



CONSTITUTION

ARTICLE I

DEFINITION

Name and Character

The name of the organization shall be the International Federation of Dental Hygienists, hereinafter referred to as “the Federation”. The Federation is an international non-governmental, non-profit organization, free from any political, racial, or religious ties. It adheres to the United Nations Charter on Human Rights.

ARTICLE II

MISSION STATEMENT

Purpose

The purpose of the Federation is to:

Safeguard and defend the interests of the profession of dental hygiene, represent and advance the profession of dental hygiene, promote professional alliances with its association members as well as with other associations, federations, and organizations whose objectives are similar, promote and coordinate the exchange of knowledge and information about the profession, its education, and its practice, promote access to quality preventive oral health care services, increase public awareness that oral disease can be prevented through proven regimen, provide a forum for the understanding and discussion of issues pertaining to dental hygiene.



ARTICLE III

ORGANIZATION

Headquarters

The administrative headquarters shall be maintained in such a place as shall be designated by the Executive Council.

Language

The official and administrative language of the Federation shall be English.

Membership

Full membership in the Federation shall consist of recognized national dental hygienists' associations, hereinafter known as "Association Members". There may exist other categories of membership.

ARTICLE IV

GOVERNMENT

Legislative Authority

The legislative and governing authority of the Federation shall reside in the House of Delegates, which shall convene at least one time every three years.

Administrative Authority

The administrative authority of the Federation shall reside in the Executive Council, which is elected by the House of Delegates. It is composed of the President, the President-elect, the Vice-president, and the Treasurer.

Parliamentary Authority

The Constitution, Bylaws and Adopted Rules will govern this organization.



ARTICLE V

AMENDMENTS

With Prior Notice

These articles may be amended by a two-thirds (2/3) vote of the delegates present and voting at any regular or special session of the House of Delegates. Written notice of the intent of the amendment must have been circulated to all delegates of the Association Members not less than sixty (60) days prior to the opening meeting of the Delegates Assembly at which the amendment will be considered.

Without Prior Notice

These articles may also be amended without prior notice provided that the amendment is presented at one meeting of the House of Delegates and considered at a subsequent meeting of the same session. Such amendment will require for adoption three-quarters (3/4) vote of the delegates present and voting.

ARTICLE VI

DISSOLUTION

The Federation may be dissolved only at a special session of the House of Delegates convened for that purpose and shall require the approval of three-quarters (3/4) of the delegates present and voting at such session. Upon dissolution, the liquidation of the Federation's assets shall be determined by the House of Delegates, but may only be distributed to oral health related educational or charitable institutions.

ARTICLE VII

AUTHORITY

This Constitution has been approved by the House of Delegates in Toronto, Canada on the 5th day of July, 2007 and becomes effective immediately. It replaces the previous Constitution.

Sue Aldenhoven
President

Yael Carlin
Secretary



BYLAWS

CHAPTER 1

AFFILIATIONS

Article 1 Categories of Affiliation

The IFDH recognizes the following categories of membership:

1. Association Membership
2. Individual Membership
3. Corporate Membership
4. Honorary-Life Membership

The IFDH recognizes the following categories of affiliation:

1. Allied Supporters

Membership in the Federation implies adherence to its Constitution and Bylaws.

Article 1.1 Association Membership

Any national dental hygienists' association which has a written constitution or articles of incorporation and whose members are recognized by the Federation as representing a substantial proportion of the qualified registered/licensed dental hygienists in that country and, in addition demonstrates support for the policies of the IFDH shall be eligible for membership in the Federation.

Application for Association Membership shall be made to the Executive Council and reviewed by the Membership Committee. Upon its recommendation, Association Membership shall be granted by the House of Delegates and shall become effective upon receipt of the initial membership fees.

Association Members are liable for membership fees.

Association Members exercise their right to vote through representation by their delegates.

Only one association may represent any one nation.

Article 1.2 Individual Membership



Dental hygienists who support the policies of the Federation and are graduates of an accredited school of dental hygiene shall be eligible for Individual Membership

Application for Individual Membership shall be made to an Administrator, who shall review it and is then authorized to approve it. Membership shall become effective upon receipt of the initial membership fees.

