete and return the renewal application along with the required fee and the biennial report regarding courses offered during the last renewal period.
 - B. Registration expires on August 31 on the even calendar year.
6. The committee is responsible for obtaining CE for any CDAA sponsored continuing educational seminars.

PROCEDURES

The Committee shall follow the basic rules of procedures for correspondence, reports, files and attendance as stated in this Manual. Publications of committee information in CDAA Journal or posting on the CDAA website will be directed by the President.

EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the four (4) elected officers and the Immediate Past President.

The CDAA Bylaws provide for an Executive Committee, therefore it is classified as a standing committee and is subject to rules applicable for all standing committees.

Should an urgent matter needing immediate action arise between the scheduled meetings of the Board of Directors, the President or any three (3) members of the committee could request to convene the committee.

The Executive Committee is required to report to and have its decisions ratified by the Board of Directors. The President serves as Chairman of the Executive Committee.

GOVERNMENT RELATIONS

This committee shall be composed of at least three (3) members to serve for a term of two (2) years. The Board of Directors shall elect the Government Relations Committee by ballot. From this elected committee the chair is then elected, by ballot, by the committee. Two (2) committee members shall be elected in the even year and one (1) shall be elected in the odd year.

1. Shall be responsible for study of legislation affecting dental assisting and report such pending legislation to the Board of Directors and General Assembly.
2. Shall provide legislative representation as deemed necessary and as funds permit.
3. The Government Relation Chair shall be the contact person with other individuals, Boards, committees and Commissions regarding legislation issues.
4. The Government Relations Chair shall select a spokesperson annually from the Government Relations Committee to specifically represent the legislative interests of CDAA before the California Legislature, Boards, Committees and Commissions that the Board of Directors deem appropriate regarding legislative and regulatory issues.
5. Funds contributed for Government Relations activities shall not be used for other purposes or to offset budgeted funds.
6. All Government Relations contributions shall be included in the CDAA Budget & Finance Chair's report and reported to the Board of Directors meetings.
7. Government Relations related expenses and bills shall be approved by the Government Relations Chair prior to submittal to the CDAA Budget & Finance Chair for payment.
8. The Government Relations Chair shall present a report: after each meeting for which there is funding and/or representation by CDAA; at each CDAA Board of Directors Meeting; and to the General Assembly at Annual Session.
9. Copies of Drafts, Correspondence and Reports shall be distributed to the Government Relations Committee Members and the Executive Committee prior to publication.

PROCEDURES

This committee shall follow the basic rules of procedures for Correspondence, Files, Reports and Attendance as stated in this Manual.

Publication of Committee information will be directed by the President.

MEDIA

This committee shall be composed of at least three (3) members to serve a term of two (2) years with one member to serve as Chair.

Editor will serve as a committee member. CDAA webmaster will serve as a committee member.

There will be three sub committees for Media: Social Media, Journal and Website.

1. Chair will create a website monitoring schedule and committee members will be assigned a rotating monthly monitoring.
2. Social media subcommittee chair will be responsible for content of the following CDAA social media accounts: Instagram, Twitter, Facebook Page, Facebook Group.
3. Website subcommittee chair will develop a website monitoring schedule, sending to those monitoring, the Technology Chair and the President.

Monitoring should be done monthly and reported back to the Technology Chair and/or webmaster. Reporting should contain sufficient information for the webmaster and may include the URL of the page, the page heading, the specific article and/or link.

Monitoring the website includes:

- Clicking on all drop downs and links to assure they are working
- Checking for outdated information (past info that needs to be taken down)

MEMBERSHIP COMMITTEE

This committee shall be composed of at least three (3) members, one from the South and one (1) from the North to serve for a term of one (1) year. The First Vice-President shall serve as Chair of this committee.

