

SAN ANTONIO
DENTAL HYGIENISTS' ASSOCIATION
BYLAWS

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San Antonio Dental Hygienists' Association Bylaws

ARTICLE I NAME, AFFILIATION, OFFICE

Section 1 Name The name of this organization shall be the San Antonio Dental Hygienists' Association, hereinafter referred to as "SADHA" or "the Association," a Texas not-for-profit organization.

Section 2 Affiliation This association is a component of the Texas Dental Hygienists' Association, hereinafter called TDHA. TDHA is a constituent affiliate of the American Dental Hygienists' Association, hereinafter called ADHA.

Section 3 Office The Central Office of this Association shall be located at the address of the President.

ARTICLE II PURPOSES AND MISSION

Section 1 Purposes The purposes of this Association shall be to improve the oral health of the public, to advance the art and science of dental hygiene, to maintain the highest standards of dental hygiene practice, to represent and protect the interest of the dental hygiene profession, to improve the professional competence of the dental hygienists, to foster research in oral health, to provide professional communication, and to conduct other activities as may be permitted by the state of Texas to carry out the purposes of this Association.

Section 2 Mission To improve the public's total health, the mission of this Association 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.

ARTICLE III MEMBERS

Section 1 Membership Qualifications – Membership in the SADHA may be granted to any individual who: (i) meets the criteria set forth for each category of membership in the Association; (ii) shares interest in and supports the purposes of the Association; (iii) abides by these Bylaws, the ADHA's Code of Ethics for Dental Hygienists, and such other policies, rules, and regulations as the Association may adopt; and meets such additional criteria for each category of membership in the Association as the TDHA House of Delegates may establish; (iv) Membership must comply with the requirements of ADHA's Tripartite System of Governance.

Section 2 Membership Categories - The membership of the SADHA shall be composed of the following categories:

A. **Voting Members** - Membership in ADHA, TDHA, and SADHA shall be required.

1. **Professional Members** - Professional membership may be granted to any individual who (i) has either earned a certificate or professional degree in dental hygiene granted pursuant to

dental hygiene program offered by an accredited college or institution of higher education, or is licensed to practice dental hygiene in the United States under the provision of a “grandfather clause”; (ii) is licensed to practice in any state, territory or possession of the United States if such license is required for the practice of dental hygiene; and (iii) agrees to maintain membership in ADHA.

2. **Senior Members** - Any active member who has reached their full retirement age as set by the Social Security Administration and has been an Active Member of the Association for an aggregate total of thirty (30) years, or twenty-five (25) consecutive years may apply for Senior status.
3. **Members with Disabilities** - Professional members who are unable to work due to a verified disability may apply for Disabled status through ADHA. All such applications must be verified ADHA and must be accompanied by proof of eligibility each year.
4. **Life Members** - Any professional member who has made outstanding contributions to dental hygiene and to this association shall be eligible for Life Membership upon nomination and election by the TDHA House of Delegates. Notwithstanding the foregoing, all of the TDHA Past Presidents completing a full term in office shall automatically become a Life Member of this association.

B. Non-Voting Members

1. **International Members** - International membership may be granted to any licensed individual who (i) resides outside the United States and (ii) holds a valid license to practice as a dental hygienist.
2. **Student Members** - Student membership may be granted to any student (i) currently-enrolled in an accredited dental hygiene program; or (ii) who has graduated from an accredited dental hygiene program and is currently pursuing a baccalaureate or graduate degree complementary to a career in dental hygiene in an accredited college or institution of higher education. The application shall be made through the Student Chapter of ADHA.
3. **Supporting Members** - Supporting membership may be granted to any licensed dental hygienist who (i) is not employed in a dental hygiene-related career; and (ii) agrees to maintain membership in ADHA.
4. **Honorary Members** - Honorary membership may be granted by the TDHA House of Delegates to any individual who (i) is not a dental hygienist; (ii) has made outstanding contributions to dental hygiene or dental health; and (iii) has been nominated by the Board of Directors. Nominations shall be submitted by the Member Services Council to the Board of Directors, which may, by unanimous vote, recommend such election to the House of Delegates. A three-fourths (3/4) vote of the House of Delegates is required for election as Honorary Member. Honorary Members shall not be obligated to pay dues to SADHA.
5. **Allied Members**- Allied membership may be granted to any individual who supports the purposes and mission of this Association and who is not otherwise qualified for any other class of membership. Allied Members shall pay ½ the active member dues.
6. **Corporate Members**- Corporate membership may be granted to any corporation, partnership, institution or organization that supports the Association’s mission.

