

**KENTUCKY DENTAL ASSOCIATION
EXECUTIVE BOARD MEETING**

KDA Headquarters Building
Louisville, Kentucky
September 27, 2014
10:00 A.M.

1. **CALL TO ORDER.** Dr. Bill Lee called the meeting to order at 10:10 a.m. The following members of the Board were present:

Dr. Ralph Beadle	Dr. Robert Millay
Dr. Garth Bobrowski	Dr. Matt Milliner
Dr. Barry Curry	Dr. BJ Moorhead
Dr. Ansley Depp	Dr. Karen Nation
Dr. Dennis Price	Dr. John Roy
Dr. H. Fred Howard	Dr. John Sauk
Dr. William Lee	Dr. John Thompson
Dr. John Lowe (representing Dr. David Narramore)	Dr. Sharon Turner
Dr. Julie McKee	

Staff members present were Mr. Todd Edwards, Mrs. Janet Glover, Dr. John Thompson, Interim Executive Director, and Mr. Richard Whitehouse.

2. **INVOCATION.** Dr. John Thompson gave the invocation.
3. **INTRODUCTIONS.** Mr. Richard A. Whitehouse Introduction to KDA Executive Board.

Our Executive Director Search Committee has had a busy spring and summer. This committee consisted of Dr Ansley Depp, Dr Sharon Turner, and Dr William Lee. Eighty-seven applications were reviewed, Skype interviews were done and much evaluation, and thoughts were compiled to come up the final three candidates.

On August 16, 2014, the KDA Executive Committee met with the Executive Director Search Committee for the final three interviews. The Executive Committee met and after much thought and discussion wants to make a recommendation:

As Chair of the Executive Committee I want to introduce Mr. Richard (Rick) Whitehouse to the KDA Executive Board.

The Executive Board members have been sent Mr. Whitehouse's bio information prior to this meeting.

At this time I want to present Mr. Rick Whitehouse to our KDA Executive Board and Chairman, Dr. Bill Lee:
Mr. Richard Whitehouse

4. **APPROVAL OF MINUTES.** The minutes of the August 9, 2014 meetings of the Executive Board was approved.
5. **EXECUTIVE SESSION.** The Executive Board moved into Executive Session for the purpose of discussing personnel matters.

MOTION: Dr. Ralph Beadle moved to welcome and accept Mr. Richard A. Whitehouse as Executive Director of the Kentucky Dental Association. The motion was seconded by **Dr. Matt Milliner**.

ACTION: ADOPTED.

MOTION: Dr. Fred Howard moved a supplement to the first draft contract with Richard A. Whitehouse will be negotiated by the Executive Committee and Mr. Richard A Whitehouse. The motion was seconded by **Dr. Garth Bobrowski**.

ACTION: ADOPTED.

6. REPORT OF THE EXECUTIVE COMMITTEE.

Dr Moorhead (Chairman of the Council on Legislative Affairs) came before the Executive Committee and requested help with partial funding to attend the ADA meeting in San Antonio. The Executive Committee is stepping up our legislative efforts in conjunction with the Council on Legislative Affairs, the KDPAC and our local and state legislators. These increased efforts are related to the shifting Health Care Policies.

Information gained at the ADA meeting will be critical in our policy development in the next year. There will be a net SAVINGS to our organization because of the fewer numbers in our ADA delegation going to the ADA MEETING. We are budgeted for a larger delegation.

The Executive Committee voted to help with some of the housing costs for Dr. Moorhead to attend the ADA meeting, but it is the Executive Board's final decision.

Respectfully submitted,
Dr Garth Bobrowski
KDA President, Chair, Exec. Committee

The KDA Executive Board agreed to pay up to six nights of lodging at the 2014 ADA Meeting for Dr. BJ Moorhead.

7. REPORT OF THE PRESIDENT. Dr. Garth Bobrowski submitted the following report:

Updates and beginnings

1. We have a meeting with the policy makers in Frankfort on Medicaid later in October.
2. Build a platform in our effort to battle the illegal practice of dentistry.
 - A. Executive Board voted to be against the illegal practice of dentistry
 - B. Resurrect the KDA denture access program
 - C. Increase efforts to advertise to the public the KDA's denture access program and that many of our dentists are already offering multiple levels of (ADA approved materials) partial and full dentures

- D. Dr. Bill Collins will head this up including different denture making options; i.e. laurel denture technique
3. Member benefit: HR information in the KDA Journal by Mr. Rick Whitehouse.
4. Rick Whitehouse and John Thompson will be going to various dental offices across the state in October Dennis Price, Chad Street, Beverly Largent, Garth Bobrowski
5. Public Health Boards – Dr Bobrowski/ Dr. Julie McKee – dentist involvement

Respectfully submitted
Garth Bobrowski, DMD

8. **REPORT OF THE EXECUTIVE DIRECTOR.** Dr. John Thompson submitted the following report:

***KENTUCKY DENTAL ASSOCIATION EXECUTIVE BOARD
September 27th 2014***

Interim Executive Director Report

You have received monthly reports through August 31st.

September has been largely spent on administrative functions associated with:

- Completing the rewrite of the EMPLOYEE HANDBOOK
- Reviewing the OPERATIONS MANUAL for consistency.
- Preparing a new Employment Contract for our Executive Director.

September 13th was spent with the Kentucky Board of Dentistry.

- They don't answer the phone but they do work hard and we have a very good relationship
- That relationship will be best served by the liaison ceasing to be attendance at our KDA EB.
 - Direct correspondence between Rick Whitehouse and David Beyer will be a better and more direct means of communication.

September 16th was an all day Seminar on Healthcare held at the Seelbach

- The take away is that there is no public policy that supports the private practice model that has been the standard for dentistry.

- Population Outcomes +Cost +Patient perceived satisfaction are driving forces.
- There has been no forum in the past six months that dentistry has not been at least mentioned and most often discussed.
 - albeit not a particularly deep or knowledgeable conversation.

1. We have to be at the table.

September 17th President Garth and I attended the Eastern Dental Society meeting and we were hosted by EDS President Nancy Musseter.

September 18th We attended the LDS meeting along with Sherman Brown.

- It was an interesting and enjoyable evening.
 - I do wish attendance had been better, but I think the word was out on the program.

September 26th (Yesterday) I had an almost two hour coffee meeting with Emily Whelan Parento, the Executive Director of the Cabinet for Health and Family Services Office of Health Policy.

- Emily has a JD and LLM and is truly the 30,000 foot visionary and author of KYHEALTHNOW.

It has been a great time for Carole and I. We have a real appreciation for the progress that Louisville has made in finally becoming a first class city. We have really enjoyed our time here.

- You have been a fabulous group to work with and I wish you all the best.
 - I am not going to disappear, but after October 29th I might be scarce.

9. UNFINISHED BUSINESS.

KDA Policy Statement on Workforce

It is the Mission of the Kentucky Dental Association to promote the delivery of ethical care, based on both established and emerging scientifically sound principles. The Kentucky Dental Association, in unison with the American Dental Association supports the provision of oral health care within a dentist directed dental home. The dental home provides treatment, inclusive of all aspects of oral health care delivery, in a comprehensive, continuously accessible, coordinated and family-centered way. The dental home takes into consideration the patient's age, developmental status, and psychosocial well-being and is appropriate to the needs of the family. (1) It is the purpose of this policy to explore workforce issues with an emphasis on the dental home, with the dentist as the team leader. The Kentucky Dental Association acknowledges that raising the oral health status of Kentucky residents will take the work of the profession, legislators, educators, and the recipients of dental care.

The Report of the Surgeon General in 2000 brought to light the disparities in oral health care in the United States. The report linked oral health to general health and noted that dental disease inhibits activities in work, family and school, and significantly diminishes quality of life. (2) In 2004 Kentucky lead the nation in missing teeth among people age 65 or older. Twenty Seven percent of the State's population had lost six or more teeth to decay or gum disease. Half of Kentucky's children have decay in their primary teeth, and approximately 47 percent of children below age 5 had untreated dental problems. Dental disease disproportionately affects those in poverty. (3)

Access to dental care in Kentucky is a many pronged problem, and is not easily addressed. One factor is a shortage or maldistribution of dentists in the state. In Appalachia there is a ratio of

3.5 dentists per 10,000 people. In Western Kentucky the ratio is 3.6, Northern Kentucky 4.1, Louisville, 7.0 and Central Kentucky 6.6. (4) The ADA recommendation is 6.0 dentists per 10,000 population. However every county in Kentucky except two have a dentist. (Need a reference) Another factor which limits access is the number of dentists participating in Kentucky Medicaid Program. Participation is hindered due to excessive administrative burden, low reimbursement levels and the high rate of failed appointments. According to recent testimony from dentists in Central and Eastern Kentucky, a practice model with even a moderate amount of Medicaid patients is not a sustainable model. This is due primarily to low reimbursement, which does not cover overhead, and multiple failed appointments. (5) Without significant policy changes in the Medicaid Program, there will be no new providers. Enticing existing providers, who currently practice in rural areas will greatly decrease the access problem currently existing in these areas. Even creating a new provider, or health care extender to provide dental treatment in the underserved areas could not be sustained without significant tax payer support.

Inequities in dental care are caused by multiple factors including oral health literacy, lack of understanding of English, societal and cultural differences, transportation and geography, as well as financial limitations. (6) Health literacy is being addressed in Kentucky with the establishment of the Public Health Hygienist, who works under the supervision of the governing board of health. This hygienist can provide preventive services in local health departments, public or private educational institutions that provide Head Start, preschool, elementary and secondary instruction to school-aged children, and mobile and portable dental health programs.(7)

A program which could impact cultural differences in Kentucky is the Community Dental Health Coordinator. This dental team member is typically recruited from the same communities in which they will serve. The CDHC focuses on oral health, linking the people in the community to dental services, and assisting in transportation or child care, or whatever barrier there is to obtaining dental care.

Kentucky has been in the fore front in the expansion of workforce with the expanded function dental assistant. Kentucky assistants with proper certification can perform coronal polishing, Radiography, Expanded functions (under the direct supervision of a dentist providing reversible services), and IV placement.(8) The ADA Future of Dentistry Report in 2001 recommended an “elastic” workforce by recommending an “Increase (in) the availability and use of allied dental personnel, under appropriate supervision by dentists. This approach is a quick and cost-effective way to increase the ‘elasticity ‘of the dental workforce.” (9) This expansion of the workforce should be encouraged to expand the treatment ability of the dentist, and lower overhead cost.

The 2006 Statewide Oral Health Strategic Plan for the Commonwealth of Kentucky lists as a goal to “Assess the past, present and future status of the dental workforce in Kentucky and develop a work-plan to address identified needs.”(10) Given the state of dental health in Kentucky, it is obvious that dental prevention is the key to improved oral health of Kentucky citizens. It is imperative that we take steps to educate individuals that good dental health is

obtainable, and poor health is not a result of aging, or genetic predisposition. Increased numbers of technicians with limited education to “drill and fill” will only fulfill a short term, expensive solution, requiring steep educational investment, and provide treatment of the result of disease, and not the cause.

Studies addressing the technical quality of dental therapists equate it with the quality of restorative care of the dentist. There are, however no studies to determine how the non-dentist provider performs in the fields of diagnosis, pathology, trauma care, pharmacology and treatment plan development. The ability to provide technical care does not translate into providing oral health care specific to the needs of the patient, taking into consideration the patient’s health history, culture and family needs. (11)

The Kentucky Dental Association believes that all citizens deserve high quality treatment within the dentist directed dental home. The Association believes the dental health needs of the citizens can best be met with the enhanced use of expanded functions dental assistants, and the public health hygienist. The KDA believes that the potential for the Community Health Coordinator in Kentucky should be explored. Educational models for the CDHC currently exist, and this dental auxiliary has the potential to offer preventive dental education to the community, act as a navigator for those in need of dental treatment, and help provide the needed access for dental treatment. The Association supports the conclusion of the Strategic Plan for Oral Health: that the oral health needs of the citizens should be re-evaluated on a regular basis, and workforce plans established on established and emerging scientifically sound science.

1. American Academy of Pediatric Dentistry. Definition of dental home. *Pediatr Dent* 2010; 32 (special issue):12.
2. US Dept of Health and Human Services. Oral Health in America: A Report of the Surgeon General. Rockville, Md: US Dept of Health and Human Services. National Institute of Dental and Craniofacial Research, National Institutes of Health , 2000.
3. Kidshealth.ky.gov/en/healthysmiles/*
4. 4. [Http://kyoralhealthcoalition.org/wp-content/uploads/2014/08/rate-of-general-and-pediatric dentists.*](http://kyoralhealthcoalition.org/wp-content/uploads/2014/08/rate-of-general-and-pediatric-dentists.*)
5. Testimony to the Kentucky Medicaid Cabinet by Dr. Garth Bobrowski and Dr. Fred Howard, July 21, 2014.*
6. American Dental Association. Breaking down barriers to oral health for all Americans: The role of workforce. A statement from the American Dental Association. February 22, 2011. Available at http://www.ada.org/sections/advocacy/pdfs/ada_workforce_statement.pdf. Accessed August 22, 2014

7. Kentucky Board of Dentistry, Public Health Registered Dental Hygienists, KAR 8:562 Sec. 15. At “dentistry.ky.gov/hygienist_information” Accessed August 25, 2014*
8. Kentucky Board of Dentistry, Dental Assisting, 201KAR 8:201 Section 2: At dentistry.ky.gov/dental_assistants. Accessed August 22, 2014*
9. American Dental Association. *Future of Dentistry*. Chicago: American Dental Association, Health policy Resource Center:2001
- 10.Statewide Oral Health Strategic Plan. The Commonwealth of Kentucky 2006. Chfs.ky.gov/NR/rdonlyres/69AAOFAC-rr79-49Dr-8B5F-BD350C4DFAC-4479-49D4-8B5BD350C4E7594/0/262366UofKRoundIII.pdf”*
11. American Academy of Pediatric Dentistry, Policy and Guidelines. *Policy on Workforce Issues and Delivery of Oral Health Care Services in a Dental Home*. 2011. WWW.aapd.org/media/Policies_Guidelines/P_WorkforceIssues.PDF *

All reference with asterisk need to be revised for proper formatting.

