



Operating Manual

Everything You Need to Know About Governing the
Wisconsin Dental Hygienists' Association.

REVISED: July 5, 2023

Table of Contents

1. Core Ideology, Vision, and Values	6
1.1 CORE IDEOLOGY.....	6
1.2 VISION.....	6
1.3 VALUES.....	6
2. WI-DHA District Structure	6
2.1 NATIONAL ORGANIZATION	6
2.2 COMPONENTS	6
2.3 CONSTITUENTS.....	6
3. WI-DHA Governance and Organization.....	7
3.1 MEMBERSHIP.....	7
3.2 BOARD OF DIRECTORS.....	7
3.3 BOARD MEMBER RESPONSIBILITIES.....	7
4. Leadership Duties.....	18
4.1 ELECTED POSITIONS	18
5. Officers	18
5.1 IMMEDIATE PAST-PRESIDENT	18
5.2 PRESIDENT	19
5.3 PRESIDENT-ELECT	23
5.4 VICE PRESIDENT.....	24
5.5 SECRETARY	25
5.6 TREASURER.....	26
5.7 SPEAKER OF THE ASSEMBLY	29
6. Director Roles.....	30
6.1 COMMUNICATIONS DIRECTOR.....	30
6.2 MEMBERSHIP DIRECTOR	31
6.3 STUDENT ENGAGEMENT DIRECTOR.....	32
6.4 GOVERNMENTAL AFFAIRS DIRECTOR	32
6.5 EDUCATION DIRECTOR	33
6.6 COMPONENT RELATIONS DIRECTOR	34

6.7 COMPONENT LIAISONS	34
7. Association Support Roles.....	35
7.1 ADHA DELEGATES AND ALTERNATE DELEGATES.....	35
7.2 WI-HYPAC TREASURER.....	37
7.3 INSTITUTE FOR ORAL HEALTH LIAISON to ADHA.....	37
7.4 LOBBYIST.....	38
8. General Assembly Roles.....	38
8.1 INDIGO CHAIR/PLANNING COMMITTEE.....	38
8.2 SERGEANT-AT-ARMS	39
8.3 GENERAL ASSEMBLY TELLER.....	39
8.4 GENERAL ASSEMBLY PAGE.....	40
9. Committees.....	40
9.1 EXECUTIVE COMMITTEE.....	40
9.2 OPERATIONS/GOVERNANCE COMMITTEE	41
9.3 CONTINUING EDUCATION APPROVAL COMMITTEE.....	41
9.4 GOVERNMENTAL AFFAIRS COMMITTEE	42
9.5 MEMBER OUTREACH COMMITTEE.....	42
9.6 ANNUAL SESSION	43
9.7 INDIGO PLANNING COMMITTEE	44
9.8 FINANCE COMMITTEE	44
9.9 COMMUNITY WATER FLUORIDATION COMMITTEE.....	45
APPENDICES	46
APPENDIX A: ADHA Organizational Chart.....	47
APPENDIX B: WI-DHA Component Map	48
APPENDIX C: WI-DHA Organizational Map.....	49
APPENDIX D: Leadership Skill Set.....	50
APPENDIX E: Conflict of Interest.....	51
APPENDIX F: Treasurer Task Table & Timeline.....	53
APPENDIX G: Student Scientific Poster Presentation	58
APPENDIX H: General Assembly Preparation Guidelines	60

APPENDIX I: Annual Report Template/Outline	66
APPENDIX J: WI-DHA Student Scholarship Silent Auction Operational Procedures (plus addendums)..	67
Addendum 1	69
Addendum 2	70
Addendum 3	72
APPENDIX L: Outstanding Service to Dental Hygiene Award Guidelines	73
WI-DHA FORMS.....	75
Wisconsin Dental Hygienists’ Association Expense Reimbursement Voucher	76
WI-DHA Continuing Education Course Approval Application Form	78
WI-DHA Continuing Education Course Approval Application Form (con’t).....	79
Continuing Education Evaluation.....	81
WI-DHA Candidate for Office Packet	82
Candidate for Elected Office Application for Even Numbered Years	83
Candidate for Elected Office Application for Odd Numbered Years	84
Bio Data Form	85
WI-DHA Conflict of Interest Disclosure Form	86
Proposed Bylaw Resolution Form.....	88
Proposed Policy Resolution Form.....	90
Application for WI-DHA Student Scholarship	91
WI-DHA Student Scholarship – Essay Scoring Rubric	92
10. General Assembly Procedures & Standing Rules	94
10.1 PREAMBLE	95
10.2 GENERAL GUIDELINES FOR MEMBERS	95
10.3 STANDING RULES OF THE GENERAL ASSEMBLY.....	97
10.4 ELECTRONIC RULES FOR VIRTUAL GENERAL ASSEMBLY	100
10.5 GENERAL RULES AND PROCESSES FOR PR AND PBY SUBMISSIONS AND TESTIMONY.....	102
10.6 GENERAL RULES AND PROCESSES FOR CANDIDATES FORUM.....	104
10.7 DISPOSITION OF HOUSE ACTIONS.....	106
Wisconsin Dental Hygienists’ Association Leadership Roster 2020-2021.....	107
WI-DHA Past Leaders	111

Delegates to ADHA Annual Session..... 119

Core Ideology, Vision, and Values

The Wisconsin Dental Hygienists' Association (WI-DHA) is the only professional association representing the interests of dental hygienists in the state of Wisconsin. Member engagement plays an important role in the success of the WI-DHA being able to have a voice in regard to dental hygiene legislation at the state and national levels.

This document provides WI-DHA leaders with guidelines on how to carry out the duties and responsibilities of holding an officer, director, liaison, or other volunteer role within the association.

1.1 CORE IDEOLOGY

To guide the evolution of the dental hygiene profession to facilitate optimal oral and systemic health.

1.2 VISION

Integration of dental hygienists into the healthcare delivery system as primary care providers. Dental hygienists will practice to the fullest extent of their education, training, and licensure to improve access to oral health care.

1.3 VALUES

Wellness ~ Service ~ Collaboration ~ Quality ~ Community ~ Lifelong Learning ~ Ethics All Members shall strive to uphold WI-DHA Bylaws, Policies, Core Ideology, Vision, and Values.

WI-DHA District Structure

2.1 NATIONAL ORGANIZATION

The WI-DHA is part of a national organization, the American Dental Hygienists' Association (ADHA). The national organization has divided the United States into smaller groups called Districts. Wisconsin is part of District VII, which includes North Dakota, South Dakota, Minnesota, and Wisconsin. The national association receives input directly from the state organizations through the District Trustee and State Delegates during the Annual Session Board of Trustees Meetings. (For ADHA organizational map see Appendix A.)

2.2 COMPONENTS

Wisconsin is further grouped into seven geographical areas, or components, including: Southeast, Madison, Fox Valley, Bay Area, Central, La Crosse, and Northwest. Each component has a Component Liaison that represents the individual members of that area. (See Appendix B for WI-DHA Component Map.)

2.3 CONSTITUENTS

ADHA constituents (including Wisconsin) are required to adopt bylaws consistent with ADHA's bylaws

and to comply with the bylaws, policies, and procedures of the organization. These requirements apply regardless of whether or not the state is incorporated.

WI-DHA Governance and Organization

3.1 MEMBERSHIP

Members are the voting body for WI-DHA policies and bylaws. The WI-DHA Board of Directors vote on behalf of the members when determining how to interpret and carry out the needs of the Association based on the member owned policy manual and bylaw manual.

3.2 BOARD OF DIRECTORS

The WI-DHA board consists of member elected officers: Vice President, President-Elect, President, Immediate Past President, Treasurer, Secretary, and Speaker of the Assembly. The member elected directors include the directors of: Education, Membership, Governmental Affairs, Component Liaisons, and Communications. (See Appendix C for WI-DHA Organizational Map.)

The WI-DHA President appoints individual members to serve on WI-DHA committees. The committees meet to discuss association activities and policies; to assess the progress of programs or projects; and to recommend new programs and policies that should be incorporated into the Strategic Plan.

3.3 BOARD MEMBER RESPONSIBILITIES

3.3.1 Fiduciary Responsibility

"Fiduciary" is a legal term that refers to a relationship where an individual, or board, is holding something in trust for another. A nonprofit's Board of Directors has ultimate responsibility and accountability to the public for the organization's actions. Fiduciary duties ensure a board acts in the nonprofit's best interests and works to fulfill the nonprofit's tax-exempt mission and maintain its tax-exempt status.

The Board of Directors has THREE fiduciary duties: Duty of Care, Duty of Loyalty, and Duty of Obedience. Videos of Fiduciary responsibilities can be found on the ADHA website

3.3.1.1 Duty of Care

Requires competence in performing directional functions. Must use care "a reasonably prudent person would exercise in a like position and under similar circumstances" Requires that board members:

- (a) Act in good faith.
- (b) Participate in meetings.
- (c) Be prepared (e.g., read reports).
- (d) Ask questions when necessary.

- (e) Exercise independent judgment.
- (f) Delegate to staff and committees.
- (g) Rely on the advice of third parties when necessary (e.g., attorneys, accountants).

3.3.1.2 Duty of Loyalty

Requires faithful pursuit of the interests of the organization (rather than the financial or other interests of the board member, or another person or organization).

- (a) May not use position, or information gained from participating on the board, to secure a personal benefit.
- (b) Must disclose actual, potential, or perceived conflicts of interest.
- (c) Must abstain from participating on such matters.
- (d) Must maintain confidentiality of board discussions.
- (e) Duty of Obedience
- (f) Requires faithful pursuit of organization's mission and decisions (within the bounds of law).
- (g) Must abide by the organization's rules and policies.
- (h) Must support, help implement, and avoid undermining the board's decision.

3.3.1.3 Board Members Duties

- (a) Adopt and adhere to a conflict-of-interest policy.
- (b) Adopt and adhere to codes of ethics for directors and staff.
- (c) Establish effective internal financial and accounting controls.
- (d) Ensure that the board understands and can fulfill its financial responsibilities.
- (e) Conduct financial reviews, including audits.
- (f) Ensure the accuracy of Form 990 disclosures.
- (g) Adopt a policy on reporting/responding to suspected misconduct or malfeasance.
- (h) Ensure adequate employment policies.
- (i) Promote a culture of accountability and transparency.
- (j) Determine and follow the organization's mission and purposes.
- (k) Establish policies and delegate implementation.
- (l) Develop leadership and appoint board committees.
- (m) Ensure effective organizational planning.
- (n) Enhance the organization's public image.
- (o) Resolve issues that cannot be handled elsewhere.
- (p) Assess the staff and the board's performance (which may be different).
- (q) Understand statutory requirements for board meetings and voting procedures.
- (r) Follow requirements for taking board action without a meeting (no proxy voting).
- (s) Understand the use of executive sessions.

3.3.1.4 Collaborative Leadership

Collaborative leaders engage people and groups to work toward common goals that rise above their traditional roles, disciplines and past experience and beliefs. They focus on competencies, work scope, position, or experience. Leaders must take a team-based approach to complexity, coordination & innovation. Qualities of a collaborative leader:

- (a) Willingness to take risks
- (b) Eager listener
- (c) Optimistic about the future
- (d) Able to share knowledge, power, and credit
- (e) Find ways of simplifying complex situations
- (f) Prepare to handle conflict well in advance
- (g) Recognize there are some people or organizations difficult to partner with
- (h) Have the courage to act for the long term
- (i) Invest in strong personal relationships at all levels
- (j) Inject energy, passion, and drive into your leadership style
- (k) Continually develop interpersonal skills
- (l) Draft meeting minutes that include only action items, not extraneous discussions.
- (m) Understand the association's legal status: Understand the hierarchy of governance documents (Corporate statute, Articles of incorporation, Bylaws, Policies).
- (n) Recognize that changes in governance documents can have upward and downward impacts.
- (o) Assure periodic review of governance documents (e.g., bylaws, articles, policies) to make sure the association is acting in compliance and is up to date with current practice.
- (p) Understand the role and responsibilities of the board and officers.

3.3.1.5 Strategic Planning

Strategic planning encourages leaders to develop a shared vision of the future and to communicate core values and strategies. A set of specific and quantifiable measures should be developed that identify success year after year. When beginning the strategic planning process, there needs to be a consensus about the role of the organization.

Apply the same tactics for developing the association's mission to the process of strategic planning. The role of the strategic plan is to:

- (a) Identify long range goals, operational objectives, and financial projections for achieving the purpose of the Association as stated in the Bylaws.
- (b) Assist the finance committee in preparing an annual budget that will accomplish the goals and objectives of the Association and fulfill Association programs
- (c) Help guide committees with setting goals and creating action plans.
- (d) Align board objectives and actions with WI-DHA bylaw and policy manuals.

- (e) Determine methods of reaching long-term goals.
- (f) Align one-year strategic plan objectives with action plans and budget requests.
- (g) Have plans approved by the WI-DHA Board at the BOD meeting.
- (h) Provide guidance for action teams to stay focused as new information is introduced by Committees, Component Liaisons, or external sources.
- (i) Helps action teams to gain BOD approval when requesting assistance to achieve an action item or requesting funding for an action item.
- (j) Will assist in determining committees that need to continue and new committees that need to be assigned at the beginning of the new presidential term.
- (k) Used as a guide to evaluate programs for effectiveness by reviewing reports and recommendations of Committees, BOD, Component liaisons at the end of a presidential term.

3.3.1.6 Strategic Plan

- (a) Conduct a situational analysis. This allows the leaders to make decisions based upon what they know rather than what they believe. Analysis is the critical starting point of strategic thinking.
- (b) Perform an organizational audit. This helps members understand the association's strengths and weaknesses.
- (c) Identify the strengths and weaknesses of the existing strategic plan. Then prioritize items from highest to lowest value in each area.
- (d) Develop goals. Central aims or long-term targets that are made known to the public.
- (e) Outline objectives. Objectives are more specific than goals and are associated with actions within each goal area. An objective is a clear, concise, and measurable statement of what is to be achieved.
- (f) Develop action plans. Action plans are a series of steps to meet the objectives, or how to proceed. An action plan designates a timetable, the persons responsible for completing the plan, the finances, and other resources needed. It also provides a mechanism to continually evaluate progress, and it may suggest the need to incorporate alternative plans, if necessary.
- (g) Define the metrics that will be used to measure the success of each goal.
- (h) For an association to accomplish its strategic plan in a timely manner, it will need to identify and distribute responsibilities among the members of the association.

3.3.1.7 Mega Issues

Mega issues are strategic planning issues requiring more dialogue, emerging issues/controversial issues identified by leadership/boards, or task force/committee recommendations. The National House of Delegates engages in a mega issue discussion at the Annual Session. Many districts and states are starting to utilize mega issue discussions to facilitate their strategic planning as well.

- (a) Frequently complex, not easily resolved, sometimes highly emotional
- (b) Require broad-based input and buy-in
- (c) Challenge participants to get out of the box
- (d) Require well thought-out questions
- (e) Discussions should lead to a practical consensus.

3.3.1.8 Effective Meetings

- (a) Written agenda - The agenda lists the topics to be discussed during the meeting. Agendas should be prioritized in order of importance. This will ensure that, given potential time constraints, the most important items will be addressed.
- (b) Consent Agenda - Often, meetings are the only time when the board as a whole gets together to execute its governing responsibilities and time is limited.

A consent agenda can turn a board meeting into a meeting of the minds around the things that matter most. A consent agenda is a bundle of items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. While not difficult to use, a consent agenda requires discipline in working through the following seven steps:

- (i) Set the meeting agenda
 - (ii) Distribute materials in advance
 - (iii) Read materials in advance
 - (iv) Introduce the consent agenda at the meeting
 - (v) Remove (if requested) an item from and accept the consent agenda
 - (vi) Approve the consent agenda
 - (vii) Document acceptance of the consent agenda
- (c) Established rules - Rules will affect how much gets accomplished during the meeting. Many groups choose to make decisions by consensus, reaching a unanimous decision through discussion and compromise. When trying to achieve consensus, the chair is responsible for ensuring that there is no disagreement. If there is a large group of meeting participants, you will get more accomplished by using parliamentary procedure, which is outlined in Robert's Rules of Order.
 - (d) A fair chairperson - The chair guides the discussion; pays attention to the flow of the meeting; ensures that majority opinions are adopted, and minority opinions are protected; that business is accomplished; and that goals are achieved
 - (e) Meeting documentation - A secretary should be appointed to document the important aspects of the meeting. Documentation should be in the form of minutes that follow the agenda. In addition to minutes, some state and local organizations may summarize the meeting in the form of a report for historical files.
 - (f) Procedures for WI-DHA Board Meetings - Mandatory attendance: President, President

Elect, Vice President, Treasurer, Secretary, Immediate Past President, Speaker of the Assembly, Directors, and Component Liaisons.

- (g) Reports - Officers and directors are required to submit a Quarterly Report to the Secretary one week before each scheduled Board meeting. Officers and directors are expected to read each quarterly report before the board meeting.

3.3.1.9 Parliamentary Procedure

Parliamentary procedure is the method WI-DHA uses for decision making. However, parliamentary procedure is not mandatory. The WI-DHA board can set agreed upon rules at the beginning of a meeting to establish order and productivity. WI-DHA recommends the parliamentary authority, Roberts' Rules of Order, Newly Revised.

3.3.1.10 Financial Responsibility

A professional association exists to promote the welfare of its members and the welfare of the public that it serves. To fulfill the duties of WI-DHA you will need to attend to financial and finance-related issues that uniquely impact the professional association as well as issues which are common to business.

Following are some financial and finance-related issues that you are likely to encounter. Keep in mind that it is impossible to identify all of the issues that WI-DHA may face, and because circumstances invariably differ, it is also impossible to provide all of the answers. There is no substitute for obtaining professional advice!

- (a) Financial Policies - Financial policies are set by the Board of Directors (BOD) according to goals set forth in the Strategic plan. The BOD will determine the dues that each member pays, investments, level of reserves to be maintained, special funds for specific use, reimbursement guidelines for members and guidelines for who signs checks. The President and Treasurer are responsible for making day-to-day operational decisions such as where to maintain bank accounts, paying out expense requests, etc... To ensure the effectiveness of financial policies, it is crucial that the authority and responsibility for the implementation and maintenance of the financial operation and record keeping is clearly defined as to who is responsible for carrying out these functions, i.e., what are the roles of the president, president-elect, treasurer, and staff if applicable.
- (b) Financial Statements and Methods of Accounting- There are two methods of accounting, the cash and accrual methods:
 - (i) Cash basis: (cash receipts and disbursements) is the simplest method of accounting. Income is reported in the year that the cash receipt is physically received and deposited into the bank. Expenses are taken in the year that the expense is actually paid.

(ii) Accrual basis: is accepted method of accounting and is the more accurate method of accounting that should be used. With the accrual method, income is recorded when you have the right to receive the money. Thus, the right to receive the money controls and not the actual receipt of payment. Expenses are taken in the year incurred. Thus, when you incur the expense controls and not when you actually pay for the item. Under the accrual method your association will have accounts receivable and accounts payable on its books.

(c) WI-DHA will compile financial statements on a monthly basis, report to the President monthly and the BOD quarterly. There are three basic financial statements that should be prepared on a monthly basis if possible:

(i) Statement of Financial Position (balance sheet)

(ii) Statement of Activities (income statement)

(iii) Statement of Cash Flows (cash flows statement)

(d) If budgets are used, then the Statement of Activities should include a comparison of actual results to budget.

3.3.1.11 Budgets

A budget can be described as a summary of intended expenditures along with a projection of revenues to meet them. A budget is used as the basis for planning and controlling cost in accordance with the guidelines set by the governing body. In most cases, the budget is approved by the board of directors or the house of delegates.

(a) Effective budgeting starts with the financial planning for the upcoming year(s).

Although past performance will be useful in planning some aspects of your budget, relying solely on historical data can lead to incorrect projections. Relying totally on historical data can also lead to incorrect assumptions about the future. Therefore, when preparing your budgets, zero-based budgeting should be applied. Zero-based budgeting is a process by which each expense and revenue for each activity or function is justified every time a new budget is prepared.

(b) When preparing a budget, make sure that expenses are matched with revenues earned in the same period, i.e., dues earned for the period January through December should be matched with expenses incurred from January through December (see accrual basis accounting).

(c) Once the budget has been approved or adopted, it should be monitored preferably on a monthly basis, and not less than quarterly. Budget variance should be analyzed, and appropriate action should be taken if necessary.