Individual Members are liable for membership fees.

Individual Members do not exercise the right to vote nor do they have the right to representation.

Article 1.3 Corporate Membership

Any corporation which supports the policies of the Federation shall be eligible for corporate membership.

Application for Corporate Membership shall be made to and reviewed by the Membership Committee. Upon its recommendation, membership shall be granted by the Executive Council and shall become effective upon receipt of the initial membership fees.

Corporate Members are liable for membership fees.

Corporate Members do not exercise the right to vote nor do they have the right to representation.

Article 1.4 Honorary-Life Membership

Honorary-Life Members shall be individuals who have made outstanding contributions to the profession of dental hygiene and to the Federation.

Honorary-Life Members shall be nominated by the Executive Council and elected by the House of Delegates.

Honorary-Life Members are not liable for membership fees.

Honorary-Life Members do not exercise the right to vote nor do they have the right to representation.



Article 1.5 Allied Supporters

Allied Supporters shall be individuals, institutions, federations, organizations or groups who are allied health care givers and who demonstrate support for the policies of the Federation.

Application for Allied Supporter Affiliation shall be made to and reviewed by the Membership Committee. Upon its recommendation, affiliation shall be granted by the Executive Council and shall become effective upon receipt of the initial subscription fees.

Allied Supporters are liable for subscription fees.

Allied Supporters do not exercise the right to vote nor do they have the right to representation.

Article 2 Termination of Membership

Membership may be terminated by:

1. Resignation
2. Demise
3. Exclusion

Article 2.1 Resignation

Any member may resign from the Federation. Notice of intention shall be made to the Executive Council at least six (6) months prior to the close of the current fiscal year. Cessation of membership becomes effective at the close of that year and does not exonerate said member from accrued financial obligations to the Federation. Non payment of dues is to be considered as resignation.

Article 2.2 Demise

The dissolution or mutation of an Association Member, a Corporate Member, or an Allied Supporter or the demise of an individual renders affiliation terminated.



Article 2.3 Exclusion

a) Association Members

An Association Member that does not adhere to the Constitution and Bylaws of the Federation may be excluded upon the recommendation of the Executive Council and by a two-thirds(2/3) vote of the House of Delegates. Written notice of intention with the specific charges of conduct detrimental to the Federation must be presented to the Member and to the delegates by the Executive Council. The Member shall be given the possibility of response. Exclusion becomes effective immediately but does not exonerate said Member from accrued financial obligations to the Federation.

b) Individual and Corporate Members, Allied Supporters

An Individual, a Corporate Member or an Allied Supporter that does not adhere to the Constitution and Bylaws of the Federation may be excluded upon the decision of the Executive Council. Written notice of intention with the specific charges of conduct detrimental to the Federation must be presented to the Member by the Executive Council. The Member in question shall be given the possibility of response. Exclusion becomes effective immediately but does not exonerate said Member from accrued financial obligations to the Federation.

Article 3 Reinstatement of Membership

Reinstatement may be possible following:

1. Resignation
2. Exclusion

Article 3.1

Any member who has resigned in good standing or for non payment of dues, may be reinstated by application to the Executive Council and by payment of membership fees of the current year. At the discretion of the Executive Council, said member may be requested to pay previous fees owed to the Federation.

Article 3.2

Any member that has been excluded may be reinstated upon application to the Executive Council and payment of the membership fees of the current year. At the discretion of the Executive Council, said member may be requested to pay previous fees owed to the Federation.



CHAPTER 2

GOVERNMENT

Article 4

The governing bodies of the Federation are the following:

- 4.1 The House of Delegates
- 4.2 The Executive Council
- 4.3 The Committees (Standing and Ad hoc)

Article 4.1.1 The House of Delegates

The legislative and governing authority of the Federation shall reside with the House of Delegates. It shall be convened at least once every three years. It is composed of two (2) delegates from each Association Member, each delegate having the right to vote and present a motion.

N.B. The Executive Council shall be an ex officio member of the House of Delegates, having the right to present a motion but not the right to vote, either as a body or as individuals.