MOTION: Dr. Fred Howard moved to accept the white paper as KDA policy. The motion was seconded by **Dr Ansley Depp**.

ACTION: ADOPTED.

BUDGET COMMITTEE APPOINTMENT. Dr. KAREN NATION was appointed to the KDA Budget and Finance Committee.

10. NEW BUSINESS.

KDA EXECUTIVE BOARD MEETING DATES. It was decided the next two KDA Executive Board meetings will be November 1st, 2014 and February 28th, 2015, both at 10:00 am at the KDA Headquarters building Louisville, KY.

SOP MANUAL. Dr. Fred Howard moved the make changes to the SOP manual to reflect policies according the KDA Bylaws. The motion was seconded by **Dr Garth Bobrowski**. The manual is attached at the end of these minutes.

MOTION: ADOPTED.

NATIONAL DENTAL ASSOCIATION ATTENDANCE. Dr Ansley Depp moved to purchase a ½ page in NDA program for the amount of \$600.00. The motion was seconded by **Dr. Garth Bobrowski**.

ACTION: ADOPTED.

11. **EXECUTIVE SESSION.** The Executive Board moved into Executive Session for the purpose of discussing personnel matters.

MOTION: Dr Ansley Depp moved The Proposed Kentucky Dental Association Employee Handbook Group Dental Plan is amended to provide an employee Maximum of \$2500 per year in benefits. The motion was seconded by **Dr. Fred Howard**.
The manual is attached at the end of these minutes.

ACTION: ADOPTED

MOTION: Dr. Fred Howard moved The Proposed Kentucky Dental Association Employee Handbook be approved as presented with one amendment to provisions of the KDA Dental Plan. The motion was seconded by **Dr. Ralph Beadle**.

ACTION: ADOPTED.

MOTION: Dr. Barry Curry moved The Kentucky Dental Association provides a \$500 donation in support of the University of Kentucky College of Dentistry Women's Dental Association project for Abused Women. A sign will be provided by the KDA congratulating these students for their efforts. The Motion was seconded by **Dr. BJ Millay**.

ACTION: ADOPTED.

12. **ADJOURNMENT.** **Dr. Barry Curry** moved to adjourn. The meeting was adjourned at 1:15 PM.

Respectfully submitted

Theodore E. Logan, Jr. DMD
Secretary-Treasurer

Kentucky Dental Association

1920 Nelson Miller Parkway Louisville, KY 40223-2164 502-489-9121

KDA OPERATIONS AND **EMPLOYEE** **HANDBOOK**

FIRST ADOPTED JUNE 1981 WITH REVISIONS 1986,1991, 1996 & 2014

Effective Date __January 1, 2015_____

KDA Executive Board Adopted September 27, 2014

EMPLOYEE HANDBOOK

Table of Contents

Title Page

Welcome to THE KENTUCKY DENTAL ASSOCIATION

Disclaimer	5
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Introduction

KDA Mission Statement	6
Career Opportunities	6
Open Door Policy	6
Code of Conduct	6

Documented Workers

Worker Documentation	7
----------------------------	---

Employment

At-Will-Employment	7
Equal Opportunity Employment	7
Eligibility For Employment	7
Familial Employment	7
HIPAA Notice and Privacy Practices	8
Moving Expense for Relocation	8
Part-Time Employment	8
Employment of Minors	8
Minimum Wage	8
Criminal Convictions	8
Violence	8
Weapons	9
Alcohol, Drugs & Illegal Substance Abuse	9
Sexual and Other Unlawful Harassment	9
Domestic Violence Statement	10
Job Postings	10
Seniority.....	10
Employment Evaluation	10
Personnel File	10

Policies & Procedures

Attendance	11
Work Schedule Requirements	11
Staff Meetings	11
Lunch Break	11
Breaks	11
Workplace Dress Code	11
Medical Attention	12
Compensation	12
Overtime	12
Mileage Expense For Use of Personal Vehicle	12
Wage and Salary Disclosure	12

Payroll Schedules	13
Paychecks.....	13
Payroll Deductions for Taxes, FICA and Medicare	13
IRA's - Individual Retirement Accounts	13
Telecommuting or Working Away From the Office	13
Performance & Evaluation Reviews	13
Reimbursement of Expenses	13
Reporting Personal Information Changes	14
Gifts, Entertainment & Meals	14
Personal Property	14
Personal Cell Phone Calls	14
Text Messaging	14
Personal Safety	14
Food & Beverage	15
Smoking	15
Office Parties	15
Solicitation	15

Association Property

Confidential Information Security	15
Facilities Security	15
Office Supplies, Postage & Company Accounts	16
Association Vehicles	16
Association Equipment	16
Phone Systems, Voice Mail and Personal Calls	16
Conservation and Recycling	16

Computer Related

Computers and Related Equipment	16
Internet	17
Email & Electronic Communication	17

Policies for Leave of Absence

Eligibility	18
Personal Leave of Absence	18
Sick / Personal Leave	18
Short-Term Disability Leave	18
Unpaid Family & Medical Leave	19
Funeral Leave	19
Jury Duty	19
Military Duty	19
Severe Weather Closings	19

Benefits

Overview	20
Eligibility	20
Group Dental Plan	20
Group Medical Insurance	20
Life Insurance Policies	21
401K Plan	21
Retirement	21

Worker's Compensation	21
Holidays	21
Vacations	22
Vacation Schedules	22
COBRA	23
Discipline Policies	
Problem Resolution	23
Violation of Company Policy	23
Termination of Employment	
Termination	24
Severance	24
Acknowledgement	
Notice	24

Welcome to THE KENTUCKY DENTAL ASSOCIATION

The following pages contain information regarding many of the policies and procedures of the Kentucky Dental Association. These policies are a condition of employment. Labor relation laws require that all employers maintain a written policy that is applied non-discriminately to all employees.

If you have questions or need assistance reviewing this document, please contact: KDA Executive Director at 502-489-9121

Office hours are:

Monday through Friday: 9 am to 5 pm.

Our main phone number is 502-489-9121

For life threatening emergencies call 911.

For facility emergencies call 502-693-4646

Disclaimer

This handbook is intended only to outline the employment policies, procedures and benefits of the Kentucky Dental Association. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. KDA reserves the right to change employment policies, procedures, benefits or this manual at any time without notice. It is the responsibility of the employee to stay abreast of policy. The KDA will make every effort to notify employees of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

Introduction

KENTUCKY DENTAL ASSOCIATION Mission Statement

The mission of the Kentucky Dental Association is to serve, enhance, and represent all aspects of the dental profession in Kentucky and to promote the oral health of the public we serve by:

- ***Maintaining a public voice supported by a high level of active membership.***
- ***Providing a high level of support and services for our membership.***
- ***Promoting the delivery of ethical care, based on both established and emerging scientifically sound principles.***
- ***Being the advocate for the dental profession and oral health in public and governmental arenas.***

Career Opportunities

It is our desire to see each and every employee achieve their highest potential. We will do our best to provide the opportunity and offer training, education and guidance whenever possible. See your immediate supervisor if you have questions.

Open Door Policy

It is our objective to provide a work environment free from elements that would deter employees from performing their best work. All concerns may be expressed through our open door policy. Management at the Kentucky Dental Association maintains this open door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input.

If you feel you have been discriminated against in any way, you are encouraged to express concern through this open door policy.

Code of Conduct

Employees of the Kentucky Dental Association are to conduct themselves in a responsible, professional and ethical manner. Report any unethical or dishonest behavior to your immediate supervisor.

Reported activities will be investigated by appropriate Kentucky Dental Association leadership team members. The leadership team will determine appropriate means for resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination.

Documented Workers

Worker Documentation

The Immigration Reform and Control Act outlines requirements for worker documentation, via a Form I-9, as follows:

The Kentucky Dental Association requires employees to submit a Form I-9. All new employees must complete Section 1 of a Form I-9 no later than close of business on his/her first day of work. The employee's signature holds him/her responsible for the accuracy of the information provided. No documentation from the employee is required to substantiate Section 1 information provided by the employee.

The Kentucky Dental Association reserves the right to revise this policy without notice to comply with state and federal law.

Employment

At-Will-Employment

Unless otherwise defined in an employment contract, all employees at the Kentucky Dental Association are “At Will Employees”. This employment status allows the employee or the Kentucky Dental Association to immediately terminate the employment relationship at any time with or without advance warning, and with no subsequent liability. Termination of employment may happen for good cause, bad cause, or no cause at all.

Equal Opportunity Employment

Employees are hired based solely on Kentucky Dental Association personnel requirements and the qualifications of each individual candidate.

We will not tolerate nor condone discrimination due to age, race, color, religion, sex, national origin or disability. We will comply with the spirit and letter of all local, state and federal laws pertaining to employment. Furthermore, we will not discriminate due to age, race, color, religion, sex, sexual orientation, gender identity, national origin or disability when making decisions regarding termination of employees.

Any questions or concerns regarding any aspect of this policy should be directed to the Kentucky Dental Association Executive Board.

Eligibility for Employment

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 may be required for employment.

Familial Employment

The Kentucky Dental Association does not hire family members or relatives of employees.

HIPAA Notice and Privacy Practices

The Health Insurance Portability and Accountability Act (HIPAA) include components to ensure that your personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. It is designed to ensure that protected health information is protected during its collection, use, disclosure and destruction of records at the Kentucky Dental Association. Breach of this policy should be reported to the Kentucky Dental Association Executive Board.

Moving Expense for Relocation

The Kentucky Dental Association does pay some relocation expenses for new hires or employees offered positions requiring relocation if the distance of the move is fifty miles or greater. The amount of expense refunded may vary based on the employment position in question, the distance of the move and other factors to be determined by the Kentucky Dental Association Executive Board.

Part-Time Employment

The Kentucky Dental Association does offer part-time employment positions. An employee who works anything less than 35 hours is a part-time employee unless specifically agreed otherwise. Direct all questions regarding benefits for part-time workers to the Executive Director.

Employment of Minors

The Kentucky Dental Association does not offer employment to minors.

Minimum Wage

The Kentucky Dental Association adheres strictly to minimum wage standards as outlined by the United States Government.

Criminal Convictions

Criminal convictions are taken seriously at the Kentucky Dental Association. We reserve the right to disqualify any employment applicant that has been convicted of a criminal offense.

Furthermore, conviction of a crime during employment may result in an automatic termination. The Kentucky Dental Association will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination.

Violence

Threats of violence or acts of violence are strictly prohibited. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination. Report any such activity to the Executive Director or the Kentucky Dental Association Executive Board.

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A “weapon” can also be any object which would do harm to another when used as such. The Kentucky Dental Association shall deem any such object a “weapon” for the purpose of enforcing of this policy.

Possession of weapons is prohibited on company property except as in compliance with Kentucky’s Conceal and Carry Permit statutes. Possession of a weapon and appropriate permit must be reported to the Executive Director. Any employee on duty or on company premises in possession of a non permitted weapon will be subject to appropriate disciplinary action, up to and including termination.

Alcohol, Drugs & Illegal Substance Abuse

Possession of alcohol, illegal drugs or other illegal substances is not permitted on company property, or while on duty in the employment of the Kentucky Dental Association. It is understood that alcoholic beverages may at times be present on property as a part of a legitimate association function and this is not a factor in this policy. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees having alcohol at their work station on KDA property or consuming alcohol during posted office hours will be placed on immediate suspension without pay for a minimum of two weeks. Employees failing to adhere strictly to this policy will be subject to further disciplinary action, up to and including termination. Report any suspicious activity to the Executive Director or the Kentucky Dental Association Executive Board.

Sexual and Other Unlawful Harassment

It is the objective of the Kentucky Dental Association to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment.

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

Sexual harassment refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior which would not occur but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting to the work environment.

If you or a co-worker experiences what you believe to be sexual harassment or accusations of sexual harassment, report it promptly to the Executive Director or the Kentucky Dental Association Executive Board. We will investigate any employee, regardless of job position when such allegations are made. Based on available information, the Kentucky Dental Association will take appropriate action and communicate on a need-to-know basis.

Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual harassment charges determined to be valid.