1. Upon receipt of the most current membership roster:
 - A. Sort for new members and send list to webmaster for posting to the website for the new members welcome and for access to the 'members only' section.
 - B. Send membership list to designated recipient only in each local society in good standing.
2. Using the CA Member Data Tracking spreadsheet, track conversion rates of Student members to NPRO1 to NPRO2, NPRO2 to NPRO3 and NPRO3 to Active membership and submit reports of data with each report to the Board. For more information, the chair can confirm the categories and explanations with the ADAA.
3. Using the CA Member Data Tracking spreadsheet, track membership data.
4. Upon receipt of the membership list, send New Member Welcome to new members.
5. Approve requests for reassignment of members (either CA00 or members in another local). Locals requesting a reassignment of a member shall send request to Membership Chair for approval; once approved, Chair will send request to ADAA.
6. Approve requests for assignment of zip codes.
7. Shall study membership questions and formulate plans for maintaining and increasing membership of this Association.
8. Formulate and implement ideas to recruit new members from current CDA and RDA lists.
9. Recruit student membership from dental assisting programs.
 - A. Study, develop and implement plans for the of student members to become Active members upon graduation.
10. Develop methods of retaining current members.
 - A. Maintain direct contact with, and assist, local societies regarding membership.

11. Provide for at least one membership drive.
12. Coordinate activities for a membership booth at other Association's meetings (i.e., ADA if meeting in CA, California Dental Association).
Because of the fiscal year for CDAA, the previous Membership Chair will have made arrangements for CDA Anaheim prior to the start of the term.
 - A. Secure booth space and badges for CDAA member volunteers at CDA Scientific Sessions. Contact CDA via the website to request the booth for Anaheim and submit names (usually in November/December).
 - B. Contact CDA via the website to request the booth for San Francisco and submit names (usually in April/May).
 - C. We have exhibitor username/password to get into the CDA website.
 - D. Sign up booth personnel.
 - E. Request membership materials from ADAA.
13. Prepare Membership Awards to be presented at CDAA's Annual Meeting:
 - A. Highest Number
This award is presented to the local with the highest total number of members. These numbers are based on the most recent member list accessed from ADAA.
 - B. Highest Percentage Increase
This award is presented to the local with the highest percentage increase in members. This is determined by comparing the most recent member list from ADAA to the list from the same time from the previous year.
For example, if a local has 110 members in March 2022 and they had 100 members in March 2021, you subtract 100 from 110 (answer = 10); then divide 10 by 100 (answer = .1); then multiply the answer by 100, giving you the percent increase (10%)

PROCEDURES

This committee shall follow the basic rules of procedures for Correspondence, Files, Reports and Attendance as stated in this Manual.

Publication of Committee information will be directed by the President.

NOMINATING COMMITTEE

This committee shall be composed of at least three (3) members, nominated from the floor, elected by ballot at the Annual Session to serve for a term of one (1) year. One (1) members shall have served on the Board of Directors for at least one (1) year within the past three (3) years. The Chair of this committee shall be elected by ballot by this committee.

1. Present a slate of one (1) or more qualified candidates for:
 - A. President
 - B. 1st Vice President
 - C. 2nd Vice President
 - D. Secretary

2. To develop the slate of candidates the committee should:
 - A. Review Bylaws for qualifications needed for each position.
 - B. Review Manual of Procedures (MOP) for requirements to fulfill each position.
 - C. Contact existing Executive Committee members to determine their desire / intention to run for a position.
 - D. If qualified, contact existing Board of Director members to determine their desire / intention to run for a position.
 - E. As needed, prepare Request for Application for publication in CDAA media (website, newsletters, social media)
 - F. Distribute the CDAA Officer Nomination Form to candidates as requested and make available for publication (website, newsletters, . . .). The form can be found in the Members Resources on the website.
 - G. Receive a completed nomination form from qualified members of CDAA.
 - H. Send letters of acknowledgment to the nominees.
 - I. Submit a committee report for publication in the pre-Annual Session Journal and present to the General Assembly.
 - J. Nominations may be accepted from the floor with the written consent of the nominee.

PROCEDURES

This committee shall follow the basic rules of procedures for correspondence, files, reports and attendance as stated in this Manual.

Publication of Committee information will be directed by the President.

