



Student American Dental Hygiene Association

Macon Campus Departmental Contacts:

Name:

April Catlett, RDH, PhD
Lindsey Evans, RDH, BS
Lindsey Evans, RDH, BS
Pam Mazaris, RDH, MEd

Title: Program Chair
Title: SADHA Advisor
Title: Clinic Coordinator
Title: Instructor

Phone: 478-757-3488

e-mail:
acatlett@centralgatech.edu
levans@centralgatech.edu
pmazaris@centralgatech.edu

Warner Robins Campus Departmental Contacts:

Name:

April Catlett, RDH, PhD
Joan Fox, RDH, DDS-PDA
Karen Sapp, RDH, BS
Kelly Scruggs, RDH, BS

Title: Program Chair
Title: Instructor
Title: SADHA Advisor
Title: Clinic Coordinator

Phone: 478-218-3348

e-mail:
acatlett@centralgatech.edu
jfox@centralgatech.edu
ksapp@centralgatech.edu
kscruggs@centralgatech.edu

Section I. American Dental Hygienist's Association Mission Statement

- To improve the public's total health, the mission of the American Dental Hygienist's Association (ADHA) is to advance the art and science of dental hygiene by ensuring access to quality oral health care, increasing awareness of the cost effective benefits of prevention, promoting the highest standards of dental hygiene education, licensure, practice and research, and representing and promoting the interests of dental hygienists

Section II. Student American Dental Hygienist's Association

- The Student American Dental Hygienist's Association is designed to:
 - Provide students with access to a professional organization, acquaint the students with the structure of a professional organization, and prepare them for membership in the ADHA.
 - Provide the students with comprehensive information about ADHA student activities and meetings.
 - Provide student members with the opportunity to attend professional meetings to discuss and vote on resolutions and proposed bylaws.

Section III. CGTC SADHA Constitution

ARTICLE I – NAME

The name of this organization shall be the Student American Dental Hygienist's Association (SADHA) for the Central Georgia Technical College. (CGTC) hereafter referred to as "the Organization" or this Organization.

ARTICLE II – OBJECTIVES

The objectives of this Organization shall be to cultivate, promote, and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession, and to contribute toward the improvement of the oral health of the public.

ARTICLE III – ORGANIZATION

The membership of this Organization shall consist of an unlimited number of dental hygiene students who are attending the accredited program of dental hygiene at CGTC. Each graduating class from each campus will have their own SADHA Organization.

ARTICLE IV – OFFICERS

The elective officers of this Organization shall be a President, Vice President, Secretary, and Treasurer. In addition to these officers, 2 representatives from each class shall constitute the Executive Council of this Organization on each campus.

ARTICLE V – MEETINGS

Meetings shall be held once each month. Meetings will be held at CGTC in room J – 175 on the Macon Campus and in room B-105 on the Warner Robins Campus.

ARTICLE VI – PRINCIPLES OF ETHICS

The Code of Ethics of this Organization which shall not be in conflict with the Principles of Ethics of the ADHA shall govern the professional conduct of all members.

ARTICLE VII – AMMENDMENTS

This Constitution may be amended by a 2/3rd affirmative vote of the membership provided that the proposed amendments or revisions shall have been presented in writing to the Executive Council and advisor/s 30 days prior to the voting.

Section IV. CGTC SADHA Bylaws

CHAPTER I - MEMBERSHIP

Section I – Classification

The membership of the Central Georgia Technical College (CGTC) Student American Dental Hygienist's Association (SADHA) shall be classified as Active Membership.

Section II – Qualifications

The active members shall be dental hygiene students who are currently enrolled in the CGTC Dental Hygiene Program, who are of good moral character, who possess a satisfactory scholastic standing, and who have paid their dues for the SADHA.

Section III – Privileges

Members shall be entitled to an annual membership card, a subscription to *Journal of Dental Hygiene, Access*, admission to any scientific session of the Association at the current student rate, and such a other services provided by the American Dental Hygienists' Association for the benefit of its student members.

CHAPTER II – OFFICERS

Section I – Number and Title

The officers of the CGTC SADHA shall be 4 in number for each campus. (President, Vice President, Secretary, and Treasurer)

Section II – Qualifications

Must be an actively enrolled students who is a dues paying member of the same graduating class at CGTC.

Section III – Nominations and Elections

The officers for the SADHA at CGTC shall be elected at the first meeting of the Organization. At the time of the election, nominations may be made from the floor. In the event there is more than one nomination for any office, the election shall be by secret ballot. The candidate receiving the majority of vote's cast shall be declared elected. When there is only one candidate for an office, election may be by acclamation. Each dues-paying member votes on all offices.

Section IV – Tenure of Office

The officers shall serve for a term of two years, and will end upon class graduation. New officers will be elected for each new incoming graduating class.

Section V – Vacancies

In the event of a vacancy in one of the offices, the Executive Council and Student Advisor, including the Dental Hygiene Program Chair shall consider all factors, which govern the situation and shall determine the best course of action.

Section VI – Duties

- A. President. The duties of the President shall be;
 - a. To preside at all meetings
 - b. To call special meetings
 - c. To appoint members of all committees.
 - d. To perform such other duties as may be expected of the President or as may be provided in these bylaws
 - e. To maintain communications with the American Dental Hygienists' Association.
 - f. To attend the Georgia Dental Hygienists' Association (GDHA) Annual Session and/or council meetings as a component President.
 - g. Prepare and present an annual report.
 - h. To act as co-signer in graduating class SADHA account.

