Policy Manual

Adopted by the House of Delegates
Adopted September 2004
Amended April 2013
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RESOLUTION NUMBER KEY:

H-Origination(Year)-#


Origination Codes:

BOT   Board of Trustees
BF    Council on Budget and Finance
BP    Council on Bylaws and Policy
DC    Council on Dental Care
DEPI  Council on Dental Education and Public Information
EB    Editorial Standing Committee
GA    Council on Governmental Affairs
MS    Council on Membership and Membership Services
NE    Council on Nominations and Elections
TEC   Council on Technology and Electronic Communications
BOARD OF DENTISTRY
CREDENTIALING

H-(2000-2001)-20
Adopted 5/9/01

The Oklahoma Dental Association and its members will recognize the Board of Dentistry as the official credentialing body for the dentists in this state. Although various contracts may have credentialing clauses, their credential will not supersede the Board’s authority.

UMBRELLA BOARD

H-(1987-88)-38
Adopted 4/28/88

The House of Delegates shall make it clear that The Oklahoma Dental Association is opposed to any legislative or administrative effort to place the Board of Dentistry under an umbrella board or to combine its responsibility with any other State Board or agency.
The duties of Delegates and Alternate Delegates to the American Dental Association shall be:

A. To represent and protect the interest of the ODA membership.

B. To study and fully understand the rules and regulations provided by the American Dental Association pertaining to the conduct and actions of a Delegate in attendance at the ADA House of Delegates.

C. To attend all meetings relative to the ADA House of Delegates and all committee obligations to which the Delegates and Alternate Delegates may be assigned, all meetings, of the ADA Twelfth District, and all other appropriate meetings during the ADA meeting. Failure to attend all appropriate meetings is subject to loss of per diem unless approved by the Delegation Chair prior to the missed meeting.

D. During the ODA Annual Meeting, the ADA Delegates and Alternate Delegates will elect a delegation Chair.

Oklahoma Dental Association shall pay the expenses to include the President’s Gala of the elected delegates and the elected alternate delegates to the American Dental Association, the president, who is a delegate, ex-officio, and president-elect who is an alternate delegate, ex-officio, while representing this association in the ADA House of Delegates meetings as specified in Resolution H-(1987-88)-22.

The vice president will be designated the secretary of this association during the ADA House of Delegates meetings with all rights, privileges and obligations of that position.

Volunteer representatives approved for travel, on behalf of the Oklahoma Dental Association, shall be reimbursed for lowest advance purchased coach airfare, to include luggage (one piece) fees, with the exception of golf bags, or current government mileage rate, run of the house lodging at the designated leadership hotel, including hotel Internet fees, and up to $75 per diem with signed receipts.

Officers, delegates, alternate delegates and others approved to represent the Oklahoma Dental Association shall be reimbursed only if they attend the meetings for which they are being reimbursed and that said per diem reimbursement shall be made according to the number of days/ nights required to attend the meeting.
ANNUAL SESSION POLICY

Annual Meeting Planning Committee (AMPC): An AMPC will organize and present all aspects of the Annual Session. Initially, this committee shall have three co-chairs, one each appointed by the President, President-elect, and Vice President, whose principal responsibility will be to select the scientific speakers for the annual session. Thereafter, the Vice President will appoint one member to select scientific speakers for the annual session at which he/she will be President and who may also serve as Chair of the Annual Meeting Planning Committee at that annual meeting. The remaining two to four members, as required, shall be appointed by the President.

Badges and Ribbons: Will include officers, trustees or other members as determined by the Annual Meeting Planning Committee. No commercial or vendor marketing on badges will be permitted. The following ribbons have been accepted for use at the annual session: Officer Ribbons, Board of Trustees, House of Delegates, State Life Members, Smile, Pride, Health and Wellness, Speaker, Host, Exhibitor, DENPAC, OkMOM Volunteer and Alliance. Dentist members whose spouse is a member of the Alliance will receive a gold star on his/her name badge.

Commercialism/advertising: Any commercialism or advertising in the scientific programs or table clinics as well as any attempt to solicit products, services or sales outside of a rented booth in the exhibit hall is prohibited. This policy also applies to invited speakers and shall be included in the language of the speaker’s contract.

Elevation and Installation of Officers: The ceremony for the elevation and installation of Officers will be held in conjunction with the President’s Banquet.