Section 3 Rights and Duties

1. Voting and supporting members must be members of both a Constituent and Component (if such exist where the member is licensed, practices or resides).

2. All members shall be entitled to attend the member meetings and social functions of the Association.

Section 4 Privileges of Membership

1. Professional, Senior Status, Members with Disabilities, and Life shall be entitled to:
 - a. The right to vote on all matters requiring a vote by the membership of this association.
 - b. Eligibility for election as a Delegate or Alternate Delegate to the TDHA House of Delegates and eligibility for election or appointment to any office, council/committee, Board of Directors or similar position of TDHA, if otherwise qualified.
 - c. Subscription to the TDHA publications.
 - d. Eligibility for election as ADHA Delegate or Alternate Delegate and eligibility for election or appointment to any office, council/committee, Board of Trustees in ADHA, if otherwise qualified.
2. Student, Honorary, Allied, Supporting, International and Corporate Membership - Non-voting members shall have all privileges of membership, except voting and holding office.

Section 5 Disciplinary Action/Termination of Membership

- **Grounds for Discipline.** The Association may discipline a member for any of the following reasons:
 1. Failure to comply with these Bylaws, the Association's Code of Ethics for Dental Hygienists, or any other rules or regulations of the Association;
 2. Conviction of a felony or a crime related to, or arising out of, the practice of dental hygiene or involving moral turpitude;
 - a. Suspension, revocation, or forfeiture by any state, province, or country of the member's right to practice as a dental hygienist; or
 - b. Unprofessional conduct considered prejudicial to the best interests of, or inconsistent with, the purposes of the Association.
 - **Procedures.** Discipline may include, but not be limited to, censure, suspension, probation, and expulsion. Disciplinary action may be taken provided that a statement of the charges shall have been sent by certified mail to the last recorded address of the member at least fifteen (15) days before final action is to be taken. This statement shall be accompanied by a notice of the time and place of the meeting at which the charges shall be considered, and the member shall have the opportunity to appear in person and/or to be represented by counsel and to present any defense to such charges before action is taken by the TDHA. Such disciplinary actions shall be conducted in accordance with procedures established by the TDHA Board of Directors. Suspension or expulsion can be approved by a two-thirds (2/3) vote of the Board of Directors present as long as there is a quorum.
3. **Non-payment of Dues.** The membership of any member who is in default of payment of dues or assessments for 45 days or more, ceases to be a member of the Constituent, Component, or other organization required for membership in the Association, or otherwise becomes ineligible for membership, shall be terminated automatically, according to such rules or procedures as the Board of Directors or their designee(s) shall establish, unless such termination is delayed by the Board of Directors.

4. **Duration of Membership and Resignation.** Membership in the Association may terminate by voluntary resignation or otherwise in accordance with these Bylaws. All rights, privileges, and interests of a member in the Association shall cease upon termination of membership for any reason. Any member may, by giving written notice of such intention, resign from membership. Resignation shall be effective only upon the fulfillment of all prior obligations and upon full payment of any special assessment, fees, or other obligations due to the Association prior to the receipt of the notice of resignation by the Association.