(d) Hands on Budgeting- Once the WI-DHA strategic plan has been updated the budget can be aligned accordingly. The budget is one of the basic planning tools of the Association and should be directly linked to the strategic plan. The budgeting or

finance committee should consist of the president, treasurer, and members with financial planning or budgeting experience.

(e) Begin by identifying every program or activity for the coming year as it is outlined in the strategic plan. Some examples of state and local programs might be:

- Annual Meeting
- Monthly business meetings
- Networking events
- Continuing education seminars
- Membership recruitment initiatives
- Community outreach programs
- Board/committee meetings
- Legislative activities
- Communications/newsletters
- Membership retention/benefits

(i) Once each program has been identified, itemize the expenses anticipated to conduct the program. In addition, if the program generates revenue, include the projected revenue separately from the expenses.

(ii) Create a budget page for each strategic action plan that has financial impact. The budget page should include the project's description, timeline, and expense/revenue.

(iii) By preparing this type of budget for each program, the members can easily see which programs produce revenue, which programs break even, and which ones do not produce sufficient income to cover expenses. It will also more clearly identify the strategic plan programs that have financial impact on the association.

(iv) Once the budget for each individual program is prepared, combine all of the programs along with the overhead into one complete budget. When the budget has been prepared, it should be shared with the BOD. Individual program budget details should be given to the individual or group responsible for implementing the program. Members should be provided with access to the budget. Access can be provided during the association's annual meeting or by request through a board member.

3.3.1.12 Federal Tax Identification Number- *WI-DHA must have its own tax identification number separate from ADHA.*

(a) A federal tax identification number (otherwise known as employer identification number) is used on all federal and some state filings and is required to conduct business such as the opening of bank accounts.

3.3.1.13 Tax-Exempt Status- *There are many different types of tax-exempt organizations. Although the Internal Revenue Code recognizes numerous types of tax-exempt organizations, state and local organizations are considered a "business league" under Internal Revenue Code 501 (c) (6). WI-DHA is a "business league" for tax purposes.*

(a) As a business league, the major benefit of tax-exempt status is that WI-DHA does not have to pay federal tax on their excess of income over expenses ("profits") as it relates to the purpose and function of the organization. However, unrelated business income

may be taxable to the extent that revenues exceed expenses (see Unrelated Business Income topic).

- (b) In order to be recognized as a not-for-profit under Internal Revenue Code 501 (c) (6), WI-DHA should apply for exempt status using IRS form 1024. The application can be complicated, so it is recommended that you seek legal advice before filing it.
- (c) WI-DHA should not take any action that would prevent it from being eligible for exemption from the payment of federal income taxes as a tax-exempt organization within the meaning of section 501(c)(6) of the Internal Revenue Code.
- (d) Without a tax-exempt status, state and local organizations are unable to file the new IRS Form 990 or 990 EZ, which is required by federal law. Please see the following section related to the filing of the 990.
- (e) WI-DHA uses a professional and certified accountant to help file appropriate tax-exempt documentation. Incorporation- Incorporation is the process of creating a legal entity under authority granted by a state. The Internal
- (f) Revenue Service can grant only nonprofit organizations an exemption from federal income tax, but incorporation is not required for an organization to be considered tax-exempt by the IRS.
 - (i) A primary benefit of incorporation is that it protects individual officers and members from personal liability when conducting activities on behalf of the state or local. Also, state law typically offers protection from personal liability for officers of incorporated associations.
 - (ii) Liability insurance can be purchased whether incorporated or not – but it is more difficult to purchase if unincorporated.
 - (iii) An incorporated state/local can sue and be sued in its corporate name, while an unincorporated state/local must appear in court in the name of participants (officers and members).
 - (iv) Vendors are more willing to enter into contracts with incorporated associations.
 - (v) State corporation laws provide clear guidance to incorporated associations regarding organizational structure, voting and other matters.
 - (vi) An incorporated association's liability for federal and state income tax is usually limited to corporate assets, while members of an unincorporated association could be personally responsible for income taxes. Note: a tax-exempt organization is exempt from federal and state taxes on income derived from activities related to the organization's tax-exempt purposes, but is still subject to sales and use taxes, real estate taxes, personal property taxes, payroll taxes, unrelated business income taxes, lobbying taxes and other state and local taxes.
 - (vii) ADHA strongly recommends that states be incorporated but recognizes that locals must weigh the benefits of incorporation against the costs.
- (g) Unrelated Business Income Tax (UBIT)

Even though an organization is recognized as tax exempt, it still may be liable for tax on its unrelated business income. Unrelated business taxable income (UBIT) is income from a trade or business regularly carried on by an exempt organization that is not related to the organization's exempt purpose. The following common income items are excluded from unrelated business income:

- (i) The revenue that most organizations must pay tax on is derived from profits from the sale of mailing lists and the sale of advertising in a periodical it publishes. The gross advertising income is then reduced by the related expenses to come up with a net income amount that will be taxed.
 - (ii) Another item of concern is the income derived from "sponsorships" of events. These sponsorships will not be taxed, provided that the sponsor does not expect any substantial return other than the use or acknowledgment of the sponsor's name, logo, or product lines. The sponsorship must not include messages that contain qualitative or comparative language; price information; an endorsement; or an inducement to purchase, sell, or use the sponsor's products or services. If it fails this test, then the sponsorship income would be taxable as UBIT.
 - (iii) In addition to paying federal income tax on any UBIT, you must also check with your applicable state regulations, as most states also impose a tax on UBIT.
- (h) An exempt organization that has \$1,000 or more gross income from an unrelated business must file Form 990-T, Exempt Organization Business Income Tax Return. The obligation to file Form 990-T is in addition to the obligation to file the annual information return. Tax-exempt organizations must make quarterly payments of estimated tax on unrelated business income. An organization must make estimated tax payments if it expects its tax for the year to be \$500 or more. The Form 990-T of a tax-exempt organization must be filed by the 15th day of the 5th month after the tax year ends. For additional information, see the Form 990-T instructions or Publication 598, Tax on Unrelated Business Income of Exempt Organizations. NOTE: Organizations that report more than \$1,000 of UBIT on their Form 990 but have not filed Form 990-T may receive an inquiry from the IRS and could be subject to audit.

3.3.1.14 Taxes for Employees

For those state and local organizations who have staff, every employer, including a tax-exempt organization, who pays wages to employees is responsible for withholding, depositing, paying, and reporting federal income tax, social security taxes (FICA), and federal unemployment tax (FUTA) for such wage payments, unless that employer is specifically excepted by statute from such requirements or if the taxes are clearly inapplicable.

- (a) Filing the 1099 Form for Independent Contractors- For those state and local organizations hiring speakers, web designers, lobbyists, etc. (any non-employee

compensation) making \$600 or more, a 1099-MISC must be filed with the IRS.

Following are the due dates:

- (b) Due Date to IRS (unless indicated otherwise): February 28th* Due Date to Recipient (unless indicated otherwise): January 31** For more information, go to www.irs.gov

3.3.1.15 Income

- (a) Member dues are collected by ADHA. State and local organizations are authorized to establish dues rates and raise funds by methods other than dues, provided such activities are consistent with ADHA's bylaws, policies, and rules and comply with all federal, state, and local laws.

3.3.1.16 Internal Controls

Internal controls can briefly be summarized as a plan to protect the association's assets, verify the accuracy and reliability of its financial data, and promote operational efficiency under a set of guidelines adopted by the association. It must be understood that the effectiveness of internal controls can sometimes be limited by the resources available to implement them. The following is a list of some internal control procedures that could help strengthen your association financially.

(a) Segregation of Duties

- (i) No one person should control all aspects of a transaction.
 - (ii) All checks should require two signatures.
 - (iii) A non-check signer should reconcile the bank statement.
 - (iv) The person making bank deposits should not write checks.
 - (v) The person making the expenditure should NOT approve it or sign the check. A second person should approve and sign the applicable payment.
- A separate bank account should be opened in the name of the organization.
 - Payments should be made based only upon original receipts as backup. Copies of receipts or copies of credit card statements should not be used. Credit card charge tickets must be provided as support. All supporting documents should be marked in ink that they have been paid to avoid duplicate payment of the same original invoice.
 - Checks received should be immediately endorsed with the bank deposit stamp and bank deposits should be made as soon as possible. Physical cash should be deposited the same day it is received.
 - Bank reconciliations should be done monthly, preferably by a person who is not involved in the bank deposit or cash disbursement functions. If this is not possible, a second person should review and initial the bank reconciliation.
 - Financial statements with a comparison to budget should be sent to the board of

directors on a quarterly basis.

- Record retention schedules should be approved and followed.

3.3.1.17 Debts and Liabilities

WI-DHA is solely responsible for its own debts and liabilities, and for fulfilling all requirements imposed by government authorities, including reporting and tax requirements.

Leadership Duties

4.1 ELECTED POSITIONS

When running for an elected position within WI-DHA candidates must:

- 4.1.1 Be a professional member of WI-DHA/ WI-DHA.
- 4.1.2 Nominate themselves in advance or accept a nomination by another member during the General Assembly.
- 4.1.3 Review the WI-DHA Leadership Roles guidelines (see Appendix D).
- 4.1.4 Review the WI-DHA Fiduciary videos and/or the fiduciary guidelines written in the WI-DHA Operating Manual. A link to these videos can be found on the WI-DHA website and on the ADHA website under the leadership tab.
- 4.1.5 Submit a completed Candidate for Election Office Application, and a headshot on the WI-DHA website at least three weeks before the General Assembly. (See Forms section for an example of the Candidate for Elected Office Application).
- 4.1.6 Address the General Assembly during Candidates' forum to state interest and qualifications for a particular elected position.
- 4.1.7 If elected, take the WI-DHA pledge of office.
- 4.1.8 Read the WI-DHA Conflict of Interest Policy and sign the WI-DHA Conflict of Interest Disclosure Form (See Appendix E for the WI-DHA Conflict of Interest Policy. See Forms section for the WI-DHA Conflict of Interest Disclosure Form.)

Officers

5.1 IMMEDIATE PAST-PRESIDENT

The Immediate Past-President shall:

- 5.1.1 Serve the members of the association.

- 5.1.2 Work on committees with other board and non-board members to enhance member experience.
- 5.1.3 One-year term. 2-3 hours per week.
- 5.1.4 Perform duties and carry out responsibilities as delegated by the President and /or policies and procedures.
- 5.1.5 Serve as an advisor to the President for consultation and guidance.
- 5.1.6 Attend all BOD meetings.
- 5.1.7 Submit a quarterly report to the secretary 1 week before each BOD meeting.
- 5.1.8 Serve as a voting member of the WI-DHA Board and Executive Committee.
- 5.1.9 Serve as a member of the Finance Committee.
- 5.1.10 Serve as a member of committees upon request by the President.
- 5.1.11 Submit expense vouchers to the treasurer on a timely basis, using specified form (see pg. 53 of this manual).
- 5.1.12 In conjunction with the President, Vice President-Elect, and Operations/Governance Committee, update and implement the strategic plan.
- 5.1.13 Complete large tasks or projects that were started during your Presidency or help others to complete these tasks.
- 5.1.14 Serves as chair for the WI-DHA and liaison to the ADHA Institute for Oral Health (IOH).

5.2 PRESIDENT

The President shall:

- 5.2.1 Serve the members of the Association.
- 5.2.2 Work on committees with other board and non-board members to enhance member experience.
- 5.2.3 One-year term. 2-10 hours per week.
- 5.2.4 Coordinate and supervise the activities of WI-DHA, consistent with WI-DHA and ADHA bylaws, policies, strategic plan, and operating manual. All listed documents can be found in WI-DHA google drive.
- 5.2.5 Preside at or have an approved agenda and report from all WI-DHA meetings.

- 5.2.6 Promote communication throughout the Association.
- 5.2.7 Serve as an official representative of the Association in its contact with ADHA, governmental, civic, business, other professional organizations, institutions, and groups for the purpose of advancing the objectives and policies of WI-DHA.
- 5.2.8 Serve as a point of contact for the WI-DHA Lobbyist.
- 5.2.9 Serve as the chairperson of the WI-DHA Board.
- 5.2.10 Prepare the President's message for the WI-DHA correspondence with members.
- 5.2.11 Attend meetings of the Wisconsin Dentistry Examining Board or appoint a representative to attend.
- 5.2.12 Review the WI-DHA social media and other communications before publication.
- 5.2.13 Submit expense vouchers to the treasurer on a timely basis, using specified form.
- 5.2.14 Prepare an agenda for BOD meetings and email to the secretary at least 7 days prior to meetings.
- 5.2.15 Plan and facilitate a minimum of four BOD meetings. Template for BOD meeting in WI-DHA documents in google drive as BOD Agenda- Log in at the link here to view WI-DHA documents: <https://www.widha.org/documents/>
- 5.2.16 Submit a quarterly report to the Secretary 14 days before a BOD meeting. Templates and reminders are sent out by the secretary prior to the deadline.
- 5.2.17 Serve on the finance committee. Review and approve accounts payable and accounts receivable recorded by the treasurer.

Upon Induction of Presidency

- 5.2.18 Share the upcoming calendar of events. Template found in WI-DHA documents in google drive as WI-DHA Calendar. Log in at the link here to see WI-DHA documents: <https://www.widha.org/documents/>
- 5.2.19 Submit updated list of officers, directors, and ADHA delegates to ADHA. Submit online at <https://www.adha.org/form/officer-update>
- 5.2.20 Submit Affirmation Statement to ADHA (ADHA will send instructional emails).
- 5.2.21 Be sure the Charter Agreement is up to date with ADHA. (The treasurer may submit this document.)
- 5.2.22 Host an onboarding/orientation meeting for the new board within 30 days of induction of

new roles. Orientation should include:

5.2.22.1 Review and approve minutes from General Assembly

5.2.22.2 ADHA and WI-DHA structure - <https://www.adha.org/leadership-resources>

5.2.22.3 Fiduciary Responsibilities -resource to help - <https://www.adha.org/leadership-resources>

5.2.22.4 Strategic Plan

5.2.22.5 Operating Manuals (ADHA and WI-DHA)

5.2.22.6 Policy Manual

5.2.22.7 Bylaws Manual

5.2.23 Plan and implement a Leadership Workshop. This is intended to include and welcome all members and potential new members. The goal is to help others learn something, get engaged and excited about being an active member, open doors to allow members ways to be involved, and learn about leadership and leadership options in the organization.

5.2.24 Oversee the distribution of proposed bylaws and proposed policy resolutions for ADHA annual session and WI- DHA General Assembly.

5.2.25 Review contracts with hired professionals and negotiate new ones as needed. Contact information available from the secretary.

5.2.26 Review the committees list and determine the continued value of each committee in regard to the strategic plan.

5.2.27 Finalize standing committee chairs and WI-DHA component liaisons and notify the secretary for inclusion in the leadership roster. Send out to all members via email and post on the website, in the members only section.

5.2.28 Host a delegate orientation meeting consisting of:

5.2.28.1 WI-DHA reimbursement procedure and expenses covered for ADHA annual session.

5.2.28.2 Where to find ADHA policy and bylaw manuals.

5.2.28.3 Explain process of proposing a change in a bylaw or policy.

5.2.28.4 Assist delegates with proposed Bylaws or Resolutions for ADHA annual session.

5.2.28.5 Communicate meeting dates and other information from the District VII trustee.

5.2.29 Prepare and send District VII report for District VII meeting if required from the current

District VII trustee.

- 5.2.30 Meet with the Lobbyist and Governmental Affairs Director to determine legislative action plans.
- 5.2.31 Determine along with Governmental Affairs Director and Lobbyist best actions for having a Lobby Day at the Capital.
- 5.2.32 Review and update the WI-DHA Governance documents along with the Operations/Governance Committee including the Strategic Plan, Policy manual, By-laws manual, and Operating Guide.
- 5.2.33 Conduct a virtual or in-person audit with at least two other members who do not have access to WI-DHA accounts.
- 5.2.34 Consider attending ADHA House of Delegates annual session.
- 5.2.35 Help plan and host the annual scientific session (INDIGO).
- 5.2.36 Help plan and host the General Assembly (Annual Session or business meeting).

Preparing for General Assembly

- 5.2.37 Complete Certificates of Appreciation to be handed out at WI-DHA Annual Session.
- 5.2.38 Invite government leaders, elected officials, and leaders from other associations to the General Assembly or State of the Association if appropriate.
- 5.2.39 Prepare the State of the Association address.
- 5.2.40 Review referrals and assignments from BOD meetings, previous General Assembly meetings, and updates from the ADHA Annual Session.
- 5.2.41 Set the General Assembly agenda in consultation with the Speaker of the Assembly, the Executive Committee, and INDIGO Chairperson.
- 5.2.42 Prepare the WI-DHA Annual Report and submit to the Secretary 30 days before the General Assembly.
- 5.2.43 Preside over WI-DHA General Assembly.

State of the Association Address

- 5.2.44 Updates members on the progress from the previous year.
- 5.2.45 Helps motivate and inspire the mission and values of WI-DHA.

5.2.46 Recaps on events from ADHA.

5.2.47 Could provide a historical account of association achievements.

5.2.48 Recognize others in the Association who have reached important milestones or have done exceptional work.

5.2.49 This is not a personal platform but a representation of WI-DHA and those who serve its members.

5.2.50 Inform members of actions taken from last year's resolutions of Bylaws.

5.3 PRESIDENT-ELECT

The President-Elect shall:

5.3.1 Serve the members of the Association.

5.3.2 Work on committees with other board and non-board members to enhance member experience.

5.3.3 One-year term. Approximately 2-3 hours per week.

5.3.4 Performs duties and responsibilities delegated by the President.

5.3.5 Prepare for the term of Presidency.

5.3.6 Serve as a Delegate to ADHA.

5.3.7 Submit expense vouchers to WI-DHA Treasurer on a timely basis.

5.3.8 Attend BOD meetings and other requested meetings.

5.3.9 Submit a quarterly report to the Secretary 1 week before a BOD meeting.

5.3.10 Serve as Speaker of the Assembly in the absence of the Speaker of the Assembly.

5.3.11 Attend events as requested by the President.

5.3.12 Be the official representative of WI-DHA in the absence of the President.

5.3.13 Consider applying for ADHA Leadership Workshop.

5.3.14 Assist with the Operating/Governance Committee.

5.3.15 Submit an annual report to the Secretary for inclusion in the Member's Manual.

- 5.3.16 Identify who will do the President installation.
- 5.3.17 Help prepare for the General Assembly (see Appendix H).
- 5.3.18 Conduct Candidates Forum at WI-DHA Annual Session.
- 5.3.19 Prepare an inaugural address to be delivered at the time of installation.
- 5.3.20 Purchase President gift to present at General Assembly.
- 5.3.21 Member of the INDIGO and General Assembly committee.
- 5.3.22 Assist Speaker of the Assembly in preparing members packets to be distributed to members 30-60 days before the General Assembly along with the Speaker of the Assembly.

5.4 VICE PRESIDENT

- 5.4.1 Serve the members of the Association.
- 5.4.2 Work on committees with other board and non-board members to enhance member experience.
- 5.4.3 One-year term. Approximately 2 hours per week.
- 5.4.4 Perform duties and carry out responsibilities as delegated by the president.
- 5.4.5 Attend all BOD meetings.
- 5.4.6 Submit a quarterly report to the Secretary 1 week before a BOD meeting.
- 5.4.7 Learn and be a resource for the operations and governance of the Association (includes Policies, Bylaws, Operating Manual, and Strategic Plan).
- 5.4.8 Serve as the chair of the Operating and Governance Committee.
- 5.4.9 Serve as a General Assembly Committee member (see Appendix H for General Assembly guidelines).
- 5.4.10 Submit vouchers in a timely manner to the treasurer.
- 5.4.11 Serve as chair of the Executive Board in the absence of the President and President Elect.
- 5.4.12 Serve as the President in the event of a vacancy in the offices of President and President-Elect.
- 5.4.13 Facilitate nominations for the Outstanding Service to Dental Hygiene Award and follow guidelines for selecting a recipient and distributing award. (See Appendix L for the award

timetable, guidelines, and a sample application form.)