Solicitations: Unregistered persons are not permitted in the scientific programs or table clinics. Any attempt to solicit products, services or sales outside of a rented booth in the exhibit hall is prohibited.

Registration Fees: Fees for all categories are set by the Board of Trustees as recommended by the Council on Budget and Finance. Social events shall be supported by purchase of individual tickets and not included in the basic registration fee. Any ODA member wishing to attend any portion of the ODA Annual Meeting must register and pay the registration fee, with exception of the ODA President and spouse and the Dean of the OU College of Dentistry, whose registrations shall be complimentary. Undergraduate dental students shall not pay a registration.

Assistants, hygienists, or spouses/guests of member dentists may attend meetings of the Association without requiring memberships in their respective organizations. The ODA provides a $10 rebate to the ODA Alliance for every spouse registered for the Annual Meeting and to the Oklahoma Dental Assistants Association for every dental assistant registered for the Annual Meeting.

Complimentary Registration and Tickets: Complimentary registration and tickets shall be provided to ODA Honorary Members and ADA Dignitaries to include the ADA President, President-elect, and/or Executive Director, any officer or past officer of the ADA from Oklahoma, the 12th District Trustee, the ADA President-elect candidates, the executive directors and presidents of each state in the 12th District, and one spouse/guest for each
dignitary. Complimentary registration and tickets shall also be provided to scientific session speakers who are not members of the ODA upon request.

Meeting Dates: The Executive Director in conjunction with the chairman of the Executive Committee of the Board of Trustees is authorized to establish meeting dates. The Board has final approval of dates.

Security: Exhibitors, clinicians and others displaying materials will be informed by the Executive Director that ODA does not accept responsibility for materials owned by other than ODA, but will do its best to furnish adequate security.

Speaker Compensation: Speakers compensation will consist of an honorarium determined by the annual session budget, two nights lodging and be reimbursed up to round trip economy 21 day advance purchase air fare. The Oklahoma Twister Series is not designed to be an ‘honorarium’ arrangement. All participating clinicians volunteer their preparation and presentation time and effort.

Budget: A budget for the total annual session shall be presented to the Board of Trustees as part of the annual operating budget.

The President’s Banquet at the ODA Annual Meeting may be subsidized by up to $5,000 above the budgeted amount.

Refund Requests: Requests received for refunds for annual session tickets and fees will be honored if a request in writing by electronic transmission or regular mail is received by the ODA Executive Director up to seven business days prior to the first day registration opens at the meeting site. A processing fee of $30.00 will be charged. All refunds will be made after the meeting by check.

Sponsorship Policy: ODA, through its Annual Meeting Planning Committee, may solicit sponsorships to supplement its annual meeting budget. Recognition for Sponsorships may include a listing of sponsors in the program booklet, newsletter and Web Site, signage, and thank you by moderator during meeting. This does not apply to not-for-profit organizations, such as co-sponsoring component or allied organizations.

The Annual Meeting Planning Committee will review the levels of sponsorships and develop a list of sponsorship opportunities and the benefits associated with each opportunity annually.

All continuing education programs are presented by the ODA. Sponsorship of any continuing education program or session must be clearly indicated in all promotional materials and/or advertising for the educational session. All sponsorships must also be clearly marked at the location of the continuing education session, and attendees of the continuing education session must be verbally informed of any sponsorship both at the beginning and end of the continuing education session.

Continuing Education Presenter Policy: The Oklahoma Dental Association (ODA) requires that all speakers presenting an educational program to ODA members and guests will complete a Conflict of Interest Declaration declaring any interest in a product, service and/or company referenced in the program. Conflict of Interest is considered to exist if a speaker or lecturer is affiliated with or has any financial interest in a commercial organization that may be co-sponsoring the educational or program or if specific products or services of commercial venture are recommended for entities with which the speaker or lecturer is aligned.
Advertising matter, commercial promotion, and solicitations of any type are prohibited during any part of an education program. Furthermore, no such materials shall be distributed or made available in the meeting room in which the continuing education session takes place.

Any speaker or lecturer participating in an ODA continuing education session must agree to all the conditions described in the following forms: 1) Speaker’s Agreement for Oklahoma Dental Association and 2) Conflict of Interest Declaration, and must indicate their agreement with the terms of these forms by signature.