Section 6 Reinstatement Members who have resigned or whose membership has been terminated for non-payment of dues or assessments may be reinstated upon (i) payment of dues and any assessments; (ii) application to the appropriate Constituent or to the Board of Directors; and (iii) meeting such additional terms and conditions as may be established by the Board of Directors.

Article IV DUES AND ASSESSMENTS

The amount of annual dues, fees, and assessments for any category of membership in the Association shall be established by the membership upon recommendation of the Board of Directors. A 2/3 vote of the general membership shall be required for any dues increase.

ARTICLE V GOVERNMENT

The legislative and policy making of this Association shall be the voting members. The Association is managed by its elective officers as provided in Article VIII in the accordance with the terms and provisions of the Bylaws.

ARTICLE VI MEETINGS

Section 1 Regular Meetings SADHA shall hold regular meetings from September through May, at any suitable place designated by the Board of Directors. The new Board of Directors shall meet during the summer months to prepare the agenda and budget for the next fiscal year.

Section 2 Special Meetings Special meetings may be called by the President approved by the 2/3 vote at a regular meeting or may be called by the Board of Directors. Notices shall be sent not less than ten (10) days prior to the date of such a meeting with list of statement of business to be considered.

Section 3 Quorum A quorum shall consist of no less than 10 voting members attending the meeting. In the absence of a quorum, no business can be conducted until a quorum is obtained.

ARTICLE VII
DELEGATES AND ALTERNATE DELEGATES TO THE
TEXAS DENTAL HYGIENISTS' ASSOCIATION ANNUAL SESSION

Section 1 Number of Delegates Shall be specified by the Texas Dental Hygienists' Association according to this Association's membership. The number of Alternate Delegates elected shall be one half (rounded to the nearest whole number) of the total number of delegates determined by the Texas Dental Hygienists' Association. In the absence of the Delegate, the Alternate Delegate shall be seated at any meeting of the House of Delegates.

Section 2 Certified Delegates The TDHA Trustee from this Association shall send the names of the elected Delegates and Alternates to the constituent Secretary so proper credentials can be issued.

Section 3 Qualifications and Elections

- A. Delegates and alternate delegates must be voting members in good standing.
- B. Must have attended at least three (3) business meetings in the election year.
- C. The SADHA President and President-Elect shall automatically serve as a delegate to the TDHA Annual Session.
- D. Delegates will be elected by plurality of the general membership.
- E. The delegate with the highest number of votes will become Alternate Trustee and will fulfill any duties that the Trustee cannot fulfill.
- F. In the event that not enough delegates or alternates are elected, the President shall fill any vacancies prior to TDHA Annual Session by appointing qualified delegates and/or alternates.

ARTICLE VIII
OFFICERS

Section 1 Elected Officers

The elected officers of this Association shall be comprised of President, President-Elect, Vice President, Secretary, Treasurer, and TDHA Component Trustee. No member shall have more than one vote.

Section 2 Qualifications Any voting member of this Association in good standing shall be eligible for election if the following qualifications have been met;

- A. Must have attended at least (3) business meetings in the election year.
- B. To hold the office of President or President-Elect a candidate must have served a minimum of one term on the SADHA Board of Directors and must have served a minimum of one term as delegate to TDHA.
- C. The Treasurer and Trustee will serve two-year terms and be limited to two consecutive terms.
 - a. If the Trustee is unable to complete the two-year term, the Alternate Trustee will continue the Trustee duties.

Section 3 Nominations

- A. Nominations for elected officers shall be made by the nominating committee, with further nominations being made from the floor.

Section 4. Elections and Installation

- A. All elective officers shall be elected by the majority vote of the voting members present at the April meeting.
- B. All elections shall be by ballot.
- C. If there are more than two (2) candidates for an office and no candidate receives a majority vote on the first ballot, a second ballot shall be taken on the two (2) receiving the highest number of votes from the first ballot. No write-in votes shall be permitted on the second ballot.
- D. The Immediate Past President shall declare each winning nominee.
- E. Elected officers and delegates shall be installed at the May meeting.
- F. The incoming President may choose the Installing Officer.

