VOLUNTEER RESOURCE MANUAL

With Gratitude and Purpose:
A Letter to Our Members and Volunteer Leaders

This is what happens when members speak—and leadership truly listens. What began as a series of questions grew into something far more powerful: a shared commitment to clarity, connection, and collective leadership. On behalf of the Leadership Committee, 2024–2025 IDA President Dr. Lisa Conard, and myself, I'm honored to present the *IDA Volunteer Resource Manual*—a living guide built by members, for members.

Whether you offered insights through a survey, raised a question in a meeting, or simply shared your experience in passing, you helped shape this resource. Every voice mattered. Every contribution counted. And together, we built something that will empower future leaders to step forward with confidence.

This manual is more than a reference—it's a reflection of who we are when we lean in, link arms, and move forward with purpose. As Dr. Conard has reminded us throughout her presidency: *We are stronger together.* This resource is proof.

The true catalyst for this project dates back to 2023, during the presidency of Dr. Tom Blake. Unafraid to ask questions—and just as willing to say, "I don't know, but I'll find out"—Dr. Blake initiated a survey that assessed the needs of IDA's volunteer leaders. What emerged from that effort was a clear picture: while passion and commitment were abundant, too many volunteers felt uncertain about their roles and lacked access to clear, practical information. His leadership reminded us that *"you don't know until you know"*—and to know, someone must ask, or the organization must provide.

That moment sparked a cultural shift. We stopped assuming everyone had read the bylaws or knew how to navigate the intricate process of change—from idea to resolution, from motion to policy, from concern to reform. What followed was a year of honest questions, open dialogue, and remarkable collaboration. When Dr. Conard assumed the presidency in 2024, she acted decisively on what had been uncovered—commissioning this manual not as a top-down directive, but as a grassroots, member-built resource shaped by those who serve.

This guide is a tangible result of that vision: a collaborative, evolving reference written by volunteers, for volunteers. It offers defined roles, time commitments, expectations, and procedures in clear, accessible language. It aims to remove barriers to involvement and empower our members to lead effectively—whether representing Indiana nationally, shaping legislation locally, launching a clinic for underserved youth, or serving quietly but powerfully behind the scenes.

We recognize that even with bylaws and policies, what our volunteers need most is real-world context and guidance. This manual offers just that. And because service and learning are continuous, we've included a QR code to submit feedback or suggest additions. This is your resource—and it will grow with your input.

Thank you to every member who filled out a survey, joined a conversation, asked a question, or raised your hand to help. The *IDA Volunteer Manual* is not just a document—it's a symbol of what happens when leadership listens, and when members lead.

You don't know—until you know.
And now that we do, we are stronger than ever—because we are working together.

With sincere gratitude,

Andrea New
Director of Volunteer Engagement
Indiana Dental Association

Table of Contents

Introduction……1-6

- Feed Back Form – Page 3
- Tripartite Structure – Page 4
- Strategic Plan – Page 5

Section 1: Leadership and the IDA Board of Trustees ……7-15

Elected and Appointed Positions

- Board of Trustees……8-11

  Duties, Composition, Election Process, Tenure, Powers and Authority,

  Time Commitment, Events, Budget and Additional Considerations

- Individual Trustees……12 - 15

  Duties, Eligibility, Election Process, Tenure, Powers and Authority

  Time Commitment, Events, Budget and Additional Considerations

- Handling Complaints: Current Policy……..15

Section 2: Elected Positions……14-20

- Elected Positions

  Overview, Eligibility, Process, Tenure, Installation, Vacancies,……..14-17

- Summary of Elective Positions…….....18-20

  Responsibilities and Time Commitment for the, President,
  President-Elect, Vice-President, Vice President-Elect,
  Immediate Past President, Speaker of the House, Vice-Speaker
  Of the House

Section 2.2: Elected Positions in Detail

- President …….…… 21-25
- President-Elect ……..26-28
- Vice-President ……29-32
- Vice-President Elect ……33-35
- Immediate Past-President ……..36-38

- **Speaker of the House ……..39-41**
- **Vice-Speaker of the House ……42-46**
- **Officer Meeting/Event Callendar 2025……..47-59**

Section 3: Appointed Positions……..48-59

Overview .....……48-50

Section 3.1: Appointed Positions in Detail

- **Treasurer ……51-53**
- **Editor of the Journal ……54-56**
- **Executive Director ……57-59**

Section 4: Committees and Subcommittees……60-88

- **Roles and Responsibilities……61-63**
- **Staff as Assigned to Committees/Subcommittees……..64**
- **Committees Visual Overview……..65-68**

Standing Committees:

- **Communications Committee ……69**
- **Finance Committee ……..70**
- **Governmental Affairs Committee ……71**
  - **IDPAC……...72**
- **Leadership Committee ……73**
- **Professional Development Committee ……...74**
- **Dental Practice Committee ……75**
- **Dental Public Health Committee ……..76**
- **Member Insurance Committee……...77**
- **Membership Committee ……78**

Committee Chairs:

- **At a glance……..79**
- **Expectations and Responsibilities……80-81**
- **Templates**
  - **Agendas, Board and House Reports……...82-88**

Section 5: Special Taskforces and Programs

- **Task force Member Expectations and Responsibilities……..89-91**

Section 6: Board Training PowerPoint……..92-117

Section 7: Rosters……...118-

- **Leadership 2024-2025……...119**
- **Trustees……120**
- **Committee Chairs/Subcommittees……...121-122**
- **Staff……123**

Section 8: Standing Rules of the House of Delegates……..124-135

- **Motions Guide……136-138**

Section 9: Current IDA House Policies 2024-2025……139-149

Section 10: IDA Constitution, Bylaws, and Articles of Incorporation……...150-174

Section 11: Policies for IDA Staff……175-199

- **Additional IDA Internal Policies for Staff and Leadership/Trustees/Chairs……..201-210**

Section 12: Additional Resources

- **Delegates to the IDA and ADA House of Delegates**

ONLINE FEEDBACK FORM

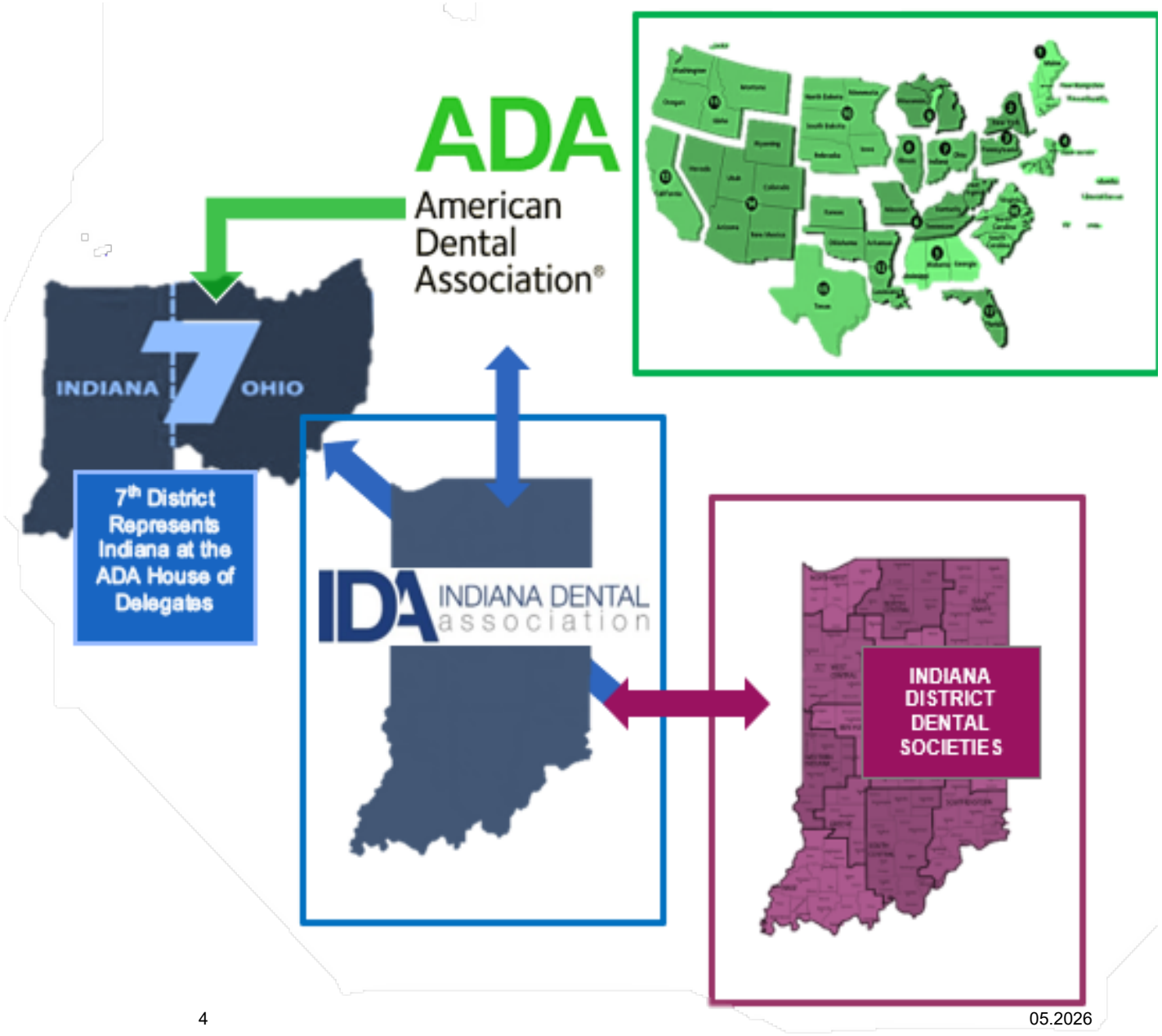
Instructions:

1. Scan the QR code below to access the form.
2. Complete the form on your phone or computer

QR Code:

Your feedback is invaluable in helping us manage volunteer expectations and improve role clarity for future volunteers.

Tripartite Association Organizational Structure



STRATEGIC PLAN

IDA's strategic plan provides a year framework that guides the work of the association. A collaborative, and constantly evolving document, the strategic plan is authored by IDA leadership with staff input and guidance from IDA's Board of Trustees. The document outlines our strategic priorities, which results in alignment and success in the direction of the association. Included are goals and measurements to success, which are used to create goals and priorities that helps provide focus and accountability.

STRATEGIC ANCHORS	
Membership	Make membership valuable to every dentist.
Management	Make efficient use of volunteers, staff, and finances.
Advocacy	IDA is the most influential voice on oral health issues.
Oral Health	Improve Oral Health for the community at large.

IDA Strategic Plan 2025-2028

(Board Approved: September 20, 2025 – Board Updated: April 11, 2026)

SMART Goals

Specific – Measurable – Achievable – Relevant – Timebound

1. MEMBERSHIP – Membership Engagement and Communication

1.1 Achieve 75% of total membership market shares and 70% of active membership.
1.2 Maintain total and active member retention rates of 95%.
1.3 Increase dues paying membership by 5% annually.
1.4 Increase both CE attendance and net income by 5% per year.
1.5 Increase website/social media visitors/followers by 10% per year.
1.6 Increase component engagement by having Trustees report their component activities at all BOT meetings.

2. RESOURCE MANAGEMENT – Efficient use of volunteers, staff, finances

2.1 Committee chair reports SMART goals at fall Board meeting annually.
2.2 Fill all committee positions and maintain 80% committee meeting attendance.
2.3 Maintain combined Reserve Funds of a minimum of 100% of Annual Budget.
2.4 Increase non-dues revenue, lower dues/non-dues income ratio 1% annually.

3. ADVOCACY – IDA is the most influential voice on oral health.

3.1 Increase IDPAC income by $2,500 per year.
3.2 Appoint Contact Dentists (CD) for 75% of House and Senate members who serve on select committees.
3.3 Annually secure $8-10k in SPA funding for holding 8-10 component legislative forums.
3.4 Recruit and train 2 Fluoride Champions from each component by June 30, 2026.
3.5 Annually survey Indiana's charitable dental clinics to obtain organizational demographics and the need for volunteer dentists.
3.6 Recruit 100 additional Donated Dental Services volunteers by December 31, 2026.

MEMBERS

Stakeholders/Owners

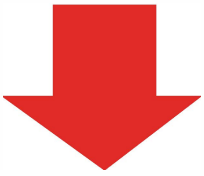
IDA HOUSE OF DELEGATES

Legal Governing Body

IDA BOARD OF TRUSTEES

Advisors

IDA EXECUTIVE DIRECTOR
STAFF



LEADERSHIP: BOARD, OFFICERS, AND ELECTED POSITIONS

IDA BOARD OF TRUSTEES

Expectations/Responsibilities/Powers and Duties of the Elected and Appointed IDA Governance Roles:

OVERVIEW:

The Board of Trustees serves as the administrative body of the Indiana Dental Association (IDA), overseeing the governance, policy implementation, and strategic planning of the Association. It ensures alignment with the IDA's mission, values, and strategic goals.

Specific Duties of the IDA Board of Trustee

1. **Governance and Policy Oversight:**
    - Implements and monitors policies approved by the House of Delegates.
    - Oversees the Association's governance framework, ensuring compliance with the Constitution and Bylaws (Source: *IDA Constitution and Bylaws May 2024*).
2. **Strategic Planning:**
    - Develops and monitors the IDA's strategic plan to guide the Association's activities and initiatives.
    - Evaluates progress on strategic goals and adjusts priorities as needed (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
3. **Financial Management:**
    - Prepares and approves the Association's annual budget in collaboration with the Treasurer and Finance Committee.
    - Reviews monthly financial reports and ensures fiscal responsibility across all IDA operations (Source: *IDA Constitution and Bylaws May 2024*).
4. **Property and Resource Oversight:**
    - Maintains and supervises all property and assets owned or operated by the IDA.
    - Ensures the Association's resources are used effectively to support its mission (Source: *IDA Constitution and Bylaws May 2024*).
5. **Appointment and Employment:**
    - Appoints key officers, including the Treasurer, Editor of the Journal, and Executive Director.
    - Evaluates the performance of the Executive Director and other appointees (Source: *IDA Constitution and Bylaws May 2024*).
6. **Committee and Program Supervision:**
    - Reviews annual reports from all committees and recommends actions to the House of Delegates.

- Evaluates committee effectiveness every three years and proposes changes to the House as necessary.

7. **ADA Representation:**
    - Oversees the selection and activities of IDA's delegation to the American Dental Association (ADA) House of Delegates (Source: *IDA Constitution and Bylaws May 2024*).

Composition:

1. **Membership:**
    - One Trustee from each Trustee District, one at-large New Dentist Trustee (in practice for 10 years or less), and one Student Trustee (non-voting member) (Source: *IDA Constitution and Bylaws May 2024*).
2. **Leadership:**
    - The President of the IDA presides over meetings and votes in case of a tie.
    - Advisory members include remaining officers of the Association (Source: *IDA Constitution and Bylaws May 2024*).
3. **Qualifications:**
    - Trustees must be Active, Life, Student, or Retired Members in good standing.
    - If a Trustee no longer meets eligibility criteria, the position is declared vacant and filled by the Trustee District until the next election (Source: *IDA Constitution and Bylaws May 2024*).

Election Process:

1. **Nomination:**
    - Trustees are nominated through their respective Trustee Districts (Source: *IDA Constitution and Bylaws May 2024*).
2. **Election:**
    - Trustees are elected by their districts and serve as representatives of their members (Source: *IDA Constitution and Bylaws May 2024*).

Tenure:

1. **Term Length:**
    - Trustees serve three-year terms, with a maximum of three consecutive terms. Partial terms do not count toward the term limit (Source: *IDA Constitution and Bylaws May 2024*).
2. **Student Trustee:**
    - The Student Trustee serves a one-year term and is a non-voting member (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Legislative Authority:**
   - Assumes legislative powers of the House of Delegates during extraordinary emergencies, for interim periods between annual sessions (Source: *IDA Constitution and Bylaws May 2024*).
2. **Strategic Oversight:**
   - Directs the strategic initiatives of the Association to align with its mission and priorities (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
3. **Financial Oversight:**
   - Monitors all financial matters, ensuring appropriate allocation of resources and adherence to budgets (Source: *IDA Constitution and Bylaws May 2024*).
4. **Committee and Program Evaluation:**
   - Oversees the creation, continuation, or discontinuation of committees and programs to ensure efficiency and relevance.

Time Commitment:

- **Quarterly Commitment:**
  - Regular attendance at quarterly Board meetings, typically lasting 4–6 hours.
  - Preparation time includes reviewing materials and reports prior to meetings (Source: *IDA Officer Duties Document*).
- **Annual Commitment:**
  - Participation in House of Delegates sessions, strategic planning retreats, and additional meetings as required (Source: *IDA Constitution and Bylaws May 2024*).

Events Required to Attend:

1. **Board of Trustees Meetings:**
   - Held quarterly to discuss operations, finances, and strategic planning.
   - Additional meetings may be called for urgent matters (Source: *IDA Constitution and Bylaws May 2024*).
2. **Annual Meetings:**
   - House of Delegates session (May).
   - Midwest Dental Assembly (MDA) (Source: *IDA Constitution and Bylaws May 2024*).
3. **Special Meetings and Retreats:**
   - Strategic planning sessions or retreats as determined by the Board or President (Source: *IDA Officer Duties Document*).

Budget:

- **Oversight Responsibility:**
  - Reviews and approves the Association's budget, ensuring fiscal accountability and alignment with strategic goals.
  - Monitors Reserve and Relief Fund investments in collaboration with the Finance Committee (Source: *IDA Constitution and Bylaws May 2024*).

Additional Considerations:

- Trustees must maintain impartiality, representing the best interests of the Association and its members.
- Strong analytical, strategic, and collaborative skills are essential for effective governance.
- Trustees are expected to embody the mission and values of the IDA, ensuring the Association's continued success and relevance (Source: *IDA Constitution and Bylaws May 2024*).

IDA TRUSTEE

Expectations/Responsibilities/Powers and Duties of the Elected IDA Governance Roles:

OVERVIEW:

The Trustee is a critical representative role within the Indiana Dental Association (IDA), serving as a voting member of the Board of Trustees. Trustees represent their respective districts, provide governance oversight, and help shape the strategic direction of the Association.

Specific Duties of the IDA Trustee

1. **District Representation:**
   - Represents the interests and concerns of members in their Trustee District.
   - Serves as a conduit for communication between the Association and district members (Source: *IDA Constitution and Bylaws May 2024*).
2. **Governance Role:**
   - Actively participates in Board of Trustees meetings and decision-making processes.
   - Votes on matters related to policy, governance, budget, and strategic initiatives (Source: *IDA Constitution and Bylaws May 2024*).
3. **Strategic Planning:**
   - Contributes to the development and monitoring of the Association's strategic plan.
   - Provides input on policies and initiatives to advance the Association's mission and goals (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
4. **Committee Engagement:**
   - Reviews committee reports and provides guidance or recommendations to the Board.
   - Evaluates the effectiveness of committees within their purview.
5. **Financial Oversight:**
   - Assists in reviewing and approving the annual budget and financial reports.
   - Ensures proper stewardship of the Association's financial resources (Source: *IDA Constitution and Bylaws May 2024*).

Eligibility Requirements:

- Must be an Active, Life, or Retired Member in good standing of the IDA.
- Trustees must reside or practice in the district they represent (Source: *IDA Constitution and Bylaws May 2024*).

Election Process:

1. **Nomination:**
   - Trustees are nominated by members within their respective Trustee Districts (Source: *IDA Constitution and Bylaws May 2024*).
2. **Election:**
   - Trustees are elected by the members of their district and serve as their representatives on the Board (Source: *IDA Constitution and Bylaws May 2024*).

Tenure:

1. **Term Length:**
   - Trustees serve three-year terms and may serve a maximum of three consecutive terms.
   - Partial terms do not count toward the term limit (Source: *IDA Constitution and Bylaws May 2024*).
2. **Student Trustee:**
   - The Student Trustee serves a one-year term and is a non-voting member (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Legislative Role:**
   - Votes on Association policies, initiatives, and strategic priorities.
   - Has a voice in decisions that guide the operations of the IDA (Source: *IDA Constitution and Bylaws May 2024*).
2. **District Liaison:**
   - Communicates Board decisions and initiatives back to district members.
   - Brings concerns or feedback from district members to the Board (Source: *IDA Constitution and Bylaws May 2024*).
3. **Financial Accountability:**
   - Monitors financial activities, including budget and investment reviews, to ensure fiscal responsibility (Source: *IDA Constitution and Bylaws May 2024*).

Time Commitment:

- **Quarterly Commitment:**
  - Attends Board of Trustees meetings, typically held four times a year, each lasting 4–6 hours.
  - Prepares for meetings by reviewing materials and reports (Source: *IDA Officer Duties Document*).
- **Annual Commitment:**

- Participates in House of Delegates sessions, strategic planning retreats, and additional meetings as required (Source: *IDA Constitution and Bylaws May 2024*).

Events Required to Attend:

1. **Board of Trustees Meetings:**
    - Discusses and votes on key governance, policy, and operational matters.
    - Ensures strategic alignment and financial oversight (Source: *IDA Constitution and Bylaws May 2024*).
2. **Annual Meetings:**
    - IDA House of Delegates (May).
    - Midwest Dental Assembly (MDA) (Source: *IDA Constitution and Bylaws May 2024*).
3. **District-Specific Meetings:**
    - Engages with members of their Trustee District to communicate updates and gather feedback (Source: *IDA Officer Duties Document*).

Budget:

- **Oversight Responsibility:**
    - Participates in budget approval processes and ensures alignment with the Association's financial goals.
    - Collaborates with the Treasurer and Finance Committee on resource allocation (Source: *IDA Constitution and Bylaws May 2024*).

Additional Considerations:

- Trustees must act impartially and prioritize the collective interests of the Association and its members over personal or district-specific interests.
- Strong communication and leadership skills are essential to effectively represent district members and contribute to Board discussions.
- Trustees are expected to maintain professionalism and uphold the mission and values of the IDA throughout their term (Source: *IDA Constitution and Bylaws May 2024*).

COMPLAINTS: Policy and Procedures

Below is the IDA Policy that IDA Employees must sign prior to accepting employment. The following information relates to the Board of Trustees and The Presidents Role in the process for handling complaints:

6.4 Whistleblower and Anti-Retaliation Policy

In a continuing effort to build upon the strong corporate governance standard of the Indiana Dental Association (IDA), the Board of Trustees has established procedures for the IDA's employees to convey complaints or to identify concerns (a "complaint") regarding claims of violation of legal and/or regulatory requirements. Such complaints may include, but are not limited to, claims regarding financial reporting and disclosure requirements, preparation of financial statements, accounting practices, internal accounting controls, financial audit matters, matters concerning fraud against IDA, inappropriate use of IDA resource, or other violations of any Code of Ethics established by IDA (collectively, "Disclosure Matters").

IDA also respects its employees' legal right to report actual or suspected unlawful activity directly to government agencies or management, as well as management's responsibility to ensure that IDA employees feel comfortable reporting actual or suspected unlawful activity to government agencies or management. To the extent that IDA employees wish to make an internal complaint with respect to the Disclosure Matters, such employees may follow the policies and procedures outlines below to submit a complaint.

Submitting a Complaint

A Complaint regarding questionable treatment or alleged violation with respect to the Disclosure Matters may be submitted in the following manner to the extent that an employee does not feel comfortable reporting the matter through IDA's current organizational structure (or "chain of command").

1. A Complaint may be submitted in writing, confidentially and anonymously, through internal or regular mail or may be delivered in person to the IDA President (the "President"). The name and address of the President is located on the IDA's Web site.

2. If an employee desires to discuss the matter in person with the President, he or she should submit a written request and include a telephone number at which he or she may be contacted.
3. To the extent possible, any Complaint should be factual and should contain as much specific information as possible setting forth all of the information about which the employee has knowledge.

Handling Complaints

1. Upon receipt of a Complaint, the President, or his or her designee, will investigate the Complaint. In conducting the investigation, the President, or his or her designee, may retain outside legal or accounting expertise. To the extent possible, all Complaint will be handled in a confidential manner.

2. The President will report to the Board of Trustees, or a committee designated by the Board of Trustees (the "Committee"), all Complaints submitted to him or her since the President's last report, including his or her determination regarding each Complaint and the results, if any, of any investigations.

3. If the Board of Trustees or the Committee determines that a reasonable basis exists for initiating a further investigation into the Complaint, the Board or Committee will appoint one of its members to lead such investigation. In conducting such an investigation, the Board or Committee may retain outside legal or accounting expertise. The President will oversee the investigations.

4. The Board of Trustees of the Committee, together with input from IDA's management, if requested, will determine any appropriate action. It is the responsibility of the Board or Committee to report to IDA any noncompliance with IDA policies and legal and or/ regulatory requirements, and to ensure that IDA management takes the appropriate action as directed by the Board or Committee.

No Retaliation

Neither IDA nor its employees, officers, contractors or agents may retaliate or discriminate against any employee who (a) provides information to governmental authorities or to IDA regarding any conduct that the employee reasonably believes constitutes unlawful activity or a violation of IDA's policies or (b) participates in or otherwise assists with an administrative proceeding, judicial proceeding, or investigation by government agencies, IDA, or the Board of Trustees or the Committee (collectively, "Proceeding"). Specifically, IDA will not discharge, demote, suspend, threaten, harass, or in any other manner discriminate against any employee in the terms or conditions of his or her employment because the employee (a) reported what the employee reasonably believes constitutes unlawful activity or a violation of IDA's policies or (b) participated in any Proceedings. IDA also respects its employees' legal right to refuse to engage in unlawful activities and will not take any type of disciplinary action against employees who refuse to engage in unlawful activities. Any employee of IDA who retaliated against another employee in violation of this policy, or encourages another to so retaliate, will be subject to appropriate discipline, up to and including discharge.

Section 2: Elected Positions

Elective Positions

Overview:

The elective positions within the Indiana Dental Association (IDA) are crucial to its governance, leadership, and strategic direction. These roles include:

- President
- President-Elect
- Vice-President
- Vice-President Elect
- Immediate Past-President
- Speaker of the House
- Vice-Speaker of the House

Elective officers serve one-year terms and are elected annually by the House of Delegates. Each role includes specific responsibilities that align with the mission and strategic goals of the IDA.

Eligibility:

- Only active, life, or retired members in good standing are eligible for elective office.

Nomination Process:

- Nominations for the positions of Vice President Elect, Speaker of the House, Vice Speaker of the House, and other required officers are made at the opening meeting of the Annual Session of the House of Delegates.
- Nominees can address the House of Delegates for up to three minutes during this time.

Election Process:

- The election of officers follows the procedures outlined in Chapter XIV of the Bylaws.

Tenure and Installation:

- Elective officers serve a one-year term and continue until their successors are elected and qualified.
- Officers are installed at the close of the Annual Session of the House of Delegates.

Handling Vacancies:

- **President Vacancy:** The President-Elect automatically assumes the role of President for the remaining term and the subsequent term. The Vice-President

becomes the President-Elect for the same periods, and the Vice-President Elect becomes the Vice-President.

- **President-Elect Vacancy:** If this position becomes vacant, the Vice-President becomes President-Elect for the remaining term and the subsequent term. The Vice-President Elect becomes Vice-President for the same periods. At the next Annual Session, both a new Vice-President and Vice-President Elect are elected.
- **Vice-President Vacancy:** The Vice-President Elect becomes the Vice-President for the remaining term and the subsequent term. A new Vice-President and Vice-President Elect are elected at the next Annual Session.
- **Vice-President Elect Vacancy:** The position remains vacant for the remainder of the term.

Summary of Elective Positions: Section 2.1

PRESIDENT:

Responsibilities

- **Leadership:** Preside over meetings of the House of Delegates, Board of Trustees, and Executive Committee.
- **Representation:** Represent the IDA at official functions, advocating for the interests of dentistry.
- **Appointments:** Appoint committee chairs and members, subject to Board approval.
- **Ex-Officio Membership:** Serve as an ex-officio member of all committees (except the Nominating Committee).
- **Collaboration:** Work with the Executive Director to ensure smooth operations.
- **Policy Oversight:** Monitor and guide the implementation of association policies and initiatives.
- **Public Engagement:** Act as a spokesperson for oral health and dentistry's role in overall health.
- **ADA Delegation:** Participate as a member of the ADA delegation.
- **Annual Address:** Deliver a comprehensive report to the House of Delegates.

Time Commitment

- Quarterly Board meetings
- Annual House of Delegates sessions
- IDA-hosted events such as the Midwest Dental Assembly (MDA), Punch Bowl Reception, and Dental Day at the Capitol
- ADA and regional events as needed
    - Monthly: ~8–10 hours (Board meetings, event participation, ongoing collaboration)
    - Yearly: ~100–120 hours (Quarterly Board meetings, annual House of Delegates, ADA delegation, and key events)

PRESIDENT-ELECT

Responsibilities

- Assist the President and prepare to assume the role.
- Present project proposals and budgetary needs for their presidential term.
- Engage in strategic planning and provide input to committees.
- Represent the IDA at events and in interactions with the ADA.

Time Commitment

- Attend IDA events, Board meetings, and regional/national meetings (e.g., ADA State President-Elect Meeting, Mid-States Meeting).
- Collaborate on projects and attend key functions such as the MDA and Dental Day at the Capitol.
    - Monthly: ~6–8 hours (Board meetings, strategic planning, and events)
    - Yearly: ~80–100 hours (Key events, Board meetings, ADA State President-Elect Meeting, and MDA)

VICE-PRESIDENT

Responsibilities

- Support the President and President-Elect in their duties.
- Assume responsibilities in the absence of the President-Elect.
- Participate in IDA governance activities and events.
- Attend bi-monthly Indiana State Board of Dentistry meetings, representing the IDA and reporting back to the Board of Trustees.

Time Commitment

- Attend Board meetings and IDA events such as Punch Bowl, Dental Day at the Capitol, and the MDA.
- Act as co-presenter for the IDA Awards Ceremony with the IDA Subcommittee Chair at the MDA meeting in May.
- Prepare speeches for award presentations.
    - Monthly: ~6–8 hours (Bi-monthly ISBD meetings, event preparation, Board participation)
    - Yearly: ~80–100 hours (Key events, including the IDA Awards Ceremony)

VICE PRESIDENT-ELECT

Responsibilities

- Assist the Vice-President in their duties.
- Prepare to transition into the Vice-President role.
- Attend bi-monthly Indiana State Board of Dentistry meetings if the Vice-President is unavailable.
- Engage in IDA activities and provide input to ongoing initiatives.

Time Commitment

- Attend IDA events, Board meetings, and other functions as needed.
- Participate in IDA retreats, quarterly Board meetings, and major annual events such as Punch Bowl, Indiana Fuel Game, and MDA.
    - Monthly: ~4–6 hours (Bi-monthly ISBD meetings, event participation, preparation activities)
    - Yearly: ~60–80 hours (Board meetings, IDA retreats, and annual events like MDA and Dental Day

---

IMMEDIATE PAST-PRESIDENT

Responsibilities

- Provide continuity and guidance to the leadership team.
- Serve in an advisory capacity to the Board and committees.
- Represent the association as needed.

Time Commitment

- Attend IDA events, Board meetings, and other functions as needed.
- Participate in IDA retreats, quarterly Board meetings, and major annual events such as Punch Bowl, Indiana Fuel Game, and MDA.
    - Monthly: ~4–6 hours (Bi-monthly ISBD meetings, event participation, preparation activities)
    - Yearly: ~20–40 hours (Board meetings, IDA retreats, and annual events like MDA and Dental Day

---

SPEAKER OF THE HOUSE

Responsibilities

- Preside over House of Delegates sessions, ensuring adherence to parliamentary procedures.
- Rule on questions of order and maintain decorum.
- Collaborate with the Vice-Speaker to prepare agendas and facilitate effective meetings.
- Serve in an advisory capacity to the Board of Trustees.

Time Commitment

- Participate in House sessions and planning activities.
- Engage with the Board of Trustees as an advisor.
    - Monthly: ~3–4 hours (Session preparation, agenda setting, collaboration with Vice-Speaker)
    - Yearly: ~60–100 hours (House sessions and planning activities)

VICE-SPEAKER OF THE HOUSE

Responsibilities

- Support the Speaker in their duties and act in their absence.
- Assist with agenda preparation and procedural matters.
- Serve in an advisory capacity to the Board of Trustees.

Time Commitment

- Participate in House sessions and planning activities.
- Engage with the Board of Trustees as an advisor.
    - Monthly: ~2–3 hours (Assisting Speaker with preparation and procedural duties)
    - Yearly: ~40–60 hours (Session planning and support)

Elected Positions in Detail: Section 2.2

IDA PRESIDENT

Expectations/Responsibilities/Powers and Duties of the Elected IDA Leadership Roles:

OVERVIEW:

The IDA President is responsible for leading the Association, representing its interests, and upholding its mission and values. Below are specific duties of the President:

Specific Duties of the IDA President

1. **Presiding Over Meetings:**
   - Leads meetings of the House of Delegates, the Board of Trustees, and the Executive Committee (Source: *IDA Constitution and Bylaws May 2024*).
2. **Representation:**
   - Represents the Association at official functions and events.
   - Serves as a spokesperson for the Association and advocates for the interests of dentists and the dental profession (Source: *IDA Constitution and Bylaws May 2024*).
3. **Appointments:**
   - Appoints committee chairs and members, subject to the approval of the Board of Trustees.
   - Makes appointments to fill vacancies in elected offices, subject to the approval of the Board of Trustees (Source: *IDA Constitution and Bylaws May 2024*).
4. **Ex-Officio Membership:**
   - Serves as an ex-officio member of all committees, except the Nominating Committee (Source: *IDA Constitution and Bylaws May 2024*).
5. **ADA Delegation:**
   - Serves as a member of the delegation to the American Dental Association (ADA) (Source: *IDA Constitution and Bylaws May 2024*).
6. **Annual Address:**
   - Prepares and delivers an annual address to the House of Delegates (Source: *IDA Constitution and Bylaws May 2024*).
7. **Collaboration:**
   - Works closely with the Executive Director and other officers to ensure the smooth operation of the Association.
   - Collaborates with other dental organizations and stakeholders to advance the goals and objectives of the Association (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
8. **Policy and Initiative Oversight:**
   - Oversees the implementation of Association policies and initiatives.
   - Monitors and addresses issues and challenges facing the dental profession (Source: *IDA Officer Duties Document*).
9. **Government and Stakeholder Interaction:**

    - Represents the Association in interactions with government agencies, dental organizations, and other stakeholders (Source: *IDA Constitution and Bylaws May 2024*).
10. **Oral Health Promotion:**
    - Promotes the importance of oral health and the role of dentistry in overall health and well-being.
11. **Compliance:**
    - Ensures compliance with the Association's Constitution and Bylaws (Source: *IDA Constitution and Bylaws May 2024*).
12. **Leadership and Guidance:**
    - Provides leadership and guidance to the Board of Trustees and the Association as a whole.
    - Serves as a role model for professionalism and ethical conduct in dentistry (Source: *IDA Officer Duties Document*).
13. **Member Engagement:**
    - Engages with members and solicits their input and feedback (Source: *IDA Constitution and Bylaws May 2024*).
14. **Strategic Planning:**
    - Participates in strategic planning and setting the direction for the Association (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
15. **Upholding Mission and Values:**
    - Upholds the mission and values of the Association (Source: *IDA Constitution and Bylaws May 2024*).

Eligibility Requirements:

- Must be an Active, Life, or Retired Member in good standing of the IDA (Source: *IDA Constitution and Bylaws May 2024*).

Election Process:

1. **Nomination:**
    - Nominations occur at the opening meeting of the Annual Session of the House of Delegates.
    - Nominees may address the House of Delegates for up to three minutes (Source: *IDA Constitution and Bylaws May 2024*).
2. **Election:**
    - Elections follow procedures outlined in Chapter XIV of the IDA Bylaws.
    - Voting takes place during the House of Delegates session (Source: *IDA Constitution and Bylaws May 2024*).

Tenure and Installation:

1. **Term Length:**
    - The President serves a one-year term, continuing until their successor is elected and qualified.
    - Installation occurs at the close of the Annual Session of the House of Delegates (Source: *IDA Constitution and Bylaws May 2024*).
2. **Vacancy Handling:**
    - If the office of President becomes vacant, the President-Elect assumes the role for the unexpired and subsequent terms (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Policy Implementation:**
    - Ensures compliance with IDA's Constitution and Bylaws.
    - Oversees execution of Association policies and initiatives (Source: *Individual Updated IDA Policies and Signature Page 12.2024*).
2. **Conflict Resolution:**
    - Manages conflicts within the Board or between the Board and staff.
    - Reviews complaints submitted internally or confidentially and acts according to the IDA Policies and Bylaws (Source: *IDA Constitution and Bylaws May 2024*).
3. **Delegation:**
    - Facilitates appointments and decisions that align with the strategic goals of the IDA (Source: *IDA Officer Duties Document*).
4. **Collaboration:**
    - Works closely with the Executive Director, staff, and officers to maintain smooth operations (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).

Time Commitment:

- **Monthly Commitment:**
    - Average of 10-15 hours per week, including meeting preparation, committee work, and representation duties.
    - Includes travel, emails, phone calls, and preparation for events (Source: *IDA Officer Duties Document*).

Events Required to Attend:

1. **Annual Meetings:**
    - IDA House of Delegates (May).
    - Midwest Dental Assembly (MDA) (Source: *IDA Constitution and Bylaws May 2024*).
2. **Quarterly and Special Meetings:**
    - IDA Board of Trustees meetings (four times annually).

    - Strategic Planning retreats or special planning sessions (Source: *IDA Officer Duties Document*).
3. **Public and Professional Events:**
    - ADA Annual Meeting (October).
    - State dental events (e.g., Dental Day at the Capitol in February).
    - Indiana Fuel Game (January).
    - Component events such as the Punch Bowl (First-Year Dental Students Welcome, September) (Source: *IDA Officer Duties Document*).
4. **Other Commitments:**
    - Speaking engagements at affiliate and community events.
    - Representation at advocacy events or stakeholder meetings (Source: *IDA Constitution and Bylaws May 2024*).

