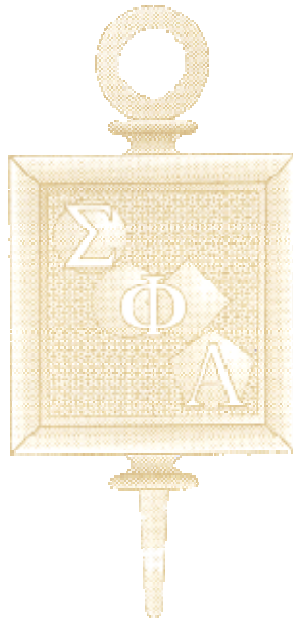


# **SIGMA PHI ALPHA**

## **SUPREME CHAPTER**



### **POLICIES AND PROCEDURES**

### **MANUAL**

Adopted, February 1998  
Current Revision, March 2001

# Acknowledgements

The 1997-98 Board of Directors of Sigma Phi Alpha would like to express our sincere gratitude to Ms. Linda Leshner, RDH, 1997-98 Immediate Past President for her leadership and efforts during development of this manual. The SPA Policies and Procedures manual was developed by Linda with editing completed by the BOD at the 1998 Midwinter Meeting. Final editing was completed by Ms. Brenda Parton, RDH, 1997-98 Vice President during development of the Board of Director's Handbook. Thank you to Linda for her devotion to the improvement of dental hygiene education and recognition of "scholarship, service and leadership among students and graduates of dental hygiene educational programs" - the purpose of Sigma Phi Alpha.

Our thanks and appreciation are also extended to Ms. Renee Cornett, RDH, Western Trustee and Ms. Brenda Parton, Vice President for development of standardized Board of Director's Handbooks and Resource Books for each of the Officers of Sigma Phi Alpha. Both notebooks will be passed on as new officers are inducted in an effort to become more informed and standardized in the promotion of Sigma Phi Alpha.

## 1997-98 Board of Directors

President	Beatriz Hicks
President-Elect	Linda DeVore
Vice President	Brenda Parton
Treasurer	Caren Barnes
Immediate Past President	Linda Leshner
East Trustee	Joan C. Gibson-Howell
Central Trustee	Kim Bray
West Trustee	Renee Cornett
Executive Secretary	Ella Bennett
Newsletter Editor	Gwen Hlava

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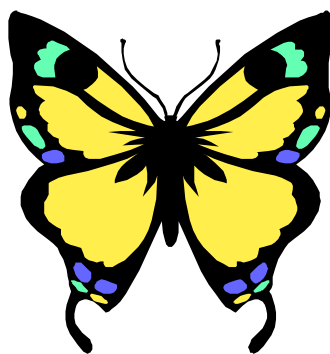
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# SECTION I

## INTRODUCTION AND GENERAL GUIDELINES



## INTRODUCTION

This manual is presented to assist officers, regional trustees, appointed officers and committee chairpersons in the development and understanding of their respective roles in the activities of the Supreme Chapter of Sigma Phi Alpha (SPA/Society/Supreme Chapter). Additionally, it provides an overview of the direction of all activities of the Society. Nothing contained herein conflicts with the By-laws of Sigma Phi Alpha. It is important that all elected and appointed officers and committee chairpersons familiarize themselves with this manual. The manual is reviewed each year by the Immediate Past-President and approved at the pre-annual session board meeting by the Board of Directors (BOD). The latest edition, including revisions, is to be in the files of all Board of Directors members, appointed officers and committee chairpersons.

## GENERAL GUIDELINES

1. Attendance is anticipated at all Board meetings and the annual session. If unable to attend, the President should be notified, in writing, at least 45 days in advance of the meeting. Upon request, a written report must be sent to the President within 30 days of the meeting.
2. All official correspondence should be answered promptly, preferably on official letterhead. Stationary will be furnished by the Executive Secretary. A copy, or a log of communication, must be available upon request by the President. A file copy and/or log should be maintained.
3. All members of the BOD will bring 50 copies of his/her annual report to the annual session for distribution to members at the annual meeting. The approved annual report format should be followed. (See Appendices) If a BOD member will not be present at the annual session, he/she should make arrangements with the Treasurer for the copies of his/her report to be made available at the annual meeting.
4. Policy changes must be submitted to the President by December 15<sup>th</sup> in resolution form for consideration at the Mid-Winter board meeting. All resolutions must be presented at the annual meeting for appropriate action. Policies adopted at this meeting are referred by the President at the post-annual session board meeting to the appropriate committee for development and implementation by SPA.
5. Members of the BOD and committee chairpersons must maintain accurate records, files of correspondence/log of yearly activity, diskettes and any other pertinent information for the entire term of office. The President's notebook must include a current copy of Robert's Rules of Order. An updated Board of Director's Handbook should also be kept including the By-laws and Policies and Procedures Manual. Such information is then passed on to the next officer, regional trustee or committee chairperson at the post-annual session board meeting or within 30 days of this meeting or termination of office.
6. If a member cannot continue in the elected or appointed position, a written resignation must be submitted to the President to expedite an appointment to the unexpired term.