Section 5 Vacancies

- A. In the event the office of President becomes vacant:
 - 1. The President-Elect shall serve as President for the remaining unexpired term.
 - 2. In the event the office of President-Elect becomes vacant by resignation or assuming the vacated Presidency, the Vice President shall serve as President –Elect for the remaining unexpired term.
 - 3. If any other vacancy occurs in any other elected office, then the Board of Directors shall fill the vacancy by a majority vote.

Section 6 Officer Duties - Shall perform such duties customarily and regularly pertaining to the offices they hold, and as otherwise permitted by these Bylaws and SADHA Facilitation Documents.

A. President

- 1. Serves as an official representative and spokesperson for this Association or appoint a TDHA representative from this component to fulfill that duty in their absence.
- 2. Serves as ex-officio member of all committees.
- 3. Shall preside at all meetings.
- 4. Shall perform other duties as outlined in the Facilitation Document

B. President – Elect

- 1. Serves as chairperson of the Bylaws Committee.
- 2. Serves as ex-officio member of the Membership Committee.
- 3. Assumes such responsibilities as may be assigned by the President.
- 4. Shall perform other duties as outlined in the Facilitation Document

C. Vice-President

- 1. Sets up the Continuing Education (CE) program for each Association meeting as approved by the Board of Directors.
- 2. Keeps attendance records of all meetings with CE for verification.
- 3. Facilitates electronic distribution of CE certificates to all attendees.
- 4. Shall perform other duties as outlined in the Facilitation Document.

D. Secretary.

1. Record minutes and reports proceedings of each meeting of the Association.
2. Distributes a list of names and phone numbers of committee chairpersons to the Board of Directors, TDHA and ADHA.
3. Shall perform other duties as outlined in the Facilitation Document

E. Treasurer

1. Maintains a checking account for this Association.
2. Submits a proposed budget at the first SADHA Board of Directors' summer meeting.
3. Submits a financial report at each Executive Committee meeting.
4. Shall perform other duties as outlined in the Facilitation Document

F. TDHA Trustee

1. Serves as a liaison between this Association and TDHA
2. Submits a report of each meeting of this Association to the TDHA Board of Directors.
3. Attends all meetings of TDHA's Board of Directors, House of Delegates, and committee hearings at the TDHA Annual Session or assigns representation.
4. Fulfills duties to the TDHA as specified in the TDHA Bylaws.
5. Shall perform other duties as outlined in the Facilitation Document

G. Alternate Trustee

1. Serve and represent TDHA Trustee when appointed Trustee is unable to attend TDHA meetings and follow all TDHA rules governing conduct and will only be allowed to vote at such meetings if given permission by TDHA
2. Shall perform other duties as outlined in the Facilitation Document

H. Immediate Past President

1. Serves as chairperson of the Nominating Committee.
2. Assists the President as requested.
3. Shall perform other duties as outlined in the Facilitation Document

ARTICLE IX BOARD OF DIRECTORS

Section 1 Authority and Responsibilities The Board of Directors, hereinafter called BOD, shall be the administrative body of SADHA, and vested with full power to conduct all business of SADHA. In addition, the BOD shall have the power to enact interim policies when such policies are necessary to properly conduct SADHA affairs. All such policies and/or agreements shall be reported at the next regularly scheduled monthly meeting of the SADHA.

Section 2 Composition The BOD consists of elected officers, Immediate Past President, the Alternate Trustee, and the Committee Chairs. No member shall have more than one vote.

ARTICLE X COMMITTEES

Section 1 Names the SADHA standing committees shall be: Budget and Finance, Bylaws, Corporate Relations, Dental Health, Employment, Legislative, Membership, Nominating, Public Relations, Publications/Circulation, Student Affairs/Student Liaison, Tex HYPAC, Ways and Means, IOH, and Website.