Domestic Violence Statement

The Kentucky Dental Association recognizes that domestic violence can have an adverse impact on employee job performances and may also impact co-worker's performance.

The Kentucky Dental Association will assist employees affected by domestic violence, both the victim and the abuser, within reasonable guidelines. Information will remain confidential as long as the safety of others is not at risk.

Job Postings

The Executive Director or the Kentucky Dental Association Executive Board does not post available hiring positions for consideration of current employees.

Seniority

The Kentucky Dental Association does not consider length of continuous service when making decisions for advancement, job placement, layoffs or staff reductions.

Employment Evaluation

All employees will be under "evaluation" for the first three months of employment. Your immediate supervisor will be responsible for evaluating your performance, aptitude and compatibility with co-workers. At the end of the evaluation period, you may be invited to become a full-time employee, which may entitle you to additional benefits. In the event your evaluation information indicates you do not qualify, your employment may be terminated.

Personnel File

The Kentucky Dental Association maintains a confidential personnel file for each employee. Files are controlled by the Executive Director or the Kentucky Dental Association Executive Board. Employees must acquire permission to view his or her personnel file from the Executive Director or the Kentucky Dental Association Executive Board. These files are the property of the Kentucky Dental Association. No documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential and access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.

Policies & Procedures

Attendance

Punctual attendance is essential for efficient job performance and is a mandatory condition of continued employment. In cases of absence for any reason, notify the Executive Director or the office staff as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination.

Work Schedule Requirements

With variations in work load based on demand from our member clients, it is our responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work overtime be it pre-planned or spontaneous. Overtime is mandatory when required; it is a condition of employment.

Staff Meetings

Group meetings of several employees as well as meetings of all employees are occasionally scheduled. Every effort is made to schedule these meetings during the hours worked by the vast majority of employees. Written notification for mandatory meetings will be distributed in advance. All employees are required to attend, when requested, even if it is not during their scheduled work hours.

Lunch Break

Regardless of shift worked, all employees are required to take a lunch break. Lunch breaks are for up to one hour. Schedules may vary from employee to employee, based on work schedule.

Breaks

It is in the best interest of our employees and the Kentucky Dental Association to provide a break from work several times throughout the work day. Typically, you will receive two refreshment breaks, one before and one after the meal break. Schedules may vary from employee to employee, based on work schedule.

Workplace Dress Code

The Kentucky Dental Association encourages employees to dress comfortably, with consideration given to maintaining a professional appearance. Appropriate attire should be worn at all times, in keeping with commonly recognized standards. If you interface with clients or are scheduled to meet with clients on an occasional basis, be prepared and dress appropriately. Be considerate of the company's image as well as your image with our member clients and your co-workers.

Medical Attention

The Kentucky Dental Association requires employees to notify a supervisor when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee.

Compensation

Compensation for employment is based on performance. Rates are established by mutual agreement between the employee and the Kentucky Dental Association Executive Director. Raises also, are based on performance, growth and productivity. All requests for salary increases and/or promotion will be fairly considered by the Executive Director. Employment is based on an as-needed basis. Employees are not guaranteed tenure or retirement benefits.

Overtime

Employees will be compensated for overtime at the rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of eight up to and including 12 hours in any workday, and for the first eight hours of work on the seventh consecutive day of work in a workweek. The employee will be compensated at double the employee's regular rate of pay for all hours worked in excess of 12 in any workday, and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek.

All hours during a work week that are calculated in the total for overtime must be hours actually worked. Vacation, sick days, personal days to any other non-working benefit days do not count in the calculation of overtime.

Where possible and in compliance with all Fair Labor practices, compensatory time may be considered at the employee's option.

Mileage Expense for Business Use of Personal Vehicle

The Kentucky Dental Association will compensate an employee for use of their personal vehicle in the fulfillment of company business. All expenses must be pre-approved by the employee's immediate supervisor. If approved, the IRS rate per mile will be paid for documented business travel.

Wage and Salary Disclosure

Compensation programs are confidential between each individual employee and the Kentucky Dental Association. Disclosure of wages or compensation to any third party or other employee is prohibited and will be subject to appropriate disciplinary action, up to and including termination.

Payroll Schedules

Employees are paid semi-monthly. Paydays are the 15th and the last day of the month. In the event payday falls on a holiday or weekend, paychecks will be distributed the day prior.

Paychecks

Payroll checks shall be distributed on payday as established in the Payroll Schedule section of this handbook. Federal, state and any other required taxes will be withheld from wages as will any voluntary deductions.

Payroll Deductions for Federal Tax, State Tax, FICA and Medicare

As required by law, the Kentucky Dental Association withholds taxes from employee earnings, as well as social security (FICA) and Medicare. The Kentucky Dental Association also participates in matching programs, as required.

IRAs - Individual Retirement Accounts

The Kentucky Dental Association encourages employees to plan for retirement. IRA savings programs offer the employee advantages for retirement as well as tax savings at the time of purchase. Contact KDAIS for details and information regarding automatic payroll deductions.

Telecommuting or Working Away From the Office

Electronic media opens the door to new opportunities for working away from the office. There may be certain and specific circumstances where doing so could benefit both the employee and the Kentucky Dental Association. All arrangements for such activities are at the discretion of the Executive Director and considered temporary and may be terminated without notice.

Performance & Evaluation Reviews

Annual performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to the Kentucky Dental Association are also reviewed and documented. The Executive Director will discuss job requirements for your duties and identify your specific skills. Together you will establish plans for your growth and development. All performance reviews will become a permanent part of your personnel file.

Reimbursement of Expenses

Expenses to be reimbursed by the Kentucky Dental Association must be approved in writing prior to expenditure. To receive reimbursement you must furnish the Assistant Executive Director with two items: receipts for all expenses (other than per diem or mileage) and a properly completed expense form (available from the Assistant Executive Director).

We appreciate your expenditures on behalf of the Kentucky Dental Association and will make every effort to reimburse you in a timely fashion. If you require an advance for expenses, see the Assistant Executive Director or Kentucky Dental Association Secretary-Treasurer..

Reporting Personal Information Changes

Employees must notify the Assistant Executive Director whenever there is a change in their personal information on file with Kentucky Dental Association. This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage.

Gifts, Entertainment & Meals

The Kentucky Dental Association employees and their families are not allowed to give or receive business gifts, favors, meals or entertainment to or from any clients, vendors or suppliers of the Kentucky Dental Association, except as approved by the Executive Director or the Kentucky Dental Association Executive Board.

If you or a co-worker is approached to give or receive such gifts you are required to request permission from the Executive Director or the Kentucky Dental Association Executive Board.

Personal Property

The Kentucky Dental Association is not responsible for personal property of employees within facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by the Kentucky Dental Association, will be removed without notice. As always, be considerate of the Association's image as well as your image with member clients and co-workers.

Personal Cell Phones and Calls

Use of personal cell phones, mobile phones or personal digital assistants is approved for business contact during standard working hours. Please limit personal calls to communication regarding urgent family matters where time is of the essence.

Text Messaging

Use of personal cell phones, mobile phones or personal digital assistants for text messaging is approved for business contact during standard working hours. Please limit personal text messaging to communication regarding urgent family matters where time is of the essence.

Personal Safety

At the Kentucky Dental Association the safety of our employees is a top priority. We will make every reasonable effort to ensure the safest working environment possible. If you have suggestions or concerns, discuss them with the Executive Director or the Kentucky Dental Association Executive Board. If you feel you are in danger performing your job duties, stop working and report the hazard to the Executive Director. Failure to comply with all health, safety and environmental policies and procedures may result in disciplinary action, up to and including termination.

Food & Beverage

Food and beverage is discouraged within immediate proximity of any computers, servers, related hardware, application storage areas or production equipment. In all other areas, employees should be mindful of potential business visitors within their work area.

Smoking

Smoking is not allowed in Kentucky Dental Association facilities. Smoking is allowed only in designated areas outdoors. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles.

Office Parties

Office parties for employees of the Kentucky Dental Association may be held on company premises with permission from the Executive Director or the Kentucky Dental Association Executive Board.

Solicitation

As a courtesy to other employees, the Kentucky Dental Association does not allow solicitation of political information, religious information or items for sale. Solicitation for sale of items involving fund raisers for school projects and the like may be considered. See the Executive Director for approval.

Association Property

Confidential Information Security

As a matter of course, employees of the Kentucky Dental Association will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, member client lists, contractual agreements, intellectual property and marketing strategies. It is a condition of employment that you not disclose this information to third parties during or after employment. Disclosure of Kentucky Dental Association confidential information without express written approval is prohibited. Failure to comply with this policy may result in disciplinary action, termination of employment, and/or legal action.

Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility access shall make certain the facility is secure when that employee is the last to leave. This includes, but is not limited to, turning off appropriate lights, closing and locking all doors and windows and setting the security alarm.

Report any potential security risks to the Executive Director or the Kentucky Dental Association Executive Board.

Office Supplies, Postage & Company Accounts

Kentucky Dental Association postage, postage systems, shipping accounts, and accounts with various vendors and suppliers are to be used for Association purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

Association Vehicles

Use of Association vehicles for personal purposes is prohibited. If you have been assigned a company car, it should be used strictly for Association business and for travel to and from Association business locations and activities. A mileage log will be maintained for use of any KDA vehicle.

Association Equipment

Association property, such as laser printers, copiers, and computers and all office tools and supplies are to be used for Kentucky Dental Association business purposes only. Use of unauthorized equipment or supplies may result in disciplinary action, up to and including termination.

Phone Systems, Voice Mail and Personal Calls

Telephone systems, equipment and operators are in place to provide business services of the Association. Employees are to limit the personal use of these items to legitimate emergencies. Lengthy calls should be made during breaks and on a personal cell phone device.

Long distance calls, outgoing or incoming, for personal use are prohibited.

Conservation and Recycling

Conserving energy and resources is a priority at the Kentucky Dental Association. Employees are required to conserve power and water in all reasonable ways. Recycling containers are provided for collection of recyclable materials.

Computer Related

Computers and Related Equipment

The Kentucky Dental Association provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of the Association. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination.

Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify the Assistant Executive director.

Employees shall not use Association systems to knowingly violate any city state or federal laws.

Computer games and personal software may not be installed on Association equipment.

Association equipment shall not be used to create or store personal information or projects.

Association equipment shall not be used to store or display images depicting violence, sexually explicit material or are racially offensive material.

Software installed on Association computers must be properly licensed and installed at the direction of the computer systems supervisor.

Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

Internet

Association computer systems, connected to the internet, are connected for business purpose only. Accessing the internet for personal use is prohibited. Employees are expressly prohibited from allowing any third party to use Association-provided computers or internet services.

Conducting Association business on the internet must be done following all guidelines and policies for conducting business in conventional settings.

Do not expect privacy on Association computers. Our software and systems may have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system.

The Kentucky Dental Association maintains the right to limit internet access.

The Kentucky Dental Association will comply with any reasonable requests from law enforcement to review internet activities of any employee.

While accessing the internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent the Kentucky Dental Association to the world at large while online.

For protection of the Association network and proprietary information, security measures have been installed on the systems. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

Email & Electronic Communication

Association provided email is provided for business purposes only. Personal use should be kept to an absolute minimum.

All emails, sent or received, are company records and as such, are accessible to appropriate staff members.

No anonymous emails can be sent from Association systems. All employees are required to identify themselves by name and email address.

Chat room participation is prohibited except for business related forums which require approval.

Policies for Leave of Absence

Eligibility

Paid and non-paid leave of absence is a benefit of working at the Kentucky Dental Association. To qualify for these leave of absence benefits the employee must be a full-time employee and have completed a minimum of ninety (90) days continuous employment with the Kentucky Dental Association. Full-time employees are employees who have been assigned a regular 35-hour- per- week work schedule. Employees scheduled for less than 35 hours weekly are not eligible unless otherwise agreed and approved by the Kentucky Dental Association Executive Board. The Kentucky Dental Association reserves the right to, without notice; revise these leave of absence policies. This policy is subject to all requirements of the Americans with Disabilities Act and the Family Medical Leave Act.

If you have questions, contact the Executive Director or the Kentucky Dental Association Executive Board.

Personal Leave of Absence

The Kentucky Dental Association will make every reasonable effort to consider personal leave of absence. Apply for unpaid personal leave of absence authorization from the KDA Executive Director. Many factors are considered when determining eligibility for personal leave-of-absence and this is granted or denied solely at the discretion of the Executive Director or the Kentucky Dental Association Executive Board. When granted, the maximum allowable is 30 days per calendar year.

Sick and Personal Leave

Sick/Personal leave benefits are earned at a rate of one day of paid sick/personal leave for every 2 completed calendar months worked. Eligible employees can earn up to six days of sick/personal leave per year. Unused sick/personal leave will be paid in the last pay period of the calendar year. Sick/Personal leave is not carried forward.

If you are sick and unable to attend work or if you must leave before the end of your day because of illness, notify office staff as early as reasonably possible.

Sick/Personal leave may be used to care for an employee's spouse, children or parents. Any employee absent on sick leave for more than three days is required to furnish proof of the absence by a certified medical provider.