PUBLICATIONS COMMITTEE

This committee shall be composed of at least three members with one member to serve as Chair. The Chair of this committee shall serve a two (2) year term with the other members serving a one (1) year term.

The duties of the Editor are:

1. In conjunction with the President, be responsible for establishing publication dates of the CDAA Newsletters and Journals within 2 weeks following the Annual Meeting,
2. Have full editorial privilege to change or rewrite any article or notice for the Journal that does not follow journalistic style.
3. Submit proposed budget to the Budget and Finance Chairman.
4. Be responsible for keeping the publications within the established budget for the current year. Any additional expenditures shall be brought to the Board of Directors for approval.
5. Gather statistical information for analysis and include in reports to the Board.
6. Give input in the appointment of the Editorial Staff /Journal Committee of this association.

The duties of the Publications Committee are:

1. Assist in the editing of articles as requested by the Editor.
2. Upload the member list for electronic distribution (done by CDAA Staff).
3. Gather information for publication as per the schedule established (done by CDAA staff).
4. Attend Journal Committee meetings (either via email or conference call) called by the Editor.

PROCEDURES

This Committee shall follow the basic rules of procedures for Correspondence, Files, Reports and Attendance as stated in the Manual.
Publication of Committee information will be directed by the President.

STRATEGIC PLANNING COMMITTEE

This committee shall be composed of five (5) members. Four (4) shall be elected by the Board of Directors serving a two (2) year term, Two (2) to be elected each year. The 2nd Vice-President shall serve as Chair of this committee. The Immediate Past President shall serve as Advisor.

It is recommended that members of this committee include the Chairs of Education, Budget and Finance, Membership, Corporate Development, Student Outreach and Government Relations Committees.

1. Consider long range planning proposals and present such proposals to the Board of Directors.
2. Research future goals and directions for the association and recommend policy changes to bring goals that are specified in the long-range plan.
3. Identify emerging problems and make recommendations.
4. Communicate throughout the year to review if goals are being met and re-evaluate progress of long-range proposals.

PROCEDURES

The committee shall follow the basic rules of procedures for correspondence, files, reports and attendance as stated in this Manual. Publication of committee information will be directed by the President.

STUDENT OUTREACH COMMITTEE

This committee shall be composed of at least three (3) members to serve a term of one (1) year with one member to serve as Chair.

1. Shall be responsible for the Student Recognition awards; such awards to be presented at the Student Recognition Day, if applicable.
2. Arrange for speakers for the Education Program in the North and South.
3. Send letters of invitation to area schools with registration information.
4. Accept registration for schools and participating assistants.
5. To arrange for vendors, as needed, to have a booth for a fee; Vendors to distribute professional samples, products and information for students.
6. Arrange for door prizes for students.
7. Send scholarship information to area schools and select recipient(s) for each Student Recognition Day, if funding permits.

PROCEDURES

This committee shall follow the basic rules of procedures for correspondence, reports, files and attendance as stated in this Manual.

CONVENTION RULES

1. The voting body of the General Assembly of the CDAA shall consist of any member in good standing who has been credentialed to participate and the voting members of the Board of Directors.
2. No member shall take part in the proceedings of the Association or any section until he/she has registered with the Credentials Committee and secured an official badge of the Association.
3. The Credential Committee shall report the number of people present at the Annual Session. At the General Assembly this Committee shall report the number of voting members present and the qualified members registered and entitled to cast ballots.
4. Only voting members of the General Assembly shall be seated in the members section.
5. All meetings shall start according to the time scheduled in the Official Program unless otherwise announced by the Chair.
6. Anyone wishing to speak must address the Chair, state his/her name and the name of the local society to which he/she belongs and whether speaking in favor of or in opposition to the question.
7. Debate on all questions shall be limited to two minutes for each speaker. No one shall speak twice on any subject until everyone who wishes has had an opportunity to speak.
8. The right to debate will not be granted to non-members.
9. All motions made from the floor shall be presented in writing to the Secretary.
10. There shall be no distribution of any material related to the Annual Session election nor shall there be distribution or sale of any other material without prior Board approval.
11. All candidates who are nominated from the floor will have their qualifications presented to the General Assembly, and no further nominations shall be made.