The following statement shall be read during the introduction of presenters at all ODA sponsored programs that have a financial and/or beneficial interest in their presentations: “This participant(s) has a financial and/or beneficial interest in a product or service related to his/her presentation.”

Presentation with enhanced images are obligated to disclose the use of photographs, computer images, radiographic images or other visual images that have been enhanced, modified or altered if to be used in any presentation or publication.
Prelude

The Oklahoma Dental Association is a not-for-profit organization. The association is not organized to and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or discourage any particular business practice.

The association provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, council meetings, and Board meetings. The Board of Trustees recognizes the possibility that the Association and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the Association's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the Association also recognizes the severity of the potential penalties that might be imposed on not only the Association but its members as well in the event that certain conduct is found to violate the antitrust laws. Should the Association or its members be involved in any violation of federal/state antitrust laws, the more severe federal violation can involve both civil and criminal penalties that may include imprisonment for up to 10 years as well as fines up to $1 million for individuals and up to $100,000,000 for the Association plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

Policy

In order to ensure that the Association and its members comply with antitrust laws, the following principles will be observed:

- The association or any council, component, or activity of the Association shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices, terms or conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at Association meetings or other activities.

- There will be no discussion or other communication discouraging or withholding patronage or services from, or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.

- There will be no discussion or other communication about allocating or dividing geographic or service markets or customers.
• While the Association can prohibit false or misleading advertising, there will be no discussion or other communication about restricting, limiting, prohibiting, or sanctioning advertising or solicitation directly competitive with Association products or services.

• While the Association may endorse or withhold endorsement of products or services, there will be no discussion or other communication about discouraging entry into or competition in any segment of the marketplace.

• There will be no discussion or other communication about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the Association's bylaws.

• Certain activities of the Association and its members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members directly designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions constituting a "sham" to cover anticompetitive conduct.

• Speakers at councils, educational meetings, or other business meetings of the Association shall be informed that they must comply with the Association's antitrust policy in the preparation and the presentation of their remarks. Meetings will follow a written agenda approved in advance by the Association and/or its legal counsel.

• Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.

At informal discussions at the site of any Association meeting all participants are expected to observe the same standards of personal conduct as are required of the Association in its compliance.
I have been asked to remind all of you in attendance that various state and federal laws prohibit the exchange of information among competitors regarding matters pertaining to price, refusals to deal, market division, tying relationships and other topics which might infringe upon antitrust regulations, and that no such exchange or discussion will be tolerated during this meeting.

These guidelines apply not only to the formal meeting sessions, but to informal discussions during breaks, meals or social gatherings.

Thank you for your cooperation. Chair of the Meeting

Meeting Name and Date___________________ Purpose________________________

ATTENDEES SIGNATURES REQUIRED:

___________________________________ ________________

___________________________________ ________________

___________________________________ ________________

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___________________________________ ________________
An Officer must approve the original concept of a mail communication or publication before it can become a part of the online system and sent to members. To receive approval, each publication list must include its mission, goals, a clear description of its content, and the frequency. Any changes to the publication concept beyond the original intended mission and goals must also be approved by an officer.
OKLAHOMA DENTAL ASSOCIATION
CONFLICT OF INTEREST POLICY

It is the policy of the Oklahoma Dental Association ("ODA" or "Association") that individuals who serve in elective, appointive or employed offices or positions do so in a representative and/or fiduciary capacity and shall exercise particular care that no detriment to the Association results from conflicts between their interest and those of the Association. A conflict of interest exists when an individual has a direct or indirect (i.e., beneficiary) interest or relationship, financial or otherwise, that may conflict or be inconsistent with the individual’s duties or exercise of independent judgment with respect to the Association.

As a condition for selection, each nominee, candidate and applicant shall complete, sign and date a disclosure form to the Executive Committee of the Board of Trustees, on an annual basis, and shall update it if and when any change in information occurs.

Completing any section or sections on the form may not disqualify an individual. Individuals who have attained high levels of expertise through affiliation with other organizations, academia, or business are important to ODA, provided their activity does not involve a conflict. To avoid even the appearance of impropriety, any individual should always disclose any possible relationship or interest that might affect a vote, decision or action on behalf of the ODA.