Article 4.1.2 Convocation Procedure

The House of Delegates shall convene as often as deemed necessary by its members, but at least once every three years, and in so far as possible in conjunction with the International Symposium on Dental Hygiene.

Motions to be considered before the Assembly may be presented by:

- 1) The Association Members
- 2) The Executive Council
- 3) The Committees

They shall be received by the Executive Council in written form apt for legislation and normally at least four (4) months prior to the Assembly.

The date, place, and time of the Assembly shall be decided upon by the Delegates and communicated to them at least sixty (60) days prior to said Assembly.

The Executive Council shall prepare and distribute the agenda to all Delegates at least sixty (60) days prior to the Assembly. Issues not included on the agenda may be presented at the Assembly under New Business.



Article 4.1.3 Authority of the House of Delegates

The House of Delegates is vested with the following powers:

- adoption and modification of the Constitution and Bylaws
- approval of the Executive Council's Report
- approval of the Committees' Reports
- approval of the Treasurer's and Auditor's Reports
- approval of the budget
- determination of membership dues and subscription fees
- election of the Executive Council
- adoption of the policies of the Federation
- creation of the committees (Standing or Ad hoc)
- decision on any issues which fall within its legislative powers according to the Constitution and Bylaws
- admission or exclusion of Association Members
- admission of Honorary-Life Members
- dissolution of the Federation or its fusion with another

Article 4.1.4 Voting Procedures

All delegates having been duly notified, then a majority of voting members of the House of Delegates shall constitute a quorum. Voting shall proceed as follows:

- a) a quorum having been established, unless otherwise stated a simple majority of delegates present and voting shall constitute a determinate voice. In the event of a tie vote, the President's voice shall be decisive.
- b) modification of the Constitution requires a two-thirds (2/3) majority (with prior notice) and a three-quarters (3/4) majority (without prior notice) of delegates present and voting (see Article V of the Constitution)
- c) modification of the Bylaws without prior notice requires a two-thirds (2/3) majority of delegates present and voting (see Article 8 of the Bylaws)
- d) the exclusion of an Association Member requires a two-thirds (2/3) majority of delegates present and voting. (See Article 2.3 of the bylaws.)
- e) the dissolution or fusion of the Federation requires a three-quarters (3/4) majority of delegates present and voting (see Article VI of the Constitution).
- f) elections require an absolute majority on the first round and a relative majority on the final round.
- g) the Delegates Assembly may decide by majority of its members present and voting to proceed by secret ballot.



N.B. Each Association Member is responsible for replacement of its Delegate in case of vacancy or resignation. Notification of replacement shall be made to the Secretary. Voting by proxy is not permitted.

Article 4.1.5 Mail Balloting

Actions taken by voting members of the House of Delegates by mail ballot shall be binding and effective as if such action were taken in a regular meeting of the House of Delegates. Any delegate may challenge a mail ballot on the grounds that insufficient information was made available to ensure proper consideration of the issue. If the problem is subsequently corrected to the satisfaction of the challenger and the challenge is withdrawn, the vote may be taken. Otherwise, the issue in question must be postponed until the next Delegates Assembly. A report of any decisions taken by mail ballot shall be verified and included in the minutes of the following Delegates Assembly.

Article 4.1.6 Special Assembly of the House of Delegates

A Special Assembly of the House of Delegates may be called at the request of two-thirds (2/3) of the Association Members. In the event of a Special Assembly being required, the Executive Council shall convene this Special Assembly within six months of its being requested.

Article 4.2.1 The Executive Council

The administrative authority of the Federation shall reside in the Executive Council. It is composed of the following elected officers:

- the President
- the President-elect
- the Vice-President
- the Treasurer

N.B. Upon the completion of his or her term as president, president-elect automatically assumes the vacated office of the presidency.