Short-Term Disability Leave

Notify the Executive Director in advance when you plan to use short-term disability leave for scheduled medical procedures or pregnancy-related disability. The Kentucky Dental Association reserves the right to verify any employee's inability to perform job duties through consultation of medical experts selected by the Kentucky Dental Association.

The Kentucky Dental Association complies with all aspects of the United States Department of Labor regulations for Employment Laws: Medical and Disability-Related Leave as outlined here:

<http://www.dol.gov/odep/pubs/fact/employ.htm>

The Kentucky Dental Association provides a higher level of maternity leave than that offered by the federal Family Medical Leave Act. The Association will provide maternity leave for all employees adopting a child under age 7, up to six weeks per employee.

Unpaid Family & Medical Leave

Kentucky Dental Association employees are eligible to take unpaid leave as per the terms of The Family and Medical Leave Act of 1993. Leave must be discussed and approved by the Executive Director.

Funeral Leave

The Kentucky Dental Association will provide reasonable time off for employees to attend funerals of friends and loved ones. In the event of a death in the immediate family of the employee, up to three days paid time off may be granted to attend to family matters and funeral arrangements. Additional unpaid time off may also be granted. Contact the Executive Director concerning your specific needs.

Jury Duty

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

Military Duty

In accordance with requirements of law, the Kentucky Dental Association will provide military leave of absence and reinstatement for qualifying employees. The Kentucky Dental Association may provide eligible employees up to two weeks paid leave for military leave of absence. Contact the Executive director of the Kentucky Dental Association.

Severe Weather Closings

In the event the Association must close for the day due to severe weather or emergencies, the Association will make every reasonable effort to notify you. Employees will be paid for the day up to a maximum of three days. Telecommuting may be requested by the Executive Director

If weather conditions are so severe that you are unable to travel to work, contact the Executive Director. Employees will be paid for the day when these instances arise and travel restrictions can be independently confirmed.

Benefits

Overview

Benefits to employees are provided at the will of the Kentucky Dental Association and the Kentucky Dental Association reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program.

Eligibility

To qualify for benefits an employee must be considered full-time and have completed a minimum of ninety (90) days continuous employment with the Kentucky Dental Association. To qualify for vacation benefits, a full-time employee must have completed one full year continuous employment. Full-time employees are employees who have been assigned a regular 35-hour- per-week work schedule. Employees scheduled for less than 35 hours weekly are not eligible. The Kentucky Dental Association reserves the right to, without notice, revise these eligibility requirements.

If you have questions contact the Executive director of the Kentucky Dental Association Executive Board.

Group Dental Plan

The Kentucky Dental Association provides each employee a \$ 2,500 family maximum allowance per year in Direct Reimbursement Dental Benefits. This is not an insurance plan. This is a self- administered dental benefit plan that allows freedom of choice in choosing your dentist and treatment choice. The KDA Dental Plan will be available to all new employees six months from the date of hire.

This plan will reimburse 100% of preventive dental fees which include:

Examinations, Dental Prophylaxis / Cleanings and Radiographs.

The plan will pay 60% for all other services in the first year of employment and 70% in the second year. The plan will pay 80% of all other fees in the third and following years of employment.

There is no carry over from year to year or buy out of unused benefit at the termination of employment.

Group Medical Insurance

The Kentucky Dental Association pays the premium fees for eligible employees, for group medical coverage. Coverage is available through the current plan for dependents. Premiums for dependents are the responsibility of the employee. Details of the plan are available through the Kentucky Dental Association Insurance Services (KDAIS) Representative.

Notice: Plan details may change without notice.

Life Insurance Policies

The Kentucky Dental Association offers life insurance policies to eligible employees wishing to participate. Contact the KDAIS Representative for details.

401K Plan

The Kentucky Dental Association offers a Kentucky Dental Association Retirement Plan and Trust Agreement to eligible employees wishing to participate. Contact the KDAIS Representative for details.

Retirement

The Kentucky Dental Association offers a retirement plan to qualifying, eligible employees. Employees must have a minimum of one year of service to qualify. Benefits vary depending on the length of service and age at retirement date. Contact the KDAIS Representative for details.

Worker's Compensation

State and federal law governs eligibility requirements. All premium costs are paid by the Kentucky Dental Association. Claims are paid directly to employees. All employees are expected to return to work immediately upon release by their physician.

Employees are required to report job-related injuries immediately. Failure to comply could result in difficulty with the employee's claim.

Report to your immediate supervisor all accidents or injuries.

Holidays

The Kentucky Dental Association provides the following holiday schedule for all employees. Eligible employees qualify for paid days. Non-qualifying employees are required to take the days off without pay, unless otherwise approved in writing by the Executive Director.

Holiday Schedule:

New Year's	2.0 days
Good Friday	.5
Derby Eve	.5
Memorial Day	1.0
Independence Day	1.0
Labor Day	1.0
Thanksgiving Day	2.0
Christmas	2.0

Holidays falling on Sunday will be observed on the following Monday, those falling on Saturday will be observed the preceding Friday.

Employees wishing to observe national-origin holidays or religious holidays not listed in the Holiday Schedule must obtain permission from the Executive Director for time away from work. However a maximum of 10 holidays will be paid to any employee.

Vacations

The Kentucky Dental Association provides paid vacation time for all eligible employees. To qualify for vacation benefits a full-time employee must have completed one full year continuous employment. Employees are encouraged to take a vacation every year. If you wish to work through your vacation and carry paid vacation over to the following year, you must get approval from the Executive Director and the Kentucky Dental Association Executive Committee.

A maximum number of days can be carried forward, based on the numbers of years of service.

Vacations Schedules:

Annual vacation leave is earned as follows:

One to Three Years of employment	35 hours / 5 days paid vacation
Three to Ten years	84 hours / 12 days 4 day maximum carryover
Eleven to Fifteen	105 hours/15 days 10 day maximum carryover
Sixteen -	140 hours /20 days 10 day maximum carryover

The Kentucky Dental Association uses these guidelines in granting annual leave:

- Vacation is used in full-day increments only.
- No more than 10 days of vacation leave may be carried over from the previous year.
- All vacation requests are subject to approval by the Executive Director.
- Paid company holidays which occur during your vacation are not counted as vacation days
- Additional non-paid vacation days may be considered in order to extend vacations, providing you acquire written approval from your immediate supervisor. Workloads are considered when choosing to grant or deny these requests.
- In no case will paid vacation be for a single time period greater than 20 days.
- No vacation will be approved within 30 days of the annual meeting.
- Vacation leave time is accrued at the rate of 25% of the allowance per quarter of the year for purposes of severance.
- Upon termination of employment, unused accrued vacation will be paid.

COBRA

The Kentucky Dental Association, in accordance with federal law, offers continued medical benefits to employees who lose eligibility for coverage via termination or other circumstances. COBRA (Consolidated Omnibus Budget Reconciliation Act) provides employees and their qualified beneficiaries the opportunity to continue health coverage under the company's health plan. The employee pays full cost for coverage at our group rate, plus an administration fee.

KDAIS will provide details of COBRA coverage and procedures for applying at the time an employee loses eligibility of existing coverage.

Discipline Policies

Problem Resolution

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following:

For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach the Executive Director and allow the supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to the Kentucky Dental Association Executive Committee. The Committee Chairman will gather and review all information and provide a solution with the best interest of all parties.

If the Executive Director is involved as a party in the initial dispute, it must be turned over to the Executive Committee at the outset.

Decisions of the KDA Executive Committee will be final.

Violation of Company Policy

Employees found to be in violation of Association policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues.

Employees who believe they have been falsely charged with an infraction can appeal the charge to the Kentucky Dental Association Executive Board. All appeals must be in writing clearly defining the reason you believe the charge was false. The Kentucky Dental Association Executive Board will review all available information and make a ruling. All decisions of the Kentucky Dental Association Executive Board are final.

Notices of violation, the Kentucky Dental Association Executive Board appeals and final disposition documentation will become a permanent record in the employee's personnel file.

Termination of Employment

Termination

Employees of the Kentucky Dental Association are not given tenure. Any employee of the Kentucky Dental Association may choose to terminate employment at any time.

Employees choosing to terminate their employment with the Association are required to return all company property to the Executive Director before leaving the premises on their final day of employment. Upon receipt of all company-owned property, the employee will receive their final paycheck including any earned vacation pay, if applicable.

The Kentucky Dental Association may terminate employment at any time for any reason. If an employee is terminated for a severe violation of policy they will be escorted from the premises immediately. Any personal property, plus their final paycheck including any earned vacation pay, if applicable, will be given to the employee upon receipt of all company- owned property.

The Executive Director will provide opportunity to all employees leaving the Kentucky Dental Association to have an exit interview. Request for exit interviews must be made with reasonable time for the Kentucky Dental Association to schedule the interview. The Kentucky Dental Association considers personnel files confidential. Any request for employment confirmation will be provided only with employment dates and positions held.

Severance

Kentucky Dental Association does not offer severance benefits for employees terminating employment for any reason.

Acknowledgement

I have read the policies outlined in this handbook. I understand that while this is not an employment contract I am bound to abide by the policies set herein.

I further understand that the Kentucky Dental Association may modify, revise and update policy and/or this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with Kentucky Dental Association representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee signature _____

Date _____

The Kentucky Dental Association reserves the right to make changes to this handbook for the purpose of modifying, revising and updating company policy and this manual. Notice of changes will be delivered to your desk and become a part of this manual. Violation of any company policy may result in immediate termination.



Kentucky Dental Association

**Kentucky Dental Association
Policies & Procedures
Manual**

Revised August 16, 2012
INDEX
KENTUCKY DENTAL ASSOCIATION
POLICIES & PROCEDURES MANUAL

Section I – Officers & Duties

President
First Vice President
Second Vice President
Speaker of House
Secretary Treasurer

Section II – Responsibilities of the Executive Board

Executive Board Meetings
Composition
Qualifications
Powers
Duties
Meetings
Quorum
Action
Officers
Committees
 Executive Committee
 Budget and Finance Committee
 Membership Committee
 Relief and Disaster Committee
 Building Committee
 Technical Advisory Committee to KMAP
 Communications Committee

Section III – Responsibilities of the House of Delegates

Meetings of the House
Composition
Certification of Delegates and Alternate Delegates
Powers
Duties
Meetings
Official Call
Quorum
Action
Officers and Duties
Rules of Order
Committees
 Kentucky Meeting Committee
 Credentials Committee
 Reference Committees

Necrology Committee

Councils

Council on Annual Sessions

Council on Ethics, Bylaws and Judicial Affairs

Council on Government Affairs and FDS

Delegates and Alternate Delegates to American Dental Association

Section IV – Meetings of the KDA

Kentucky Meeting/Annual Session

Section V – Executive Office Operations

Statement of Policies

Personnel Policies

Mailing List Policy

KDA Building Operations and Maintenance

CONTENTS

KDA POLICIES & PROCEDURES MANUAL

ADA Delegation-Kentucky Chairperson	20
Auxiliary to KDA Meetings	22
Ballots.....	6
Budget and Finance Committee	10
Building Committee	11, 27
Building Rental	28
Class Reunions.....	23
Committees of House	15
Communications Committee	12
Complimentary Tickets	24
Constitution and Bylaws	10
Councils	16
Credentials Committee	5, 15
Delegates and Alternate Delegates to ADA	19
Election Procedure	6
Employee Benefits	29
Ethics, Bylaws, and Judicial Affairs.....	17
Executive Board	9
Executive Board Committees.....	10
Executive Board Officers	10
Executive Committee	10
Executive Office Building	26
Exhibits	16, 23, 26
Exhibit Committee Chairperson.....	24
General Assembly KDA.....	5, 6, 8, 9, 15, 21, 24
Government Affairs and FDS.....	17
House of Delegates	5, 12
Insurance, Building and Contents	29, 30
Inventory of Building.....	28
Janitorial.....	30
KDA Delegates and Alternate Delegates.....	5
Kentucky General Assembly (Legislature).....	Addendum 3
Kentucky Meeting Committee	5, 15
Marcus Randall Memorial Dinner	21
Membership Mailing List Policy	26
Necrology Committee	16
Official Call	14
Officers and Duties.....	5
Officers	
President	5
First Vice President.....	7
Second Vice President.....	7
Speaker of House	8
Secretary/Treasurer	8
Past President's Function.....	23
Presidential Rotation	6

Presidents Reception/Kentucky Meeting	23
Providers of Services for Building	28
Quorum (House)	14
Reference Committees	5, 16, 17, 20
Relief and Disaster Committee	11
Rooms	23
Rules of Order	15
Scientific Sessions	22
Scientific Sessions Chairperson	25
General Meeting Signs	22
Specialty Group Meetings	23
Sturgis Parliamentary	16
Table Clinics and Hobby Show	25
Technical Advisory Committee	12
Tickets	24
U of L - U of K Hospitality	23
Vacancies Councils and/or Committees	6

Section I - KDA Officers & Duties

PRESIDENT OF THE KDA

Qualifications - The President must be an active member or retired life member in good standing.