Resolution of Conflicts of Interest

The Disclosure Forms are submitted to the Executive Committee of the Board of Trustees for evaluation. The Executive Committee, consistent with due process, shall determine whether or not a conflict of interest exists, and may with a majority vote take one or more of the following actions:

1. Determine that there is not conflict of interest;
2. Determine that such disclosure of the conflict of interest is sufficient and that no further action is warranted;
3. Request that the individual divest himself/herself of the position or relationship that gives rise to the conflict of interest in order to participate in matters relating to the issue; and/or
4. Require that:
   a. The individual refrain from all deliberations and actions on issue affected by the conflict of interest.
   b. The individual be physically absent from all deliberations and actions affected by the conflict of interest.
   c. The Component shall have the privilege of appointing a substitute for the individual with a conflict of interest during deliberation and actions, including voting on issues affected by the conflict.

Memorandum Sent To All Appropriate Individuals

Policy of the Oklahoma Dental Association requires that all members of the House of Delegates, Board of Trustees, Councils, Committees, representatives to other organizations and Staff sign a Conflict of Interest Statement on an annual basis and update it during the year as may be necessary.
Conflict of Interest forms are sent to delegates and alternate delegates in advance of the annual session. All others complete the forms following the annual session.

Two copies of the form are enclosed. Please sign one and return to the Oklahoma Dental Association office, Attention Executive Committee, in the enclosed postage paid envelope or FAX the signed form to the Executive Committee at 405-848-8875. Your signed form must be returned no later than March 1, (year) for Delegates and Alternate Delegates and June 1, (year) for all other positions. Keep the other copy for your files.

Please contact the ODA at 800-876-8890 if you have any questions. Thank you for your attention to this request.
CONFLICT OF INTEREST DISCLOSURE FORM

This statement is provided to the ODA as a matter of information and disclosure requiring that any individual who serves in an elective, appointive or employed office or position shall make known to the Executive Committee any possible conflict of interest.

PART I

For purposes of this form:

“You” and “Your” means you, your immediate family or any other third party with whom you and your immediate family has a business relationship; and

“Material Interest” means:

(a) a financial interest or professional relationship which directly, indirectly or beneficially contributes materially to your income; or

(b) a significant position, such as proprietor, director, partner, spokesperson, consultant, or key employee.

If you answer “yes” to any of the following questions, complete Part II of this form.

1. Do you have, or do you anticipate having within the next 12 months, a material interest in or with any business that furnishes goods or services, or is seeking to furnish goods or services, to the Association?

   ____ yes
   ____ no

2. Do you have, or do you anticipate having within the next 12 months, a material interest in or with any health care business or facility (i.e., HMO, PPO, practice management organization, dental manufacturer or service provider, etc., other than your dental practice?

   ____ yes
   ____ no

3. Do you currently have, or do you anticipate having within the next 12 months, a material interest in or with any health care organization, association or related professional society?

   ____ yes
   ____ no

4. Do you currently hold, or do you plan on holding within the next 12 months, any faculty positions?

   ____ yes
   ____ no
5. Do you currently have, or do you anticipate having within the next 12 months, any other material interests or involvement with any other activity that may be inconsistent with your duties or exercise of independent judgment with respect to the Association?

  ____ yes
  ____ no

By signing this form, I agree not to use my position, or any reference to past, present or future positions, with the Association to promote personal business interests. I further agree not to capitalize on, profit, or attempt to profit from information gained as a result of my position with the Association. I agree to abide by the outcome of the resolution of any conflict of interest I may have in accordance with procedures outlined in the policy.

_______________________________  ______________________________
Signed                                    Date
PART II

If you answered “yes” to any of the questions above, indicate for each question:

Question No. ________

1. Name of Business(s), Organization(s) or Institutions(s):
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2. Nature of its business or activities:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. Brief description of your material interest (i.e., extent of financial interests, position held, part-time, full-time, etc.):
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

Question No. ________

1. Name of Business(s), Organization(s) or Institutions(s):
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2. Nature of Its Business or Activities:
   ____________________________________________________________
   ____________________________________________________________

3. Brief description of you material interest (i.e., extent of financial interests, position held, part-time, full-time, etc.):
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
Question No.________

1. Name of Business (s), Organization(s) or Institutions(s):

2. Nature of Its Business or Activities:

3. Brief description of you material interest (i.e., extent of financial interests, position held, part-time, full-time, etc.):

Question No.________

1. Name of Business (s), Organization(s) or Institutions(s):

2. Nature of Its Business or Activities:

3. Brief description of you material interest (i.e., extent of financial interests, position held, part-time, full-time, etc.):
CONSULTANTS AND VENDORS