Budget:

- **Allotted Amount:**
    - Approximately $8,000, subject to approval by the Board of Trustees.
    - Covers travel expenses, representation costs, and discretionary spending for initiatives.
    - Budget may vary based on the BOT's approval for the President's term year (Source: *Individual Updated IDA Policies and Signature Page 12.2024*).

Additional Considerations:

- Presidents should maintain a flexible schedule to accommodate unforeseen commitments and emergencies requiring their attention.
- Fiscal responsibility is essential, ensuring expenditures align with the budget and the Association's goals.
- Presidents are expected to foster relationships across all IDA committees, members, and external stakeholders (Source: *IDA Constitution and Bylaws May 2024*)
- Presiding over all Board of Trustees meetings (Jan, Apr, May, Sept)
- Deliver remarks at the IDA House and ADA House
- Appoint and assign resolutions to task forces
- Representing IDA with legislators and dental organizations
- Author quarterly IDA Journal editorials
- Deliver monthly presidential updates
- Attend and support all IUSD events and FrIDAy sessions
- Join ADPAC and IDPAC
- Chair Executive Director Review Committee (Dec/Jan)

COMPLAINTS: Policy and Procedures

Below is the IDA Policy that IDA Employees must sign prior to accepting employment. The following information relates to the Board of Trustees and The Presidents Role in the process for handling complaints:

6.4 Whistleblower and Anti-Retaliation Policy

In a continuing effort to build upon the strong corporate governance standard of the Indiana Dental Association (IDA), the Board of Trustees has established procedures for the IDA's employees to convey complaints or to identify concerns (a "complaint") regarding claims of violation of legal and/or regulatory requirements. Such complaints may include, but are not limited to, claims regarding financial reporting and disclosure requirements, preparation of financial statements, accounting practices, internal accounting controls, financial audit matters, matters concerning fraud against IDA, inappropriate use of IDA resource, or other violations of any Code of Ethics established by IDA (collectively, "Disclosure Matters").

IDA also respects its employees' legal right to report actual or suspected unlawful activity directly to government agencies or management, as well as management's responsibility to ensure that IDA employees feel comfortable reporting actual or suspected unlawful activity to government agencies or management. To the extent that IDA employees wish to make an internal complaint with respect to the Disclosure Matters, such employees may follow the policies and procedures outlines below to submit a complaint.

Submitting a Complaint

A Complaint regarding questionable treatment or alleged violation with respect to the Disclosure Matters may be submitted in the following manner to the extent that an employee does not feel comfortable reporting the matter through IDA's current organizational structure (or "chain of command").

1. A Complaint may be submitted in writing, confidentially and anonymously, through internal or regular mail or may be delivered in person to the IDA President (the "President"). The name and address of the President is located on the IDA's Web site.

2. If an employee desires to discuss the matter in person with the President, he or she should submit a written request and include a telephone number at which he or she may be contacted.
3. To the extent possible, any Complaint should be factual and should contain as much specific information as possible setting forth all of the information about which the employee has knowledge.

Handling Complaints

1. Upon receipt of a Complaint, the President, or his or her designee, will investigate the Complaint. In conducting the investigation, the President, or his or her designee, may retain outside legal or accounting expertise. To the extent possible, all Complaint will be handled in a confidential manner.

2. The President will report to the Board of Trustees, or a committee designated by the Board of Trustees (the "Committee"), all Complaints submitted to him or her since the President's last report, including his or her determination regarding each Complaint and the results, if any, of any investigations.

3. If the Board of Trustees or the Committee determines that a reasonable basis exists for initiating a further investigation into the Complaint, the Board or Committee will appoint one of its members to lead such investigation. In conducting such an investigation, the Board or Committee may retain outside legal or accounting expertise. The President will oversee the investigations.

4. The Board of Trustees of the Committee, together with input from IDA's management, if requested, will determine any appropriate action. It is the responsibility of the Board or Committee to report to IDA any noncompliance with IDA policies and legal and or/ regulatory requirements, and to ensure that IDA management takes the appropriate action as directed by the Board or Committee.

No Retaliation

Neither IDA nor its employees, officers, contractors or agents may retaliate or discriminate against any employee who (a) provides information to governmental authorities or to IDA regarding any conduct that the employee reasonably believes constitutes unlawful activity or a violation of IDA's policies or (b) participates in or otherwise assists with an administrative proceeding, judicial proceeding, or investigation by government agencies, IDA, or the Board of Trustees or the Committee (collectively, "Proceeding"). Specifically, IDA will not discharge, demote, suspend, threaten, harass, or in any other manner discriminate against any employee in the terms or conditions of his or her employment because the employee (a) reported what the employee reasonably believes constitutes unlawful activity or a violation of IDA's policies or (b) participated in any Proceedings. IDA also respects its employees' legal right to refuse to engage in unlawful activities and will not take any type of disciplinary action against employees who refuse to engage in unlawful activities. Any employee of IDA who retaliated against another employee in violation of this policy, or encourages another to so retaliate, will be subject to appropriate discipline, up to and including discharge.

IDA PRESIDENT-ELECT

Expectations/Responsibilities/Powers and Duties of the Elected IDA Leadership Roles:

OVERVIEW:

The President-Elect serves as a preparatory role for assuming the presidency, ensuring a smooth leadership transition while actively contributing to the operations and strategic direction of the Indiana Dental Association (IDA).

Specific Duties of the IDA President-Elect

1. **Support and Preparation:**
    - Assists the President in necessary tasks as requested.
    - Prepares to assume the role of President by familiarizing themselves with all operations, policies, and initiatives (Source: *IDA Constitution and Bylaws May 2024*).
2. **Advisory Role:**
    - Acts as an advisor to the Board of Trustees, House of Delegates, and all committees to support the Association's goals and provide insight where necessary (Source: *IDA Constitution and Bylaws May 2024* and *IDA Officer Duties Document*).
3. **Strategic Planning:**
    - Presents budgetary and project requests for their term as President at the Board of Trustees meeting preceding the Annual Session (Source: *IDA Officer Duties Document*).
4. **Representation:**
    - Represents the IDA at various state and national meetings, including the ADA Annual Session, Mid-States Meeting, and the ODA Annual Session.
    - Attends significant IDA events like Dental Day at the Capitol, the Punch Bowl for first-year dental students, and other Association meetings (Source: *IDA Officer Duties Document*).
5. **Leadership Development:**
    - Begins building relationships with external stakeholders and preparing for the presidency's representational duties.

- Mentors future leaders and assists in succession planning within the Association (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).

6. **Succession:**
    - Automatically succeeds to the office of President at the close of the Annual Session of the House of Delegates or in the event of a vacancy in the President's office (Source: *IDA Constitution and Bylaws May 2024*).
7. **Membership Engagement:**
    - Engages with IDA members, component societies, and external partners to strengthen relationships and advance the IDA mission.

Eligibility Requirements:

- Must be an Active, Life, or Retired Member in good standing of the IDA (Source: *IDA Constitution and Bylaws May 2024*).

Election Process:

1. **Nomination:**
    - Nominations occur at the opening meeting of the Annual Session of the House of Delegates.
    - Nominees may address the House of Delegates for up to three minutes (Source: *IDA Constitution and Bylaws May 2024*).
2. **Election:**
    - Elections follow procedures outlined in Chapter XIV of the IDA Bylaws and are conducted during the House of Delegates session (Source: *IDA Constitution and Bylaws May 2024*).

Tenure and Installation:

1. **Term Length:**
    - The President-Elect serves a one-year term and assumes the presidency the following year (Source: *IDA Constitution and Bylaws May 2024*).
2. **Installation:**
    - Installation takes place at the close of the Annual Session of the House of Delegates (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Policy Input:**
    - Provides input and guidance on policies to support the implementation of strategic initiatives (Source: *IDA Constitution and Bylaws May 2024*).
2. **Collaboration:**
    - Works with the Executive Director and other officers to ensure the seamless functioning of the Association (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
3. **ADA Delegation:**
    - Serves as a member of the delegation to the ADA (Source: *IDA Constitution and Bylaws May 2024*).

Time Commitment:

- **Monthly Average:** Approximately 8–12 hours per week, including preparation for meetings, attending events, and project planning.
- **Travel and Event Participation:** Active involvement in IDA and ADA meetings (Source: *IDA Officer Duties Document*).

Budget:

- Budget allocation for travel, events, and discretionary initiatives to be approved by the Board of Trustees (Source: *Individual Updated IDA Policies and Signature Page 12.2024*).

President-Elect Additional Considerations:

- Attend all Board and Officer Meetings
- Speaking during the second session of the IDA House
- Represent IDA at regional and national meetings (ADA President-Elect Conf, ADA House)
- Support task force and committee efforts as needed
- Join ADPAC and IDPAC
- Serve on Executive Director Review Committee (Dec/Jan)

IDA VICE-PRESIDENT

Expectations/Responsibilities/Powers and Duties of the Elected IDA Leadership Roles:

OVERVIEW:

The Vice-President supports the President and President-Elect in advancing the goals and operations of the Indiana Dental Association (IDA). The Vice-President plays a critical advisory role and actively participates in governance, strategic planning, and member engagement.

Specific Duties of the IDA Vice President

1. **Support and Assistance:**
   - Assists the President and President-Elect as requested.
   - Provides input and support for the implementation of IDA's initiatives and policies (Source: *IDA Constitution and Bylaws May 2024*).
2. **Advisory Role:**
   - Serves in an advisory capacity to the Board of Trustees, House of Delegates, and all committees to support the Association's goals (Source: *IDA Constitution and Bylaws May 2024*).
3. **Representation:**
   - Represents IDA by attending public meetings of the Indiana State Board of Dentistry when available or appointing another officer to attend as necessary.
   - Acts as a liaison between the Board of Trustees and other stakeholders to advance the profession and support IDA initiatives (Source: *IDA Officer Duties Document*).
4. **Meeting Participation:**
   - Actively participates in IDA Board of Trustees meetings, House of Delegates sessions, and other required gatherings to ensure informed decision-making (Source: *IDA Constitution and Bylaws May 2024*).
5. **Event Engagement:**
   - Represents IDA at various Association events, including:
     - The Punch Bowl for first-year dental students (September).
     - The Indiana Fuel Game (January).
     - Dental Day at the Capitol (February).
     - Midwest Dental Assembly (May) (Source: *IDA Officer Duties Document*).
6. **Succession to President-Elect:**
   - Automatically assumes the office of President-Elect at the close of the Annual Session of the House of Delegates or in the event of a vacancy (Source: *IDA Constitution and Bylaws May 2024*).

Eligibility Requirements:

- Must be an Active, Life, or Retired Member in good standing of the IDA (Source: *IDA Constitution and Bylaws May 2024*).

Election Process:

1. **Nomination:**
    - Nominations occur at the opening meeting of the Annual Session of the House of Delegates.
    - Nominees may address the House of Delegates for up to three minutes (Source: *IDA Constitution and Bylaws May 2024*).
2. **Election:**
    - Elections follow procedures outlined in Chapter XIV of the IDA Bylaws.
    - Voting takes place during the House of Delegates session (Source: *IDA Constitution and Bylaws May 2024*).

Tenure and Installation:

1. **Term Length:**
    - The Vice-President serves a one-year term, continuing until their successor is elected and qualified.
    - Automatically transitions to President-Elect the following year (Source: *IDA Constitution and Bylaws May 2024*).
2. **Vacancy Handling:**
    - If the office of Vice-President becomes vacant, the Vice-President Elect assumes the role for the remainder of the term (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Leadership Support:**
    - Acts as a key support figure for the President and President-Elect in executing the Association's policies and initiatives (Source: *IDA Constitution and Bylaws May 2024*).
2. **Representation:**
    - Represents IDA at public and professional events, promoting the Association's mission and values (Source: *IDA Officer Duties Document*).
3. **Strategic Input:**
    - Contributes to strategic planning and policy development during Board of Trustees meetings and House of Delegates sessions (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).

Time Commitment:

- **Monthly Commitment:**
  - Approximately 8–12 hours per week, including attending meetings, reviewing materials, and participating in events (Source: *IDA Officer Duties Document*).
- **Annual Commitment:**
  - Regular attendance at Board of Trustees meetings, House of Delegates sessions, and scheduled events throughout the year (Source: *IDA Constitution and Bylaws May 2024*).

Events Required to Attend:

1. **Annual Meetings:**
   - IDA House of Delegates (May).
   - Midwest Dental Assembly (MDA) (Source: *IDA Constitution and Bylaws May 2024*).
2. **Quarterly and Special Meetings:**
   - IDA Board of Trustees meetings (four times annually).
   - Strategic Planning retreats or special planning sessions (Source: *IDA Officer Duties Document*).
3. **Public and Professional Events:**
   - ADA Annual Meeting (October).
   - State dental events (e.g., Dental Day at the Capitol in February).
   - Indiana Fuel Game (January).
   - Component events such as the Punch Bowl (First-Year Dental Students Welcome, September) (Source: *IDA Officer Duties Document*).

Budget:

- **Allotted Amount:**
  - Budget allocation for travel and related expenses subject to approval by the Board of Trustees.
  - Covers costs associated with attending House sessions, Board meetings, and public events (Source: *Individual Updated IDA Policies and Signature Page 12.2024*).

Additional Considerations:

- The Vice-President should be prepared to transition seamlessly into the role of President-Elect.

- Strong communication and interpersonal skills are essential for effective representation and collaboration.
- The Vice-President is expected to embody the mission and values of the IDA and maintain professionalism in all interactions (Source: *IDA Constitution and Bylaws May 2024*).

Insights and Expectations from Past Vice Presidents

1. **Time Commitment:** Anticipate investing approximately 32 hours annually in direct Vice-Presidential duties, an additional 30 hours in collaboration with leadership, members, and staff, and about 24 hours fulfilling responsibilities at the MDA House of Delegates. Participation in ADA-related travel may require an estimated 32 hours as well.

2. **Travel Expectations**: Additional travel is required to attend the Ohio Dental Association's Annual Meeting. Indiana and Ohio comprise the 7th District Delegation representing our region at the American Dental Association.

3. A**DA House of Delegates:** Attendance at the ADA House of Delegates is required during your term. This event is typically held in October.

4. **Board and Leadership Meetings:** In-person attendance is expected at all quarterly Board of Trustees meetings, the annual leadership retreat, and scheduled leadership training events.

5. **Leadership Support and Preparation:** This role requires a significant investment of time and preparation. You will be responsible for drafting documents, preparing for meetings, and actively supporting the President in fulfilling executive duties.

Vice President

- Attend all Board of Trustees meetings
- Represent IDA at ISBD Meetings (Feb, Apr, Jun, Aug, Oct, Dec)
- Join the ADA Delegation
- Participating in Executive Director Review Committee (Dec/Jan)
- Optional: Attend leadership dinners and ADA events

IDA VICE PRESIDENT-ELECT

Expectations/Responsibilities/Powers and Duties of the Elected IDA Leadership Roles:

OVERVIEW:

The Vice President-Elect is the initial step in the leadership progression within the Indiana Dental Association (IDA). This role supports the Vice President, participates in key Association activities, and prepares for future leadership responsibilities.

Specific Duties of the IDA Vice President-Elect

1. **Preparation for Leadership:**
    - Observes and learns the duties of the Vice President and President-Elect to ensure a seamless transition into these roles.
    - Gains familiarity with IDA operations, policies, and initiatives (Source: *IDA Constitution and Bylaws May 2024*).
2. **Support Role:**
    - Assists the Vice President as requested and continues in other roles or committees within the IDA until assuming the Vice President position (Source: *IDA Officer Duties Document*).
3. **Committee and Event Participation:**
    - Participates in IDA meetings, strategic planning sessions, and key events, such as:
        - Punch Bowl for first-year dental students (September).
        - Indiana Fuel Game (January).
        - Dental Day at the Capitol (February).
        - Midwest Dental Assembly (May) (Source: *IDA Officer Duties Document*).
4. **Succession:**
    - Automatically assumes the office of Vice President at the close of the Annual Session of the House of Delegates or in the event of a vacancy in the Vice President's role (Source: *IDA Constitution and Bylaws May 2024*).

Eligibility Requirements:

- Must be an Active, Life, or Retired Member in good standing of the IDA (Source: *IDA Constitution and Bylaws May 2024*).

Election Process:

1. **Nomination:**
    - Nominations occur at the opening meeting of the Annual Session of the House of Delegates.

    - Nominees may address the House of Delegates for up to three minutes (Source: *IDA Constitution and Bylaws May 2024*).
2. **Election:**
    - Elections follow procedures outlined in Chapter XIV of the IDA Bylaws.
    - Voting takes place during the House of Delegates session (Source: *IDA Constitution and Bylaws May 2024*).

Tenure and Installation:

1. **Term Length:**
    - The Vice President-Elect serves a one-year term, continuing until their successor is elected and qualified.
    - Automatically transitions to Vice President at the close of their term (Source: *IDA Constitution and Bylaws May 2024*).
2. **Vacancy Handling:**
    - If the office of Vice President-Elect becomes vacant, the position remains vacant until the next Annual Session of the House of Delegates, when a new Vice President and Vice President-Elect are elected (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Observational Leadership:**
    - Prepares for the responsibilities of Vice President and President-Elect by observing and participating in governance processes (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
2. **Continuity in Roles:**
    - Continues to serve in any existing IDA roles or committees until assuming the Vice President position (Source: *IDA Officer Duties Document*).
3. **Strategic Input:**
    - Contributes insights during meetings and strategic planning sessions to align with the Association's goals (Source: *IDA Constitution and Bylaws May 2024*).

Time Commitment:

- **Monthly Commitment:**
    - Approximately 6–8 hours per week for meetings, reviewing materials, and attending events (Source: *IDA Officer Duties Document*).
- **Annual Commitment:**
    - Active participation in Board meetings, House of Delegates sessions, and key IDA events (Source: *IDA Constitution and Bylaws May 2024*).

Events Required to Attend:

1. **Annual Meetings:**
   - IDA House of Delegates (May).
   - Midwest Dental Assembly (MDA) (Source: *IDA Constitution and Bylaws May 2024*).
2. **Quarterly and Special Meetings:**
   - IDA Board of Trustees meetings.
   - Strategic planning retreats or special planning sessions (Source: *IDA Officer Duties Document*).
3. **Public and Professional Events:**
   - ADA Annual Meeting (October).
   - State dental events (e.g., Dental Day at the Capitol in February).
   - Indiana Fuel Game (January).
   - Punch Bowl (First-Year Dental Students Welcome, September) (Source: *IDA Officer Duties Document*).

Budget:

- **Allotted Amount:**
  - Budget allocation for travel and related expenses subject to approval by the Board of Trustees.
  - Covers costs associated with attending events, meetings, and public functions (Source: *Individual Updated IDA Policies and Signature Page 12.2024*).

Additional Considerations:

1. The Vice President-Elect must be proactive in preparing for their leadership roles and responsibilities.
2. Strong organizational and communication skills are essential to effectively support the Vice President and contribute to IDA initiatives.
3. The Vice President-Elect should maintain professionalism and uphold the mission and values of the IDA throughout their term (Source: *IDA Constitution and Bylaws May 2024*).
4. Attend all Board of Trustees and Officer Calls
5. Serve on ADA Delegation
6. Participating in Executive Director Review Committee (Dec/Jan)
7. Optional: Attend leadership dinners

Insights and Expectations from Past Vice Presidents:

1. **Time Commitment:** Vice-president Elect 32 hours attending BOT meeting, 24 hrs collaborating with officers.

IDA IMMEDIATE PAST PRESIDENT

Expectations/Responsibilities/Powers and Duties of the Elected IDA Leadership Roles:

OVERVIEW:

The Immediate Past President provides continuity and institutional knowledge to the Indiana Dental Association (IDA) leadership. This role offers guidance to current officers and assists in the execution of ongoing projects and strategic initiatives while serving as an advisor to the Board of Trustees.

Specific Duties of the IDA Immediate Past President

1. **Advisory Role:**
    - Serves as an advisor to the President, Board of Trustees, and other officers, offering insight and institutional knowledge gained during their tenure (Source: *IDA Constitution and Bylaws May 2024*).
2. **Support for Leadership:**
    - Assists the President as requested in carrying out their responsibilities and representing the IDA (Source: *IDA Officer Duties Document*).
3. **ADA Delegation:**
    - Serves as a member of the delegation to the American Dental Association (ADA) to represent the IDA.
    - May decline serving as an ADA delegate, provided this decision is made and announced at the first session of the House of Delegates prior to floor nominations for the ADA delegation (Source: *IDA Constitution and Bylaws May 2024*).
4. **Continuity and Mentorship:**
    - Provides continuity between outgoing and incoming leadership, helping to maintain stability and direction.
    - Mentors future IDA leaders to support their development and success in advancing the Association's mission (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).

Eligibility Requirements:

- Must have completed their term as President of the IDA and remain an Active, Life, or Retired Member in good standing (Source: *IDA Constitution and Bylaws May 2024*).

Election Process:

- The role of Immediate Past President is filled automatically by the outgoing President at the close of their term. No election is required (Source: *IDA Constitution and Bylaws May 2024*).

Tenure and Installation:

1. **Term Length:**
    - Serves a one-year term immediately following their presidency or until their successor completes their term as President (Source: *IDA Constitution and Bylaws May 2024*).
2. **Vacancy Handling:**
    - If the office of Immediate Past President becomes vacant, it remains vacant until filled by ordinary succession (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Advisory and Supportive Role:**
    - Provides advice and support to the current President and other officers as needed (Source: *IDA Constitution and Bylaws May 2024*).
2. **ADA Representation:**
    - Represents the IDA at ADA meetings as part of the delegation, ensuring the Association's voice is heard at the national level (Source: *IDA Constitution and Bylaws May 2024*).
3. **Leadership Continuity:**
    - Assists in bridging transitions in leadership, ensuring the success of ongoing initiatives and projects (Source: *IDA Officer Duties Document*).

Time Commitment:

- **Monthly Commitment:**
    - Approximately 6–8 hours per month, including participation in meetings and providing support to current officers (Source: *IDA Officer Duties Document*).
- **Annual Commitment:**
    - Attends Board of Trustees meetings, House of Delegates sessions, and other key IDA events (Source: *IDA Constitution and Bylaws May 2024*).

Events Required to Attend:

1. **Annual Meetings:**
    - IDA House of Delegates (May).
    - Midwest Dental Assembly (MDA) (Source: *IDA Constitution and Bylaws May 2024*).
2. **Quarterly and Special Meetings:**
    - IDA Board of Trustees meetings.
    - Strategic planning retreats or special planning sessions (Source: *IDA Officer Duties Document*).

3. **Public and Professional Events:**
    - ADA Annual Meeting (October).
    - Other events as requested by the President or Board of Trustees (Source: *IDA Officer Duties Document*).

Budget:

- **Allotted Amount:**
    - Budget allocation for travel and related expenses, subject to approval by the Board of Trustees.
    - Covers costs associated with attendance at ADA meetings and other IDA-related functions (Source: *Individual Updated IDA Policies and Signature Page 12.2024*).

Additional Considerations:

- The Immediate Past President is expected to provide continuity, guidance, and mentorship while supporting the strategic goals of the IDA.
- Effective communication and collaboration with current officers and stakeholders are essential to the success of this role.
- The Immediate Past President must maintain professionalism and uphold the mission and values of the IDA throughout their term (Source: *IDA Constitution and Bylaws May 2024*).
- Attend all Board of Trustees meetings
- Host the Past Presidents Dinner (prior to IDA House)
- Chair Executive Director Review Committee (Dec/Jan)
- Serve as ADA Delegate
- Optional: Attend Leadership Dinner prior to ODA House
- Join ADPAC and IDPAC

IDA SPEAKER OF THE HOUSE

Expectations/Responsibilities/Powers and Duties of the Elected IDA Leadership Roles:

OVERVIEW:

The Speaker of the House is responsible for presiding over all meetings of the House of Delegates, ensuring orderly conduct of business, and interpreting the Constitution and Bylaws during sessions. The Speaker plays a pivotal role in maintaining the efficiency and integrity of the Association's governance processes.

Specific Duties of the IDA Speaker of the House

1. **Presiding Over Meetings:**
   - Presides over all sessions of the House of Delegates, ensuring adherence to parliamentary procedures and orderly conduct of business.
   - Manages discussions and ensures all voices are heard while maintaining impartiality (Source: *IDA Constitution and Bylaws May 2024*).
2. **Interpretation and Order:**
   - Interprets the Constitution, Bylaws, and rules of the House as required.
   - Renders rulings on questions of order and procedure (Source: *IDA Constitution and Bylaws May 2024*).
3. **Agenda Management:**
   - Collaborates with the Executive Director and the Board of Trustees to set the agenda for the House of Delegates (Source: *IDA Officer Duties Document*).
4. **Conflict Resolution:**
   - Ensures respectful debate and addresses conflicts or disruptions that arise during sessions (Source: *IDA Constitution and Bylaws May 2024*).
5. **Collaboration:**
   - Works closely with the Vice-Speaker, the Board of Trustees, and the Executive Director to align the House's activities with the Association's strategic goals (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
6. **Policy Oversight:**
   - Oversees the introduction, discussion, and voting on resolutions, amendments, and other House matters.
   - Facilitates the review of policies scheduled to sunset, ensuring necessary actions are taken to extend, amend, or discontinue them (Source: *IDA Officer Duties Document*).

Eligibility Requirements:

- Must be an Active, Life, or Retired Member in good standing of the IDA (Source: *IDA Constitution and Bylaws May 2024*).

Election Process:

1. **Nomination:**
   - Nominations occur at the opening meeting of the Annual Session of the House of Delegates.
   - Nominees may address the House of Delegates for up to three minutes (Source: *IDA Constitution and Bylaws May 2024*).
2. **Election:**
   - Elections follow procedures outlined in Chapter XIV of the IDA Bylaws.
   - Voting takes place during the House of Delegates session (Source: *IDA Constitution and Bylaws May 2024*).

Tenure and Installation:

1. **Term Length:**
   - The Speaker serves a one-year term, continuing until their successor is elected and qualified.
   - Installation occurs at the close of the Annual Session of the House of Delegates (Source: *IDA Constitution and Bylaws May 2024*).
2. **Vacancy Handling:**
   - If the office of Speaker becomes vacant, the Vice-Speaker assumes the role for the remainder of the term (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Procedural Authority:**
   - Holds the authority to interpret the Constitution and Bylaws during House of Delegates sessions.
   - Rules on parliamentary questions and ensure compliance with governance procedures (Source: *IDA Constitution and Bylaws May 2024*).
2. **Agenda Oversight:**
   - Reviews and approves the agenda for the House of Delegates to ensure alignment with organizational priorities (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
3. **Conflict Management:**
   - Maintains decorum during meetings and ensures a fair platform for all delegates to voice their opinions (Source: *IDA Constitution and Bylaws May 2024*).
4. **Collaboration:**
   - Engage with the Board of Trustees and other leaders to support Association governance and strategic objectives (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).

Time Commitment:

- **Monthly Commitment:**
  - Approximately 8–10 hours per month, including preparation for meetings, reviewing materials, and overseeing policy-related actions (Source: *IDA Officer Duties Document*).
- **Annual Commitment:**
  - Attends all sessions of the House of Delegates and preparatory meetings (Source: *IDA Constitution and Bylaws May 2024*).
  - 60-100 hours yearly, 5 days at the annual House of Delegates, 4 days at quarterly Trustee Meetings.

Events Required to Attend:

1. **House of Delegates Sessions:**
   - Annual Session (May).
   - Special Sessions as required (Source: *IDA Constitution and Bylaws May 2024*).
   - Quarterly Board of Trustee Meetings and Special Sessions.
2. **Preparatory and Strategic Meetings:**
   - Meetings with the Executive Director, Vice-Speaker, and Board of Trustees to prepare for House sessions and align strategies (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).

Budget:

- **Allotted Amount:**
  - Budget allocation for travel and related expenses subject to approval by the Board of Trustees.
  - Covers costs associated with attending House sessions and preparatory meetings (Source: *Individual Updated IDA Policies and Signature Page 12.2024*).

Additional Considerations:

- The Speaker should maintain impartiality during all debates and ensure fairness in decision-making.
- Effective communication skills are critical for facilitating discussions and managing conflicts.
- The Speaker is expected to foster collaboration and uphold the mission and values of the IDA throughout their term (Source: *IDA Constitution and Bylaws May 2024*).

IDA VICE-SPEAKER OF THE HOUSE

Expectations/Responsibilities/Powers and Duties of the Elected IDA Leadership Roles:

OVERVIEW:

The Vice Speaker of the House assists the Speaker in presiding over the House of Delegates and ensures the continuity of its operations. The Vice Speaker also acts as the Speaker's substitute in their absence, ensuring the smooth facilitation of governance processes and adherence to IDA's Constitution and Bylaws.

Specific Duties of the IDA Vice Speaker of the House

1. **Presiding Over Meetings:**
    - Presides over the House of Delegates in the absence of the Speaker of the House.
    - Facilitates discussions, ensuring orderly conduct and adherence to parliamentary procedures (Source: *IDA Constitution and Bylaws May 2024*).
2. **Assisting the Speaker:**
    - Supports the Speaker of the House in preparing for and conducting meetings.
    - Assists in the interpretation of the Constitution, Bylaws, and rules of order during sessions (Source: *IDA Constitution and Bylaws May 2024*).
3. **Continuity and Support:**
    - Provides continuity and ensures the efficient operation of the House of Delegates by collaborating closely with the Speaker and the Executive Director (Source: *IDA Officer Duties Document*).
4. **Conflict Management:**
    - Manages conflicts or disputes during sessions when acting as Speaker, ensuring all members have an equitable platform to express their views (Source: *IDA Constitution and Bylaws May 2024*).
5. **Preparation for Leadership:**
    - Works alongside the Speaker to gain the knowledge and experience necessary to step into the Speaker's role when needed (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).

Eligibility Requirements:

- Must be an Active, Life, or Retired Member in good standing of the IDA (Source: *IDA Constitution and Bylaws May 2024*).

Election Process:

1. **Nomination:**
   - Nominations occur at the opening meeting of the Annual Session of the House of Delegates.
   - Nominees may address the House of Delegates for up to three minutes (Source: *IDA Constitution and Bylaws May 2024*).
2. **Election:**
   - Elections follow procedures outlined in Chapter XIV of the IDA Bylaws.
   - Voting takes place during the House of Delegates session (Source: *IDA Constitution and Bylaws May 2024*).

Tenure and Installation:

1. **Term Length:**
   - The Vice Speaker serves a one-year term, continuing until their successor is elected and qualified (Source: *IDA Constitution and Bylaws May 2024*).
2. **Vacancy Handling:**
   - If the office of Vice Speaker becomes vacant, the President appoints a qualified member to serve the remainder of the term (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Substitute Role:**
   - Assumes all duties and responsibilities of the Speaker of the House in their absence (Source: *IDA Constitution and Bylaws May 2024*).
2. **Collaboration:**
   - Collaborates with the Speaker, Board of Trustees, and Executive Director to prepare for sessions and ensure alignment with strategic goals (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
3. **Policy Oversight:**
   - Assists in overseeing the introduction, discussion, and voting on resolutions, amendments, and other matters of the House of Delegates (Source: *IDA Constitution and Bylaws May 2024*).

Time Commitment:

- **Monthly Commitment:**
  - Approximately 6–8 hours per month, including preparation for meetings, reviewing materials, and supporting the Speaker's activities (Source: *IDA Officer Duties Document*).
- **Annual Commitment:**

    - Attends all sessions of the House of Delegates and preparatory meetings (Source: *IDA Constitution and Bylaws May 2024*).
- **Specific Dates/Times:**
    - **April and May:** Vice Speaker responsibilities are very seasonal. Beginning in April as resolutions come in earnest through the House of Delegates itself, the commitment is a minimum of 2-4h weekly, with full time effort expected at the House itself.

Events Required to Attend:

1. **House of Delegates Sessions:**
    - Annual Session (May).
    - Special Sessions as required (Source: *IDA Constitution and Bylaws May 2024*).
    - Quarterly Board of Trustee Meetings and Special Sessions.
2. **Preparatory and Strategic Meetings:**
    - Meetings with the Speaker of the House, Board of Trustees, and Executive Director to prepare for House sessions and address governance matters (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).

Budget:

- **Allotted Amount:**
    - Budget allocation for travel and related expenses subject to approval by the Board of Trustees.
    - Covers costs associated with attending House sessions and preparatory meetings (Source: *Individual Updated IDA Policies and Signature Page 12.2024*).

Additional Considerations:

- The Vice Speaker should maintain readiness to step into the Speaker's role at any time.
- Strong communication and organizational skills are critical to effectively assist the Speaker and manage House sessions.
- The Vice Speaker is expected to foster collaboration and uphold the mission and values of the IDA throughout their term (Source: *IDA Constitution and Bylaws May 2024*).
-

Insights and Expectations from Past Vice Speakers

Q: Were there any expectations not outlined in the bylaws that you had to fulfill?
A: "The bylaws are, and should be, intentionally broad in their charge. Reviewing past House Materials packets is an excellent place to start, as is attending and observing House of Delegates meetings. This position is highly mentorship-dependent, and I've benefited greatly from the guidance of others who served before me."

Q: Is there any important information you would share with future Vice Speakers?
A: "The American Institute of Parliamentarians is another essential resource."

Role Overview and Time Commitment

- **Vice Speaker Responsibilities**: The Vice Speaker supports the Speaker in all aspects of their role. This typically involves a few hours of work per week outside of peak season, increasing significantly during preparation and facilitation of the House of Delegates.
- **Board Participation**: The Vice Speaker is expected to attend all quarterly Board of Trustees meetings in person.
- **House of Delegates**: During the House, the Vice Speaker plays a central role in facilitating proceedings and ensuring the efficient management of business.
- **Delegate Preparation**: Prepares and helps distribute materials for Delegates and Alternates prior to the House sessions.

Progression, Mentorship, and Timeline

The Vice Speaker role is designed to be a mentorship-based position, with the expectation that the Vice Speaker will ultimately transition into the Speaker role. The Speaker and Vice Speaker form a mutually supportive leadership team, often serving together for several years before this transition occurs.

Key Timeline and Duties:

- **Immediately Following Installation**: Duties begin right after the conclusion of the House of Delegates and installation. The newly installed Vice Speaker should attend the Board of Trustees meeting held the same day.
- **Early Summer**: Assist with post-House updates to reference documents—such as Bylaws, Policies, Parliamentary Rules, and draft minutes—to ensure they reflect actions taken during the House. These materials must be finalized and distributed to the Association.
- **Late Summer and Early Fall**: Workload decreases except for participation in the September and January Board meetings.
- **January through April**: Workload increases significantly:
    - Anticipate resolution volume to determine how many Reference Committees will be needed.
    - Coordinate with the President to ensure timely appointments to the Reference Committees and Credentials Committee—ideally by mid-March, once delegate lists are confirmed.
    - Draft proposed resolutions for presentation at the April Board of Trustees meeting.

- Compile finalized resolutions, Board input, and committee reports into the full House Materials Packet, which must be distributed no later than **18 days prior** to the first session of the House.

Customs and Considerations

Most Vice Speaker expectations are based on tradition and operational need, rather than codified in the bylaws. This flexibility allows the role to evolve in response to the changing needs of the House and the Association.

Recommended Resource

The **American Institute of Parliamentarians (AIP)** is a valuable resource for anyone serving in a presiding officer role. Membership is encouraged, and participation in AIP's frequent presiding practicums—whether in-person or virtual—is highly recommended for skill development and confidence in parliamentary procedure.

Officer Meetings and Responsibilities

Section Supplemental Information:
Officer Meetings (generalization of events and approximation of there dates based on 2025 schedule of events.)

January 2026

- 12: Officer Call

February 2025

- 2: Pre Dental Day Dinner
- 3: Dental Day at Capitol
- 7: ISBD
- 10: Officer Call
- 11: Workforce Task Force
- 13: Be Well Subcommittee
- 14: FrIDAy at IUSD
- 28: Peer Review Workshop

March 2025

- 3: Leadership Committee
- 7: IKDDS All-Day Meeting
- 10: Officer Call
- 11: Workforce Task Force
- 17: Dental Public Health
- 21: FrIDAy at IUSD
- 25: Finance Committee
- 29–Apr 1: ADA Lobby Day

April 2025

- 1: ADA Lobby Day
- 5: ISBD?
- 7: Leadership Committee
- 8: Workforce Task Force
- 11: FrIDAy at IUSD
- 12: Board of Trustees
- 14: Officer Call
- 24: New Dentist/Membership Committee
- 25–26: AIR Training
- 25: IDA Trust Meeting
- 25: IUSD Award Ceremony

May 2025

- 5: Leadership Committee
- 12: Officer Call
- 14: IDA/ODA Officer Dinner – French Lick
- 15–17: MDA – French Lick
- 17: Board of Trustees / IUSD Graduation

June 2025

- 2: Leadership Committee
- 7: ISBD?
- 9: Officer Call

July 2025

- 7: IUSD D1 Welcome Breakfast
- 7: Leadership Committee
- 13–14: ADA President Elect Conference – Chicago
- 14: Officer Call

August 2025

- 2: ISBD
- 4: Leadership Committee
- 11: Officer Call
- 14–16: Mid-States Meeting – Traverse City, MI

September 2025

- 1: Leadership Committee
- 6: IUSD White Coat Ceremony
- 8: Officer Call
- 13: Board of Trustees
- 24: ODA/IDA Dinner – Columbus
- 25: ODA Annual Session – Columbus

October 2025

- 4: ISBD
- 6: Leadership Committee
- 13: Officer Call
- 23–25: ADA SmileCon – DC
- 25–28: ADA House

November 2025

- 3: Leadership Committee
- 10: Officer Call

December 2025

- 1: Leadership Committee
- 10: Officer Call

LEADERSHIP: APPOINTED POSITIONS

Section 3: Appointed Positions Overview

APPOINTED POSITIONS

Overview

Appointed positions are vital to the operational success and strategic alignment of the IDA. These roles include:

- Treasurer
- Executive Director
- Editor of the Journal

Appointed officers are selected by the Board of Trustees and serve under its guidance.