5.4.14 Consider attending the ADHA Leadership Summit.

5.5 SECRETARY

The Secretary shall:

5.5.1 Serve the members of the Association.

5.5.2 Work on committees with other board and non-board members to enhance member experience.

5.5.3 Two-year term. Approximately 1-2 hours per week.

5.5.4 Elected by the General Assembly in odd numbered years.

5.5.5 Attend all BOD meetings.

5.5.6 Perform duties and carry out responsibilities as delegated by the WI-DHA President.

5.5.7 Record WI-DHA meeting minutes in accordance with Roberts' Rules of Order.

5.5.8 Distribute meeting minutes to all members of the BOD upon President approval.

5.5.9 Serve on the WI-DHA Board.

5.5.10 Serve on the General Assembly committee.

5.5.11 Maintain historical files of important documents such as previous minutes related to BOD and General Assembly actions, legal and financial documents, and any other information vital to WI-DHA operations.

5.5.12 Submit expense vouchers on a timely basis to the WDHA treasurer.

Specific procedures to be performed at the beginning of term:

5.5.13 Update the leadership directory for the upcoming year to include Names, addresses, email address, and phone numbers of WI-DHA Officers, Directors, Component Liaisons, Lobbyist, WI-DHA Delegates to ADHA, District VII Trustee, contacts for Wisconsin Dental Hygiene schools, and other important WI-DHA contacts.

5.5.14 Distribute the leadership directory to above individuals and others as directed or needed.

5.5.15 Update WI-DHA Operating Manual past officers and directors list and Outstanding Dental Hygienist Recipient and send updated document to Officers, Directors, and Component Liaisons.

5.5.16 Maintain the leadership roster throughout the year and notify leadership if there are changes to leadership roles.

Specific procedures to be performed for WI-DHA Board Directors meetings:

5.5.17 Request quarterly reports from officers and directors two weeks before each board meeting, with a due date of 1 week prior to BOD meeting, to allow all board members time to compose and review each report.

5.5.18 Send the President's agenda, officer and director quarterly reports, and minutes from the previous board meeting along with meeting mode, date, time, directions (if applicable) to officers, directors, committee chairs, and component liaisons 1 week prior to the BOD meeting.

5.5.19 Post BOD meeting notice to WI-DHA social media and District Trustee two weeks before meeting date. (Can delegate this role to the Communications Director)

5.5.20 Take roll call and certify quorum at BOD.

5.5.21 Identify a timekeeper and 'parking lot' attendant. The intent of having a 'parking lot' is to help keep meetings on task and on time. If there is time at the end of the meeting, parking lot items can be addressed at that time. Parking lot items can have four modes of action: address at end of meeting, assign item to a committee to work on separately and report at next BOD meeting, move item to the agenda for the next BOD, have a separate BOD meeting to address item.

5.5.22 Record minutes at board meetings. Send a copy to the President for review no more than 15 days post BOD meeting. Save approved minutes in WI-DHA permanent files.

Specific procedures to be performed for the General Assembly (*see Appendix H*)

5.5.23 Set deadlines for officers, directors, committees, component liaisons, and delegate, officer, and director candidates to submit reports and other information needed for Members Information Packet and send to the Speaker of the Assembly.

5.5.24 Serve as official Officer of the General Assembly alongside the Speaker of the Assembly.

5.5.25 Record minutes of the General Assembly and send them to the new President and Speaker of the Assembly for approval.

5.5.26 Update and record approved Bylaws and Policy Resolutions in the appropriate manuals with assistance from the Operations/Governance Committee. Have the Operations/Governance Committee update and send it to the secretary to record/save files.

5.5.27 Record elected officers, directors, and delegates along with the number of votes received.

5.5.28 Paper ballots, if used, may be discarded after 30 days.

5.6 TREASURER

The Treasurer shall:

- 5.6.1 Serve the members of the Association.
- 5.6.2 Work on committees with other board and non-board members to enhance member experience.

General

- 5.6.3 Serve as custodian of all monies, securities, and deeds belonging to the association, which may come into his/ her possession; and shall hold, invest, and disburse the same, subject to the direction of the Board of Directors (BOD) or General Assembly (GA).
- 5.6.4 May serve no more than two (2) consecutive terms.
- 5.6.5 Shall be elected by the General Assembly during even numbered years.
- 5.6.6 Serve as chair of the finance committee along with the WI-DHA President and President-Elect.
- 5.6.7 Shall be bonded.
- 5.6.8 Will place 10% of the projected WDHA dues into a restricted reserve fund, per resolution, prior to annual budget allocations, and withdrawal is made upon approval from the Board of Directors.
- 5.6.9 Will place 10% of the net profit from the Indigo Conference into a restricted reserve fund, per resolution, and withdrawal be made upon approval from the BOD
- 5.6.10 In consultation with the BOD, will invest funds of the association in 6-month certificates of deposit or other high interest accounts to increase yield on inactive funds. The signature of both the Treasurer and President will be required for cashing.
- 5.6.11 Pay all legitimate and budgeted expenses without the signatures of other Board Members.
- 5.6.12 The President must sign checks payable to the Treasurer.
- 5.6.13 Submit financial reports to the BOD at scheduled meetings. Reports should include status of the budget, net worth, and income/expenditures since the last meeting.
- 5.6.14 Send allotted budget information in the form of a spreadsheet to the President at least once a month.
- 5.6.15 Submit financial records of the association for annual audit. The President will appoint a special auditing committee.

Specific Duties:

- 5.6.16 Transfer the present account (s) or open a new account (s) if necessary.
- 5.6.17 Close the books for tax purposes at the end of the fiscal year. (June 30)
- 5.6.18 Controls the credit cards making certain all purchases are in accordance with BOD policies and authorization.
- 5.6.19 Reconcile the checkbook monthly.
- 5.6.20 Deposit income at least every two weeks.
- 5.6.21 Deposit slips should accompany deposits, describing items deposited.
- 5.6.22 All disbursements must be within the budget or have BOD approval. ALL UNBUDGETED DISBURSEMENTS REQUIRE A REQUEST TO THE BOARD OF DIRECTORS FOR APPROVAL.
- 5.6.23 All requests for funds must be accompanied by a reimbursement form, which is complete and accompanied by receipts. This form is signed and dated by the treasurer when paid and filed as a permanent record.
- 5.6.24 Record income and expenditures under the appropriate column in *QuickBooks*.
- 5.6.25 If WI-DHA receives Emergency Legislative Funding, file legislative financial reports with ADHA, when requested.
- 5.6.26 If WI-DHA plans to sell merchandise at ADHA Marketplace, determine whether WI-DHA should charge applicable state tax, or if we are exempt due to the occasional use provision. If ADHA does not know, contact the appropriate State's IRS, Sales Tax Division.
- 5.6.27 All Files should be purged (disposed of) every 5 years.

Ledger

- 5.6.28 All entries are made in *QuickBooks*
 - 5.6.28.1 *Checking – Where all business transactions occur*
 - 5.6.28.2 *Restrictive Reserves (Savings) - 10% of dues, 10% of Indigo net profit*
 - 5.6.28.3 *The QuickBooks ledger has 6 entries that must be filled out for either account.*
 - 5.6.28.4 *Date*
 - 5.6.28.5 *Payee – This is either a person's name or business*
 - 5.6.28.6 *Account – There are accounts already listed in QuickBooks. It is important to make*

sure you list it under an Expense (expenditure) or Revenue. If this is a new account QuickBooks will prompt, you to complete the new account

5.6.28.7 Memo – Be as specific as possible, i.e., Southeast Component Membership Dues (July 2020)

5.6.28.8 Amount – This entry must be under either Payment or Deposit. A wrong entry will result in not reconciling the books at the end of the month.

5.6.28.9 Balance – QuickBooks automatically does the math for you; this is something you do not enter.

5.6.29 A backup file of *QuickBooks* should be made at least once a month if not more often. If you have not made a backup file in over a month *QuickBooks* will prompt, you to do so.

5.6.30 Expenditures or Revenues are listed under the appropriate Committee or Component. These entries must be entered correctly in the WI-DHA, Indigo, or Component Spreadsheet.

5.6.31 See *Appendix F* for Treasurer Timeline Table.

5.7 SPEAKER OF THE ASSEMBLY

The Speaker of the Assembly shall:

5.7.1 Serve the members of the Association.

5.7.2 Work on committees with other board and non-board members to enhance member experience.

5.7.3 Two-year term. Approximately 1-3 hours per week. More time is expected when preparing for the General Assembly.

5.7.4 Be elected by the General Assembly in even numbered years.

5.7.5 Serve as Parliamentary consultant at WI-DHA Board meetings.

5.7.6 Serve as a voting member of the Executive Committee.

5.7.7 Serve as chair of the General Assembly Planning committee (see Appendix I for list of committee members recommended)

5.7.8 Ensure compliance with the Standing Rules of the General Assembly. Have a copy of the current “Robert’s Rules of Order, Newly Revised” edition as reference.

5.7.9 Attend all WI-DHA Board meetings as a voting member.

5.7.10 Serve as a member of the Operations/ Governance Committee

- 5.7.11 Serve as presiding officer during WI-DHA General Assembly.
- 5.7.12 Submit Quarterly report to the Secretary one week before a WI-DHA Board meeting.
- 5.7.13 Request amount for Speaker of the House Budget and submit expenses to Treasurer in a timely manner.
- 5.7.14 Other responsibilities specific to the General Assembly are listed in Appendix H – General Assembly Guidelines.

Director Roles

6.1 COMMUNICATIONS DIRECTOR

The Communications Director shall:

- 6.1.1 Serve the members of the Association.
- 6.1.2 Work on committees with other board and non-board members to enhance member experience.
- 6.1.3 Two-year term. Approximately 1-3 hours per week.
- 6.1.4 Elected by the General Assembly in even numbered years.
- 6.1.5 Provide information in a format that is available to members and non-members.
- 6.1.6 Provide the Secretary with any changes in IT contracts and contacts.
- 6.1.7 Participates on the Membership Outreach Committee.
- 6.1.8 Attends all BOD meetings as a voting member of the BOD.
- 6.1.9 Submits a quarterly report to the Secretary one week before BOD meetings.
- 6.1.10 Association updates shall be published at least 4 times annually, with deadlines to be determined by the Communications Director and President.
- 6.1.11 The website shall be updated on a regular basis as needed, with deadlines to be determined by the Communications Committee.
- 6.1.12
- 6.1.13 Post relevant information, content, and concerns across various social media platforms.
- 6.1.14 Website and other social media content may include but is not limited to...

- 6.1.14.1 President's message*
- 6.1.14.2 Links to Articles and Scientific Journals*
- 6.1.14.3 Officer and Committee Reports*
- 6.1.14.4 Continuing Education Program Schedules*
- 6.1.14.5 Leadership Directory*
- 6.1.14.6 Student News*
- 6.1.14.7 Editorials and Letters to the Editor*
- 6.1.14.8 Official Call to the General Assembly*
- 6.1.14.9 Officer/Director Platform Statements*
- 6.1.14.10 Feature Articles*
- 6.1.14.11 Items Affecting the Regulation and Practice of Dental Hygiene*
- 6.1.14.12 Advertising*
- 6.1.14.13 Dental hygiene and/or student blogs*

6.2 MEMBERSHIP DIRECTOR

The Membership Director shall:

- 6.2.1 Serve the members of the Association.
- 6.2.2 Work on committees with other board and non-board members to enhance member experience.
- 6.2.3 Two-year term. Approximately 1-3 hours per week.
- 6.2.4 Elected by the General Assembly in odd numbered years.
- 6.2.5 Attends all BOD meetings and is a voting member of the Board.
- 6.2.6 Submits a quarterly report to the Secretary one week before a BOD meeting.
- 6.2.7 Receives the alpha roster and proof of payment and non-renew rosters from ADHA.
- 6.2.8 Once per month, download the most current alpha roster from the ADHA website and distribute to the component liaison director and component liaisons.

- 6.2.9 Recognizes and welcomes new and reinstated members on behalf of the association.
- 6.2.10 Participates in Strategic Planning.
- 6.2.11 Participates in the Membership Outreach Committee (along with the Communication Director, Component Liaison Director, and Component Liaisons)
- 6.2.12 Chairs a campaign to encourage non renewed members to renew their membership with help from Component Liaisons and the Membership Outreach Committee.
- 6.2.13 Work with the web designer to update membership on the website to ensure all members can log in to the “members only section.”

6.3 STUDENT ENGAGEMENT DIRECTOR

- 6.3.1 Eliminated in 2020 and incorporated in the Education Director Role.

6.4 GOVERNMENTAL AFFAIRS DIRECTOR

The Governmental Affairs Director shall:

- 6.4.1 Serve the members of the Association.
- 6.4.2 Work on committees with other board and non-board members to enhance member experience.
- 6.4.3 Serve a two-year term. Approximately 2-5 hours per week.
- 6.4.4 Elected by the General Assembly in even numbered years.
- 6.4.5 Chair the Governmental Affairs committee to set measurable goals and tasks to achieve objectives outlined in the strategic plan.
- 6.4.6 Work with the Lobbyist and Governmental Affairs committee to plan a Lobby Day at the State Capital.
- 6.4.7 Provide legislative information related to Dental Hygiene (state, national, or ADHA news) to the Communications Director to post to social media.
- 6.4.8 Take notes and submit reports to all board members surrounding Wisconsin Dentistry Education Board (WDEB) meeting results.
- 6.4.9 Discuss WDEB agenda with the President a minimum of one week or when the agenda is published before meetings to discuss if there are any topics or concerns the WI-DHA should have prepared statements.
- 6.4.10 Attend all BOD meetings as a voting member.

6.4.11 Submit a quarterly report to the Secretary one week before a BOD meeting.

6.5 EDUCATION DIRECTOR

The Education Director shall:

6.5.1 Serve the members of the Association.

6.5.2 Work on committees with other board and non-board members to enhance member experience.

6.5.3 Two-year commitment. Approximately 1-3 hours per week.

6.5.4 Elected by the General Assembly in even numbered years.

6.5.5 Forms an education committee with student liaisons who may connect with various DH schools around WI on behalf of WI-DHA.

6.5.6 Establish a communication network with dental hygiene program administrators, faculty, and students to keep each other informed about technical and professional advancement.

6.5.7 Participates in development and maintenance of the strategic plan.

6.5.8 Stay informed and bring changes/updates in educational legislation or CODA to the WI-DHA board.

6.5.9 Chair of the Continuing Education Approval Committee

6.5.10 Participate in the Indigo Conference to help determine CE courses that are relevant to DH instructors and DH students.

6.5.11 Manage the student scientific poster contest (see Appendix G for Student Poster Guidelines and Forms section for Student Poster Application Form)

6.5.12 Attend Senior Conference and present student scholarships.

6.5.13 Solicit and submit scholarship applications from all WI-DHA DH programs (see Forms section for the Student Scholarship Application).

6.5.14 Maintain current contact information for each school.

6.5.15 Facilitate support for dental hygiene programs including informative presentations as requested, regular contact with school faculty, and regular contact with dental hygiene students.

6.5.16 Student Liaisons

6.5.16.1 Work with the education director.

6.5.16.2 A student liaison will be assigned to each Wisconsin dental hygiene education program to provide education and current information regarding WI-DHA.

6.5.16.3 The President appoints this role in collaboration with the Education Director.

6.6 COMPONENT RELATIONS DIRECTOR

The Component Relations Director shall:

6.6.1 Serve the members of the Association.

6.6.2 Work on committees with other board and non-board members to enhance member experience.

6.6.3 Two-year commitment. Approximately 1-3 hours per week.

6.6.4 Elected by the General Assembly in odd numbered years.

6.6.5 Assists component liaisons with CE and Social planning and compliance.

6.6.6 Keeps component liaisons informed of new or reinstated members in their area.

6.6.7 Makes sure Component liaisons are compliant with attending BOD and Membership Outreach Meetings.

6.6.8 Facilitate relationships with component liaisons.

6.6.9 Perform onboarding training for new component liaisons.

6.6.10 Stay current with ADHA charter agreement requirements for components.

6.7 COMPONENT LIAISONS

Component Liaisons shall:

6.7.1 Serve the members of the Association.

6.7.2 Work on committees with other board and non-board members to enhance member experience.

6.7.3 Be appointed by the President and is not a voting member of the WI-DHA BOD.

6.7.4 Uphold Association policies, bylaws, strategic plan, and operating procedures.

6.7.5 Serve as a communication link between components and WI-DHA BOD.

- 6.7.6 Serve as a Board advisor and member of the Membership Outreach Committee.
- 6.7.7 Be voting members of WI-DHA and the component they represent.
- 6.7.8 Attend all BOD meetings.
- 6.7.9 Serve a one-year term of office with tenure to three consecutive terms.
- 6.7.10 In the event of an absence or vacancy in the office of Component Liaison, the Component Director, upon consultation with the President, shall seek a voting member of that component to serve as Component Liaison.
- 6.7.11 Assist component members in preparing for the Annual Session.
- 6.7.12 Plan a continuing education event for the component. Utilize help from the Component Director for CE ideas.
 - 6.7.12.1 *Secure a venue for approximately 20-30 people for a first-time event.*
 - 6.7.12.2 *Find a speaker to present on a topic related to oral health.*
 - 6.7.12.3 *Develop a flyer/invitation for the event including date, time, location (with address), speaker, CE topic, cost for members, cost for non-members, number of CE credits granted.*
 - 6.7.12.4 *Use WI-DHA and other social media outlets to advertise the event.*
 - 6.7.12.5 *Submit to CE Approval Committee to have CE credits approved by WI-DHA.*
 - 6.7.12.6 *Follow guidelines provided by the CE Approval Committee to have valid CE credits.*
- 6.7.13 Assist Membership Director with encouraging Members to renew, welcoming new members, and thanking members after renewal.
- 6.7.14 Attend the General Assembly.

Association Support Roles

7.1 ADHA DELEGATES AND ALTERNATE DELEGATES

- 7.1.1 The ADHA Delegates and Alternate Delegates shall:
- 7.1.2 Represents the best interests of ADHA.
- 7.1.3 Serve a one-year term. Approximately 1-5 hours per week.
- 7.1.4 Be elected by the General Assembly.

7.1.5 Attend ADHA House of Delegates.

7.1.6 Attend all BOD meetings.

7.1.7 Be available as a resource person on ADHA policy and bylaws as needed. Participate in the election of candidate(s) for ADHA office.

7.1.8 Participate in all meetings and workshops pertaining to the preparation and follow-up of the delegate role.

7.1.9 Be reimbursed for transportation, ground transportation, per diem, ADHA Annual Session registration, President's Reception, and ADHA Oral Health Institute Event. This amount shall not exceed the maximum amount allocated for each delegate.

Before ADHA House of Delegates:

7.1.10 Review the ADHA House of Delegates Policy Manual

7.1.11 Work with state and district delegates to prepare any proposed bylaw or policy resolutions and submit to ADHA before the deadline set by ADHA.

7.1.12 Review the ADHA Delegates Manual and stay current with updates.

7.1.13 Prepare testimony for the Reference Committees.

7.1.14 Attend the District VII preparation meetings.

During ADHA Annual Session:

7.1.15 Attend all ADHA House of Delegates meetings.

7.1.16 Attend District Caucuses as assigned by the Chairman.

7.1.17 Attend Reference Committees as assigned by the Chairman.

7.1.18 Attend the Candidate's Forum.

7.1.19 Attend special meetings and / or workshops as assigned by the Chairman.

7.1.20 Attend hospitality and / or social functions as assigned by the Chairman.

7.1.21 Become familiar with the procedures of the ADHA House of Delegates.

After ADHA Annual Session

7.1.22 Within fifteen (15) days, assist the WI-DHA lead delegate in writing and submitting a written report of accepted policy and bylaw changes, elected positions, and other pertinent ADHA

updates that occurred during ADHA Annual Session. Submit report for inclusion for purpose of voting on PR's and Bylaws at the Board meeting 45 days prior to General Assembly

7.1.23 WI-DHA lead delegate submits a report to the President and WI-DHA Secretary within thirty (30) days after the Annual Session.

7.1.24 Submit pertinent receipts to the Treasure within thirty (30) days of Annual session adjournment.

7.2 WI-HYPAC TREASURER

The WI-HYPAC Treasurer shall:

7.2.1 Is appointed by the President.

7.2.2 No term limits.

7.2.3 HYPAC is WI-DHA's Political Action Committee (fund).

7.2.4 Attend BOD meetings.

7.2.5 Serve on the Governmental Affairs Committee.

7.2.6 Collect donations for HYPAC.

7.2.7 Maintains accurate records of donation amounts, dates, donors, and donations to political causes.

7.2.8 Writes and submits reports to the WI Governmental Accountability Council (WI-GAC) in Madison at least quarterly.

7.2.9 Maintains checking account of the WI-DHA HYPAC.

7.2.10 Educates members about opportunities to contribute to WI-DHA HYPAC.

7.2.11 Works with the lobbyist to get advice about which candidates to submit a HYPAC donation.

7.2.12 May attend training sessions offered by the Governmental Accountability Council in Madison about how to manage a PAC.