H-BY(2004-2005)-48

Adopted 4/28/05

Guidelines:

1. A council or committee may request a consultant for a specific issue, by written request to the Board of Trustees, outlining the goals and purpose for the consultant.
2. The request must include an estimated fee for the consultant and the time period the consultant is expected to function.
3. If a limited or short term use of the consultant is anticipated, a letter of agreement shall be executed by the consultant and the President.
4. When the contemplated need for a consultant is for a defined project, for an extended period of time or for a long term relationship, a formal request for proposal should be executed.
5. Before a proposal is accepted, potential principal consultants should be interviewed.
6. The Board of Trustees shall appoint a committee consisting of two members of the Board of Trustees, two members at large, and a representative of the council or committee requesting the consultant when applicable.

Request for Proposal (RFP):

1. Should specify, in detail, what is expected from the consultant.
2. Must contain a statement of the project, objectives, and estimated time for completion.
3. An estimate of the time necessary for completion of the project.
4. The consultant’s proposed fee and estimate of expenses for the service.
5. A schedule of deadlines and reporting format/content.
6. The consultant’s resume.
7. Reference list and list of current clients.
8. A list of potential conflicts of interest.

Considerations:

1. Is the proposal responsive to the RFP?
2. Are the personnel adequately trained to carry out the work proposed?
3. Negotiate contract. Proposed scope of work and fees to include:
   a. Statement of proposed objectives.
   b. Duties and responsibilities of each party.
   c. Specify personnel to accomplish project.
   d. Specify budget and fees for expenses.
   e. Specify method by which the contract can be amended.
   f. Specify time lines and reporting requirements.
VENDOR REVIEWS

H-BY(2004-2005)-49
Adopted 4/28/05

All vendors doing business with the ODA will be reviewed annually by the appropriate responsible board, council or committee. These reviews shall be submitted to the Executive Director and shall be included in the Executive Directors report to the Board of Trustees. No less than once every three years, there shall be an in-depth review of the major vendors by the staff, council, or other appropriate party, with a written report to the House of Delegates, which includes recommendations. This report will include the solicitation of proposals from competing agencies and an objective analysis of the existing agency’s performance and the competing proposals.

GIFTS FROM VENDORS

H-BY(2004-2005)-51
Adopted 4/28/05

Gifts from vendors and prospective vendors in any form to members of the Board, councils or committees are unnecessary and considered inappropriate. If such vendors wish to show appreciation to the Association, they shall be advised that gifts are accepted through submission to and approval by the Board of Trustees. All such gifts shall be reported to the House of Delegates at the next regularly scheduled meeting.
CONTINUING EDUCATION POLICY

MISSION
The mission of the Oklahoma Dental Association continuing education program is to provide a reputable source of timely, relevant and up-to-date professional level of continuing education for dentists and their auxiliary personnel, thereby improving the level of health care available to the public.

In general, all continuing education courses provided by the Oklahoma Dental Association shall be available to all dentists.

OBJECTIVES AND EVALUATION
The ODA will periodically appraise and revise, as necessary, the goals of the continuing education program. The goals of the ODA continuing education program should be relevant to the educational needs and interests of the ODA membership. The ODA Council on Dental Education and Public Information will conduct a periodic and objective needs assessment by surveying the membership of the ODA. This assessment will be used when planning continuing education courses and when choosing the educational methods by which continuing education courses are presented.

A set of written educational objectives for each course will be published and distributed to the ODA’s intended audience as a mechanism for potential attendees to select courses. These objectives cannot conflict with or violate the ADA Ethics and Code of Professional Conduct.

The ODA will communicate specific course objectives to instructors early in the planning process.

The ODA will develop and use course evaluation mechanisms that are appropriate to the objectives and educational methods of each course. The evaluation mechanism will assess course content, instructor effectiveness, and overall administration. The evaluation mechanism will allow participants to assess their achievement of personal objectives and the mastery of the material.

The ODA Council on Dental Education and Public Information will periodically conduct a review of the ODA’s continuing education program to determine:

- The extent to which the program’s goals are being achieved;
- The extent to which the evaluation methods effectively and appropriately assess the educational objectives, the quality of the instructional process, and the participants’ perception of enhanced professional effectiveness;
- Whether evaluation methods are appropriate to and consistent with the scope of the educational courses; and
- How effectively the evaluation data are used in planning future continuing education courses.