## FISCAL POLICIES AND PROCEDURES

1. Fiscal responsibility lies with the Board of Directors; therefore, the Board has the authority and responsibility to amend the budget when necessary.
2. The fiscal year of this Society is January 1 – December 31.
3. A proposed budget should be developed by the Finance Committee and presented to the Treasurer by February 1. In the absence of a Finance Committee, the Treasurer will develop the proposed budget based upon budget requests received from officers, regional trustees and committee chairpersons. This proposed budget will be presented by the Treasurer, in writing, at the pre-annual session meeting for action by the Board of Directors. The budget will be accompanied by updated financial reports. The membership will vote on adoption of the proposed budget at the annual session meeting.
4. The Treasurer will disperse funding for the SPA undergraduate and graduate scholarships to the American Dental Hygienists' Association (ADHA) upon receipt of a written request.
5. Mailing labels will be provided to SPA officers and committee chairpersons of the Supreme Chapter at no cost; however, component chapter secretaries shall pay a fee of \$5.00/100 labels. This amount should be reviewed annually at the Midwinter board meeting by the BOD.
6. The Society will charge organizations requesting a SPA member mailing list \$75.00. The BOD should review this amount annually at the Midwinter Board meeting.
7. All fundraising activities must be approved by the BOD prior to implementation. A budget inclusive of the year's activities must be maintained and submitted to the Treasurer with the chairperson's annual report.
8. **Travel Reimbursement Policy** (3/95; rev:4/97; 1/98)
  - A. The Travel Reimbursement Policy and Report of Traveling Expenses should be reviewed annually at the Midwinter Board meeting. The Treasurer will ensure that all officers, regional trustees and committee chairpersons have a copy of the revised policy and report form. These should be maintained in the respective file.

The following policies govern approval of, and reimbursement for, travel expenses incurred by society officers or persons traveling in the interest of the Society in the performance of official duties. Individuals are not reimbursed for travel expenses unless they obtain prior approval from the President.

All bills/expenditures must be mailed to the Treasurer with a completed, signed Report of Traveling Expenses form (see Section VII, Appendices), along with appropriate receipts. A detailed explanation of expenditures must be included in the report. No bill or expenditure will be paid via a phone call or e-mail. Only previously approved or budgeted expenses will be paid.

All bills must be submitted to the Treasurer within 45 days of travel or incurred expenses. Submitting all expenses by the end of the fiscal year (February 28 (29) is anticipated).
  - B. Travel Allowances  
In general, only the actual expenses deemed necessary by the approving authority are reimbursable.

Original receipts for travel, hotel, meals and ground transportation are required. In addition, all officers or persons traveling must complete the Travel Reimbursement Form and submit the form with all receipts to the Treasurer of the Society for reimbursement. (See Appendices)

It will be expected that any officer being reimbursed for any meeting will attempt to secure funding through another source. In the event the officer is unable to secure this funding, then the Society will pay all travel expenses with the approval of the President.

C. Reimbursable Items

1. Rental Car Expenses

If authorized as a substitute for another mode of travel as a convenience to the individual, expenses are reimbursed in no greater amount than the equivalent airfare between destinations of a specific trip.

2. Travel by Personally Owned Cars

These expenses are reimbursable at the current IRS rate, regardless of the number of passengers. Parking, garage, and toll charges are reimbursable upon presentation of original receipts. Mileage should be recorded on the travel voucher.

3. Ground Transportation

A maximum of \$30.00 per trip is reimbursable.

4. Air, Bus, or Rail Travel

All travel must be at coach fare.

5. Rail Travel Pullman

The use of Pullman service is limited to the minimum priced seating and sleeping accommodations. Original receipts must be presented for verification.

6. Meals and Lodging

It is understood that the cost of meals and lodging fluctuates, in part, according to the region traveled. It is expected, however, that individuals will submit reasonable figures, with receipts, if reimbursement is made to the Society. The Society will reimburse hotel expenses up to the first night and last night of the meeting. The Society will reimburse meals up to \$40.00 per day.

D. Registration Fees

Registration fees for ADEA and ADHA Annual Sessions will be reimbursed or paid directly for the President (or approved representative) by the Society. Continuing education and social events are the responsibility of the individual and will not be reimbursed.

E. Miscellaneous Charges

Miscellaneous charges such as telephone, faxing, copying or toll charges are allowed, provided they are considered reasonable and incurred in connection with official Society business. Personal telephone charges are not reimbursable.

F. Officer Travel

1. President

This Society will fund the President to attend the pre-annual session board meeting, annual session meeting, and post-annual session board meeting held in conjunction with the American Association of Dental Schools (ADEA) (maximum 5 nights lodging). Additionally, the Society will fund the President to attend the American Dental Hygienists' Association (ADHA) meeting (maximum 3 nights lodging). The approved SPA Travel Reimbursement Policy is applicable to this funding. Securement of outside funding is encouraged to help defray the cost of this expenditure.

Lodging for the President to the ADEA (SPA Annual Session) and ADHA Annual Session is provided. Other officers, regional trustees, and committee chairpersons may share this room; however, more than 1 additional person is

discouraged due to the President's schedule. Any person sharing the room is responsible for all of his/her expenses incurred during the meeting, including lodging.

2. Additional Travel and Expenses

- a. Prior approval must be obtained from the Board of Directors in the event formal representation by the Supreme Chapter becomes necessary at other than the aforementioned meetings or events. The Travel Reimbursement Policy will apply. It is anticipated that reasonable judgment will be used when planning for travel, e.g., lodging, travel, etc. Again, securement of outside funding is encouraged to help defray the cost of this unanticipated travel expense.

Budgeted officers and committees will be reimbursed for travel in accordance with this policy.

- b. Lodging of the elected officers for the Midwinter Board Meeting is a budgeted item; however, other expenses may be subsidized.

- c. Trustees and appointees will not be funded for the Midwinter Meeting, but are encouraged to attend.

9. All bills will be paid in a timely manner by the Treasurer.
10. The Treasurer will send a brief financial statement to the President on the 1<sup>st</sup> of each month.
11. In the event of expenses over budget, anticipated expenses must have prior BOD approval. The President and Treasurer hold the authority to approve over budget expenditures in urgent or unusual circumstances and the BOD will be notified within 10 days of this decision.
12. The President, President-Elect, Vice President, Treasurer and Executive Secretary are bonded by a licensed bonding agency.