- B. Vice President: The duties of the Vice President shall be;
 - a. To preside at all meetings in the absence of the President
 - b. In the event that the President's term of office is terminated, the Vice President will preside as President for the duration of the President's term of office. This advancement will be done without new election.
 - c. To attend the GDHA Annual Session and/or council meetings as component Vice President.
 - d. To act as co-signer in graduating class SADHA account.

- C. Secretary: The duties of the Secretary shall be:
 - a. To announce all meeting information one week in advance to the membership.
 - b. To serve as secretary/recorder for all meetings.
 - c. To present an annual report of activities of the office at the end of each year.
 - d. To prepare correspondence.
 - e. To collect and preserve data relative to the history of the CGTC SADHA.
 - f. To maintain an official register of all members with current home addresses, phone numbers, and e-mail addresses.

- D. Treasurer: The duties of the Treasurer shall be:
 - a. To maintain accurate financial records of the CGTC SADHA.
 - b. To deposit funds resulting from membership activities, and pay accounts as decided by unanimous vote of membership
 - c. To provide quarterly financial reports to the membership
 - d. To act as a co-signer for the CGTC SADHA account

- E. Class Representative:
 - a. Represent their respective class at all meetings of the Executive Council.
 - b. Submit an annual report of the activities of the office
 - c. Coordinate and facilitate communication from their respective class to the other members, classes, Executive Council and/or Advisor/s.

CHAPTER III – STUDENT ADVISOR(S)

Student Advisor or Liaison for the CGTC SADHA shall be Pam Mazaris, Instructor for the Dental Hygiene Program at CGTC (Macon Campus) and Karen Sapp, Instructor for the Dental Hygiene Program at CGTC (Warner Robins Campus). Cassandra Hamlett, Clinic Coordinator (Macon Campus) and Kelly Scruggs, Clinic Coordinator (Warner Robins Campus) shall act as a student advisor as needed. Advisors must be voting members of the ADHA.

CHAPTER IV - MEETINGS

Section I – Regular Meetings

Meetings shall be held quarterly. The date and time for the next meeting shall be decided before each meeting is adjourned.

Section II – Special Meetings

The President may call special meetings with one week notice to the membership.

Section III – Quorum

75% of the CGTC SADHA membership shall constitute a quorum for the transaction of business.

Section IV – Order of Business

Unless changed by a quorum affirmative vote, the order of business at each meeting shall be:

- a. Call to order
- b. Roll Call of members
- c. Reading of minutes
- d. Treasurer’s Report
- e. Reports of committees
- f. Advisor’s Report
- g. Unfinished Business
- h. New Business
- i. Programs
- j. Adjournment

CHAPTER V – ACTIVITIES

The President in consultation with the Executive Council and the Student Advisor(s) shall determine the focus of activities. Proper protocol would then consist of presentation of ideas to the general membership for their discussion and approval through a majority vote.

Any outside fundraiser or organizational activities must coincide with the goals and objectives of the organization and the CGTC Dental Hygiene Program. A proposal for each activity will be submitted to the Vice President of Student Services for approval. Use of the funds earned during these activities would be decided through unanimous vote of the membership. Possible uses are: student loan fund, student board review courses, payment for Executive Officers to attend the Georgia Dental Hygiene Association Annual Meeting, finance table clinic winners to present at the GDHA meeting, National and State Board fees. The only restrictions are that students represent CGTC in a professional manner, dress appropriately for the occasion and have no alcohol or drugs present.

An account for these funds will be maintained at CGTC. The SADHA advisor or program chair will make deposits and purchase orders for this account.

Suggested activities:

- Selling of dental whitening strips/kits
- Bake Sales
- Car Washes
- Sell toothbrushes
- Sell coupon books
- Raffles

The SADHA account at CGTC will be used for the deposit and purchase of approved activities/supplies and food (such as CRDTS and GDHEA) for the CGTC dental hygiene program. The SADHA Advisor or Program Chair will be the sole persons depositing checks and writing said purchase orders.

CHAPTER VI – COMMITTEES

- Committee members shall be appointed by the President.
- Committees shall have prepared goals and objectives.
- Meetings on a regular basis are recommended until the goals and objectives for the committee have been met.
- Committee activities should be presented to the general membership for their input, support and approval.

CHAPTER VII – FINANCES

Section I – Membership Dues

The annual dues for the CGTC SADHA shall be \$65.00 annually. These dues will be paid/submitted individually to the Student Membership of the American Dental Hygiene Association (ADHA).

Payment of these dues annually allows each students membership to be converted to a membership in the ADHA for the first year following graduation. (December)

CHAPTER VIII – PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised shall be used to govern all meetings of the CGTC SADHA in all cases to which they are applicable, and in which they are not inconsistent with these bylaws.

CHAPTER IX – AMENDMENTS

These bylaws may be amended upon 2/3rds affirmative vote of the members present and voting provided that written notice has been given to the members 1 week prior to voting.

Section V - CGTC SADHA Costs

There are no additional costs associated with this program. Staff salaries include student mentoring and advisement time. The amount of time needed for staff involvement in the program is approximately 30 minutes per quarter. The cost of student membership dues in SADHA are already advertised in Program Costs.