7.2.13 WI-DHA reimburses travel expenses.

7.2.14 Writes an annual report for the General Assembly.

7.3 INSTITUTE FOR ORAL HEALTH LIAISON to ADHA

7.3.1 Must be a professional member of WI-DHA.

7.3.2 Ideal person would commit to 2 years (minimum) in this role with the assistance of the Immediate Past President or another person as appointed by the President.

7.3.3 Generates donations from WI-DHA members for ADHA IOH.

7.3.4 Reminds the BOD when it is time to send the WI-DHA IOH donation to ADHA (when budgeted).

7.3.5 Publicizes opportunities for ADHA IOH scholarships and awards.

7.3.6 Submit quarterly reports to the Board of Directors

7.4 LOBBYIST

7.4.1 Serve the members of the Association.

7.4.2 Advise the Association on what is happening regarding oral health in Legislation.

7.4.3 Advise the Association on how to proceed with Legislative activities.

7.4.4 Assist the Association in planning a Lobby Day and/or meeting with individual legislatures.

7.4.5 Request a copy of the Lobbyist contract from the WI-DHA Secretary.

General Assembly Roles

The general assembly is the annual state professional association meeting where members are encouraged to attend to help make decisions and vote on incoming board positions, policy and bylaw changes, and other important association matters. The general assembly is part of the annual session. The annual session includes state and national updates to members including the state of the association address and awards and recognition to outstanding members, dental hygienists, and other WI-DHA champions. The general assembly, which is part of the annual session, is often held during the INDIGO conference due to the large gathering of WI-DHA members.

8.1 INDIGO CHAIR/PLANNING COMMITTEE

8.1.1 Work with committee chair to coordinate continuing education activities and social events

8.1.2 Work with the Annual Session/General Assembly committee and WI-DHA board representative to coordinate the General Assembly, if applicable.

8.1.3 Coordinate and encourage corporate sponsors to host an expo table.

8.1.4 Coordinate the Silent Auction Chair to plan the student scholarship silent auction event, see appendix J for details.

8.1.5 Help coordinate the student scientific poster contest along with the Education Director.

8.1.6 See INDIGO planning document for details.

8.1.7 Provide monthly updates to the president and during BOD meetings.

8.2 SERGEANT-AT-ARMS

8.2.1 Appointed by the Speaker of the Assembly to serve during the General Assembly.

8.2.2 Must be a professional member of WI-DHA.

8.2.3 Trains and oversees the pages and tellers.

8.2.4 Assists the President and Speaker during the WI-DHA General Assembly.

8.2.5 Maintains protocols and oversees voting processes.

8.2.5.1 Admits members into the General Assembly by having them sign their name next to their name on the ADHA alpha roster.

8.2.5.2 Verifies and maintains a quorum.

8.2.5.3 Hands out voting cards.

8.2.5.4 Hands out ballots.

8.2.5.5 Oversees the counting of ballots.

8.2.5.6 Presents ballot results to the Speaker of the Assembly.

8.2.5.7 Collects voting cards at the end of the General Assembly.

8.3 GENERAL ASSEMBLY TELLER

8.3.1 Must be a professional member of WI-DHA.

8.3.2 Appointed by the Speaker of the Assembly.

8.3.3 Collects and tallies election ballots.

8.3.4 Confirms legal ballots.

8.3.5 Presents the ballots for Secretary records (to be kept on file for 30 days and then discarded).

8.3.6 Reports election results to the Sergeant at Arms.

8.3.7 Three tellers are needed, and each will count all ballots to confirm consensus.

8.4 GENERAL ASSEMBLY PAGE

- 8.4.1 Often the Speaker of the Assembly appoint Dental Hygiene student members.
- 8.4.2 SADHA or WI-DHA member.
- 8.4.3 Assist the Sergeant at Arms during the General Assembly.
- 8.4.4 Monitors the General Assembly meeting room and assists officers and members as needed.
- 8.4.5 Convey messages when called upon to do so.

Committees

9.1 EXECUTIVE COMMITTEE

The Executive Committee shall:

- 9.1.1 Serve the members of the Association.
- 9.1.2 Work on committees with other board and non-board members to enhance member experience.
- 9.1.3 Members include: The President of WI-DHA (chair), President-Elect, Immediate Past President, Vice President, Secretary, Speaker of the Assembly, and Treasurer of WI-DHA.
- 9.1.4 Establishes a process to review the association performance and to report where there is significant difference between actual and planned performance.
- 9.1.5 Ensures decisions made by the Board are correctly implemented and properly executed.
- 9.1.6 Acts in conjunction with the Board of Directors.
- 9.1.7 Implements actions of the Board which require more attention than the Board is able to devote.
- 9.1.8 Has the authority to adopt interim policy.
- 9.1.9 Actions are reported to the next regularly scheduled WI-DHA Board meeting for approval, implementation, or ratification.
- 9.1.10 Recommend policy to the WI-DHA Board for program implementation
- 9.1.11 Identify problems of the Association management and recommend appropriate action.

9.1.12 Develop WI-DHA position statements and monitor research currently being done by Wisconsin dental hygienists.

9.2 OPERATIONS/GOVERNANCE COMMITTEE

9.2.1 Year-round committee appointed by the President.

9.2.2 Review and update the WI-DHA Strategic Plan.

9.2.3 Review and update the WI-DHA Operations Manual.

9.2.4 Review and update the WI-DHA Bylaw Manual and Policy Manual following General Assembly.

9.2.5 Review and provide suggested resolutions for General Assembly review for WI-DHA Bylaws and Policies.

9.2.6 Review and provide suggested resolutions of Bylaws and Policies for ADHA Annual Session. This should be done in collaboration with ADHA Delegates and Alternate Delegates.

9.2.7 Participate in the General Assembly Reference Committee.

9.3 CONTINUING EDUCATION APPROVAL COMMITTEE

9.3.1 Serve the members of the Association.

9.3.2 Evaluate proposed Continuing Education presentations for appropriateness and validness of dental hygiene related content and WI-DHA credit approval.

9.3.3 Guidelines to charge fees to members for courses as follows:

9.3.3.1 Fees shall be determined by the type of CE, speaker honorarium, AV equipment, meals, and room rental fees.

9.3.3.2 Consider providing students and members a reduced or no cost when possible.

9.3.3.3 The President and CE volunteers may attend courses free of charge when applicable.

9.3.4 Encourage WI-DHA continuing education course plans to be self-supporting with potential to raise funds for WI- DHA.

9.3.5 Maintain a current file on potential speakers and courses.

9.3.6 Publish continuing education courses in the WI-DHA and/or component social media or website.

9.3.7 Assist components in presenting courses.

- 9.3.8 Informal poll at each course on topics and speakers for future courses.
- 9.3.9 Provide official WI-DHA continuing education credit certificates for course attendees.
- 9.3.10 Determine if the speaker, speaker bio, and course description satisfy the requirements to provide WI-DHA CE credits.
- 9.3.11 Task list for planning a local WI-DHA CE event:
 - 9.3.11.1 Secure speaker(s) for CE events and sign contracts.*
 - 9.3.11.2 Advertise CE events in the WI-DHA social media.*
 - 9.3.11.3 Keep accurate accounting records of disbursements and income*
 - 9.3.11.4 Provide the CE committee chair with documents needed to apply for WI-DHA CE credits, a procedure rubric, and contact information (see Forms Section for Continuing Education Guidelines, Application, and Evaluation Form).*

9.4 GOVERNMENTAL AFFAIRS COMMITTEE

- 9.4.1 Work with the current President and Lobbyist to develop short and long-term legislative goals for WI-DHA based on the Association's Strategic Plan.
- 9.4.2 Support efforts to remove legislative / regulatory barriers which limit the public's access to dental hygiene services.
- 9.4.3 Develop program ideas centered on dental hygiene practice and regulatory concerns.
- 9.4.4 Assist in educating members surrounding dental hygiene rules, regulations, and legislation in order to strengthen growth and development in the political process.

9.5 MEMBER OUTREACH COMMITTEE

- 9.5.1 Shall include the Communications Director, Membership Director, Component Liaison Director, Education Director, and Component Liaisons.
- 9.5.2 Develop ways to improve member recruitment and retention.
- 9.5.3 Investigate member benefits based on member needs.
- 9.5.4 Improve communication among component leadership on membership issues
- 9.5.5 Increase student members (SADHA) and recognize student activities on behalf of the profession.
- 9.5.6 Assist with member communications through social media and website.

- 9.5.7 Request and manage WI-DHA membership table during dental hygiene events.
- 9.5.8 Manage membership table during the INDIGO conference.
- 9.5.9 Develop ideas for component public relations information.
- 9.5.10 Provide information to consumer and allied health groups regarding dental hygienists as community resources on dental health topics.
- 9.5.11 Develop dental hygiene recruitment programs to be used in conjunction with public relations information.
- 9.5.12 Heighten public awareness of dental hygiene services, education, and credentials.

9.6 ANNUAL SESSION

- 9.6.1 Include, but not limited to General Assembly, continuing education, student engagement activities, member engagement activities, corporate sponsor representation, Institute of Oral Health, and HYPAC.
- 9.6.2 Encompasses all segments of the Wisconsin dental hygiene profession including, WI-DHA members, non- members, and students.
- 9.6.3 A discount will be offered to dental hygienists who join the Association during the Annual Session.
- 9.6.4 The budget for Annual Session shall include funding for General Assembly and INDIGO related expenses. Details will be determined by the treasurer and finance committee based on annual budget availability.
- 9.6.5 Full complimentary admission to the annual session will be granted to the incoming and outgoing Presidents, official ADHA representative, ADHA District VII Trustee, parliamentarian, and honorary guest(s) as determined by the WI-DHA BOD.
- 9.6.6 See Appendix H for a break-down of Annual Session tasks and timelines.

9.6.6.1 General Assembly

The General Assembly is the annual business meeting of the association. Members are encouraged to attend to vote on incoming board positions and proposed changes to the policy and bylaws. Reports on WI-DHA administration practices are also addressed during this time.

9.6.6.2 General Assembly Committee Responsibilities:

- (a) The chair is filled by the Speaker of the Assembly or appointed by the President.
- (b) Notify all WI-DHA members 60 days in advance of the General Assembly.
- (c) Non-WI-DHA dental hygienists are encouraged to become a WI-DHA member and

attend the General Assembly.

- (d) WI-DHA members are provided an information packet on what the General Assembly entails, how to submit proposed by law and policy resolutions, which positions are open for election or appointment, and how to become a candidate for a WI-DHA role.
- (e) See Appendix H for the General Assembly tasks and timeline.
- (f) Update the WI-DHA General Assembly Standing Rules of Conduct (see the WI-DHA Standing Rules of Conduct section).
- (g) Inform all Officers and Directors on how to fill out the Annual Report, who to submit the report to, and the deadline for the report (see Appendix K for the Annual Report Template).
- (h) Request submissions for the Outstanding Service to Dental Hygiene Award, choose a recipient, and present the award during the General Assembly (see Appendices L for award guidelines and application process).

9.7 INDIGO PLANNING COMMITTEE

- 9.7.1 Work with committee chair to coordinate continuing education activities and social events
- 9.7.2 Work with the Annual Session/General Assembly committee and WI-DHA board representative to coordinate the General Assembly, if applicable.
- 9.7.3 Coordinate and encourage corporate sponsors to host an expo table.
- 9.7.4 Coordinate the Silent Auction Chair to plan the student scholarship silent auction event, see appendix K for details.
- 9.7.5 Help coordinate the student scientific poster contest along with the Education Director.
- 9.7.6 See INDIGO planning document for details.
- 9.7.7 Provide monthly updates to the president and during BOD meetings.

9.8 FINANCE COMMITTEE

The Finance Committee shall:

- 9.8.1 Review the financial records for accurate reporting and record keeping.
- 9.8.2 Review financial planning procedures and other opportunities to strengthen the fiscal integrity of WI-DHA.
- 9.8.3 Consists of at least three members appointed by the President and approved by the WI-DHA Board.
- 9.8.4 Review of the financial records occur at the end of the Treasurer's two-year term.

- 9.8.5 Work with the treasurer to have a budget that is consistent with the strategic plan.
- 9.8.6 Act as consultant for determining cash flow needs of WI-DHA by being familiar with upcoming Committee projects requiring funding.
- 9.8.7 Help provide an orderly transition of financial records by meeting with the outgoing and incoming Treasurer.
- 9.8.8 Meet annually after the Treasurer receives bank statements for the last month of the fiscal year to conduct an audit.
- 9.8.9 Make changes on the Treasurer's final reports as determined by audit procedures (see Bylaws Manual for audit details.)

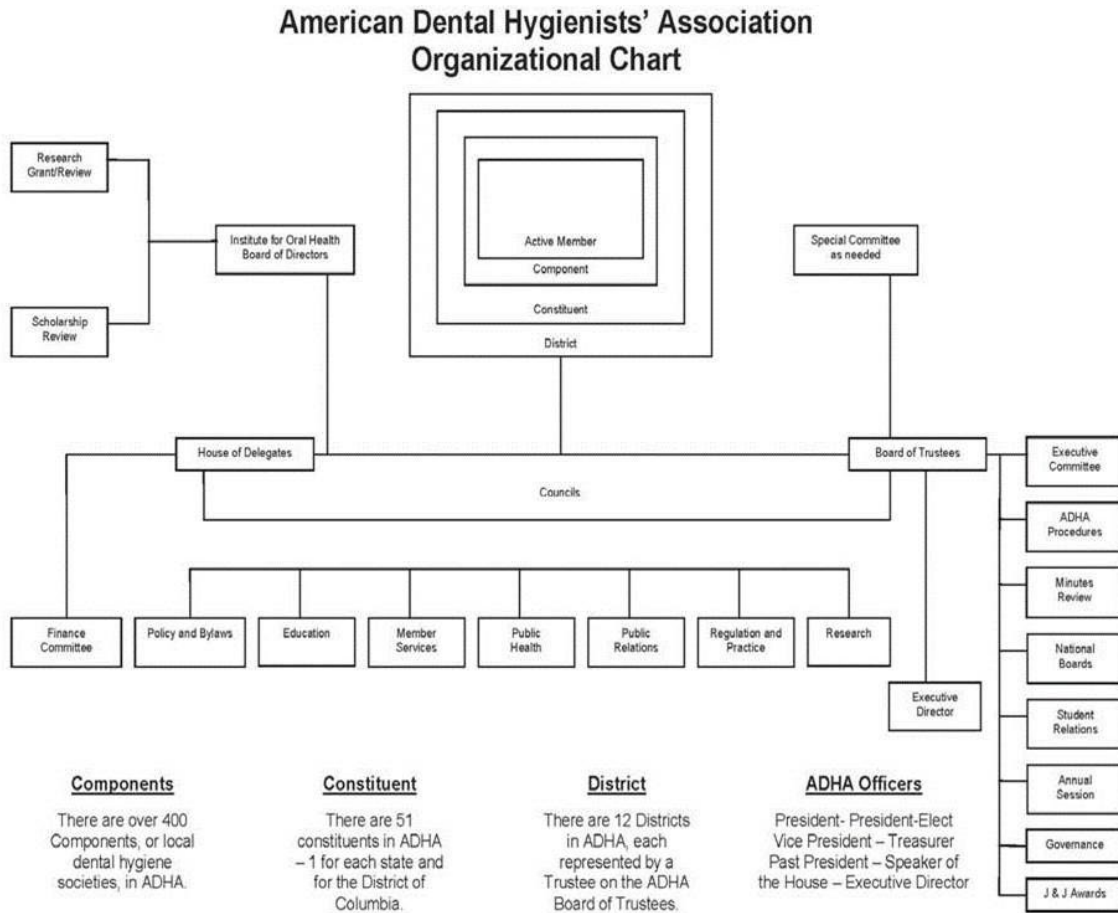
9.9 COMMUNITY WATER FLUORIDATION COMMITTEE

- 9.9.1 The Community Water Fluoridation Committee shall:
- 9.9.2 Work with the Wisconsin Department of Health Services State Dental Hygienist to stay current with community water fluoridation concerns.
- 9.9.3 Work with the Wisconsin Oral Health Coalition and other state organizations to promote community water fluoridation.
- 9.9.4 Provide a committee report for BOD meetings.
- 9.9.5 Provide an annual report for the General Assembly.



APPENDICES

APPENDIX A: ADHA Organizational Chart

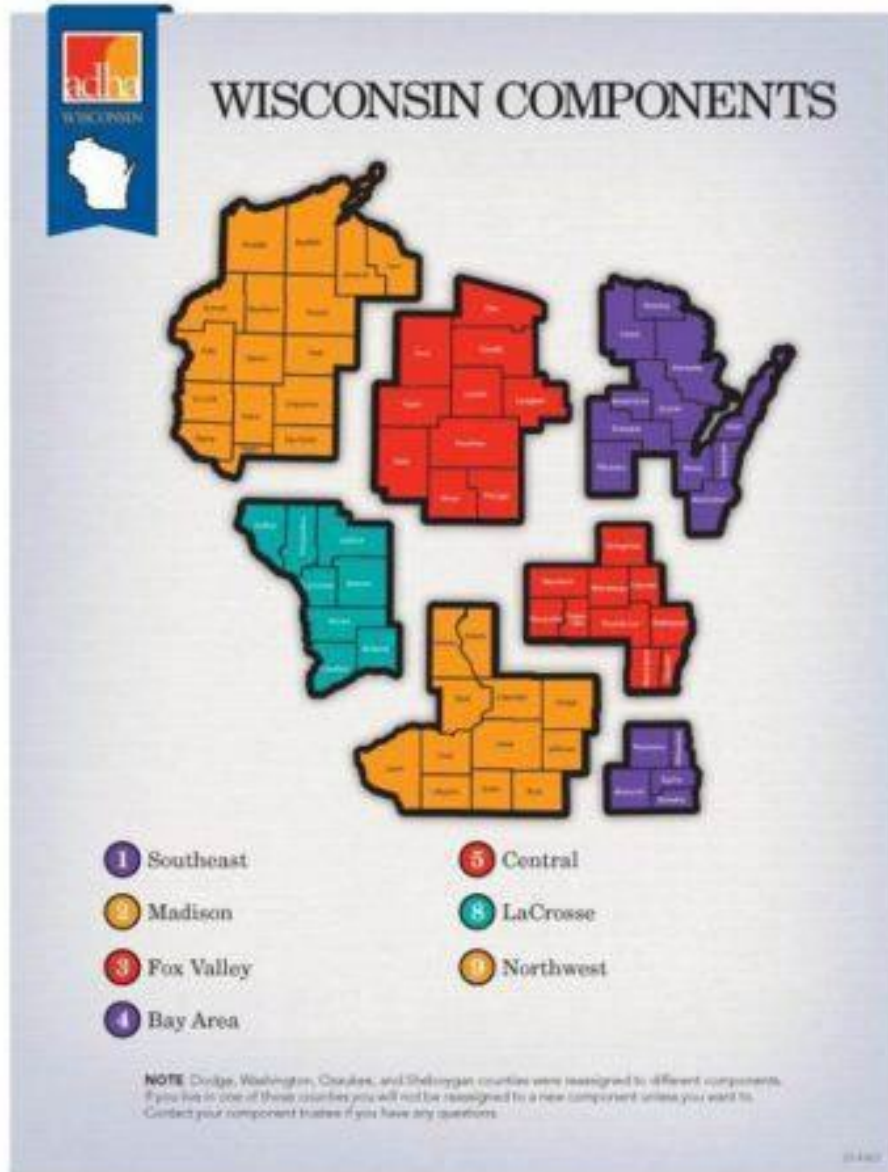


DM-I-E-1

Figure 1: American Dental Hygienists' Association Organizational Chart

APPENDIX B: WI-DHA Component Map

Figure 2:
Dental
Association
Map



Wisconsin
Hygienists'
Components

APPENDIX C: WI-DHA Organizational Map



Figure 3: Wisconsin Dental Hygienists' Organizational Map

APPENDIX D: Leadership Skill Set

Universal Skill Sets for WI-DHA Leadership Roles

Effective Leaders Demonstrate:

- Willingness to grow and develop leadership skill sets.
- Working knowledge of the WI-DHA mission, goals, and strategic plan.
- Capacity to embrace and manage change.
- Integrity in all interpersonal actions.
- A results-oriented attitude.
- Understanding of general principles of not-for-profit fiscal management and governance.
- Adherence to fiduciary responsibilities.
- Teamwork, creativity, collaboration among peers with different needs and interests.
- Inspiration of shared vision for the future of WI-DHA.
- Objectivity in prioritizing and directing Association resources consistent with the strategic plan.
- Willingness to foster inclusion and embrace diversity.
- Respect for the board/staff partnership and willingness to collaborate on a regular basis.
- Receptiveness to feedback.
- Ability to align and build commitments.
- Capacity to have difficult conversations.
- Active listening.
- Ability to think strategically to guide the association into the future.
- Ability to operate as a team player.
- Organizational skills.

