

**HALTON-PEEL DENTAL ASSOCIATION**  
**PROCEDURES AND PROTOCOLS MANUAL**

(To be Received and Followed by all HPDA Executive Members)

**Updated January 6, 2020**

**HPDA MEETINGS**

**1) Designation of HPDA Meetings**

Executive Meeting  
Business Meeting  
Scientific Meeting  
Special Meeting  
Social Meeting

**2) Definitions**

- a) Executive Meeting is a meeting of a quorum of executive members of the association to attend to the issues of the profession of dentistry, financial, electoral, educational, constitutional, matters of General Council or social as they pertain to the HPDA.
- b) Business Meeting is a meeting of the general membership of the HPDA where issues that relate to the association are discussed. These business issues include, but are not limited to, constitutional, financial, educational and electoral matters.
  - i. AGM (Annual General Meeting) is a Business Meeting which is held towards the end of each fiscal year, for the purpose of electing the Elected Officers and reporting on the financial status of the HPDA.
- c) Scientific Meeting is a meeting of the HPDA members and guests enhancing their professional & personal skills. It may include continuing educational lectures and hands on courses.

- d) Special Meeting is a meeting either of Executive or General members of the association which is called by the President on request of a simple majority of the executive, or by a written petition signed by 10% of the general membership. If a quorum is achieved then the Special Meeting must be called by the President within a two week period of time.
- e) Social Meeting is a meeting of HPDA members for collective social enjoyment.

### **3) Meetings**

- a) There will be several general meetings per fiscal year for all Executive Members. These meetings will be pre-arranged by the President. Quorum for Executive Meetings shall be a simple majority of the Elected Line Officers and at least 4 HPDA Executive Members.
- b) There will be a meeting of HPDA Councilors, prior to each meeting of General Council of the ODA, to discuss issues pertaining to the upcoming meeting.
- c) Elected Line officers will meet on a regular basis. These meetings will be pre-arranged by the President. The President can invite selected Executive Members (Chairs, Committee Members, etc.) to these meetings. Quorum for these meetings is a simple majority of Elected Officers.

Committees should meet in person or correspond by phone, email or web meeting throughout the year. Committee Chairs must inform the line officers when they are meeting. All meetings require minutes to be taken. Minutes will be made available to all Executive.

### **FISCAL YEAR**

The fiscal year of this Association shall begin July 1<sup>st</sup> of each calendar year and end June 30<sup>th</sup> of the following year. The fiscal year and the membership year are not necessarily concurrent.

### **HPDA EXECUTIVE RESPONSIBILITIES**

#### **1) General Executive Responsibilities**

- i) To be the administrative body of this Association.
- ii) To appoint a designated accountant or bookkeeper to review the Association's financial records at the end of each fiscal year, if deemed advisable.
- iii) To appoint at the end of each fiscal year an **Executive Administrator**.

- iv) To select the chairs of the committees.
- v) To attend a minimum of 50% of all Executive Meetings and Special Meetings of this Association.
- vi) To remove an Executive Member or line officer, one of the following must occur: he/she resigns, moves both home and practice out of the HPDA jurisdiction, does not attend 50% of meetings, dies or contravenes the Code of Conduct of the ODA
- vii) To declare conflicts of interest should they have proprietary, financial or other interests of any nature in products, services and/or companies. Any declared conflict of interest may require the member to be absent from a discussion and/or vote at the HPDA Executive's discretion.
- viii) To review the current CBL and P&P on the HPDA website.
- ix) To participate in committee work as members of committees.

## **2) Responsibilities of Elected Line Officers**

Elected Line Officers consist of: President, Vice President, Treasurer, General Secretary and Immediate Past President. These Officers must attend at least half of the General Executive Meetings and at least half of the Line Officer Meetings. The line officers will respond to queries within 48 hours and ensure that deadlines are met. Line officers should attend at least 50% of HPDA member events.