TREASURER

Responsibilities

- **Financial Oversight:** Monitor the financial health of the association.
- **Budgeting:** Collaborate on budget preparation and oversee expenditures.
- **Reporting:** Present financial updates to the Board and House of Delegates.
- **Investment Management:** Work with advisors to monitor Reserve and Relief Funds.
- **Compliance:** Ensure adherence to financial policies and legal standards.

Time Commitment

- Quarterly Finance Committee meetings
- Monthly reviews of financial statements
- Annual audit reviews
    - Monthly: ~3–5 hours (Financial reviews, committee meetings)
    - Yearly: ~40–60 hours (Quarterly Finance Committee meetings and audit reviews)

EDITOR OF THE JOURNAL

Responsibilities

- Oversee the publication of the IDA Journal, ensuring accuracy and timeliness.
- Collaborate with authors, reviewers, and publishers to produce high-quality content.
- Disseminate the journal to members and other stakeholders.

Time Commitment

- Quarterly planning and review sessions
- Regular communication with contributors and publishers
    - Monthly: ~4–6 hours (Journal planning, coordination with contributors)
    - Yearly: ~50–70 hours (Quarterly reviews and communication)

EXECUTIVE DIRECTOR

Responsibilities

- **Operational Management:** Oversee daily operations and staff coordination.
- **Record-Keeping:** Maintain official records, minutes, and correspondence.
- **Policy Implementation:** Execute directives from the Board and House of Delegates.
- **Communication:** Act as a liaison between the Board, committees, and external stakeholders.
- **Strategic Support:** Assist with strategic planning and ensure alignment with goals.

Section 3.1 Appointed Positions Detailed

IDA TREASURER

Expectations/Responsibilities/Powers and Duties of the appointed IDA Leadership Roles:

OVERVIEW:

The Treasurer is responsible for overseeing the financial management of the Indiana Dental Association (IDA). This role ensures fiscal accountability, transparency, and alignment of financial practices with the Association's goals and objectives.

Specific Duties of the IDA Vice Speaker of the House

1. **Financial Oversight:**
    - Manages the IDA's financial records and ensures compliance with relevant policies and regulations.
    - Oversees the preparation and presentation of financial reports, including income statements, balance sheets, and budget performance (Source: *IDA Constitution and Bylaws May 2024*).
2. **Budget Development:**
    - Collaborates with the Executive Director and Finance Committee to develop an annual budget for approval by the Board of Trustees and House of Delegates.
    - Monitors adherence to the approved budget throughout the fiscal year (Source: *IDA Constitution and Bylaws May 2024*).
3. **Investment Management:**
    - Works with the Finance Committee and investment advisors to manage and monitor the Association's reserve and relief funds (Source: *IDA Constitution and Bylaws May 2024*).
4. **Audit and Accountability:**
    - Coordinates the annual audit or financial review in collaboration with external auditors.
    - Ensures that all financial records are accurate and transparent for reporting purposes (Source: *IDA Constitution and Bylaws May 2024*).
5. **Advisor to the Board:**
    - Serves as a key financial advisor to the Board of Trustees, providing insights and recommendations on financial matters.
    - Participates in strategic planning to ensure alignment of financial strategies with the Association's goals (Source: *IDA Officer Duties Document*).
6. **Compliance:**
    - Ensures compliance with the Association's Constitution, Bylaws, and policies related to financial operations (Source: *IDA Constitution and Bylaws May 2024*).
7. **Policy Implementation:**

- Oversees financial policies and ensures they are implemented effectively across all Association activities (Source: *IDA Officer Duties Document*).

Eligibility Requirements:

- Must be an Active, Life, or Retired Member in good standing of the IDA.
- Strong financial or accounting experience is highly desirable (Source: *IDA Constitution and Bylaws May 2024*).

Election and Appointment Process:

- The Treasurer is an appointive officer and is appointed by the Board of Trustees, per the IDA Bylaws (Source: *IDA Constitution and Bylaws May 2024*).

Tenure:

- Serves a term as defined by the Board of Trustees and continues until a successor is appointed and qualified (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Financial Leadership:**
   - Manages the Association's financial operations, ensuring fiscal health and sustainability (Source: *IDA Constitution and Bylaws May 2024*).
2. **Authorization of Expenditures:**
   - Monitors and authorizes expenditures, ensuring they align with the approved budget (Source: *IDA Constitution and Bylaws May 2024*).
3. **Collaboration:**
   - Works closely with the Executive Director, Finance Committee, and other officers to ensure smooth financial operations (Source: *IDA Officer Duties Document*).
4. **Investment Oversight:**
   - Manages investment accounts to maximize returns within the bounds of prudent financial practices (Source: *IDA Constitution and Bylaws May 2024*).

Time Commitment:

- **Monthly Commitment:**

    - Approximately 8–12 hours per month, including reviewing financial reports, attending meetings, and addressing financial matters (Source: *IDA Officer Duties Document*).
- **Annual Commitment:**
    - Prepares for and attends Board of Trustees meetings, House of Delegates sessions, and financial reviews or audits (Source: *IDA Constitution and Bylaws May 2024*).

Events Required to Attend:

1. **Board of Trustees Meetings:**
    - Presents financial updates and recommendations.
    - Participates in strategic planning sessions (Source: *IDA Officer Duties Document*).
2. **Annual Meetings:**
    - Attends the IDA House of Delegates session (May).
    - Engages in budget discussions and approval processes at the Midwest Dental Assembly (MDA) (Source: *IDA Constitution and Bylaws May 2024*).
3. **Finance Committee Meetings:**
    - Meets quarterly with the Finance Committee and investment advisors to review financial performance and investment strategies (Source: *IDA Officer Duties Document*).
4. **Audit Meetings:**
    - Coordinates with external auditors during the annual financial review (Source: *IDA Constitution and Bylaws May 2024*).

Budget:

- **Oversight Responsibility:**
    - Collaborates on the creation and management of the annual budget.
    - Monitors Reserve Fund and Relief Fund investments (Source: *IDA Constitution and Bylaws May 2024*).

Additional Considerations:

- The Treasurer should possess a strong understanding of accounting principles, financial planning, and investment strategies.
- Must maintain impartiality and prioritize the Association's financial health over any personal or external interests.
- Effective communication and collaboration skills are essential for engaging with the Board, Finance Committee, and external advisors (Source: *IDA Constitution and Bylaws May 2024*).

IDA EDITOR OF THE JOURNAL

Expectations/Responsibilities/Powers and Duties of the Appointed IDA Leadership Roles:

OVERVIEW:

The Editor of the Journal oversees the publication of the Indiana Dental Association's (IDA) official journal. This role ensures the journal aligns with the Association's mission, maintains high standards of quality and accuracy, and effectively communicates with members and stakeholders.

Specific Duties of the IDA Editor of the Journal

1. **Content Oversight:**
    - Ensures the accuracy, relevance, and quality of content published in the journal.
    - Reviews and approves all articles, editorials, and advertisements for publication (Source: *IDA Constitution and Bylaws May 2024*).
2. **Editorial Leadership:**
    - Develops editorial guidelines and policies in collaboration with the Board of Trustees and Communications Committee.
    - Manages the editorial calendar to ensure timely publication of all journal issues (Source: *IDA Officer Duties Document*).
3. **Collaboration with Contributors:**
    - Coordinates with authors, reviewers, and contributors to solicit articles and ensure adherence to editorial guidelines.
    - Provides constructive feedback to authors to maintain high publication standards (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
4. **Strategic Alignment:**
    - Ensures journal content reflects the Association's mission, values, and strategic priorities, such as promoting professionalism, advancing oral health, and supporting members (Source: *IDA Constitution and Bylaws May 2024*).
5. **Communication and Member Engagement:**
    - Uses the journal to communicate key updates, policies, and initiatives of the IDA to its members.
    - Engages with the membership through thought-provoking editorials and relevant articles (Source: *IDA Officer Duties Document*).
6. **Advertising and Revenue Management:**
    - Oversees advertising content to ensure alignment with the Association's standards and ethical guidelines.
    - Collaborates with IDA staff to manage advertising revenue generation (Source: *IDA Constitution and Bylaws May 2024*).

Eligibility Requirements:

- Must be an Active, Life, or Retired Member in good standing of the IDA.

- Experience in writing, editing, or publishing is highly desirable (Source: *IDA Constitution and Bylaws May 2024*).

Appointment Process:

- The Editor of the Journal is an appointive officer, selected and approved by the Board of Trustees (Source: *IDA Constitution and Bylaws May 2024*).

Tenure:

- Serves a term as defined by the Board of Trustees and continues until a successor is appointed and qualified (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Editorial Authority:**
    - Has final approval over journal content to ensure it aligns with the Association's mission and policies (Source: *IDA Constitution and Bylaws May 2024*).
2. **Advertising Oversight:**
    - Ensures that all advertisements meet ethical and editorial standards and align with the Association's image (Source: *IDA Constitution and Bylaws May 2024*).
3. **Collaboration:**
    - Works closely with the Communications Committee, contributors, and staff to ensure the journal serves as an effective communication tool (Source: *IDA Officer Duties Document*).

Time Commitment:

- **Monthly Commitment:**
    - Approximately 10–12 hours per month, including reviewing submissions, communicating with contributors, and collaborating with staff (Source: *IDA Officer Duties Document*).
- **Annual Commitment:**
    - Ensures the timely production and distribution of all journal issues as scheduled (Source: *IDA Constitution and Bylaws May 2024*).

Key Responsibilities:

1. **Publication Schedule:**

    - Ensures all journal issues are published and distributed according to the agreed timeline.
    - Manages unexpected delays or issues in the production process (Source: *IDA Constitution and Bylaws May 2024*).
2. **Annual Meetings:**
    - Reports on the journal's performance, updates, and challenges during the Annual Session of the House of Delegates and Board of Trustees meetings (Source: *IDA Constitution and Bylaws May 2024*).
3. **Content Development:**
    - Identifies emerging topics, trends, and issues relevant to the dental profession to include in upcoming issues (Source: *IDA Officer Duties Document*).

Budget:

- **Oversight Responsibility:**
    - Collaborates with the Finance Committee and IDA staff to manage the journal's production budget.
    - Works to balance high-quality content delivery with cost-efficiency (Source: *Individual Updated IDA Policies and Signature Page 12.2024*).

Additional Considerations:

- The Editor should have strong communication and organizational skills to manage journal production and ensure deadlines are met.
- A commitment to maintaining impartiality and upholding the IDA's mission and values is essential.
- The Editor should proactively engage with contributors and stakeholders to ensure the journal remains a valuable resource for members (Source: *IDA Constitution and Bylaws May 2024*).

IDA EXECUTIVE DIRECTOR

Expectations/Responsibilities/Powers and Duties of the Appointed IDA Leadership Roles:

OVERVIEW:

The Executive Director serves as the chief administrative officer of the Indiana Dental Association (IDA), overseeing day-to-day operations and implementing the policies and strategic direction set by the Board of Trustees and House of Delegates. This role ensures the smooth functioning of the Association and acts as a liaison between members, staff, and leadership.

Specific Duties of the IDA Editor of the Journal

1. **Operational Management:**
   - Oversees the daily operations of the Association, ensuring efficiency and alignment with IDA's mission and strategic goals.
   - Manages the central office and supervises IDA staff to ensure high levels of productivity and professionalism (Source: *IDA Constitution and Bylaws May 2024*).
2. **Policy Implementation:**
   - Executes policies and initiatives established by the Board of Trustees and House of Delegates.
   - Ensures compliance with IDA's Constitution, Bylaws, and all applicable laws and regulations (Source: *IDA Constitution and Bylaws May 2024*).
3. **Financial Oversight:**
   - Collaborates with the Treasurer and Finance Committee to prepare and manage the annual budget.
   - Monitors financial performance and ensures the Association operates within approved budgets (Source: *IDA Officer Duties Document*).
4. **Meeting Coordination:**
   - Prepares agendas, materials, and minutes for meetings of the Board of Trustees, House of Delegates, and committees.
   - Ensures timely communication of meeting outcomes and decisions to relevant stakeholders (Source: *IDA Constitution and Bylaws May 2024*).
5. **Member Services:**
   - Oversees membership recruitment, retention, and engagement efforts to grow the IDA's membership base.
   - Implements programs and services to enhance the value of membership for IDA dentists (Source: *IDA Officer Duties Document*).
6. **Strategic Planning:**
   - Works closely with the Board of Trustees to develop and execute the Association's strategic plan.
   - Monitors progress on strategic goals and provides regular updates to the Board (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).
7. **Communications:**
   - Serves as the primary liaison between IDA leadership and staff, ensuring clear and effective communication.

    - Represents the Association in communications with external stakeholders, including dental organizations, government agencies, and the public (Source: *IDA Constitution and Bylaws May 2024*).
8. **Event Oversight:**
    - Manages the planning and execution of major IDA events, including the Annual Session, Midwest Dental Assembly, and Dental Day at the Capitol (Source: *IDA Officer Duties Document*).
9. **Liaison Role:**
    - Acts as Secretary for the Association, maintaining official records and correspondence.
    - Serves as a resource to committees and task forces, ensuring they have the support needed to fulfill their responsibilities (Source: *IDA Constitution and Bylaws May 2024*).

Eligibility Requirements:

- The Executive Director is an appointed position, typically requiring significant administrative, financial, and leadership experience in association or nonprofit management (Source: *IDA Constitution and Bylaws May 2024*).

Appointment Process:

- Appointed by the Board of Trustees following a rigorous selection process.
- Serves at the discretion of the Board (Source: *IDA Constitution and Bylaws May 2024*).

Tenure:

- Serves an indefinite term, contingent on performance evaluations and the Board's approval (Source: *IDA Constitution and Bylaws May 2024*).

Powers and Authority:

1. **Executive Leadership:**
    - Manages all operational aspects of the Association, ensuring alignment with IDA's mission and goals (Source: *IDA Constitution and Bylaws May 2024*).
2. **Financial Authority:**
    - Ensures sound financial practices, including proper allocation of resources and compliance with financial policies (Source: *IDA Officer Duties Document*).
3. **Decision-Making:**
    - Advises the Board and leadership on operational and strategic matters.

    - Has the authority to act within the scope of approved policies to ensure operational efficiency (Source: *IDA Constitution and Bylaws May 2024*).
4. **Representation:**
    - Represents IDA in meetings with external organizations, stakeholders, and government agencies to promote the Association's interests (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).

Time Commitment:

- Full-time role with significant time dedicated to the oversight of IDA operations, staff, and programs.
- Requires flexibility to attend events, meetings, and represent IDA on evenings and weekends when necessary (Source: *IDA Officer Duties Document*).

Events Required to Attend:

1. **Annual Meetings:**
    - IDA House of Delegates (May).
    - Midwest Dental Assembly (MDA) (Source: *IDA Constitution and Bylaws May 2024*).
2. **Quarterly and Special Meetings:**
    - Board of Trustees meetings.
    - Strategic planning sessions and committee meetings as needed (Source: *IDA Officer Duties Document*).
3. **Public and Professional Events:**
    - Represents the IDA at state and national dental association events, such as the ADA Annual Meeting and Dental Day at the Capitol (Source: *IDA Presentation for Training with Chairs Handouts September 2024*).

Budget:

- Collaborates with the Treasurer and Finance Committee to prepare and manage the Association's budget.
- Responsible for ensuring financial resources are allocated efficiently to support IDA initiatives and events (Source: *IDA Constitution and Bylaws May 2024*).

Additional Considerations:

- The Executive Director must exhibit strong leadership, communication, and organizational skills to effectively manage the Association.
- A commitment to upholding the mission and values of the IDA is essential.
- The Executive Director serves as the face of the organization, requiring diplomacy and professionalism in interactions with members, staff, and external stakeholders (Source: *IDA Constitution and Bylaws May 2024*).

COMMITTEES AND SUBCOMMITTEES

ROLES AND RESPONSIBILITIES OF COMMITTEES

COMMITTEE MEMBERS APPOINTED TO STANDING COMMITTEES

Nominated for appointment by Leadership Committee, Approved for Appointment By the Board of Trustees. Two-year term, with a maximum of 3 terms totaling 6 years. Each new term requires renewal and approval. Terms start and end after the House of Delegates each year. Vacancies after the House of Delegates are appointed by the current IDA President.

STANDING COMMITTEE CHAIR

Elected by the committee members for a two-year term; eligible for reelection.

KEY RESPONSIBILITIES OF STANDING COMMITTEE CHAIRS

- Committee Chairs, ensure the committee's goals and tasks are completed.
- Lead and Facilitate Meetings: Oversee and guide the committee's discussions and decision-making processes.
- Establish Subcommittees: Create subcommittees as needed to support the work of the Standing Committee. These subcommittees function as extensions of the Standing Committee and are formed at the discretion of the Committee Chair. Their purpose is to assist in achieving the goals and tasks assigned to the Standing Committee by the Board of Trustees.
- Ensure Goal Completion: Ensure that the committee successfully completes its assigned goals and tasks.
- Budget: Create a budget for the Committee with assistance from Staff. (The budget for each current year is set in the previous year) Maintain spending within the approved budget for the committee. Assist Staff with managing and distributing the approved funds in accordance with the budget for that year.
- Complete the Annual Report for the Committee's activities which is presented to the Board of Trustees in April of each year and then to the House of Delegates in May of each year.
- Oversee the accurate recording of minutes and their approval by the committee at the start of each subsequent meeting that follows.

DUTIES OF ALL COMMITTEE AND SUBCOMMITTEE CHAIRS

- Lead and oversee committee work.
- Plan and organize meetings and activities.
- Set goals and objectives aligned with the Association's mission.
- Collaborate with members on initiatives and projects.
- Assign tasks to committee members.
- Monitor project progress and ensure timely completion.
- Report activities and progress to the Board and President.
- Serve as a liaison with other Association entities.
- Provide guidance and support to members.
- Ensure compliance with Association policies.

VISIONARY

Challenge yourself, Staff and Members of your Committee's to focus on solving the most strategically relevant tasks and issues for the betterment of the profession and the IDA.

- Focus on the big picture
- Recognize the power of planning
- Challenge the status quo
- Don't be brought down by skeptics
- Be driven in the direction of the ultimate goal (strategy/mission/vision)

ENGAGED

Pursue experiences to be energized and inspired by IDA and the opportunities available in your leadership role.

- Show up consistently
- Actively participate in conversations
- Be excited about the work that is being done
- Share experiences for others to learn from
- Make actions and decisions that further mission

JUDICIOUS

Seek opportunities to play the devil's advocate and embrace those sharing the dissenting opinion.

- Listen to others
- Represent the whole membership and not a market segment
- Treat others, especially those with dissenting opinions, with respect
- Seek fair resolution
- Give opportunities for others to weigh in

ACCOUNTABLE

Hold yourself and others responsible in maintaining momentum and allowing progress to occur without unnecessary delays.

- Keep promises
- Focus energy on important issues
- Make productive use of time
- Prepare for meetings beforehand
- Respond in a timely manner

ELEVATING

Actively seek opportunities to elevate yourself and your colleagues to advance the IDA strategic plan.

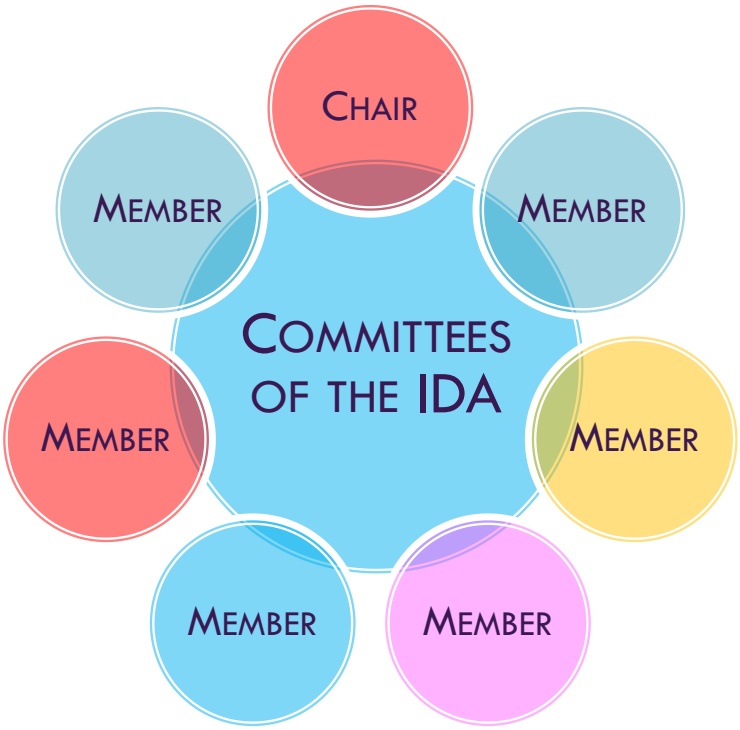
- View participants as crucial
- Seek developmental opportunities
- Seek tools to improve
- Utilize expertise of those around you

UNIFIED AND DIVERSE

Live the philosophy that the strength in our committees lies in our differences and our ability to come together as one.

- Foster teamwork
- Value variety of backgrounds
- Appreciate differences while celebrating connections
- Be accepting of others and understand that they bring a needed perspective

STAFF AS ASSIGNED TO COMMITTEES



Shane Springer:

- Governmental Affairs Committee

Andrea New

- Leadership Committee
- Dental Public Health Committee
- Infant Oral Health Subcommittee
- Be Well Subcommittee
- Workforce Task Force

Jay Dziwlik:

- AIR Subcommittee
- Dental Education Subcommittee
- Dental Practice Committee
- New Dentist Subcommittee

Ed Rosenbaum:

- Well Being Program
- Peer Review Program
- Medicaid Subcommittee

Kathy Walden:

- Communications Committee

Jody Cleary:

- Awards Subcommittee
- Finance Committee
- Membership Committee

Ashley Hudgins:

- Membership Insurance Committee

Judy Neuman:

- Professional Development Committee
- Midwest Dental Assembly Subcommittee

COMMITTEES
OF THE IDA

Professional Development Committee, charged with enhancing the professional development of IDA members and their dental teams through continuing education, networking opportunities and conducting IDA related event programming.

Midwest Dental Assembly Subcommittee

Dental Practice Committee, charged with helping dentists and dental practices succeed.

Be Well Subcommittee

Dental Education Subcommittee

Communications Committee, charged with keeping members and the public informed of issues affecting dentistry and oral health.

Governmental Affairs Committee, charged with making the IDA the state's most influential voice on oral health public policy issues..

Membership Committee, charged with recruiting and retaining members.

New Dentist Subcommittee

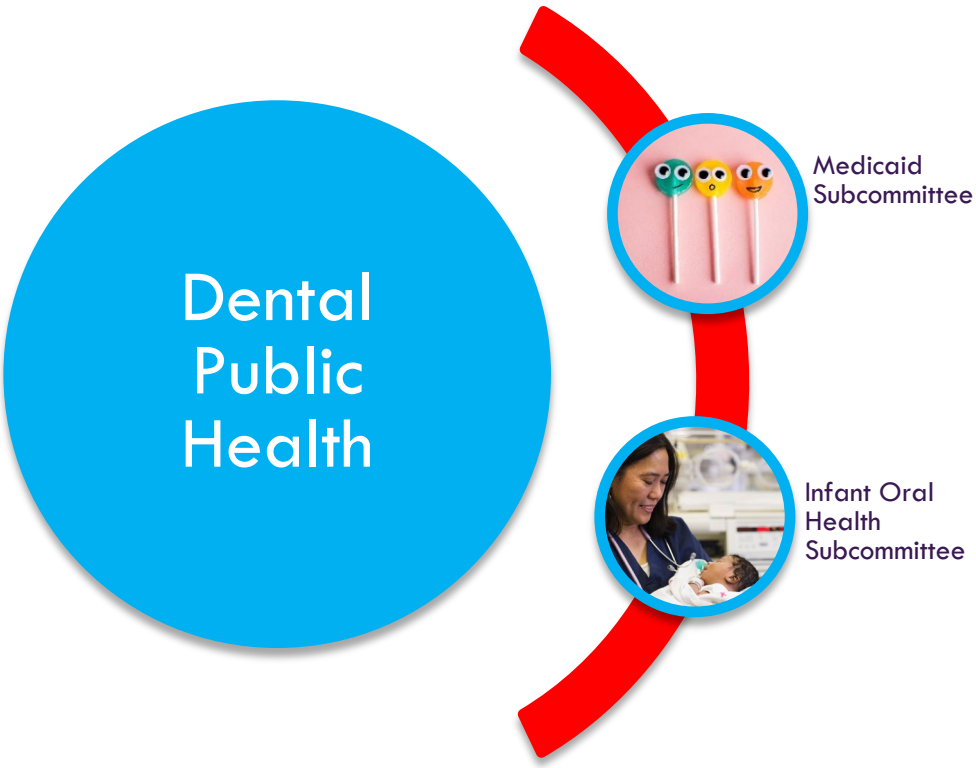
COMMITTEES
OF THE IDA

Leadership Committee, charged with recruiting members for IDA and ADA positions and developing future association leaders.

Finance Committee, charged with oversight of IDA's financial resources.

Member Insurance Committee, charged with choosing and monitoring the insurance programs that benefit IDA members.

Dental Public Health Committee, charged with improving the oral health of Hoosiers.



Standing Committees of the IDA

Communications Committee – Detailed Overview

Purpose To ensure timely and effective communication with members and the public regarding IDA initiatives, oral health, and professional updates.

Expanded Responsibilities

- Manage communication platforms including newsletters, social media, and the IDA website.
- Ensure timely dissemination of important announcements and updates.
- Oversee and contribute to the content development for the Journal IDA.

Time Commitment

- 3–4 meetings annually.
- Additional time as needed for content review and editorial support.

Staff Liaison: Kathy Walden

Finance Committee –

Detailed Overview

Purpose To provide fiscal oversight, transparency, and long-term financial planning to ensure the association's resources are managed responsibly.

Expanded Responsibilities

- Develop and recommend the annual operating budget to the Board of Trustees.
- Review financial statements and budget-to-actual performance on a quarterly basis.
- Monitor the association's cash flow and reserve funding strategy.
- Meet with the IDA's investment advisor quarterly to review portfolio performance and make recommendations.
- Oversee the annual audit process and review the auditor's report.
- Ensure financial policies and internal controls are up to date and consistently applied.

Time Commitment

- Quarterly meetings with pre-meeting review (approximately 10–12 hours/year).
- Additional time for budget review and special projects as needed.

Staff Liaison: Doug Bush and Jody Cleary

Governmental Affairs Committee -

Detailed Overview

Purpose To serve as the advocacy voice for organized dentistry in Indiana, shaping legislation and regulations affecting oral health, dental providers, and patient access.

Expanded Responsibilities

- Monitor legislative and regulatory developments at the state and federal levels.
- Recommend positions to the Board on proposed legislation or policy issues.
- Coordinate grassroots advocacy among IDA members, including action alerts.
- Engage with stakeholders, including state agencies, policymakers, and coalitions.
- Oversee taskforces related to workforce development, Medicaid, and access.

Time Commitment

- 4–6 meetings per year (increased during legislative session).
- Participation in Dental Day at the Statehouse and special advocacy events.

Staff Liaison: Shane Springer

Indiana Dental Political Action Committee (IDPAC)

Overview:

The Indiana Dental Political Action Committee (IDPAC) is a vital component of the Indiana Dental Association's advocacy efforts. IDPAC serves as the political arm of the IDA, working to ensure that the voice of organized dentistry is heard in legislative and regulatory matters affecting oral health, dental practices, and patient care in Indiana.

Purpose:

IDPAC's primary purpose is to support candidates and policymakers who understand and advocate for the interests of the dental profession and oral health care. By contributing to campaigns and engaging in grassroots advocacy, IDPAC helps shape public policy to benefit dentists, their patients, and the broader community.

Activities:

- **Legislative Advocacy:** IDPAC works closely with the IDA Governmental Affairs Committee to monitor legislative developments, recommend positions, and engage with policymakers.
- **Candidate Support:** IDPAC provides financial contributions to candidates who align with the goals of the dental profession and oral health advocacy.
- **Grassroots Engagement:** IDPAC mobilizes IDA members to participate in advocacy efforts, including Dental Day at the Capitol and action alerts.
- **Education:** IDPAC educates members about the importance of political engagement and the impact of legislation on dentistry.

Member Contributions:

IDPAC relies on contributions from IDA members to fund its activities. Donations to IDPAC are voluntary and separate from IDA membership dues. Members are encouraged to contribute to ensure the dental profession remains a strong and influential voice in Indiana's political landscape.

Governance:

IDPAC is overseen by the IDA Board of Trustees and works in collaboration with the Governmental Affairs Committee. Regular updates on IDPAC activities and financial status are provided to the Board and IDA members.

Key Events:

- **Dental Day at the Capitol:** An annual event where IDA members meet with
- legislators to discuss key issues affecting dentistry and oral health.
- **Legislative Updates:** IDPAC provides members with timely updates on legislative developments and advocacy opportunities.

Importance of IDPAC:

Through IDPAC, the Indiana Dental Association ensures that the dental profession has a seat at the table in shaping policies that impact oral health care delivery, access to care, and the business of dentistry. Member support of IDPAC is essential to maintaining a strong advocacy presence in Indiana.

Leadership Committee –

Detailed Overview

Purpose To cultivate a diverse pipeline of future leaders for the IDA and ADA while fostering a culture of inclusion and recognition.

Expanded Responsibilities

- Identify and mentor emerging leaders within the membership.
- Develop and manage leadership training programs and board orientation materials.
- Support initiatives for Acceptance, Inclusion, and Respect (AIR).
- Evaluate volunteer engagement and oversee the leadership nomination pipeline.
- Review and select recipients for annual awards and honors.

Time Commitment

- Nine 1-hour meetings annually.
- Chair: 1 hour/month; Members: 30 minutes/month in additional time spent in meetings.
- 12 hours annually in meetings and 6 hours on average of work between meetings.

Staff Liaison: Andrea New

Professional Development Committee – Detailed Overview

Purpose To lead the association's efforts in providing high-quality, accessible continuing education and development programs for dental professionals.

Expanded Responsibilities

- Plan and evaluate all CE courses sponsored by IDA.
- Work with vendors and speakers to secure quality content.
- Oversee the Midwest Dental Assembly Subcommittee and event logistics.
- Ensure CE offerings meet licensure and specialty requirements.
- Explore digital delivery platforms and hybrid learning models.

Time Commitment

- 4–5 meetings per year, with increased responsibilities leading up to MDA.
- Additional planning and review hours for MDA.

Staff Liaison: Judy Neuman

Dental Practice Committee – Detailed Overview

Purpose To support dental professionals by addressing practical and policy-related issues impacting day-to-day dental practice.

Expanded Responsibilities

- Provide guidance and resources on dental practice management.
- Monitor and respond to emerging issues affecting private practice.
- Oversee subcommittees related to dental benefits and education.

Time Commitment

- 3–4 meetings per year.
- Additional hours as needed for specific subcommittee work.

Staff Liaison: Jay Dziwlik

Dental Public Health Committee – Detailed Overview

Purpose To improve the oral health of Hoosiers by promoting prevention, increasing access, and supporting public health efforts statewide.

Expanded Responsibilities

- Develop and implement public health initiatives aligned with IDA goals.
- Identify access barriers and develop strategies to improve equity in dental care.
- Promote public oral health literacy and prevention strategies.
- Support charitable dental events and safety-net clinics.
- Partner with state and local health agencies.
- Oversee subcommittees related to Medicaid, fluoridation, infant oral health, access to care, FQHCs, and special needs dentistry.
- Monitor research and public health data to inform initiatives.

Time Commitment

- Five meetings annually (virtual). 1 hour to 2 hours per meeting and additional follow up work done between meetings of approximately 1-2 hours.
- Project-specific planning time as needed.

Staff Liaison: Andrea New

Member Insurance Committee – Detailed Overview

Purpose To ensure that the IDA offers competitive, high-quality insurance and benefit options that meet member needs.

Expanded Responsibilities

- Evaluate existing insurance offerings annually.
- Review proposals from brokers or new providers.
- Assess trends in dental insurance and identify potential gaps in member services.
- Work with IDAIS and other affiliated organizations on program development.

Time Commitment

- Meets as needed for contract review.

Staff Liaison: Ashley Hudgins

Membership Committee –

Detailed Overview

Purpose To grow and sustain the IDA membership by enhancing the value of membership and fostering inclusive member engagement.

Expanded Responsibilities

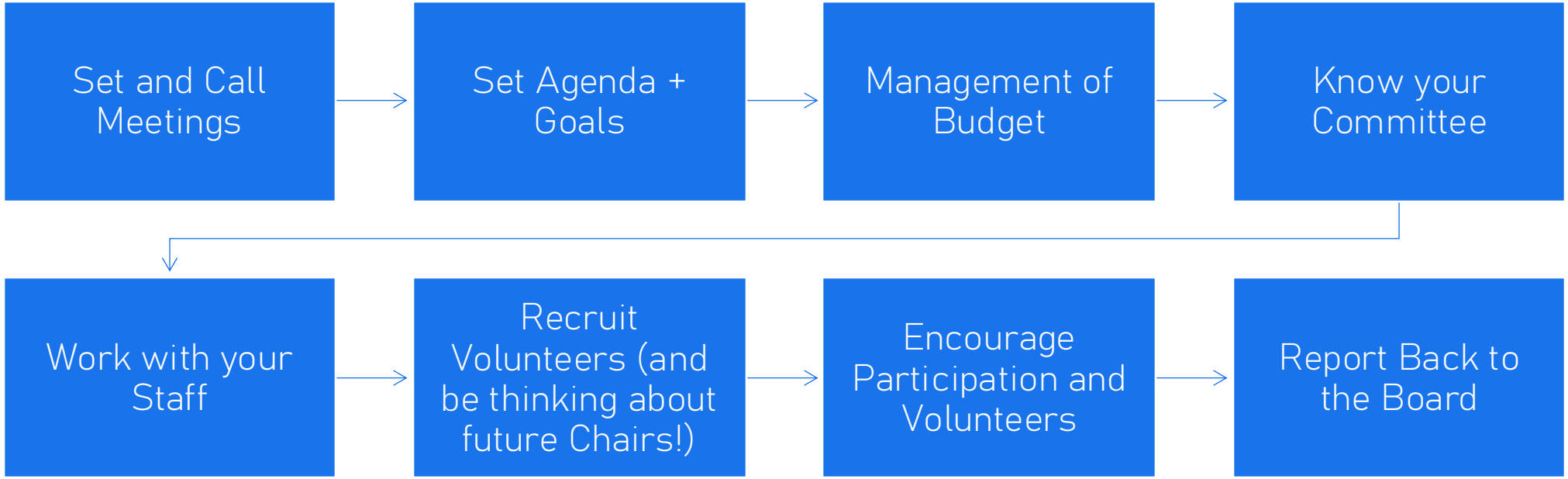
- Conduct member needs assessments and satisfaction surveys.
- Implement targeted campaigns for recruitment, retention, and reactivation.
- Develop onboarding tools and welcome packets for new members.
- Oversee the New Dentist Subcommittee and related programming.
- Collaborate with component societies on local engagement efforts.

Time Commitment

- 3–4 meetings annually plus coordination with components and subcommittees.
- Monthly review of data metrics and outreach efforts.

Staff Liaison: Jody Cleary

Basic Chair Responsibilities



Section: Committee Chair Expectations and Responsibilities

Overview:

Committee Chairs serve a vital leadership function within the Indiana Dental Association. They ensure that each committee fulfills its mission, remains aligned with strategic goals, and provides actionable recommendations to the Board of Trustees or House of Delegates.

Core Responsibilities:

1. **Leadership and Facilitation**:
    - Guide the direction and work of the committee.
    - Facilitate meetings and maintain a focus on defined goals and timelines.
    - Collaborate with staff liaisons to develop agendas and meeting content.
2. **Strategic Alignment**:
    - Ensure the committee's work aligns with the strategic goals and current priorities of the IDA.
    - Report outcomes and progress to the Board of Trustees or designated leadership bodies.
3. **Meeting Management**:
    - Prepare in advance by reviewing materials and identifying objectives.
    - Follow parliamentary procedures where applicable.
    - Ensure meeting minutes and follow-ups are handled in collaboration with staff.
4. **Volunteer Engagement**:
    - Foster participation and feedback from all committee members.
    - Monitor engagement and suggest changes to composition or participation as needed.
5. **Policy and Resolution Development**:
    - Work with staff and members to develop policy recommendations and formal resolutions.
    - Ensure timely submission of proposals, updates, or changes to IDA policies.
6. **Annual Reporting**:
    - Assist in developing or reviewing the committee's annual report for submission to the House of Delegates.
    - Contribute summaries of meetings or initiatives as required.

Time Commitment:

- Committee Chairs generally commit 2–4 hours per month, though this varies depending on committee responsibilities and time of year. 24–48 hours annually in meetings. Most meetings are virtual.
- Chairs are expected to attend the Annual Leadership Retreat and participate in leadership training opportunities.

Key Events:

- Quarterly Committee or Subcommittee Meetings; Some Committees meet monthly.
- Annual House of Delegates (May)
- Midwest Dental Assembly (varies)
- Annual Leadership Retreat (July)

Additional Insights from Past Chairs:

- "Your effectiveness as a Chair is directly related to your preparation and follow-up. Clear agendas and actionable summaries make all the difference."
- "Don’t be afraid to reach out to your staff liaison or fellow Chairs. We’re all learning and growing together."
- "Keep the purpose in mind. Every committee plays a role in fulfilling the mission of the IDA."