Section 2 Composition The committees should be composed of two (2) or more members. Committee members must be voting members of this Association.

Section 3 Chairperson With the exception of Budget and Finance, Bylaws, Legislative, and Nominating, committee chairpersons shall be appointed by the President and approved by the Board of Directors. Committee chairpersons shall appoint committee members with Board of Directors approval.

Section 4 Duties

A. Budget and Finance:

1. The Treasurer shall serve as chairperson of this committee.
2. Committee shall consist of President-Elect, Immediate Past President, and three (3) members-at-large. The President and out-going Treasurer will act as ex-officio members.
3. Shall perform other duties as outlined in the Facilitation Document

B. Bylaws:

1. The President-Elect shall serve as chairperson of this committee.
2. Keeps up to date on changes made in the TDHA and ADHA Bylaws.
3. Submits amended Bylaws to TDHA Bylaws chair for approval.
4. Shall perform other duties as outlined in the Facilitation Document

C. Corporate Relations:

1. Seeks out Sponsorship for this Association's newsletter and CE courses, when appropriate.
2. Schedules exhibitors for the regular monthly meetings.
3. Collects all advertising monies and forwards them to the Treasurer.
4. Shall perform other duties as outlined in the Facilitation Document

D. Dental Health:

1. Coordinates the official TDHA sponsored dental health events for this Association (Sealants Across Texas and Senior Smiles.)
2. Coordinates community dental health projects throughout this Association's area as designated by the President.
3. Shall perform other duties as outlined in the Facilitation Document

E. Employment:

1. Submit employment opportunities to membership.
2. Shall perform other duties as outlined in the Facilitation Document

F. Legislative:

1. Trustee shall serve as chairperson of this committee.
2. Corresponds with the TDHA Governmental Affairs Council.
3. Keeps SADHA members informed of legislative proposals affecting dentistry and dental hygiene.
4. Shall perform other duties as outlined in the Facilitation Document

G. Membership:

1. Maintains communication with the TDHA Members Services Council Chair(s).
2. Maintains a current membership file.
3. Student Affairs/SADHA Liaison chairperson shall serve as an ex-officio member.
4. Shall perform other duties as outlined in the Facilitation Document

H. Nominating:

1. Immediate Past President shall serve as chairperson of this committee.
2. Presents a slate of officer nominations at the regular March Association meeting.
3. Provides the ballots at the regular April meeting.
4. Shall perform other duties as outlined in the Facilitation Document

I. Public Relations:

1. Publicizes all special events of this Association.
2. Acts as a liaison to TDHA Communications Director.
3. Shall perform other duties as outlined in the Facilitation Document

J. Publications/Circulation:

1. Publish one (1) newsletter, *The San Antonio Probe*, for distribution to dental hygienists in the SADHA area, at the direction of the Board of Directors.
2. To publish, at the discretion of the Board of Directors, a newsletter, *The San Antonio Explorer*, for periodic distribution to the members of SADHA.
3. To communicate with the Corporate Relations chairperson regarding advertisement.
4. Shall perform other duties as outlined in the Facilitation Document

K. Student Affairs/SADHA Liaison:

1. Chairperson will serve as liaison to Student American Dental Hygienists' Association (SADHA) for any local area dental hygiene programs.
2. Promotes conversion from student member to active member in conjunction with the Membership Chair.
3. Implements the mentor program.
4. Shall perform other duties as outlined in the Facilitation Document

L. Electronic Communications:

1. Chairperson will be the SADHA Secretary.
2. Chairperson will maintain and update current SADHA member phone and e-mail roster.
3. Committee members will receive information from the chairperson and disseminate in a timely manner to the membership.
4. All SADHA delegates and alternates along with the Trustee to TDHA's Annual Session will serve on this committee.
5. Shall perform other duties as outlined in the Facilitation Document