### FUNDRAISING

The chairperson of fundraising is appointed by the President. The duties and responsibilities of the fundraising committee include: (to be developed)

### MISCELLANEOUS

1. **Inactive chapter** - According to SPA By-laws, a chapter is considered inactive when in arrears for two (2) consecutive years. (Example: Chapter XYZ did not pay 1997 or 1998 dues by December, 1997; therefore, this chapter is placed on inactive status.) An inactive chapter is not permitted to install new members, order certificates and pins, etc., or vote at SPA Annual Session until active status has been restored. Regional trustees should encourage these chapters to gain active status by submitting current annual dues. (See By-laws; Art. XII, Sec. 2, C. and D.4)

In the case of program closure and inactivation of the SPA chapter, members should be encouraged to apply for transfer to an active chapter. This application can be secured from the Vice President or respective Regional Trustee. (See Appendices)

Program administrators are encouraged to seek funding to maintain continued election of new SPA members and to promote active chapter development.

Once a chapter has been established, the Greek name will be held in reserve indefinitely, even if the chapter is considered inactive.

2. Procedures for Nominating an Honorary or Corporate Member:
  - a. Submit name to the President by January 1<sup>st</sup>, including biographical sketch and supporting rationale for nomination.
  - b. BOD reviews nominations at the Midwinter Board meeting; approval is dependent upon majority vote of those present and voting, including officers and regional trustees.
  - c. President notifies nominee(s) of decision and invites to ensuing SPA Annual Session meeting for induction ceremony.
  - d. President requests membership certificate from Treasure; secures frames for certificate; makes presentation at Annual Session.
  - e. When Honorary or Corporate member is unable to attend the meeting, the President will write a letter of recommendation and mail certificate.
  - f. Funding to attend the meeting will not be provided by SPA.

# SECTION II

## BOARD OF DIRECTORS



## **BOARD OF DIRECTORS COMPOSITION:**

The Immediate Past-President, President, President-Elect, Vice President, Treasurer, and three (3) Regional Trustees compose the BOD.

### **IMMEDIATE PAST-PRESIDENT:**

ELECTION: Position filled by the immediately retired President of Sigma Phi Alpha.

TERM: One year

### **DUTIES AND RESPONSIBILITIES:**

The Immediate Past-President shall:

1. Serve in accordance with the By-laws of Sigma Phi Alpha.
2. Serve as a member of the BOD.
3. Attend all board meetings during term of office.
4. Perform the duties of the President in the absence of the President and President-Elect.
5. Serve as Chairperson of the BOD in the absence of the President.
6. Establish goals for the upcoming year based upon the annual reports and delegation of duties of the President.
7. Serve as chairperson of the Scholarship Committee (see Section IV).
8. Serve as chairperson of the Nominating Committee (see Section IV).
9. Review Policies and Procedures Manual; mail copy of changes to the BOD for action at the Midwinter Board Meeting.
10. Submit budget request to the Finance Committee by January 15th.
11. Maintain copies and/or logs of all official correspondence.
12. Maintain accurate records for the entire term of office to be passed on to the successor within three weeks of termination of office. In the officer notebook, maintain a minimum of 2 years prior documentation plus the current year. Also maintain any information deemed pertinent for future reference.
13. Prepare an annual report, including any recommendations and/or resolutions, and bring 50 copies with you to the annual meeting. If unable to attend the annual meeting, copies should be submitted to the Treasurer prior to the meeting.
14. Present an accurate, concise annual report to the membership at the annual meeting.

## PRESIDENT

**ELECTION:** The President-Elect automatically succeeds to the office of President in accordance with the By-laws.

**TERM:** One year

### **DUTIES AND RESPONSIBILITIES:**

The President shall:

1. Serve in accordance with the By-laws of Sigma Phi Alpha.
2. Serve as a member of the BOD.
3. Upon review of BOD actions and the President's recommendation from the previous year, establish goals and/or priorities for the ensuing year.
4. Preside at all BOD meetings. Establish the agenda and provide copies for all members.
5. Oversee activities of the BOD, appointees and committees.
6. Serve as ex-officio member of all committees.
7. Call special meetings of the BOD in compliance with the By-laws.
8. Appoint all standing and special committee chairs and other appointees for Board of Directors approval at the post annual session board meeting; appoint Ad Hoc chairpersons and committee members.
9. Dissolve Special and Ad Hoc Committees that have completed their assigned tasks.
10. In cooperation with the Treasurer, approve all reimbursement, including travel reports and over-budget expenses.
11. Seek corporate funding for ADHA student scholarships and Hu-Friedy scholarship, annual newsletter, maintenance of the SPA website, SPA brochure, President travel to ADHA annual session and other SPA activities.
12. Invoice corporate sponsors for financial support.
13. Be responsible for tracking corporate monies and writing thank you letters upon receipt of funding.
14. Chair the Strategic Planning Committee.
15. Chair the By-laws Committee.
16. Communicate with the SPA webmaster to make changes to the website in coordination with the newsletter editor. Solicit suggestions for changes from the BOD. Update information on Education Programs once President-elect has programs organized.
17. Serve as the official representative of SPA in its contacts with other organizations for the purpose of advancing the goals and objectives of SPA.
  - a. Upon request, bring greetings to associations, such as Omicron Kappa Upsilon (OKU) or the ADHA during their respective annual meetings.
  - b. Attend the ADHA Annual Session and participate in all functions sponsored by this Society.
    - 1.) Determine at post-board meeting whether SPA needs Marketplace space at