Individuals seeking a leadership role will also need:

- Personal/professional support from family and employer.
- Time availability to complete commitment expectations for each role.
- Self-awareness of strengths and weaknesses as well as gaps in leadership skill sets.
- Willingness to learn from experience and then apply that to new situations.
- Good oral and written communication skills.
- Confidence and knowledge in working in a virtual environment.
- Comfort in speaking in front of others.

*Adopted from the ADHA Leadership Skill Sets

APPENDIX E: Conflict of Interest

WI-DHA Conflict of Interest Policy

CONFLICT OF INTEREST POLICY The Wisconsin Dental Hygienists' Association (WI-DHA) is a not-for-profit association which provides support, directly or indirectly, for a variety of activities in the areas of research, education, promotion, and advocacy. The integrity of such activities, as well as that of the Association generally, is dependent on the avoidance of conflicts of interests, or even the appearance of such conflicts, by the participants.

At the same time, WI-DHA recognizes that the elected and appointed leaders of WI-DHA, as well as others acting on the Association's behalf, also have significant professional, business, and personal relationships. Therefore, WI-DHA has determined that the most appropriate manner in which to address actual, potential, or apparent conflicts of interest is primarily through liberal disclosure of any financial or other interest which might be construed as resulting in such a conflict.

This Policy should not be construed as creating a presumption of impropriety. Rather, it reflects WI-DHA's recognition of the many factors that can influence judgment and a desire to make as much information as possible available to other participants in WI-DHA related matters. Any individual involved in an WI-DHA activity or decision-making process shall have an obligation to disclose a significant financial interest in or other relationship with, an entity having a commercial interest in the activity or outcome of the decision.

A commercial interest may exist not only where the entity's products or services are under consideration by the Association, but also where the entity's products or services are in competition with those under consideration. By the disclosure of such interests, WI-DHA will be in a better position to determine whether the participant may have an interest in conflict with the interests of WI-DHA.

WI-DHA is primarily concerned with potential conflicts of interest involving those individuals participating directly in WI-DHA related activities. Potential conflicts of interest also may arise, however, if an individual with whom the participant directly shares income (e.g., a spouse) has a financial interest in, or other relationship with, an entity having a commercial interest in the activity or matter under consideration.

Financial interests or relationships requiring disclosure include, but are not necessarily limited to, the following: Employment Any full- or part-time employment must be disclosed. Consultant arrangements must be disclosed if the consultation is current or proposed; or the consultation was performed, or payments were made for such consultation, within the prior two years. Any ownership interests (including stock options but excluding indirect investments through mutual funds and the like) in a company, the stock of which is not publicly traded, must be disclosed. If the company is publicly traded, ownership interests valued at \$1,000 or more must be disclosed. In addition, any other ownership interests in an entity having a commercial interest in an activity or matter under consideration by WI-DHA must be disclosed. Honoraria are reasonable payments for specific speeches, seminar presentations, or appearances. Disclosure of honoraria is required in the event the amount paid, or about to be paid, is equal to or greater than \$1,000 per year or

\$2,500 over a three-year period. Receipt of funds for conducting research must be disclosed. Moreover, research funding which varies according to research outcomes, or which is not commensurate with the requisite effort is particularly relevant.

Any leadership role (e.g., as a Board member, committee member, advisor) in another organization must be disclosed. The nature of the required disclosure may vary according to the circumstances. In most instances, disclosure of the conflicting or potentially conflicting interest will itself suffice to protect the Association's interests. In other words, once such a conflict is fully disclosed to the relevant parties, they generally will be able to evaluate the possible influence of the disclosed interest. In relatively limited situations where such disclosure does not appear to deal with actual or potential problems, additional action, including denial of participation in the subject activity or consideration of the matter, may be necessary. It will be the responsibility of the appropriate WI-DHA leaders to interpret and apply the guidelines to fit the particular circumstances.

Integral to the implementation of the Conflict-of-Interest Policy is the WI-DHA Conflict of Interest Disclosure Form, a copy of which is attached, which shall be considered a part of the Conflict-of-Interest Policy and must be submitted by any individual desiring to participate in an WI-DHA activity. Disclosure Forms shall be kept on file by the WI-DHA staff for a period of two years, or 1 year after the conclusion of the activity or decision-making process, whichever is longer, unless otherwise determined by the Board.

In order to facilitate implementation of the Conflict-of-Interest Policy, the Board of Trustees, or their designee(s), shall determine when an individual engaged in, or about to engage in, an WI-DHA -related activity or other matter under consideration has an actual, potential, or apparent conflict of interest requiring some response by WI-DHA. Specifically, subject to the procedures set forth herein, the Board may require any action it deems appropriate, including, but not limited to, the following: (1) Disclosure of the interests to the other participants in the decision- or policymaking body (e.g., committee, editorial board, affiliated society). (2) Written and, in some cases, oral disclosure of the interest (e.g., to an audience receiving the results of clinical research or at scientific or educational sessions). (3) Recusal from voting on a matter and limitation of the individual's participation only to the provision of factual information of benefit to the group discussion. (4) Complete recusal from a portion of a meeting or from other consideration of the subject matter. (5) Replacement of the individual in the subject position or activity.

All participants in WI-DHA-related activities must comply with the WI-DHA Conflict of Interest Policy. Committee chairs, editors, etc., may be specifically designated by the Board to interpret and apply the Policy. Inasmuch as the Policy is stated in general terms, however, the appropriate WI-DHA leaders are expected to use their best judgment to interpret and apply the Policy to the particular circumstances presented before them.

APPENDIX F: Treasurer Task Table & Timeline

TASK TABLE

ANNUAL
Pay the Filing fee with the WI Department of Financial Institutions
Pay the Lobby Filing fee – (\$500 check is written to Peter Theo and he files in the Spring.)
Pay General Liability Insurance (February)
Pay Director and Officer Liability Insurance (April)
Pay Bonding Insurance (September)
Prepare Annual Report for the General Assembly
Submit Actual Budget from previous year and Proposed Budget to President (April)
Write checks for Student Scholarships (April)

<i>Indigo Conference</i>
Fill out W9's for Indigo Speakers and obtain their signature on the W9 form
Pay Indigo Speakers and have them sign document that check has been received
Pay Massage Therapists
Pay DJ
Pay Photographer
Write checks for Student Poster Presentations
Pay Indigo Chair once all revenues have been collected
Submit Indigo Spreadsheet of revenue and expenditures
Deposit 10% net profit Indigo funds into restrictive reserve

<i>Taxes</i>
Submit all W9's of individuals who have honorariums of \$600 or more to Accountant by end of December
Assist Accountant in submitting 1099 Form to IRS

Assist Accountant in completing IRS 990 Tax Form after June 30
--

BI-ANNUAL
Submit WI-DHA Benchmarking and Charter Compliance Information (April and September)

QUARTERLY
Deposit 10% of WDHA dues into Restrictive Reserves (January, April, July, October)
Prepares and submits Profit and Loss Statement/Balance Sheet to BOD
Submits Quarterly Report to BOD

MONTHLY
Maintain and reconcile bank accounts
Pay the bills of the Association according to authorization by BOD
Reimburse BOD, Committee Members, and Delegates when reimbursement form is submitted
Deposit monies submitted by Constituent or Component events
Enter revenues and expenses in the appropriate spreadsheet (WDHA, Component, Indigo)
Pay \$1500 Lobbyist Fee to Peter Theo
Pays Web Designer monthly service fee

TIMELINE

This timetable is a guide and follows the Not-for-Profit fiscal year which is from July 1 to June 30. Please refer to the TIMETABLE for monthly responsibilities.

JULY

- File IRS Organizations Tax Exempt Return: WDHA documents can be sent to accountant by the US Postal Service or through the Accountants Portal.
- Documents needing to be sent:
 - Credit Card Statements
 - Bank Statements
 - Copy of the current Board of Directors

- *QuickBooks Accountant's Copy*
- The accountant will send a copy of the taxes via the accountant portal
- Sign the tax form and the accountant will send it to the IRS and State of WI.
- File the Wisconsin Sales Tax form by July 31. Taxes on this form are for merchandise WI-DHA sold in the State of Wisconsin. Taxes are disbursed from the Treasurer for any sales tax incurred by the association and/or any component of the association that may have charged sales tax.

AUGUST

- Prepare to renew Bonding Insurance due September 1 (See treasurer logbook for contract and contact information)
- Download 1099 Tax return to the WI-DHA Constituent Benchmarking and Charter Compliance. (See treasurer logbook for details.)
- <https://mymembership.WI-DHA.org/Members/OnlineJoin/Login>

SEPTEMBER

- Renew Bonding Insurance by September 1
- Collect W9's from all contractors receiving \$600 or more (Speakers, Indigo Chair, Photographer, etc.)
- Prepare Annual Report for WI-DHA General Assembly.
- Submit Tax Return to WI-DHA Charter Compliance Website (Member Portal)
- Obtain change of signature cards from the bank -Incoming President and Treasurer sign and submit to bank.
- Treasurer must send a letter to the bank indicating that there are new officers.

OCTOBER

- Renew Wisconsin's Seller's Permit by October 31, odd years.

NOVEMBER

- A business must register for a seller's permit in Wisconsin when making retail sales, leases, or rentals of tangible personal property or taxable services in Wisconsin, unless all sales are exempt from sales or use tax. This includes Total annual sales of tangible personal property to Wisconsin residents is \$100,000 or more; or having 200 or more transactions with Wisconsin residents annually.
- If sales exceed \$50,000 you will have to obtain Sellers Permit within 90 days of the last transaction **AND** obtain a WI Sales Tax Permit (See Month of July Timetable)
- IRS Organizations Tax Exempt Return must be filed by November 15. (Taxes)

DECEMBER

- All W9's for the year must be submitted to the accountant

- Deposit 10% net profit from Indigo into Restricted Reserves
- Pay Indigo Chair per contract guidelines.

JANUARY

- 1099 Miscellaneous Tax forms should be completed and mailed by January 31, to any speaker who is paid more than \$600 during the prior tax year and who is not incorporated. Reimbursement for travel and lodging is not included in the total on the tax form. (Accountant does this after you submit all W9's)
- Discuss with WI-DHA Annual Session Delegate Chair funding for event (See reimbursement form)
- Pay General Liability Insurance (Copy in Treasurer Logbook)

FEBRUARY

- Submit Annual Report to Wisconsin Department of Financial Institutions.
- Pay fee, answer questions, and submit Board of Directors (Copy in Treasurer Logbook)
- General Liability Insurance is to be paid by February 1(see January Timetable)

MARCH

- Department of Financial Institutions due by March 31 (see February Timetable)
- Submit previous years actual budget and up and coming proposed budget to President.
- Prepare to pay Directors and Officers Professional Liability Insurance Due Date: April 1

APRIL

- Pay Directors and Officers Professional Liability Insurance (see March Timetable)
- Pay Annual Lobbying Filing Fee (\$500 sent to Lobbyist who will then file for us)
- Submit WI-DHA Constituent Benchmarking and Charter Compliance Documents (Directors and Officers Professional Liability Insurance & General Liability forms)
- Send checks to Student Scholarship Recipients (Best practice: get the names before the student conference but this does not always happen.)

JUNE

- WI-DHA Annual Session HOD Members and all other Association reimbursements must be submitted by June 30 to complete entries for fiscal year.
- Close the books June 30. The annual financial report is to be sent to the President and a copy is needed by the Accountant for filing taxes. (see July Timetable)
- Compile ledgers, reports, and files to be submitted to the Auditing Committee. The President appoints Audit Committee.
- Response is to be returned within two months.
- The Audit Committee members should not be those who have control over the association finances.

APPENDIX G: Student Scientific Poster Presentation

The Informative Poster Presentation is a student competition introduced in 2017. Informative Poster Presentations **are not original research** but are required to be presented in a poster format instead of a tabletop, tri-fold board format. For the 2018 Student Competition and beyond, **Table Clinics will no longer be allowed**, and all non-original research is required to be presented as an Informative Poster Presentation.

Through the Informative Poster Presentations students will have the opportunity to raise awareness about a theory, service, or trend in dental hygiene practice. This is a competition and will be both judged and scored. This means that there will be a single First, Second, Third, and Fourth place award winner chosen from the presentation.

All applications must be received by **DUE DATE:** ___/___/___

WHAT IS AN INFORMATIVE POSTER PRESENTATION?

An Informative Poster Presentation is a presentation using oral communication and a professional poster to inform, clarify, and/or review material on a specific topic. An Informative Poster Presentation is NOT original research.

An Informative Poster presents useful and timely information in an original, interesting manner. This information may be a technique, theory, service, trend or expanded opportunity in the practice of dental hygiene and/or the broader realm of oral and systemic health. Your Informative Poster should be focused, clear and concise to provide information quickly and stimulate attention and interest. An Informative Poster is not an exhibit of materials.

CRITERIA FOR PREPARING YOUR INFORMATIVE POSTER PRESENTATION.

1. Identify a theme or topic for your poster presentation.
2. Research your topic thoroughly and have reference documentation available.
3. Be prepared for questions and discussion.
4. Be prepared to communicate the information clearly within the allotted seven minutes. Practice your presentation so that you can discuss the key points without reading directly from note cards.
5. Prepare your poster to effectively communicate and supplement what you are saying. Avoid using sensationalized comments or images. The presentation should be professional and based in sound science and qualified references.
6. Practice your presentation with friends and colleagues. Ask for constructive criticism.

RULES AND REGULATIONS FOR INFORMATIVE POSTER PRESENTERS

1. Up to four presenters are allowed for each poster.

2. Professional attire is required. Please keep in mind that presenters will be standing during the entire judging process. Comfortable shoes are recommended.
3. Displaying a dental hygiene program name or name tag during judging is strictly prohibited. Do not wear name tags with school affiliation. Those who do not comply will be disqualified from the competition.
4. Presentations must not exceed seven minutes. A two-to-three-minute question and answer portion will follow after concluding the presentation.
5. Trade names on products and or instruments are allowed to be identified.
6. Drugs names are allowed to be identified by their trade, commercial or product name. However, drug names must be referenced by their generic name or chemical makeup following the initial statement of the trade, commercial or product name.
7. Posters will be judged by three randomly assigned judges.
8. Advertising matter, commercial promotion, and solicitation of sales of any type are prohibited.
9. Posters must be confined to the size of the billboard provided (4' x 8'), and in landscape layout.
10. Failure to comply with these rules and regulations will disqualify the poster from active competition and it will not be judged.

QUESTIONS?

If you have any questions about the rules and regulations for an Informative Poster Presentation, please contact [name, title] [email].

APPENDIX H: General Assembly Preparation Guidelines

Committee to include Chair - Speaker of the Assembly, Immediate Past President, President, President-Elect, Vice President, Secretary, INDIGO Chair, and Communications Director

More details can be provided by the INDIGO chair.

One year in advance:

- Choose a site (determined by President and Annual Session Chair).
- Check chosen area local resources for appropriate hotel/convention site
- Do a site inspection for new facilities.
- Procure a written contract and pay deposits via the WI-DHA Treasurer.
- Coordinate rooms and required reservations.

120 days in advance:

- Develop and mail 'Save the Date' postcards.
- Post information on social media platforms and the WI-DHA website when appropriate.
- Reserve or procure any audio/visual (AV) equipment as needed.
- Prepare floor plan, AV equipment, food, and beverages, for general assembly.
- Inventory supplies-badges, signs, paper goods, etc. and purchase whatever is needed.
- Consult with WI-DHA President regarding Opening Ceremonies, keynote speaker, guests, invocation presenter, and any other events to be included in session.
- Coordinate all meals and break food arrangements.
- Review standing rules of GENERAL ASSEMBLY to make sure they follow Bylaws.
- Consult with Committee Chairs regarding CE courses, Outstanding Service to Dental Hygiene Award, and elected roles nominations.

30-60 days in advance:

- Reconfirm meeting site arrangements.
- Set menus/food requirements.
- Procure guest list form President.
- Post invitation for Celebrating YOU party. (Will be designed by incoming President)

Further General Assembly Timeline Tasks

Six Months to One Year in Advance

Task	Person Assigned
Secure a venue.	Indigo Chair
Coordinate with Scientific Session (INDIGO).	Indigo Chair
Determine if there will be any virtual components to this meeting and coordinate a team to accomplish this goal.	Indigo/General Assembly planning committee
Secure a parliamentarian.	Speaker of the Assembly
Set up a time for the first General Assembly planning meeting 2-5 months before event.	Speaker President

Sixty Days Before General Assembly

Task	Person Assigned
<p>Prepare an invitation for social media to be sent to all members. Include:</p> <ul style="list-style-type: none"> • Date, time, and location. • Description of what General Assembly is and why it is important. This description should include voting on important governance documents. • Roles up for election and description of these roles and/or link to website for more information. • Instruction on how to apply for a role and a link to where to apply on the website. • Method of signing up to attend the event. • contact information for further questions. 	<p>Speaker of the Assembly</p> <p>President Elect</p>
Prepare an informational session(s) to educate members on general assembly, procedures, and leadership roles up for election.	<p>President</p> <p>President Elect</p>
Post invitation and other materials prepared by Speaker of the Assembly to appropriate social media sites	Communications Director
Review and update Standing Rules	Speaker and President (along with committee)

Agenda planning and meeting logistics.	Speaker and President (along with committee)
Inform all officers and directors they need to submit an annual report. Give directions and a due date.	Secretary
Secure accommodations needed for the Parliamentarian.	Speaker

Thirty Days Before General Assembly

Task	Person Assigned
<p>Prepare the General Assembly Members Packet to all members via email and post in the “members-only” section of the website. Include:</p> <ul style="list-style-type: none"> • information above provided in initial contact (see above), • officer and director reports, • standing rules, • policy manual and proposed resolutions, • bylaws and proposed bylaws amendments • reminder that candidate’s information will be due in two weeks, • Agenda • Introduction letter from the Speaker of the Assembly. • Link to Fiduciary Responsibility videos. • Link to WI-DHA Leadership skills • Conflict of Interest form on pg. 57 of Operations Manual 	<p>Speaker of the Assembly and Communications Director</p>

<p>Send the General Assembly Members Packet to all members and post in the “members-only” section of the website. Include:</p> <ul style="list-style-type: none"> • information above provided in initial contact (see above), • officer and director reports, • standing rules, • policy manual and proposed resolutions, • bylaws and proposed bylaws amendments, reminder that candidate’s information will be due in two weeks, • Agenda, • Introduction letter from the Speaker of the Assembly. • Link to Fiduciary Responsibility videos. • Link to WI-DHA Leadership skills. • Conflict of Interest form on pg. 57 of Operations Manual 	<p>Communications Director and Speaker of the assembly</p>
---	--

Two Weeks Before General Assembly

Task	Person Assigned
Compile the slate of candidates and send to members and post under members only section of the website.	President-Elect
Create Ballots or determine the method of electronic voting to be used.	Speaker
Identify pages and tellers	Speaker
Identify Sergeant at Arms	Speaker
Confirm with the vendor any A/V equipment needed.	Indigo Chair
Confirm with the vendor any food requests and guest count.	Indigo Chair

General Assembly Checklist

Task	Person Assigned
Preside over General Assembly	Speaker of the Assembly
Take minutes during General Assembly	Secretary
Assign a member to man computer and overhead screen to include agenda, candidate's information, Proposed policy, and bylaw resolutions when appropriate.	Immediate Past President
<p>Assemble the agenda (needs to include the following):</p> <ul style="list-style-type: none"> • Agenda approval for current GA • Approval of Standing Rules • Present slate of officers. • Present slate of directors • Present slate of delegates • Hold officers and director's forum • Hold delegates forum • Present proposed bylaw resolutions. Pull out any resolutions that need discussion. Allow members to vote on resolutions. • Present proposed policy resolutions. Pull out any resolutions that need discussion. Allow members to vote on resolutions. • Vote on officers, directors, and delegates. • Present an update from WI-DHA annual session. 	President
<p>Identify any additional duties to be assigned:</p> <ul style="list-style-type: none"> • Tech support for phone • Tech support for email • Logging into Zoom or other assigned online video conference platform • Verification of Zoom (or other online video platform) attendees as members • Tech support for screen presentations • Room setup for visual and audio 	Speaker
Voting cards/digital voting	Secretary
Gavel	President
Ballots (if not using an electronic method)	Speaker

Electronic version of Proposed Policy and Bylaw resolutions	Speaker
Sign in sheet and current WI-DHA alpha roster list	Speaker, Membership Chair

Post General Assembly

Task	Person Assigned
Complete minutes and submit to the President.	Secretary
Upon approval from the President, submit minutes to all WI-DHA members.	Secretary
Update Operating Manual with newly elected officers, directors, and award recipients. Send updated copy to all board members.	Secretary
Post updated operating manual to “members-only” section of the website.	Communications Director
Update Bylaw manual with approved bylaw updates.	Operations/Governance Committee
Update Policy manual with approved policy updates.	Operations/Governance Committee
Post updated policy and bylaw manuals to resources section of website.	Communications Director

APPENDIX I: Annual Report Template/Outline

Your Name

Your Title, WI-DHA Year

Your email address

Your Phone Number

For officers, directors, component liaisons, and committee chairs. Current date:

- Provide a brief outline of the goals and objectives for the year, these should come from the strategic plan.
- Include specific functions of Committees and activities.
- Evaluate the activities, success, and benchmarks that were used to evaluate activities.
- Suggestions to the BOD for further strategic development (could be proposals, programs, or resolutions).
- List any upcoming activities and/or objectives for the remainder of the year.
- List a summary of expenses and income if any.