ANNUAL SESSION/GENERAL ASSEMBLY

Executive Officers, Directors, Members and Standing Committee Chairman

The Annual Session shall be held at a time and place determined by the Board of Directors of CDAA. The business of the Annual Session shall be conducted at the General Assembly. Refer to CDAA Bylaws, Article VI, General Assembly.

Admission to the General Assembly shall be limited to registered members and guests. All must sign in with Credentials Chair prior to entrance to the meeting room.

Annual Report packets ~~including any Bylaw amendments~~ will be sent to pre-registered members via email and will be posted to the Members-Only section of the website.

It is your duty as a member representative to attend all meetings and it is expected that this will include the social functions planned during the CDAA Annual Session.

The CDAA General Assembly is the legislative body of our Association. It is the local society's opportunity to speak. Discuss beforehand with your state Director and any state officers who are from your society, the business that will come before the General Assembly. Learn from the officers and members of your society what their wishes are, pro and con, so that you will be prepared to discuss them from the floor during the General Assembly. Become familiar with the CDAA's Bylaws. ~~Read the proposed amendments, refer to a copy of Roberts Rules of Order and be aware of parliamentary procedures.~~

Member representatives will be seated in the front of the room; guests will be seated in the back. During the General Assembly no reports will be read that are printed in the packet.

Nomination of Officers

The Nominating Committee Chairman will read the report of the committee at which time nominations may be made from the floor for any office. The member presenting the nominee must be prepared to state the qualifications of the nominee and a letter of consent to serve in the office if elected. The slate of candidates for the coming year will be presented.

Presenting a Motion

To present a motion properly during the General Assembly, give your name and the name of your local society when recognized by the Chair. Then say, "I move...." Speak clearly and loudly.

Resolutions

All recommendations and resolutions included in the reports of any committee must be referred to the Reference Committee to be presented to the General Assembly for

consideration or action. If you are a member of any of the special committees for the General Assembly, report to your Chairman immediately after the First General Assembly.

The Parliamentarian (if present) is present to clarify questions or actions during the General Assembly. He/she is present for the purpose of serving CDAA members.

SPECIAL COMMITTEES FOR ANNUAL SESSION / GENERAL ASSEMBLY

All Chairman and Committee members shall be appointed by the President to serve during the General Assembly.

COMMITTEE TO READ THE MINUTES: This committee shall consist of three (3) members. The Chairman of this committee shall be the 1st Vice-President, one (1) member of the Board of Directors and one (1) member at large. The committee shall meet at the close of the General Assembly to set a time to meet to read the minutes prepared by the Secretary. Once approved by the Committee to Read the Minutes, they are to be forwarded to the CDAA Secretary for presentation to the Board of Directors for approval at the meeting following the post Board meeting.

CREDENTIALS CHAIRMAN: This committee shall consist of the Chairman and four (4) members. The committee compiles a list of all member representatives, directors and chairman for the General Assembly. The list is available at the Registration desk. All listed participants must sign in for verification. The Chairman shall report the Credentials count at the opening of the General Assembly.

ELECTIONS CHAIRMAN: This committee shall consist of the Chairman and three (3) members. If there have been no nominations from the floor for any of the offices and a motion has been made to dispense with the balloting, the President may cast a unanimous vote for the slate as read. The election committee would not function.

Further nominations may be presented from the floor and must be included in the ballot, previously prepared by the Secretary. All ballots are to be destroyed at the completion of the Annual Session.

HOST: The Host (the IPP) shall be responsible for the 12th District Trustee and any officer attending from ADAA. He/she shall stay at the hotel with the guest at the expense of CDAA. All receipts for any expense should be submitted to the CDAA Budget & Finance Chair for reimbursement.

REFERENCE: This committee shall consist of the CHAIRMAN and two (2) members. In the business conducted at the CDAA Annual Session, frequently an issue will be raised requiring immediate policy implementation by the General Assembly. In that case, a resolution may be brought to the House for consideration by a member, delegate, local society, officer, director or committee. The proposed resolution is then referred to the Reference committee. This committee must then meet and report its recommendations to the General Assembly.