Article 4.2.2 Authority of the Executive Council

The Executive Council shall meet as necessary between meetings of the House of Delegates. A majority (three) of members present of the Executive Council shall constitute a quorum. Any decisions requiring a vote shall be decided upon by the majority. In the event of a tie, the President's voice shall be decisive. Within the confines of the budget, the Executive Council is vested with the following powers and duties:

- determination of Individual Membership dues and subscription fees
- review and make recommendations to update the Constitution and



Bylaws

- representation of the IFDH towards third parties
- performing any such duties as are prescribed by the Constitution and Bylaws
- convocation of the House of Delegates and preparation of its Assembly
- approval of the Procedures Manual and Job Descriptions
- admission and exclusion of Corporate Members
- admission and exclusion of Allied Supporters
- coordination of the activities of the Committees, Services, and Appointed Officers
- establishing of interim policy when the House of Delegates is not in session

These policies must be presented for ratification at the following Assembly and may not be in contradiction to the Constitution, Bylaws, or the established procedures of the Federation:

- administration of the Federation's finances
- selection or removal of the appointed officers, committee chairpersons, and auditors

N.B. Each member of the Executive Council shall serve as an ex officio member and liaison with one or more Committees. By invitation of the Executive Council the Immediate Past-President may serve as an ex officio member of the Executive Council or any other committee.

Article 4.2.3 Signatures

With respect to financial obligations, the signature of either the Treasurer or the President *are sufficient. No member of the Executive Council may sign for any payment made to her/himself.* Other contracts, documents, and instruments requiring a signature from the Federation shall be signed by the President. Daily administrative documents may be signed by an appointed Administrator.

Article 4.2.4 Candidature and Term of Office

a) Candidature

Candidates for the above mentioned elected offices shall be solicited from among delegates or former delegates to the House of Delegates. Nominations should normally be received at least 90 days prior to the Delegates Assembly and communicated to them with the agenda.

b) Tenure

Elected officers serve a term of three (3) years. With the exception of the Secretary and Treasurer, whose terms may be renewed normally not more than twice, terms are not renewable. A term shall commence at the close of the



Delegates Assembly at which the officer was elected and terminate at the close of the Delegates Assembly at which his or her successor is elected.

c) Vacancies

Should the office of President become vacant, the President-elect shall become the President to serve the remainder of the term. Should any other office of the Executive Council become vacant, it may be filled by a mail ballot of the Delegates. Advertisement to solicit nominations for the vacant post must be made among the Delegates.

d) Resignation

Any officer may submit his or her resignation in writing to the Executive Council.

e) Removal

Any elected officer may be removed from office for sufficient cause. Such cause could be failure to uphold the Constitution and Bylaws of the Federation or failure to fulfill his or her prescribed duties. Removal from office must follow the established procedures of the Federation and may only be pronounced by majority vote of the Delegates.

f) Indemnity and Compensation

No elected officer shall receive compensation for services rendered as an officer of the IFDH. Reimbursement for expenses incurred in the performance of his or her duties may, however, be afforded in accordance with the established procedures of the Federation.

Article 4.3.1 The Committees

Within the confines of the budget, committees may be created to carry out specific duties in order to further the objectives of the Federation. These may be either Standing Committees or Ad hoc Committees. Both are subject to the same regulation. Ad hoc committees may be created by the House of Delegates or the Executive Council.

Committees possess all the rights and responsibilities defined in their respective job descriptions.

Each Committee shall have as an ex officio member and liaison a member of the Executive Council.



Article 4.3.2 Committee Composition

Committee chairpersons shall be appointed by the Executive Council. Each committee shall further be composed of at least two additional members, normally selected from among the Delegates. Exceptionally, committee members may also be selected from among individuals of Association Members.

CHAPTER 3

PUBLICATIONS, ADMINISTRATION, DOCUMENTS

Article 5

The Federation recognizes the following appointed officers:

- 1) an Administrator
- 2) an Editor

These officers are selected by the Executive Council. (see Article 4.2.2 of the Bylaws)

Article 5.1 Administrators

Administrators are placed under the authority of the Executive Council and are charged to execute the responsibilities of the post in a diligent manner as defined by the respective job description.

Administrators may participate as an ex officio member of the Executive Council.

Article 5.2 Editors

The official publication of the Federation shall be called the *International Journal of Dental Hygiene and/or other publications as deemed appropriate*.