Respectfully submitted, Your name.

Your WI-DHA Title

APPENDIX J: WI-DHA Student Scholarship Silent Auction Operational Procedures (plus addendums)

Start four months in advance of the event.

- Draft an announcement flier for Components requesting baskets and other items for the silent auction. Send it to the Communications Director to disseminate to components. See [ADDENDUM 1 – Announcement flier](#)
- Attend Indigo planning committee meetings.
- Secure 3-5 members to assist with procurement of silent auction items and to help man the silent auction area. Members will be trained in how to use the square reader for collecting credit card payments. See [ADDENDUM 2 - Instructions to use square reader](#).
- Create a file to record responses from members and Component Liaisons on the silent auction item and the market value. Include name and phone number and email of person donating the item.

Three months in advance of Event

- Again, working with the Communications Director, send out announcement fliers to all members via social media and emails.
- Continue to request volunteers to assist with the event.
- Update silent auction donation list.

Two months in advance of Event

- Again, working with the Communications Director, send out announcement fliers to members via social media and emails. Include a deadline of two weeks prior to the event.
- Continue to request volunteers to assist with the event.
- Update silent auction donation list.
- Contact the Indigo Conference chair to discuss where and how many tables will be set up for silent auction. Suggest requesting 4 tables (8 items per table)

1 month prior to event

- Email Indigo Chair the file for silent auction bid sheet with instructions requesting two carbons, pink, and yellow and to make 50 copies. Arrange for pick-up prior to Indigo Conference. See [ADDENDUM 3 – Bid sheet](#)
- Transfer information from silent auction donation list to bid sheets – Name of item, Name of donor, market value, starting bid, and minimum bid increase.
- Starting bid is usually 40% of actual value. Minimum bid is determined by the value of the item. Determine market value, starting bid (40% of market value), minimum bid increments (If \$100 or less - \$5, more than \$100 and less than \$200 - \$10, if over \$200, \$15, if over \$300, and #20-25, if over \$400) “Buy Now” category is typically 100-125% of market value. This category is optional.

- Determine, in consultation with the Indigo Chair, if there would be room in the program to include Silent Auction Rules and a list and description of items to bid on.

Two Weeks Prior to the Event

- Send out a final request for silent auction donations.
- Send reminder to all who are bringing items, where and when to bring the items for storage, prior to the start of the silent auction.
- Contact the Treasurer to request username and password for the Square Reader account for the Association.
- Send volunteers a date and time to meet at Indigo prior to silent auction time, to meet for instructions. Volunteers will monitor the silent auction area to make sure bidding is correctly entered and also take cash/check payments and credit card payments using the Square Reader device.
- Print 4 - Silent Auction Rules on bright yellow paper and place in 4- 8 ½ x 11 Plexiglass holders.

Day of Event

- Receive silent auction items and record on the master list.
- Assist with the setup of the silent auction area 2 hours before the event starts or when room is available.
- Arrange baskets and items on tables and determine whether larger items need easels.
- Place bidding instructions on tables.
- Monitor tables and answer questions of attendees.
- Make an announcement at the very beginning about rules, how to fill out the bid sheet, when bidding is closed at (decide time), and direct them to the checkout area.
- Announce 15 min. to close of bidding. Have volunteers, pens in hand to circle the final bidder.
- Announce 5 minutes to close and then announce bidding closed.
- Have the winner take the bottom pink carbon sheet to the cashiers. Once the winner has paid, mark "paid by check/cash/credit card" on the sheet; then have the winner come back with the pink sheet to collect the item.
- Volunteers confirm the silent auction item that they won and paid for. Volunteer then takes the yellow copies and places them in a silent auction folder.
- When the silent auction is done and all have taken their items, add up the income and the silent auction chair will retain the yellow carbon and deliver the white sheet and monies to the Treasurer.
- Clean up the area before leaving. Make sure members have their props or easels, etc.
- Contact the Communications Director to request a notice be placed on the website and other social media, how much was earned for student scholarships.
- Keep the yellow carbon bid sheets for one month before discarding, in case questions arise.

Addendum 1

WI-DHA Student Scholarship Silent Auction Request for Items



We need to support future RDHs

WI-DHA is reaching out to leadership and members to support the silent auction through donations such as jewelry, clothing accessories (purses, scarfs, etc.), handmade items (baby clothes, etc. are a big hit), household decorations, outdoor decorations, travel excursions or events such as baseball games or music events. Theme baskets are a great idea, as well. Ask your friends and relatives to help! They may be excellent crafters or have access to event tickets or other popular activities.

Dates and Time: WI-DHA Indigo Conference

If attending the conference, bring donation items to the registration area Thursday night or Friday morning. We need at least 35-50 items to reach the goal of \$2500. If not attending the conference, call [name] to have the item picked up.

Contact [name] to let them know your donation description and market value [email] [phone].

Addendum 2

Instructions for Square Reader

1. Insert square reader into phone (small white square). Note, we have two types of square readers for older phones and newer phones.
2. Install Square Reader app on your phone or iPad if not done earlier.
3. Set up a new account (if this is for a new phone being used). If not, click sign in and enter the WI-DHA Username and password.
4. Touch menu – top left corner (three horizontal bars and blue dot)
5. Touch “items”
6. Touch “categories” Choose the category for the event, i.e., wine event or merchandise, etc.
7. This area you can edit, delete, or add items.
8. If no item changes, touch “menu” again.
9. Touch “Checkout” to bring you to the charge screen.
10. Note all of the items that are available to charge with cc.
11. The search text can get you to the item you wish to charge faster than scrolling down the whole list.
12. Touch item to be charged. Also, if you have two of the same items to be charged, just touch it again. Look up at the top of the screen to see how many items have been charged as a checks and balance.
13. NOTE: If you put in the incorrect amount, touch “current sale” at top of screen, then touch on the item, then touch the “circle” at the top right of screen. Touch “clear item.”
14. Touch the “X” upper left corner to take you back to the charge screen- blue bar- to start over.
15. When all charges are complete, touch the blue charge bar.
16. Slide credit card into square reader (“swipe to pay”). If not, the credit card was not read, and you may have to slide again. If you still have problems, scroll down to “enter manually” and proceed with entering the info request.
17. Signature line will appear and have the customer sign their name.
18. Touch “signature done.”
19. Next screen will ask whether the customer wants a text receipt or email receipt. Have the customer decide and then complete the screen adding phone number or email.
20. Next, the screen should bring you back to the beginning where you can enter charges with new customers.
21. Be aware of the low battery on the phone and use the portable battery charger to keep it charged.

22. Also, you will not be able to call or answer phones when using the square reader.

23. WI-DHA- no returns only exchanges

APPENDIX K: Outstanding Service to Dental Hygiene Award Guidelines

Three months before INDIGO:

- Advertise the Outstanding Service to Dental Hygiene Award and request nominations via social media outlets and direct member emails.
- With the assistance of the Component Liaisons, select a recipient for the award.
- This award is not mandatory on an annual basis but if awarded, it is presented at INDIGO during the State of the Association Address
- The Vice President shall form a committee along with the Component Liaisons to select a winner if there is more than one submission.
- The Vice President is responsible for procuring the award (usually a plaque of the State of Wisconsin) from a local trophy store.
- The Vice President will submit an expense voucher to the treasurer for reimbursement for obtaining the plaque.
- The Vice President will obtain a check for the monetary award of \$500 from the WI-DHA treasurer.
- The Vice President will notify the General Assembly planning committee to arrange the presentation of the award.

Award Criteria:

- Candidate's professional activities include participation in WI-DHA activities for a minimum of three continuous years. Activities might include committee participation, originating or promoting programs, representing the dental hygiene profession, serving on the WI-DHA board of directors, etc....
- Demonstrate qualities of an excellent role-model of Dental Hygiene professionalism and leadership.

Outstanding Service to Dental Hygiene Award Nomination

- Due date: Two weeks before Annual Session.
- Person nominating and contact information:
- Person being nominated and contact information:
- List dental hygiene activities this person has been involved in. Should include participating in WI-DHA activities for a continuous three-year period, including student involvement.
- List qualities that demonstrate this person is a good model of dental hygiene professionalism and leadership.
- Include any activities this person has been involved in at the WI-DHA level.

Corporate Appreciation Award: **Update with qualifications for award**

- Award is to be determined by the Board on years it is deemed appropriate.
- Corporation being nominated and contact information:



WI-DHA FORMS

Wisconsin Dental Hygienists' Association Expense Reimbursement Voucher

<i>Committee/ Group/ Component</i> _____	<i>WI-DHA Position</i> _____	
<i>Name</i> _____	<i>Phone (xxx) xxx-xxxx</i> _____	
<i>Address</i> _____	<i>Apt/Ste</i> _____	
<i>City</i> _____	<i>State</i> _____	<i>Zip</i> _____

Date	Description of Expense	Amount per Unit (if applicable)	Amount
# miles of travel by personal vehicle _____ x \$.25 per mile = _____			
Total			

Signature _____

Reimbursement Instructions:

Send all expense receipts STAPLED to the expense report to the TREASURER along with a self- addressed stamped envelope:

Patty Hooper

W338S228 Foxtail Ct

Oconomowoc, WI 53066-8416

Phone: (262) 443-0309

Email: phooper6@gmail.com

Date paid _____ Amount paid _____ Check # _____

WI-DHA Continuing Education Course Approval Application Form

Purpose of this form: to validate that a continuing education course meets the requirements set forth by the WDEB and WI statutes for dental hygiene license renewal. The course should enhance and support the licensee's skill set and knowledge as well as enhance competence in patient care and community service.

Process: Applications are reviewed by a committee appointed by the WI-DHA Board of Directors and kept on file by the Association along with course evaluations. Applications should be submitted to the committee at least 30 days prior to the event.

Based on the Dental Hygiene Practice Act (447.055 Continuing education: dental hygienists).

Please indicate which topic(s) below that best describes your presentation.

- Dental Hygiene Practice Act: Current and Future
- Diagnosis/Assessment, Treatment Planning
- Preventative Dental Services
- Dental Codes/Hygiene Code/Law
- Community Health and Outreach
- Issues involving Dental Hygiene practice act or patient care
- HIPAA
- Legal and Ethical Responsibilities Dental Hygiene Research
- Clinical Procedures
- Specialties: Orthodontics, Pediatrics, Endodontics, Periodontics, Prosthodontics
- Patient Care Delivery
- Nutrition Counseling
- Risk Management, Liability, Malpractice, Employment Law and Practices Sociopolitical
- Ergonomics/Prevention of repetitive stress and musculoskeletal injuries
- Integration of Dental and Medical Health
- Patient Record Keeping
- Dental Practice Administration
- Infection Control
- Emerging Sciences that improve DH Practice Act and Patient Care
- Care, Scheduling, Evaluations
- Improvement in Office Operations: Patient Management, Recall, Continuity
- Dental Emergencies/Trauma
- Communications: Patient Motivation, Behavioral Sciences
- Oral Cancer
- Other _____

WI-DHA Continuing Education Course Approval Application Form (con't)

Title of presentation	
Date of presentation	
WI-DHA Component	
Person Requesting course approval (name, phone #, email address)	
Location of the presentation	
Target audience	
Speaker's name(s) credentials and contact information	
# of CEUs / hours of instruction	
Course description	
Course objectives. At the completion of this course the participant will be able to:	
AFTER THE EVENT: Number of attendees completing the course (attach a roster of attendees who received a CE certificate)	

*Please attach presenter's bio to this form

Committee's final action		Date
Approved	Not approved (explain)	
WI-DHA CE Approval Committee		

Submit this form to the Continuing Education Chair



Continuing Education Evaluation

Presenter: _____ Course: _____

Location: _____ Date: _____

Select the one that best describes your response

	BAD/WORST Strongly Disagree	NOT GOOD Disagree	OKAY Neutral	GOOD Agree	EXCELLENT Strongly agree
The information presented was relevant to me in my work or life.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I enjoyed the speaker.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I learned something new as a result of attending this presentation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this presentation to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course materials were helpful (e.g., slides, handouts, post-test).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The meeting room venue was good.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The speaker gave enough time and attention to answer questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional comments or suggestions are welcome!					

Additional course topics of interest to you:



WI-DHA Candidate for Office Packet

Leadership Duties

When running for an elected position within WI-DHA candidates must:

- Be a professional member of ADHA/ WI-DHA.
- Nominate yourself in advance or accept a nomination by another member at General Assembly.
- Review the WI-DHA Leadership Roles guidelines (see Appendix D) in the WI-DHA Operating Manual.
- Review the ADHA Fiduciary videos and/or the fiduciary guidelines written in the WI-DHA Operating Manual. A link to these videos can be found on the WI-DHA website and on the ADHA website under the leadership tab.
- Submit a completed Bio Data form, and a headshot on the WI-DHA website at least three weeks before General Assembly. See form below.
- Address the General Assembly during Candidates' forum to state interest and qualifications for a particular elected position.
- If elected, take the WI-DHA pledge of office.
- Read the WI-DHA Conflict of Interest Policy. (See Appendix E in the Operating Manual)
- Submit a signed WI-DHA Conflict of Interest Disclosure Form. See form below.



Candidate for Elected Office Application for Even Numbered Years

Part 1. Contact Information
Name: _____
Street _____ City _____ State _____ Zip _____
WI-DHA component (Circle one): Northwest Southeast Central La Crosse Bay Area Fox Valley Madison
Email _____ Phone: _____

Part 2. Desired Position (Check box below)

OFFICERS / EXECUTIVE COMMITTEE	
<input type="checkbox"/> President-elect	Board of Directors
<input type="checkbox"/> Vice president	Board of Directors
<input type="checkbox"/> Treasurer	Board of Directors
<input type="checkbox"/> Speaker of the assembly	Board of Directors
DIRECTORS	
<input type="checkbox"/> Communications	Board of Directors
<input type="checkbox"/> Education	Board of Directors
<input type="checkbox"/> Governmental Affairs	Board of Directors

ADHA DELEGATES
<input type="checkbox"/> ADHA Delegate
<input type="checkbox"/> ADHA Alternate Delegate
APPOINTED LIAISONS / OTHER
<input type="checkbox"/> Component Liaison (Circle region)
<ul style="list-style-type: none"> • Northwest • Bay Area • Southeast • Fox Valley • Central • Madison • La Crosse

Part 3. Narrative Statement

Please attach a narrative statement describing your reasons for pursuing a leadership role at this time. Include relevant strengths, accomplishments, and experiences. (250 words or less)

Part 4. Bio Data Form

Please complete and submit the Bio Data Form with your application.

Deadline for applications is September 5th, 2022

Go to <https://www.widha.org/members/general-assembly/> and submit on the WI-DHA website.

If you have any questions, Email [name, title] [email].

For more info on the roles, time allocation for them, or detailed descriptions visit

<https://www.widha.org/elected-leadership-positions/>



Candidate for Elected Office Application for Odd Numbered Years

Part 1. Contact Information

Name: _____

Street _____ City _____ State _____ Zip _____

WI-DHA component (Circle one): Northwest Southeast Central La Crosse Bay Area Fox Valley Madison

Email _____ Phone: _____

Part 2. Desired Position (Check box below)

OFFICERS / EXECUTIVE COMMITTEE	
<input type="checkbox"/> President-elect	Board of Directors
<input type="checkbox"/> Vice president	Board of Directors
<input type="checkbox"/> Treasurer	Board of Directors
<input type="checkbox"/> Speaker of the assembly	Board of Directors
DIRECTORS	
<input type="checkbox"/> Component Relations	Board of Directors
<input type="checkbox"/> Membership	Board of Directors

ADHA DELEGATES
<input type="checkbox"/> ADHA Delegate
<input type="checkbox"/> ADHA Alternate Delegate
APPOINTED LIAISONS / OTHER
<input type="checkbox"/> Component Liaison (Circle region)
<ul style="list-style-type: none"> • Northwest • Bay Area • Southeast • Fox Valley • Central • Madison • La Crosse

Part 3. Narrative Statement

Please attach a narrative statement describing your reasons for pursuing a leadership role at this time. Include relevant strengths, accomplishments, and experiences. (250 words or less)

Part 4. Bio Data Form

Please complete and submit the Bio Data Form with your application.

Deadline for applications is [Date]

Go to <https://www.widha.org/members/general-assembly/> and submit on the WI-DHA website.

If you have any questions, Email [name and title] [email address].

For more info on the roles, time allocation for them, or detailed descriptions visit

<https://www.widha.org/elected-leadership-positions/>



Bio Data Form

Name:

Address:

Component:

Contact Information:

EDUCATION AND CREDENTIALS EARNED

ASSOCIATION INVOLVEMENT (COMPONENT, STATE, AND NATIONAL)

PROFESSIONAL EXPERIENCES

AWARDS, HONORS, AND RECOGNITIONS YOU HAVE RECEIVED

RELATED EXPERIENCES TO POSITION SEEKING

NARRATIVE: IN 250 WORDS OR LESS (Please use double spacing and 12 font)

Please share your passion, vision, and strengths and how you hope to apply them to your future leadership role.



WI-DHA Conflict of Interest Disclosure Form

NAME: _____

ACTIVITY/ Role: _____

1. Employment Please list the individuals or entities for which you are now or about to be employed, or for which you have been employed within the past three years.

2. Consultancies Please list any individual or entity for which you are now providing, or are about to provide, consulting services, as well as any individual or entity for which you performed such services, or by which you were paid, during the past two years.

3a. Ownership Interests Do you have any ownership interests (including stock options) in a company, the stock of which is not publicly traded? **No** ____ **Yes** ____

Please List:

3b. With respect to each question, “you” as well as anyone with whom you directly share income.

3c. Do you have any ownership interests (including stock options but excluding indirect investments through mutual funds and the like) valued at \$1,000 or more in a publicly traded company?

No ____ **Yes** ____

Please List:



3d. Do you have any other ownership interests in a commercial entity that may be anticipated to conflict with the interests of WI-DHA? **No** ____ **Yes** ____

Please List: _____

4. Honoraria Have you been paid within the last three years, or do you expect to be paid, honoraria exceeding \$1,000 per year or \$2,500 over a three- year period? **No** ____ **Yes** ____

Please List: _____

5. Research Funding Have you received any research funding within the past three years, or are you about to receive such funding? **No** ____ **Yes** ____

Please List: _____

6. Leadership Role in Other Organizations Do you serve in a leadership capacity (e.g., Board member, committee member, advisor) for any other association, society, or foundation? No _____ Yes _____

Please List: _____

Signature Required I represent that the information reported above is accurate. I understand that, where appropriate, this information may be disclosed publicly. I further understand that failure to complete this disclosure Form when so requested will automatically disqualify me from participating in the affected activity.