### **a) President**

- i) To call and preside at all meetings of the Association.
- ii) To create goals for the year and ensure goals are met. Goals will be presented to the Executive Members at the first Executive meeting of the Presidential Year.
- iii) To ensure events are well organized.
- iv) To vote when voting is by secret ballot, or when his/her vote will break the tie.
- v) To be a member ex-officio of all committees.
- vi) To appoint all committees not otherwise provided.
- vii) To sign all official documents requiring the President's signature.
- viii) To be responsible for the installation of the incoming Executive Members.
- ix) To perform such other duties as are customary to this office.
- x) To ensure that all committees are active and functioning.
- xi) To ensure the Committee Chairs are following responsibilities.
- xii) To ensure the Line Officers are following their responsibilities.
- xiii) To ensure the Executive Administrator is following responsibilities.
- xiv) The President may request a complete written report, within thirty days, from any committee. If such a report or its absence indicates that a committee is not adequately functioning, it shall be mandatory for the President to replace

any or all members of the committee; as circumstances may indicate, to activate it.

- xv) To be responsible for the education of the members of the HPDA Executive in their duties and responsibilities.
- xvi) To serve as the official representative of the HPDA in its contacts with government, business, media, and other professional organizations.
- xvii) To coordinate the activities of committees.
- xviii) To ensure the updated CBL and P&P are posted on the HPDA website.
- xix) To ensure that the HPDA is run in a fiscally prudent manner that preserves the Association's non-profit status.
- xx) To turn over to the succeeding President, all records, books or other properties relating to the duties of the President within 10 days of the fiscal year end.
- xxi) To be the speaker liason.

#### **b) Vice President**

- i) To exercise all functions of the President in the President's absence.
- ii) To act as the chair of the **Education Committee** and **Nominations Committee**.
- iii) To plan the events and meetings as well as select the venues for the upcoming year in consultation with the HPDA Executive. The event calendar should be completed by the first spring Executive meeting and shared with the Executive. This includes booking of venues and speakers.
- iv) To oversee the current budget and interact with the Treasurer. To review the budgets of all committee projects and programs prior to the final budget preparation and development of contracts.
- v) To ensure that all committee projects function in a fiscally responsible manner.
- vi) To prepare with the HPDA Executive, a budget for the succeeding year, including the establishment of dues for each membership category and events. The budget should be created by the first spring executive meeting and shared with the Executive.
- vii) To ensure the event calendar is ready to be mailed out and posted on the website before the start of the membership year (July 1<sup>st</sup>).
- viii) To turn over to the succeeding Vice President, all records, books or other properties relating to the duties of the Vice President within 10 days of the fiscal year end.
- ix) To ensure a secretary joins the Executive line for the upcoming year.

#### **c) Treasurer**

- i) To be responsible to the Vice President and President.
- ii) To work in association with the **Executive Administrator** who will be retained by the Executive of the HPDA.
- iii) To exercise all functions of the Vice President in the Vice President's absence.
- iv) To pay all claims approved by the President.

- v) To submit the Association's financial records to a designated accountant or bookkeeper, if deemed necessary, for review, and render an annual financial statement to the HPDA Executive within 90 days of year-end, and to the general membership at the Annual General Meeting in the following year.
- vi) To report financial statement updates at every HPDA Executive meeting.
- vii) To co-sign cheques along with the Executive Administrator before deadlines and before interest accrues.
- viii) To ensure timely payment of all contracts between the HPDA, sponsors, speakers and/or service providers.
- ix) To present financials to the general membership at the Annual General Meeting.
- x) To ensure the budget is being followed.
- xi) To ensure that the HPDA is run in a fiscally prudent manner that preserves the Association's non-profit status.
- xii) To ensure HST is collected and remitted as required.
- xiii) To ensure the ODA grant is collected and deposited within 30 days of its issuance.
- xiv) To turn over to the succeeding Treasurer, all records, books or other properties relating to the duties of the Treasurer within 10 days of the fiscal year end.