M. Tex HYPAC:

1. Chairperson will be appointed by the President with the BOARD OF DIRECTORS approval.
2. Collects monies for Tex HYPAC.
3. Submits names and addresses of contributors to the TDHA Tex HYPAC Treasurer.
4. Shall perform other duties as outlined in the Facilitation Document

N. Ways and Means:

1. Submits proposed fundraising projects to the Board of Directors for approval.
2. Shall perform other duties as outlined in the Facilitation Document

O. Website:

1. Chairperson will be appointed by the President with the BOARD OF DIRECTORS approval.
2. All web information must be submitted to the President for approval prior to posting on the website.
3. Webmaster is chosen by the chair with the BOARD OF DIRECTORS approval and receives direction from the President and the Website Chair.
4. Shall perform other duties as outlined in the Facilitation Document

ARTICLE XI GENERAL PROVISIONS

Section 1 Bylaws This Association shall adopt and maintain Bylaws which shall not conflict with those of TDHA and shall file a copy thereof with any changes made thereafter in same with the TDHA Bylaws Committee.

Section 2 Publications The name of the publications of this Association will be *The San Antonio Probe* and *The San Antonio Explorer* and will remain hereinafter until a two-thirds (2/3) of the voting members present at the regular monthly meeting of this Association change thereof, in accordance with XIV of these Bylaws.

Section 3 Ethics The professional conduct of each member of SADHA shall be governed by the Code of Ethics of the ADHA.

Section 4 Fiscal Year The fiscal year shall be from June 1st through May 31st.

Section 5 Designated Funds A designated fund shall be set aside by the Board of Directors, when preparing the proposed budget, to be used for expenditures to include, but not be limited to, the following:

- A. TDHA Component Trustee for:
 1. TDHA Board Meetings
 2. TDHA Annual Session
- B. Delegates and Alternate Delegates to TDHA Annual Sessions
- C. Institute for Oral Health Annual Component Donation

Section 6 Use of Electronic Communications Unless otherwise prohibited by law, (i) any action to be taken or notice delivered under these Bylaws may be taken or transmitted by electronic mail or other electronic means; and (ii) any action or approval required to be written or in writing may be transmitted or received by electronic mail or other electronic means.

ARTICLE XII AMENDMENTS

Section 1 Amendments to Bylaws The foregoing Bylaws may be amended by a two-thirds (2/3) vote of the voting members present at any regular or special meeting provided the proposed changes have been presented in writing at any previous meeting, have appeared in the SADHA newsletter at least ten (10) days prior to the meeting, or have been posted on the SADHA website for at least fourteen (14) days prior to the meeting.

Section 2 Effective Date Any action relative to changes in these Bylaws shall become effective upon the date provided in the proposed change. If no date is set forth, the effective date shall be the date upon which the change is adopted.

ARTICLE XIII DISSOLUTION AND INDEMNIFICATION

Section 1 Dissolution In the event of the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, distribute all the remaining assets of the Association (except any assets held by the Association upon condition requiring return, transfer or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with such requirements) to the TDHA, or, if TDHA are no longer in existence, exclusively for the purposes of the Association in such manner, or to such organization or organizations as shall at the time qualify as a tax-exempt organization or organizations recognized under Sections 501(c)(3) or 501(c)(6) of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding provisions of any future United States Internal Revenue statute, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the court of general jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes in such manner, or to such organization or organizations that are organized and operated exclusively for such purposes, as said court shall determine.

Section 2 Indemnification The Association shall have the power to indemnify all officers, delegates, committee chairman, employee or agent of the Association to the full extent permitted by law. The Association shall be entitled to purchase insurance for such indemnification to the full extent as determined from time to time by the Board of Directors.

ARTICLE XIV PARLIAMENTARY AUTHORITY

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 inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE XV SUPREMACY CLAUSE

The Constitution and Bylaws of this Association shall not conflict with the Constitution and Bylaws of the TDHA and the ADHA, which shall be the supreme law of the Association. A current copy of these Bylaws shall be on file with the Bylaws committee of the TDHA.

