Constitution of the Irish Dental Hygienist's Association

Approved by vote at AGM 12th October 2024

Signed: Sviatlana Anishchuk

Sviatlana Anischuk, President IDHA

1. **NAME**
   The name of the Association is The Irish Dental Hygienist's Association here in after the IDHA.

2. **ADDRESS**
   The IDHA will be based in the Republic of Ireland.

3. **PURPOSE**
   The IDHA is established to:
   I. Promote, encourage, and advance the study and practice of dental hygiene and oral health promotion.
   II. Maintain the honour and interests of the Dental Hygiene profession.
   III. Represent and safeguard the common interests of its members.
   IV. Liaise with consultative bodies to which reference may be made by public or private entities/bodies in connection with the Dental Hygienist profession.

4. **AUTHORITY**
   In furtherance of said objects, but not further or otherwise, the IDHA shall have power:
   I. To write, print or otherwise reproduce by any means of recorded audio and/or visual information whether now or hereafter invented and circulate, gratuitously or otherwise.
   II. To produce periodicals, magazines, books leaflets or otherwise.
   III. To act as a consultative body to whom reference may be made by interested parties or individuals for guidance in connection with the Dental Hygiene profession.
   IV. To hold exhibitions, meetings, lectures, classes, seminars, workshops, courses or other events either alone or in collaboration with others.
   V. To promote research, scientific investigation and development into any aspect of the IDHA's objectives and its work and to disseminate the useful results of any such research.
   VI. To co-operate and enter into arrangements with any authorities the IDHA see fit national or otherwise.
   VII. To make monetary awards on such terms as maybe thought fit.
   VIII. To accept subscriptions, gifts, donations and property or other assets to be used to for the furtherance of the objectives of the IDHA.
   IX. To take such steps as may be required for the furtherance of the objectives of the IDHA to procure contributions to the funds of the IDHA.
   X. To issue payments via cheque, bank transfer nationally or internationally and to operate bank accounts in the name of the IDHA.
   XI. To invest money in the IDHA is not immediately required for its objectives in such investments that are deemed financially low risk so as to prevent loss to the funds.
   XII. To establish or support any charitable institution that the IDHA sees appropriate with

direct funds set out by the IDHA or through fundraising.

XIII. To purchase insurance to cover exhibitions, meetings, lectures, classes, seminars, workshops, courses or other events.

XIV. To pay out of the funds of the IDHA the costs, charges and expenses of and incidental to the formation and furtherance of the IDHA.

XV. To establish if/where necessary regional branches of the IDHA.

XVI. To do all such other lawful things as shall further the above objects.

5. FINANCES

The assets of the IDHA shall be used towards the promotion of its objects set forth in this Memorandum. No portion of funds belonging to the IDHA will be paid or transferred directly or indirectly by way of bonuses or otherwise to members of the IDHA, except members of its committee that may be appointed to any office of the IDHA and receive remuneration in money for vouched expenses.

6. (A) MEMBERSHIP

Membership will be defined by the following classes and become effective on full receipt of payment where relevant:

I. *Full Membership:*
Dental Hygienists who have their name entered or are eligible to have their names entered in the Register of Dental Hygienists kept by the Dental Council of Ireland shall be eligible for full membership.

II. *Honorary Membership:*
The Committee may nominate for consideration persons for Honorary Membership of the IDHA, whether or not a member of the IDHA, who in the opinion of the Committee have given great service to the IDHA or to the profession. Honorary membership shall confer all the privileges of membership of the IDHA. Honorary members who are not Dental Hygienists are not entitled to vote.

III. *Student Membership:*
Student membership is available to all those studying Dental Hygiene during their training. Student membership shall confer all the privileges of membership of the IDHA.

IV. *Associate Membership:*
Associate Membership may be granted by the Committee to any person who demonstrates an interest in the welfare of the Dental Hygiene profession. Associate membership shall confer all the privileges of membership of the IDHA. Associate members are not entitled to vote.

V. *Overseas Membership:*
Overseas membership is available to Dental Hygienists who are registered with their respective governing body overseas and shall confer all the privileges of membership of the IDHA.

VI. *Overseas Student Membership:*
Overseas student membership is available to all those studying Dental Hygiene overseas during their training. Overseas student membership shall confer all the privileges of membership of the IDHA.

VII. Every person admitted to membership of the IDHA shall either sign a written consent or sign the register of members (electronic registration through the IDHA website is acceptable).

VIII. Application for membership may be approved or rejected by the Committee.

IX. All members of the IDHA agree and follow the constitution.

6. (B) TERMINATION OF MEMBERSHIP

The Committee shall hold the right to have good and sufficient reason to terminate the

membership of any member, particularly those:

I. Whose name has been removed/erased from the Register of Dental Hygienists from the Dental Council of Ireland by disciplinary action, or
II. Those who commit any act which in the opinion of the Committee is prejudicial to the interests of the profession of Dental Hygiene.