Duties of the President

General Assembly

- (a) To preside at all meetings of the General Assembly
- (b) To determine, in consultation with the Secretary, the order of business for all meetings of the General Assembly, subject to the approval of the General Assembly.
- (c) To serve as custodian of the Secretary-Treasurer's bond.
- (d) To appoint tellers to assist him in determining the result of any action taken by vote.
- (e) To act as advisor to and ex-officio of all Councils and Committees without the right to vote
- (f) To attend at the invitation of all Component Society Meetings
- (g) To perform such other duties as prescribed by the Bylaws of the KDA.

House of Delegates

- (a) The President is an ex-officio member of the House of Delegates without the right to vote unless designated as a delegate.
- (b) The President shall be responsible for filling a vacancy caused by the temporary absence of either the Speaker or Secretary.
- (c) The President shall be an ex-officio member of all Councils and Committees without the right to vote.
- (d) Committees. The committees of the House of Delegates shall be Ad Hoc Committees or Workgroups appointed by the President to perform specific functions usually related to the Annual Session or Policy decisions. The term of these committees shall end with the term of the President and must be reactivated by the incoming President. These committees and their functions shall be

Kentucky Meeting Committee

Composition. The committee shall consist of a General Chairperson appointed by the President and sub-chairperson appointed by the General Chairperson in consultation with the President.

- 1 – Sub-chairperson of Scientific Sessions
- 2 – Sub-chairperson of Exhibits
- 3 – Sub-chairperson of Table Clinics

Credentials Committee

Composition. The Committee, consisting of six officially certified delegates from any six component societies, shall be appointed by the President at least thirty days in advance of each regular meeting.

Reference Committees

Composition. Reference Committees, consisting of four officially certified delegates, shall be appointed by the President at least 60 days in advance of each House of Delegates.

Special Meetings of the House

Special meetings may be called at any time during the year by the President, upon the written request of 15 members of the House of Delegates, representing at least three component societies. The time and place of a special meeting shall be determined by the President, provided the time selected shall be not more than 45 days after the request was received. The business of a special session shall be limited to that stated in the official call, except by unanimous consent.

Vacancies

(a) Elected Councils and Committees.

In the event of a vacancy in the membership of a council or committee whose members are elected by the House, the President shall appoint a member of the Association to fill such vacancy until a successor is elected by the House for the remainder of the unexpired term. In the event such vacancy involves the chairperson, the President shall appoint an ad interim chairperson.

(b) Appointed Committees. A vacancy occurring in the membership of a committee whose members are appointed by the President shall be filled by a member of the Association appointed by the President for the remainder of the unexpired term. If the vacancy involves the chairperson, the President shall designate a new chairperson.

Election Procedure

Elective officers, delegates and alternate delegates to the American Dental Association and Trustee to the A.D.A. (when appropriate) shall be elected by the General Assembly. Nominating speeches for such candidates shall not exceed five minutes in length and seconding speeches shall not exceed two minutes. The Secretary shall call such speaker when time is expired.

Presidential Rotation

The method for selection of candidates for President-Elect of the Kentucky Dental Association will be on a five year rotation basis as follows:

1. Louisville Dental Society
2. Blue Grass Dental Society
3. Louisville Dental Society
4. Eastern Region composed of:
 - (a) Northern KY Dental Society
 - (b) Eastern Dental Society
 - (c) Kentucky Mountain Dental Society
 - (d) Southeastern Dental Society
5. Western Region composed of:
 - (a) Green River Dental Society
 - (b) South Central Dental Society
 - (c) Pennyryle Dental Society
 - (d) West Central Dental Society
 - (e) Purchase Dental Society

Any system of rotation within a given region shall remain the prerogative of the Dental Societies within that region.

Voting Methods

Voting shall be by voting machine (or ballot), except when there is only one candidate, such candidate may be declared elected by the President, the Secretary of the Association shall provide a voting machine (or ballots) to facilitate the casting of ballots. The polls shall be open from 8 a.m. until 12 noon (4) hours on the second day of the meeting. Three tellers appointed by the President shall insure the legality of each member's vote. The majority of the votes cast shall elect. In the event no candidate receives a majority of the votes cast on the first ballot the two candidates receiving the greatest number of votes shall be voted upon again during the hours of 1 p.m. to 5 p.m. (4 hours) on that same day. Elections shall not be held the final day of the Annual Session.

FIRST VICE PRESIDENT OF KDA

Qualifications: Must be an active member, life member or retired member in good standing.

Duties of the 1st Vice President

1. **General Assembly**

- (1) To assist the President as requested.
- (2) To serve as an ex-officio member of all Councils and Committees of the Association without the right to vote.
- (3) To make every effort to visit each Component Society during the tenure of office as First Vice President.
- (4) To make all committee appointments for his tenure of office as President not later than 90 days prior to the annual session at which he, or she assumes office as President.
- (7) To assume the office of President at the next annual session following that at which he or she was elected First Vice President.
- (8) The 1st Vice President should name the general chairperson and vice-chairperson of the Kentucky Meeting in which he or she will be President. This should be done soon after his or her election.
- (9) To perform such other duties as are prescribed in the Bylaws of the Kentucky Dental Association.

2. House of Delegates Duties:

The 1st Vice President shall be an ex-officio member of the House of Delegates without the right to vote, unless designated as a delegate.

3. Delegate to the American Dental Association

The 1st Vice President shall automatically be an alternate-delegate to the ADA, by virtue of the office.

4. Executive Board Duties:

- (1) The 1st Vice President shall be an ex-officio member without the right to vote.
- (2) The 1st Vice President shall be a member of the Budget and Finance Committee.
5. The 1st Vice President shall perform such other duties that fall within the realm of duties of the office.

SECOND VICE PRESIDENT OF KDA

Qualifications: Must be an active member, life member or retired member in good standing.

Duties of the 2nd Vice-President

1. General Assembly

- (1) To assist the President in the performance of his duties.
- (2) In the absence of the President, or his inability to act, to preside at all meetings of the General Assembly.
- (3) In the event the President should resign or become incapacitated, be disqualified for office, to serve as President for the unexpired term.
- (4) To serve as an ex-officio member of the Executive Board and of all councils and committees of the Association without the right to vote.

(5) To attend the Annual Session.

(6) To perform such other duties as prescribed in the Bylaws of the Kentucky Dental Association.

2. Executive Board

To serve as an ex-officio member without the right to vote.

3. The 2nd Vice President shall perform such duties that are delegated to him/her by the President.

SPEAKER OF THE HOUSE OF DELEGATES

Qualifications: Must be an active member, life member or retired member in good standing.

Duties of the Speaker of the House

1. House of Delegates

(1) The Speaker shall preside at all meetings of the House of Delegates and in consultation with the Secretary, determine the order of business for all meetings, subject to the approval of the House of Delegates, appoint tellers to assist in determining the result of any action taken by vote and perform such other duties as customary and parliamentary usage require and as may be prescribed elsewhere in the Bylaws of the Kentucky Dental Association. The Speaker is elected annually by the General Assembly. In the temporary absence of the Speaker, the office shall be filled by the President.

To serve as ex-officio member of all Councils and Committees of the Association without the right to vote.

(2) **Election Procedure:** Voting shall be by ballot, except when there is only one candidate, such candidates may be declared elected by the Speaker. The majority of the legal votes cast shall elect. In the event no candidate receives a majority of the votes cast on the first ballot, the two (2) candidates receiving the greatest number of votes shall be balloted upon again.

(3) The Speaker shall serve as an alternate delegate to the ADA.

SECRETARY-TREASURER OF KDA

Duties of the Secretary-Treasurer:

1. To serve for a term of five (5) years.
2. To serve as the recording officer and custodian of all records of the Association.
3. To issue the Official Call to all meetings of the House of Delegates, General Assembly, and Executive Board.
4. To assist the Executive Board and Officers of the Association, as requested.
5. To assist the Annual Sessions Committee in the preparation and administration of the Annual Sessions.
6. To supervise the administrative affairs of publishing all publications of this Association.
7. To serve as custodian of all monies, securities, and deeds belonging to the Association which may come into possession, and shall hold, invest, and disburse same, subject to the direction of the House of Delegates, keeping a record of same in a book provided for that purpose.
8. To make a full and detailed report of the financial affairs of the Association to the House of Delegates.
9. To deposit all funds of the Association in banks approved by the House of Delegates in the Name of the Kentucky Dental Association, maintaining separate accounts for each fund.
10. To be bonded in such amount as may be designated by the House of Delegates, the expense of such bond to be borne by the Association.
11. To supervise all financial matters pertaining to operation and publishing of any publications of this Association.
12. To keep a separate loose leaf book containing the Constitution and Bylaws to be known as the "Master Copy" and each year in cooperation with the Council on Ethics, Bylaws and Judicial Affairs, record any change therein and keep same up to date.

13. When authorized by the House of Delegates, to issue charters to Component Societies.
14. To serve as ex-officio member of all Councils and Committees, without the right to vote.
15. To receive such honorarium as may be designated by the House of Delegates.
16. To present annually a written detailed report of the activities of his office to the Executive Board and the House of Delegates.
17. To furnish each member of the Council on Ethics, Bylaws and Judicial Affairs with a loose leaf copy of the "Master Copy" of the Constitution and Bylaws and keep the "Master Copy" current, and provide each member of the Council with current "Official Advisory Opinions" and Code of Ethics. (Principles of Ethics and Code of Professional Conduct).
18. To keep an updated Operations Manual and furnish new officers a copy.
19. Provide each delegate and alternate delegate with a certificate of election, signed by the Secretary, to be filed with the House of Delegates of the American Dental Association.
20. To perform such other duties as prescribed in the Bylaws.

Section II - Responsibilities of the KDA Executive Board

- A. **Composition** - The Executive Board shall consist of the President of the Kentucky Dental Association (serving as a voting member with all rights and privileges as any other member) and one (1) member elected annually from each component society. The First Vice President, Second Vice President, Immediate Past President, Secretary-Treasurer, Speaker of the House, Editor of the Journal of this Association, the Executive Director of the Kentucky Board of Dentistry, the Dean of the University of Louisville School of Dentistry, the Dean of the University of Kentucky College of Dentistry and the Dental Director of the Kentucky Department of Human Resources, and the Chairperson of the New Dentist Committee shall be ex-officio members without the right to vote. The President of each Component Society shall be an alternate member of the Executive Board.
- B. **Qualifications** - A member of the Executive Board shall be an active or life member in good standing of the Component Society.
- C. **Powers** - The Executive Board shall have the power:
 - (1) To conduct all business of the Association in any interval between the official meetings of the House of Delegates or General Assembly, subject to the laws of the Commonwealth of Kentucky, the Articles of Incorporation, the Constitution and Bylaws of the Association, and the mandates of the House of Delegates.
 - (2) To make rules and regulations, not inconsistent with the Bylaws for the transaction of business of the Executive Board.
 - (3) To establish ad interim policies when the House of Delegates is not in session and when such policies are essential to the management of the Association, provided however, that all such policies must be presented for approval at the next session of the House of Delegates.
 - (4) The Board may transact business by mail vote but any action by mail vote shall require a two-thirds affirmative vote of all members entitled to vote. All action taken by mail vote shall be ratified at the next meeting of the Board. The Board shall set forth in its Rules of Procedure for holding mail vote.
 - (5) To hire an Executive Director for the Association.
 - (a) Job Description to be written by Executive Board.
 - (b) Contract to be written by Executive Board.
 - (c) Provide an Annual Evaluation of the Executive Director
 - (6) All chairs of all Executive Board Committees should submit reports with the assistance of KDA staff to the Executive Board.
 - (7) To annually sign and affirm to the KDA Conflict of Interest Policy. (Addendum 2)

- D. Duties** - It shall be the duty of the Executive Board:
- (1) To designate the time, place and duration of the meetings of the House of Delegates, General Assembly and have prepared by KDA staff an Annual Calendar.
 - (2) To prepare by means of the Budget and Finance Committee, a budget for carrying on the activities of the Association for each ensuing year.
 - (3) To receive, review and recommend House action on report of Councils and Committees and to report biannually to the House of Delegates on its activities.
 - (4) To submit nominees for council membership to the House of Delegates for election.
 - (5) To submit a biannual report to the House of Delegates of its activities.
- E. Meetings** - Meetings may be called at any time by the chairperson and he shall designate the place of meeting. He shall call a meeting at the request of any three members of the Executive Board, provided at least seven days' notice is given to each member in advance of the meeting. The Executive Board shall meet at least thirty days prior to the Annual and Fall Meeting of the House of Delegates.
- F. Quorum** - Seven members of the Executive Board shall constitute a quorum for the conduction of business.
- G. Action** - Any action taken by the Executive Board shall require a simple majority of the legal votes cast.
- H. Officers** - The Officers of the Executive Board shall be:
- (1) **Chairperson** - The chairperson shall be elected by the members of the Executive Board at the first meeting following the election of new members. In the absence of the chairperson, the President shall serve as chairperson, or in the absence of the President the chair shall be filled by a member of the Executive Board elected chairperson pro-tem.
Duties - It shall be the duty of the chairperson to preside at all meetings of the Executive Board and to perform such other duties as may be designated in the Bylaws.
 - (2) **Secretary** - The Secretary of the Association shall be the Secretary of the Executive Board. In the absence of the Secretary, the Chairperson shall appoint a Secretary pro-tem.
Duties - It shall be the duty of the Secretary of KDA shall serve as the recording officer of the Board and the custodian of its official records. He shall cause a factual record of the proceedings to be published as the official transaction of the Executive Board.
- I. Committees** - The Committees of the Executive Board shall be:
- (1) **Executive Committee**
 - (a) **Composition** - The committee shall be composed of the officers, including the President-Elect and the Chairperson of the Executive Board.
 - (b) **Duties** - It shall be the duty of this committee:
 - 1 - To only, in extreme emergencies, when the Board cannot be convened, act on behalf of the Board.
 - 2 - To report actions to the Executive Board.
 - (2) **Budget and Finance Committee**
 - (a) **Composition** - The committee shall consist of the First Vice President, Chairperson of the Executive Board and one member of the Board elected annually by the Board. The chairperson of the committee shall be the elected member.
 - (b) **Duties** - It shall be the duties of this committee:

- 1 - To develop a proposed budget for the Association at least sixty days prior to the Annual Session.
- 2 - To present the proposed budget to the Executive Board for approval and submission to the House of Delegates for adoption.
- 3 - Develop and maintain a plan to keep the reserves at the level required in the Bylaws.