TIMEKEEPER: The timekeeper shall sit in the front of the General Assembly. He/she must be prepared to time debate that may occur during the General Assembly.

AWARDS: The President shall appoint an awards chairman to purchase the President and Longevity plaque.

All receipts shall be presented to CDAA Budget & Finance Chair for reimbursement.

RESOLUTIONS

DEFINITION OF RESOLUTION: A formal expression of opinion, will, or intent voted by an official body or assembled group.

PURPOSE OF RESOLUTION:

- A resolution might officially recognize an event or individual, taking the form of a proclamation.
- A resolution might also make policy and define procedures for the organization. The membership has a right to recommend an action to the Board, though they cannot compel the Board to an action, so this type of Resolution would be advisory in nature.
- Another form of resolution is one that compels action by the organization. This could include changes to the Bylaws and can be proposed by the Board or by any member through the Resolutions Committee.

FORMAT FOR A RESOLUTION:

Preamble: a brief statement of the issue or concern to be addressed.

Whereas, The (first letter of word following "Whereas" should be capitalized)

_____ ;

and

Whereas, The _____ ;

Motion: specific statement of the proposed action.

therefore, be it RESOLVED: ("RESOLVED" should be in CAPS)

_____ ;

RESOLUTIONS FOR INCLUSION IN MEMBER PACKET

Resolutions will be due by a specified date for inclusion in the Member Packet for Annual Session.

INFORMATION

Members, Officers, Trustees, and Chairmen of CDAA committees transmitting resolutions are required to send the original to the President and 1st Vice-President. Resolutions should be dated and signed.

TRAVEL AND EXPENSE POLICY

Board and Committee Expenses Defined

CDAА will reimburse authorized individuals for travel and other expenses to the extent provided for in the budget.

- Expenses that exceed budgeted amounts will require Board of Directors approval prior to reimbursement.
- All budgeted expenses incurred between Board meetings can be reimbursed by sending a request with an Expense Report Form to the Finance Chair.
- Expenses that are made in advance of an event can be reimbursed at the time of the expense.
- Expenses that are made in advance of an event using the CDAА debit card must be submitted to the Chair for recording.

Travel Expenses

- Individuals traveling on behalf of the Association shall seek the lowest available airfare. Airfares shall not exceed the coach rate.
- Mileage for ground travel will be reimbursed at the current IRS mileage guidelines.
- Reimbursement for parking will not exceed usual and customary.
- Expenses that are submitted for mileage and/or parking, individually or combined shall not exceed the coach airfare.

Board Expenses

- Board of Directors meetings stipend to be given to the officers as provided for in the budget.
- Directors and Committee Chairs will be provided with 2 nights lodging at each Board meeting. Room assignments will be made with 2 people per room; if anyone wishes to have a room by themselves, they will be responsible for 50% of the cost. If there is an odd number of attendees, the President will be provided a room without a roommate.
- Student Director may be reimbursed for travel to Board of Directors meetings. While budgeted per Board meeting, expenses should not exceed the annual budget total for the three meetings.

PRESENTATION / REIMBURSEMENT OF A BILL

Reimbursement will be made upon submission of a Reimbursement Report Form to the Budget & Finance Chair:

- Complete Reimbursement Report Form (available on the website) within 1 month of the expense, attach receipts and submit to the Finance Chair via email or US mail.
- Upon receipt of a reimbursement request, the Chair of the Budget & Finance Committee will approve (or not) and then forward to the bookkeeper for payment.
- All expenditures require a Reimbursement Report Form completed and submitted to the Finance Chair within 1 month of the expense. Form is available on the website.
- Expenses that are made in advance of an event can be reimbursed at the time of the expense.
- Expenses that are made in advance of an event using the CDAA debit card must be submitted at the time of the expense to the Chair for recording.
- Complete form, attach receipts and submit to the Finance Chair via email or US mail.
- All expenses not included in the approved Annual Budget must be approved by the Board of Directors before payment can be made. If an item is over budget, the person should notify the President and Treasurer asking for approval of reimbursement. The President will then ask the Board for a vote. This needs to be done within two weeks of the request.
- All budgeted expenses incurred between Board meetings can be reimbursed by sending a request with an Expense Report Form to the Finance Chair.