COMMERCIAL OR PROMOTIONAL CONFLICT OF INTEREST
The ODA assumes responsibility for taking specific steps to protect against and/or disclose any conflict of interest of the speaker(s) presenting courses. All speakers presenting an educational course to ODA members complete a Conflict of Interest Declaration declaring any interest in a product, service and/or company referenced in the program. Conflict of Interest is considered to exist if a speaker or lecturer is...
affiliated with or has any financial interest in a commercial organization that may be co-sponsoring the educational program and/or if specific products or services of commercial venture are recommended for entities with which the speaker or lecturer is aligned.

Advertising matter, commercial promotion, and solicitations of any type are prohibited during any part of an education program. Furthermore, no such materials shall be distributed or made available in the meeting room in which the continuing education session takes place.

The ODA has the ultimate decision regarding funding arrangements for all ODA-sponsored continuing education courses. Any external funding of any continuing education course must be clearly indicated in all promotional materials and/or advertising for the educational course. All sponsorships must also be clearly marked at the location of the continuing education session, and attendees of the continuing education course must be verbally informed of any sponsorship both at the beginning and end of the continuing education course by the session host.

The ODA ensures that a balanced view of all therapeutic options will be presented. Whenever possible generic names will be used to contribute to the impartiality of the program presented.

Any speaker or lecturer participating in an ODA continuing education course must agree to all the conditions described in the 1) Speaker’s Agreement for Oklahoma Dental Association and 2) Conflict of Interest Declaration, and must indicate agreement with the terms of these forms by signature.

Presenters are obligated to disclose the use of photographs, computer images, radiographic images or other visual images that have been enhanced, modified or altered when used in any presentation or publication.

EDUCATIONAL METHODS AND INSTRUCTORS
The ODA assumes responsibility for ensuring the content quality and scientific integrity of all continuing dental education courses. The ODA will ensure that the instructors chosen to teach each continuing education course are qualified by education and experience to provide instruction in the relevant subject matter. The ODA assumes responsibility to secure an adequate number of instructors in order to provide effective educational results and to ensure that close supervision and adequate direct interchange between participants and instructors will take place.

The ODA will provide a written description of the educational methods to be used for each course in an effort to assist in effective planning and evaluation of the course.

Participants will be cautioned about the potential risks of using limited knowledge when incorporating techniques and procedures into their practices, especially when the course has not provided them with supervised clinical experience in the technique or procedure to ensure that participants have attained competence.

FACILITIES
The facilities and instructional media selected for each activity will be appropriate to accomplish the intended educational method(s) and the stated educational objectives. The ODA ensures that facilities/instructional media and equipment (including those borrowed or rented) are adequate and in good working condition, so that instruction can proceed smoothly and effectively.
The space and provided equipment (and patients, if used) will be adequate to accommodate the size of the intended audience, particularly for participation courses, and to allow active participation by each learner without undue idle time. The ODA will clearly communicate specific descriptions in advance of any materials and/or equipment the ODA requires participants to provide.

ADMINISTRATION AND RECORD KEEPING
All CE courses will be administered in accordance with the mission, goals and objectives of the ODA continuing education program. The ODA Council on Dental Education and Public Information will serve as the continuing education advisory committee.

The ODA will maintain accurate records of participation in each continuing education course and will retain information on formal planned continuing education courses offered, to include needs assessment, educational methods, objectives, course outlines, and evaluation.

The ODA ensures that all clinical and/or technical continuing education courses offered have a sound scientific basis, proven efficacy and ensured public safety. The ODA ensures that participants comply with applicable laws and regulations and that participation in its continuing education program by dentists not licensed in this jurisdiction does not violate the State Dental Act.

The ODA will issue accurate documentation of individual participation to course attendees and will include a record of the actual number of contact hours (excluding breaks, meals and registration periods) for continuing education credit(s) for a period of three years.

FISCAL RESPONSIBILITY
Fiscal resources will be sufficient to meet the goals of the ODA continuing education program and the objectives of all planned continuing education courses. Adequate resources will be available to fund the administrative and support services necessary to manage the ODA continuing education program. Resources for the continuing education program will be a clearly identifiable component of the ODA’s total budget and resources. The ODA will maintain a budget for the overall continuing education program to include all costs and income, both direct (e.g., honoraria, publicity costs, tuition fees, refunds, or foundation grants) and indirect (e.g., use of classroom facilities or equipment, unpaid instructor time, etc.). Adequate resources will be maintained for the continual improvement of the ODA continuing education program.