COMMITTEE AND LEADERSHIP TEMPLATES: AGENDA, BOARD AND HOUSE REPORTS

Agenda
[insert name] Committee Meeting
[Month, Day, Year]
[Microsoft Teams/Zoom/Location]

I. Welcome and Introduction
   a. Role Call to Establish Quorum - 5 minutes
   b. Approval of Agenda - 2 minutes
   c. Approval of Minutes from [Date] - 3 minutes

II. Brief Summary of Committee Goals
   a. Short term goals - 5 minutes
   b. Long term goals - 5 minutes

III. Review Action Items from [Date]
   a. Status Report given by [name] on [insert action item/report on description] - 7 minutes
   b. Status Report given by [name] on [insert action item/report on description] - 7 minutes
   c. Committee Chair gives summaries of reports for clarification/understanding of report and read and action items carried out - 8 minutes

IV. Establish next steps
   a. Discussion by group on next steps - 10 minutes

V. Any Other Business
   a. Provide an opportunity for committee members to raise additional topics or concerns - 5 minutes
   b. Address any outstanding issues or questions - 5 minutes

VI. Summary of meeting - 3 minutes

VII. Assign responsibilities and deadlines for follow-up tasks
   a. Request Volunteers - 3 minutes
   b. Chair: Delegate unassigned responsibilities - 2 minutes

VIII. Confirmation of next scheduled meeting
   a. Confirm the date and time for the next Committee meeting - 2 minutes

IX. Adjournment - 1 minute

Agenda
[insert name] Committee Meeting
[Month, Day, Year]
[Microsoft Teams/Zoom/Location]

I. Welcome and Introduction
   a. Role Call to Establish Quorum - 5 minutes
   b. Approval of Agenda - 2 minutes
   c. Approval of Minutes from [Date] - 3 minutes

II. Brief Summary of Committee Goals
   a. Short term goals - 5 minutes
   b. Long term goals - 5 minutes

III. Review Action Items from [Date]
   a. Status Report given by [name] on [insert action item/report on description] - 7 minutes
   b. Status Report given by [name] on [insert action item/report on description] - 7 minutes
   c. Committee Chair gives summaries of reports for clarification/understanding of report and read and action items carried out - 8 minutes

IV. Establish next steps
   a. Discussion by group on next steps - 10 minutes

V. Any Other Business
   a. Provide an opportunity for committee members to raise additional topics or concerns - 5 minutes
   b. Address any outstanding issues or questions - 5 minutes

VI. Summary of meeting - 3 minutes

VII. Assign responsibilities and deadlines for follow-up tasks
   a. Request Volunteers - 3 minutes
   b. Chair: Delegate unassigned responsibilities - 2 minutes

VIII. Confirmation of next scheduled meeting
   a. Confirm the date and time for the next Leadership Committee meeting - 2 minutes

IX. Adjournment - 1 minute

MAY 2025

ANNUAL REPORT: Leadership Committee

MEMBERS:
Dr. Lisa Conard, Chair (BH)
Dr. Jay Asdell (NC)
Dr. Mara Catey-Williams (NC)
Dr.

NUMBER OF TOTAL MEETINGS HELD:
The Committee met times from MAY to APRIL .

SUBMITTED BY:

Introduction and Overview:
Briefly introduce the committee and its purpose.
Provide an overview of the report's contents.

Mission and Goals:
Summarize the committee's mission and objectives for the reporting period.

Activities and Accomplishments:
Detail the activities undertaken by the committee throughout the year.
Highlight any significant accomplishments, initiatives, or projects completed.
Include quantitative data or metrics to measure the impact of the committee's work.

Challenges and Obstacles:
Identify any challenges or obstacles encountered by the committee during the reporting period.
Describe how these challenges were addressed or mitigated.

Financial Report:
Provide a summary of the committee's financial activities, including budget allocations and expenditure.
Detail any sources of funding received and how they were utilized.

Partnerships and Collaborations:
Describe any partnerships or collaborations established by the committee with other organizations or stakeholders.
Highlight the benefits and outcomes of these partnerships.

Future Plans and Goals:
Outline the committee's priorities and goals for the upcoming year.
Describe any new initiatives or projects planned.
Discuss strategies for addressing ongoing challenges or areas for improvement.

Recommendations:

Offer recommendations for the Board of Trustees based on the committee's experiences and insights.
Suggest areas for improvement or future opportunities for growth.

Conclusion:
Summarize the key points of the report.
Express gratitude to the Board of Trustees for their support and guidance.

Supporting Documents:
Meeting Dates, Minutes and Attendance Reports can be found below, along with any budgetary requests submitted on behalf of the committee. Meeting Minutes contain attendance records so reporting them separately is redundant***

The _____ Committee met _____ times from April _____ to April _____:

Date: _____, _____ _____, _____
Time: _____ to _____
Location: _____
[Insert Link to the Minutes for this meeting here]
Date: _____, _____ _____, _____
Time: _____ to _____
Location: _____
[Insert Link to the Minutes for this meeting here]

[MONTH Year] ***(Example: SEPTEMBER 2026)***

BOARD REPORT: [Name of your Committee/Subcommittee Here

Dr. [Name], Chair (Component Initials)
Dr. [example] Jane Doe, (IDDS)
Dr.
Dr.
SUBMITTED BY: [insert name]

Introduction and Overview:
Briefly introduce the committee and its purpose.
Provide an overview of the report's contents.

Mission and Goals:
Summarize the committee's mission and objectives for the reporting period April 2023-April 2024.

Activities and Accomplishments:
Detail the activities undertaken by the committee throughout the year.
Highlight any significant accomplishments, initiatives, or projects completed.
Include quantitative data or metrics to measure the impact of the committee's work.

Challenges and Obstacles:
Identify any challenges or obstacles encountered by the committee during the reporting period.
Describe how these challenges were addressed or mitigated.

Financial Report:
Provide a summary of the committee's financial activities, including budget allocations and expenditures.
Detail any sources of funding received and how they were utilized.

Partnerships and Collaborations:
Describe any partnerships or collaborations established by the committee with other organizations or stakeholders.
Highlight the benefits and outcomes of these partnerships.

Future Plans and Goals:
Outline the committee's priorities and goals for the upcoming year.
Describe any new initiatives or projects planned.
Discuss strategies for addressing ongoing challenges or areas for improvement.

Recommendations:
Offer recommendations for the Board of Trustees based on the committee's experiences and insights. List any changes to your subcommittees if changes are necessary. For example, a subcommittee that is no longer active and is no longer a necessary extension of the Committee.
Suggest areas for improvement or future opportunities for growth.

Conclusion:
Summarize the key points of the report.
Express gratitude to the Board of Trustees for their support and guidance.

Conclusion:
Summarize the key points of the report.
Express gratitude to the Board of Trustees for their support and guidance.

Supporting Information and Documents:
Meeting Dates from Reporting Period, Minutes and Attendance Reports, along with any resolutions and or budgetary requests submitted on behalf of the committee.

The Committee met times from May to May :

Date: , ,
Time: to
Location:
Minutes Link

Date: , ,
Time: to
Location:
Minutes Link

TASKFORCES

Section: Task force and Task force Member Expectations and Responsibilities

Overview:

A task force is a time-limited, goal-specific group formed by the Indiana Dental Association to address an urgent issue, evaluate a specific concern, or explore a strategic opportunity that falls outside the scope of standing committees. Task forces are established by the House of Delegates, Board of Trustees, or a committee, when rapid response, detailed analysis, or targeted problem-solving is needed. They are responsible to their authorizing body, and they dissolve when they finish their charge.

Purpose and Function:

- Taskforces focus on specific deliverables such as drafting a report, developing a recommendation, or proposing a solution.
- They are not permanent and are dissolved once the objective is fulfilled.
- Members are selected based on subject matter expertise, experience, or representation relevant to the task.

Responsibilities:

1. **Defined Scope**:
    - Operate within a clearly defined objective or charge provided at the time of formation.
    - Limit work to the intended focus area, ensuring progress remains on track and within timeline.
2. **Collaboration and Engagement**:
    - Work closely with IDA staff and leadership to gather data, explore options, and evaluate solutions.
    - Engage stakeholders or outside experts when necessary to inform recommendations.
3. **Reporting and Outcomes**:
    - Provide interim updates if requested and submit a final report or presentation of findings.
    - May propose actions for Board of Trustees or House of Delegates approval.

Expectations:

- Members should be willing to contribute intensively over a shorter period—typically 3–9 months depending on the complexity of the issue.
- Regular meeting attendance (often monthly or biweekly) is critical due to the accelerated timeline.
- Members are expected to contribute actively between meetings, including reviewing data, drafting materials, or researching best practices.

Examples of Past Taskforces:

- Workforce Shortage Taskforce
- AI Taskforce
- Fiscal Taskforce

Additional Notes:

- Taskforces often pilot new ideas that may become future policy or committee functions.
- Success is measured by clarity of findings, feasibility of solutions, and alignment with IDA's mission.

BOARD AND CHAIR TRAINING POWERPOINT

Basics of Effective Governance

ADA®

6 Essential Elements to Ensure Effective Governance

- Mission & Vision
- Leadership of the Board & Organization
- Composition of Board and Staff
- Streamlined Structure
- Strategic Planning
- Board Meetings

The Mission of the IDA

"The mission of the Indiana Dental Association is

to support dentists,

to promote professionalism, and

to improve oral health."

IDA Strategic Plan 2023-2025

Membership goals include increasing diversity and connecting students with mentors.

Management targets efficient use of resources, increasing website/social media engagement, and maintaining financial reserves.

Advocacy aims to increase donations to IDPAC, ensure legislators have contact dentists, and promote regular communication.

Oral health initiatives involve maintaining water fluoridation rates, increasing children's oral health visits, and improving public oral health literacy.

MEMBERSHIP

MANAGEMENT

ADVOCACY

ORAL HEALTH

IDA Strategic Plan 2023-2025 Updated 1/11/23

1. MEMBERSHIP – Make membership valuable to every dentist.

1.1. Total Membership – 3,200 (83%); Active Membership – 2,500 (78%)
1.2 Maintain a non-renew rate of fewer than 100.
1.3 Increase diversity by target recruiting of emerging/underrepresented groups.
1.4 After filling all committee positions, maintain a list of 10 prospective volunteers in Leadership Pipeline.
1.5 Develop and promote CE targeting emerging/underrepresented groups' priorities.
1.6 50% of IUSD's 3rd & 4th year students are connected with a dentist via Mentor Me.

2. MANAGEMENT – Make efficient use of volunteers, staff, finances.

2.1 Use annual SWOT reports from chairs to assess progress in advancing strategic goals.
2.2 Increase website/social media visitors/followers by 7.5% per year. Current: Website -64,000 visitors; Facebook - 3,337 followers; Twitter - 4,512 followers; Instagram – 1,029 followers.
2.3 Maintain Reserve Fund, excluding the Building & Relief Funds, of 50% of Annual Budget.
2.4 Increase MDA attendance and income. 2022 = 1,063 attendees; $72,722 income.
2.5 Increase member participation in other CE by 5% each year (2022 = OSHA/BLS - 268/78; OnDemand - 687; E-Learning - 452; Live CE - 81.)
2.6 Annually survey chairs to determine emerging issues.

3. ADVOCACY – IDA is the most influential voice on oral health issues.

3.1 IDPAC increases incoming donations by 10% per year (2022 = $67,000).
3.2 75% of legislators have a Contact Dentist (CD).
3.3 75% of CDs contact their legislator one time per year; 50% two plus times per year.

4. ORAL HEALTH – Improve Oral Health.

4.1 Maintain percentage of Hoosiers receiving optimum community water fluoridation (2022 = 92%; down 2% since 2012).
4.2 Annually survey members to benchmark and improve percentage providing charitable dental care.
4.3 Increase number of Hoosier children receiving an oral health visit by age one.
4.4 Meet annually with ISMA leadership and other stakeholders to collaborate on strategies to improve health equity and access.
4.5 Increase the public's oral health literacy regarding basic preventative dentistry.

Ten Basic Responsibilities of Non-Profit Boards

What is Your Fiduciary Role?

Tangible Assets

- Money
- People
- Real Estate
- Reputation (Goodwill has economic value)

Duties

- Duty of Care
- Duty of Loyalty
- Duty of Obedience

Legal Aspects

- Indemnified against personal liability through Director & Officer Insurance
- Not protected from AG or IRS violations if illegal acts are committed

What is a Fiduciary?

A fiduciary is a **person or organization that acts on behalf of another person or persons.**

- Puts the organizations' interests ahead of their own
- Duty to preserve good faith and trust
- Bound both legally and ethically to act in the other's best interests

Duty of Care

Exercise “prudent business judgement”

Prepare, attend, participate, make informed decisions, exercise independent thought

You may rely upon organization staff or committees unless privy to better/more information

Duty of Loyalty

- Act in the best interest of the organization (wear the proper hat)
- Maintain confidentiality (what happens in Vegas, stays in Vegas)
- Identify, disclose and address any conflict of interest

Duty of Obedience

Be consistent with the articulated mission of the association

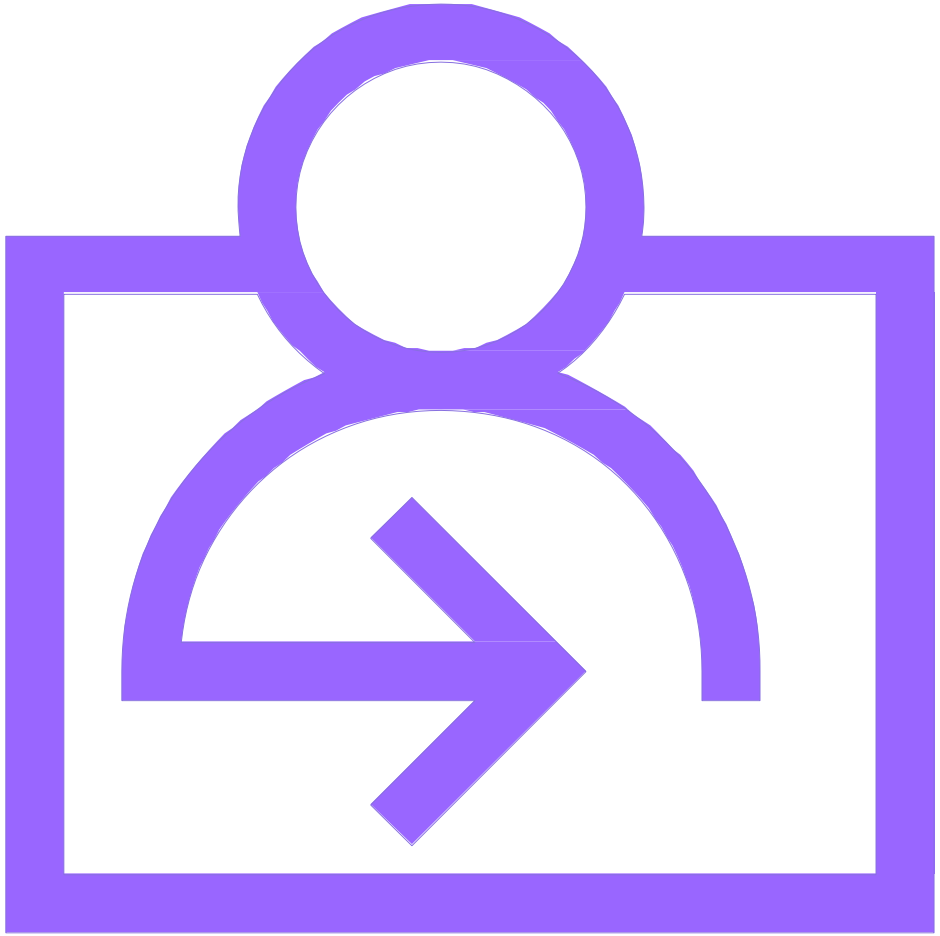
Know and follow the bylaws and governing authority for conducting the organization’s activities

Association Life™

"I didn't say anything during the meeting, but I don't agree with the rest of the Board on this issue."

Disclosing Conflicts of Interest

- A situation in which the concerns or aims of two different parties are incompatible
- A situation in which a person is in a position to benefit from the actions or decisions made in their official capacity
  - Self-dealing or personal inurement puts the Non-Profit IRS status at risk (what is reported on the 990)
  - Undisclosed conflicts
  - Partially disclosed conflicts



Legal Responsibilities

- Legal representatives of organization
- Legal duties and obligations
  - Imposed by law
- Risk of legal exposure to organization if duties improperly carried out
  - Distracts from mission
- Awareness of legal risks and issues

Roles & Responsibilities

Governance vs. Management

Governance is to management *as*
steering is to rowing.

Who does what?

The **who, what and when** – the direction and goals – are the province of the organization's leadership

The **how** – the means of achieving the stated goals – is the job of the staff & volunteers when determined

Effective Partnership: Leaders and Staff

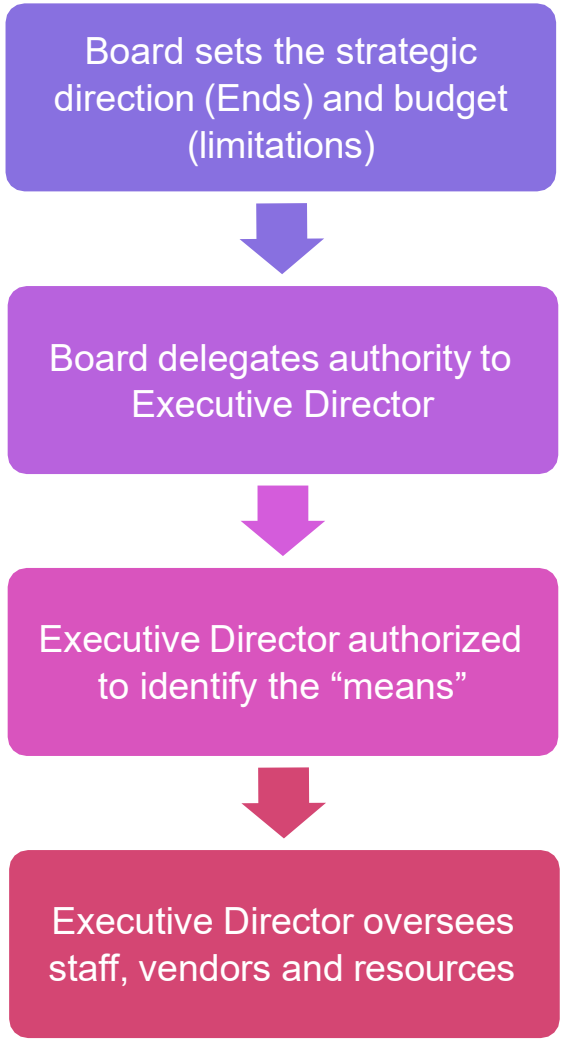
Building a Culture of Trust

- Support for management with healthy skepticism
- Staff provides critical resources:
  - Pros / cons
  - Data / knowledge
  - Financial impact
- Represent member interests
- Be accountable for commitments
- Respect people and ideas
- Support Board decisions
- Maintain confidentiality
- Praise in public; address issues in private

Board and Staff Relations

Decision Authority

- No individual Trustee may act independently on behalf of the Board.
- The Executive Director is authorized to decline requests from individual Trustees between meetings.
- Authority rests with the Board as a collective body during official meetings



Role of the Board President

- Facilitate (not DO) the Board's work
- Ensure Board effectiveness and alignment with mission, strategic plan
- Collaborate with Executive Director to set Board agenda
- Ensure all voices are heard in respectful manner
- Facilitate debate, without entering debate
- Manage conflict within Board or between Board and staff
- Make appointments per Board rules or bylaws

Standing Committees:

- Facilitates the work of the Board of Trustees.
- Defined by IDA Bylaws
- Guided by Directives of the Board of Trustees

Task Forces:

- Utilized for a special purpose not otherwise addressed by existing Standing Committees.
- Temporary, ceases to exist when its final report is issued.

Committee Utilization

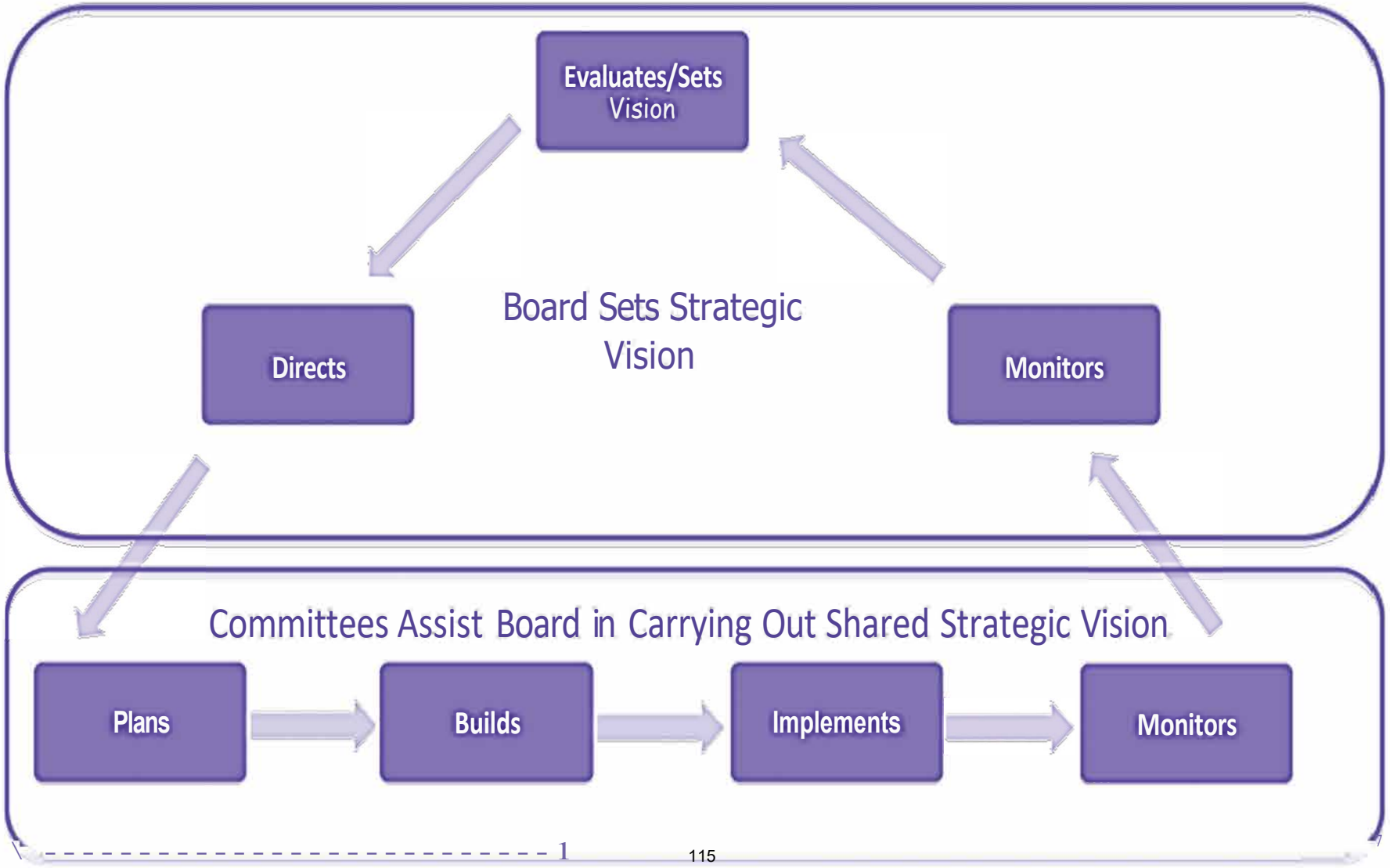
What Committees Do

- Supplement the work of the Board and staff
- Develop innovative ideas for how to utilize resources to achieve goals and advance the strategic plan
- Should report to the Board quarterly on progress as well as request specific budget or resources needs annually
- Make recommendations to the Board, but do not have the right to act on behalf of the Board
- Are an effective way to identify and engage future leaders

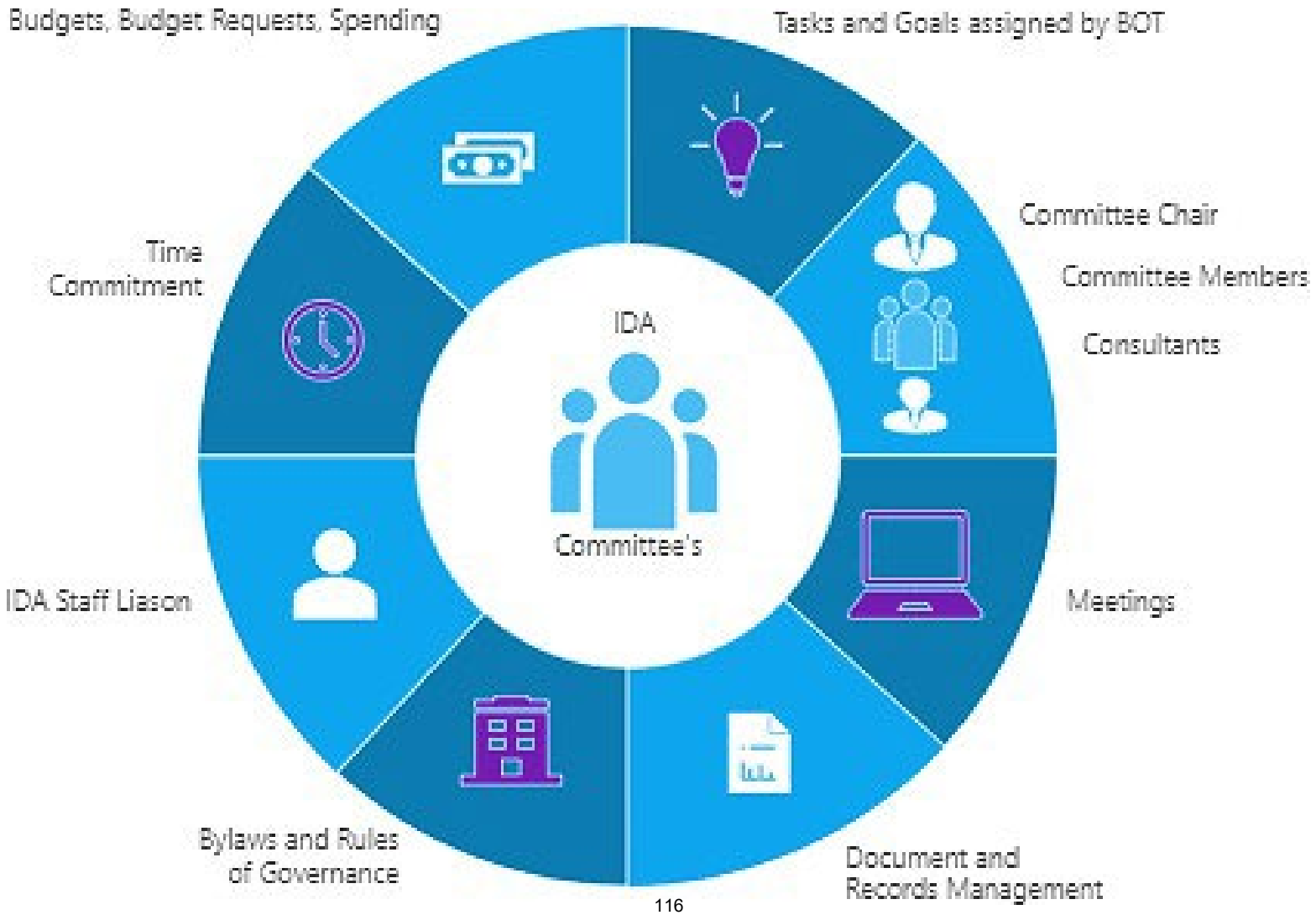
What Committees Do **NOT** Do

- Set their own strategic plan
- Separate themselves from the Board's mission
- Act based on personal agendas
- Override decisions of the Board

Committee Utilization



IDA COMMITTEES



QUESTIONS?

LEADERSHIP, COMMITTEE AND STAFF ROSTERS

2024-2025

STANDING RULES OF THE HOUSE OF DELEGATES

STANDING RULES OF THE HOUSE OF DELEGATES

Indiana Dental Association

Amended by

May 1964 House of Delegates
May 1966 House of Delegates
May 1969 House of Delegates
May 1970 House of Delegates
May 1974 House of Delegates
May 1985 House of Delegates
May 1989 House of Delegates
May 1990 House of Delegates
January 1994 House of Delegates
May 2007 House of Delegates
May 2021 House of Delegates
May 2022 House of Delegates
May 2024 House of Delegates
May 2025 House of Delegates

PREFACE

The House of Delegates is the supreme governing and policy-making body of the Indiana Dental Association as set forth in the *Constitution* and in *Bylaws,* Chapter VI. It speaks for the more than 3000 members of the Association and the dental profession in Indiana.

These rules have been prepared as directed by the May 1963 House of Delegates so that all who participate in the annual business session may have a better understanding of the methods and rules under which it operates.

TABLE OF CONTENTS

I. Composition of the House of Delegates ..... Ln. 5

II. Responsibility ..... Ln. 25

III. Meetings of the House of Delegates ..... Ln. 35

IV. Recommendations and Resolutions to the House of Delegates ..... Ln. 49

V. Rules of the House and Parliamentary Authority ..... Ln. 77

VI. Committees of the House

A. Committee on Credentials ..... Ln. 108

B. Reference Committees ..... Ln. 116
1. Composition and Appointment ..... Ln. 118
2. General Procedures
a. Conduct of Hearings ..... Ln. 149
b. Conduct of Executive Meeting ..... Ln. 172
c. Reference Committee Reports, Including Minority Reports ..... Ln. 179

C. Constitution and Bylaws Committee ..... Ln. 195

VII. Resolutions ..... Ln. 202

A. Form of Resolutions ..... Ln. 204

B. Amendments to Constitution and Bylaws ..... Ln. 221

C. Reference Committee Recommendation on Resolutions ..... Ln. 228
1. Approve ..... Ln. 233
a. Adopt as introduced ..... Ln. 235
b. Adopt In-Lieu-Of ..... Ln. 240
2. Disapprove ..... Ln. 246
a. Reject ..... Ln. 248
b. Amend ..... Ln. 253
c. Substitute ..... Ln. 262
3. Refer ..... Ln. 272
4. Postpone ..... Ln. 279
a. Postpone to a definite time ..... Ln. 281
b. Postpone indefinitely ..... Ln. 286

VIII. Election of IDA Delegation to ADA House

A. ADA Delegation Protocol ..... Ln. 293

B. ADA Delegation Spreadsheet ..... Ln. 368

STANDING RULES OF THE HOUSE OF DELEGATES

INDIANA DENTAL ASSOCIATION

I. COMPOSITION OF THE HOUSE OF DELEGATES:

The House of Delegates is composed of officially certified delegates (i.e., each component society selects one (1) delegate per each fifty (50) members or fraction thereof as of December 31 of the preceding year) and one student delegate representing the Indiana Chapter of the American Student Dental Association). The Officers, Trustees, and Past Presidents are ex-officio members of the House without voting authority (unless duly elected as a delegate) except that the President may vote in case of a tie.

Official credentials are sent to each delegate and alternate delegate prior to the session which shall be presented to the Committee on Credentials for registration and admission to the sessions. In the event of a contest over credentials of any delegate or alternate delegate, the Committee on Credentials shall hold a hearing and report its findings and recommendations to the House of Delegates for final action.

Access to the floor of the House of Delegates is limited to members and ex-officio members of the House, individuals making reports, members of the Central Office staff and component Executive Directors. Alternate delegates not serving as delegates and other members of the Association are invited to sit in the visitor section.

II. RESPONSIBILITY:

Delegates have the responsibility to vote on the basis of what they deem best for the Association and the best interests of the profession, sharing their perspective and that of their component. The House meets only once a year, making it obvious that many important problems must be considered and decided. The volume and complexity of the issues placed before the House make it necessary to have a well-established routine for the conduct of business that requires the close cooperation of the Delegates, Alternates, Trustees, chairs of Committees and Subcommittees, Officers, and the Central Office Staff.

III. MEETINGS OF THE HOUSE OF DELEGATES:

The House of Delegates convenes during the Annual Session of the Indiana Dental Association. Its first meeting, formative in nature, usually consists of: (1) introduction of guests; (2) an address by the President; (3) annual reports filed with House; (4) nominations and (5) miscellaneous and new business. The House is in recess following the first meeting to provide time for the Reference Committees to transact business. The House reconvenes for its second meeting following publication of the Reference Committee reports. The second meeting includes an address from the President Elect.

Special sessions may be called by the President upon a three-fourths vote of the Board of Trustees or upon written request of one-fifth of the delegates who comprised the last House of Delegates.

IV. RECOMMENDATIONS AND RESOLUTIONS TO THE HOUSE OF DELEGATES:

Recommendations and resolutions involving Association policy come to the House of Delegates from several different sources: officers, trustees, committees and subcommittees, component societies, related organizations, and members.

All resolutions introduced to the IDA House of Delegates (other than those generated by a Reference Committee or the Board of Trustees) must be submitted to the IDA Central Office at least thirty (30) days prior to the first meeting of the House of Delegates. Resolutions not meeting this deadline require a majority consent of the delegates present at the time of introduction to be considered as "New Business" at the first meeting of the House of Delegates. No new business shall be introduced at the last meeting of the House of Delegates except when such new business is submitted by a trustee district and is permitted to be introduced by a two-thirds (2/3) affirmative vote of the delegates present and voting. The motion introducing new business shall not be debatable. Reference committee recommendations and resultant resolutions shall not be considered new business. Constitution or Bylaws amendments may not be introduced as new business at the last meeting of the House of Delegates.

The *Bylaws* require committees to file all annual reports including recommendations or resolutions with the Executive Director thirty (30) days prior to the first meeting of the House of Delegates. Officers are asked to do likewise. The Executive Director prepares copies of these reports and sends them to all delegates, alternate delegates, officers and trustees eighteen (18) days prior to the Annual Session. Additional material may be provided to the delegates when they register with the Committee on Credentials.

It is requested that all recommendations calling for action by the House of Delegates be in the form of written resolutions. (See Section VII, pg. 4)

V. RULES OF THE HOUSE AND PARLIAMENTARY AUTHORITY:

The Bylaws provide for the House of Delegates in Chapter V1, Sections 10 - 100. AIP Standard Code of Parliamentary Procedure shall govern the deliberations of the House in all cases in which they are applicable and not in conflict with these Rules or the Bylaws. (See Chapter XIX.)

A. Reports are not read in the House of Delegates unless they contain a recommendation for action by the House, and then only information needed to supplement that request for action is read. This does not limit any Delegate’s right to question any chair for additional clarification of their report.

B. Annual reports which are received too late for inclusion in the mailing may only be introduced as new business.

C. The Necrology Report is read in its entirety.

D. The "Standing Rules of the House of Delegates" as approved by the House of Delegates is the official guide for the deliberations of the House of Delegates.

E. The Reference Committee business assignments are included in the mailing of Reports to the House of Delegates.

F. Committees are expected to place proposed actions in the form of resolutions that are included in their Annual Report to the House of Delegates.

G. The President and President-Elect are urged to present verbal reports to the House of Delegates along with their written report. Any resolutions contained in the reports of these officers should be in the Annual Reports issued to the delegates.

H. A second is not required following the proper making of a motion in the House of Delegates.

VI. COMMITTEES OF THE HOUSE:

A. Committee on Credentials:

1. Appointed by the President - three or more officially certified delegates or alternate delegates. It makes recommendations relative to eligibility of Delegates and Alternate Delegates, registers members of the House, maintains the roll call, determines the presence of a quorum, issues recommendations on contests over the certification of delegates/alternates, and counts votes on resolutions when requested by the Speaker.

B. Reference Committees:

1. Composition and Appointment: The President appoints an adequate number of Reference Committees made up of officially certified delegates or alternate delegates to handle the business of the House. The President selects the chair and the committee selects any other officers it needs. The President may also assign consultants as appropriate.

   Note: Recommendations or resolutions proposing an appropriation of funds must be referred to the Board of Trustees for consideration and reported back to the House at the same or later meeting of the House relative to the availability of funds.

2. General Procedures: The principle duty of a Reference Committee is to recommend to the House of Delegates an appropriate course of action on matters that have been placed before it. This duty can best be discharged by evaluating all recommendations or resolutions referred to it by the Speaker of the House, by basing its recommendations on the best information, advice and testimony available and by making its decision in the best interest of the public, the Association and the dental profession.

   It is not the responsibility of the Reference Committees to prevent the House from taking action on any matter before it, and it is not the committee's duty to accept automatically, without deliberation the opinions of its own members or the opinions of those who have testified. The Reference Committee fulfills its duty when it takes into consideration all of these factors and advises the House to adopt, amend, postpone, refer, or reject a recommendation or resolution which has been placed before it.

   The Reference Committee may propose its own recommendations or resolutions. It may not "pigeon hole" any item, but must report it back to the House for final disposition.

   The Reference Committee may call upon Officers, Trustees, members of committees and members of the Central Office staff if it desires to gain information. It may make an explanation of the Committee's decisions before recommending to the House that a recommendation or resolution be adopted rejected, amended, referred, postponed, or replaced by a substitute resolution.

3. Conduct of Hearings: Opinions of all interested members are received during the open hearings which are conducted by the Reference Committee and later evaluated in an executive meeting at which the Committee's decisions are made.

   a. The chair of the Reference Committee should preside both at the hearings and at the executive meeting. He or she should carry out the usual duties of a chair in maintaining order, facilitating the transaction of business, and in ruling on the length and relevancy of discussion.

      The chair should not permit the making of motions or the taking of formal votes at an open hearing, since the object of the hearing is to receive information and opinions, and not to make any decisions which would bind the Reference Committee in its subsequent deliberations.

      The chair should ensure that all who want to be heard are heard, but he or she should be watchful against prolonged holding of the floor by one or more persons at the expense of others who may wish to counsel with the committee. The chair, with the consent of his or her committee, may place reasonable limitations on discussions and debate. All members of the Indiana Dental Association have the right to attend Reference Committee hearings and participate in the discussion, whether or not they are members of the House of Delegates. Non-members may attend and participate in the hearing only at the invitation of a majority of the Reference Committee.

   b. Conduct of Executive Meeting: After evidence and information have been received at the open hearing, the Reference Committee should retire to an executive meeting at which only the members and a staff secretary may be present. The Committee may, however, invite any Officer, Trustee, consultant, or Central Office staff member for further information or advice if it wishes. At this meeting, the committee reaches its decisions and prepares its report.

   c. Reference Committee Reports, including Minority Reports: The Reference Committee prepares a report of its recommendations. The chair of each component society delegation is provided a copy for each member of their delegates and alternates following the day of the Reference Committee meetings.