(3) Membership Committee

- (a) Composition** - The committee shall consist of Four members, one member being elected annually by the Executive Board for a Three year term. The senior elected member shall serve as Chairperson. The Chairperson of the Young Dentists Committee shall be the fourth member.
- (b) Duties** - It shall be the duties of the committee:
- 1 - To develop policy for membership services.
 - 2 - To develop a statewide plan for recruitment and retention of membership.
 - 3 - To review annually the different classifications of membership and offer updated changes, if needed.
 - 4 - To report membership status biannually to the Executive Board (Annual Session and Fall meeting of the Executive Board).
 - 5 - To make surveys as needed to determine needs and concerns of the membership.

(4) Relief and Disaster Committee

- (a) Composition** - The committee shall consist of three members, one member being elected annually for a three year term by the Executive Board. The senior member shall serve as chairperson.
- (b) Duties** - It shall be the duties of this committee:
- 1 - To formulate programs for increasing the principal of the Kentucky Dental Association Relief Fund.
 - 2 - To receive applications in writing from persons soliciting relief for themselves or others to investigate such applications, requiring such proofs as it deems proper, and to forward to the Secretary of the Council on Relief and Disaster Fund Activities of the ADA the application and the committee's recommendations.
 - 3 - To draw orders against the Relief Fund for payment of relief under the rules prescribed by the ADA Council on Relief and Disaster Fund activities. The total amount expended annually shall not exceed the amount allocated for that purpose by the House of Delegates.
 - 4 - To submit a biannual report to the Executive Board.

(5) Building Committee

- (a) Composition** - The committee shall consist of three members, one member being elected annually by the Executive Board for a three year term. The senior member shall serve as chairperson.
- (b) Duties** - It shall be the duties of this committee:
- 1 - To oversee the retirement of any indebtedness of the Building.
 - 2 - To maintain adequate furnishings and equipment of the Building
 - 3 - To assure complete maintenance and operation of the Building.
 - 4 - To assure adequate insurance coverage on the Building and contents.
 - 5 - To establish reasonable and adequate rental revenue from occupants of the Building.
 - 6 - To report biannually to the Executive Board.

(6) Technical Advisory Committee to KMAP

(a) Composition - This committee shall consist of six members elected by the Executive Board. Two members to be elected annually for three year terms. The Executive Board shall appoint the chairperson.

(b) Duties - It shall be the duties of this committee:

- 1 - To plan for logical development of dental services coverage by the KMAP.
- 2 - To make recommendations to the Governor's Advisory Council for KMAP .
- 3 - To make recommendations to the KMAP Administrators.
- 4 - To hold hearings deemed appropriate to assure valid recommendations for service coverage development and establishment of reasonable fee structures.

(7) Communications Committee

(a) Composition - The committee shall consist of six members, two members being elected annually the Executive Board for a three year term. The Chairperson shall be appointed by the Executive Board.

(b) Duties - It shall be the duties of this committee:

- 1 - To plan and encourage public relations activities by component societies and to promote and initiate such activities on the state level.
- 2 - To perform such other duties as may be assigned by the House of Delegates.
- 3 - To select appropriate consultants, subject to approval of the Executive Board.

Section III - Responsibilities of the KDA House of Delegates

A. Composition

The House of Delegates shall be composed of the official certified delegates of each Component Society. The Officers, Past Presidents, Editor of the Kentucky Dental Journal and Executive Board Members, unless designated as delegates, shall be ex-officio members of the House of Delegates without the right to vote. The presiding officer shall vote on the issues. A student elected from the University of Kentucky and University of Louisville Chapters of the Student ADA (ASDA) will be members of the KDA House with the right to vote.

B. Certification of Delegates and Alternate Delegates

The Secretary of each Component Society shall file with the Secretary of this Association within ten days of their election, the names and addresses of delegates and alternate delegates designated by his society. The Secretary of this Association shall provide each delegate and alternate delegate with credentials which shall be presented to the credentials committee of the House of Delegates. In the event of a contest over the credentials of a delegate or alternate delegate, the Credentials committee shall hold a hearing and report its findings and recommendations to the House of Delegates for final action.

DELEGATE NUMBER COUNT.

Component Societies.

# Voting Members	# Delegates
20 or less	4
21 to 40	5
41 to 65	6
66 to 100	7
101 to 150	8
151 to 200	9
201 to 250	10
251 to 300	11

301 to 350	12
351 to 400	13
401 to 450	14
451 to 500	15
501 to 550	16
551 to 600	17
601 to 650	18
651 to 700	19
701 to 750	20

Disabled, Life, Active, and Retired Members are included.

C. Powers

- (1) The House of Delegates shall transact all business of legislation and government of this Association.
- (2) It shall have the power to enact, amend and repeal the constitution and Bylaws.
- (3) It shall have the power to adopt and amend the Principles of Ethics.
- (4) It shall have the power to grant, amend, suspend or revoke charters of Component Societies.
- (5) It shall have the power to elect Life, Affiliate, Associate and Honorary Members.
- (6) It shall have the power to create special committees of the Association.
- (7) It shall have the power to approve all memorials, resolutions or opinions issued in the name of the Kentucky Dental Association.
- (8) It shall have the power to determine the policies which govern this Association in all of its activities.

D. Duties

- (1) To elect Council Members.
- (2) To elect an Editor of Publications of the Association for a three year term, subject to re-election.
- (3) To receive and act upon reports of the Councils of the House of Delegates and recommendations to the Executive Board.
- (4) To adopt an annual budget.
- (5) To serve as the court of appeal from decisions of the Council on Bylaws and Judicial Affairs and the Journal Committee.
- (6) To require an annual audit of the finances of the Association by a Certified Public Accountant.
- (7) To cause to be bonded all officers and employees of the Association entrusted with Association funds.
- (8) To perform such other duties as prescribed by the Bylaws.

E. Meetings

- (1) The House of Delegates shall meet annually at a time and place, and for such duration as may be designated by the Executive Board.
- (2) Special meetings may be called at any time during the year by the President upon the written request of fifteen members of the House of Delegates representing at least three component societies. The time and place of a special meeting shall be determined by the President, provided the time selected shall not be more than forty-five days after the request was received. The business of a special session shall be limited to that stated in the official call, except by unanimous consent.

F. Official Call

- A. Regular Meetings. The Secretary of the Association shall cause to be published in the Kentucky Dental Journal, an official notice of the time and place of the annual meeting and shall send to each member of the House of Delegates an official notice of the time and place of the annual meeting at least thirty days before the opening of such meeting.

- B. Special Meetings. The Secretary of the Association shall send an official notice of the time and place of each special meeting and a statement of the business to be considered to every officially certified delegate and alternate delegate not less than 15 days before the opening of such meetings.

G. Quorum.

Two-thirds (2/3) of the voting members of the House of Delegates, representing at least seven (7) Component Societies, shall constitute a quorum for the transaction for business at any meeting.

H. Action.

Action taken by the House of Delegates shall require a majority of the legal votes cast except as otherwise provided in the Bylaws.

I. Officers and Duties

- (1) Speaker – The Speaker shall preside at all meetings of the House of Delegates and, in consultation with the Secretary, determine the order of business for all meetings, subject to the approval of the House of Delegates, appoint tellers to assist him in determining the result of any action taken by vote and perform such other duties as customary and parliamentary usage require and as may be prescribed in the KDA Bylaws. The Speaker is elected annually by the General Assembly. In the temporary absence of the Speaker the office shall be filled by the President. To serve as ex-officio member of all council and Committees of the Association without the right to vote.
- (2) President – The President shall be responsible for filling a vacancy caused by the temporary absence of either the Speaker or Secretary. He shall be an ex-officio member of all councils and committees without the right to vote.
- (3) Secretary – The Secretary of the Association shall serve as the recording Secretary of the Kentucky Dental Association and the custodian of its records, shall cause a record of proceedings of the House to be published as the official transactions of the House and shall perform such other duties as may be prescribed in the KDA Bylaws. In case of a temporary absence of the Secretary, the President shall be responsible for filling the vacancy.
- (4) Parliamentarian – The Parliamentarian shall be elected by the House of Delegates for a term of three years. He shall advise the chair in all questions relating to a parliamentary procedure at the request of the chair.

J. Rules of Order. (Standing Rules and Reports)

A. Reports.

- (a) All reports or resolutions to be considered by the House of Delegates shall be submitted in writing to the Secretary at least thirty days prior to the opening session of a meeting. Copies, except those of supplemental reports, shall be sent to each delegate and alternate delegate at least fourteen days in advance of the meeting. All supplemental reports shall be distributed to each delegate before such be considered by the House of Delegates.
- (b) Reference Committee reports shall be distributed to all delegates at least 15 days prior to the House of Delegates Meeting.

B. Rules.

- (a) Appropriation of Funds. Any resolution proposing an appropriation of funds, except those relating to the annual budget, shall be referred to the Budget and Finance Committee of the Executive Board for a report at the same session on the availability of funds for the purpose specified.
- (b) Approval of Annual Budget. The annual budget and financial statement shall be submitted to the House of Delegates at the opening session of the first regular meeting of the year. In the event the budget, as submitted, is not approved, all recommendations for changes shall be referred to the Budget and Finance Committee of the Executive Board to prepare and present a revised budget. This procedure shall be repeated until a budget for the ensuing year shall be adopted.
- (c) Additional Rules. The rules contained in Sturgis Standard Code of Parliamentary Procedures shall govern the deliberations of the House of Delegates in all cases where they are applicable and not in conflict with the standing rules of the Bylaws.

K. Committees

The Committees of the House of Delegates shall be Ad Hoc Committees appointed by the President to perform specific functions usually related to the Kentucky Spring Meeting. The term of these committees shall end with the term of the President and must be reactivated by the incoming President. These committees and their functions shall be:

(1) Kentucky Meeting Committee

Composition – The committee shall consist of a General Chairperson appointed annually by the President and five subcommittee chairpersons appointed by the General Chairperson in consultation with the President.

- 1 – Sub-chairperson of Scientific Sessions
- 2 – Sub-chairperson of Exhibits
- 3 – Sub-chairperson of Table Clinics

Duties

1 – General Chairperson It shall be the duty of the General Chairperson to coordinate all the activities of the Annual Sessions Committee and to be responsible to the House of Delegates.

2 – Sub-chairperson

Each sub-chairperson shall have the following duties:

- (a) Scientific Sessions: To arrange for speakers and clinicians to appear on the program of the Kentucky Spring and Fall Meetings.
- (b) Exhibits: To have charge of the commercial exhibits and the decoration and layout of the exhibit hall.
- (c) Table Clinics: To make all arrangements for the Table Clinics and Hobby Show and to have charge of the clinic rooms, fixtures, etc.

Each sub-chairperson shall report to and be responsible to the General Chairperson.

Each Committee shall have the authority to make rules and regulations for the conduction of the business of the committee.

(2) Credentials Committee

(a) **Composition** – The Committee consisting of six officially certified delegates from any six component societies, shall be appointed by the President at least thirty days in advance of each regular meeting. The President shall appoint the chairperson.

(b) **Duties** – It shall be the duty of the Committee:

- 1 – To record and report the roll call of the House of Delegates at each meeting.
- 2 – To conduct a hearing on any contest regarding the certification of a delegate or alternate delegate and to report its recommendations to the House of Delegates.
- 3 – To verify the eligibility of membership at the annual meeting and resolve any question thereof.

(3) Reference Committees

(a) **Names** – For convenience in administration and in order to coordinate all subjects of the same nature, the Reference Committees shall have the following names and subjects pertaining to each, shall be directed to that committee.

- 1. Budget and Administrative Affairs
- 2. Miscellaneous Affairs
- 3. Workgroups.

Composition – Reference Committees, consisting of four officially certified delegates, shall be appointed by the President at least sixty days in advance of each regular meeting. The President shall appoint the chairperson.

Duties – It shall be the duty of the Reference Committees to consider reports referred to it, to conduct open hearings, and to report its recommendations to the House of Delegates. Reference Committees shall remain in session, at least, during times specified by the President.