**d) General Secretary**

- i) To advise the ODA of any changes of the HPDA Executive of the Association as soon as they occur.
- ii) To file with the ODA, at least thirty days prior to Meetings of the General Council, the names of Councillors and Alternates to the ODA General Council, designated by the Executive.
- iii) To submit within 7 days, to the ODA, all resolutions passed by the Association that require ODA action.
- iv) To perform other duties not herein specified, which may be outlined by the President, or the Bylaws of The Ontario Dental Association.
- v) To turn over to the succeeding General Secretary, all records, books or other properties relating to the duties of the General Secretary within 10 days of the fiscal year end.
- vi) To keep contact information of the Executive Members and ODA Councillors.
- vii) To coordinate duties with the Executive Administrator.
- viii) To assist the Executive Administrator at HPDA member events.
- ix) To assist the Executive Administrator in taking minutes at meetings, taking them in the absence of the Executive Administrator as required.

**e) Past President**

- i) To act as chair of the **Mediations Committee**.
- ii) To serve on the **Honours and Awards Committee**.

- iii) To act as advisor to the President and the HPDA Executive.

### **3) Responsibilities of Executive Members**

- i) To perform the duties assigned by the President.
- ii) To report to the President the results of any meetings or conversations with Government and/or non- governmental agencies concerning the HPDA or the ODA.
- iii) To help with the business of the HPDA by participating in Executive Meetings and HPDA Committees.
- iv) To be available for other duties as required by the HPDA.
- v) To read both the Constitution and Bylaws and the Protocols and Procedures Document when becoming a Executive Member and at the beginning of each succeeding year.
- vi) To attend a minimum of half of the General Executive Meetings.

### **4) Responsibilities of Councillors to the General Council of the ODA**

- i) To represent all ODA members in the HPDA region.
- ii) To participate at each ODA General Council Meeting.
- iii) To attend all Pre -Council Meetings to prepare for the General Council of the ODA.
- iv) To read Pre-Council documents and make a report at the Pre-Council Meetings.
- v) To report to the President forthwith, the important proceedings and summarize in writing within 30 days, the highlights of the meeting, if asked by the President.

## **DUTIES OF EXECUTIVE ADVISORS**

Executive advisors will attend Executive Meetings at the invitation of the President.

### **1) Executive Administrator**

The position of the Executive Administrator is an appointment made by the Line Officers and approved by the HPDA Executive. It shall be a part time paid position, with duties as described in Appendix A.

### **2) Bookkeeper**

To be appointed, if required, by the President and Treasurer. To prepare financial statements, reconcile bank statements and provide financial services as required by the HPDA.

## **ELECTIONS**

### **1) Overview**

The election of Elected Officers shall be by secret ballot and conducted by the **Nominations Committee**.

### **2) Procedure**

- a) Any Executive Member, except those already holding an Elected Officer position, may be nominated for any of the Elected Officers' positions; should they become open, subject to the requirements of the Bylaws.
- b) The call for nominations shall be sent to all Executive at least 2 months prior to the Annual General Meeting.
- c) All nominations must be signed by one Active Member and be accompanied by the written consent of the nominee, as well as a declaration of potential conflict-of-interest.
- d) All nominations must be in the hands of the General Secretary before the Annual General Meeting. If there is more than one candidate, a vote will take place at the AGM. If no nominations are received before the AGM, the line officers will solicit a nominee for the open position.
- e) The General Secretary shall turn over all properly qualified nominations to the Chair of the **Nominations Committee**.
- f) The **Nominations Committee** shall ensure that there is at least one qualified nominee for each vacancy on the HPDA Executive and shall make its report to the members at or before the meeting preceding the Annual General Meeting.
- g) The Election by secret ballot shall take place at the Annual General Meeting (AGM).
- h) The Nominations Chair will keep the ballots for 30 days after the election. If there is no request for a recount, the ballots will be destroyed after this time.