      The members of the Reference Committees should attempt to reach unanimous agreement, insofar as is possible. Each member of a Reference Committee has the right to make a minority report. If a minority report is to be made, the chair shall make it clear to the House of Delegates that there was an irreconcilable disagreement within the Committee and that the differing positions will be reported for consideration.

      The majority report is read first, then the minority report is read by a dissenting member of the Reference Committee. After both the majority and minority reports have been read, the action suggested in the majority report is made as the main motion. The minority may then propose to alter that action with their resolution.

C. Constitution and Bylaws Committee:

The Speaker and Vice Speaker act as a consultant to Reference Committees on resolutions affecting the Constitution and Bylaws during the Annual Session of the House of Delegates.

The Committee shall consider all proposed amendments and report its recommendations to the House of Delegates.

VII. RESOLUTIONS

A. Form of resolution shall be uniform and contain:

1. A short title

2. The name and title of the person, committee or component society proposing the resolution.

3. A background statement, as brief as possible, setting forth the reasons for the resolution. This is preferred in lieu of whereas clauses.

4. The resolving clause(s) stating a single proposition only. (If more than one proposal is offered, they should be stated in separate resolutions.)

5. Estimation of the cost and the source of the funding, if necessary.

6. Lines numbered sequentially in the left margin.

B. Amendments to the *Constitution* and *Bylaws* should be cleared with the Speaker and Vice Speaker relative to proper wording to accomplish the proposed change. If the resolution involves amendments(s) to the *Bylaws* and the Reference Committee chair should report on the Committee's recommendations before making the motion for action on the resolution to amend the *Bylaws*.

C. Reference Committee Recommendation on Resolutions: The committee report should make reference to the page number where the original resolution appeared in the annual reports or supplements. The most common Reference Committee recommendations are listed below, along with suggested wording to accomplish the recommendation:

1. Approve

   a. *Adopt as introduced*
   The Reference Committee may wish to recommend a resolution be approved as introduced. The chair would state the following: "The chair moves the resolution with the recommendation to adopt."

   b. Adopt In-Lieu-Of
   The Reference Committee may wish to recommend a resolution be approved instead of one or more similar introduced resolutions. The chair would state the following: "The chair moves resolution #____in-lieu-of resolution(s)#_____ with the recommendation to adopt.

2. Disapprove

   a. Reject

The Reference Committee may believe an item of business does not warrant adoption in any form by the IDA. The chair would state the following: "The chair moves the resolution with the recommendation to NOT adopt."

b. Amend

The Reference Committee may concur with most of a resolution but wish to change minor details. The chair would state the following: "The chair moves to amend resolution #____ by the addition/deletion of the following language, (specifying the location of he insertion/deletion followed by the specific wording)."

i. Following a positive vote on the amendment, "The chair moves the amended resolution."

c. Substitute

The Reference Committee may concur with the concept of a resolution but wish to change major parts. The committee would prepare a replacement resolution (labeled with an RC to designate a Reference Committee resolution) to be distributed to the House. The chair would state the following: "The chair moves to substitute resolution #_____RC for resolution #____

i. Following a positive vote on the amendment by substitution, "The chair moves the Substitute resolution."

3. Refer

a. The Reference Committee may believe additional study is needed before action by the House of Delegates. The chair would state the following: "The chair moves to refer resolution #____to the [Council on/Committee on/Board of Trustees] for study and report back to the next House of Delegates."

4. Postpone

a. *Definitely:* The Reference Committee may wish to obtain additional information or to provide an opportunity for additional discussion on a resolution. The chair would state the following: "The chair moves to postpone resolution #____until [date and possibly time]. (Stating the reasons why postponement is warranted)"

b. *Indefinitely*: The Reference Committee may wish to dispose of a resolution without a direct vote on the resolution. The chair would state the following: “The chair moves to table resolution #__.

VIII. ELECTION OF IDA DELEGATION TO ADA HOUSE

A. ADA Delegation Protocol

1. Candidates for the ADA Delegation shall submit a Campaign Statement to the IDA no less than thirty days prior to the start of the IDA House of Delegates (HOD).

a. Up to two (2) candidates will be allowed per component

b. The Campaign Statement shall consist of:

i. A single page

ii. Background/personal information of 50 words or less

iii. List of leadership positions that will contribute to being on the delegation in no more than 100 words

iv. Description of why they will be an asset and/or how they will contribute to the delegation in no more than 100 words

v. A photograph of the candidate (headshot)

c. The Campaign Statements will be sent to members of the IDA HOD at the same time as the HOD Manual.

d. During the 1st HOD meeting, if the number of candidates for the ADA delegation is less than the number of vacancies available plus an additional two (2) names, nominations from the floor will be accepted.

e. If there are floor nominations, each component will be allowed to nominate one (1) candidate.

f. A final list of nominees will be included in the Reference Committee Report.

2. Prior to the close of the IDA 1st HOD session, each ADA delegation candidate will be allowed to address the House. They will be allowed a strictly enforced time allotment of no more than three minutes.

3. Election of the ADA delegation will take place prior to the 2nd meeting of the IDA HOD. The votes will be counted by the Credentialing Committee and presented to the Speaker and/or Vice Speaker of the House who will announce the results.

   a. In the event of a tie for the last delegation position, a runoff election between those involved in the tie will take place in the IDA HOD.

   b. In the event of a tie for runners-up, the ADA Delegation will meet following the conclusion of the 2nd meeting of the IDA HOD and the order of the runners-up will be determined by the newly elected ADA Delegation members.

4. All elected Delegation members will serve a two (2) year term; a runner-up that will fill in a position will serve a one (1) year term.

5. The ADA Delegation members will determine which members will serve as Delegates and who will serve as Alternate Delegates. The IDA President will serve as a Delegate by virtue of their office; IDA President-Elect, IDA Vice President and the IDA Immediate Past-President will serve as delegation members by virtue of their office. The IDA Immediate Past-President has the option of not serving on the delegation; this should be announced no later than the first meeting of the IDA HOD, prior to floor nominations. Vice-President Elect will not automatically receive a position on the Delegation.

6. The names of the ADA delegation members along with runners-up (in order) will be entered into an official document (spreadsheet) by the Speaker or Vice Speaker of the House and given to the Secretary of the House (IDA Executive Director). This will be saved in the HOD Official Minutes and available on the IDA website.

    a. In the event a member of the ADA Delegation cannot fulfill their term:

        i. The first member that drops off the Delegation will be replaced by the first runner-up of the year that member was elected to the Delegation. If a second Delegation member drops off, they will be replaced by the second runner-up of the year they were elected and so on.

        ii. If there are no runners-up from the year the drop off person was elected, the process shifts to the other election year for that Delegation.

        iii. If there are no additional runners-up, the Delegation shall consist of less than the full quota allowed by the ADA.

7. ADA Delegation Spreadsheet

    a. The current excel spreadsheet can be viewed on our website at www.indental.org and in our Official HOD Minutes.

MOTIONS GUIDE FOR PARLIMENTARY PROCEDURES :

HOW TO FOR HOUSE MATTERS

Indiana Dental Association House of Delegates Motion Guide

Updated April 2025

Table 1: Motions, listed in order of precedence. Motions are in order only if no motion higher on the list is pending. If a motion is debatable or amendable, only debate or amendments germane to that specific motion are in order.

I want to:	I say:	Can I Interrupt?	Debatable?	Amendable?	Vote Required?
End the meeting	I move that we adjourn	No	No	Yes	Majority
Take a break	I move to recess for	No	No	Yes	Majority
Register complaint [e.g. microphone is not working, can't hear]	I rise to a question of personal privilege [or question of privilege affecting the assembly]	Yes	No	No	None required – typically handled directly by the Speaker
Kill motion without debate or formal yes/no vote	I move that the motion be tabled.	No	No	No	2/3
Close debate/call the question	I move to close debate and vote immediately.	No	No	Yes	2/3
Limit or extend debate	I move to limit/extend debate to…	No	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion until…	No	Yes	Yes	Majority
Require more study before taking action	I move to refer the motion to [specify whom] with instructions to [do what]	No	Yes	Yes	Majority
Modify the motion	I move to amend by [striking, inserting, or striking and inserting]…	No	Yes	Yes	Majority
Bring business before the assembly (a main motion)	I move…	No	Yes	Yes	Majority

Table 2: Common Specific Main Motions. These are main motions, and as such are lowest in precedence (see Table 1).

I want to:	I say:	Can I Interrupt?	Debatable?	Amendable?	Vote Required?
Adopt a resolution in place of one or many others	I move Resolution yy/### in-lieu-of Resolutions…	No	Yes	Yes	Majority
Cancel previous action	I move to rescind…	No	Yes	No	Same as original
Amend a previous action	I move to amend the motion previously adopted…	No	Yes	Yes	Same as original
Reconsider	I move to reconsider…	No	Yes	No	Majority

Incidental Motions. These motions have no order of precedence and arise in the moment. Many of these motions are handled immediately by decision of the Speaker.

I want to:	I say:	Can I Interrupt?	Debatable?	Amendable?	Vote Required?
Challenge decision of the Speaker.	I appeal the decision of the chair.	Yes	Yes	No	Majority or tie sustains
Suspend the rules	I move to suspend the rule…	No	No	No	2/3
Enforce the rules	Point of order!	Yes	No	No	None
Understand how to do something	I rise to a parliamentary inquiry.	Yes	No	No	None
Request to withdraw my motion	I withdraw my motion.	Yes	No	No	Majority
Split up a multi-part question	I request that the motion be divided [how]…	No	No	No	None
Demand card vote	Division!	Yes	No	No	None

The.IDA.House.of.Delegates.uses.the.most.recent.version.of.the.American.Institute.of.Parliamentarians.Standard.Code.of.Parliamentary.Procedure?.as.determined.by.the.Bylaws.of.the.Association¡

A.second.is.not.required.in.the.IDA.House.of.Delegates?.according.to.its.Standing.Rules¡

IDA HOUSE POLICIES

POLICIES OF THE IDA HOUSE OF DELEGATES
TABLE OF CONTENTS

Section 1 HOUSE OF DELEGATES **3-5**
24/201 IDA Mission Statement
25/105 House of Delegates Financial Policies
25/202 Website Availability of the "Policies of the IDA House of Delegates"
25/209 IDA Meeting Recording
26/105RC IDA Vision Statement
26/106RC IDA Guiding Principles
26/108RC Establish Anti-Harassment Policy
26/113 Use of Reserve Funds for Executive Director Transition
26/114RC Purpose of IDA Reserve Funds
26/203 Reaffirm Invocation and Pledge of Allegiance Policy
26/204 Reaffirm IDA Sunset Review Policy

Section 2 BOARD OF TRUSTEES **5-6**
23/107 Annual Membership Surveys
25/106RC Employee Expense Reporting
25/111 Balanced Budget

Section 3 COMMITTEES **6-7**
25/110 Continuation of Fiscal Policy Research
26/107 Reestablish Judicial Affairs Committee

Section 4 INDIANA STATE BOARD OF DENTISTRY **7-8**
22/108RC Compliance Fund
23/115 Opposing Additional Requirements for License Renewal
25/204RC Oral Preventive Assistant (OPA) Role
25/216 Mid-Level Providers
26/202RC Establishment of the Oral Preventive Assistant
26/205 Nitrous Oxide Training and Certification
26/206 Foreign Trained Dentists (FTD)
26/210 CE for Charitable Care

Section 5 INDIANA STATE DEPARTMENT OF HEALTH **8**
24/204 Dental Radiology Safety

Section 6 INDIANA UNIVERSITY SCHOOL OF DENTISTRY - DENTAL EDUCATION **8-9**
23/109 Support for the IDA Foundation for Dental Health
25/211 Access to Dental Education and Research Funding

Section 7 PUBLIC HEALTH **9-10**
23/108 Smoke Free Indiana Policy
23/116 IDA Policy on Opioid Prescribing

24/202 Community Dental Health Coordinator (CDHC)
25/112 The Opioid Epidemic
25/113 Tobacco-Free and Nicotine Prevention Initiatives
25/114RC Water Fluoridation
25/116 Coordination of Care
25/215 Access to Oral Health Care for Individuals with Special Needs
26/207 Recognizing Indiana Donated Dental Services Program

Section 8 PUBLIC RELATIONS, ADVERTISING.....**10**

Section 9 THIRD PARTY, ALTERNATE DELIVERY SYSTEMS, DIRECT REIMBURSEMENT, AND MEDICAID.....**10-13**
23/104 Any Willing Provider
23/106 Reaffirm Fee for Service Delivery System
23/114 Assignment of Benefits Policy
25/115 Medicaid
25/210 Loan Forgiveness and Workforce Development
26/110 Virtual Credit Cards Opt In
26/112 Dental Insurance Reform
26/208 Standardized Credentialing for Dental Providers
26/209 Dental Medicaid Audit Best Management Practices

Section 10 MISCELLANEOUS..... **13**
25/117 Provider Tax
25/213 Professional Service Tax
25/214 Preceptor Tax Initiative

** Resolutions Scheduled for Sunset in 2027 are Double-Starred in the index above.**
Items in italics indicate directives of the House rather than standing policies.

Last Amended: 5/16/2026. Last Edited: 6/16/2026.

Section 1 **HOUSE OF DELEGATES**

IDA MISSION STATEMENT

24/201 RESOLVED, that the IDA adopt the following revised Mission Statement:

"The mission of the Indiana Dental Association
is to support dentists,
to promote professionalism,
and to improve oral health."

HOUSE OF DELEGATES FINANCIAL POLICIES

25/105 RESOLVED, the Board of Trustees shall present the House of Delegates with a draft line-item budget each year. Be it further

RESOLVED, budgetary decisions shall support the mission and strategic plan of the Indiana Dental Association. Resource allocation shall be reevaluated annually by the Finance Committee and the budget shall be based upon achieving key mission-driven objectives. Be it further

RESOLVED**,** that the IDA shall maintain two primary asset holding accounts:

- An Operational Account is to fund the operations of the IDA and contain funds for unexpected expenses. The operation account shall maintain a balance equivalent to a minimum of three (3) months and up to six (6) months of fixed operating expenses.
- An Investment Reserve Account that prudently invests the IDA reserves, in keeping with the IDA Investment Policy Statement.

WEB-SITE AVAILABILITY OF THE "POLICIES OF THE IDA HOUSE OF DELEGATES"

25/202 RESOLVED, that the Indiana Dental Association reaffirms its commitment to maintaining accessibility and transparency by continuing to make the most recent version of the "Policies of the IDA House of Delegates" available in the Members Only section of the IDA website, in accordance with Resolution 20/108, originally adopted in 2020. Be it further

RESOLVED**,** that the IDA Executive Director ensures that the most up-to-date version of the "Policies of the IDA House of Delegates" is posted on the IDA website within 30 days of any updates or revisions approved by the House of Delegates.

IDA MEETING RECORDING POLICY

25/209 RESOLVED, that the House adopt the following policy regarding the recording of IDA meetings:

IDA leadership group meetings (IDA House, Board, Committees and Subcommittees, task forces and subsidiary boards) may be electronically recorded by IDA staff to assist in the preparation of meeting minutes. Staff or the presiding chair should notify attendees that the meeting is being recorded at the onset of the meeting.

Following the preparation of minutes of a meeting and the approval of such minutes (including the approval of any corrections to such minutes) by the leadership group, the recordings, transcripts and notes of each meeting shall be destroyed or erased, unless the IDA executive director or an elected IDA officer has declared a "litigation hold" on recorded or written records of a meeting, in which case all recordings, transcripts, and notes related to such meeting shall be maintained pursuant to the terms of such "litigation hold."

Prior to any permissible destruction or erasure of any recording, transcript, or notes of a meeting of a leadership group, no individual other than (i) a member of such leadership group or (ii) a staff member present during such meeting shall be permitted to review such recording, transcript, or notes without obtaining the prior written approval of an elected IDA officer.

Notwithstanding the foregoing, sessions of the IDA House, Board, task forces, and subsidiary boards containing privileged attorney-client communications shall not be electronically recorded, nor shall such proceedings be included in meeting minutes. Instead, the non-privileged minutes of the meeting at which the attorney-client session takes place shall state that an attorney-client session was held and shall identify the beginning and end times of such session.

Other electronic recordings of leadership group meetings or portions thereof, unless authorized by the IDA President or Executive Director, are not permitted. If staff or the presiding chair of the meeting is aware that another participant is recording the meeting without prior authorization, the participant should be asked to discontinue recording in order for the meeting to proceed.

IDA VISION STATEMENT

26/105RC RESOLVED, that the following "IDA Vision Statement" be adopted by the IDA House of Delegates:

Vision Statement of the Indiana Dental Association

It is the vision of the Indiana Dental Association to be the authority in oral health for the state of Indiana by empowering member dentists through advocacy and member services.

IDA GUIDING PRINCIPLES

26/106RC RESOLVED, that the following "Guiding Principles" be adopted by the IDA House of Delegates:

Guiding Principles of the Indiana Dental Association

1. IDA believes that oral health is essential for overall good health.
2. IDA believes that the role of the Association is to support membership.
3. IDA believes that the doctor-patient relationship is sacred and should not be intervened by third parties.
4. IDA believes that all healthcare information needs to be protected and made accessible to patients.
5. IDA believes that the cornerstones of good oral care are prevention, education and nutrition.
6. IDA believes that excellence in dental education can only be achieved through a continued effort to learn.
7. IDA believes that principles of ethics are paramount in protecting patients' rights and maintaining the highest standards of the profession.
8. IDA believes in encouraging diversity in leadership and in the profession as a whole.
9. IDA believes that optimal oral health care is maximized by a coordinated team led by a dentist.

ESTABLISH ANTI-HARASSMENT POLICY

26/108RC RESOLVED, that the IDA adopt the following Anti-Harassment Policy to help create a healthy and nurturing environment for IDA members, staff, vendors and visitors:

"The Indiana Dental Association is committed to maintaining a professional environment that is

respectful and inclusive. Harassment of any kind, whether verbal, physical, visual, or digital, is strictly prohibited. This includes, but is not limited to, conduct that demeans, intimidates, threatens, or offends an individual based on personal characteristics or group identity. All members, employees, volunteers, and participants in Association-sponsored activities are expected to treat others with dignity and professionalism.

USE OF RESERVE FUNDS FOR EXECUTIVE DIRECTOR TRANSITION

26/113 RESOLVED, that IDA House approve up to $100,000 from reserves for Board use for the 2026 Executive Director search and transition. Be it further

RESOLVED, that the IDA Board of Trustees report back to the IDA House of Delegates 2027 regarding its use of expended funds.

PURPOSE OF IDA RESERVE FUNDS

26/114RC RESOLVED, that it is the policy of the Indiana Dental Association that

1. Reserve funds may serve as a source of non-dues revenue for the Association.
2. Reserve funds may be used to support mission-based programs approved by the Association.
3. Up to 7% (of the average ending Reserve Fund balance of the 12 previous quarters) may be expended in fiscal years 2027 and 2028. After fiscal year 2028, up to 4% (of the average ending Reserve Fund balance of the 12 previous quarters) may be expended in any given fiscal year. The House of Delegates shall approve any transfers or expenses which exceed this amount.

(*Comment: 26/114RC amended previously adopted 25/104.)*

REAFFIRM INVOCATION AND PLEDGE OF ALLEGIANCE POLICY

26/203 RESOLVED, that it is the policy of the Indiana Dental Association that each and every meeting of the House of Delegates begins with both an Invocation and Pledge of Allegiance.

REAFFIRM IDA SUNSET REVIEW POLICY

26/204 RESOLVED, that the policies of the Indiana Dental Association automatically sunset five years after their adoption. Be it further

RESOLVED, That the Executive Director provide an annual report to the House of Delegates on policies that have reached their fourth year of existence in order to alert the House to policies that are scheduled to expire unless action is taken to extend or amend them at the following year's House of Delegates.

Section 2 BOARD OF TRUSTEES

ANNUAL MEMBERSHIP SURVEYS

23/107 RESOLVED, that the IDA coordinate any survey on pertinent issues affecting dentistry through the Council on Communications.

EMPLOYEE EXPENSE REPORTING

25/106RC RESOLVED, that all expenses incurred by employees in the course of their duties shall be reported to and approved by the Executive Director. Be it further

RESOLVED, that the Executive Director shall report on all employee expenses to the Treasurer on a quarterly basis. Be it further

RESOLVED, that the Executive Director shall annually report to the Board of Trustees on all employees who have been issued an IDA company credit card and the credit limits on each credit card.

BALANCED BUDGET

25/111 RESOLVED, the Board of Trustees shall adopt a balanced budget each fiscal year.

Section 3 COMMITTEES

CONTINUATION OF FISCAL POLICY RESEARCH

25/110RC RESOLVED, the appropriate entity(s) complete the necessary due diligence on the merger of the building and reserve funds and either complete the merger or report back to the 2026 House of Delegates. Be it further

RESOLVED, that the Finance Committee update the IDA Investment Policy and recommends it consider the following issues in its update:

1. *The purpose of the IDA Investment Reserves.*
2. *Target balances for IDA Investment Reserves.*
3. *Which IDA entity (Board, House or Finance Committee) controls transfers, investment decisions and reviews performance.*
4. *Development of investment objectives, including an assessment of risk tolerance, target allocations for acceptable asset classes and benchmarks to assess performance.*
5. *Guidelines and restrictions, including prohibited investment activities.*
6. *Recommendations regarding monitoring and reporting of the IDA Investment Reserves.*

Be it further

RESOLVED, that the Finance Committee provides a preliminary report to the Board of Trustees at its January 2026 meeting, and a resolution to the 2026 House of Delegates.

(6/4/2025 Comment: After the 2026 House receives its report, this directive of the 2025 House will be removed from the Policies of the IDA House of Delegates.) (6/16/2026 Comment: Report outstanding, directive retained until the 2027 House of Delegates.)

REESTABLISH JUDICIAL AFFAIRS COMMITTEE

26/107 RESOLVED, that the functions of the Judicial Affairs Committee be:

- **To write a manual for adjudicating complaints:** The Committee will draft a procedure manual for adjudicating cases to present to the House for approval.
- **Investigating complaints:** The Committee may investigate allegations of misconduct against members or member groups to determine if an ethics violation occurred.
- **Conducting hearings:** In cases of alleged misconduct, it may conduct hearings to ensure due process is followed, especially in matters of member discipline.
- **Determining disciplinary actions:** It may be authorized to issue sanctions, such as censure, suspension, or expulsion, for members who violate the Association's rules.

- **Handling appeals:** It may serve as an appellate body for ethics-related decisions made by other component groups or societies within the Association.
- **Offering training:** The Committee or its members may provide training to members on ethical conduct and the Association's specific rules and procedures.
- **Promoting ethical professionalism:** The Committee shall promote adherence to high professional standards throughout the organization.
- **Advising leadership:** It advises the Association's Board and other leaders on ethical issues that may affect the organization and its reputation.

Section 4 INDIANA STATE BOARD OF DENTISTRY

COMPLIANCE FUND AND LICENSURE FEES

22/108RC RESOLVED, that the Indiana Dental Association affirm its position that compliance fund monies be used exclusively for the originally stated purpose of assisting the Indiana State Board of Dentistry and Indiana Office of the Attorney General for investigation and enforcement activities that are specifically delineated in a memorandum of understanding between the two entities. Be if further

RESOLVED, that it is the IDA's position that dental and dental hygienist compliance fund licensing fees should be terminated. Be it further

RESOLVED, that the IDA President direct the proper IDA committee to pursue legislative or administrative change required to terminate the compliance fund licensing fee, and to report back to the Board of Trustees.

RESOLVED, that the IDA President direct the proper IDA Representative to report quarterly to the Board of Trustees with the current balance and activity of the compliance fund.

OPPOSING ADDITIONAL REQUIREMENTS FOR LICENSE RENEWAL

23/115 RESOLVED, that the IDA strongly opposes any legislative and/or rule attempts to increase the licensure renewal requirements (e.g., in the form of an enforcement mechanism) beyond the current scope without the approval of the IDA Board of Trustees.

ORAL PREVENTATIVE ASSISTANT (OPA) ROLE

25/204RC RESOLVED, that the Indiana Dental Association (IDA) supports expanding Indiana's dental workforce.

MID-LEVEL PROVIDERS

25/216 RESOLVED, the Indiana Dental Association policy on non-dentist providers be; "The Indiana Dental Association is opposed to the establishment of a non-dentist provider or dental therapist who may diagnose or provide irreversible surgical procedures of Dentistry". And be it further

RESOLVED, the Indiana Dental Association oppose any legislative effort to establish a mid-level provider or individual capable of diagnosis or the performances of irreversible surgical dental procedures. Be it further

RESOLVED, the Indiana Dental Association recognizes the need to improve access to the underserved population of Indiana and believes that implementation of the Community Dental Health Coordinator (CDHC) program of the American Dental Association addresses the problems of access, prevention and education to improve the oral health of the underserved.

ESTABLISHMENT OF THE ORAL PREVENTIVE ASSISTANT

26/202RC RESOLVED, that the IDA supports the establishment of the Oral Preventive Assistant (OPA) role through regulatory or legislative action.

NITROUS OXIDE TRAINING AND CERTIFICATION

26/205 RESOLVED**,** that the IDA supports training programs that allow dental Hygienists and dental Assistants to receive Nitrous Oxide training from CODA-approved programs or programs approved by the Indiana State Board of Dentistry.

FOREIGN TRAINED DENTISTS (FTD)

26/206 RESOLVED, that the Indiana Dental Association supports expanding the dental workforce by allowing Foreign Trained Dentists to sit for the dental hygiene licensure examination, so long as they meet certain criteria as established by the Indiana State Board of Dentistry.

CE FOR CHARITABLE CARE

26/210 RESOLVED**,** that the Indiana Dental Association add the Charitable Care Continuing Education (CE) initiative to the 2026–2027 IDA legislative agenda and direct the Government Affairs Committee/Program to pursue statutory and/or regulatory changes as necessary to authorize a limited, auditable pathway allowing Indiana-licensed oral health professionals to earn up to three (3) hours of required CE through verified uncompensated clinical service delivered in approved charitable settings in the state of Indiana.

Section 5 INDIANA STATE DEPARTMENT OF HEALTH

DENTAL RADIOLOGY SAFETY

24/204 RESOLVED, that the Indiana Dental Association supports the new evidence-based ADA recommendations regarding the appropriate, justified use of dental X-rays. Be it further

RESOLVED, that the IDA President assign to the appropriate Committee instructions to take these new recommendations and work with the state agencies as needed (State Board of Dentistry, School of Dentistry, and/or Indiana Legislature) to help adopt and formalize changes in the state guidelines used by dentists and their teams.

Section 6 IU SCHOOL OF DENTISTRY - DENTAL EDUCATION

SUPPORT FOR THE IDA FOUNDATION FOR DENTAL HEALTH

23/109 RESOLVED, the IDA and its House of Delegates strongly support the activation and growth of the IDA Foundation for Dental Health in fulfilling its vision of providing financial assistance for programs that promote dental health and education throughout the state of Indiana.

ACCESS TO DENTAL EDUCATION AND RESEARCH FUNDING

25/211 RESOLVED, that the Indiana Dental Association (IDA) adopt the following policy:

Advocate for increased state and federal funding for dental education, with a focus on reducing the financial burden for students pursuing a dental degree. Recent Indiana legislation and federal funding initiatives aim to increase financial support for dental students, particularly those who are pursuing careers in academic research and public health dentistry. Support policies that promote partnerships between dental schools and community-based organizations to provide students with hands-on experience in

underserved areas, thereby improving the pipeline of dental professionals in these communities. Encourage the creation of scholarships and fellowship programs to support dental students committed to working in underserved areas, advancing dental research, or pursuing careers in academic dentistry, particularly in light of rising tuition costs.

Section 7 PUBLIC HEALTH

SMOKE FREE INDIANA POLICY

23/108 RESOLVED**,** that the IDA serves as a primary resource for legislative leaders and local governments for information on the adverse oral health effects of tobacco use.

IDA POLICY ON OPIOID PRESCRIBING

23/116 RESOLVED that the IDA supports continuing education in prescribing opioids and other controlled substances. Be it further

RESOLVED that the IDA supports statutory limits on opioid dosage and duration of not more than seven days for the treatment of acute pain, consistent with the Centers for Disease Control and Prevention evidence-based guidelines. Be it further

RESOLVED that the IDA supports integration of the INSPECT Prescription Drug Monitoring Program into dentists' electronic health records across the state of Indiana to promote the appropriate use of opioids and deter misuse and abuse.

COMMUNITY DENTAL HEALTH COORDINATOR (CDHC)

24/202 RESOLVED, that the IDA supports the Community Dental Health Coordinator (CDHC) concept within the current limits of Indiana Statute and Rule.

THE OPIOID EPIDEMIC

25/112 RESOLVED that the Indiana Dental Association (IDA) adopt the following policy:

Support the responsible prescription of opioid medications only when clinically necessary for pain relief and promote the use of non-opioid alternatives whenever possible. Educate patients, healthcare providers, and the public on the risks of opioid misuse and addiction, while promoting effective non-opioid pain management options. Encourage the safe and proper disposal of unused opioids and other medications to minimize the risk of misuse and prevent environmental harm. Collaborate with healthcare professionals, lawmakers, and community organizations to advance evidence-based policies that regulate opioid use and promote public health.

TOBACCO-FREE AND NICOTINE PREVENTION INITIATIVES

25/113 RESOLVED that the Indiana Dental Association (IDA) adopt the following policy:

Support efforts to reduce the use of combustible tobacco, electronic nicotine delivery systems (ENDS) such as e-cigarettes and vaping devices, e-liquid inhalation products, smokeless tobacco, and other harmful, addictive chemical-based inhalation products.

WATER FLUORIDATION

25/114RC RESOLVED, that the Indiana Dental Association (IDA) adopt the following policy:

Support the continued fluoridation of community water supplies as a safe, effective, and scientifically validated method for preventing dental decay. Acknowledge the

success of water fluoridation programs in improving public health, particularly in reducing dental cavities across all age groups.

COORDINATION OF CARE
25/116 RESOLVED, that the Indiana Dental Association (IDA) adopt the following policy:

Promote the integration of dental and medical education to foster a comprehensive understanding of how oral health affects overall health, and vice versa. Support policies requiring medical insurers to cover dental treatment when it is directly related to a medical diagnosis or condition, thereby improving patient outcomes. Advocate for the coordination of medical and dental insurance benefits to simplify claims processing and ensure that patients have seamless access to necessary care. Encourage medical and dental insurers to provide coverage for the diagnosis and treatment of congenital and acquired dentofacial, skeletodental, and craniomaxillofacial deformities.

ACCESS TO ORAL HEALTH CARE FOR INDIVIDUALS WITH SPECIAL NEEDS
25/215 RESOLVED, that the Indiana Dental Association (IDA) adopt the following policy:

Advocate for policies that ensure individuals with special needs, including those with intellectual and developmental disabilities, have equitable access to comprehensive and quality dental care. Support the development and expansion of specialized dental services that address the unique needs of individuals with special needs, including accommodations for behavioral health and medical management to enhance treatment success. Encourage the integration of oral health into individualized care plans for patients with special needs to ensure comprehensive, coordinated healthcare.

RECOGNIZING INDIANA DONATED DENTAL SERVICES PROGRAM
26/207 RESOLVED, that the Indiana Dental Association supports and recognizes the work of the Indiana Donated Dental Services Program, and promotes Member dentist participation in the program.

Section 8 PUBLIC RELATIONS ADVERTISING

Section 9 THIRD PARTIES, MEDICAID, OTHER DELIVERY SYSTEMS

ANY WILLING PROVIDER
23/104 RESOLVED, that the IDA advocate maintaining the right of all health care providers to have equal access to participating as providers of care in all health benefit plans.

FEE FOR SERVICE DELIVERY SYSTEM
23/106 RESOLVED, that the IDA hereby reaffirms its support for the proven fee-for-service method of delivery of dental care as the most cost effective mechanism for providing high quality, comprehensive dental services to the public while still allowing freedom of the public to select their dentist.

ASSIGNMENT OF BENEFITS POLICY
23/114 RESOLVED, that the IDA advocate for the patient's right to assign benefits to non-network providers, and be it further

RESOLVED, that the IDA supports pursuing legislation on Assignment of Benefits to non-network providers.

MEDICAID

25/115 RESOLVED, that the Indiana Dental Association (IDA) adopt the following policy:

Advocate for the preservation and expansion of Medicaid dental benefits to ensure that underserved populations, including children, seniors, and low-income individuals, have access to essential oral healthcare services. Support policies that streamline Medicaid administration, reduce unnecessary paperwork, and ensure reasonable reimbursement rates for dental services, making it financially sustainable for providers. Facilitate ongoing dialogue with policymakers to address the impacts of Medicaid policies on access to care for both patients and dental professionals.

LOAN FORGIVENESS AND WORKFORCE DEVELOPMENT

25/210 RESOLVED, that the Indiana Dental Association (IDA) adopt the following policy:

Support and maintain loan forgiveness programs that encourage dental professionals to practice in rural, underserved, and Health Professional Shortage Areas (HPSAs) in Indiana. Advocate for improvements to Public Service Loan Forgiveness (PSLF) and expanded loan repayment options for dentists serving Medicaid patients and public health programs to strengthen the dental workforce and improve access to care.

VIRTUAL CREDIT CARDS OPT IN

26/110 RESOLVED, that it is the policy of the Indiana Dental Association to support legislation requiring that virtual credit card (VCC) payments for dental claims be offered only on an opt-in basis by the treating dentist; and be it further

RESOLVED, that it is the policy of the Indiana Dental Association to oppose practices by third-party payers that require dentists to repeatedly opt out of virtual credit card payments on a claim-by-claim basis; and be it further

RESOLVED**,** that it is the policy of the Indiana Dental Association to advocate for legislative or regulatory changes that eliminate unnecessary administrative burdens and ensure dentists are not subject to transaction fees without their affirmative consent.

DENTAL INSURANCE REFORM

26/112 RESOLVED, that the Indiana Dental Association adopts policy opposing the practice of third-party payers withholding assigned benefits or recouping payments due to an error made on behalf of a different patient covered by the same payer, or due to an alleged overpayment involving a different dentist. Be it further

RESOLVED, that the Indiana Dental Association supports that, in cases where an overpayment is the result of payer error, the responsibility for recovery of such overpayment should not be shifted to the treating dentist and should instead be the responsibility of the third-party payer. Be it further

RESOLVED, that the Indiana Dental Association adopts policy supporting that dental plans shall not retroactively deny, adjust, or seek recoupment or refund of a paid claim for dental care services, except in cases of fraud or duplicate payment for the same service from the same plan, after six months from the date the initial claim was paid.

STANDARDIZED CREDENTIALING FOR DENTAL PROVIDERS

26/208 RESOLVED, that the IDA seek any legislative, regulatory or administrative action required to simplify the dental Medicaid provider application and credentialing process. Be it further

RESOLVED, that key provisions of the effort to streamline dentist Medicaid credentialing should include:

- **Universal Credentialing Form**: FSSA should adopt a single standardized credentialing form for dentists used by all carriers accessing data through the CAQH platform to minimize extraneous paperwork by providers.
- **Simplified Renewa**l: FSSA should adopt an abbreviated renewal form that only requires dentists to report changes that have occurred since the previous credentialing submission.
- **National Alignment**: FSSA should update forms to reflect national credentialing standards.
- **Timely Processing**: FSSA should require carriers to complete credentialing or recredentialing within 60 days of a completed application.
- **Mandatory Adoptio**n: FSSA should require Medicaid dental carriers to accept the universal credentialing forms within 180 days of implementation of these new standards.

DENTAL MEDICAID AUDIT BEST MANAGEMENT PRACTICES

26/209 RESOLVED, that IDA adopt the attached Dental Medicaid Audit Best Management Practices document. Be it further

RESOLVED, that the IDA seek any needed legislative, regulatory or administrative action to encourage adoption of these Best Management Practices as operating standards used for by Medicaid auditors employed by, or contracted by, the State of Indiana. Be it further

RESOLVED, that the IDA continue to work with the FSSA to regularly review and revise these Best Management Practices to allow for continued improvement, effectiveness, and fairness of dental Medicaid audits.

Dental Medicaid Audit Best Management Practices

The Indiana Dental Association recommends clear limits and safeguards for Medicaid dental audits that protect the State from fraud, waste, and abuse, while allowing providers fairness, transparency, and efficiency. Specific recommendations include:

- **Limits on Audits:**
  - Affirm our state's prohibition of extrapolation.
  - Recommend restrictions on look-back periods to **24 months or less**.
  - Create a cap on record requests to 60 or fewer.
  - Prevent duplicate audits.
  - Allow sufficient time for dentists to assemble the requested records to 60 days or more.
- **Provider Protections:**
  - Allow for correction of clerical errors.

    - Protect prior authorized care from recoupment.
    - Delay repayment until appeals are complete (absent fraud).
- **Standardized Process:**
    - Require **peer review** by an Indiana licensed dentist and use of clinical guidelines.
    - Require clear audit explanations.
    - Create time limitations for determinations of 60 days or less.
- **Appeals Rights:**
    - Guarantee informal consultation and formal appeal pathways.
- **Contractor Oversight:**
    - Cap contingency fees.
    - Require balanced incentives.
    - Mandates public reporting of audit performance.
- **Education & Coordination:**
    - Require coordination across the state, contractors, and MCOs.
    - Expand provider training to include templates for acceptable documentation and prior authorization for benefited procedures.
    - Improve the state's Medicaid Handbook to provide clarity to MCOs and dental providers.

Section 10 MISCELLANEOUS

PROVIDER TAX

25/117 RESOLVED, that the Indiana Dental Association (IDA) adopt the following policy:

Oppose taxes that place an additional financial burden on dental providers, as this could reduce access to care by making dental services less affordable for patients.

PROFESSIONAL SERVICE TAX

25/213 RESOLVED that the Indiana Dental Association (IDA) adopt the following policy:

Oppose the imposition of a professional services tax on dental services.

PRECEPTOR TAX INCENTIVE

25/214 RESOLVED that the Indiana Dental Association (IDA) adopt the following policy:

Support the creation of tax incentives for dental preceptors who provide clinical training to oral health care students, especially in underserved or rural areas, to help alleviate the financial burdens of preceptorship and expand access to care.