CODE OF ETHICS FOR DENTAL HYGIENISTS (ADHA Code of Ethics)

1. PREAMBLE

As dental hygienists, we are a community of professionals devoted to the prevention of disease and the promotion and improvement of the public's health. We are preventive oral health professionals who provide educational, clinical, and therapeutic services to the public. We strive to live meaningful, productive, satisfying lives that simultaneously serve us, our profession, our Association, and the world. Our actions, behaviors, and attitudes are consistent with our commitment to public service. We endorse and incorporate the Code into our daily lives.

2. PURPOSE

The purpose of a professional code of ethics is to achieve high levels of ethical consciousness, decision making, and practice by the members of the profession. Specific objectives of the Dental Hygiene Code of Ethics are:

- *to increase our professional and ethical consciousness and sense of ethical responsibility.
- *to lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions.
- *to establish a standard for professional judgment and conduct.
- *to provide a statement of ethical behavior the public can expect from us.

The dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public's expectations of our profession and supports dental hygiene practice, laws, and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege and status are founded.

3. KEY CONCEPTS

Our beliefs, principles, values, and ethics are concepts reflected in the Code. They are the essential elements of our comprehensive and definitive code of ethics and are interrelated and mutually dependent.

4. BASIC BELIEFS

We recognize the importance of the following beliefs that guide our practice and provide context for our ethics:

- *The services we provide contribute to the health and well being of Association.
- *Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- *Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.
- *Dental hygiene care is an essential component of overall health care and we function inter-dependently with other health care providers.
- *All people should have access to health care, including oral health care.
- *We are individually responsible for our actions and the quality of care we provide.

5.FUNDAMENTAL PRINCIPLES

These fundamental principles, universal concepts, and general laws of conduct provide the foundation for our ethics.

Universality

The principle of universality expects that, if one individual judges an action to be right or wrong in a given situation other people considering the same action in the same situation would make the same judgment.

Complementarity

The principle of complementarity recognizes the existence of an obligation to justice and basic human rights. In all relationships, it requires considering the values and perspective of others before making decisions or taking actions affecting them.

Ethics

Ethics are the general standards of right and wrong that guide behavior within Association. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

Community

This principle expresses our concern for the bond between individuals, the community, and Association in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

Responsibility

Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act and are willing to make ethical choices and publicly affirm them.

6.CORE VALUES

We acknowledge these values as general guides for our choices and actions.

Individual Autonomy and Respect for Human Beings

People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

Confidentiality

We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligation to justify any violation of a confidence.

Societal Trust

We value client trust and understand that public trust in our profession is based on our actions and behavior.

Nonmaleficence

We accept our fundamental obligation to provide services in a manner that protects all clients and minimizes harm to them and others involved in their treatment.

Beneficence

We have a primary role in promoting the well being of individuals and the public by engaging in health promotion/disease prevention activities.

Justice and Fairness

We value justice and support the fair and equitable distribution of healthcare resources. We believe all people should have access to high-quality, affordable oral healthcare.

Veracity

We accept our obligation to tell the truth and expect that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

7.STANDARD OF PROFESSIONAL RESPONSIBILITY

We are obligated to practice our profession in a manner that supports our purpose, beliefs, and values in accordance with the fundamental principles that support our ethics. We acknowledge the following responsibilities:

To Ourselves as Individuals...

- *Avoid self-deception, and continually strive for knowledge and personal growth.
- *Establish and maintain a lifestyle that supports optimal health.
- *Create a safe work environment.
- *Assert our own interests in ways that are fair and equitable.
- *Seek the advice and counsel of others when challenged with ethical dilemmas.
- *Have realistic expectations of ourselves and recognize our limitations.

To Ourselves as Professionals...

- *Enhance professional competencies through continuous learning to practice according to high standards of care.
- *Support dental hygiene peer-review systems and quality-assurance measures.
- *Develop collaborative professional relationships and exchange knowledge to enhance our own lifelong professional development.