Submitted by: _____ Date: _____



Proposed Bylaw Resolution Form

Proposed Bylaws Amendment: _____

Proposed By: _____

Resolution: _____

The WI-DHA Board of Directors:

Finds acceptable for consideration

Included in proposed budget

<input type="checkbox"/> Makers were asked to withdraw	<input type="checkbox"/> Considers in conflict with WI-DHA Bylaws
<input type="checkbox"/> Considers inappropriate as administrative or procedural matter	<input type="checkbox"/> Considers in conflict with existing policy
<input type="checkbox"/> Considers this an ongoing procedure	<input type="checkbox"/> Considers this a duplication of current policy
<input type="checkbox"/> No Comment	<input type="checkbox"/> Comment

Action recommended by the Board of Directors:	
<input type="checkbox"/> Adopt	<input type="checkbox"/> Refer
<input type="checkbox"/> Adopt as amended	<input type="checkbox"/> Reject
<input type="checkbox"/> Other	

Action recommended by the Reference Committee:	
<input type="checkbox"/> Adopt	<input type="checkbox"/> Refer
<input type="checkbox"/> Adopt as amended	<input type="checkbox"/> Reject
<input type="checkbox"/> Other	

Final Action:	
<input type="checkbox"/> Adopt	<input type="checkbox"/> Refer
<input type="checkbox"/> Adopt as amended	<input type="checkbox"/> Reject
<input type="checkbox"/> Other	



Proposed Policy Resolution Form

Proposed Policy Resolution: _____

Proposed By: _____

Resolution: _____

The WI-DHA Board of Directors:	
<input type="checkbox"/> Finds acceptable for consideration	<input type="checkbox"/> Included in proposed budget
<input type="checkbox"/> Makers were asked to withdraw	<input type="checkbox"/> Considers in conflict with WI-DHA Bylaws
<input type="checkbox"/> Considers inappropriate as administrative or procedural matter	<input type="checkbox"/> Considers in conflict with existing policy
<input type="checkbox"/> Considers this an ongoing procedure	<input type="checkbox"/> Considers this a duplication of current policy
<input type="checkbox"/> No Comment	<input type="checkbox"/> Comment

Action recommended by the Board of Directors:	
<input type="checkbox"/> Adopt	<input type="checkbox"/> Refer
<input type="checkbox"/> Adopt as amended	<input type="checkbox"/> Reject
<input type="checkbox"/> Other	

Action recommended by the Reference Committee:	
<input type="checkbox"/> Adopt	<input type="checkbox"/> Refer
<input type="checkbox"/> Adopt as amended	<input type="checkbox"/> Reject
<input type="checkbox"/> Other	

Final Action:	
<input type="checkbox"/> Adopt	<input type="checkbox"/> Refer
<input type="checkbox"/> Adopt as amended	<input type="checkbox"/> Reject
<input type="checkbox"/> Other	

Application for WI-DHA Student Scholarship

DH Student Name:	ADHA Student membership #:
Mailing address:	
Email address:	Phone #:
School / Program:	Program director signature: (validating that student is enrolled and in good academic standing)
Which degree are you working on? (circle one)	
Associates Degree Bachelor's Degree Master's Degree PhD Other:	
Expected date of graduation:	Today's date:

Instructions:

1. Fill out **PART ONE** of this application (above)
 - a. **Be sure to have your program director sign** (above) to validate that you are enrolled in the program and are in good academic standing.
 - b. Please type all your information (aside from signature).
2. **PART TWO:** Essay Question: In what ways has your participation in ADHA student membership impacted your professional development?
 - a. 500-750 words
 - b. Typed, double spaced, and size 12 font.
 - c. Do not write your name on the essay or the name of your school.
 - d. Do not identify any faculty or staff by name within your essay.
3. **PART THREE:** List activities as an ADHA student member and explain how they will help the student become a better professional dental hygienist.
 - a. Do not write your name or the name of your program in this part of the scholarship application.
4. Send application as an email (preferred) attachment to:
 - a. **[chair email] WDHascholarships@yahoo.com**
 - b. Or send a hard copy to: Education Chair (see current roster for address)

Deadline: **Insert appropriate deadline based on year**

Up to Five (5) - \$300.00 Scholarships will be awarded



WI-DHA Student Scholarship – Essay Scoring Rubric

Essay #__ (Assigned by Scholarship chairperson)		Evaluator Initials:			
	Qualifying criteria One "0" will disqualify the essay	No	Yes		
The student is a student-member of ADHA; gives membership number		0	1		
The student will graduate from the dental hygiene program this year.		0	1		
The student's name and the dental hygiene program name is on a separate piece of paper (not part of the essay)		0	1		
The program director has confirmed the student is in good academic standing in the program. (signature) The application is complete.		0	1		
		No	Yes		
The essay is between 500 and 750 words long		0	1		
The essay is typed, double-spaced and font size 12		0	1		
SCORING for NEXT SECTION					
0 = criteria not met			5 = criteria just barely met		
10 = criteria met, about average			15 = criteria met; above average; "good"		
20 = criteria met; exemplary; "very good" or exceptionally good.					
The student answered this question: In what way has my participation as a member of ADHA impacted my professional development?	0	5	10	15	20
Lists and explains activities as a student member of ADHA ... Which activities will help the student to become a better professional dental hygienist and how?	0	5	10	15	20
Grammar, punctuation, spelling, and usage are appropriate	0	5	10	15	20
Over-all score of the essay (global score)	0	5	10	15	20
Must score 64 points (75%) or higher to qualify for scholarship.	TOTAL SCORE and PERCENTAGE				
		/86		%	

<p>Evaluators:</p> <ol style="list-style-type: none">1. Add all points and calculate the percentage score. (divide the total by 86)2. After scoring this and all other essays, arrange them from highest scoring to lowest and write the rank in the box -->3. When all essays are scored and ranked – inform Stephanie Hopf by email of your results.	<p>How does it RANK?</p>
---	--------------------------



General Assembly Procedures & Standing Rules

10.1 PREAMBLE

The General Assembly is the legislative and governing body of the Wisconsin Dental Hygienists' Association (WI-DHA). The Assembly consists of all members of the Wisconsin Dental Hygienists' Association who attend the General Assembly. The elected and appointed officers of the Association serve as ex officio members of the General Assembly without a vote. The Officers of the General Assembly are the Speaker of the Assembly and the Secretary.

The General Assembly is vested with full power to determine all policies which govern the Association in all activities and is subject to the laws of the State of Wisconsin and to the WI-DHA Policies and Bylaws. The General Assembly can enact legislation, determine the policies of the Association, enact, and amend the Constitution and Bylaws and Principles of Ethics, and elect honorary members and life members. The General Assembly also has the duty to elect certain officers, ADHA Delegates and Alternates, annually.

The following Article of the WI-DHA Bylaws applies:

10.1.1 Article IV. General Assembly Membership Meeting. Section 6. Duties. Duties. The duties of the General Assembly set forth in these Bylaws, shall be:

10.1.1.1 Amend, alter, or repeal the Bylaws in accordance with Article XXI of these Bylaws.

10.1.1.2 Vote on all matters properly brought before the General Assembly at Annual Meeting.

10.1.1.3 Solicit, process, and communicate membership needs to the Board of Directors.

10.1.1.4 Elect members to serve on the Board of Directors.

10.1.1.5 Elect ADHA delegates.

10.1.1.6 Review the reports of the Board of Directors, councils, and committees of the Association.

The Association has established basic procedures and rules to fulfill its duties to the membership during a General Assembly. There are four sections as follows: General Guidelines for Members, General Rules of Conduct for Reference Committees, General Rules of Conduct for the Candidate's Forum, and Standing Rules of the General Assembly.

Amendments to these standing rules are made by voting members of the General Assembly during the annual session.

GENERAL GUIDELINES FOR MEMBERS

Before General Assembly

10.1.2 Become familiar with the following reference materials:

10.1.2.1 WI-DHA Bylaws and Code of Ethics Manual.

10.1.2.2 WI-DHA Policy Manual

10.1.2.3 Current edition of ROBERT'S RULES of ORDER, NEWLY REVISED

10.1.2.4 Organization and Operation of WI-DHA.

10.1.2.5 Procedures and Standing Rules of the General Assembly.

10.1.2.6 Nominations and Elections and Candidates Corner.

10.1.2.7 Proposed bylaws amendments.

10.1.2.8 Proposed policy amendments.

10.1.2.9 Reports of officers and committees.

10.1.2.10 ADHA Annual Report

10.1.3 Further Suggestions:

10.1.3.1 Review new material as it is posted on the WI-DHA members only section of the WI-DHA website.

10.1.3.2 Discuss proposed resolutions (PR's) and proposed bylaws (PBY's) amendments with those submitting them if possible.

10.1.3.3 Hold constituent caucus to review material, inform membership and constituents on pertinent issues.

10.1.3.4 Determine issues and concerns requiring action.

10.1.3.5 Help write PR's and PBY's amendments following the submission format.

10.1.4 Speakers shall state their names before testifying.

10.1.5 General Guidelines

10.1.5.1 Be prepared to provide testimony on prepared research on PR's and PBY's you may be opposing or supporting.

10.1.5.2 Consult the Speaker of the Assembly or the association parliamentarian when parliamentary questions arise.

10.1.6 Candidates Forum

10.1.6.1 Guidelines for the Year-Round Privileges of Membership

(a) Be well-informed about ADHA and WI-DHA policies and activities and be attentive to

- dental hygiene professional attitudes, concerns, and questions.
- (b) Communicate information regarding issues related to dental hygiene and access to oral health care to the WI-DHA Board of Directors.
- (c) Consider whether policy or bylaw amendments are needed.

10.2 STANDING RULES OF THE GENERAL ASSEMBLY

10.2.1 Credentialing for Elections

10.2.1.1 Each member will be required to sign the members alpha roster next to their name indicating they are present and that they are a member. The sergeant at arms will verify membership and voting privileges.

10.2.1.2 A voting card will be provided for each member, or an electronic voting system will be used.

10.2.1.3 Member call to General Assembly information shall:

- (a) Posted for member review 60 days prior to the General Assembly.
- (b) Include Time, Date, Location, Contact Information
- (c) Policy Manual
- (d) Bylaw Manual
- (e) Invite members to submit PR's and PBY's along with application instructions.
- (f) List of positions open for election, position descriptions, and application instructions.

10.2.1.4 Members Information Packet shall:

- (a) Posted for member review 30 days prior to General Assembly.
- (b) Include the Agenda
- (c) PR's and PBY's
- (d) Annual reports
- (e) Committee reports
- (f) Candidates Forum

10.2.1.5 Rules of Conduct for the Assembly

- (a) Personal communication devices must be silenced during General Assembly.
- (b) Live streaming of the WI-DHA General Assembly meeting, including social media, is prohibited.
- (c) Business/business casual attire.
- (d) Professionalism and respectful behavior for all attendees.
- (e) A 15-minute recess will be provided every two hours.
- (f) Gifts to officers and members are to be presented after the assembly has adjourned.
- (g) Any conflict of interest shall be stated before speaking in debate on an issue.

- (h) Unauthorized promotional materials shall not be distributed during the General Assembly.

10.2.1.6 Meeting Minutes

- (a) WI-DHA Secretary or GA secretary appointed by the President.
- (b) Minutes shall contain final vote count in the election of officers, directors, and ADHA delegates.
- (c) The Speaker of the House, Parliamentarian, and Secretary shall meet after the General Assembly to be sure minutes are accurate.
- (d) Any discrepancies in the minutes draft should be communicated to the chair.
- (e) The General Assembly committee and the secretary will prepare the minutes for final approval by the Board of Directors.

10.2.1.7 Sergeant-at-Arms

- (a) Appointed by the President or Speaker of the Assembly.
- (b) Must have previously participated in a WI-DHA Annual Meeting and may not be a candidate for elected position or delegate to ADHA.
- (c) May have assistants/pages who are not candidates for elected positions or delegates.
- (d) Duties:
 - (i) Safeguard the Standing Rules of the General Assembly.
 - (ii) Be present one hour prior to the start of the General Assembly, consult with the Speaker of the Assembly, consult with tellers, and check membership to allow members to be seated on time.
 - (iii) Direct the work of the pages and assistants.
 - (iv) Enforce the guidelines for election campaigns.

10.2.1.8 Pages

- (a) Appointed by the Speaker of the Assembly prior to the General Assembly.
- (b) Adequate number of pages will be appointed to facilitate the business of the Assembly.
- (c) Duties:
 - (i) Be present one hour prior to the beginning of GA.
 - (ii) Meet with the Sergeant-at-Arms for debriefing.
 - (iii) Deliver written PR and PBY testimony and motions to the Speaker of the Assembly.
 - (iv) Relay messages as needed to officers, directors, and staff.
 - (v) Distribute printed material which has been provided for the clarification of a subject brought before the Assembly.
 - (vi) Assist the Sergeant-at-Arms in any other way as needed.

10.2.1.9 Tellers

- (a) Prior to the start of the assembly, the Speaker of the Assembly will appoint three members to serve as tellers, none of which are candidates for elective office.
- (b) The Speaker of the Assembly, tellers, and the parliamentarian will check the ballots for accuracy.
- (c) Monitor the distribution of ballots.
- (d) Tally the ballots and give results to the Sergeant at Arms.
- (e) Two of the tellers shall remain with the ballots at all times until the ballots are tallied and the Speaker of the Assembly declares the candidates elected.

10.2.1.10 Parliamentary Procedure Governing Assembly Session

- (a) The rules contained in the current edition of ROBERT'S RULES of ORDER, NEWLY REVISED, shall govern the Association in all cases to which they are applicable and in which they are not consistent with the Bylaws and any special rules of order the association may adopt.
- (b) Procedure for considering resolutions: Only one substitute motion may be pending at one time to any main motion. This will be the primary amendment.
- (c) The substitute may have only one minor amendment applied to it at one time. This will be the secondary amendment.
- (d) Each of these motions will be considered and voted on separately and in reverse order to their proposal.
- (e) When a resolution is presented which amends existing association policy, the entire policy statement shall be open to amendment.
- (f) When a resolution is presented, it is NOT necessary to make editorial changes unless the intent of the resolution is changed. Editorial updates will occur before publication.
- (g) Speakers will be limited to three (3) minutes for each turn.
- (h) No person may speak more than once until all others have had the opportunity to speak at least once.
- (i) The house may vote at any time to limit debate.
- (j) The privilege of debate on the floor of the General Assembly is limited to the elected officers and members of WI-DHA who are attending the General Assembly.
- (k) Individuals who are not voting members of WI-DHA may speak only if requested to do so by the assembly.
- (l) Only members may make or second a motion.

10.2.1.11 PR's and PBYS

- (a) Resolutions may be submitted for consideration during the General Assembly with approval of 2/3 of the members seated.
- (b) Resolutions require a majority of the members seated to be adopted.

- (c) The maker of a PR or PBY presented from the floor of the General Assembly must provide a sufficient number of copies for all attendees at the maker's expense.
- (d) Any proposed resolution which is ruled out of order by the Speaker of the Assembly shall be subject to appeal. In all cases this appeal will be debatable by the General Assembly.

10.2.1.12 Election Process

(a) Balloting

- (i) Refer to Bylaws, Article VI, Section 10 for the proper procedures for election of candidates for WI-DHA office.
- (ii) Refer to Bylaws, Article XIV for the proper procedures for election of candidates for ADHA Delegate.

(b) Election Results

- (i) The chair of the tellers shall prepare a complete written report consisting of the total number of votes cast for each office, number necessary for election, number received by each candidate and number of illegal votes.
- (ii) The Speaker of the House and the chair of the tellers shall review the report for accuracy.
- (iii) The chair of the tellers committee shall read the following information for each position to the General Assembly when announcing the results of the election: (1) number of votes cast, (2) number of votes necessary for election, (3) number of illegal votes, and (4) number of votes received by the candidate who meets the minimum necessary for election.
- (iv) When no candidate receives the minimum number of votes necessary for election, the chair shall read the number of votes for each candidate.
- (v) The Speaker of the Assembly shall read the names of the candidates who have received the majority vote and declare them elected.
- (vi) All ballots, tally sheets and records are delivered to the Secretary for recording in the minutes. The secretary destroys the file one week after the annual session.

10.2.1.13 Reports

- (a) All reports, PRs and PBYs amendments are to be distributed to
- (b) each member and elected and appointed officers not less than 30 days prior to the first meeting of the General Assembly.
- (c) Annual reports will be posted upon completion of the committee work for the year up until the General Assembly meeting.

10.3 ELECTRONIC RULES FOR VIRTUAL GENERAL ASSEMBLY

- 10.3.1 Verification of Identity. The Sergeant-at-Arms, and individuals working under the direction of the Sergeant-at-Arms, shall verify that each member email address matches an entry on the list of WI- DHA members alpha membership roster provided by ADHA.
- 10.3.2 Categorization of Participants. Voting members shall be placed in a voting members section. This categorization shall represent the current roll of voting members for the General Assembly. Nonvoting participants shall be placed in a non-voting section. Guests shall be placed in a guest section (or otherwise identified as guests).
- 10.3.3 Microphones. Participants shall have their microphones disabled except when speaking. The chair, or an individual acting under the direction of the chair, shall enable the microphone of any individual who has the floor.
- 10.3.4 Individual Equipment. Individuals participating in the virtual meeting shall be responsible for the functionality of their own personal equipment (e.g., computer, tablet, phone, speakers, microphone, camera, Internet connection, etc.). If a participant's equipment causes a hindrance to the meeting (e.g., audio feedback, glitchy images, excessive background noise, etc.), the chair, or an individual acting under the direction of the chair, shall disable or disconnect the distracting component.
- 10.3.4.1 A member's inability to participate in the meeting, if caused by the member's equipment or connection (even an inability to attend or to vote), shall not invalidate the meeting or any of its proceedings.*
- 10.3.4.2 Any questions or issues with technical difficulties shall be e-mailed to info@widha.org.*
- 10.3.5 Seeking the Floor. To seek the floor, a participant shall click the RAISE HAND button (or similar feature as directed by the chair).
- 10.3.6 Voting. During a virtual General Assembly, the voting (including the election of officers) shall be held electronically by a method selected in advance by the Speaker of the House. If technical issues hinder the performance of the electronic voting, a different electronic method may be used.
- 10.3.7 Tabulation. In an electronic vote, since the votes are not tabulated by hand, tellers are not appointed. When possible, the tally of the votes shall be displayed to the meeting participants. If such display is not possible, the tally shall be read by the chair or another individual under the direction of the chair.
- 10.3.8 Candidates Forum. Any electronic Candidates Forum shall simulate, as closely as practicable, an in-person Candidates Forum, and the rules applicable to an in-person Candidates Forum shall apply to an electronic Candidates Forum as closely as practicable.
- 10.3.9 Assistants and Technicians. Before and during the virtual General Assembly, the Speaker of the House shall appoint assistants and technicians as needed to facilitate the operation of the

virtual house.

10.3.10 PR and PBY submission. Submission forms shall be available under General Assembly resources on the WI-DHA website.

10.3.11 Late PR and PBY submission. PR and PBY submissions must be submitted prior to the opening of the General Assembly meeting for members to vote if the submissions will be considered.

10.3.12 Testimony received after the submission deadline shall be written only.

10.4 GENERAL RULES AND PROCESSES FOR PR AND PBY SUBMISSIONS AND TESTIMONY

10.4.1 General Guidelines and Rules

10.4.1.1 Refer to the following for assistance when making a preliminary draft of PR's and PBY's:

- (a) WI-DHA President
- (b) Operations/ Governance Committee
- (c) District Trustee
- (d) ADHA policy manual, bylaws, and code of ethics.

10.4.1.2 Submit the PR and PBY Amendment Form

- (a) Clearly state the intent. The only subject for debate should be whether or not this will be proper policy for WI-DHA.
- (b) Complete a justification to explain the intent of the amendment or proposal.
- (c) Anticipate objections and/or questions regarding the solution and answer them in justification.
- (d) Submit PR or PBY submission form online through the WI-DHA website.

10.4.1.3 Resolutions may be submitted by a district, constituent, component, council/committee, officer, Board of Directors, or any voting member of the Association. In a resolution or justification, any agency referred to should be spelled out in full, not identified by initials only.

10.4.1.4 Justifications shall be no more than 250 words and shall be printed in the member's manual as approved by the maker.