IDA CONSTITUTION AND BYLAWS

CONSTITUTION
of the
INDIANA DENTAL ASSOCIATION

ARTICLE I – NAME

The name of this organization shall be the Indiana Dental Association, hereinafter referred to as "the Association" or "this Association."

ARTICLE II -- OBJECT

The object of this Association shall be to encourage the improvement of the health of the public and to promote the art, science and profession of dentistry.

ARTICLE III -- ORGANIZATION

SECTION 10. INCORPORATION. This Association is a non-profit corporation organized under the laws of the State of Indiana.

SECTION 15. DISSOLUTION. If this corporation shall be dissolved at any time, no part of its funds or property shall be distributed to or among its members; but after payment of all indebtedness of the corporation, its surplus funds and properties shall be used for dental education and dental research in such manner as the then governing body of the Association may determine.

SECTION 20. CENTRAL OFFICE. A Central Office shall be located in Indianapolis, Marion County, Indiana, by the Board of Trustees, by direction of the House of Delegates.

SECTION 30. MEMBERSHIP. The membership of this Association shall consist of dentists and other persons whose qualifications and classifications shall be established in Chapter I of the ***Bylaws***.

SECTION 40. COMPONENT SOCIETIES. Component societies of this Association shall be those dental societies chartered as such in conformity with Chapter IV of the ***Bylaws***.

SECTION 50. TRUSTEE DISTRICTS. The number of trustee districts and their jurisdiction shall be established by the House of Delegates within the limits of the ***Articles of Incorporation*** of this Association.

ARTICLE IV – GOVERNMENT

SECTION 10. LEGISLATIVE BODY. The legislative and governing body of this Association shall be a House of Delegates, which shall be referred to as "the House" or "this House" as provided in Chapter VI of the ***Bylaws***.

SECTION 20. ADMINISTRATIVE BODY. The Administrative body of this Association shall be a Board of Trustees, which may be referred to as "the Board" or "this Board" as provided in Chapter XII of the ***Bylaws***.

ARTICLE V -- OFFICERS

SECTION 10. ELECTIVE OFFICERS. The elective officers of this Association shall be a President, a President- Elect, a Vice-President, a Vice President Elect, an Immediate Past-President, a Speaker of the House, and a Vice-Speaker of the House, each of whom shall be elected by the House of Delegates as provided in Chapter XIV of the ***Bylaws***.

SECTION 20. APPOINTIVE OFFICERS. The appointive officers of this Association shall be a Treasurer, an Executive Director, and an Editor of the *Journal*, all of whom shall be appointed by the Board of Trustees as provided in Chapter X of the ***Bylaws***. The Executive Director shall be the Secretary of the Association.

ARTICLE VI – SESSIONS

SECTION 10. SCIENTIFIC SESSIONS. Scientific sessions of this Association shall be conducted by the members of the Association as provided in Chapter VII of the ***Bylaws***.

SECTION 20. BUSINESS SESSIONS. Business sessions of this Association shall be conducted by the House of Delegates as provided in Chapter VI of the ***Bylaws***.

ARTICLE VII -- PRINCIPLES OF ETHICS

The ***Principles of Ethics*** of the American Dental Association shall be the ***Principles of Ethics*** of this Association.

Further regulations and penalties may be enacted by the Indiana Dental Association or by its component societies, provided that such action does not conflict with the ***Principles of Ethics*** of the American Dental Association or of the Indiana Dental Association in its relationship with its components.

ARTICLE VIII – AMENDMENTS

SECTION 10. IN TWO SESSIONS. This ***Constitution*** may be amended by a two-thirds (2/3) vote of the House of Delegates present at any regular business meeting, provided the proposed amendment shall have been presented in writing to the House of Delegates at the previous annual or special session.

SECTION 20. IN ONE SESSION. This ***Constitution*** also may be amended at any session of the House of Delegates by a unanimous vote, provided the proposed amendment shall have been presented in writing at a previous meeting of the same session.

BYLAWS
of the
INDIANA DENTAL ASSOCIATION

CHAPTER I – MEMBERSHIP

SECTION 10. CLASSIFICATIONS. The members of this Association shall be classified as follows:

Active Members
Life Members
Retired Members
Student Members
Honorary Members
Affiliate Members

SECTION 20. QUALIFICATIONS.

(A) Active Member. An Active Member is a dentist who resides or practices in the State of Indiana and who has made application to become a member of a component society chartered by this Association and of the American Dental Association, ADA. An active member must maintain membership through a component society where the member practices or in the component in which the member resides. For the purpose of district delegate count, the active member's primary practice will be counted in the district where the primary practice is located.

(B) Life Member. A life member shall be a member in good standing who has been an active and/or retired member in good standing for thirty (30) consecutive years or a total of forty (40) years of active and/or retired membership. Life membership shall be effective the calendar year following the year in which the requirements are fulfilled. Maintenance of membership in good standing in the component society of the life member's choice shall be a requisite for continuance of life membership in this Association.

The Association will give notification to members who are eligible for life membership. To qualify for retired life membership status, the member shall submit an affidavit attesting to the member's qualifications for retired life membership through said component society, and said component shall submit a certificate verifying such qualification.

A dentist who was an active member, but subsequently became a student member, shall be entitled to have the year or years of such subsequent membership counted as active membership for the sole purpose of establishing possible later eligibility for life membership.

(C) Retired Member. An active member in good standing who is now a retired member of a component society, if such exists, and no longer earning income from the performance of service as a member of the faculty of a dental school, as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry or dental hygiene is required by the state may be classified as a retired member upon application to the Executive Director and upon proof of qualification. To qualify for retired membership status, the active member shall submit an affidavit attesting to the member's retirement through said component society and said component society shall submit a certificate verifying such retirement. Maintenance of active or retired membership in good standing in the member's component society entitling such member to all the privileges of an active member, shall be requisite for entitlement to and continuance of retired membership in this Association. A retired member who re-enters the practice of dentistry or dental hygiene must return to active member status.

(D) Student Member.

(1) A student enrolled in the Indiana University School of Dentistry who is in pursuit of a Doctor of Dental Surgery degree.
(2) Any dentist who is engaged full time in an advanced training course of not less than one academic year's duration in a school or residency program accredited by the Commission on Dental Accreditation, and is eligible for licensure may by written request, be granted a student membership in the Indiana Dental Association.

(E) Honorary Member. An individual who has made outstanding contributions to the advancement of the art and science of dentistry, upon election by the House of Delegates, shall be classified as an Honorary Member of this Association.

(F) Affiliate Member. An ethical dentist who is a member in good standing of the American Dental Association, not eligible for active membership in this Association, or an ethical dentist practicing in any country other than the United States who is a member of a recognized dental organization in such country, and has made application to the Executive Director, shall be classified as an affiliate member of this Association.

SECTION 30. DEFINITION OF "IN GOOD STANDING". A member of this Association whose dues for the current year have been paid shall be in good standing; provided, however, that a member in good standing who is under disciplinary sentence of suspension shall be designated as a "member in good standing temporarily under suspension until the member's disciplinary sentence has terminated and provided further that a member, to remain in good standing, may be required, under the ***Bylaws*** of the member's component society, to pay special assessments, cooperate with peer review bodies or committees on ethics, or attend, if a newly admitted active member, a stated number of membership meetings between the date of admission and the completion of the first calendar year of active membership.

A member of this Association receiving assistance from the Indiana Dental Association Relief Fund shall be exempt from payment of dues and shall be in good standing during the period of such assistance.

A member of this Association who is totally disabled for a period of one year and who is unable to engage in the duties of the dental profession and who was a member in good standing at the time total disability was incurred, shall be exempt from the payment of dues and shall be in good standing during the period of total disability. A totally disabled member, in order to receive entitlement to dues exemption, shall submit through the member's component society to this Association a medical certificate attesting total disability and a certificate from said component society attesting this total disability. During the period of exemption from dues, further such certificates shall be presented on request of this Association.

A dentist who dies while a member in good standing of this Association shall be considered a member in good standing through December 31 of the year of death.

CHAPTER II -- PRIVILEGES OF MEMBERS

SECTION 10. ACTIVE, LIFE OR RETIRED MEMBERS. An Active, Life or Retired Member in good standing shall be entitled to all privileges granted by the ADA and to similar services of this Association except that a Life Member who no longer pays dues to this Association shall not receive the publications of this Association except by subscription. Active, Life and Retired Members shall be eligible for election or appointment as a representative or delegate to any board, council, committee or official position of the Association, except as otherwise herein provided.

SECTION 20. STUDENT MEMBERS. A Student Member is privileged to attend the clinical and scientific meetings of the Association.

SECTION 30. HONORARY MEMBERS. Honorary Members shall be privileged to attend the Scientific Sessions and shall be exempt from payment of dues. They shall have such other privileges as are

authorized by the Board of Trustees. Active Members who become Honorary Members shall retain all the privileges of Chapter V Active Membership, except that official publications are available only on a subscription basis.

SECTION 40. AFFILIATE MEMBERS. An Affiliate Member shall be privileged to attend any scientific session of this Association and shall receive a subscription to the official publication of the Association, the price of which shall be included in annual dues.

SECTION 50. PRIVILEGE OF VOICE. Any member of this Association desiring to bring any matter of business before the House of Delegates shall do so in writing to the Executive Director prior to the opening session of the House of Delegates and may appear before Reference Committees to advocate any such measures.

SECTION 60. SUSPENDED MEMBER. A suspended member shall have no membership privileges except continued entitlement to coverages under insurance programs.

SECTION 70. LOSS OF MEMBERSHIP.

(A) An Active, Active Life, Retired, Student, Affiliate or Associate member whose dues have not been paid by March 31 of the current year shall cease to be a member of this Association. Reinstatement of membership may be secured by payment of the appropriate dues in accordance with Chapter XVI and re-application for membership in accordance with the ***Constitution*** and ***Bylaws*** of the component society.

(B) Any member whose license to practice dentistry has been suspended shall be suspended from membership in this Association and component society for the duration of the suspension of license. Any member whose license to practice dentistry has been revoked shall be expelled from membership in this Association and component society. In such instances the disciplinary penalty shall be imposed by this Association without a hearing if the member waives the right to a hearing. Otherwise, hearings relative to suspension or revocation of license will be conducted by this Association's Board of Trustees. If a member's license has been suspended or revoked for failure to comply with the State continuing education requirement for licensure, neither suspension nor expulsion from membership will be imposed. Any member who is charged with violating these ***Bylaws***, the ***Principles of Ethics*** of this Association or the ***Principles of Ethics*** of the component society, shall have the right to a hearing in the component society in which he or she is a member. Disciplinary proceedings will be conducted in accordance with Chapter XII. Section 20.C. of the American Dental Association ***Bylaws***.

SECTION 80. RIGHT OF APPEAL. An Accused member shall have the right to appeal a decision of the member's component society to this Association by filing an appeal in affidavit form with the chair of the Board of Trustees of this Association. Any further appeal by the member or component society may be made to the American Dental Association in conformance with its ***Bylaws***.
An appeal from any decision shall not be valid unless filed within thirty (30) days after such decision has been rendered and notice thereof sent by registered mail to the parties concerned. No decision shall become final while an appeal therefrom is pending.

CHAPTER III -- CONSTITUENT SOCIETIES

This Association is a constituent society of the ADA. Its organization, powers and duties are set forth in the ***Bylaws*** of the ADA.

The fully privileged membership in this Association shall be limited to dentists practicing in the State of Indiana who are members in good standing in a component society of the Association and also active members of this Association. A dentist not in actual practice but who is engaged in activities furthering the objects of this Association may be considered as practicing dentistry within the meaning of this article. Dental students who have membership by virtue of the Indiana Student Dental Society are also considered fully-privileged student members, except as otherwise set forth in these ***Bylaws.***

CHAPTER IV -- COMPONENT SOCIETIES

SECTION 10. ORGANIZATION.

(A) A component society may be organized and chartered, subject to approval of the House of Delegates, upon application of at least twenty-five (25) practicing dentists in the State of Indiana who are active members of this Association.

(B) No charter shall be granted in any district in which a component society is already chartered by this Association, except by a majority vote of the affected society.

(C) The members of this Association in any county may, by a majority vote of the members of the county, petition the House of Delegates for withdrawal from the jurisdiction of a component society to allow affiliation of that county with another component society adjacent to the county affected, provided that the component society they wish to join is agreeable to such affiliation.

(D) Each component society shall adopt and maintain a constitution and bylaws which shall not be in conflict with the ***Constitution*** and ***Bylaws*** of this Association or those of the ADA. A copy of such rules and amendments thereto shall be filed with the Executive Director of this Association.

(E) Each component society shall be privileged to select its own name.

(F) A member in good standing of his/her component society and maintains that standing may apply for affiliate membership in another component society as long as the member meets the society's affiliate membership requirements.

SECTION 20. DUTIES AND POWERS.

(A) A component society shall elect its own members, who shall be entitled to become members of this Association and the ADA.

(B) It may adopt Standing Rules not in conflict with its ***Constitution*** and ***Bylaws*** or with those of this Association or the ADA.

(C) It shall adopt ***Principles of Ethics***, not in conflict with those of the ADA, to govern the professional conduct of its members.

(D) It shall have the power to discipline any of its members by censure, probation, suspension or expulsion for having been found guilty of:
   (1) felony;
   (2) violation of the dental practice act of a state, district, territory or dependency;
   (3) violation of these ***Bylaws*** or the ***Principles of Ethics*** of this Association, subject to provisions established in Chapter II, Sections 60, 70 and 80 of these ***Bylaws***.

SECTION 30. CHARTERED COMPONENT SOCIETIES. The following component societies are hereby chartered as component societies of this Association:

First District Dental Society, composed of the following counties: Spencer, Warrick, Vanderburg, Posey, Gibson, Knox, Dubois, Pike, Perry, and Daviess, excepting the towns of Elnora and Odon.

Indianapolis District Dental Society Incorporated, composed of the following counties: Marion, Hendricks, Hamilton, Johnson, Hancock, Morgan, Tipton, and Shelby.

West Central Dental Society, composed of the following counties: Tippecanoe, Clinton, Carroll, Benton,

White, Newton, Warren, Attica in Fountain, the west half of Pulaski and the southern portion of Jasper County (south of Indiana Highway 14).

Northwest Indiana Dental Society, Incorporated, composed of the following counties: Lake, Porter, Jasper except the southern portion of Jasper County (south of Indiana Highway 14), LaPorte, and North Judson in Starke County.

North Central Dental Society, composed of the following counties: Miami, Wabash, Cass, Grant Howard, Elkhart, Kosciusko, St. Joseph, Marshall, Fulton, and Starke, excepting the city of North Judson and the east half of Pulaski. The city of Ligonier of Noble County shall be in the North Central Dental Society.

Western Indiana Dental Society, Incorporated, composed of the following counties: Vigo, Parke, Vermillion, Clay, Sullivan excepting Dugger and the west half of Putnam County.

Isaac Knapp District Dental Society, composed of the following counties: Allen, Adams, Jay except for the city of Dunkirk, Wells, Noble except for the city of Ligonier, Steuben, LaGrange, DeKalb, Huntington and Whitley.

Greene District Dental Society, composed of the following counties: Greene, Owen, Martin, Clay City in Clay County, Dugger in Sullivan County, and Elnora and Odon in Daviess County.

Eastern Indiana Dental Society, composed of the following counties: Wayne, Fayette, Union, Rush, Franklin and the city of Lynn in Randolph.

East Central Dental Society, composed of the following counties: Blackford, Madison, Henry, Delaware, the city of Dunkirk in Jay and Randolph except for the city of Lynn.

Ben Hur Dental Society, composed of the following counties: Boone, Fountain excepting Attica, Montgomery, and the east half of Putnam County.

South Central Dental Society, composed of the following counties: Monroe, Lawrence, Brown, Bartholomew, Jackson, Orange, Crawford, Floyd, Washington, and Harrison.

Southeastern Indiana Dental Society, composed of the following counties: Decatur, Dearborn, Ohio, Ripley, Switzerland, Clark, Scott, Jennings and Jefferson.

Indiana Student Dental Society, composed of students at the Indiana University School of Dentistry who are in pursuit of a Doctor of Dental Surgery degree and dentists who are engaged full time in an advanced training course of not less than one academic year's duration in a school or residency program accredited by the Commission on Dental Accreditation.

CHAPTER V -- TRUSTEE DISTRICTS

SECTION 10. DISTRICTS. The State of Indiana shall be divided into one trustee district for each component society and numbered as follows:

District 1 Indianapolis District Dental Society, Incorporated
District 2 Northwest Indiana Dental Society, Incorporated
District 3 North Central Dental Society
District 4 Western Indiana Dental Society, Incorporated
District 5 South Central Dental Society
District 6 First District Dental Society
District 7 Isaac Knapp District Dental Society
District 8 West Central Dental Society
District 9 Ben Hur Dental Society
District 10 Eastern Indiana Dental Society

District 11 Greene District Dental Society
District 12 Southeastern Indiana Dental Society
District 13 East Central Dental Society
District 14 Indiana Student Dental Society

SECTION 20. PURPOSE. The purpose of trustee districts is to provide representation of the members of the Association on the Board of Trustees.

SECTION 30. REPRESENTATION.

(A) Each trustee district shall be represented on the Board of Trustees by one (1) trustee elected by that district for a term of three (3) years. Trustees may be elected to additional terms but are limited to a maximum of three (3) consecutive full three-year terms. Partial terms served when a Trustee assumes an unexpired term do not count in the term limit calculation.

(B) The Indiana Student Dental Society shall be represented on the Board of Trustees by one (1) trustee elected by that district for a term of one (1) year.

(C) The Indiana Student Dental Society trustee shall be a non-voting member of the Board of Trustees.

SECTION 40. QUALIFICATIONS. A trustee shall be an Active, Life, Student or Retired Member of this Association and a member of the district he/she is chosen to represent.

CHAPTER VI -- HOUSE OF DELEGATES

SECTION 10. COMPOSITION OF.

(A) The House of Delegates shall be composed of the officially certified delegates from each component society.

(B) The members of the Board of Trustees and Past Presidents of this Association shall serve in an advisory capacity to the House of Delegates.

SECTION 20. ELECTION OF DELEGATES AND ALTERNATES. The Indiana Student Dental Society shall elect one (1) delegate and four (4) alternates classified as members in good standing. All other component societies shall elect their delegate(s) and alternate(s) from the component societies using the following formula:

(A) One (1) delegate and one (1) alternate for one (1) through fifty (50) members classified as members in good standing; and

(B) One (1) additional delegate and one (1) additional alternate for each additional fifty (50) such members or fraction thereof, as of December 31 of the preceding year.

SECTION 30. CERTIFICATION OF DELEGATES AND ALTERNATES.

(A) The secretary of each component society shall file with the Executive Director of this Association at least sixty (60) days prior to the first day of the Annual Session of the House of Delegates, the names of the delegate(s) and alternate(s) duly elected by their societies.

(B) The Executive Director of this Association shall provide such delegates and alternates with proper credentials which shall be presented to the Committee on Credentials of the House for registration and admission to the meetings of the session.

(C) The term of office for delegates and alternates shall be one year with said term commencing on

March 1 of the year that they are certified and ending on the last day of February of the following calendar year. The component society shall determine the number of terms that an individual may serve as a delegate or alternate.

(D) In the event of a contest over the credentials of any delegate or alternate, the Committee on Credentials shall hold a hearing and report its findings and recommendations to the House for final action prior to the conduct of any other business of the session.

SECTION 40. POWERS. The House of Delegates shall:

(A) be the supreme governing and policy-making body of this Association;

(B) possess the legislative powers of the Association;

(C) determine the policies which shall govern this Association in all its activities;

(D) have the power to enact and amend the ***Constitution*** and ***Bylaws*** of the Association;

(E) have the power to adopt and amend the ***Principles of Ethics*** for governing professional conduct of members of this Association;

(F) have the power to grant, amend or revoke charters of component societies;

(G) have the power to elect Honorary members of this Association;

(H) have the power to create special committees of this Association;

(I) have the power to approve all memorials, resolutions or opinions in the name of the Association;

(J) have the power, by a two-thirds (2/3) vote of its membership, to levy an assessment upon the members of this Association, pending a 60-day notification to membership by letter to component presidents.

SECTION 50. DUTIES. It shall be the duty of the House of Delegates to:

(A) elect the elective officers;

(B) elect members of the delegation to the ADA House of Delegates as described elsewhere in these *Bylaws* except the student delegate shall not vote;

(C) select a nominee to be submitted to Indiana's ADA Delegates and presented to the ADA 7th District Caucus, when a vacancy exists or is about to exist in the office of 7th District Trustee to the ADA. Such nominations shall not be in conflict with Chapter VII of the ADA ***Bylaws*** and its appropriate sub-sections.

(D) review and make recommended changes to the annual budget.

(E) conduct an annual review of policies that have been in existence for four years. If no action is taken to extend or amend the policies, they will automatically sunset at the close of the following year's House of Delegates.

SECTION 60. TRANSFER OF POWERS AND DUTIES.

(A) The powers and duties of the House of Delegates referred to in sections 40 and 50 of this Chapter, except the power to amend the ***Constitution*** and ***Bylaws*** and the duty of electing officers, may be transferred to or assumed by the Board of Trustees in time of extraordinary emergencies.

(B) Powers and duties shall be transferred by the House of Delegates or assumed by the Board for ad interim periods between Annual Sessions only.

(C) The existence of a time of extraordinary emergency may be determined by unanimous vote of the members of the Board present and voting at a regular or special session.

(D) Such extraordinary emergency may also be determined by a mail vote of the House of Delegates, upon recommendation of at least three (3) officers of the Association.

(E) A mail vote shall consist of ballots received from not less than one-fourth (1/4) of the members of the House.

(F) A majority of the votes cast within thirty (30) days after the posting of the ballots shall determine the result of the vote.

SECTION 70. REGULAR AND SPECIAL SESSIONS.

(A) The House of Delegates shall convene annually in regular session, at such time and place as determined by the Board of Trustees. The Executive Director shall notify each delegate and alternate in writing, not less than thirty (30) days before the opening of such session.

(B) Special sessions may be called by the President upon a two-thirds (2/3) vote of the Board of Trustees or on written request of one fifth (1/5) of the officially certified delegates who comprised the last House of Delegates.

(C) The time and place of any special session of the House shall be determined by the President provided, however, that the time selected shall not be more than ninety (90) days after the date the vote was taken, or the request received. Special sessions shall be limited to such business as is listed in the call.

SECTION 80. NOTICE

(A) Annual Session. The Executive Director of the Association shall send an official notice of the time and place of the Annual Session to each delegate and alternate together with his or her official credentials, not less than thirty (30) days before the opening of the session.

(B) Special Session. The Executive Director of the Association shall send an official written notice of the time and place of each special session and a statement of the business to be considered to each officially-certified delegate and alternate of the last House of Delegates, not less than fifteen (15) days before the opening of the session.

SECTION 90. QUORUM. Two-thirds (2/3) of the certified voting members of the House shall constitute a quorum for the transaction of business at any meeting of the session.

SECTION 100. OFFICERS. The Elective Officers, the Secretary and the Treasurer of the Association shall serve as officers of the House of Delegates and perform the usual duties of their respective offices.

CHAPTER VII -- SCIENTIFIC SESSIONS

SECTION 10. OBJECT. The scientific session of this Association is established to foster the presentation and discussion of subjects pertaining to the science and art of dentistry.

SECTION 20. TIME AND PLACE. The scientific sessions of this Association shall be held annually at a time and place approved by the Board of Trustees.

SECTION 30. MANAGEMENT AND GENERAL ARRANGEMENTS OF SCIENTIFIC SESSIONS. The Board of Trustees shall provide for the management of, and make all arrangements for, each scientific

session not otherwise provided for in these ***Bylaws***.

SECTION 40. TRADE AND LABORATORY EXHIBITS. Products of the dental trade and laboratories and other products supplying the needs of dentists may be exhibited at each scientific session under the direction of the Board of Trustees and in accordance with rules and regulations established by that body.

SECTION 50. ADMISSION TO SCIENTIFIC SESSIONS. Admission to meetings of the scientific sessions shall be limited to members of the Association who are in good standing and to others invited in accordance with rules and regulations established by the Board.

CHAPTER VIII -- ELECTIVE OFFICERS

SECTION 10. TITLE. The elective officers of this Association shall be a President, a President-Elect, a Vice-President, a Vice President Elect, an Immediate Past-President, a Speaker of the House and a Vice-Speaker of the House.

SECTION 20. ELIGIBILITY. Only an Active, Life or Retired Member in good standing of this Association shall be eligible to an elective office.

SECTION 30. NOMINATIONS. Nominations for Vice President Elect, Speaker of The House, Vice Speaker of the House and officers as required by Section 70 below shall be made at the opening meeting of the Annual Session of the House of Delegates. Nominees may speak to the House of Delegates for a maximum of three (3) minutes at that time.

SECTION 40. ELECTIONS. The election of officers shall be conducted as outlined in Chapter XIV of these ***Bylaws***.

SECTION 50. TENURE. The elective officers shall serve for a term of one (1) year and/or until their successors are elected and qualified.

SECTION 60. INSTALLATION. Elective officers shall be installed at the close of the Annual session of the House of Delegates.

SECTION 70. VACANCIES.

(A) In the event the office of President becomes vacant, the President-Elect shall automatically become President for the unexpired portion of that term and the subsequent term. The Vice President shall automatically become President-Elect for the unexpired portion of that term and the subsequent term. The Vice President Elect shall automatically become Vice President for the remainder of that term and the subsequent term.

(B) In the event the office of President-Elect becomes vacant for any reason other than a vacancy in the office of President, the Vice President shall automatically become President-Elect for the unexpired portion of that term and advance to the office of President in the subsequent term. The Vice President Elect shall automatically become Vice President for the remainder of that term and shall advance to the office of President-Elect the subsequent term. At the next annual session of the House of Delegates, a Vice President in addition to a Vice President Elect shall be elected and installed at the same session.

(C) In the event the office of Vice President becomes vacant for any reason other than a vacancy in the offices of President or President-Elect, the Vice President Elect shall automatically become Vice President ~~until~~ for the remainder of that term and shall advance to the office of President-Elect the subsequent term. At the next annual session of the House of Delegates, a Vice President in addition to a Vice President Elect shall be elected and installed at the same session.

(D) In the event the office of Vice President Elect becomes vacant for any reason, the office shall

remain vacant for the remainder of that term. At the next annual session of the House of Delegates, a Vice President in addition to a Vice President Elect shall be elected and installed at the same session.

(E) In the event the office of Immediate Past President becomes vacant for any reason, the office shall remain vacant until filled by ordinary succession.

(F) In the event of multiple vacancies in elective office in the same term, the Board of Trustees shall appoint interim officers as required to assume the duties of the remaining elective officer vacancies. At the next annual session of the House of Delegates, all elective officers (President, President-Elect, Vice President, Vice President Elect, Speaker of the House, and Vice Speaker of the House) will be nominated, elected, and installed at the same session in accordance with sections 30 and 40 of this chapter. Interim officers may be considered for nomination and election as elective officers. Interim officers shall not serve past the term in which vacancy required their appointment and become ordinary elective officers without being duly elected and installed by the House of Delegates.

(G) In the event the office of the Speaker of the House shall become vacant, the Vice-Speaker of the House shall become the Speaker of the House for the unexpired term.

(H) In the event the office of the Vice-Speaker of the House shall become vacant, the President shall appoint a qualified member to serve the remainder of the term.

CHAPTER IX -- DUTIES OF ELECTIVE OFFICERS

SECTION 10. PRESIDENT. It shall be the duty of the President to:

(A) Preside at all meetings of the Board of Trustees.

(B) Serve as President of the House, presiding at meetings of the House of Delegates in the absence of both the Speaker of the House and the Vice-Speaker.

(C) Serve as an official representative of this Association in contacts with governmental agencies, civic organizations, and professional organizations for the purpose of advancing the objectives and policies of this Association.

(D) Serve as Immediate Past President upon the conclusion of their term as President.

(E) Serve as a delegate to the ADA.

SECTION 20. PRESIDENT-ELECT. It shall be the duty of the President-Elect to:

(A) Assist the President as requested.

(B) Serve in an advisory capacity to the Board of Trustees.

(C) Serve in an advisory capacity to the House of Delegates.

(D) Serve in an advisory capacity to all committees.

(E) Present to the Board, at its meeting preceding the Annual Session, his or her request for budgetary items for any project he or she has in mind during his or her term as President of the Association.

(F) Succeed to the office of President at the close of the Annual Session of the House at which he or she served as President-Elect or as required by Chapter VIII Section 70 of these bylaws.

(G) Serve as a member of the delegation to the ADA.

SECTION 30. VICE-PRESIDENT. It shall be the duty of the Vice-President to:

(A) Assist the President as requested.

(B) Serve in an advisory capacity to the Board of Trustees.

(C) Serve in an advisory capacity to the House of Delegates.

(D) Serve in an advisory capacity to all committees.

(E) Succeed to the Office of President-Elect at the close of the Annual Session of the House at which he or she served as Vice President or as required by Chapter VIII Section 70 of these bylaws.

(F) Serve as a member of the delegation to the ADA.

(G) Represent the IDA by attending, or if unavailable, appointing another elective officer to attend all public meetings of the Indiana State Board of Dentistry (ISBD) and report back to the Board of Trustees.

SECTION 40. VICE PRESIDENT ELECT. It shall be the duty of the Vice President Elect to:

(A) Succeed to the office of Vice President at the close of the Annual Session of the House at which they served as Vice President Elect or as required by Chapter VIII Section 70 of these bylaws.

(B) Continue in their existing roles within the organization. If a newly elected Vice President Elect is serving as a Trustee or in any other position within the Indiana Dental Association, they may continue to do so if their term of service in that role has not expired. At their succession to the office of Vice President, their duties elsewhere within the organization must be relinquished.

(C) Prepare to serve as a member of the delegation to the ADA upon their succession to the office of Vice President.

SECTION 50. IMMEDIATE PAST PRESIDENT. It shall be the duty of the Immediate Past President to:

(A) Assist the President as requested.

(B) Serve in an advisory capacity to the Board of Trustees.

(C) Fill a vacancy as described in Chapter VIII Section 70.

(D) Serve as a member of the delegation to the ADA. The Immediate Past President shall have the prerogative to decline serving in the delegation. This decision must be made and announced no later than the first session of the House of Delegates prior to floor nominations for the ADA delegation.

SECTION 60. SPEAKER OF THE HOUSE. It shall be the duty of the Speaker of the House to:

(A) Preside over all meetings of the House of Delegates.

(B) Serve in an advisory capacity to the Board of Trustees.

SECTION 70. VICE SPEAKER OF THE HOUSE. It shall be the duty of the Vice-Speaker of the House to:

(A) Preside over meetings of the House of Delegates in the absence of the Speaker of the House.

(B) Perform routine duties of the Speaker in the absence or inability of that officer to serve.

(C) Serve in an advisory capacity to the Board of Trustees.

CHAPTER X -- APPOINTIVE OFFICERS

SECTION 10. NUMBER AND TITLES. The appointive officers of this Association shall be a Treasurer, an Executive Director who serves as Secretary, and an Editor of the *Journal* as provided in Article V of the ***Constitution***.

SECTION 20. NOMINATIONS AND APPOINTMENTS. A voting member of the Board of Trustees may nominate any active member in good standing of this Association for any of the appointive offices listed in Section 10 of this article, or in the case of Executive Director, a qualified candidate, and a majority vote of the Board of Trustees shall constitute an appointment.

SECTION 30. TENURE OF OFFICE AND SALARY. The Board of Trustees shall determine the tenure of office and the salary of each appointive officer, but the term of any such officer shall not exceed three (3) years.

CHAPTER XI -- DUTIES OF APPOINTIVE OFFICERS

SECTION 10. EXECUTIVE DIRECTOR.

The Executive Director shall be the executive head of the Headquarters Office and all its branches. The Executive Director shall engage, supervise and direct all employees except as otherwise provided in these *Bylaws.* The Executive Director shall supervise, administer and coordinate the activities of the staff assigned to committees and assist the Board of Trustees in supervising, monitoring and providing guidance on the activities of all committees in regard to their specific assignments and systematize the preparation of their reports. The Executive Director shall carry out such other duties and directives as determined by the Board of Trustees.

SECTION 20. TREASURER. It shall be the duty of the Treasurer to:

(A) Serve as custodian of all moneys, securities and deeds belonging to the Association which may come into his or her possession, and he or she shall hold, invest and disburse the same subject to discretion of the Board of Trustees.

(B) Serve as chair of the Finance Committee.

(C) Present an annual report to the House of Delegates that includes a draft budget for the next fiscal year, the Association's most recent reporting package, including a balance sheet, actual to budget reports, and a statement of cash flows.

(D) Present a report at each regular meeting of the Board of Trustees that includes the Association's most recent reporting package, that includes a balance sheet, actual to budget reports, and a statement of cash flows.

(E) In cooperation with the Finance Committee, executive director, and staff, assist in the development of the annual budget.

(F) Assist the President as requested.

(G) Serve in an advisory capacity to all committees.

SECTION 30. EDITOR OF THE *JOURNAL*. It shall be the duty of the Editor of the *Journal* to supervise the publication of the *Journal* as advised by the Communications Committee.

CHAPTER XII -- BOARD OF TRUSTEES

SECTION 10. COMPOSITION. There shall be a Board of Trustees composed of one (1) Trustee from each Trustee District, one (1) at-large new dentist Trustee who has been in the practice of dentistry for ten (10) years or less when selected~~.~~, and one Student Trustee serving as a non-voting member. With the exception of the Student Trustee, such Trustees shall constitute the voting membership of the Board. The President of the Indiana Dental Association shall preside at all meetings of the Board and may vote in the case of a tie. The remaining officers shall serve in an advisory capacity. Members and guests may attend providing the Board has no objection.

SECTION 20. QUALIFICATIONS.

(A) A Trustee shall be an Active, Life, Student or Retired member in good standing of this Association.

(B) Should the status of any Trustee change in regard to his or her qualifications, the position shall be declared vacant and such vacancy shall be filled by appointment made by an ad interim committee of the Trustee District. The term of such appointment shall be until the next election in that Trustee District.

SECTION 30. TENURE. The term for the Indiana Student Dental Society Trustee shall be one year. The term for the at-large new dentist Trustee shall be two (2) years. The term for all other Trustees shall be three (3) years. Trustees may be elected to additional terms but are limited to a maximum of three (3) consecutive full three-year terms. Partial terms served when a Trustee assumes an unexpired term do not count in the term limit calculation. Terms begin following adjournment of the final meeting of the House of Delegates at each Annual Session.

SECTION 40. ELECTION OF TRUSTEES.

(A) Each Trustee district shall elect its Trustee to the Board.

(B) One new dentist Trustee will be appointed by the Membership Committee.

SECTION 50. POWERS. The Board of Trustees shall be the managing body of the Association vested with full power to conduct all business of the Association subject to the laws of the State of Indiana, the ***Articles of Incorporation***, the ***Constitution*** and ***Bylaws***, and the mandates of the House of Delegates. It shall have the power to:

(A) Establish rules and regulations consistent with these ***Bylaws***, to govern its procedure and conduct.

(B) Direct the President to call a special session of the House as provided in Chapter VI of these ***Bylaws***.

(C) Nominate to the House, candidates for Honorary Membership.

(D) Cause to be published in, or omitted from, any official publication of the Association, any article in whole or in part.

(E) Establish ad interim policies when the House is not in session and when such policies are essential to the management of the Association provided, however, that all policies shall be presented for ratification at the next session of the House.

(F) Establish a Central Office.

(G) Notwithstanding any provision in these Bylaws, the Board of Trustees may authorize pilot programs of limited scope related to membership dues, dues discounts, membership categories, group membership arrangements, or other membership models authorized by the ADA, modeled after

another ADA constituent dental association pilot program, or recommended by the IDA Membership Committee that do not conform to the current provisions of these Bylaws. Such pilot programs may be offered to eligible members, former members, prospective members, or other categories approved by the Board of Trustees upon recommendation of the IDA Membership Committee. As a part of that authorization, the IDA Membership Committee will do its due diligence to fully research the promotion and its effects on the IDA. Once all information is gathered, a report and recommendation will be given to the Board by the Membership Committee. The Board of Trustees may approve the guidelines under which the pilot program operates, including the duration of the pilot program, which will not exceed three (3) years without the prior approval of the House of Delegates. The Board of Trustees will submit a report to the House of Delegates annually, reporting on the operation, financial impact, findings, and conclusions resulting from the pilot program.

SECTION 60. DUTIES. It shall be the duty of the Board of Trustees to:

(A) Provide for maintenance and supervision of all property or offices owned or operated by this Association.

(B) Employ an Executive Director and appoint a Treasurer and an Editor of the Journal.

(C) Cause to be bonded by a reliable surety company any appointive officer or employee of the Association entrusted with Association funds, for the amount deemed necessary.

(D) No less than every other year, engage a reputable auditor to audit all accounts of this Association and report to the Board of Trustees.

(E) Prepare for House consideration a draft budget, and after receiving House input, adopt a budget for carrying on the activities of the Association for each ensuing year.

(F) Provide for the publication and distribution of all official publications of the Association.

(G) Appoint all members to committees of this Association except as provided in these ***Bylaws.***

(H) If a vacancy occurs in the Indiana State Board of Dentistry, the Trustee(s) of that State Board of Dentistry district shall nominate a minimum of one (1) and up to three (3) qualified members to the IDA Board of Trustees, who will approve the nominees by a majority vote. Approved nominees will be presented to the Governor by the Board of Trustees for consideration.

(I) To review the annual written reports of all committees of the Association and make recommendations concerning same to the House of Delegates.

(J) To review and monitor the Association's Strategic Plan.

(K) To provide for evaluating the effectiveness of each committee every three (3) years and recommending to the House of Delegates the discontinuation of any determined to have become ineffective or obsolete.

(L) To submit an annual report to the House of Delegates concerning its activities.

(M) To recommend to the House of Delegates nominees for Honorary Memberships.