To Family and Friends...

- *Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

To Clients...

- *Provide oral healthcare utilizing high levels of professional knowledge, judgment, and skill.
- *Maintain a work environment that minimizes the risk of harm.
- *Serve all clients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
- *Hold professional client relationships confidential.
- *Communicate with clients in a respectful manner.
- *Promote ethical behavior and high standards of care by all dental hygienists.
- *Serve as an advocate for the welfare of clients.
- *Provide clients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.
- *Refer clients to other healthcare providers when their needs are beyond our ability or scope of practice.
- *Educate clients about high-quality oral healthcare.

To Colleagues...

- *Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, and appropriately open and candid.
- *Encourage a work environment that promotes individual professional growth and development.
- *Collaborate with others to create a work environment that minimizes risk to the personal health and safety of our colleagues.
- *Manage conflicts constructively.
- *Support the efforts of other dental hygienists to communicate the dental hygiene philosophy of preventive oral care.
- *Inform other healthcare professionals about the relationship between general and oral health.
- *Promote human relationships that are mutually beneficial, including those with other healthcare professionals.

To Employees and Employers...

- *Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, open, and candid.
- *Manage conflicts constructively.
- *Support the right of our employees and employers to work in an environment that promotes wellness.
- *Respect the employment rights of our employers and employees.

To the Dental Hygiene Profession...

- *Participate in the development and advancement of our profession.
- *Avoid conflicts of interest and declare them when they occur.
- *Seek opportunities to increase public awareness and understanding of oral health practices.
- *Act in ways that bring credit to our profession while demonstrating appropriate respect for colleagues in other professions.
- *Contribute time, talent, and financial resources to support and promote our profession.
- *Promote a positive image for our profession.
- *Promote a framework for professional education that develops dental hygiene competencies to meet the oral and overall health needs of the public.

To the Community and Association...

- *Recognize and uphold the laws and regulations governing our profession.
- *Document and report inappropriate, inadequate, or substandard care and/or illegal activities by any healthcare provider, to the responsible authorities.
- *Use peer review as a mechanism for identifying inappropriate, inadequate, or substandard care And for modifying and improving the care provided by dental hygienists.
- *Comply with local, state, and federal statutes that promote public health and safety.
- *Develop support systems and quality-assurance programs in the workplace to assist dental hygienists in providing the appropriate standard of care.
- *Promote access to dental hygiene services for all, supporting justice and fairness in the distribution of healthcare resources.
- *Act consistently with the ethics of the global scientific community of which our profession is a part.
- *Create a healthful workplace ecosystem to support a healthy environment.
- *Recognize and uphold our obligation to provide pro bono service.

To Scientific Investigation...

We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, governmental standards, and professional guidelines for the care and management of experimental subjects. We acknowledge our ethical obligations to the scientific community.

- *Conduct research that contributes knowledge that is valid and useful to our clients and Association.
- *Use research methods that meet accepted scientific standards.
- *Use research resources appropriately.
- *Systematically review and justify research in progress to insure the most favorable benefit-to-risk ratio to research subjects.
- *Submit all proposals involving human subjects to an appropriate human subject review committee.
- *Secure appropriate institutional committee approval for the conduct of research involving animals.
- *Obtain informed consent form human subjects participating in research that is based on

specifications published in Title 21 Code of Federal Regulations Part 46.

- *Respect the confidentiality and privacy of data.

- *Seek opportunities to advance dental hygiene knowledge through research by providing financial, human, and technical resources whenever possible.

- *Report research results in a timely manner.

- *Report research findings completely and honestly, drawing only those conclusions that are supported by the data presented.

- *Report the names of investigators fairly and accurately.

- *Interpret the research and the research of others accurately and objectively, drawing conclusions that are supported by the data presented and seeking clarity when uncertain.

- *Critically evaluate research methods and results before applying new theory and technology in practice.

- *Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice.