



## Model Chapter Bylaws

Bylaws of  
**SIGMA PHI ALPHA**  
Dental Hygiene  
Honor Society

\_\_\_\_\_ Chapter

### **ARTICLE I. NAME AND OFFICE**

Section 1. The name of this dental hygiene honor society shall be the \_\_\_\_\_ Chapter of SIGMA PHI ALPHA, hereinafter referred to as the Component Chapter.

Section 2. The \_\_\_\_\_ Chapter shall belong to the Western region of the Sigma Phi Alpha National Society.

### **ARTICLE II. PURPOSE**

The purpose of this Society shall be to promote and recognize scholarship, service, and leadership among students and graduates of dental hygiene educational programs. (If there are other specific purposes for the Chapter, section(s) may be added here. In such cases, each sections should be numbered, i.e., Section 1, etc.)

### **ARTICLE III. INSIGNIA**

Section 1. The official insignia of this Chapter shall be a key with the letters S (Sigma), P (Phi), and A (Alpha). These initials which indicate the name of this Society are derived from the three Greek words: Sophia (wisdom), Philanthropia (human feeling and action), and Arete (virtue).

Section 2. All insignia of the Society and its Component Chapters shall be obtained through the central office of the Society.

### **ARTICLE IV. MEMBERS**

Section 1. Members.

A. Voting Members. The mechanism for Voting Member establishment shall be through one of the following categories:

1. Charter Membership.

A Charter Member is a dental hygienist who founded the Component Chapter. At least one must be a dental hygiene faculty member. There will be no more than three charter members.

2. Faculty Membership.

A Faculty Member is a dental hygienist in an accredited dental hygiene program that has an established Component Chapter. A Faculty Member may be elected to membership after three (3) academic years of full-time or five (5) academic years of part-time teaching.

A maximum of one (1) faculty member may be elected each year. Faculty candidates must possess credentials to demonstrate scholarship, service and leadership. Faculty candidates shall be elected by the Component Chapter's selection process (in accordance with the Chapter's Bylaws).

3. Alumni Membership.

a. Students in the final academic term of a dental hygiene program, who rank highest in scholarship, service and leadership and exhibit potential qualities for future growth and attainment as recommended by the faculty members shall be elected to membership. This membership shall be limited to ten per cent (10%) of each graduating class by program (i.e., prelicensure, degree completion/post-certificate, graduate) and shall be selected from a list composed of the upper twenty per cent (20%) of the class by program. The election may be held at any time during the final academic term. Exceptions may be made at the discretion of the Component Chapter's eligibility and membership committee.

b. Alumnus of a program for the education of dental hygienists may be elected retroactively to membership in a Component Chapter which has been established since their graduation, providing their standing as students would have made them eligible for membership and they have maintained an exemplary professional record since graduation.

4. Transfer Membership.

Any Voting Member is eligible to transfer his or her membership from one chapter to another chapter. A membership transfer form is available from the Society Treasurer.

- B. Non-Voting Members. Non-Voting Members shall have the rights and privileges as determined by the Society or Component Chapter Bylaws except the right to vote or hold office.
1. Honorary. An Honorary Member of a Chapter or the Society shall be an individual who has made an outstanding contribution to the dental hygiene profession through educational or community service. One (1) person may be nominated to Honorary Membership at the Society or Component Chapter level each year subject to approval by the Society or Component Chapter Board of Directors or Officers.
  2. Corporate. A Corporation, institution or organization which supports the purpose of the Society shall be eligible for Corporate Membership.
- C. Privileges of Membership
1. Voting Members shall have the right to nominate and elect Honorary and Corporate Members, hold office, be elected, or appointed to any office, board or committee of this Component Chapter, establish dues, establish application and initiation fees, and such other privileges as the Officers may determine. Non-Voting Members shall be entitled to none of these privileges.
  2. All Component Chapter members may attend and vote at the National Annual Session.
  3. Inactive Status. When the dental hygiene program has been terminated, or other significant financial and administrative problems exist, the Chapter may apply to the Society's Board of Directors for a transfer to inactive status. A Chapter in inactive status may reapply for active status at any time, and upon payment of the current year's dues shall be reinstated after approval of the Society's Board of Directors. Chapters in inactive status may not elect new members.
- D. Responsibilities
1. Each Component Chapter shall submit to the Treasurer of the Society at least thirty (30) days prior to the first day of the Annual Session, an annual report which shall include a list of the names and addresses of the officers, name and address changes of the members, names of deceased members, and other items of importance to the permanent records of the Chapter.