### 3) Terms

- a) Term of office for Elected Officers shall be 1 year in each position, starting with election to the position of General Secretary and succeeding to Treasurer, Vice President, President and Past President in each succeeding year. Terms of office for Committee Chairs will be one year. At the end of each fiscal year, they should be asked if they want to continue for another year. If they do not wish to continue, they are encouraged to stay on the committee as a committee member, vice-chair or co-chair to help the new chair.
- b) In case any selected Officer ceases to be a member of this Association through death or removal from the district, or any other cause, the remaining members of the Executive shall appoint a successor who shall hold office until the end of that term.

### COMMITTEES

Committee members will be HPDA Executive Members.

If more than one person would like to be a Chair, a secret ballot election will be called. Committee Chairs may assign co-chairs or vice-chairs for a committee.

More members than the stated maximum may join a committee with the joint approval of the Committee Chair and the President.

#### Committees of the HPDA

- a) The **Nominations Committee** shall consist of the Vice President as Chair. The Chair will determine if he/she requires additional members. The duties shall be to fill vacant Executive positions and to conduct all elections.
- b) The **Membership Committee** shall consist of a Chair and a minimum of three to a maximum of five members. The duties shall be to promote and build the membership of the Association, to receive recommendations for all classes of membership and make appropriate recommendations to the HPDA Executive.
- c) The **Education Committee** shall consist of a minimum of three to a maximum of five members, and chaired by the Vice President. This committee will select the speakers and events for the following year. The committee will meet at least once in the fall



and finalize the event calendar by the first spring executive meeting. The Chair will consult the committee on additions and revisions to the event calendar.

- d) The **Mediations Committee** shall consist of the Past President as Chair. The Chair will choose at least one additional member. The committee will mediate matters between patients and dentists that have been referred by the ODA through their mediation program. The duties shall be as stated in the ODA Mediations Manual.
- e) The **Honours and Awards Committee** shall consist of a Chair and a minimum of three to a maximum of five members, one of whom shall be the Past President. This committee will seek nominations for HPDA and ODA awards. They will submit nominations for ODA Awards to the ODA's Honours and Awards Committee before the application deadlines. They will plan how award recipients, past presidents and ODA years of service recipients will be honoured.
- f) The **Oral Health Committee** shall consist of a Chair and a minimum of two to a maximum of four members. This committee will be responsible for planning events for April's Oral Health Month as well as community service initiatives throughout the year. This committee may include some of the duties and responsibilities outlined in the Government Relations Committee.
- g) The **Sponsorship Committee** will consist of at least three members. All Line Officers will be on this committee. This committee is responsible for obtaining sponsors for HPDA events and ensuring sponsor expectations are met.
- h) The **Constitution and Bylaws Committee** will consist of a Chair and the President. This committee is responsible for updating the Constitution and Bylaws and Policies and Procedures documents when necessary and ensuring proper accordance.
- i) The **Communications Committee** will consist of a Chair and a minimum of one to a maximum of three members. This committee will send press releases to the media regarding selected events and submit post event articles. This committee will create the calendar, and monitor and update the website and Twitter. This committee will ensure photographs are taken at all events.
- j) The **Gala Committee** will consist of a minimum of three members to a maximum of six members. This committee will plan the Gala.
- k) The **Social Committee** will consist of a Chair, the President and at least one committee member. The committee will plan social events and determine the fee per guest.
- l) The **Government Relations Committee** will consist of a Chair and a minimum of one to a maximum of three members. This committee will ensure each MPP in Halton and Peel Regions is represented by a Political Contact Dentist. This committee will ensure

HPDA is represented at the Political Action Conferences. This committee will work with government leaders and public health to advocate for the public and the profession. It will be created at the discretion of the president.

- m) The **HPDA Charity Committee** will consist of a Chair and at least two members. The committee will select the charity and the funding target annually, and have both the executive and general membership separately vote and approve the recommendations from the committee. The committee will liaise with the approved charity, promote them, encourage donations and promote their events.