- ensuing ADHA annual session.
        - 2.) If so, request Treasurer to obtain application from ACCESS or ADHA and submit, along with payment, prior to published deadline
        - 3.) Coordinate efforts for securement of fundraising items and Marketplace staffing.
      - c. Attend the ADEA Annual Meeting and participate in all functions sponsored by this Society.
18. Maintain effective communication with all officers, regional trustees, committee chairpersons and officers of other professional organizations, e.g., OKU, ADHA, ADEA and ADA.
- a. Write congratulatory letters to all officers, regional trustees and committee chairpersons within one month of the annual session.
  - b. Ensure that all committee chairpersons have the appropriate file, a policies and procedures manual with current position description and a current budget.
  - c. Assist committee chairpersons to identify committee members; appoint and write congratulatory letters within one month of annual meeting; include pertinent information.
  - d. Write congratulatory letter to the newly installed president of Omicron Kappa Upsilon within one month of the annual meeting.
  - e. Notify appropriate agencies (ADHA – Professional Development, Member Services, Meeting Planning; ADHA Oral Health Institute; ADEA – Member Services, Meeting Planning; OKU President; ADA) of names, addresses, e-mails and work phone numbers of SPA officers for the ensuing year within one month of the annual meeting. Send updated copy of the BOD list to each of BOD members. The copies to the BOD members will also include home phone numbers.
19. Submit budget request to the Finance Committee by January 15<sup>th</sup>.
20. Maintain copies and/or logs of all official correspondence.
21. Maintain accurate records for the entire term of office to be passed on to the successor within three weeks of termination of office. In the officer notebook, maintain a minimum of 2 years prior documentation plus the current year. Also maintain any information deemed pertinent for future reference.
22. Prepare an annual report, including any recommendations and/or resolutions, and bring 50 copies with you to the annual meeting. If unable to attend the annual meeting, copies should be submitted to the Treasurer prior to the meeting.
23. Present an accurate, concise annual report to the membership at the annual meeting.

## PRESIDENT-ELECT

**ELECTION:** President-Elect is elected by the membership in accordance with the By-laws.

**TERM:** One year with automatic succession to the position of President.

### **DUTIES AND RESPONSIBILITIES:**

The President-Elect shall:

1. Serve in accordance with the By-laws of Sigma Phi Alpha.
2. Serve as a member of the BOD.
3. Attend all board meetings during term of office.
4. Perform the duties of the President in case of absence.
5. Gain knowledge of the operation of the Society.
6. Present outgoing President with plaque (purchased by the Treasurer) at SPA annual meeting. (Other gifts, such as flowers, may also be purchased and presented at this time). (The plaque may be purchased from: Mr. Steve Keel, All-Star Awards, 1491 E. 151 Street, Olathe, Kansas 66062; see Section VI for sample of plaque.)
7. Serve as chairperson of the Educational Program Committee (see Section IV)
8. Submit budget request to the Finance Committee by January 15<sup>th</sup>.
9. Maintain copies and/or logs of all official correspondence.
10. Maintain accurate records for the entire term of office to be passed on to the successor within three weeks of termination of office. In the officer notebook, maintain a minimum of 2 years prior documentation plus the current year. Also maintain any information deemed pertinent for future reference.
11. Prepare an annual report, including any recommendations and/or resolutions, and bring 50 copies with you to the annual meeting. If unable to attend the annual meeting, copies should be submitted to the Treasurer prior to the meeting.
12. Present an accurate, concise annual report to the membership at the annual meeting.

## VICE PRESIDENT

ELECTION: Vice President is elected by the membership in accordance with the By-laws.

TERM: One year.

### DUTIES AND RESPONSIBILITIES:

The Vice President shall:

1. Serve in accordance with the By-laws of Sigma Phi Alpha.
2. Serve as a member of the BOD.
3. Attend all board meetings during term of office.
4. Become familiar with By-laws and membership activities.
5. Write to all Regional Trustees within 30 days of Annual Session notifying each of position and responsibilities for the ensuing year.
6. Oversee activities of Regional Trustees throughout the year.
7. Serve as resource to Regional Trustees, active and inactive chapters, as well as dental hygiene programs establishing new chapters.
8. Serves as chairperson of the Membership Committee. (See Section IV)
9. Maintain accurate trustee rotation schedule to determine region requiring election of trustee at annual session.
  - a. notify Nomination Chairperson of such information by October 15<sup>th</sup>.
  - b. assist chairperson in securing eligible nominee(s), upon request.
10. Maintain an original packet of new chapter application materials including:
  - a. cover letter with directions for application;
  - b. SPA brochure;
  - c. Petition of application;
  - d. Copy of current Society By-laws;
  - e. Model chapter By-laws for development and submission in a timely manner.
11. Review and revise SPA brochure as needed:
  - a. submit recommendations, when necessary, to BOD at Midwinter Meeting;
  - b. maintain communication with the Executive Secretary during this process;
  - c. collaborate with Executive Secretary when printing and distribution is approved by BOD.
12. Review, revise and send a letter of congratulations when new Canadian chapters are approved by BOD.
13. Facilitate new chapter development in Canada.
14. Submit budget request (for office of Vice President and Regional Trustees) to the Finance Committee by January 15<sup>th</sup>.
15. Maintain copies and/or logs of all official correspondence.
16. Maintain accurate records for the entire term of office to be passed on to the successor within three weeks of termination of office. In the officer notebook, maintain a minimum of 2 years prior documentation plus the current year. Also maintain any information deemed pertinent for future reference.

17. Prepare an annual report, including any recommendations and/or resolutions, and bring 50 copies with you to the annual meeting. If unable to attend the annual meeting, copies should be submitted to the Treasurer prior to the meeting.
18. Present an accurate, concise annual report, including activities of regional trustees, to the membership at the annual meeting.

## TREASURER

ELECTION: The Treasurer is elected by the membership in accordance with the By-laws.

TERM: Three years.