2. The application fee for each newly elected Component Chapter and the certificate fee for each newly elected member of a Component Chapter shall be sent to the office of the Treasurer.
3. The annual dues for each Component Chapter shall be payable by December 31 in advance of the Annual Session. A newly elected Chapter shall be exempt from dues payment for the year in which its charter is granted.
4. A Component Chapter in arrears for a period of two (2) consecutive years shall be placed on inactive status.

E. Component Chapter Closure/Transfer

1. In the event an accredited Dental Hygiene program is phased out, the Component Chapter may elect to remain active.
2. In the event of an accredited Dental Hygiene program's transfer from one educational institution to another, the Component Chapter may retain its active status at the new institution upon the approval of the majority of the Component Chapter members.

F. Forfeiture. When a Component Chapter ceases to fulfill the provisions of eligibility, the National Society's Board of Directors shall recommend to the members attending the Annual Session that the Charter be revoked.

**ARTICLE V. ELECTED OFFICERS**

- Section 1. Officers. The elected officers of the Component Chapter shall be the President and Secretary/Treasurer. (If additional officers are elected, this section should be revised.)
- Section 2. Qualifications. All elected officers shall be voting members in good standing of the \_\_\_\_\_ Chapter.
- Section 3. Nominations. Nominations for the offices shall be presented in writing by the Chair of the Nominating Committee to the members in attendance at the Annual Meeting. Additional nominations may be made from the floor at that time.
- Section 4. Elections. Officers shall be elected by ballot by the Voting Members present and voting at the Annual Meeting and shall serve for one (1) year or until a successor is elected. The Secretary/Treasurer shall be elected by ballot by the Voting Members present and voting at the Annual Session and shall serve a three year term. In the event that no candidate receives a majority of

the votes cast on the first ballot, the two candidates receiving the highest number of votes shall be voted upon again by ballot.

Section 5. Limitations on Service. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. A member having served more than a half term in an office shall be deemed to have served a term. The term of office shall begin at the close of the Annual Meeting at which they were elected. Officers will continue to perform their duties until they are re-elected or their successors have been chosen.

Section 6. Vacancies. In the event of a vacancy in one of the offices, the other officer(s) shall consider all factors which govern the situation and determine a course of action.

Section 7. Resignation. Any elected officer may resign by submitting a written resignation to the remaining officer(s).

Section 8. Removal. Any elected officer may be removed for cause. Sufficient cause may be violation of these Bylaws, any lawful rule, practice, or procedure adopted by the Component Chapter or other conduct deemed by the Voting Membership to be prejudicial to the best interest of the Component Chapter. For removal of an elected officer for cause, it shall be necessary for the body which elects that officer to hold a formal hearing. A statement of the charges shall be sent by registered mail to the recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty (30) days notice shall be given, and the officer shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken. [The body holding the hearing shall adopt such rules as may be necessary to assure due process to the officer].

## **ARTICLE VI. DUTIES OF OFFICERS**

Section 1. General Duties. Officers shall perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by the Component Chapter.

Section 2. President. It shall be the duties of the President to serve as the official representative of the \_\_\_\_\_ Chapter in its contacts with other official organizations, call special meetings as provided by these Bylaws, appoint members of all standing and special committees, be an ex-officio member of all committees except the nominating committee, nominate individuals for the position of Regional Trustee, consider qualifications of persons recommended for Honorary Membership in the \_\_\_\_\_ Chapter or as may be provided in these bylaws.

Section 3. Secretary/Treasurer. It shall be the duty of the Secretary/Treasurer to: assume the responsibility for mailing notices of all meetings, annual or special, as provided by these Bylaws, serve as Secretary for all meetings, annual or special, present an annual report of all the activities of the office at the annual meeting, conduct official correspondence between the \_\_\_\_\_ Chapter and the National Society, collect and preserve data relative to the history of the \_\_\_\_\_ Chapter, maintain an official register of all members of the \_\_\_\_\_ Chapter, receive and disburse the funds of the \_\_\_\_\_ Chapter as ordered and present an official financial report at the annual meeting, submit to the Treasurer of the National Society at least thirty (30) days prior to the first day of the National Annual Session, an Annual Report which shall include a description of the activities of the \_\_\_\_\_ Chapter for the previous calendar year, a list of the names and addresses of the members, names of deceased members and other items of importance to the permanent records, pay to the National Society the annual dues by December 31st of each year, and perform such other duties as may be prescribed by these Bylaws.