7. SUBSCRIPTIONS

I. The annual subscription for all classes of membership shall be agreed by ordinary resolution by the members at the Annual General Meeting or by an extraordinary meeting called for that purpose.
II. The subscription renewal date will be the 1st of January, changeable only by a majority vote at the AGM or and EGM held for this reason.
III. Any member(s) whose subscription is overdue for a period not exceeding 12 weeks may be excluded from membership provided that the member(s) has been given notice written/electronic mail/documented phone call, that subscription is due and payable within 21 days of the subscription having become due.
IV. The Committee members/officers shall have the annual subscription fee waivered as acknowledgment of their commitment to the furtherance of the IDHA. Once a committee member is retired/excluded from Committee they will be required to subscribe as an ordinary full member to the IDHA unless granted honorary membership.
V. Membership is not transferable.

8. GENERAL MEETINGS

A. NOTICE OF GENERAL MEETINGS

I. The IDHA will each year hold an Annual General Meeting (AGM) in addition to any other meetings in that calendar year and shall specify the meeting as such in the notice calling. Not more than 15 months shall elapse between the date of one AGM and that of the next. The AGM shall be held on such a date, place and time as set by the IDHA Committee.
II. An AGM shall be called at least 21 days' notice in writing or via electronic mail. The notice shall specify the place, date, time, and the general nature of business, and shall be given to any such person who is entitled to receive such notices from the IDHA under membership rules.
III. If it is not possible to hold the AGM in person, it can be held virtually.
IV. An Extraordinary General Meeting (EGM) may be called by the Committee whenever they see fit or by members representing 10% of the total membership by written application to the Committee, providing the reasons are clearly stated: and upon receipt of request the Secretary of the IDHA shall convene the EGM within 28 days of receipt of request.

V. No other business shall be discussed at an EGM other than that for which the meeting has been convened.

VI. The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings of that meeting.

B. PROCEEDINGS AT GENERAL MEETINGS

I. The business to be transacted at the AGM shall include but not be limited to the consideration of accounts, balance sheets, reports of the IDHA Committee, auditors and resolutions (if any) proposed by members, the election of members of the IDHA in the place of those retiring and the appointment of, and the fixing of the remuneration of the auditors.

II. No business shall be transacted at any AGM unless a quorum of members is present at the time when the meeting proceeds to business. A quorum shall be no less than 20% ordinary members plus not less than 40% Committee members. If a quorum is not present within 30 minutes of the start of business, then the Committee must adjourn the meeting until a quorum can be convened. If at the adjourned meeting a quorum is not present within 30 minutes after the appointed start time, then the members present will make up the quorum.

III. Only members of the IDHA may be present at the meeting.

IV. At any meeting a resolution put to the vote of the members shall be decided by a show of hands:

  i. In the case of the AGM all members having a right to vote may vote and two thirds vote rules.

  ii. In the case of any other meetings, a majority of the members have the right to vote not representing less than ninety-five percent of the total vote at that meeting of the members.

V. The Chair of the meeting shall be chosen from the Committee.

VI. In the case of an equality of votes the Chair of the meeting shall be entitled to a second or casting vote in addition to any other vote she/he may have.

C. VOTES OF MEMBERS

I. Subject to Article 6.1 every Full member shall have the right to one vote. No proxy votes are allowed. The Committee may make arrangements for postal voting on such terms as it sees fit.

II. No member shall be entitled to vote at any AGM/EGM unless all monies presently payable by she/he to the IDHA have been paid.

III. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meetings at which the vote objected to is tendered, and every vote disallowed at the meeting shall be valid. Any objection made in due time shall be referred to by the Chair whose decision will be final and conclusive.

9. HONORARY OFFICERS

I. The Honorary Officers shall consist of the President, President-Elect, Secretary and Treasurer.

II. Nominations for Honorary Officers, except honorary secretary, will be from persons who have served on the Committee in the previous 5 years for a period of no less than one year (365 days), which must be seconded and received by the current Secretary no less than 30 days before the AGM with the nominee's consent having first being obtained.

A. *The Honorary President*:
shall be installed at the AGM to serve a term of 2 years and shall hold office from the conclusion of that meeting until the conclusion of the AGM two years later.

B. *The Honorary President-Elect*:
shall be elected by the current committee and approved by Ordinary Resolution at the AGM to serve a term of 2 years and shall hold office from the conclusion of that meeting. In the case of an equality of votes the Chair of the meeting shall be entitled to a second or casting vote. The one 2-year term served by the president-elect shall coincide with the final 2-year term of the current honorary president.