### DUTIES AND RESPONSIBILITIES:

The Treasurer shall:

1. Serve in accordance with the By-laws of Sigma Phi Alpha.
2. Serve as a member of the BOD.
3. Attend all board meetings during term of office.
4. Serve as a member of the Finance Committee (see Section IV).
5. Within one month of annual session, "meet" with the Vice President/membership chairperson to review new/inactive chapter membership process.
6. Assist active chapters:
  - a. Process chapter membership orders;
  - b. Order keypins for chapters;
  - c. Order/deliver certificates.
7. Provide new chapters with Greek name.
8. Maintain appropriate financial records:
  - a. Post all income (dues, certificates, pins, donations, etc.);
  - b. Post all expenditures;
  - c. Complete and submit an annual financial report for Midwinter and pre-board annual meeting;
  - d. Open and maintain bank accounts, as needed;
  - e. Provide President with a brief financial report upon request.
9. Pay all authorized bills in a timely manner utilizing appropriate software:
  - a. Maintain appropriate records;
  - b. Balance all accounts on a monthly basis;
  - c. Verify J.C. Pollack & Co. (pins) and Balfour (certificates) billings on a monthly basis.
10. Comply with Internal Revenue Service regulations for a non-profit organization:
  - a. Document income annually (limit \$25,000);
  - b. Submit IRS tax forms, as requested;
  - c. Update and submit annual report/list of all subordinates, officers and mailing addresses;
  - d. Ensure that a Form SS-4 is on file for each (subordinate) chapter; if not, request chapter secretary to complete and submit form;
  - e. Ensure that an EIN is on file for each chapter; if not, request chapter secretary to complete and submit form; notify chapter of EIN; maintain accurate database of all EIN's;
  - f. Maintain records necessary for Form 990 and submit annually as needed.
11. Maintain office
  - a. Oversee ordering of office supplies
12. Prepare and submit proposed budget to the BOD at the pre-annual session meeting
  - a. Assist the Finance Committee in the preparation of a proposed budget based upon budget requests from each officer, trustee and committee chair.
13. Every 3 years, arrange for an external audit, when funding is available.

14. Arrange for an annual review of the financial records by an accountant.
15. Maintain copies and/or logs of all official correspondence.
16. Maintain accurate records for the entire term of office to be passed on to the successor within three weeks of termination of office. In the officer notebook, maintain a minimum of 2 years prior documentation plus the current year. Also maintain any information deemed pertinent for future reference.
17. Prepare an annual report, including any recommendations and/or resolutions, and bring 50 copies with you to the annual meeting. If unable to attend the annual meeting, copies should be submitted to the Treasurer prior to the meeting.
18. Present an accurate, concise annual report to the membership at the annual meeting.
19. Advise new potential chapters that if they don't hear from their Trustee within two weeks to contact the Treasurer again for follow-up.
20. Mail follow-up packet when new chapters are approved.
  - a. electee forms;
  - b. order form with price list of SPA items, e.g., pins, certificates, letterhead, stickers, stoles.

## REGIONAL TRUSTEES (East, Central and West)

ELECTION: Regional Trustees are elected in accordance with the By-laws.

TERM: Three years.

### DUTIES AND RESPONSIBILITIES:

The Regional Trustees shall:

1. Serve in accordance with the By-laws of Sigma Phi Alpha.
2. Serve as a member of the BOD.
3. Participate in pre- and post-annual session board meetings and annual session meeting; participate in Midwinter Board meeting, when possible.
4. Serve as liaison between educational institutions, component chapters and Sigma Phi Alpha Supreme Chapter; represent Sigma Phi Alpha at component chapters within region.
5. Maintain a current list of active/inactive chapters and list of accredited programs.
6. Communicate regularly with the Vice President and Treasurer.
7. Contact inactive chapters and encourage reactivation; provide direction for this process.
8. Contact all regional dental hygiene programs without a chapter and encourage development of such.
9. Maintain a supply of new chapter application packets and SPA brochures:
  - a. cover letter with directions for application;
  - b. SPA brochure;
  - c. petition of application;
  - d. copy of current By-laws;
  - e. model chapter By-laws for development and submission in a timely manner;
  - f. application "check list".
10. Maintain a supply of SPA letterhead, envelopes and gold stickers.
11. Notify Treasurer and Vice President of programs receiving new membership applications.
12. Mail letter of congratulations when new chapters are approved.
13. Ensure receipt of Greek chapter name from Treasurer.
14. Facilitate active chapter development in region:
  - a. completing initial chapter By-laws;
  - b. selecting charter members;
  - c. election of members;
  - d. submitting annual report to the Executive Secretary;
  - e. complying with By-laws of Sigma Phi Alpha;
  - f. program planning;
  - g. continued chapter development.
15. Submit a monthly report of activities to the Vice President via mail or electronic mail.
16. Submit budget request to the Vice President by January 1<sup>st</sup>.

17. Maintain copies and/or logs of all official correspondence
18. Maintain accurate records for the entire term of office to be passed on to the successor within three weeks of termination of office. In the officer notebook, maintain a minimum of 2 years prior documentation plus the current year. Also maintain any information deemed pertinent for future reference.
19. Prepare an annual report, including any recommendations and/or resolutions, and bring 50 copies with you to the annual meeting. If unable to attend the annual meeting, copies should be submitted to the Treasurer prior to the meeting. Also submit a copy of an annual report to the Vice President within 30 days of the annual meeting.

# SECTION III

## APPOINTEES



## EXECUTIVE SECRETARY

**APPOINTMENT:** The Executive Secretary is appointed by the Board of Directors and is under the direction of the President.

Periodic performance review by the BOD shall determine continued service. Appointment may be for an unlimited term. The appointment shall be full-time or part-time based upon need, financial status and availability of a qualified individual.

**SALARY:** The salary for this appointment will be included in the proposed annual budget. An elected officer or active member may serve in this capacity; however, in accordance with the By-laws, no salary can be awarded in this case.