**ARTICLE VII. MEETINGS**

- Section 1. Annual Session. The Annual Meeting of the Component Chapter shall convene annually in April.
- Section 2. General Membership. The Voting Membership shall be the legislative body of the Component Chapter, with the authority to determine the policies to govern the Component Chapter in all its activities and to adopt the annual budget of the Component Chapter subject to these Bylaws.
- Section 3. Official Call. The official call of the Annual Meeting indicating time and place of the meeting shall be published in the official mailings of this Component Chapter in a timely manner.
- Section 4. Quorum. A quorum shall consist of the number of Voting Members present at the Annual Meeting.
- Section 5. Special Meetings. Special meetings of the Voting Membership of the \_\_\_\_\_ Chapter shall be called by the President upon written consent of two-thirds (2/3) of the Component Chapter. Such special meetings shall be held within sixty (60) days of such request. The time and place of a special meeting shall be determined by the President. Not less than fourteen (14) days notice of a special meeting shall be given, and only that business specified in the call may be transacted.

Section 6. Order of Business, Annual Meeting. Unless changed by two-thirds (2/3) affirmative vote, the order of business at an Annual meeting of the Component Chapter shall be as follows:

- A. Call to order.
- B. Roll call of members and report of a quorum.
- C. Reading of minutes of previous session.
- D. Annual report of the President.
- E. Annual report of the Secretary/Treasurer.
- F. Report of Committees.
- G. Unfinished business.
- H. New business.
- I. Election of officers
- J. Installation of officers.
- K. Adjournment

**ARTICLE VIII. REGIONS**

Section 1. Establishment Each component chapter shall be a member of one of the regions based on geographical location of the component chapters. The Regions will be evaluated every five years to determine if a change in structure is necessary by the National Society's Board of Directors.

**ARTICLE IX. COMMITTEES**

Section 1. Establishment. Standing committees shall be established by the Voting Membership and shall include: \_\_\_\_\_

\_\_\_\_\_ (add committees here). Special committees or task force shall be appointed by the President as deemed necessary. Committees shall have such duties as designated by the President, and shall include the preparation and filing of reports.

Section 2. Composition. Committees shall have no fewer than three (3) members, who shall be voting members of the Society. If cooperative efforts with other associations make the appointment of a non-member desirable, it shall be made only with the approval of the President.

**ARTICLE X. INDEMNIFICATION**

The Society shall have the power to indemnify any person who is or was an officer, employee or agent of the Society or who is or was serving at the request of the Society as an agent of another enterprise to the full extent permitted by law. To the extent permitted by applicable law, the indemnification provided shall be contingent upon the indemnity's giving of prompt notice of any claims for which indemnification is or may be sought and the indemnity's agreement that the Society, its designee or its insurance carrier shall be empowered to control, should it so elect, and the manner, nature and extent of the defense the attorneys to be retained to handle the defense, and the terms of settling or resolving any and all such claims for which indemnification is or may be sought.

The indemnification provided by this Article shall be limited to the assets of this Society, and no one shall be personally or individually liable therefore to any extent. The Society may purchase and maintain insurance on the behalf of any person who is or was an officer, employee or agent of the Component Chapter against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such or arising out of his or her capacity with another entity which is undertaken at the behest of the Component Chapter, whether or not the Component Chapter would have the power to indemnify him or her against such liability under the provision of this article.

**ARTICLE XI. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Component Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Component Chapter may adopt.

**ARTICLE XII. DISSOLUTION**

The Component Chapter shall use its funds only to accomplish the purpose stated in these Bylaws, and no part of its funds shall be distributed to the members of the Association. On dissolution of the Component Chapter, all funds remaining shall be distributed to one or more regularly organized and qualified dental hygiene associations, charitable, educational or philanthropic organizations to be selected by the Component Chapter.

**ARTICLE XIII. AMENDMENT/REVISION OF BYLAWS**

These Bylaws may be amended at any meeting of the Voting Membership by a two-thirds (2/3) vote provided that a copy of the proposal amendments have been presented in writing twenty-four (24) hours prior to that meeting, or without notice at any meeting of

the Voting Membership held during the Annual Meeting by a three-fourths (3/4) vote provided that unanimous consent has been obtained for consideration of said amendments and provided that amendment does not conflict with the Bylaws of the National Society.