L. Councils

The councils of the Kentucky Dental Association, except for the Annual Sessions Council shall be composed of six members, each elected by the House of Delegates. Nominations for council positions shall be offered by the Executive Board, however, nominations can be offered by any duly seated delegate.

Council members, except the Council on Annual Sessions shall initially be elected as follows:

2 members for 3 years

2 members for 2 years

2 members for 1 year

Thereafter, two members shall be elected to each Council annually, for terms of three years. No member may be elected for more than two consecutive terms. The Executive Board shall designate the Chairperson of the Councils. No Council shall have more than one member from the same Component Society.

Members of the Council on Annual Sessions shall be elected as follows:

One member each from Blue Grass, Eastern, Green River, Kentucky Mountain for a one year term. One member each from Louisville, North Kentucky, Pennyrile, South Central for a two year term. One member each from Southeastern, Purchase, West Central for a three year term.

Thereafter, annually, the Societies whose member's terms expire shall elect a member for a three year term.

The members of the Council on Annual Sessions shall be eleven in number, with one being elected by each Component Society.

In addition to the 11 members, one elected from each Component Society, the General Chairperson of the Annual Sessions Committee and the Immediate Past Chairperson of the Council, shall serve as members of the Council of Annual Sessions, with the right to vote. The General Chairperson of the Annual Sessions Committee shall be appointed annually by the President and may not serve as Chairperson of the Council on Annual Sessions.

All Councils shall meet annually not less than forty-five days preceding the meetings of the House of Delegates. Council reports shall be forwarded within seven days following the meeting to the office of Kentucky Dental Association for review and comment by the Executive Board.

Councils and their responsibilities shall be as follows:

(1) Council on Ethics, Bylaws and Judicial Affairs

(a) Duties – It shall be the duty of the Council:

1 – To review and recommend changes in the Constitution and Bylaws to keep them consistent with the policies and programs of the Association and editorially correct.

2 – To draft or approve the wording of all proposed amendments to the Constitution and Bylaws prior to their submission to the House of Delegates.

- 3 – To interpret the Bylaws. The Council interpretation shall stand unless appeal from such interpretation is made to the House of Delegates, in which case final determination shall be by two-thirds of the legal votes cast.
- 4 – To maintain a current “Master Copy” of the Constitution and Bylaws.
- 5 – To consider proposals for writing or amending the Principles of Ethics and submit such amendments to the Executive Board with its recommendations.
- 6 – To provide advisory opinions regarding the interpretations of the Principles of Ethics.
- 7 – To consider appeals from members of the Association or from component societies subject to the requirements of Chapter VI, Section 2 of the Kentucky Dental Association Bylaws.
- 8 – To hold hearings and render decisions in disputes arising between component societies. Decisions of the council shall be subject to appeal to the House of Delegates.
- 9 – To perform such other duties as may be assigned by the House of Delegates.
- 10 – Select appropriate consultants, subject to approval of the Executive Board.

(2) Council on Government Affairs and FDS

Duties – It shall be the duties of the Council:

- 1 – To draft, in cooperation with the Executive Board, and proposed dental legislation.
- 2 - To alert, enlighten and seek the cooperation of all members of the Association and the Kentucky State Legislature in securing the passage of proposed legislation that will benefit the people of the Commonwealth and likewise in opposing adverse legislation.
- 3 – To communicate and cooperate with the ADA Council on Legislation and to mobilize state support for desirable national dental and dental health legislation and opposition to adverse legislation.
- 4 – To hold appropriate hearings, in cooperation with the Executive Board and the Board of Dentistry and make recommendations on all matters pertaining to the Dental Statutes.
- 5 – To perform such other duties as may be assigned by the House of Delegates.
- 6 – To select appropriate consultants subject to approval of the Executive Board.
- 7 - To utilize CapWiz when communicating legislative issues to the membership.

(3) Eligibility for Committees and Councils

All members of committees and councils shall be active or life members of this Association in good standing; however, non-members may be appointed as consultants.

(4) General Procedures for Reference Committees

- (a) Duties** – The primary duty of a reference committee is to recommend to the House of Delegates an appropriate course of action on matters which have been placed before it. This duty can best be discharged by evaluating all resolutions which it has received, by basing its recommendations on the best information and advice which is available and by making its decision in the best interests of the public, the Association and the dental profession.

The reference committee shall not prevent the House of Delegates from taking action on any matter which has been presented. Nor is it the committee’s duty to accept automatically and without deliberation the opinions of its own members or, on the other hand, the opinions of those who have testified.

The reference committee fulfills its duty when it takes into consideration all of those factors and advises the House of Delegates to adopt, amend, postpone or reject a resolution which has been placed before it.

The reference committee has the final duty of taking action on all matters assigned to it. A reference committee may not “pigeon-home” any item but must refer it to the House of Delegates for final disposition.

- (b) **Authority** – The reference committee acting within the standing rules of the House of Delegates and the framework of the Constitution and Bylaws of the KDA may:
- 1 – act on resolutions before them
 - 2 – propose resolutions on their own initiative
 - 3 – call upon the officers, members of the Executive Board, Councils and members of the staff when they desire to gain information, or
 - 4 – make an explanation of its committee’s decision before recommending to the House of Delegates that a resolution be adopted, rejected, amended, postponed or replaced by a substitute resolution.
- (c) **Conduct of Hearings** – The chairperson of the reference committee should carry out the usual duties of a chairperson in maintaining order, facilitating the transaction of business and in ruling on length and pertinence of discussion. The chairperson should not permit the making of motions or the taking of formal votes at an open hearing, since the objective of the hearing is to receive information and opinions and not to allow actions of any sort which would bind the reference committee in its subsequent deliberations.

The chairperson should insure that all who want to be heard are heard but should guard against prolonged holding of the floor by one or more persons at the expense of others who may wish to be heard. The chairperson, with the consent of his or her committee, may place reasonable limitations on discussion and debate.

All members of the KDA have the right to attend reference committee hearings and participate in the discussion.

Non-members of the Association may participate in the discussion at hearings only at the invitation of a majority of the reference committee. Participants should be aware that members of news media may attend committee hearings.

At the start of the reference committee hearing, each chairperson shall read the foregoing paragraph and ask any non-members who are present to identify themselves. The committee can then make its decision on whether the non-members may participate. In general, non-members should be permitted to take part so long as they do not interfere with the orderly conduct of the hearing.

Reference Committees are expected to be available during the announced hours of a hearing to allow participation by those who may also have participated in another reference committee hearing.

- (d) **Executive Session** – After evidence and information has been received at the open hearing, the committee shall retire to an executive session to reach its decisions and prepare its report to the House of Delegates.
- (e) **Preparation of Report** - The report should be as brief as possible. Long sections of material which the delegates already have before them should not be repeated. Resolutions which (1) merely reaffirm or restate existing Association policy; (2) commend or congratulate an individual or organization; or, (3) memorialize an individual shall not be introduced in the House of Delegates.

All recommendations to the House of Delegates must be placed in standard resolution form.

Resolutions should be worded with the utmost clarity and must contain only a single topic. Resolutions containing more than one topic must be divided so that the House of Delegates can vote intelligently on single question.

If a report considered by the reference committee contains not resolutions, the reference committee report should merely state that the committee has noted the report and makes such comment as it may desire. It is not proper to recommend that the report be “received” – “approved” or “adopted.” If the reference committee wished to adopt or approve some item in the report, it must draft a suitable resolution.

- (f) **Majority and Minority Reports** - Every effort should be made by the members of a reference committee to reach unanimous agreement. If this is not possible, majority and minority reports may be presented.
- (g) **Debate** - In the event of debate or discussion, the Chairperson and members of a reference committee are free to reply to any questions or to comment. If the Chairperson desires, he may call on a member of council, officer, member of the Executive Board or staff to supply the information requested.

The Chairperson of the committee, however, should be prepared to comment on the position which his committee has taken.

(5) Delegates and Alternate Delegates to American Dental Association

- A. Delegates and alternate delegates to the American Dental Association shall be elected in conformity with the Bylaws of the American Dental Association.
- B. Each year the appropriate number of delegates and alternate delegates (equal number of each) shall be elected by the General Assembly for a three (3) year term. A senior member of the delegates shall be designated as Chairperson by the Executive Board.

The President, President-Elect, and Speaker of the House of Delegates shall serve as alternate delegates to the American Dental Association.

- C. Credentials. The Secretary of this Association shall provide each delegate and alternate delegate with a certificate of election, signed by the Secretary of this Association, to be filed with the House of Delegates of the American Dental Association.

- D. Vacancy.

- 1. Delegates.

In the event a vacancy should occur among the elected delegates, such vacancy shall be filled by the alternate delegate designated by the President to serve until the next Annual Session at which time a member shall be elected by the General Assembly to fill the unexpired term. In the event the vacancy involved the Chairperson, the President shall designate an ad interim Chairperson, until a new Chairperson shall be designated by the Executive Board.

- 2. Alternate Delegates. Any vacancy occurring in the alternate delegates shall be filled at the next Annual Session by a member elected by the General Assembly to fill the unexpired term.

Chairperson of Kentucky ADA Delegation

Duties of the Chairperson of Kentucky ADA Delegation.

1. To see that the delegation is seated.
2. To write a report of the activities of the House of Delegates of the American Dental Association.
3. To submit to the Kentucky Dental Journal the report for publication in the next issue following the Annual Session of the ADA.

Section IV - Meetings of the Kentucky Dental Association

The Kentucky Meeting (Annual Session)

- A. The KDA Executive Board will meet prior to the first meeting of the KDA House of Delegates on Thursday of the meeting. It is at this meeting that the Executive Board submits recommendations for expired KDA Council terms to the KDA House of Delegates.
- B. The First House of Delegates meeting will be held Saturday afternoon of the meeting and has the following suggested agenda:
 1. Call to Order by Speaker.
 2. Quorum Statement by Credentials Chairperson.
 3. Invocation (selected by Speaker).
 4. Approval of minutes of the previous House of Delegates meeting.
 5. ADA President or ADA guests' remarks (i.e. ADA Presidential Candidates).
 6. Introductions – Past Presidents in attendance, President's family and other ADA dignitaries.
 7. KDA President's Address.
 8. Introduction and Report of the Sixth District ADA Trustee.
 9. Council Elections of the House.
 10. Additional business.
 11. Adjourn.

Note** The Executive Director will provide House members and Executive Board members a list of expired KDA Council terms of office.
- C. Reference Committees will meet after the First House of Delegates meeting. The committees prepare their reports in adequate time for the KDA staff to duplicate and distribute the reports prior to the Second House of Delegates.
- D. The General Session's suggested agenda:
 1. Welcome by Kentucky Meeting General Chairperson.
 2. Meeting opened by KDA President.
 3. Introduction of guests by KDA President.
 4. Nomination of KDA Officers.
 - (a) KDA 1st Vice President
 - (b) KDA 2nd Vice-President.
 - (c) KDA Delegates & Alternates to ADA.
 - (d) KDA Secretary – Treasurer (when applicable – 5 year term).
 - (e) Speaker of House (1 year term).
 - (f) Sixth District Trustee (when applicable).

Note** If there is no contest, these
can be elected at this meeting.

5. Adjournment by KDA President.

E. The William Marcus Randall Memorial Dinner suggested agenda.

1. KDA President gives welcome and calls for Invocation.
2. Invocation (KDA President chooses person to pray).
3. Dinner.
4. General Meeting Chairperson introduces the head table.
5. The Executive Director introduces dignitaries from other professional groups and the Randall's present.
6. KDA President introduces 50 Year Members and presents them with a plaque for their 50 years of service in Kentucky to the public and dentistry. President also introduces their families, if present.
7. Distinguished Service Awards, Outstanding Service Awards, Presidential Citation Awards, and Fellowship Awards are presented with a plaque.
8. Dinner Speaker.
9. KDA President closes Dinner.

F. The Second House of Delegates has the following suggested agenda:

1. Call to order by the Speaker.
2. Quorum Statement by Credentials Chairperson.
3. Invocation (selected by Speaker).
4. Speaker's Introductory comments.
5. Introduction of guests.
6. Executive Director's comments.
7. Executive Session (as needed).
8. Report of Reference Committees (given by RC Chairperson)
 - 1 – Budget and Administrative Affairs
 - 2 – Miscellaneous Affairs
 - 3 - Workgroups
9. Unfinished Business.
10. New Business
 - (a) Installation of new officers.
 - (b) New President addresses House briefly.
 - (c) Results of Elections.
11. Adjournment.

G. The additional functions at the Kentucky Meeting are:

1. Scientific Sessions.
2. Table Clinics and Hobby Show.
3. Technical Exhibits.
4. Meetings of Specialty Groups.
5. UL and UK Alumni Receptions.
6. Class Reunions.
7. FACD and FICD Joint Breakfast Meeting.
8. Auxiliary to KDA Meetings.
9. Kentucky Dental Assistants Association's meeting.
10. Past President's meeting and meal.
11. William Marcus Randall Dinner.