### **DUTIES AND RESPONSIBILITIES:**

The Executive Secretary shall:

1. Serve in accordance with the By-laws of Sigma Phi Alpha.
2. Collect and maintain a membership data base, including:
  - a. institution name;
  - b. charter date;
  - c. charter members;
  - d. alumni members, faculty members, honorary and corporate members, including dates elected, date graduated, when applicable;
  - e. transfers;
  - f. deceased members.
3. Receive and process chapter orders for electees of all categories:
  - a. order and distribute certificates and pins;
  - b. provide assistance in order problems;
  - c. maintain database of order activities.
4. Maintain records on chapter status:
  - a. active and inactive;
  - b. notify chapters of due date for annual dues and amount;
  - c. notify trustees of chapters that have not paid annual dues by January 31<sup>st</sup>.
5. Collect updates from chapters:
  - a. annual reports;
  - b. revised By-laws;
  - c. revised membership roster (for database).
6. Assist Treasurer in distribution of Component Chapters by Alpha Listing for All Regions:
  - a. process and enter information from returned forms in database;
  - b. update throughout year;
  - c. distribute to BOD at Midwinter Meeting and upon request by BOD members.
7. Maintain a chapter label list for mailing purposes:
  - a. update via annual report and/or electee order forms and current chapter rosters;
  - b. provide mailing labels to BOD upon request (no charge);
  - c. provide mailing labels to other for established fee.
9. Distribute minutes of meetings including all board meetings and annual session to BOD within 45 days of meetings, as requested by BOD.
10. Assist Vice-President and regional trustees with new and continued chapter development and reactivation of inactive chapters (see Section II).

11. Assist officers in their respective duties
  - a. notify of meetings--all board meetings and annual session meeting;
  - b. distribute minutes of meetings;
  - c. construct and distribute list of officers and committee chairpersons;
  - d. update officer and committee chairs roster, including name, address, telephone, FAX and e-mail addresses.
12. Maintain records of:
  - a. all minutes;
  - b. all educational sessions, e.g. flyers.
13. Maintain current lists of accredited programs; distribute to BOD members, upon request.
14. Assist in developing chapters in response to chapters' requests:
  - a. promote SPA graduation stole;
  - b. promote SPA logo items.
15. Assist in the planning of:
  - a. board meetings and annual session meeting at ADEA;
  - b. educational sessions at ADEA and ADHA.
16. Assist the BOD with annual session and pre- and post- board meetings:
  - a. chapter list (treasurer);
  - b. minutes of previous annual session and officers' meeting (recorder of minutes);
  - c. copies of all officers' and committee annual reports and expenses (each officer);
  - d. honorary members nominations (president);
  - e. slate of officers (immediate-past president);
  - f. voting ballots (immediate-past president);
  - g. other documents pertinent to the agenda (president);
  - h. annual financial report (treasurer);
  - i. proposed budget (treasurer);
  - j. list of institutions applying for chapter (vice-president);
  - k. purchase of plaque for outgoing President (president-elect).
17. Maintain office facility:
  - a. maintain supply of SPA stationary, certificates, etc.;
  - b. order supplies as needed.

## NEWSLETTER EDITOR

**APPOINTMENT:** The Editor is appointed by the Board of Directors and is under the direction of the President.

**TERM:** One year with annual review by the BOD prior to the pre-annual session board meeting. Reappointment shall occur at the post-annual session board meeting. There is unlimited term appointment. An elected officer or active member shall serve in this capacity and, in accordance with the By-laws, no salary can be awarded.

### **DUTIES AND RESPONSIBILITIES:**

The Newsletter Editor shall:

1. Serve in accordance with the By-laws of Sigma Phi Alpha.
2. Develop newsletter, duplicate and mail in January of each year. Notify chapters of the annual meeting in the newsletter as directed by the BOD:
  - a. greetings from the President with photo;
  - b. dates;
  - c. location;
  - d. agenda;
  - e. call for nomination of officers and honorary and corporate member(s);
  - f. names of SPA scholarship recipients obtained from the Immediate Past President;
  - g. list of corporate sponsors/contributors obtained from President;
  - h. current BOD list;
  - i. list of newly elected chapters, honorary members, corporate members;
  - j. chapter statistics from the Vice-President;
  - k. other reports of interest requested from other officers and trustees.
3. Submit budget request to the Treasurer to be approved by the President. Maintain budget of activities within the approved budget.
4. Obtain mailing labels from member database from Treasurer.
5. Mail newsletter to all corporate sponsors and BOD members.
6. Update SPA website in conjunction with the President and BOD.
7. Submit budget request to the Treasurer to be approved by the President. Maintain budget of activities within the approved budget.
8. Maintain copies and/or logs of all official correspondence.
9. Maintain accurate records during appointment to be passed on to the successor within three weeks of termination of office.

# **SECTION IV**

## **STANDING COMMITTEES**



## STANDING RULES AND RESPONSIBILITIES FOR COMMITTEES

### **Classifications:**

Standing Committee: Standing committees of the Society shall be established by the membership as delineated in the By-laws.

Special Committees: Special committees of the Society may be established by the membership and shall be terminated by the President upon completion of the task for which they were established.

Ad Hoc Committees: Ad Hoc committees may be established by the President and shall be terminated by the President upon completion of the task for which they were established.

### **Appointments:**

The chairperson of the standing and special committees shall be appointed by the President at the post-annual session board meeting with the approval of the BOD. Members of the committees may be appointed by the President or the chairperson of the committees. When the latter occurs, the President and Executive Secretary must be notified, in writing, within 14 days of appointment by the chairperson. The chairperson and members of the Ad Hoc committees shall be appointed by the President.

### **Term of Office:**

Members of all committees shall serve for a term of no less than one year with a term limit of three consecutive years.

### **Vacancies:**

In the event of a vacancy of a standing or special committee chairperson (or member), the President shall appoint a successor for the unexpired term with the approval of the BOD.