C. *The Honorary Secretary*:
shall be elected by Ordinary Resolution at the AGM to serve a term of 2 years and shall hold office from the conclusion of that meeting.

D. *The Honorary Treasurer*:
shall be elected by Ordinary Resolution at the AGM to serve a term of 2 years and shall hold office from the conclusion of that meeting.

III. The Honorary President, Honorary Secretary and Honorary Treasurer may be re-elected for a maximum of 2 consecutive terms, i.e., 4 consecutive years. They may be eligible for re-election after an interval of one term, i.e., two years.

IV. The Committee shall be empowered to fill any vacancy for the remainder of the current year.

V. The Committee may appoint deputy officers to serve for the current year.

10. COMMITTEE

I. The IDHA Committee shall consist of no less than 6 members excluding Honorary Officers. The maximum number of Committee members shall be determined by the Committee at a meeting but unless so fixed there shall be no maximum.

II. The members of the Committee shall be full members of the IDHA for at least 1 year who are nominated with consent by another IDHA member/IDHA Officer and confirmed at the AGM.

III. Officers of the Committee shall include but not be exclusive to: Membership, Journal Editor, Dental Council representative, Website, Trade Liaison, Employment, Continuous Education, and representatives to any affiliated dental health association the IDHA sees fit to become associated member of.

IV. A Committee officer may hold more than one general Committee post but only one honorary office position, excluding president-elect who may also be the current honorary secretary or honorary treasurer in the final year of their term of office.

V. No person shall be entitled to act as an officer on the IDHA Committee whether on a first or subsequent entry into office until after signing in the minute book of the Committee a declaration of acceptance, confidentiality and agreement to always act in the interests of the IDHA. All persons voted on the Committee must sign a conflict-of-interest.

declaration. If a conflict is evident then said committee member may not vote on the item where an interest is declared.

VI. The Committee members may be paid all reasonable out of pocket accommodation and other expenses incurred by them in attending and returning from AGM/EGM of the IDHA or in connection with the business of the IDHA. All expenses much be vouched for and an expenses form be completed and presented to the Treasurer with receipts.

A. POWERS OF THE COMMITTEE

I. The business of the IDHA shall be managed by the Committee who may pay all expenses incurred in the formation of the IDHA and may exercise all such powers of the IDHA as are not required to be exercised by the IDHA at an AGM.

II. The Committee will be responsible for the administration, organisation and finances of the IDHA. This includes activities such as purchasing stationery, computers, insurance etc. arranging the attendance at dental conferences /exhibitions, liaison with other bodies, associations and associations linked to the practice of dentistry and preventative healthcare. The Committee will report to members on all activities at the AGM and/or by mail and/or Journal updates.

III. All cheques, other payments and all receipts for monies paid to the IDHA shall be signed or otherwise executed by the Treasurer once approved by another honorary officer and countersigned by a second committee member.

IV. The Committee may appoint sub-committees and delegate to such sub- committees such matters with such power as it sees fit. The sub-committees shall report back to the committee at regular intervals, the time of which is to be determined by the Committee. Sub- committees may be made up of any Full/Honorary/Student member. Sub-Committee members will be bound to the same conflict of interest form, waivers, agreements and confidentiality as set out in Article 10.4

V. All acts done at any meeting of the Committee or Sub-Committees, or by any person acting as a Committee member, shall not withstanding that it be afterwards discovered that there was some defect in the appointment of any such member or person acting aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Committee or Sub-Committee member.

B. ELECTION AND RETIREMENT OF COMMITTEE OFFICERS

I. At the first and every subsequent AGM all the committee members other than Honorary Officers shall retire from office.

II. A retiring Committee member shall be eligible for re-election.

III. Ordinary committee members are voted onto committee at the AGM, but specific roles are not assigned until the first committee meeting following the AGM. Roles are assigned by the 4 Honorary Officers.

IV. Where there is only 1 nominated candidate for a position, they will be deemed elected, but if there are two or more candidates a vote will take place.

V. At the AGM at which committee members retire as per Section10. B. I the vacant roles are filled by electing a person or by default the retiring committee members may fill the

roles if they are still willing and eligible and are deemed to have been re-elected, unless it is expressly resolved not to fill the vacated role.

VI. The committee shall nominate one person of their choosing for the Dental Council Auxiliary Committee to serve a 5-year term.

VII. The role of journal editor will coincide with the term of the IDA journal editorial board.

VIII. IFDH and EDHF require two representatives each. The representatives will be the President and President-elect on a rolling basis. If for any reason these people cannot take up the role, a committee member with experience and knowledge of IDHA business will be nominated by the current honorary officers.