The editor(s) of the *International Journal of Dental Hygiene* and other publications are charged to administer his or her responsibilities in a diligent manner as defined by the respective job description.

Editors may participate as an ex officio member at sessions of the Executive Council and the House of Delegates.



CHAPTER 4

FINANCES

Article 6

The official monetary unit of the Federation shall be determined by the Executive Council.

The principal sources of revenue for the Federation are:

- Membership dues and subscription fees
- Sponsoring
- Donations
- Revenue issuing from Federation sponsored activities

The fortunes of the Federation are the unique and only guarantee of its obligations.

Article 6.1 Membership Fees

Annual membership dues shall be calculated according to the following table. It is based on the cumulative total membership of the Association Member and a variable of "Factor A" which is determined by the House of Delegates.

-first 0-100 members each	100 x Factor A (minimum)
-from 101- 200 members each:	99 x Factor A (minimum)
-from 201 to 1000 each:	75% of Factor A
-from 1001 to 5000 each:	33% of Factor A
-from 5001 to 10,000 each:	15% of Factor A
-from 10,001 to 15,000:	2 times the minimum (single block payment)
-each 5000 over 15,000 (single block payment)	1/2 the minimum



Article 6.2 Conditions of Payment

- 1) Association Members
- 2) Individual and Corporate Members, Allied Supporters

Article 6.2.1 Association Members

Membership fees are due and payable on the 1st of January each year. If the annual membership fee is not received by February 28th of the current year, interest amounting to one percent per month will be charged from March 1st of that year until the date of receipt of the membership fees (minimum charge US \$25.-).

A prerequisite for voting rights at the Delegates Assembly is that the membership fees are fully paid, including possible interest charges.

Article 6.2.2 Individual and Corporate Members, Allied Supporters

Membership fees for these categories of affiliation are due and payable on 1st January each year and are calculated as a flat rate. In the event of non payment of these annual dues within six months of their due date, said member is considered to have resigned from the Federation.

6.2.3 Membership Fees

Annual membership dues shall be calculated according to the following table. It is based on the cumulative total membership of the Affiliate Member Association and a variable of "Factor B" which is determined by the House of Delegates.

-first 0-200 members each:	200 x Factor B (minimum)
-from 201 to 1000 each:	55% of Factor B
-from 1001 to 5000 each:	33% of Factor B
-from 5001 to 10,000 each:	15% of Factor B
-from 10,001 to 15,000:	2 times the minimum (single block payment)
-each 5000 over 15,000 (single block payment)	1/2 the minimum

Article 6.3 Fiscal Period and Auditing

The fiscal year of the Federation shall be from January 1 through December 31 of the same year.

Financial accounts of the Treasurer are to be audited externally for each period between Delegates Assemblies.



CHAPTER 5

INTERNATIONAL SYMPOSIUM ON DENTAL HYGIENE

Article 7

The purpose of the Symposium shall be to provide a forum for the understanding and discussion of issues pertaining to dental hygiene.

A host association from among the Association Members shall be chosen by the House of Delegates and announced at the closing session of a preceding Symposium. The host association shall be responsible for the organization of the Symposium, following the IFDH Symposium Guidelines.

CHAPTER 6

AMENDMENTS AND AUTHORITY

Article 8

With Prior Notice

These articles may be amended by a majority vote of the delegates present and voting at any regular or special session of the Delegates Assembly. Written notice of the intent of the amendment must have been circulated to all Associations Members not less than sixty (60) days prior to the opening meeting of the Delegates Assembly at which the amendment will be considered.

Without Prior Notice

These articles may also be amended without prior notice provided that the amendment is presented at one meeting of the Delegates Assembly and considered at a subsequent meeting of the same session. Such amendment will require for adoption two-thirds (2/3) vote of the delegates present and voting.

Article 8.1 Authority

These Bylaws have been approved by the House of Delegates in Toledo, Spain on the 5th day of July, 2004 and become effective immediately. They replace any previous Bylaws.

Sue Aldenhoven
President

Yael Carlin
Secretary