### **Responsibilities:**

1. Establish goals and objectives for the ensuing year based upon: 1) recommendations identified in the Annual report; 2) directions provided by the President based upon action taken at the Midwinter Meeting and annual session meeting; and, 3) goals and objectives identified in the Strategic Plan.
2. Maintain communication with committee members. Appoint committee members (if not done so by President); notify President and Executive Secretary within 14 days of appointment(s).
3. Notify the President of a resignation by a committee member within 14 days of the resignation.
4. Submit an annual report of activities, prior to February 1<sup>st</sup>, to the Executive Secretary.
5. Submit to the chairperson of the Finance Committee, prior to January 15<sup>th</sup>, a Budget Request Proposal for the ensuing year for inclusion in the proposed budget presented at the annual session meeting.

**BY-LAWS:** The President serves as chairperson of this committee. The duties and responsibilities of this position include:

1. Revise By-laws as necessary.
2. Serve in an advisory capacity to the Board of Directors and all chapters on matters pertaining to the development and revision of By-laws.
3. Advise chapters of possible conflicts with the Supreme Chapter's By-laws.
4. Maintain and distribute copies of current By-laws, upon request.
5. Review and update the Policy and Procedures Manual following the annual session meeting.

**EDUCATIONAL PROGRAM:** The President-elect serves as chairperson of this committee. The duties and responsibilities of this position include:

1. Within two(2)weeks of installation, contact the ADEA and ADHA annual session chairpersons and identify self as contact person for program planning; provide name, address, etc.; maintain communication throughout the process.
2. Plan educational programs within the established budget.
3. Secure speakers for both annual sessions; obtain suggestions at post-board meeting; submit letters of confirmation to speakers as soon as possible.
4. Submit application, speaker information, abstract, etc. to ADHA and ADEA by their respective deadlines. (Note: These deadlines may change. Refer to current application for deadline dates).
  - a. Review schedule of events and available time slots.
  - b. Determine audiovisual needs of speakers.
5. Carefully review dates and times of speakers; if unacceptable, contact respective annual session chairperson, ADEA or ADHA, for changes.
6. Provide members of the BOD with proposed schedules and final schedules in a timely manner.
7. Maintain copies of all official communication.
8. Ensure duplication of adequate copies of course material for participants. (Speakers may duplicate or you may have to duplicate. This should be confirmed at time of securing of speakers. If possible, encourage speaker to include cost of duplication in honorarium.)
9. Presently, there is a \$4,000 budget for both sessions. This includes speakers' honoraria, audiovisual equipment, etc. Consider collaborating with other professional organizations, such as OKU, to help defray cost of programs and, potentially, enhance the format and/or quality of courses.
10. Submit a "flyer" to the Executive Secretary for advertisement of courses at least 45 days prior to the educational program(s). All dental hygiene program directors and chapter secretaries (and, perhaps, dental school deans) should receive information regarding the upcoming educational program in conjunction with ADEA. Flyers advertising the SPA program at ADHA should be mailed to all ADHA officers and district trustees.
11. Submit announcement of ADEA educational program for publication in the Fall Dental Hygiene Section Newsletter. (Contact the section secretary for deadline.)
12. Secure biographical sketch from speaker(s). Determine the person to introduce the speaker(s) at the meetings.
13. Approximately 30 days prior to the program, communicate with the speaker(s) to confirm details.
14. Request check from the Treasurer; present speaker(s) with Honoraria following the presentation.
15. Write thank-you notes to speakers within two (2) weeks of the presentation.
16. Evaluate success of the programs. Prepare a final report of educational programs with suggested changes for improvement.
17. Maintain copies of pertinent/official correspondence, schedules, to be passed on to the next President-Elect.

**FINANCE:** The committee chairperson is appointed by the President. The duties and responsibilities of this position include: (to be developed)

**MEMBERSHIP:** The Vice President serves as chairperson of this committee. All Regional Trustees are members of the committee. The duties and responsibilities of this position include:

1. Maintain open communication with Treasurer regarding membership activities and other information relative to membership.
2. Request current listing of active chapter membership, e.g., chapters by regions from Executive Secretary.
3. Request stationary, brochures, postage, etc. from Executive Secretary.
4. Oversee activities of Regional Trustees:
  - a. familiarize new trustees with position responsibilities immediately following annual session;
  - b. maintain regular communication with trustees, e.g., e-mail, FAX, conference calls;
  - c. provide trustees with revisions to any membership application forms;
  - d. facilitate chapter development, when needed;
  - e. ensure that trustees have a current roster of chapter members.

5. Maintain accurate trustee rotation schedule to determine regions requiring election of trustee at annual session:
  - a. notify Nomination Chairperson of such information by October 15<sup>th</sup>;
  - b. assist chairperson in securing eligible nominee(s), upon request.
6. Request names of newly accredited dental hygiene programs from Commission on Dental Accreditation; submit to appropriate regional trustee.
7. Solicit new chapters from accredited programs in Canada and other U.S. territories.
  - a. notify Treasurer and Vice President of programs receiving new membership applications.
8. Mail follow-up packet when new chapters are approved:
  - a. letter of congratulations;
  - b. electee forms;
  - c. price list of SPA items, e.g., pins, certificates, letterhead, stickers.
9. Ensure receipt of Greek chapter name and chapter certificates from Treasurer.
10. Facilitate active chapter development:
  - a. filing petitions;
  - b. submitting chapter fees;
  - c. selecting charter members;
  - d. completing initial chapter By-laws;
  - e. election of members;
  - f. submitting annual report to the Executive Secretary;
  - g. complying with By-laws of Sigma Phi Alpha;
  - h. program planning;
  - i. continued chapter development.