IX. Maximum terms of office:

a. Honorary President
   Two consecutive 2-year terms, i.e., 4 consecutive years
b. Honorary President-elect
   2-year term to coincide with current presidents' final 2 years
c. Honorary Treasurer
   Two consecutive 2-year terms, i.e., 4 consecutive years
d. Honorary Secretary
   Two consecutive 2-year terms, i.e., 4 consecutive years
e. Dental Council Representative
   Two consecutive 5-year terms, i.e., 10 consecutive years
f. Journal Editor
   Two consecutive 3-year terms, i.e., 6 consecutive years
g. IFDH
   Two consecutive 2-year terms, i.e., 4 consecutive years
h. EDHF
   Two consecutive 2-year terms, i.e., 4 consecutive years
i. All other committee roles
   Minimum of 1-year with a maximum of 4 consecutive years

X. If no suitable candidate is available, then the current committee member can remain in situ for a 1-year term provided they are approved by ordinary resolution. This applies only to ordinary committee members and not the honorary officers.

C. DISQUALIFICATION AND REMOVAL OF COMMITTEE OFFICERS

A Committee member shall cease to hold office if the member:

I. Becomes incapable by reason of mental disorder, illness or injury of managing and administering her/his own property and affairs.

II. Subject to Article 7 is illegible to hold office.

III. Is erased from the Register of Dental Hygienists by the Dental Council of Ireland

IV. Is absent without the agreement of the Committee members for four consecutive meetings and the Committee members resolve her/his office be vacated.

V. Is removed from office by a three-quarters majority vote of the rest if the members of the Committee at a special meeting called for that purpose, when in the opinion of the Committee, it appears that the member in question is acting in a manner detrimental or prejudicial to the wellbeing of the IDHA.

D. PROCEEDINGS OF THE COMMITTEE

I. The Committee may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. The business of the meeting shall be decided by the majority of votes. In the case of an equality of votes the Chair shall have the casting vote. Any two Committee members may summon a committee meeting at any time.

II. The Honorary President shall normally act as Chair but in her/his absence the Committee may elect a Chair.

III. The quorum necessary for the transaction of the business of the Committee may be fixed by the Committee and unless so fixed shall be one third of the membership of the Committee, subject to a minimum of three.

11. THE SEAL AND IDHA LOGOS

The Committee shall provide for the safe custody of a seal, if any, which shall only be used by the authority of the Committee and every instrument to which the seal shall be affixed shall be signed by a Committee member and shall be countersigned by and Honorary Officer or second Committee member.

I. The IDHA shall have a logo which remains the sole property of the IDHA in conjunction with the designer. The Committee shall decide on the use of the logo, use of the logo will appear on official IDHA letter heads, publications etc. Use of the logo by any person, association or companies shall only be granted on written receipt of a request, and the Committee shall decide if use of the logo is to be permitted.

II. The IDHA shall provide for use a Members Logo that shall be permitted to be used by registered IDHA members under Article 6.

III. The use of any IDHA logo for financial or promotion or other reasons without the express written permission by the Committee is not permitted.

12. PRIVACY AND CONFIDENTIALITY

I. The Committee, Sub-Committees and any such person involved with the work of the IDHA shall be bound by the Data Protection Act and as stated in Article 10.4 and 10.A.4

II. Any breach of Privacy shall be dealt with accordingly with any members affected contacted by the Committee.

III. Sharing of members contact information with third parties is not permitted without the written consent of each individual member.

IV. The Committee shall decide if the use of social media. If deemed by the Committee to be of benefit to the IDHA and members, social media should be used to promote and connect with members, non-members, dental associates and other health care professions and professionals deemed relevant.

V. All use of social media will be done in the best interest of the IDHA with no personal views of any such member being voiced. Defamation of members, non-members, associations or others is not permitted or condoned by the IDHA in any form.

13. PUBLICATIONS

The official publication of the IDHA shall be called the Journal of the Irish Dental Hygienist's Association (JIDHA).

I. The Editor is responsible for scientific content and layout and charged to administer and produce the JIDHA responsibly and to perform these duties in a diligent manner.

II. The Committee may see fit to produce other publications such as promotional leaflets, flyers and brochures for use by IDHA members and for the public as set out in the objectives.

III. Ownership of all publications produced by the IDHA remains with the IDHA. Permission to reprint articles submitted to the JIDHA or other such publications by the IDHA can be requested by contacting the Editor and may be subject to a fee.

14. AMENDMENTS

The Articles of the IDHA shall only be amended by extraordinary resolution at the Annual General Meeting or at an Extraordinary General Meeting called for that purpose, 21 days' notice having been given in writing (post or electronic mail) of the proposed amendment.