#### **APPENDIX A – DUTIES OF THE EXECUTIVE ADMINISTRATOR**

- i) To be the Chief Privacy Officer, unless otherwise designated by the Executive. To keep and maintain an up-to-date list of membership including current contact information. The executive administrator will follow the privacy policy of the ODA.
- ii) To track member activity
- iii) To oversee the management of the HPDA website and registration site
- iv) To receive and acknowledge the membership dues with a receipt.
- v) To receive and deposit all other monies received on behalf of the HPDA to the financial institution as designated by the HPDA Executive.
- vi) To pay invoices before deadlines and before interest accrues. To pay honourariums on the day of the event. To provide bank statements to the Treasurer. To co-sign cheques with the Treasurer.
- vii) To help the Treasurer prepare Financial Statements for Executive Meetings.
- viii) To provide bookkeeping services including payables, preparing cheques for treasurer's signature, receivables, monthly statements and year-end statements
- ix) To negotiate and secure contracts.
- x) To reconcile HST and file as required.
- xi) To contact venues to arrange for meals for the meetings.
- xii) To keep an up-to-date accurate list of attendees for each event. To ask each attendee to sign in. For Core 1 courses, RCDSO guidelines are to be followed and supporting documentation to be provided to attendees.
- xiii) To purchase and provide necessary stationary to the members during the meeting.
- xiv) To prepare and provide identification badges for the Executives, Guests, Sponsors and the Members at the meetings.
- xv) To set up HPDA banners and upcoming event advertising at Educational Meetings and social events.
- xvi) To provide on-site management services including sponsors, registration services and overall event logistics

- xvii) To liaise with sponsors at events.
- xviii) To track sponsor and prospective sponsor activity.
- xix) To create sponsor prospectus.
- xx) To work with the Sponsorship Committee to increase sponsorship and ensure sponsorship ROI
- xxi) To register sponsors, collect payment, communicate with them, get confirmation of attendance and inform them about upcoming events.
- xxii) To provide necessary certificates such as Continuing Education Certificates to the attendees.
- xxiii) To meet, greet and welcome the attendees, on behalf of the President and the Executive of the HPDA, to the meeting.
- xxiv) To arrange for the audio visual and any other requirements of the HPDA Executive, members and the guest speakers.
- xxv) To contact members if there is a change to an event.
- xxvi) To have authorized HPDA Elected Officers sign documents, such as cheques, correspondence and related forms and financial documents of the HPDA.
- xxvii) To provide in a timely manner; records of receipts, income and payments to the bookkeeper for the preparation of accounting statements for the HPDA.
- xxviii) To keep records of membership attendance and category one tests for Educational Meetings for a minimum of 8 years.
- xxix) To respond to emails, phone calls, mail, faxes and other types of communication within 2 business days.
- xxx) Collect and count ballots along with one other person for a vote or election.
- xxxi) To send out post-event surveys and analyze the results.
- xxxii) To contact the ODA to arrange email blasts, get poster advertisements, get awards, create invitations for events and to send in the Councillor Credential Cards.
- xxxiii) To promote events.
- xxxiv) To attend all of the events and HPDA Executive Meetings.
- xxxv) To invite Executive Members to HPDA Executive Meetings and to take minutes at these meetings.
- xxxvi) To share minutes with the Executive within two weeks after Executive Meetings.
- xxxvii) To respond to inquiries and refer to the Executive as required.
- xxxviii) To help develop membership benefit programs.
- xxxix) To store materials.
- xl) To send emails to members as requested.
- xli) To maintain all minutes, financial documents, correspondence and literature
- xl ii) To print material as requested by the line officers
- xl iii) To order materials as requested by the line officers
- xl iv) To send CE certificates to attendees within 30 days of an HPDA event.
- xl v) To send event reminders to registrants within 48 hours before the event.