10.4.1.5 Rules of Conduct for PR and PBY Testimony

10.4.1.6 Discussions on PR's and PBY's are open to all voting members.

- 10.4.1.7 Members shall designate testimony as written only or written and verbal on the PR and PBY submission form.*
- 10.4.1.8 The Speaker of the Assembly will allot time based on the number of PRs and PBYs testimony received in advance of the General Assembly.*
- 10.4.1.9 Members who have submitted testimony by the deadline will be given priority in speaking at the PR and PBY discussion, as time permits.*
- 10.4.1.10 Members will be afforded an opportunity to present specific pertinent questions to the BOD or reference committee.*
- 10.4.1.11 A member may submit testimony when in-line with the PR or PBY on the table.*
- 10.4.1.12 Testimony designated as verbal, received by the chair during the hearing, will be heard as time allows.*
- 10.4.1.13 The chair may recommend that several items be voted on 'as a whole' when materials have been submitted in advance of the General Assembly.*
- 10.4.1.14 Members may ask specific items to be pulled and voted on separately if there is a motion made to vote on a document or several items 'as a whole.'*
- 10.4.1.15 PR's and PBY's must be received by 5:00 p.m. CDT on the last Friday of July before the General Assembly.*
- 10.4.1.16 Proposed Bylaws and Code of Ethics amendments require the vote of two thirds of the entire General Assembly to be adopted.*
- 10.4.1.17 The Speaker of the House will review the reference committee report upon completion and report if any resolutions may be considered out of order.*
- 10.4.1.18 Any proposed bylaws amendment not in conflict with the Wisconsin Not for Profit Act and/or The Articles of Incorporation or Code of Ethics amendment that has been submitted according to the standing rules may not be ruled out of order by the Speaker of the House.*

10.4.2 Reference Committee

- 10.4.2.1 All reference committee work will be completed before the General Assembly.*
- 10.4.2.2 WI-DHA will not hold reference committee hearings before final discussions and voting on PR's and PBY's.*
- 10.4.2.3 PR's and PBY's shall be submitted to WI-DHA no less than 45 days before the General Assembly for review and recommendation by the WI-DHA Board of Directors and submission to all members for review.*

10.4.2.4 The Reference Committee will consist of members from the WI-DHA Operations/Governance Committee and Delegates to ADHA.

10.4.2.5 Consider all reports, recommendations, PR's, and PBY's and report their recommendations to the Board of Directors for review prior to the General Assembly.

10.4.2.6 Recommendations shall be based on testimony, evidence-based research, ADHA recommendations for best practices, and information from Board members or other authority with consideration for WI-DHA's best interests.

10.4.3 Preparation of Reports to the General Assembly.

10.4.3.1 The reference committee shall recommend to adopt, reject, amend, postpone indefinitely, or refer all PR's and PBY's to a committee.

10.4.3.2 The reference committee may offer supporting comments on their recommendations if such are necessary for the General Assembly's understanding.

10.4.3.3 Reference committee recommendations shall be in standard written form as determined by the General Assembly Committee.

10.4.3.4 The reports of the reference committee shall be presented by the chair or designated member of the committee.

10.4.3.5 The assembly will act on each recommendation of the committee as it is presented.

10.4.3.6 In the event of a debate, the chair and members of the reference committee should reply to any questions that come from the floor of the General Assembly.

10.4.3.7 If the reference committee is unable to reply, the Speaker of the General Assembly may refer the question.

10.4.3.8 The chair of the reference committee does retain the right to vote on all business while presenting the committee's report to the General Assembly.

10.4.3.9 The committee may consider several similar resolutions together and make one resolution.

10.4.3.10 The committee may present a substitute resolution which becomes the main motion.

10.4.3.11 The maker of the original resolution has the right to place the original resolution on the floor as an amendment by substitution.

10.5 GENERAL RULES AND PROCESSES FOR CANDIDATES FORUM

10.5.1 The President-Elect will preside over the candidate's forum. In the event the President-Elect is

unable to attend the GA, the Speaker of the House will preside.

10.5.2 Each candidate must speak on their own behalf and will have five minutes allotted for a speech.

10.5.3 All WI-DHA members may attend the forum and question the candidates.

10.5.4 A WI-DHA member may direct their question to a candidate of choice. If time permits, candidates may speak to any question whether or not it is directed to them should they so choose.

10.5.5 Each member may ask only one question at a time and may not ask a second question until all others who wish to speak have had a turn.

10.5.6 The presiding officer may curtail the question time for each office in order to allow time for all.

10.5.7 Any time remaining after all offices have been considered may then be used for general questioning.

10.5.8 There will be time allotted at the forum according to the number of candidates running for office.

10.5.9 Candidates will have a one-minute time limit to respond to questions.

10.5.9.1 Candidates

- (a) The General Assembly shall elect all positions, refer to appropriate bylaws for qualifications.
- (b) Refer to Bylaws, Article IV, on voting members of this Association.
- (c) Refer to Bylaws, Article IV, for clarification of the rights of voting members.
- (d) All candidates must submit a WI-DHA Candidate for Elected Office bio-data form to WI-DHA by the first Monday in September.
- (e) Only electronic submissions will be accepted.
- (f) Bio-data forms can be found at WI-DHA.org.
- (g) The President-Elect shall post a list of candidates for all members to review. Any member in good standing may be nominated from the floor at the General Assembly for any available positions.
- (h) The President-Elect will read the slate of candidates at the General Assembly.
- (i) Individuals who submit a Candidates Bio-data form after the first Monday of September prior to the annual session must be nominated from the floor at the General Assembly.
- (j) No other nominations may be made after the Candidates' Forum has begun.
- (k) Candidates must:

- (i) Be a WI-DHA Professional Member in good standing.
- (ii) Have reviewed the position description and possess the leadership skill sets for the office they intend to seek as outlined by WI-DHA.
- (iii) Agree to the time commitment outlined on the WI-DHA website and Operations Manual.
- (iv) Agree to the Fiduciary Responsibilities of elected offices within the Association.
- (v) All candidates nominated from the floor shall participate in the Candidates' Forum.
- (vi) A member nominating a candidate from the floor is allowed one nominating speech, not to exceed two minutes in length.

(l) Candidate Campaign Guidelines

- (i) Questions regarding campaign guidelines will be addressed by the President prior to the candidate's forum.

10.6 DISPOSITION OF HOUSE ACTIONS

10.6.1 The Board of Directors will approve the minutes of the General Assembly at its fall board meeting.

10.6.2 All actions of the General Assembly will be tracked, and a summary of all activity made available for review. Actions of the General Assembly include:

10.6.2.1 Proposed policy resolutions

10.6.2.2 Proposed bylaws amendments

10.6.2.3 Referrals and recommendations from the General Assembly.

10.6.2.4 Recommendations and referrals from the Reference Committee.

10.6.3 This summary will appear as an addendum to the General Assembly minutes and will include the following tracking information, as appropriate:

10.6.3.1 Action

10.6.3.2 Disposition

10.6.3.3 Policy reference

10.6.3.4 Key word

10.6.3.5 Current status

Wisconsin Dental Hygienists' Association
 Leadership Roster 2022-2023
 Updated 01/12/2023

Leadership Role	Name	Contact Information	Term End
Officers			
President Executive Committee	Robin Hemerley N7312 7 th Ave New Lisbon, WI 53950 La Crosse Component	Email: fick.robinrdh@gmail.com Phone: 608-479-1593	10/2023
President-Elect Executive Committee	OPEN	Email: Phone:	10/2023
Immediate Past President Executive Committee	Jennifer Lehto 380 25 1/2 Street Chetek, WI 54728 Northwest Component	Email: jennifer.l.mikkelson@gmail.com Phone: 715-642-3086	10/2023
Vice President Executive Committee	Tanya Ponik 3266 S River Rd Rhineland, WI 54501- 2352	Email: tanyamwponik@gmail.com Phone: 920-344-7977	10/2023
Treasurer Executive Committee	Patty Hooper W338S228 Foxtail Ct. Oconomowoc, WI 53066 Southeast Component	Email: widhatreasurer@gmail.com Phone: 262-443-0309	10/2024
Secretary Executive Committee	Channon Kennedy W5632 County Rd. K Stoddard, WI 54658 La Crosse Component	Email: 2th-fairy@centurylink.net Phone: 608-788-3205	10/2023
Speaker of the House Executive Committee	Linda Bohacek 2745 Sanderling Ct Saint James City, FL 33956 Northwest Component	Email: lbrdh4pets@gmail.com Phone: 715-579-5009	10/2024
Board of Directors			
Component Relations Director	Sharri Crowe 8017 Boardwalk Dr. Eagle River, WI 54521 Central Component	Email: scrowe8017@gmail.com Cell: 920-740-9565	10/2023
Education Director	Olivia Morzenti 2987 Albert Dr. Green Bay, WI 54311 Bay Area Component	Email: oliviamorzenti@hotmail.com Phone: 920-784-6213	10/2024
Communications Director	Kelly Schroeder N2795 Alphorn Lane Appleton, WI 54913 Fox Valley Component	Email: schrkell@isu.edu Phone: 920-585-2848	10/2024
Membership Director	Kaitlyn Bruening 2645 Sussex Place Kronwetter, WI 54455	Email: kaitlynbruening@gmail.com Phone: 414-688-9426	10/2023

	Central Component		
Governmental Affairs Director	Linda Jorgenson 308 River Street River Falls, WI 54022 Northwest Component	Email: lmjorgensonrdh@yahoo.com Phone: 612-599-9076	10/2024
Component Liaisons			
Northwest Component	OPEN		
Southeast Component	Sarah Alzalde 12742 West Euclid Ave New Berlin, WI 53151	Salzalde1221@gmail.com	
Central Component	Kathy Mann 11617 Robin Road Marshfield, WI 54449 Dayne Oertel 213641 Edgewater Drive Stratford, WI 54484	menamann3@gmail.com Phone: 715-218-0957 jdoertel@frontier.com Phone: 715-506-0768	
Lacrosse Component	Channon Kennedy W5632 Cty K Stoddard, WI 54658	Email: 2th-fairy@centurylink.net Cell: 608-317-2426	
Bay Area Component	Nicole Johnson 5226 Twilight Lane Little Suamico, WI 54141 Sara Berken 3736 Misty Meadow Lane De Pere, WI 54115	nicole_8002@yahoo.com Phone: 920-360-9200 Sara.berken@yahoo.com Phone: 920-819-6149	
Fox Valley Component	Eileen Sabel 989 Bluehill Avenue Fond Du Lac, WI 54935	ejsabel@charter.net Phone: 920-579-8485	
Madison Component	Robbyn Kuester N3815 Autumn Ridge Road Monroe, WI 53566	robbyn.kuester@wisconsin.gov Phone: 608-212-2659	
ADHA Delegates			
ADHA Lead Delegate	Chrissy Loyola 3970 S. Lake Drive, Unit 06 St. Francis, WI 53235 Southeast Component	Email: chris011387@gmail.com Phone: 414-335-6625	
ADHA Delegate	Tanya Ponik 3266 S River Rd. Rhineland, WI 54501 Bay Area Component	Email: tanyamponik@gmail.com Phone: 920-344-7977	
ADHA Delegate	Jennifer Lehto 380 25 1/2 Street Chetek, WI 54728 Northwest Component	Email: jennifer.l.mikkelson@gmail.com Phone: 715-642-3086	

ADHA Alternate Delegate	Patty Hooper W338S228 Foxtail Ct. Oconomowoc, WI 53066 Southeast Component	Email: phooper6@gmail.com Phone: 262-443-0309	
ADHA Alternate Delegate	OPEN		
ADHA Alternate Delegate	OPEN		
Dental Hygiene Schools and SADHA Contacts			
School Name	Contact Person	Contact Information	
Black Hawk Technical College			
Chippewa Valley Technical College (CVTC)	Debbie Schumacher	dschumacher11@cvtc.edu 715-833-6352	
Fox Valley Technical College (FVTC)	Kelly Archambeau Robin Eichhorst	archambk@fvtc.edu eichhorr@fvtc.edu	
Madison Area Technical College	Marcy LeFave Holly Sanderson Mary Hoffman	mlefave@madisoncollege.edu hsanderson2@madisoncollege.edu MJhoffman@madisoncollege.edu	
Milwaukee Area Technical College (MATC)	Tania Vehmas Tonia Morley Stephanie Teufel	vehmast@matc.edu morleyt@matc.edu teufels@matc.edu	
North Central Technical College (NTC)	Deb Koziel	koziel@ntc.edu	
Northeast Wisconsin Technical College (NWTC)	Sheila Gross Lynn Kettenhofen Kelly Archambeau	sheila.gross@nwtc.edu Lynn.Kettenhofen@nwtc.edu archambk@fvtc.edu	
Waukesha County Technical College (WCTC)	Lisa Bahr	lbahr@wctc.edu 262-691-5561	
Marian University (Bachelor's Degree)		tmarx@marianuniversity.edu cjschlaefer17@marianuniversity.edu	
ADHA Representatives			
ADHA District VII Trustee (South Dakota)	Carissa Regnerus 1550 Crestview Drive Vermillion, SD	carissar@adha.net Cell: 605-677-8560	

ADHA State Education Liaison	Mary Hoffman Madison college	mjhoffman@madisoncollege.edu Cell: 608-258-2314	
ADHA Oral Health Institute Liaison	Jennifer Lehto 380 25 1/2 Street Chetek, WI 54728 Northwest Component	jennifer.l.mikkelson@gmail.com Phone: 715-642-3086	10/2023
WI-DHA Liaisons			
INDIGO Chair	Debbie Schumacher 757 Club View Ln. Altoona, WI 54720	deborahjschumacher@gmail.com Cell:715-563-1654	
Lobbyist	Peter Theo 6510 Grand Teton Plaza Ste. 312 Madison, WI 53719	petertheo@theoconsulting.net Work: 608-824-2200 Cell: 608-332-6828 Fax: 608-824-2205	
WI-HYPAC Treasurer	Debbie Schumacher?		
WI Dental Director	Dr Russell Dunkel, DMD WI-Dept of Health Services WI State Dental Director 1 West Wilson Madison, WI 53703	Russell.dunkel@wisconsin.gov Office: 608 266-3702	
Community Water Fluoridation (CWF) Chair	Robbyn Kuester, BSDH WI-Dept of Health Services CWF and Sealant Coordinator 1 West Wilson Madison, WI 53703	Robbyn.kuester@wisconsin.gov Office: 608 266-0876 Cell: 608 214-6975	

WI-DHA Past Leaders
 President (President-Elect thru Immediate Past President)

Years of Installation as President	Name
2022	Robin Hemerley
2021	Jennifer Lehto
2020	Amanda LaPean
2019	Kelly Schroeder
2018	Stacey Bisenius
2017	Jennifer Rinker-Martinson
2016	Megen (Lube) Elliot
2015	Ashley McCauley
2014	Linda Jorgenson
2013	Lisa Bell
2012	Sharri Crowe
2011	Melissa Deyo
2010	Debbie Schumacher
2009	Deb Beres
2008	Jenn Kreider
2007	Shirley Gutkowski
2006	Emily Kinsel-Berger
2005	Connie Schuster
2004	Jodi Olmsted
2003	Linda Jorgenson
2002	Tammy Filipiak

2001	Sandy Westenberger
2000	
1999	Cindi Due
1998	Midge Pfeffer
1997	Nancy McKenney
1996	Lisa Berger
1995	Linda Bohacek
1994	Susan Madera
1993	Nancy Miller
1992	Katie O'Meara
1991	Janet Recore
1990	Anne Hvizdak

Vice President

Year of Installation	Name
2021	Tanya Ponik
2020	Robin Hemerley
2019	Kim Knutson
2017	Sherry Brunette
2015	Connie Traynor
2013	Jolene Meader
2011	Megen (Lube) Elliot
2009	Jenn Kreider
2007	Cindi Due

Secretary

Year of Installation	Name
2023	Channon Kennedy

2019	Jerelyn Koosmann
2017	Kathy Mann
2015	Kelly Schroeder
2013	Sherry Brunette
2011	Jennifer Rinker-Martinson
2009	Channon Kennedy
2007	Jackie Johnson-Duss
2005	Debbie Schumacher
2003	Jackie Weisser

Treasurer

Year of Installation	Name
2020-2024	Patty Hooper
2016-2020	Sharri Crowe
	Chelsey Kilmer
	Patty Hooper
	Chelsey Kilmer
	Patty Hooper
	Catherine Winters
	Linda Jorgenson
	Kim Ainsworth
	Lisa Santiago
	Sandy Westenberger
	Nancy Miller

Speaker of the House/Assembly

Year of Installation	Name
2020-2024	Linda Bohacek
2015	Channon Kennedy
2014	Matt Crespin
2010	Anne Hvizdak
2006	Linda Bohacek
	Sharri Crowe
	Cindi Due
	Tammy Filipak

Previous Directors Student Engagement

Year of Installation	Name
2020	Discontinued
2018	Michelle Strenk
2016	Corey Jameson-Kuehl

Education

Year of Installation	Name
2021-2024	Olivia Morzenti
2020	Tara Buda
2018	Karen Turner
	Pam Entorf
	Jenn Kreider

2017-2018	Corey Jameson-Kuehl Student Liaison
2016-2014	Stephanie Hopf
	Mary Hoffman

Membership

Year of Installation	Name
2019	Kelly Archambeau
2017	Amanda Lapean
2015	Karen Turner
	Ashley McCauley
	Wendy Peery
	Cindi Due

Communication

Year of Installation	Name
2022-2024	Kelly Schroeder
2020	Tanya Kieliszewski
2018	Tara Buda
	Ashley McCauley
	Lisa Bell
	Sharri Crowe
	Deb Beres
	Cindi Due

Component Liaison

Year of Installation	Name
2020-2023	Sharri Crowe
2019-2020	Jennifer Lehto
2017-2019	Connie Traynor

Governmental Affairs

Year of Installation	Name
2015-2023	Linda Jorgenson
2014-2015	Debbie Schumacher
2012-2014	Sharri Crowe

Outstanding Service to Dental Hygiene Award Recipients

Year of Award	Recipient
2023	
2022	
2021	
2020	Sharri Crowe
2019	None
2019 Name changed back to Outstanding Service to Dental Hygiene Award	
2018	Pam Entorf
2017	Debbie Schumacher
2016	Matt Crespin
2015	Angie Stone
2014	Cathy Martin
2013	Sharri Crowe
2012	Debbie Schumacher

2011	Nancy Rublee
2010	Cindy Due and Cheryl Short
2009	Jodi Olmsted
2007	Emily Kinsell Berger
2006	Deborah Schumacher
2005	Deb Loomis
2004	Linda Jorgenson
2003	Tammy Filipiak
2001	Kim Ainsworth
2000	Cindi Due
1999	Linda Bohacek
1998	Janet Recore
1997	Nancy Miller
1996	Patti Bavinka
1995	Anne Hvizdak
1994	Sandy Westenberger
1994 Renamed Carol Benson Award	
Outstanding Service to Dental Hygiene Award	
1993	Karen Jacobs
1992	Nancy McKenney
1991	Edna "Willie" Peterson
1990	Rhonda Akeson
1989	Gail Bohlman
1988	Marsha Smith
1987	Diane Berschneider
1986	Carol Benson
1984	Ellen Metko

1983	Donna Pohl
------	------------

Delegates to ADHA Annual Session

2024		
2023	Virtual	Chrissy Loyola (Lead) Tonya Ponik Jennifer Lehto Patty Hooper
2022	Virtual	
2021	Virtual	Jennifer Lehto (Lead) Robin Hemerley Linda Jorgenson Danica Henning
2020	Virtual	Jennifer Lehto (Lead) Kelly Schroeder (President) Jerelyn Koosmann Amanda LaPean Stacey Bisenius Robin Hemerley
2019	Louisville, KY	Stacey Bisenius (President) Kelly Schroeder (Lead) Jennifer Martinson Linda Jorgenson Jennifer Lehto Michelle Strenk
2018	Columbus, OH	Linda Jorgenson (Chair) Jennifer Martinson (President) Stacey Bisenius Kelly Schroeder Amanda LaPean Connie Traynor
2017	Jacksonville, FL	Jennifer Martinson (President) Lisa Bahr Linda Jorgenson Connie Traynor (chair) Anne Hvizdak
2016	Pittsburgh, PA	Megen Lube (President) Lisa Bahr Ashley McCauley

		Connie Traynor
2015	Nashville, TN	Ashley McCauley (President) Matt Crespin Lisa Bahr Linda Jorgenson
2014	Las Vegas, NV	Linda Jorgenson (President) Megen Lube Stephanie Hopf Cathy Martin