(N) To perform such other duties as are prescribed by these ***Bylaws***.

(O) Submit to the House of Delegates at the opening meeting of the annual session one or more nominations for ADA Trustee when appropriate.

(P) Establish and oversee Programs of the Board and appoint, as needed, volunteers to manage said

programs.

(Q) Serve as trustees of the IDA Relief Fund with responsibility for Relief Fund trustee duties previously assigned to the IDA Council on Insurance, Retirement and Relief.

SECTION 70. REGULAR SESSIONS. Regular sessions of the Board shall be held at least four (4) times each year as follows:

(A) The time and place for the sessions shall be determined by the President.

(B) Notice of the date and place of all regular sessions of the Board shall be mailed to each member of the Board at least thirty (30) days prior to the date of the meeting.

SECTION 80. SPECIAL SESSIONS.

(A) Special sessions of the Board may be called at any time either by the President or at the request of five voting members of the Board, provided each member receives notice of such special session at least two (2) days in advance thereof.

SECTION 90. QUORUM. A majority of the voting members of the Board shall constitute a quorum for the transaction of business in any meeting of a session.

CHAPTER XIII – COMMITTEES

SECTION 10. NAMES. The Committees of this Association shall be the:

Professional Development Committee, charged with enhancing the professional development of IDA members and their dental teams through continuing education, networking opportunities and conducting IDA related event programming.

Dental Practice Committee, charged with helping dentists and dental practices succeed.

Dental Public Health Committee, charged with improving the oral health of Hoosiers.

Communications Committee, charged with keeping members and the public informed of issues affecting dentistry and oral health.

Governmental Affairs Committee, charged with making the IDA the state's most influential voice on oral health public policy issues.

Membership Committee, charged with recruiting and retaining members.

Leadership Committee, charged with recruiting members for IDA and ADA positions and developing future association leaders.

Finance Committee, charged with oversight of IDA's financial resources.

Member Insurance Committee, charged with choosing and monitoring the insurance programs that benefit IDA members.

Judicial Affairs Committee, charged with upholding the ADA Principles of Ethics and Code of Professional Conduct and the IDA Policy on Nondiscrimination and Anti-Harassment; applying and issuing advisory opinions regarding governing documents of the IDA as necessary for ethics and disciplinary proceedings, subject at all times to the final interpretive authority of the House of Delegates; and recommending policies on legal and ethical matters that affect the organization and its members.

SECTION 20. ELIGIBILITY.

(A) Each committee shall be comprised of five (5) to seven (7) Active, Life, or Retired Members in good standing, with at least one (1) member being a new dentist, defined as a dentist who has been in the practice of dentistry for ten (10) years or less when selected.

(B) Consultants may be brought in for their particular expertise and/or experience to advise a committee as needed by the direction of the committee chair, and do not have voting rights within the committee.

SECTION 30. APPOINTMENT AND TERM OF OFFICE.

(A) Members of committees will be appointed by the Board of Trustees.

(B) The term of office for members of committees shall be two (2) years. Members are eligible for appointment to two (2) additional two (2) year terms but may not serve on the same Committee for more than a total of six (6) consecutive years. An exception will be made for the Treasurer as Chair of the Finance Committee and members serving on an ADA council or committee with duties functionally similar to those of the IDA committee or subcommittee in question (a "Corresponding ADA Council or Committee"). Such members may, if appointed, serve on an IDA committee or subcommittee for more than six (6) consecutive years until their Corresponding ADA Council or Committee term expires.

(C) Committee members may be considered for reappointment to the same committee after being off of the committee for one (1) full term. Committee members may be appointed to a different committee immediately, with no waiting period.

(D) Committee chairs will be elected by the committee and shall serve for a (2) two year term, with the exception of the Finance Committee which shall be chaired by the Treasurer. Chairs shall be eligible for reelection at the discretion of the committee.

(E) Each chair may establish subcommittees to assist in fulfilling the committee's assigned duties. The establishing committee shall evaluate its subcommittees each year for continuation. Subcommittee members are appointed by the establishing committee chair, may or may not also be members of the committee and shall adhere to the same term limits as committee members. Subcommittee members shall elect their chair from among their members. Subcommittees are to be comprised of no less than three (3) members. Consultants for subcommittees shall follow the same guidelines as consultants for committees.

SECTION 40. VACANCIES.

(A) In the event of a vacancy in membership of any committee or subcommittee, the President shall appoint a qualified member to serve the remainder of the term.

(B) In the event such vacancy involves the chair of a committee or subcommittee the President shall have the power to appoint an ad interim chair.

SECTION 50. QUORUM. The presence of fifty (50) percent of voting members of any committee or subcommittee shall constitute a quorum for the transaction of business.

SECTION 60. EXPENSES.

(A) The Association shall pay the expenses of each committee, provided such expenses are incurred in conformity with the policies and procedures established by the Association and provided further that the committee budget as adopted by the Board of Trustees is sufficient to cover the payment of such expenses.

SECTION 70. DUTIES OF ALL COMMITTEES.

(A) The Board of Trustees shall assign goals and tasks to each committee. Each committee chair may appoint one or more subcommittees to assist with the committee's assigned duties.

(B) Each committee shall submit in writing to the Treasurer a proposed itemized budget of anticipated income and expenditures for the coming fiscal year. Such budget shall be submitted upon request of the Treasurer.

(C) Each committee shall submit in writing to the Board of Trustees minutes and attendance records of each meeting that include a report of its activities, performance, goals, tasks, and budget.

(D) Each committee shall submit to the Board of Trustees and House of Delegates an annual report of its activities and performance towards its goals and tasks at least thirty (30) days prior to the first meeting of each Annual Session.

CHAPTER XIV -- ELECTIONS

SECTION 10. PROCEDURE.

(A) IDA Elective officers, ADA trustees, and the ADA delegation shall be elected by the House of Delegates, except as otherwise provided in these ***Bylaws***.

(B) Voting shall be by ballot, and the Executive Director shall provide facilities for voting.

(C) A majority vote shall constitute an election, except for election of the ADA delegation as provided in Chapter XV.

(D) In the event no one receives a majority vote on the first ballot, the two receiving the highest number of votes shall be voted upon again.

(E) In the event there is but one (1) nominee for an elective position, the Secretary shall be instructed to cast the elective ballot for the House.

(F) Elections for members of the ADA delegation will be held one year prior to the beginning of their term. This is to allow the IDA to communicate the members of its ADA delegation to the ADA in a more timely manner.

CHAPTER XV -- DELEGATES, ALTERNATES, TRUSTEE AND OTHER ELECTED OFFICERS TO THE AMERICAN DENTAL ASSOCIATION

SECTION 10. COMPOSITION. There shall be a delegation to the American Dental Association compromised of delegates and alternate delegates as described by the Constitution and Bylaws of the ADA. The number of Delegates and Alternates to the ADA shall be determined by the formula of that Association.

SECTION 20. NOMINATIONS: DELEGATES AND ALTERNATES.

(A) Due to ADA Bylaws that limit ADA delegate and alternate delegate eligibility to "active, life and retired members," the Indiana Student Dental Society is not eligible to nominate members for election to the ADA delegation.

(B) Each eligible component society may nominate two (2) of its fully privileged members for election as a member of the delegation to the ADA. Each eligible component society shall send the campaign statements of its nominees to the Executive Director of this Association, at least thirty (30) days prior to the annual meeting of the House of Delegates.

(C) The Executive Director shall send a copy of all campaign statements received within the deadline to each Delegate and Alternate to the IDA along with the House of Delegates Manual.

(D) If the total number of nominations submitted by eligible component societies fails to meet the number of positions available plus two (2), additional nominations may be made from the floor of the House of Delegates and each component shall have no more than one (1) nominee from the floor.

SECTION 30. ELECTION OF DELEGATES AND ALTERNATE DELEGATES.

(A) The President shall be a delegate to the ADA by virtue of their office. The President-elect, Vice President and Immediate Past President shall be members of the delegation by virtue of their office. The Immediate Past President shall have the prerogative to decline serving in the delegation if they so choose.

(B) On even years, the Membership Committee shall select one (1) dentist that has been in practice less than ten (10) years to serve on the ADA Delegation for a period of two (2) years. This shall be a one-time appointment with the same rights, rules, privileges and obligations as all other Delegation members.

(C) The remainder of the ADA Delegation shall be elected by a plurality vote of this Association's House of Delegates.

(D) Each year the IDA House of Delegates shall elect a sufficient number to fill the required quota of the ADA Delegation.

(E) All elected members of the ADA Delegation shall serve for a term of two (2) years.

(F) The position of Delegate or Alternate Delegate shall be determined by the Delegation prior to the ADA House of Delegates.

(G) For a ballot to be valid, it must contain votes equal to the number of positions to be filled.

(H) The members of the Delegation to the ADA House of Delegates have the power, by a simple majority vote, to alter the personnel of the Delegation when and if circumstances necessitate. The voting members shall consist of the ADA Delegation of the year in which the alteration shall affect the Delegation.

(I) Any member added to the ADA Delegation shall be for a one (1) year term.

SECTION 40. NOMINATION AND SELECTION OF ADA TRUSTEE AND ADA ELECTED OFFICER CANDIDATES. The Board of Trustees shall present one or more nominations to the House of Delegates. Additional nominations may be made from the floor of the House by any member of the House of Delegates of this Association. The House will then select the nominee.

CHAPTER XVI – DUES

SECTION 10. TIME OF PAYMENT.

(A) Dues are due and payable at the time of application and on January 1 of each subsequent year. A member whose dues have not been paid by March 31 of the current year shall cease to be a member of this Association, except for a member who is in full compliance with the optional IDA monthly dues collection program.

(B) One who has forfeited membership for non-payment of dues may be reinstated by paying all required dues and assessments.

SECTION 20. METHOD OF PAYMENT.

(A) Component societies of the Indiana Dental Association shall bill, collect and process all annual dues or may request the IDA Central Office to assume this responsibility.

(B) Component societies requesting the IDA to collect annual dues shall so advise the IDA Central office by placing on file a written notice to this effect and such shall remain in effect until further notice.

(C) All IDPAC/ADPAC annual dues shall be remitted to the respective PAC in accord with federal and state election laws.

SECTION 30. ACTIVE MEMBERS.

(A) The annual dues for an active member of this Association shall be six hundred dollars ($600.00) per annum, in addition to such dues as levied by the American Dental Association and the component dental society, except as provided in subsections B, C, D, and SECTIONS 100, 110 and 120. An eligible dentist transferring from another constituent society in which he or she was in good standing is exempt from dues for the balance of the year of transfer.

(B) New Graduate: On a one-time basis, the dentist, when awarded a D.D.S. or D.M.D. degree shall be exempt from the payment of active member dues for the remaining period of that year and the following first full calendar year and shall pay 50% of active member dues for the second calendar year following the year in which the degree was awarded 100% in the third year and thereafter.

(C) Advance Training Graduate: For the dentist who enters an accredited advance training or residency program of not less than one year's duration within one year of the award of a D.D.S. or D.M.D. degree, the foregoing reduction of dues in subsection (B) shall be suspended and deferred until completion of the advance training or residency. Upon completing the program, the dentist shall pay dues for whatever portion of reduced dues had not been applied prior to entering the advance training.

(D) Partial Year: Persons elected to active membership in this Association for the first time or whose membership will be reinstated after a lapse of one full year or more, and who are elected or reinstated after July 1, shall pay one-half of the normal annual active member dues; and if elected or reinstated after October 1, shall pay one-quarter of the normal active member dues except in the case of recent graduates who shall pay no dues as is addressed in Subsection B.

SECTION 40. LIFE MEMBERS.

(A) Active Life Members: Regardless of a member's previous classification of membership, dues for life members who are earning income from the performance of service as a member of the faculty of a dental school, as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry.

(B) Retired Life Members: Life members who are no longer earning any income from the performance of service as a member of the faculty of a dental school, as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry is required shall be exempt from payment of dues.

SECTION 50. RETIRED MEMBERS. A Retired Member shall be exempt from dues in this Association.

SECTION 60. STUDENT MEMBERS. The dues of a Student Member, whether undergraduate or graduate, shall be zero dollars ($0) per annum.

SECTION 70. HONORARY MEMBERS. Honorary Members shall pay no dues.

SECTION 80. AFFILIATE MEMBERS. Affiliate Members shall pay one hundred dollars ($100.00) per year.

SECTION 90. DISABILITIES. A member of this Association who is totally disabled for a period of one year and who is unable to engage in the duties of the dental profession and who was a member in good standing at the time total disability was incurred, shall be exempt from the payment of dues and shall be in good standing during the period of total disability, upon approval by the Board of Trustees. A totally disabled member, in order to receive entitlement to dues exemption, shall submit through the member's component society, a medical certificate attesting total disability and a certificate from said component society attesting this total disability. During the period of exemption from dues, further such certificates shall be presented on request to this Association. Continued exemption from active member dues for reason of disability may be granted to a member residing outside Indiana, should the disability preclude eligibility for membership in the constituent society of the dentist's residence.

SECTION 100. SERVICE IN ARMED SERVICE. The dues of an active member in good standing, who has entered the Armed Services, may be waived during the required period of such service provided such member is in good standing in the component society and in the American Dental Association during the period of such service.

SECTION 110. DUES OF MEMBERS WHO SUFFER FINANCIAL HARDSHIP. Those members who have suffered a significant financial hardship that prohibits them from payment of their full dues may be excused from the payment of fifty (50%), seventy-five percent (75%) or all of the current year's dues as determined by the Board of Trustees. The component society shall certify the reason for the waiver, and the component society shall provide the same proportionate waiver of their dues as that provided by this Association.

SECTION 120. PERCENTAGE DUES. In establishing the dollar rate of dues in this chapter expressed as a percentage of active member dues, computations resulting in fractions of a dollar shall be rounded up to the next highest dollar.

CHAPTER XVII -- INDEMNIFICATION

SECTION 10. INDEMNIFICATION BY THE ASSOCIATION. To the extent not inconsistent with applicable law, every Eligible Person shall be indemnified by the Association against all Liability and reasonable Expense that may be incurred by him or her in connection with or resulting from any Claim:

(A) If such Eligible Person is Wholly Successful with respect to the Claim, or

(B) If not Wholly Successful, then if such Eligible Person:
(1) Is determined, as provided in Section 30 of this Chapter XVII, to have acted in good faith, in what he or she reasonably believed to be the best interests of the Association (or, in any case not involving the person's official capacity with the Association, in what he or she reasonably believed to be not opposed to the best interests of the Association) and,
(2) With respect to any criminal Claim, is determined to have had reasonable cause to believe that the conduct was lawful (or had no reasonable cause to believe that the conduct was unlawful).

The termination of any Claim, by judgment, order, settlement (whether with or without court approval), or conviction or upon a plea of guilty or of nolo contendere, or its equivalent, shall not create a presumption that an Eligible Person did not meet the standards of conduct set forth in this Chapter XVII.

SECTION 20. DEFINITIONS. As used in this Chapter XVII:

(A) The term "Claim" shall include any threatened, pending, or completed claim, action, suit, or proceeding and all appeals thereof (whether brought by or in the right of this Association, any other corporation or otherwise), civil, criminal, administrative, or investigative, whether formal or informal, in which an Eligible Person may become involved, as a party or otherwise:

(1) By reason of his or her being or having been an Eligible Person, or
(2) By reason of any action taken or not taken by him or her in his or her capacity as an Eligible Person, whether or not he or she continues in such capacity at the time such Liability or Expense shall have been incurred.

(B) The term "Eligible Person" shall mean every person (and the estate, heirs and personal representatives of such person) who is or was a Board member, officer, delegate, employee, Committee member, or agent of the Association or is or was serving at the request of the Association as a Board member, officer, delegate, employee, Committee member, agent, or fiduciary of another foreign or domestic corporation, partnership, joint venture, trust, employee benefit plan or other organization or entity, whether for profit or not.

(C) The terms "Liability" and "Expense" shall include, but shall not be limited to, counsel fees, reasonable expenses and disbursements, and amounts of judgments, fines, or penalties against, and amounts paid in settlement by or on behalf of, an Eligible Person.

(D) The term "Wholly Successful" shall mean:
(1) Termination of any Claim against the Eligible Person in question without any finding of liability or guilt against him or her,
(2) Approval by a court or agency, with knowledge of the indemnity herein provided, of a settlement of any Claim, or
(3) The expiration of a reasonable period of time after the making of any Claim or threat of any Claim without the institution of such claim and without any payment or promise made to induce a settlement.

SECTION 30. ENTITLEMENT TO INDEMNIFICATION. Every Eligible Person claiming indemnification hereunder (other than one who has been Wholly Successful with respect to any Claim) shall be entitled to indemnification if:

(A) special independent legal counsel (the "Referee"), shall deliver to the Association a written finding that such Eligible Person has met the standards of conduct set forth in the preceding Section 10 of this Chapter XVII; and

(B) the Board of Trustees, acting upon such written finding, so determines. If the Board of Trustees makes such determination, it shall also determine the reasonableness of the Eligible Person's Expenses.

The Referee may be regular counsel of the Association or other disinterested person or persons and shall be selected by the Board of Trustees, whether or not a disinterested quorum exists.

The Eligible Person claiming indemnification shall, if requested, appear before the Referee and answer questions that the Referee deems relevant and shall be given ample opportunity to present to the Referee evidence upon which he or she relies for indemnification. The Association shall, at the request of the Referee, make available facts, opinions or other evidence in any way relevant to the Referee's findings which are within the possession or control of the Association.

SECTION 40. RELATIONSHIP TO OTHER RIGHTS. The rights of the indemnification provided in this Chapter XVII shall be in addition to any rights to which any Eligible Person may otherwise be entitled.

SECTION 50. ADDITIONAL INDEMNIFICATION. Irrespective of the provisions of this Chapter XVII, the Board of Trustees may, at any time and from time to time, approve indemnification of any Eligible Person to the fullest extent permitted by applicable law, or, if not expressly permitted, then to any extent not prohibited by such law, whether on account of past or future transactions.

SECTION 60. ADVANCEMENT OF EXPENSES. Expenses incurred with respect to any Claim may be advanced by the Association (by action of the Board of Trustees whether or not a disinterested quorum exists) prior to the final disposition thereof upon receipt of an undertaking by or on behalf of the Eligible

Person to repay such amount unless he or she is entitled to indemnification.

SECTION 70. PURCHASE OF INSURANCE. The Board of Trustees is authorized and empowered to purchase insurance covering the Association's liabilities and obligations under this Chapter XVII and insurance protecting the Association's Eligible Persons.

SECTION 80. SCOPE OF COVERAGE. The provisions of this Chapter XVII shall be applicable to Claims made or commenced after the adoption hereof, whether arising from acts or omissions to act occurring before or after the adoption hereof.

CHAPTER XVIII -- PARLIAMENTARY AUTHORITY

The most current edition of the American Dental Association approved parliamentary authority shall govern this Association in all cases in which they are applicable. Any Special Rules of this Association will supersede any policies specified in the currently approved American Dental Association parliamentary authority.

CHAPTER XIX -- AMENDMENTS

SECTION 10. DUES. An amendment to these ***Bylaws*** affecting an increase or decrease in dues may be acted upon at any meeting of the House of Delegates upon a two-thirds vote of the House.

SECTION 20. OTHER. With the exception specified in Section 10 above, these ***Bylaws*** may be amended at any session of the House of Delegates, by a two-thirds (2/3) vote of the voting members present and voting, provided the proposed amendment shall have been presented in writing at a previous meeting of the same session.

SECTION 30. FORMATTING AMENDMENTS. The Speaker and Vice-Speaker of the House are authorized to make non-substantive formatting amendments to all House-approved changes to the Bylaws. These include but are not limited to corrections in numbering, indentation, grammar, and structural organization, provided that such amendments do not alter the intent or meaning of the original House action.

POLICIES FOR IDA STAFF

Indiana Dental Association
Employee Handbook

Revised: January 2025

Section 1: Welcome
1.1 Structure of the Indiana Dental Association
1.2 IDA Employee Handbook
1.3 Staff Mission and Values

Section 2: Office Procedures
2.1 Orientation Period
2.2 Working Hours/Message Board
2.3 Hybrid and Remote Working Arrangements
2.4 Security and IUPUI Police
2.5 Weather Alert System
2.6 Personal Appearance
2.7 Smoking
2.8 Telephones
2.9 Electronic Technology, Services and Communications
2.10 Travel Expenses/Credit Cards
2.11 Cooperation with Investigations
2.12 Contracts
2.13 Employee Parking

Section 3: Pay Practices
3.1 Employee Classifications
3.2 Non-Exempt Employees - Overtime
3.3 Exempt Employees – Safe Harbor
3.4 Exempt Employees – Compensating Time Off (CTO)
3.5 Pay Rates
3.6 Attendance Reports
3.7 Payroll
3.8 Confidentiality

Section 4: Benefits
4.1 An Overview
4.2 Medical/Hospital Insurance
4.3 Out-of-pocket Medical, Dental, Vision & Prescription Reimbursement
4.4 Life Insurance
4.5 Long-Term Disability Insurance
4.6 Workers' Compensation
4.7 Pension Plan
4.8 Holidays
4.9 Personal Time Off
4.10 Jury Duty
4.11 Funeral Leave

Section 5: Other Leaves of Absence
5.1 Medical Leave
5.2 Personal Leave
5.3 Military Leave

Section 6: Association Policies
6.1 Equal Employment Opportunity Policy
6.2 Anti-Harassment Policy
6.3 Conflicts of Interest Policy
6.4 Whistleblower and Anti-Retaliation Policy
6.5 IDA Policy on Record Retention

Section 7: Terminating Employment
7.1 Resignation
7.2 Termination Pay and Benefits

SECTION 1: WELCOME

Founded in 1858 with 15 charter members, the Indiana Dental Association's mission is "to support dentists, to promote professionalism, and to improve oral health."

Achieving this objective involves the IDA in education, communication, legislation and many other activities.

1.1 Structure of the Indiana Dental Association

All IDA members are also members of the American Dental Association and one of 14 local component dental societies, including the Indiana Student Dental Society. While each of these organizations is separate and autonomous, membership at all three levels (local, state, and national) is required.

The decision-making body of the IDA is the House of Delegates, a group of approximately 60 members, elected by their component societies, who meet at the IDA Annual Session each spring to review and establish IDA policies and programs. The number of members in the society determines the number of representatives it has at the House

The managerial body of the IDA is the Board of Trustees, which includes 10 officers and 15 trustees. Trustees are elected to three-year terms by their component societies. Officers elected to one-year terms by the House are: President, President-Elect, Vice President, Vice President Elect, Immediate Past President, Speaker of the House and Vice Speaker. The Treasurer, Editor and Executive Director are appointed by the Board and may serve terms of up to three years. Day-to-day management and administration of IDA are the responsibility of the Executive Director.

The activities and programs of the IDA are carried out through Committees and Subcommittees. Appointed by the Board, each Committee has at least one IDA staff member assigned to assist with the various administrative matters.

1.2 IDA Employee Handbook

This employee handbook will provide you information about working for the IDA and its subsidiary organizations (IDEA, IDPAC, IDAIS, IDAF, etc.) It covers all employees except the Executive Director. Provisions in this handbook are subject to change. Any questions regarding the programs, benefits or policies should be directed to the Executive Director.

This is not an employment contract. All employees are employees "at will" unless they have a written contract signed by the Executive Director specifying length and term of employment.

1.3 Staff Mission and Values

Staff Mission: "The Indiana Dental Association staff serves as a concierge to members' success by organizing the profession, problem solving and promoting the profession's image."

Values:

- **"We are the membership department"** – members are not interruptions to our work, they are the work; we work for members and contribute to and convey value to them. We preview association value to nonmembers and encourage them to membership.

- **We are professionals** – we actively listen and seek understanding; we interact in a mutually respectful, ethical manner; we demonstrate high quality work with integrity.

- **We are trustworthy and trusting** – we are reliable, we do what we say and faithfully follow through. We assume the best of others.

- **We are innovative** – we creatively approach work; we positively impact the future of the association.

- **We are productive** – we do worthwhile work in a efficient and responsive manner, while having fun.

SECTION 2: OFFICE PROCEDURES

2.1 Orientation Period

The first six months of employment represent an "orientation period." This is a get-acquainted period for you to familiarize yourself with your job responsibilities and surroundings and to get to know your fellow employees. It also serves as an opportunity for the Association to get to know you. During these six months, your work habits, performance and attendance records will be reviewed by the Executive Director. Every employee undergoes an orientation period as part of the selection process. Their continued employment depends, in part, on a sustained level of satisfactory performance.

2.2 Working Hours/Message Board

The regular official hours of the Association are 8:00 a.m. to 4:30 p.m. Monday through Friday. Some employees may be assigned differing office hours by the Executive Director, but all employees are expected to work a minimum for 7.5 hours per day, including a one-hour lunch break. Non-exempt employees may work as much as 8.0 hours per day without special permission. Exceeding a 40-hour work week triggers overtime and all overtime hours must be preapproved by the Executive Director.

During office hours, the offices and telephone lines of the IDA are open to the membership and the public. Lunch breaks should be arranged in cooperation with other employees so that phone coverage is provided at all times.

A Staff Message Board is to be used for communicating when you are out of the office and the expected date/time of your return.

2.3 Hybrid and Remote Working Arrangements

Generally speaking, employees should be at the IDA Central Office during regular office hours, unless they are engaged in IDA business off site. Hybrid or Remote working may be allowed in

certain limited circumstances. In appropriate circumstances, IDA will allow eligible employees to work remotely on a regular basis from their homes for part of the workweek. This policy is to establish shared expectations for employees regarding IDA's hybrid work program and each worker's obligations.

Eligibility for Hybrid Work Arrangements

Employees must obtain Executive Director approval for hybrid work arrangements, which involve authorization to work from home for a portion of each workweek. Because of the importance of regular personal interaction in maintaining strong working relationships and communication, IDA does not offer full remote arrangements. For tax and legal reasons, hybrid work arrangements require that work done remotely be done within the state of Indiana, other than very occasional work performed during out-of-state travel.

IDA recognizes that remote work is a viable, flexible option when both the employee and the job are suited to such an arrangement. Hybrid work arrangements are appropriate for some employees and jobs but not for others. IDA will evaluate requests for hybrid work arrangements on an individual basis with consideration of factors including the nature of the job, available technology, the employee's prior job performance (if the request is made during employment), and the requested schedule.

Occasional Remote Work

Employees who are not on approved hybrid work schedules may request approval to work remotely, for half days or full days, on an occasional basis for personal needs such as monitoring a sick household member or waiting for a home repair. Requests for approval should be by email to the Executive Director with as much advance notice as possible, including the following information:

- The basic reason for the request (without disclosing personal and confidential information, such as medical information);
- What work will be done remotely; and
- The time period requested for remote work.

Employees may be asked to provide confirmation of work performed remotely. For both Hybrid and Occasional remote work, requests are appropriate only when circumstances allow the same focus and effort as onsite work. Otherwise, the request should be for time off using PTO or CTO time.

Hybrid Worker Schedule and Travel Expectations

Hybrid work arrangements are not the same as flexible schedule arrangements. Hybrid workers must maintain regular work schedules that have been approved in writing, in advance, by the Executive Director, with remote workdays designated in advance and schedules the same as onsite workday schedules. Departures from scheduled remote work time require Executive Director approval. To ensure compliance with applicable wage laws, non-exempt remote workers must follow all IDA time reporting requirements. The Executive Director will establish reasonable means of verifying remote working time and the usage of that time, such as periodic check-in communications (scheduled or unscheduled) and task or project reporting. Employees working

remotely must be as responsive as if they were working onsite, and schedule and report time off in the same manner as onsite workers.

Employees who are approved for hybrid work arrangements may be needed to work onsite and/or travel for business from time to time and must be available to do so, with management being mindful of providing advance notice of such needs to the extent practicable. Employees will not be reimbursed for travel costs to and from the IDA office for training, meetings, or scheduled onsite workdays. Travel to offsite meetings and events will be reimbursed for hybrid workers following the same guidelines as for onsite workers, except that mileage will be measured from the office to the event or meeting site rather than from the employee's residence to the site if the distance from the residence is significantly greater.

Workspaces, Equipment and Supplies

Employees requesting hybrid work arrangements must have appropriate home workspaces suitable for effective and productive performance of job duties in a safe and professional manner. The workspace must have reliable cellular phone and internet service. Employees requesting hybrid work arrangements will not receive reimbursement for the cost of home office space, furnishings, or internet service.

IDA will provide each hybrid worker a laptop computer for both onsite and remote use and basic peripheral equipment for the computer as needed. Any equipment provided by IDA remains the property of IDA. The employee is responsible for the condition of the equipment except for normal wear, and for damage caused by any unauthorized use of such equipment. Use of IDA-provided equipment, including a laptop computer, must be in accordance with standard IDA policies on use of its systems and equipment.

Hybrid workers must promptly report any issues with equipment or services needed to perform work remotely. IDA may provide temporary equipment, direct the employee how to perform job duties until the problem is corrected or the equipment replaced, and/or require the employee to work onsite until the issue is resolved. An unreasonable delay in reporting an equipment or systems problem that results in a loss of productivity may result in disciplinary action.

IDA will provide office supplies needed for remote work. IDA will not reimburse for supplies purchased without prior, written authorization.

Equipment, including laptop computers, software, supplies and other property provided by IDA, is for business or work-related purposes. These items may not be used by any person not employed by IDA.

IDA may request the return of its property at any time. Upon request or termination of employment, the employee must promptly return all IDA property, documents, information, etc. to IDA along with any codes or passwords required to access IDA-related information.

Confidential and Proprietary Information

Both Hybrid and occasional Remote workers may have in their remote workspaces confidential and proprietary information of IDA. As with all employees, remote workers must maintain all IDA

confidential information in strictest confidence and may not, directly or indirectly, disclose or make available to any person or entity other than IDA any such Information. Hybrid and Occasional remote workers must take precautions necessary to secure and prevent unauthorized access to any such information or to any company system.

Hybrid Worker Job Duties

A hybrid worker's work status, job duties, and responsibilities will not change simply because the employee is telecommuting for part of the workweek, except that IDA may require additional progress reports, communications, and periodic trips to IDA for meetings and training. The remote worker must abide by all Company rules, policies, practices, and procedures except when modified in writing.

Hybrid Worker Compensation and Benefits

Hybrid workers will receive compensation and be eligible for benefits on the same or similar terms as on-site employees.

Dependent Care and Personal Responsibilities

Remote work is not an alternative to dependent care or a means to accommodate personal or other business endeavors. Potential distractions and conflicting obligations must be resolved as a condition of remote work approval. The presence of other household members or pets during remote working time must not interfere with the employee's work obligations and safe working conditions. For Hybrid workers, a caregiver other than the remote worker must be present to provide primary care during employee work hours if a dependent will be present in the remote worker's household during those hours.

Safety

The employee must keep the remote workspace free of safety hazards. Work related injuries must be reported within 24 hours of the injury. It may be necessary for IDA or its designated representative to visit the remote workspace to investigate an injury report. IDA assumes no liability for injuries to the employee that occur outside of the designated workspace or outside of working hours or for injuries to other persons in the remote workspace.

Term and Conditions of the Hybrid Work Arrangement

This policy does not guarantee a hybrid work arrangement for any specific length of time. A hybrid work arrangement can be modified or discontinued based on new staffing needs, altered job responsibilities, job performance, changes in cost structure or business needs, or other factors of concern to IDA. IDA may terminate the hybrid arrangement at any time for any reason, without guarantee of any reimbursement for relocation expenses to the area of the designated IDA worksite or of continued employment, although in situations of satisfactory job performance and a continued need to fill the role, IDA will try to provide a reasonable notice period for the transition to a different working arrangement.

A hybrid work arrangement is not an entitlement. It does not change terms and conditions of employment with IDA except as specifically provided in this policy and does not change the at-will nature of employment.

2.4 Security and Campus Police

Each employee is issued an entrance fob, security system access code, and in some cases, keys. Fobs and, if applicable, keys, should be safeguarded. If lost, notify the Executive Director. Security codes are confidential and should not be shared with anyone. During office hours, staff should assist in monitoring the front entrance to the IDA, especially while the front desk is vacated.

Campus Police are available to assist any time an employee observes unauthorized entrance into IDA or Sigma space, or should the employee feel threatened in any other way. Police are also available upon request to escort staff or visitors to their cars. Campus Police may be contacted at **317.274.7911**. This does not preclude contacting other emergency services by dialing **911**.

2.5 Weather Alerts

The decision to close or delay the opening of the office due to extreme weather conditions such as snow or ice will be made by the Executive Director. In the event of inclement weather, employees should check text mail before traveling to work. Notifications of office closure will be made by 7:00 a.m. If unsafe weather conditions prevent you from arriving at work on time you should notify the office of the situation. When weather-related closures can be anticipated, employees are encouraged to plan accordingly. In some cases, working from home will be approved by the Executive Director.

2.6 Personal Appearance and Dress Code

Every staff member represents the IDA to the public, the membership and guests. Whether IDA employees serve as ambassadors at the IDA Central Office or in the community, they should be appropriately attired and well groomed. Business or Business Casual attire is required during regular office hours. Business casual attire includes: dress slacks, Dockers, well-kept and tailored jeans, collared shirts, skirts and dresses, turtlenecks, sweaters, loafers, and walking shoes.

Specific attire that is unacceptable includes:

- T-shirts
- Sweatpants, loungewear, or spandex or other workout attire
- Tank tops
- Shorts
- Leggings
- Revealing attire including: halter tops, sheer clothing, mini-skirts or dresses, bare midriffs, low cut or off-shoulder tops
- Baggy or saggy pants.
- Faded, ripped or ragged jeans or sweatshirts.

2.7 Smoking

Sigma and the IDA Central Office are smoke-free zones.

2.8 Telephones

Personal telephone calls during office hours may be used with moderation. Employees must act responsibly and not abuse the privilege. This includes the personal use of cell phones. Cell phone ringers should be used set at their lowest setting or set to "silent mode." Long-distance personal calls should be avoided. The toll-free 800 line should not be used for incoming personal calls.

2.9 Electronic Technology, Services and Communications

Electronic technology and services, such as telephones, computers, internet and e-mail, are for IDA business use. It is understood that there may be occasional or incidental use of these systems for non-business purposes. This is acceptable as long as it does not interfere with work duties. As in the case with personal telephone calls, employees must act responsibly.

Social Media (Facebook, Twitter/X, LinkedIn, YouTube, etc.) have potential for blurring personal/professional roles. It is a preferred mode of communication for some dentists and students and is, therefore, incorporated into IDA's member communication strategy. However, it is important to understand that social media posts intended for family and friends may be viewed by members or perspective members. Staff should remain cognizant of the importance of presenting themselves in a positive, professional manner at all times. Posts that are disparaging of IDA, its officers, staff or members are prohibited. Staff may not post any IDA-related material that IDA considers confidential or proprietary, or that is not intended for the general public. Personal social media posts should be avoided during regular business hours.

Regarding use of IDA computers, phones, voicemail and other electronic technology:

1. IDA's computer systems, including the equipment, all data and messages created, sent, received or stored on the system, internet facilities, facilities and services of any IDA website, and e-mail accounts and account names, remain at all times property of IDA.

2. Email messages and documents that are sent or received are not private and may be read by others at IDA or outside of the Association. Any documents you create on email or other IDA technological resources belong to and remain the property of IDA.

3. Be aware that even though you delete email or voice mail messages you send or receive, a record of it may remain on the computer system either on data backups or in other ways.

4. Since these are IDA owned business systems, no employee has a right to privacy as to any information or files maintained in or on IDA property or transmitted or stored through IDA computer systems, voice mail, email or other technological resources.

5. Your assigned email address should not be used for transacting personal business, for making personal purchases, or for subscribing to non-business related lists servs or other on-line publications.

6. In the course of conducting IDA business, personal cell phones, computers, or tablets may sometimes be used by staff. Confidential information, including member records, bank account or credit card information, or HIPAA protected health information should never be downloaded to or maintained on a personal technology device.

2.10 Credit Cards and Incidental Expenses

At the discretion of the Executive Director, employees may be issued a company credit card. These cards are for approved business use only. IDA's "Expensify" reporting service should be used for promptly attaching receipts and documenting the budget code and business purpose for each expense. Personal use of company credit cards will result in discharge.

Employees who use their own vehicle to travel for the Association will be reimbursed the federally accepted rate of reimbursement. Other reasonable out-of-pocket travel expenses, including economy airfare, meals, lodging, tips and registration fees are to be submitted via the Expensify service.

2.11 Cooperation with Investigations

Should problems arise including such things as theft, dishonesty, destruction of property, or alcohol/drug use, the IDA may require your full cooperation in an investigation. All employees requested to cooperate in such an investigation are expected, as a condition of employment, to cooperate fully. Failure to cooperate in an investigation will result in discharge. Such cooperation may include submitting to searches of your personal property and IDA property and reasonable controlled substance testing. This rule is for the protection of employees and members.

2.12 Contracts

All contracts must be reviewed and executed by the Executive Director. No employee is authorized to obligate the IDA or its subsidiaries to any oral or written contract with any third party. Any questions regarding this policy should be directed to the Executive Director.

2.13 Employee Parking

IDA may provide or assist in providing parking for IDA staff. IDA is not responsible for lost or stolen articles or damage to vehicles. Employees are encouraged to secure vehicles and not leave valuables in cars.

SECTION 3: PAY PRACTICES

3.1 Employee Classifications

For purposes of salary and benefits administration employees are classified according to the following definitions:
A ***full-time employee*** works a standard 37.5 hours per week in an established position. During the first six months, the employee is in an orientation status:

A ***part-time employee*** works less than a standard 37.5 hours per week in an established position. During the first six months, the employee is in an orientation status;

A ***temporary employee*** is a full-time or part-time employee who has been hired to work for a limited time (usually less than a year) on a specific assignment. If additional assignments are made, the length of employment may be extended.