TRANSFER OF FILES

Retiring officers, directors and committee chairmen must transfer all files and agenda material to the officer, director or committee chairman within three (3) weeks of retirement or seven days after notification from the President. They shall discard correspondence on matters irrelevant or not applicable to future activity. Correspondence and copies of messages that pertain to office business of an informative nature shall be retained. Correspondence should not be kept longer than for the previous term of office.

Recommendation of items to be transferred: (not all inclusive).

**Correspondence from the previous term of office
List of responsibilities
State and Local Bylaws
Current copies of annual reports
Manual of Procedures**

FORMS

The following forms can be found in the Members Resources section of the website:

- Local Society Officer (Rev2015) Form 028
- Website Posting Request Form
- CE Request Form
- CE Verification Form (CE Slip) Template
- CE Sign-in Slip Template
- CE Evaluation Template
- CE Follow-up Report Form Template
- Director Board Report Form
- Committee Board Report Form
- Reimbursement Form
- CDAА Budget
- CDAА Strategic Plan
- CDAА Officer Nomination Form
- Letter of Intent to Serve as ADAА Delegate

The following forms can be found in the CDAА Dropbox/Forms:

- 021 Local Disbandment Form for Local Society Use Rev July 2013
- 029StateOfficerFormRevJuly2012
- 036 Local Society Dissolution Form for State and National Use July 2013
- CDAА_Motion_Form_2016
- CEU_Eval_spring_2016
- Confidentiality Statement
- Conflict of Interest Policy
- Conflict of Interest Statement

CDAA Staff Positions

Office Manager

Staff to distribute every other month to Local Directors a list of members that did not renew.

1. Assemble and send Board packets for Board meetings and General Assembly as per the standard format and in consultation with the President. Board packets will be sent in both Word and PDF format.
2. Maintenance of Association documents:
 - Upload approved minutes and other documents to the Dropbox for record maintenance
3. In consultation with the President, gather information for Journal / newsletter publication as per the schedule established.
4. Shall be responsible for the arrangements of the meeting/hotel site for the Board of Directors meeting, Education and Student Recognition Days, as needed.
5. Arrange for the meal functions for the Board of Directors meetings and assist the Education and Student Recognition Chairman with meal function if needed
6. Oversee and monitor reservations for the attendance and meal functions for the Board of Directors meetings
7. In consultation with the President, arrange for hotel site for the Annual Meeting (preparation and signing of contract, housing, meeting rooms, audio/visual needs and any special needs). Lisa Jarvis/Conference Direct
8. Arrange for complimentary housing for:
 - Parliamentarian (if applicable) – one (1) room for applicable night/nights.
 - 12th District Trustee - one (1) room for applicable night/nights.
 - All guests as approved by the Executive Board.
 - The members of the Board (double occupancy) per applicable night/nights with required stay at the Annual Session headquarters hotel.
9. Take reservations for Board Meetings and Annual Session; Be responsible for all revenue received and turn over to CDAA Budget & Finance Chair as received. Send list of registrants for General Assembly to the Annual Session Chair
10. Update ROG status on excel spreadsheet (in CDAA's Dropbox) (see Bylaws Committee).
11. Maintain the PO Box; check for mail at least every other week, forwarding as needed to the appropriate person/s.
12. Develop *Welcome New Members / Congrats to Advancing Members* and publications. Send to Webmaster and distribute to locals for their use
13. Following Annual Meeting:

- Send out to all board members the Confidentiality and Conflict of Interest Statements, collect and track
- Update Board of Directors and Staff *Contact Information*
- Send updated Committee List to Board and Staff
- Send the new Directors, Committee Chairs and Officer information to Webmaster for posting on the website
- Send the names and personal emails for the new President, 1st VP, 2nd VP, Secretary, IPP, Education, Student Director, and Budget & Finance Chair to the webmaster for updating of the web-based emails.

