

## HOW TO START A NDHA COMPONENT

A component organization is composed of local dental hygienists who are licensed, practicing, or residing within a particular state or territory of the United States. A local dental hygienists' organization within a particular state or territory of the United States may become a component organization of the NDHA subsequent to the approval of the NDHA Board of Trustees. The approval process involves:

**A. Letter of Application** – to acquire component status, a charter organization must submit a letter of application to the NDHA. The application letter must include the name of the organization, list of officers, member's names, addresses, phone numbers, and a copy of the component's Constitution and By-Laws. The component Constitution and By-Laws must mirror the NDHA Constitution and By-laws.

**B. Component Membership** – a minimum of 100% of charter members must also be current NDHA members in good standing. A minimum of 60% must remain current NDHA members in good standing to retain the component member status. **Student components** at accredited dental hygiene schools must be established and headed by a current member of NDHA in good standing who is also a faculty member of the dental hygiene program of study.

**C. Approval Process** – upon receipt of the charter organization's letter of application as described in Section 2(A) above, the NDHA Board of Trustees will review the documents submitted and make a determination of eligibility as described in Section 2(B) above. Component membership status will be granted when the applicant satisfies the conditions described in Sections 2(A) and 2 (B).

### **Revocation of Component Membership**

The membership of a component organization may be revoked by 2/3 affirmative vote of the NDHA Board of Trustees for failure to comply with the NDHA Constitution and By-Laws. The component must be given reasonable opportunity to correct the infractions that placed its charter in jeopardy.

### **Component Organizations – Rights and Responsibilities**

Each component organization must adopt and maintain a Constitution and By-Laws and a Code of Ethics. The content of these documents must be consistent with the NDHA Constitution and By-Laws and Code of Ethics. The NDHA Secretary will maintain a copy of each component organization's By-Laws. Each component may establish additional classifications of membership and has the right to assess and collect its own membership dues.

### **Student Membership Information**

A student member is classified as any individual who is a student currently enrolled in an undergraduate program at an accredited school of dental hygiene and has paid the full amount of the student membership dues for the current year. Student members have the right to attend all meetings of the NDHA and the Board of Trustees and receive all correspondence and publications furnished to members by or through the NDHA. Student members do not have the right to vote or hold office.

### **Meetings**

Members of component organizations must establish when they are going to meet, how often, the time (s) of the meetings, and the purpose of said meetings. The purpose of the meetings can include, but is not limited to: 1. Continuing education programs, 2. Fund raising activities to support scholarships for minority dental hygiene students, 3. Mentoring programs for minority dental hygiene students, and 4. Efforts to enhance the recruitment and retention of minority dental hygiene students into the NDHA.