In addition, all Association employees are further classified as either:

Exempt: Employees who are employed in an executive, administrative, or professional capacity and who are not covered by the federal minimum wage and maximum hours laws; or

Non-Exempt: Employees who are not employed in an executive, administrative, or professional capacity and who are covered by the minimum wage and maximum hours law; according to the statutes of the Fair Labor Standards Act, a federal law administered by the US Department of Labor. Determination of exempt or non-exempt status is based on the requirements outlined in the Act and in all cases is subject to legal interpretation and review.

3.2 Non-Exempt Employees – Overtime

The Association tries to accomplish its business during the regular workday; however, there are occasions when employees will be asked to work beyond their regularly scheduled hours. Non-exempt employees receive 1.5 times their regular hourly rate for all hours worked in excess of 40 hours per week.

Example 1: A non-exempt employee who works 45 hours in a week would receive 5 hours of overtime pay in addition to their standard pay.

Example 2: A non-exempt employee who works four ten-hour days following a Monday holiday would receive their standard pay.

3.3 Exempt Employees – Safe Harbor

Salaried exempt employees work as many hours as necessary to get the job done. For this reason, and subject to the exceptions below, a salaried exempt employee's predetermined compensation for any partial-day absence (other than intermittent or reduced schedule FMLA leave); any partial-week absence occasioned by IDA or its operating requirements, including holidays and partial-week shutdowns; or because of variations in the quality of work performed.

Deductions from salary may occur in the following circumstances:

1. Full-day absences for personal reasons, other than sickness or disability in accordance with IDA policies;

2. Full-day absences due to the employee's own sickness or injury. Such deductions will be made in accordance with IDA's paid time off plans and state worker's compensation laws and regulations;

3. A penalty imposed for infraction of a safety rule of major significance;

4. Full-day absences for unpaid disciplinary suspensions; and

5. When no work is performed in a work week.

IDA's attendance and disciplinary action policies are applicable to an absence even though the absence may not be one for which a deduction from salary will be taken.

IDA may require an employee to utilize paid time off benefits for partial-day absences for personal reasons or the employee's own illness or injury.

Exempt employees who believe their salary has been improperly reduced should report the problem in writing to the Executive Director and/or Finance Manager. IDA is committed to complying with this policy and not to make improper deductions from salary. IDA will reimburse an employee for any improper deduction.

3. 4 Exempt Employees – Compensating Time Off (CTO)

Exempt employees earn Compensating Time Off (CTO) when they are required to participate in an evening, weekend, or holiday business-related meeting or convention. Earned CTO equals the amount of time spent in the after-hours meeting, rounded to the nearest hour. CTO must be used during the fiscal year in which it is earned. Unused CTO is forfeited. All earned and used CTO should be self-reported on the Employee Time Off Excel spreadsheet found on the shared drive under "Attendance."

3.5 Pay Rates

IDA does not utilize a formal salary schedule in establishing compensation but utilizes various resources in determining pay for comparable positions. These form the foundation for setting individual compensation levels.

Salary and other personnel information is confidential and should not be shared without the approval of the Executive Director. Any member inquiries regarding salary or personnel information should be referred to the Executive Director.

3.6 Timesheets and Attendance Reports

All non-exempt and temporary staff should record and maintain Timesheets documenting their attendance and hours worked on a bi-weekly Timesheet spreadsheet. These reports document regular and overtime hours, PTO and emergency leave. Non-exempt and temporary staff should submit Timesheets for each two-week pay period to the Executive Director no later than 10:00 a.m. on the Monday prior to each payday.

All staff should use HUB-based Staff Attendance Sheets reports to document use of PTO and, in the case of exempt staff, earned and used CTO.

3.7 Payroll

Employees are paid bi-weekly, every other Wednesday, via "Onpay," IDA's payroll service. The use of direct deposit is strongly encouraged. Other arrangements will be made for those who choose not to participate in direct deposit. Direct deposit participants will be given online access to view and print their paystubs and W-2 Forms, and make adjustments to bank accounts. The IDA is required by law to deduct various amounts, including federal, state, county and Social Security taxes, from every employee's earnings. Deductions not required by law can be made by the employee via the Onpay employee portal.

The amount withheld for mandatory deductions is determined by rates established by the government. The amounts vary according to the staff member's salary and number of dependents claimed. The IDA maintains these records and the Executive Director should be contacted for information on the withholding process. Further information is also available via Onpay. At the end of the year every employee will receive a W-2 via the Onpay employee portal. The statement reports earnings and the amounts withheld for that year. This information is needed to complete federal and state income tax returns.

The amount withheld for Social Security (FICA) tax is based on earnings. The Association matches the employee's contribution to Social Security. The amount withheld may change with revisions in the Social Security law.

Other deductions may be made from paychecks at the request of the employee. Such deductions must be approval by the Executive Director and made through the payroll service.

3.8 Confidentiality

Employees may, in connection with their job responsibilities, be authorized to access or required to handle confidential information. This includes:

1. Health information regarding participants or perspective participants in IDA-sponsored insurance programs.

2. Substance abuse or other sensitive information regarding the IDA Well Being Program.

3. Treatment records or other sensitive information regarding the IDA Peer Review Program.

4. Credit card or banking account information for IDA or IDA members.

5. Personnel records, including salary information, regarding current or former IDA employees.

Employees who handle or have access to information which is confidential or proprietary are to keep all such information confidential and not to use it other than in the course of their employment with the IDA. Employees who are exposed to sensitive information while fulfilling their job duties are responsible for safeguarding confidentiality. This includes keeping records secure and reporting any confidentiality breaches to the Executive Director. Employees should not access, or attempt to access, confidential information that does not directly relate to their job duties. Failure to keep such information confidential or improper use of it, will result in

disciplinary action that may include termination and any other legal action deemed appropriate based on the specific breach of confidentiality.

SECTION 4: BENEFITS

4.1 An Overview

The Association provides its employees a broad range of employee benefits in addition to "Paid Time Off (PTO)." Most benefits are provided at no cost to eligible employees. New employees receive specific information about these benefits and are invited to make inquiries to the Executive Director if the information is not clear. The following is an overview of the benefits. It does not supersede the details outlined in any Plan Documents and may not include all of the changes that may have been made to specific benefits.

4.2 Medical/Hospital Insurance

Full-time employees are eligible for health coverage under the Association's group plan. Employee coverage is provided by the Association.

Health insurance coverage may extend to spouses of employees, provided the coverage does not duplicate similar benefits through their employers. The employee is responsible for the spouse portion of the premium, which will be funded via payroll deduction. Coverage may be extended to dependent children of employees, provided the coverage does not duplicate similar benefits through another source and children are under age 26. The employee is responsible for the dependent portion of the premium, which will be funded via payroll deduction.

Coverage for a new employee will begin on the first day of the month following 30 days of employment. The IDA will provide eligible employees with a Summary Plan Description of the Medical/Hospital Insurance that describes the terms of the plan in detail. Applications for the IDA plan are also available, upon request.

4.3 Health Savings Account

Each employee is invited to participate in a Health Savings Account to assist with out-of-pocket medical and dental expenses. On the first pay period following 30 days of service the Association begins making a $38.46 contribution each pay period to each employee's HSA ($1,000 per year).

4.4 Life Insurance

Full-time employees are eligible to apply for coverage in this plan, subject to insurability and plan limitations. The life insurance is based on a sum equal to one time the insured's annual salary. The maximum amount any employee can be insured for is $150,000. The IDA will provide eligible employees with a Summary Plan Description of the life insurance plan, which reflects the terms of the plan in detail, including the vesting schedule. Benefits may be reduced when an employee turns age 65 due to group insurance plan limitations.

4.5 Long-Term Disability Insurance

The Association provides long-term disability insurance, subject to insurability and plan limitations. Full-time employees are eligible to apply for enrollment in this plan. In the event of total disability and after a three-month waiting period, this plan provides monthly benefits equal to 60 percent of the employee's base monthly salary at the time the disability began, up to a maximum payment of $3,500 per month. The IDA will provide eligible employees with a Summary Plan Description of the long-term disability plan, which reflects the terms of the plan in detail.

4.6 Workers' Compensation

All IDA employees are covered by Workers' Compensation insurance, which provides payment for medical care and income replacement if an employee is disabled due to on-the-job injury.

4.7 Pension Plan

Eligible employees may participate in the Indiana Dental Association Employee's Pension Plan, a 401(k) plan. Employees will be eligible for the plan on January 1 or July 1 following or coinciding with his/her date of employment. The IDA will provide eligible employees with a Summary Plan Description of the pension plan that reflects the terms of the plan in detail, including the vesting schedule.

4.8 Holidays

The IDA Central Office is closed and full-time employees receive time off with pay for the following 10 1/2 days: Martin Luther King Day, Good Friday afternoon, Memorial Day, July 4th, Labor Day, Thanksgiving and the Friday following, Christmas Eve, Christmas Day, New Year's Day, and the first workday following the IDA Annual Session.

In the event one of these holidays falls on a Saturday, the office will be closed on the preceding Friday. If the holiday falls on a Sunday, the office will be closed on the following Monday.

4.9 Paid Time Off (PTO)

In addition to paid holidays, IDA combines vacation and sick days into Paid Time Off (PTO). PTO allows employees flexible paid time off for vacation, personal or family illness, doctor appointments, volunteer time, and other personal needs. Each full-time employee will accrue PTO in hourly increments based on length of service as defined below.

Years 1-5 A maximum of 18 days per calendar year (144 hours).

Years 6-15 A maximum of 23 days per calendar year (184 hours).

Years 16+ A maximum of 28 days per calendar year (224 hours).

PTO is added to each full-time employee's PTO bank bi-weekly. Full days off are assessed eight hours of PTO and half days four hours of PTO. PTO taken for less than four hours will be assessed based on actual one-hour increments. PTO should be used when the employee is outside of the

office for personal reasons during scheduled office hours, except for lunch breaks, CTO, other leave, or remote working that has been preapproved by the Executive Director.

PTO requests should be made via the IDA Onpay payroll portal. Whenever possible, PTO requests should be made in advance, especially around holidays and peak vacation times. On occasion the Executive Director may deny or suggest rescheduling PTO to assure the Central Office is adequately staffed. PTO balances may be viewed on the Onpay portal.

While PTO may carry over into a subsequent year, it will cease to accrue once the maximum calendar year allowance is achieved. Therefore, it is to the employee's advantage to use PTO during the year it is earned.

4.10 Jury Duty

The Association recognizes the importance of jury service and encourages employees to exercise this civic responsibility. Full-time employees who have completed their orientation period and are called for jury service must present the summons to the Executive Director the day following receipt. The Association will pay the difference between the employee's regular salary and jury pay for up to 15 working days. Employees will receive regular pay during jury service and must endorse the jury duty check over to the Association when received. Reimbursement to the employee will be arranged for any travel expense reimbursements included in the jury pay.

4.11 Funeral Leave

At the discretion of the Executive Director, full-time employees may be granted leave to arrange and/or attend the funeral of members of their immediate families. Authorized leave will depend on the travel time required and the employee's responsibilities for the arrangements.

SECTION 5: OTHER LEAVES OF ABSENCE

Employees may be granted a reasonable leave of absence upon written request to the Executive Director for the reasons stated below. During the leave, you will maintain your seniority. However, you will not accrue PTO or other benefits, and you will be required to pay the full cost of your insurance (unless applicable law requires otherwise).

5.1 Medical Leave

If you are, or become, unable to work because of a medical condition, you will be placed on an unpaid leave of absence after you have used any earned sick leave, compensating time off, and paid vacation. The medical leave will be for an initial period up to forty-five (45) days, renewable for periods up to a maximum of one hundred thirty-five (135) days, at which time your employment will be terminated unless to do otherwise would be a reasonable accommodation the Association is required by law to make.

To apply for a medical leave or a renewal of leave, you must provide the Executive Director a physician's certificate stating that you are medically unable to work, the estimated length of the incapacity, and if and when any surgical or other medical procedure will be required. The

Association reserves the right to:

1. Inquire of you as to the status of any incapacity;

2. Require that you provide medical evidence from your physician, or from a physician of the Association's choice, concerning any incapacity;

3. Deny a request for medical leave if it determines from the medical evidence that you are able to perform your work; and

4. Place or continue you on medical leave if the Association determines from the medical evidence that you are not able to perform your work.

At the conclusion of a medical leave, you will be considered for return to work on the basis of your qualifications, prior performance, and our then current business and personnel needs. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to other employees generally without having to satisfy any benefit plan waiting periods applicable to new employees, unless coverage charges were not paid by you during the leave, resulting in termination of the coverage. Group insurance benefits continue for the period of time specified in the benefit plan. You may also continue coverage by paying the cost of the premiums. Contact the Executive Director for details.

5.2 Unpaid Personal Leave

A full-time staff member may occasionally need time off to handle a personal situation. Full-time employees with at least six months of service may request an unpaid leave of absence up to one month. A written request outlining the reason for the leave and the length of time required must be submitted to and is subject to approval by the Executive Director prior to leave.

While on unpaid personal leave, benefit coverage terminates on the last day of the month in which the personal leave begins. The employee may arrange to have his or her medical benefits continued through payments to the Association.

If an IDA employee accepts other employment during such unpaid personal leave or fails to return as scheduled, the individual will be deemed to have voluntarily resigned.

5.3 Military Leave

An employee will be granted a military leave of absence in conformance with state and federal law. Please notify the Executive Director should you require a leave for military duty. Full-time employees with at least six months of service may use any accrued but unused vacation time in order to receive pay while on military leave.

SECTION 6: ASSOCIATION POLICIES

6.1 Equal Employment Opportunity Policy

It is the IDA's policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, disability, citizenship status, sexual orientation, gender identity, genetic information, military status, or any other category protected by law. This policy applies to employees and applicants and to all phases of employment including hiring, promotion, demotion, treatment during employment, rates of pay or other forms of compensation, and termination of employment.

The IDA will take appropriate steps as required by law to provide reasonable accommodations upon request to qualified individuals with disabilities, for pregnancy, childbirth, and related conditions, and for religious beliefs and practices, so long as doing so does not cause an undue hardship. To request accommodation, employees should contact the Executive Director.

6.2 Anti-Harassment Policy

IDA is further committed to providing a workplace free of harassment of or inappropriate conduct towards any employee because of the employee's race, sex, religion, age, national origin, disability, sexual orientation, gender identity, genetic information, military status, or any other category protected by law.

Harassing or inappropriate conduct may include, among other things, (1) epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to the protected categories; and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of one of the protected categories. IDA is committed to protecting employees from such harassment or inappropriate conduct whether from other employees or non-employees such as vendors, contractors, or members.

Specifically included in this policy is a commitment to provide a workplace free of sexual harassment and inappropriate conduct of a sexual nature. Sexual harassing or inappropriate conduct may include, among other things:

1. Unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects that might interfere with a reasonable person's work);

2. Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;

3. An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity; and

4. The use of an employee's or applicant's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

Given the nature of this type of conduct and the serious effects such conduct can have on the complainant and the accused, IDA treats alleged violations of this policy seriously and, to the extent possible, confidentially. IDA expects all individuals to treat alleged violations in the same responsible manner.

If you believe you or any other employee is being subjected to conduct or comments that violate this policy, you are encouraged to and have a responsibility to immediately report these matters to the Executive Director or the IDA President.

Supervisors who become aware of any potential violation of this policy must report the potential violation to the Executive director or the IDA President. Failure to report potential violations will result in appropriate discipline, up to and including discharge.

No action will be taken against any employee because he or she reports behavior believed to violate this policy. All employees are assured that action will be taken to investigate and resolve complaints and that the IDA is firm in its commitment to maintain an environment free of discrimination, inappropriate conduct, and harassment. Violations of this policy will not be tolerated and will result in appropriate discipline action up to and including discharge.

Please help us maintain a comfortable work environment free from discrimination, inappropriate conduct, and harassment.

6.3 Conflicts of Interest Policy

It is the policy of the Board of Trustees of The Indiana Dental Association ("IDA"), that IDA's trustees, officers, and employees carry out their respective roles with IDA in a fashion that avoids actual, potential, or perceived conflicts of interest. IDA's trustees, officers, and employees shall have the continuing, affirmative duty to report any personal ownership, interest, or other relationship that might affect their ability to exercise impartial, ethical, and business-based judgments in fulfilling their responsibilities to IDA. This policy shall be further subject to the following principles:

1. Trustees, officers, and employees of IDA shall conduct their responsibilities with respect to contractors, suppliers, agencies, funders, members, and other persons transacting or seeking to transact business with IDA in a completely impartial manner, without favor or preference based upon any consideration other than the best interests of IDA.

2. Trustees, officers, and employees of IDA shall not seek or accept for themselves or any relatives (including spouses, ancestors, and descendants, whether by whole or half blood), from any person or business entity that transacts or seeks to transact business with IDA, any gifts, entertainment, or other favors relating to their positions with IDA that exceed common courtesies consistent with ethical and accepted business practices.

3. If a trustee, or a trustee's relative, directly or indirectly owns a significant financial interest in, or is employed by, any business entity that transacts or seeks to transact business with IDA, the trustee shall disclose that interest or position and shall refrain from voting on any issue pertaining to the transaction.

4. Officers and employees of IDA shall not conduct business on behalf of IDA with a relative or a business entity in which the officer, employee, or his or her relative owns a significant financial interest or by which such officer, employee, or relative is employed, except where such dealings have been disclosed to, and specifically approved and authorized by, the Board of Trustees of IDA.

5. Trustees, officers, or employees of IDA shall complete annually a disclosure statement, in a form prescribed by the Board of Trustees, regarding any actual or potential conflict of interest described in this policy. The disclosure statement shall include information regarding a person's significant financial ownership in any business entity or his or her participation as a director, trustee, officer, or employee of any other nonprofit organization. The Board of Trustees shall be responsible for oversight of, and action regarding, all disclosures and/or failures to disclose.

6.4 Whistleblower and Anti-Retaliation Policy

In a continuing effort to build upon the strong corporate governance standard of the Indiana Dental Association (IDA), the Board of Trustees has established procedures for the IDA's employees to convey complaints or to identify concerns (a "complaint") regarding claims of violation of legal and/or regulatory requirements. Such complaints may include, but are not limited to, claims regarding financial reporting and disclosure requirements, preparation of financial statements, accounting practices, internal accounting controls, financial audit matters, matters concerning fraud against IDA, inappropriate use of IDA resource, or other violations of any Code of Ethics established by IDA (collectively, "Disclosure Matters").

IDA also respects its employees' legal right to report actual or suspected unlawful activity directly to government agencies or management, as well as management's responsibility to ensure that IDA employees feel comfortable reporting actual or suspected unlawful activity to government agencies or management. To the extent that IDA employees wish to make an internal complaint with respect to the Disclosure Matters, such employees may follow the policies and procedures outlines below to submit a complaint.

<u>Submitting a Complaint</u>

A Complaint regarding questionable treatment or alleged violation with respect to the Disclosure Matters may be submitted in the following manner to the extent that an employee does not feel comfortable reporting the matter through IDA's current organizational structure (or "chain of command").

1. A Complaint may be submitted in writing, confidentially and anonymously, through internal or regular mail or may be delivered in person to the IDA President (the "President"). The name and address of the President is located on the IDA's Web site.

2. If an employee desires to discuss the matter in person with the President, he or she should submit a written request and include a telephone number at which he or she may be contacted.

3. To the extent possible, any Complaint should be factual and should contain as much specific information as possible setting forth all of the information about which the employee has knowledge.

Handling Complaints

1. Upon receipt of a Complaint, the President, or his or her designee, will investigate the Complaint. In conducting the investigation, the President, or his or her designee, may retain outside legal or accounting expertise. To the extent possible, all Complaint will be handled in a confidential manner.

2. The President will report to the Board of Trustees, or a committee designated by the Board of Trustees (the "Committee"), all Complaints submitted to him or her since the President's last report, including his or her determination regarding each Complaint and the results, if any, of any investigations.

3. If the Board of Trustees or the Committee determines that a reasonable basis exists for initiating a further investigation into the Complaint, the Board or Committee will appoint one of its members to lead such investigation. In conducting such an investigation, the Board or Committee may retain outside legal or accounting expertise. The President will oversee the investigations.

4. The Board of Trustees of the Committee, together with input from IDA's management, if requested, will determine any appropriate action. It is the responsibility of the Board or Committee to report to IDA any noncompliance with IDA policies and legal and or/ regulatory requirements, and to ensure that IDA management takes the appropriate action as directed by the Board or Committee.

No Retaliation

Neither IDA nor its employees, officers, contractors or agents may retaliate or discriminate against any employee who (a) provides information to governmental authorities or to IDA regarding any conduct that the employee reasonably believes constitutes unlawful activity or a violation of IDA's policies or (b) participates in or otherwise assists with an administrative proceeding, judicial proceeding, or investigation by government agencies, IDA, or the Board of Trustees or the Committee (collectively, "Proceeding"). Specifically, IDA will not discharge, demote, suspend, threaten, harass, or in any other manner discriminate against any employee in the terms or conditions of his or her employment because the employee (a) reported what the employee reasonably believes constitutes unlawful activity or a violation of IDA's policies or (b) participated in any Proceedings. IDA also respects its employees' legal right to refuse to engage in unlawful activities and will not take any type of disciplinary action against employees who refuse to engage in unlawful activities. Any employee of IDA who retaliated against another employee in violation of this policy, or encourages another to so retaliate, will be subject to appropriate discipline, up to and including discharge.

6.5 IDA Policy on Record Retention

The IDA will retain written and/or electronic records of documents based on the following retention policy:

Period of Type of Document	Recommended Retention (in years)
American Dental Association – Seventh District Caucus Materials	4 years
Constitution and Bylaws (one copy of each operative set, past and present)*	Permanent
Code of Ethics*	Permanent
Articles of Incorporation*	Permanent
American Dental Association *Bylaws*, Principle of Ethics (one copy of each operative set, past and present)*	Permanent
Journals and Newsletters (at least one copy of each)	Permanent
Advertising Contracts*	6 years from date of publication
Membership Applications*	Permanent
Personnel Records of Applications and Terminations*	Permanent
Other Personnel Reports, such as Garnishments, Attendance Records and Insurance Records	Permanent

*Legal Documents

SECTION 7: TERMINATING EMPLOYMENT

Employment is at will. This means that both the employee and the IDA reserve the right to terminate the employee's services without cause.

7.1 Resignation

Employees who wish to resign are required to provide the Executive Director with a written notice at least two weeks in advance of the effective date.

7.2 Termination Pay and Benefits

Employees who voluntarily resign and give the required minimum notice will be entitled to receive pay for all accrued but unused Personal Time Off (PTO). Employees who are discharged or who do not provide the required notice forfeit any accrued but unused PTO. Employees will not be paid upon termination for accrued but unused CTO days.

###

ADITIONAL INFORMATION TO INCORPORATE

NOTE: This is a live and working document. All feedback is welcome and will be considered. Please scan QR code (located at the beginning and end of this document) to submit corrections, additions or general feedback.

INDIANA DENTAL ASSOCIATION POLICIES

1. Equal Employment Opportunity Policy

It is the IDA's policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, disability, citizenship status, sexual orientation, gender identity, genetic information, military status, or any other category protected by law. This policy applies to employees and applicants and to all phases of employment including hiring, promotion, demotion, treatment during employment, rates of pay or other forms of compensation, and termination of employment.

_____
Initials

2. Accommodations Policy

The Association is committed to complying with its obligation to accommodate applicants or employees who are disabled, pregnant, nursing an infant child or have sincerely held religious beliefs. If you need to request an accommodation, please contact the Executive Director.

i. **Disability Accommodation**: To assist our employees who are or become disabled and those employees who suffer on-the-job injuries, we will make reasonable accommodations to enable them to continue performing the essential functions of their jobs unless doing so would create an undue hardship for the Association. Employees are expected to notify their supervisor or Human Resources of any such need for accommodation. While a request for an accommodation can be made orally, we encourage employees to make their request in writing and to include relevant information, such as a description of the requested accommodation, the reason it is needed, and how it will help the employee perform the essential functions of their job. After receiving a request, we will engage in an interactive dialogue with the employee to determine the precise limitations of the employee's disability and explore potential reasonable accommodations that could overcome those limitations. As part of that process, the Association may require an employee to submit supporting medical documentation showing that the employee has a disability, and that disability necessitates a reasonable accommodation. A failure to cooperate in the interactive process may cause an employee's request to be denied. Determinations about reasonable accommodations will be made on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

ii. **Pregnancy Accommodation**: The Association will not discriminate against an employee or applicant because of pregnancy; will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth, or related conditions; and will endeavor to provide a reasonable accommodation unless doing so will impose an undue hardship on the ordinary operation of the Association's business and consistent with applicable law. Reasonable accommodations may include modifications or adjustments to the work environment or circumstances under which the employee's position is customarily performed, including more frequent or longer bathroom, water intake, or rest breaks; seating accommodations or acquisition or modification of equipment; assistance with manual labor, light duty, or a temporary transfer to a less strenuous or non-hazardous position; job restructuring or a part-time or modified work schedule; appropriate adjustment or modifications of examinations or training materials; assignment to a vacant position; or providing leave.

iii. **Accommodations for Nursing Mothers**: The Association will provide reasonable unpaid break time, or permit an employee to use paid break time, mealtime, or both to express breast milk for the employee's nursing child in accordance with applicable

state or local laws and federal law. The Association will provide a suitable private location (other than a restroom) close to the employee's work area where she can express breast milk in privacy. Retaliation against an employee who requests or takes break time to express breast milk for her infant child is strictly prohibited. Nursing mothers should discuss the length and frequency of lactation breaks and any other questions or concerns regarding this policy with their immediate supervisor.

iv. **Religious Accommodation**: Employees may request an accommodation when their religious beliefs cause a deviation from the Association's schedule, basic job duties, or other aspects of employment. The Association will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on its operations.

_____
Initials

3. Anti-Harassment Policy

IDA is further committed to providing a workplace free of harassment of or inappropriate conduct towards any employee because of the employee's race, sex, religion, age, national origin, disability, sexual orientation, gender identity, genetic information, military status, or any other category protected by law.

Harassing or inappropriate conduct may include, among other things, (1) epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to the protected categories; and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of one of the protected categories. IDA is committed to protecting employees from such harassment or inappropriate conduct whether from other employees or non-employees such as vendors, contractors, or members.

This policy applies to the workplace and work environments extending beyond the employee's regular work site or location. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Specifically included in this policy is a commitment to provide a workplace free of sexual harassment and inappropriate conduct of a sexual nature. Sexual harassing or inappropriate conduct may include, among other things:

1. Unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects that might interfere with a reasonable person's work);

2. Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;

3. An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity; and

4. The use of an employee's or applicant's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

Given the nature of this type of conduct and the serious effects such conduct can have on the complainant and the accused, IDA treats alleged violations of this policy seriously and, to the extent possible, confidentially. IDA expects all individuals to treat alleged violations in the same responsible manner.

If you believe you or any other employee is being subjected to conduct or comments that violate this policy, you are encouraged to and have a responsibility to immediately report these matters to the Executive Director or the IDA President. A complaint should be as detailed as possible, including the names of all individuals involved and any witnesses.

Supervisors who become aware of any potential violation of this policy are required, as a condition of employment, to report the potential violation to the Executive director or the IDA President. Failure to report potential violations will result in appropriate discipline, up to and including discharge.

No action will be taken against any employee because he or she reports behavior believed to violate this policy, or participates in an investigation of such reports, or helped others exercise their right to complain about harassment. All employees are assured that action will be taken to investigate and resolve complaints and that the IDA is firm in its commitment to maintain an environment free of discrimination, inappropriate conduct, and harassment. Violations of this policy will not be tolerated and will result in appropriate discipline action up to and including discharge.

Please help us maintain a comfortable work environment free from discrimination, inappropriate conduct, and harassment.

_____

Initials

4. Conflicts of Interest Policy

It is the policy of the Board of Trustees of The Indiana Dental Association ("IDA"), that IDA's trustees, officers, and employees carry out their respective roles with IDA in a fashion that avoids actual, potential, or perceived conflicts of interest. IDA's trustees, officers, and employees shall have the continuing, affirmative duty to report any personal ownership, interest, or other relationship that might affect their ability to exercise impartial, ethical, and business-based judgments in fulfilling their responsibilities to IDA. This policy shall be further subject to the following principles:

1. Trustees, officers, and employees of IDA shall conduct their responsibilities with respect to contractors, suppliers, agencies, funders, members, and other persons transacting or seeking to transact business with IDA in a completely impartial manner, without favor or preference based upon any consideration other than the best interests of IDA.

2. Trustees, officers, and employees of IDA shall not seek or accept for themselves or any relatives (including spouses, ancestors, and descendants, whether by whole or half blood), from any person or business entity that transacts or seeks to transact business with IDA, any gifts, entertainment, or other favors relating to their positions with IDA that exceed common courtesies consistent with ethical and accepted business practices.

3. If a trustee, or a trustee's relative, directly or indirectly owns a significant financial interest in, or is employed by, any business entity that transacts or seeks to transact business with IDA, the trustee shall disclose that interest or position and shall refrain from voting on any issue pertaining to the transaction.

4. Officers and employees of IDA shall not conduct business on behalf of IDA with a relative or a business entity in which the officer, employee, or his or her relative owns a significant financial interest or by which such officer, employee, or relative is employed, except where such dealings have been disclosed to, and specifically approved and authorized by, the Board of Trustees of IDA.

5. Trustees, officers, or employees of IDA shall complete annually a disclosure statement, in a form prescribed by the Board of Trustees, regarding any actual or potential conflict of interest described in this policy. The disclosure statement shall include information regarding a person's significant financial ownership in any business entity or his or her participation as a director, trustee, officer, or employee of any other nonprofit organization. The Board of Trustees shall be responsible for oversight of, and action regarding, all disclosures and/or failures to disclose.

_____

Initials

5. Whistleblower and Anti-Retaliation Policy

In a continuing effort to build upon the strong corporate governance standard of the Indiana Dental Association (IDA), the Board of Trustees has established procedures for the IDA's employees to convey complaints or to identify concerns (a "complaint") regarding claims of violation of legal and/or regulatory requirements. Such complaints may include, but are not limited to, claims regarding financial reporting and disclosure requirements, preparation of financial statements, accounting practices, internal accounting controls, financial audit matters, matters concerning fraud against IDA, inappropriate use of IDA resources, or other violations of any Code of Ethics established by IDA (collectively, "Disclosure Matters").

IDA also respects its employees' legal right to report actual or suspected unlawful activity directly to government agencies or management, as well as management's responsibility to ensure that IDA employees feel comfortable reporting actual or suspected unlawful activity to government agencies or management. To the extent that IDA employees wish to make an internal complaint with respect to the Disclosure Matters, such employees may follow the policies and procedures outlined below to submit a complaint.

<u>Submitting a Complaint</u>

A Complaint regarding questionable treatment or alleged violation with respect to the Disclosure Matters may be submitted in the following manner to the extent that an employee does not feel comfortable reporting the matter through IDA's current organizational structure (or "chain of command").

1. A Complaint may be submitted in writing, confidentially and anonymously, through internal or regular mail or may be delivered in person to the IDA President (the "President"). The name and address of the President is located on the IDA's Web site.

2. If an employee desires to discuss the matter in person with the President, he or she should submit a written request and include a telephone number at which he or she may be contacted.

3. To the extent possible, any Complaint should be factual and should contain as much specific information as possible setting forth all of the information about which the employee has knowledge.

<u>Handling Complaints</u>

1. Upon receipt of a Complaint, the President, or his or her designee, will investigate the Complaint. In conducting the investigation, the President, or his

or her designee, may retain outside legal or accounting expertise. To the extent possible, all Complaints will be handled in a confidential manner.

2. The President will report to the Board of Trustees, or a committee designated by the Board of Trustees (the "Committee"), all Complaints submitted to him or her since the President's last report, including his or her determination regarding each Complaint and the results, if any, of any investigations.

3. If the Board of Trustees or the Committee determines that a reasonable basis exists for initiating a further investigation into the Complaint, the Board or Committee will appoint one of its members to lead such investigation. In conducting such an investigation, the Board or Committee may retain outside legal or accounting expertise. The President will oversee the investigations.

4. The Board of Trustees of the Committee, together with input from IDA's management, if requested, will determine any appropriate action. It is the responsibility of the Board or Committee to report to IDA any noncompliance with IDA policies and legal and or/ regulatory requirements, and to ensure that IDA management takes the appropriate action as directed by the Board or Committee.

<u>No Retaliation</u>

Neither IDA nor its employees, officers, contractors or agents may retaliate or discriminate against any employee who (a) provides information to governmental authorities or to IDA regarding any conduct that the employee reasonably believes constitutes unlawful activity or a violation of IDA's policies or (b) participates in or otherwise assists with an administrative proceeding, judicial proceeding, or investigation by government agencies, IDA, or the Board of Trustees or the Committee (collectively, "Proceeding"). Specifically, IDA will not discharge, demote, suspend, threaten, harass, or in any other manner discriminate against any employee in the terms or conditions of his or her employment because the employee (a) reported what the employee reasonably believes constitutes unlawful activity or a violation of IDA's policies or (b) participated in any Proceedings. IDA also respects its employees' legal right to refuse to engage in unlawful activities and will not take any type of disciplinary action against employees who refuse to engage in unlawful activities. Any employee of IDA who retaliated against another employee in violation of this policy, or encourages another to so retaliate, will be subject to appropriate discipline, up to and including discharge.

_____
Initials

6. IDA Policy on Record Retention

The IDA will retain written and/or electronic records of documents based on the following retention policy:

Period of Type of Document	Recommended Retention (in years)
American Dental Association – Seventh District Caucus Materials	4 years
Constitution and Bylaws (one copy of each operative set, past and present)*	Permanent
Code of Ethics*	Permanent
Articles of Incorporation*	Permanent
American Dental Association *Bylaws,* Principle of Ethics (one copy of each operative set, past and present)*	Permanent
Journals and Newsletters (at least one copy of each)	Permanent
Advertising Contracts*	6 years from date of publication
Membership Applications*	Permanent
Personnel Records of Applications and Terminations*	Permanent
Other Personnel Reports, such as Garnishments, Attendance Records and Insurance Records	Permanent

*Legal Documents

_____
Initials

7. Recording of IDA Meetings

IDA leadership group meetings (IDA House, Board, Committees and Subcommittees, task forces and subsidiary boards) may be electronically recorded by IDA staff to assist in the preparation of meeting minutes. Staff or the presiding chair should notify attendees that the meeting is being recorded at the onset of the meeting.

Following the preparation of minutes of a meeting and the approval of such minutes (including the approval of any corrections to such minutes) by the leadership group, the recordings, transcripts and notes of each meeting shall be destroyed or erased, unless the IDA executive director or an elected IDA officer has declared a "litigation hold" on recorded or written records of a meeting, in which case all recordings, transcripts, and notes related to such meeting shall be maintained pursuant to the terms of such "litigation hold."

Prior to any permissible destruction or erasure of any recording, transcript, or notes of a meeting of a leadership group, no individual other than (i) a member of such leadership group or (ii) a staff member present during such meeting shall be permitted to review such recording, transcript, or notes without obtaining the prior written approval of an elected IDA officer.

Notwithstanding the foregoing, sessions of the IDA House, Board, task forces, and subsidiary boards containing privileged attorney-client communications shall not be electronically recorded, nor shall such proceedings be included in meeting minutes. Instead, the non-privileged minutes of the meeting at which the attorney-client session takes place shall state that an attorney-client session was held and shall identify the beginning and end times of such session.

Other electronic recordings of leadership group meetings or portions thereof, unless authorized by the IDA President or Executive Director, are not permitted. If staff or the presiding chair of the meeting is aware that another participate is recording the meeting without prior authorization, the participate should be asked to discontinue recording in order for the meeting to proceed.

_____
Initials

By signing below, I acknowledge that I have received and reviewed a copy of the Indiana Dental Association's policies on: **Equal Employment Opportunity, Accommodations, Anti-Harassment, Conflicts of Interest, Whistleblower and Anti-Retaliation, Record Retention and Recording of IDA Meetings.**

I understand that these policies apply to me in my capacity as an **employee, chairperson, officer, or trustee of the Association**. I agree to comply with these policies in support of the Association's mission and ethical standards.

_____
Printed Full Name of Signer

_____
Signature of Signer

_____
Date

Section: IDA Delegates to the ADA and IDA House of Delegates

Overview:

Delegates serve a representative and voting role within the governance structure of the Indiana Dental Association and the American Dental Association. Whether representing IDA at the ADA House of Delegates or serving within IDA's own House of Delegates, Delegates are responsible for advancing organized dentistry by shaping policy, reviewing resolutions, and contributing to strategic discussions.

ADA House of Delegates (ADA HOD)

Role and Expectations:

- Represent Indiana as part of the 7th District Delegation (alongside Ohio).
- Attend all sessions of the ADA House of Delegates, typically held in October.
- Participate in reference committee hearings and floor debates.
- Vote on policy proposals and governance matters affecting the national dental landscape.

Preparation:

- Review all ADA House materials and resolutions prior to the meeting.
- Participate in 7th District Delegation calls/meetings in advance of the ADA HOD.
- Collaborate with fellow Indiana Delegates to discuss strategy and collective priorities.

Time Commitment:

- Travel to the ADA House of Delegates location for several days of in-person meetings.
- Approximately 20–30 hours of preparation and attendance.

Additional Notes:

- Delegates are expected to report back on outcomes and share key takeaways with IDA leadership and members.

IDA House of Delegates (IDA HOD)

Role and Expectations:

- Serve as the legislative body for the Indiana Dental Association.

- Review, discuss, and vote on resolutions, bylaws amendments, and organizational policies.
- Represent your component society and serve as a voice for members in your region.

Preparation:

- Read the House Materials Packet prior to the meeting.
- Communicate with fellow component members to understand local perspectives.
- Attend the Reference Committee hearing to ask questions or share input.

Meeting Participation:

- Participate in both business sessions and any scheduled reference committee hearings.
- Engage respectfully in floor debate and voting.

Time Commitment:

- One full weekend (typically in May) including travel, preparation, and participation.
- 10–15 hours total including pre-meeting preparation.

Additional Notes:

- Delegates are selected by each local component.
- Alternates may be appointed and should be prepared to serve if needed.
- Delegates are encouraged to attend the annual IDA Midwest Dental Assembly.