**NOMINATING:** The Immediate Past-President serves as chairperson of this committee. The duties and responsibilities of this position include:

1. Identify officers and regional trustees to be nominated at the ensuing annual session.
2. Submit Call for Nominations form to the Newsletter Editor for publication in the Fall mailing by September 15<sup>th</sup>.
3. Confirm nominees acceptance of nomination by December 30<sup>th</sup>.
4. Submit slate of nominations to the Executive Secretary by February 1<sup>st</sup>; provide President with copy of slate.
5. Secure biographical sketches by January 15<sup>th</sup>; submit to Executive Secretary by February 1<sup>st</sup> (see Appendices for bio. sketch format).
6. Present slate of officers to the membership at the annual session meeting. If unable to attend, request President to present the slate at this time.
7. Prepare and distribute ballots to members at Annual Session.

**SCHOLARSHIP:** The Immediate Past-President serves as chairperson of this committee. The duties and responsibilities of this position include:

*ADHA Institute of Oral Health Scholarships* – 1 undergraduate, 1 graduate

1. Maintain communication with the Director of the ADHA Institute of Oral Health.
2. Prior to April 15<sup>th</sup>, review the established criteria of the Society's undergraduate and graduate scholarship to ensure accuracy and reflection of annual session action.
3. If criteria have been changed, notify ADHA Institute of Oral Health, in writing, of changes to ensure accurate publishing of criteria by April 15<sup>th</sup>.
4. Evaluate ADHA publications to ensure accuracy of publications.
5. Write letter to include with check to be mailed to ADHA to fund the scholarship. Check should be sent to ADHA by July 1 of each year for funding in October. President will secure funds from sponsor, check will be sent to Treasurer, Treasurer will write check for Immediate Past President to mail with letter to ADHA. (or Immediate Past President can mail letter to Treasurer to mail with check)
6. Notify members of the BOD and editor of the newsletter of recipient of graduate and undergraduate scholarships.
7. Write letter of congratulations to recipients within one month of announcement.

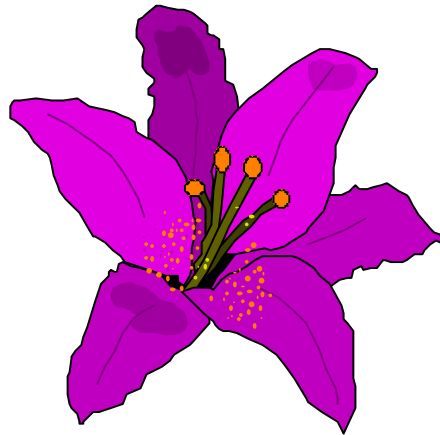
### *Hu-Friedy Scholarship*

1. Maintain communication with Hu-Friedy and President (secures funds from Hu-Friedy).
2. Prior to the Fall mailing, review the established criteria of the component scholarship to ensure accuracy and update content and addresses for applications to be mailed as needed. (see appendices)
3. Establish a selection committee for this scholarship – Immediate Past President, local Hu-Friedy rep., 1 member at large of component chapter in your area = 3 member committee. Additional members at large may be selected if several applications are received.
4. As components request application packets, copy and mail packet.
5. Organize completed applications as they are received. Keep front cover of application and chapter by-laws on file. Assign numbers to applications received and copy blindly for reviewers. Organize deadline for review to occur –in time for presentation at ADEA meeting.
6. Notify recipients of award so that they can attend meeting. Write letter of congratulations to recipient.
7. Notify members of the BOD, editor of the newsletter, and Hu-Friedy representative of recipient of component scholarship.
8. Assist Hu-Friedy representative with development of plaque and gift certificate.
9. Co-present award with Hu-Friedy representative at ADEA Annual Session. Presentation occurs during the SPA Annual Meeting.

**STRATEGIC PLANNING:** The President serves as chairperson. The elected officers and one (1) regional trustee, appointed by the BOD, are committee members. The duties and responsibilities of this committee include:

1. Identify long range goals and operational priorities for achieving purposes of the Society as stated in the By-laws.
2. Review mission statement annually.
3. Develop innovative approaches to meeting the purposes of the Society.
4. Provide direction and guidance to the BOD, appointed officers and committee chairpersons.
5. Review success of the strategic plan at the Midwinter Meeting.
6. Submit an annual report to the Executive Secretary by February 1<sup>st</sup>.

**SECTION  
V  
MEETINGS**



## **MEETINGS**

- I. The **Midwinter Board Meeting** is scheduled over a weekend early in January to prepare for the ensuing annual session. Strategic planning is also a focus at this time to ensure continued growth of the Society. All officers are expected to attend this meeting; regional trustees are invited. Corporate sponsorship is secured by the President to fund the expenses of this meeting. When funding is unavailable or when the current budget will not support this meeting, alternative methods for communication should be investigated.

The Vice President is responsible for meeting planning and in consultation with the President, should notify members of the BOD of the date, place, and time at least 3 months in advance. The SPA Travel Policy is in affect for this meeting. Officers are encouraged to secure outside funding for travel to and from, food, and ground transportation.

- II. The **Pre-Board Meeting** is held in conjunction with ADEA Annual Session and scheduled by the SPA President-Elect. All members of the BOD are expected to participate in this meeting. Again, the Travel Policy is in effect for this meeting.
- III. The **SPA Annual Session** is held in conjunction with the ADEA Annual Session and, again, the President-Elect is responsible for scheduling this meeting. All members are invited to attend and vote at the annual session. New officers and trustees are elected at this meeting. Annual reports are presented by the respective officers. New chapters may be approved at this meeting. Honorary and corporate officers may be inducted at this meeting. Resolutions and the budget submitted by officers and the BOD are acted upon as well.
- IV. The **Post-Board Meeting** is held at the end of the ADEA Annual Session. All Board of Directors members are expected to participate. It is advantageous for outgoing officers/trustee to attend the Post-Board Meeting and to assist the new officers/trustee with this transition.