Website Manager

1. Following Annual Session:
 - Update Officer, Director and Chairman information on website
 - Update web-based emails for President, 1st and 2nd VP, Secretary, IPP, Education, Student and Budget & Finance Chair
2. Upload new members to website (which will initiate Welcome email and Members-only information and password). This can be done monthly, but needs to be done at least every other month in conjunction with the publication.
3. Upload new members to email distribution software (Mailchimp). This can be done monthly, but needs to be done at least every other month in conjunction with the publication.
4. Upload *Welcome New Members / Congrats to Advancing Members* to website in conjunction with publication.
5. Work in conjunction with Media Chair to post articles in the current Publication in the appropriate place on the website.
6. Maintain the most current Publication and a catalog of all Publications.
7. Arrange for annual maintenance of the website

BOOKKEEPER

1. Be custodian of all monies, securities and deeds belonging to the Association.
2. Hold and disburse the payment of accounts, subject to the direction of the Board of Directors.
3. Receive rebate check and report processed by Finance Chair who has compiled and configured the report from ADAA. The check will be deposited and filed with the CDAA Local Rebates spreadsheet for that month.
4. Distribute rebate checks and reports to locals that are in compliance with ADAA/IRS. Rebate Report from ADAA for the month to be filed with check stubs for each local. Locals that are not in compliance will not receive rebates from the State.
5. **Pay approved bills**
6. Receive and Reconcile bank statements
7. Present a year-end report for the Board of Directors at the next meeting.
Present a report at each Board of Directors meeting to include Profit & Loss Report.
8. Report to the General Assembly the financial status of this association.
9. Prepare the appropriate IRS tax forms and report to the Board at the meeting following the September IRS deadline.
10. Federal and state taxes deadline is September 15.
11. A Statement of Information (SI-100) is due every odd-numbered year beginning five months before (October) and through the end of March along with a \$20 fee. If there is a change of officers, an amended filing must be done (no fee required). The fee was last paid for the 2019 cycle.
12. Arrange for an annual audit of the financial books of the Association providing a report from the auditor to the Board of Directors at the meeting following the September IRS deadline
13. Upon receipt of a Sponsor Contract:
 - An invoice will be sent out with a 30-day expected payment.
 - When payment is received, a notice will be sent to the Corporate Development Chair and Webmaster.
 - A quarterly invoicing report will be sent to corporate chair for verification of Corporate Contract Fulfillment Spreadsheet in the Dropbox.
14. Perform other duties as may be directed by the General Assembly, Board of Directors, Executive committee and the Bylaws.
15. Be a signatory on all bank accounts.
16. An electronic deposit received from an outside funding source (squareup, paypal) needs to be forwarded to the bookkeeper for input. This notice should include the date, amount and budget line item to be credited and any memo information.
17. An electronic withdrawal made from an outside vendor (bluehost, godaddy, mailchimp) needs to be forwarded to the bookkeeper for input. This should be done on a CDAA Reimbursement Form.
18. Money will be transferred between accounts only with approval of the Executive Committee. Transfers will be done via check only (no electronic transfers).

CDA Local Disbandment Procedure

1. Consult with the state president regarding the reason for disbandment.
2. Review the current ROG/Bylaws for the local society for specific directives on where remaining funds will be donated.
3. Print form O36 (Dissolution form for local societies) from the ADAA website and complete as indicated. This form must be typewritten.
4. CDA must provide the ADAA Trustee with the following:
 - 2 copies of completed form 036
 - A list of the current members of the dissolving local society
 - If treasury funds remain, a copy of the cancelled check verifying the donation was made
5. The ADAA Trustee will submit form 036 with the additional official copies listed above to ADAA Central Office.
6. ADAA Central Office will copy the Trustee, State President and State Secretary of all final activity regarding the dissolution proceedings.
7. Any official minutes and financial records from the local society must be preserved and stored by CDA.
8. All other materials may be destroyed after notice from Central Office that official dissolution is complete.