H. The outline of responsibilities during the Kentucky Meeting are as follows:

1. **Tickets** will be ordered by the KDA Office. The KDA obtains the names of functions-dates-times-rooms-prices and names of speakers. Ticket material is due at the KDA office by March 1st. Hygienist and Dental Assistant tickets are the responsibility of their organization.
2. **General Meeting Signs** will be ordered by the KDA executive office. Signs are made from information sent in for the program. Additional sign material, such as rooms, times, etc. must be in the KDA office by March 1st. **Signs for Scientific Sessions** will be ordered by the Scientific Sessions Chairperson.
3. **Certificates** for Table Clinics will be the responsibility of the KDA office and will be ready for the signature of the President and Table Clinic Chairperson.
4. **Plaques** for Table Clinic Awards will be ordered by the KDA Office and given to the Table Clinic Chairperson for presentation. Other plaques, KDA Service Awards and Component Awards, to be presented at the meeting are also ordered through the KDA.
5. **Ribbons**. Appropriate ribbons are given to the following: President, First Vice President, Second Vice President, Immediate Past President, Secretary/Treasurer, Executive Director, Speaker of the House, Parliamentarian, Editor, Staff of the KDA, Past Presidents, Executive Board, ADA President, ADA Trustee, Past ADA Trustees, Delegates, Alternate Delegates, Credentials Committee, KDPAC Members, General Chairperson, Room Coordinator, Scientific Sessions Chairperson and Committee, Table Clinics Chairperson and Committee, and Speakers.
6. **Flowers**. The KDA has a vase and orders roses to be delivered to the hotel. The roses are used in a memorial service to deceased members. The President places a rose in the vase as the necrology chairperson calls the name of the deceased member. The KDA office prepares a list of deceased members for the necrology chairperson. The roses are then used for other occasions or given to the surviving spouse or family. The KDA staff is responsible for storage of the roses.
7. **Table – Name Cards**. Name cards for appropriate people should be made for the First and Second House of Delegates, the General Assembly, the William Marcus Memorial Dinner.
8. **Rooms**. KDA is responsible for the following:
 - KDA Staff
 - Officers
 - President KDA
 - President ADA
 - Secretary – Treasurer
 - Speaker of the House
 - General Chairperson
 - Scientific Sessions Chairperson
 - Table Clinic Chairperson
 - Exhibit Chairperson
 - Exhibit Committee (4)
 - Speakers
 - Scientific Session Speakers
 - Entertainers
 - Others as Approved
9. **Billing Procedures**.

Sleeping rooms for the above persons shall be billed to KDA, except those that are complimentary (furnished by the hotel). KDA staff will determine which rooms will

be complimentary. KDA should be billed for all approved meal and entertainment functions.

10. **Past Presidents' Function.** The Immediate Past President is responsible for this function; getting speaker and reporting number to hotel and choosing menu. KDA sends each Past President an invitation and they make reservations to the Immediate Past President.
11. **UL-UK Hospitality Rooms.** Each dental school will make their own catering arrangements with the hotel.
12. **Class Reunions.** KDA provides space on Kentucky Meeting Program. Classes have chairperson and they do the planning. If classes (or components) have a hospitality room and want it posted, KDA staff will put up their posters around the registration desk, but the KDA staff is not responsible for making their signs or posters. Service, speakers, music and program.
13. **William Marcus Randall Memorial Dinner.** KDA invites guests from allied professions and helps with head table. This can be done ahead of time and altered at the last minute. KDA has a table in front of head table for the guests and one for 50 year recipients. Speakers, ADA officials, etc. will be at the head table. KDA invites 50 year recipients to dinner.
14. **Additional KDA Banquets.** Meeting chairperson is responsible for arrangements and menu. KDA will help with head table if there is one.
15. **Specialty Groups.** All arrangements are made through each specialty president and the meeting room coordinator. Catering requirements are handled directly between the specialty president and hotel.
16. **Credentials Committee.** Chairpersons should make a schedule of workers and give KDA staff a copy so they know who will be at the registration desk and at what time. KDA will contact the chairperson.

Tickets are given to Randall family members and their spouses for the "Pop" Randall Memorial Luncheon. In the event of a "Paid" Lecturer (not a luncheon), the family would be given tickets for that function.

The Sixth District trustee and the ADA President and their spouses are given meal function and entertainment tickets.

ADA visitors will be given tickets at the discretion of the Executive Office of the KDA.

Randall Dinner: The Executive Directors of the Allied Health Professions are invited to the dinner and are given complimentary tickets. These include Kentucky Medical, Hospital, Nurses, Nursing Home Laboratory Guild, and Pharmaceutical Association. KDA staff is responsible for inviting guests.

Tickets Will Be Distributed by the KDA Office

J. KDA Responsibilities.

1. The Association shall have a contract signed for hotel space for the Kentucky Meeting at least five years in advance. The meeting site is determined by the KDA Executive Board.
2. Duties of KDA Committees. (All should have at least one member from annual meeting city).

(a) General Sessions Chairperson

Should have had some experience on prior Annual Sessions Committees.

The Chairperson should be appointed as soon as possible by the 1st Vice President after he or she has been elected so that the chairperson can work with the preceding year's Annual Session Committee. Should name his or her Annual Meeting Committee Chairperson early, including a Vice-Chairperson. Responsible for overall meeting and program.

Responsible for budgeting.

General chairperson should meet with the hotel, past General Sessions Chairperson and representation for the Exhibit Hall set-up company within six weeks following preceding meeting for critique and suggestions.

(b) Exhibit Committee Chairperson

Should have had prior experience on this committee.

Appoint the committee (3-4) with thought to whom eventually will succeed him or her as chairperson.

Responsible for:

Exhibit Hall reservations-check in with KDA meeting coordinator.

Exhibit Hall layout.

Booth assignments and fees.

Coordinate with Exhibit Hall Set-Up Company

Mailing Prospectus in cooperation with KDA staff by preceding August 15th.

Signs (Coordinate with KDA staff).

(c) Scientific Sessions Chairperson

Know about budgets for this committee.

Appoint Scientific Sessions Sub-Chair.

Appoint the committee (about 4-5).

Obtain commitments in writing from speakers.

KDA will pay speakers travel (tourist), room and tickets for KDA activities.

Assign a member of committee to meet and return all speakers to airport.

Responsible for arrangements for audio visual aids with meeting coordinator.

(d) Table Clinics and Hobby Show

Appoint committee (about 3-4)

Arrange certificates with KDA staff.

Coordinate tables, water, lamps, electrical outlets with hotel and exhibit hall set-up company.

Invitations to participate should be mailed at least two months prior to meeting.

Particular attention to:

KDA Members

UL – faculty and students

UK – Faculty and students

Auxiliary to KDA

KY Dental Assistants Association

KY Dental Hygienists Association

(e) KDA Executive Director and/or Staff

(a) Make all arrangements through appropriate coordinator.

Section V - KDA Executive Office Operations

I. KDA EXECUTIVE OFFICE BUILDING

1920 Nelson Miller Parkway
Louisville, Kentucky 40223

Telephone: (502) 489-9121

Toll free: (800) 292-1855

Website: www.kyda.org

This two-story building, with an adjoining parking lot was constructed in 2006.

II. STATEMENT OF POLICIES

Personnel Policies reflect general employment policies which may be changed at any time without prior notice to or approval of any employee. Personnel Policies shall in no way constitute contractile terms of employment.

III. PERSONNEL POLICIES (Approved June - 1981)

A. OFFICE HOURS

The established hours of work are from 9 a.m. to 5 p.m. Monday through Friday - a total of 35 hours per week.

a. Individuals or companies who obtain mailing labels must sign a contract stating that they have agreed not to reproduce the mailing label list in any way.

b. Mailing List – Member & Commercial Ventures

Commercial Ventures	500.00
Non-Profit Organizations	400.00
Endorsed KDA Commercial Ventures	300.00
KDA Members (for use in announcing office openings, change of address, etc.)	\$15.00 per hundred to maximum of \$100.00
Dentists who are not KDA Members (for use in announcing office openings, change of address, etc.)	\$50.00 per hundred

- B.** Political campaigns can receive a mailing label list through the joint decision of the KDA Executive Director and the Chairman of the KDA Council on Legislation. The cost for the mailing labels will be determined by the Executive Director.
- C.** If the Executive Director has a question regarding the appropriateness of selling an individual or organization mailing labels, the matter will be resolved at the next KDA Executive Board Meeting. No labels will be given out until the Executive Board has resolved the issue.
- D.** Text to Membership List Agreement.
The Kentucky Dental Association (KDA) agrees to furnish to the undersigned labels containing the names and addresses of its members. The undersigned acknowledges KDA's valuable proprietary interest in its membership list, and in consideration for KDA furnishing such labels, agrees as follows:
1. The undersigned and its employees will not duplicate or allow to be duplicated in any manner KDA's membership list, or any part thereof, without the written permission of the KDA.
 2. The undersigned will not use the labels furnished by the KDA for any purpose except for advertising solicitations by the undersigned and approved in advance by the KDA.
 3. The undersigned will take all reasonable precautions to protect the security of the labels furnished by KDA so as to prevent any unauthorized use of KDA's membership list.
 4. The undersigned agrees that the proprietary loss to KDA from any violation of the terms of this membership list agreement would be substantial, but difficult for KDA to discover and prove, especially since such damages would be continuing. The undersigned therefore agrees to pay KDA \$5,000.00 for any such violation of this agreement as liquidated damages in lieu of all other damages (except for fraud), such other damages being inadequate and inconvenient given the circumstances involved.

Name of Company

By: _____
Authorized Agent

Date _____ 20__ Title _____

- E.** KDA members should notify the KDA Executive Office if they wish that their address not be included in such activity as is outlined in this section.

KDA BUILDING OPERATIONS AND MAINTENANCE

- A. The KDA Executive Board supervises the Building through the KDA Building Committee.
- B. The Building Committee's Composition is as follows:
The committee shall consist of three members, one member being elected annually by the Executive Board for a three year term. The senior members shall serve as Chairman.
- C. Duties of the Building Committee are:
 - (1) To oversee the retirement of any indebtedness of the building.
 - (2) To maintain adequate furnishings and equipment of the building.
 - (3) To assure complete maintenance and operation of the building.
 - (4) To assure adequate insurance coverage on the building and contents.
 - (5) To establish reasonable and adequate rental revenue from occupants of the building.
 - (6) To report biannually to the Executive Board.
- D. Inventory of the Building
 - (1) Photos of all rooms showing fixtures, furniture and equipment should be placed in the KDA's bank lock box.
 - (2) Copies of invoices for all KDA office furniture and equipment are kept in the "invoice file" at the KDA office.
- E. Providers of Service for Building
See Addendum 1 for a list of current service providers.
- F. Financial and Employee Benefits
Refer to the KDA Personnel Policies Manual.
- G. Building Rental
The Kentucky Dental Association has 5,000 square feet of office space on the first floor of the KDA Executive Office Building which is leasable

Addendum 1
Providers of Service for KDA Building

HVAC	Schardein	502-368-7678
Fire Alarm	Siemens	502-736-8178
Ground Maintenance	Okes	502-969-5296
Janitorial	Kenway	502-367-2201
Building Alarm	ADT	502-800-238-2727
Pest Control	A-1	502-339-1234
Insurance	KDAIS/Nelson Insurance	502-736-7000
Bank Products	Your Community Bank	502-489-3611
Investments/Pension Plan	Stifel Nicolaus	502-420-3208

Addendum 2

Conflict of Interest Policy

I, the undersigned, affirm the following:

- a. I have received a copy of the Conflict of Interest Policy.
- b. I have read and understand the policy.
- c. I agree to comply with the policy, and
- d. I understand the Kentucky Dental Association is a non-profit organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signature _____

Date _____

Addendum 3

KDA Executive Director Responsibilities

1. To provide the Executive Board and House of Delegates a list of expired KDA Council terms of office.
2. To be responsible to the KDA Executive Board for the administration of the headquarters' office.
3. To maintain relationships with other organizations, community, state and local governments, public service organizations and vendors which have bearing upon the implementation of the Association's goals and objectives.
4. To maintain a harmonious relationship with each of the eleven component societies of the KDA
5. To head the Executive Offices of the Association.
6. To engage all employees, subject to the approval of the Executive Board.
7. To supervise and staff the activities of all councils and committees in regard to their specific assignments and systematize the preparations of their reports.
8. To assist the Executive Board and officers of the Association as requested.
9. To assist the appropriate committee in the preparation and administration of the Kentucky Meeting.
10. To supervise the administration and financial affairs of all publications.
11. To represent the Association at all appropriate meetings of the American Dental Association.
12. To serve as ex-officio member of all councils and committees without the right to vote.
13. To present, annually, a written report of the activities of the Association to the Executive Board and House of Delegates.
14. Direct the legislative effort as outlined by the Association.

15. To perform such other duties as prescribed by the KDA Executive Board and KDA House of Delegates.

Addendum 4
KDA Executive Board/House of Delegates
Action Log

Date of Action Taken _____

Executive Board Action _____ House of Delegates _____ Workgroups _____

Council/Committee _____

Action

Executive Board Member Assigned

KDA Staff Assigned

Date Accomplished

Date Presented to Executive Board of House of Delegates _____

- Note: This log will be maintained in a ring binder and housed at the KDA Executive Office. KDA staff will review weekly and inform Executive Board member action status.