PUBLICITY
All publicity of any continuing education courses offered by the ODA must include the following:
- Course title;
- Description of the course content;
- Educational objectives;
- Teaching method(s) to be used;
- Name of a contact person for more information;
- Names and qualifications of course instructors;
- Costs for the course;
- Refund policy (if applicable);
- Location, date and time of the course;
- Number of CE credits available;
- Level of prerequisite skill, knowledge, or experience required (or suggested);
Use of the ADA CERP logo whenever feasible in conjunction with the authorized statement; and
Names of any agencies and/or companies providing financial support.

All publicity of continuing education courses offered by the ODA must not conflict with or violate the
ADA Principles of Ethics and Code of Professional Conduct.

ELECTRONICALLY MEDIATED/DISTANCE LEARNING

When developing and/or providing electronically mediated/distance learning courses, the ODA must adhere to the following criteria:

- ODA courses will include resources, references and information to aid participants in securing relevant material through online sources (e.g. electronic databases, interlibrary loans, government archives, news services).
- ODA will provide participants with technical assistance throughout the duration of the course. The technical design of the course should support easy navigation, and all program features should be functional.
- The ODA will ensure that the participant has interaction with the lecturer/author and other participants, as needed, and will facilitate this interaction through a variety of methods such as voice mail, email or chat rooms. Questions directed to course personnel should be answered accurately and as quickly as possible. A structured system to address participant complaints must be in place. Feedback to participants about assignments and questions should be constructive and provided in a timely manner.
- ODA courses should provide participants with flexibility to access and review course materials on demand during the period of announced availability.
- The ODA will not have any embedded advertising and direct commercial links within the educational content.
- The ODA will use current best practices to aid participants in locating courses via multiple search engines.
- When appropriate, the ODA will use the unique characteristics of the electronic media to engage the participants in analysis, synthesis, and evaluation as part of their course and program requirements.
- Whenever possible, ODA educational software will be designed in accordance with ANSI?ADA Specification 1001 for the Design of Educational Software.
ODA Privacy Policy
Thank you for visiting our web site. This privacy policy tells you how we use personal information collected at this site. Please read this privacy policy before using the site or submitting any personal information. By using the site, you are accepting the practices described in this privacy policy. These practices may be changed, but any changes will be posted and changes will only apply to activities and information on a going forward, not retroactive basis. You are encouraged to review the privacy policy whenever you visit the site to make sure that you understand how any personal information you provide will be used.

Note: the privacy practices set forth in this privacy policy are for this web-site only. If you link to other web sites, please review the privacy policies posted at those sites.

Collection of Information
We collect personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our visitors. The information you provide is used to fulfill your specific request. This information is only used to fulfill your specific request, unless you give us permission to use it in another manner, for example to add you to one of our mailing lists.

Distribution of Information
We may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when: (1) permitted or required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.

Commitment to Data Security
Your personally identifiable information is kept secure. Only authorized employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information.

Privacy Contact Information
If you have any questions, concerns, or comments about our privacy policy you may contact us using the information below:

By e-mail: registration@okda.org
By Phone: 405-848-8873

We reserve the right to make changes to this policy. Any changes to this policy will be posted.

ODA Security Policy
We employ 128-bit encryption technology in all areas of the Site which require you to provide your personal or account information, including those areas related to online ordering, order status, catalog request and contest forms. The Site utilizes industry-standard firewalls and Secure Sockets Layer (SSL) technology to allow for the encryption of potentially sensitive Personal Information, such as your name, address and credit card number.

You should recognize, however, that no computer system is fully secure and that there are inherent risks associated with Internet transactions. To make sure you have the latest security features on your browser, you may want to download the most recent version of your favorite browser, which should have full SSL support.

ODA Refund Policy

Note: Please be aware of the dates on each refund policy as each meeting, event, or purchase is subject to different refund policies and timelines. Always check dates to insure you are viewing the most up to date and relevant version.

All sales, dues submissions, and charitable contributions are considered final unless otherwise listed.

Meetings & Events (unless listed separately below): The Oklahoma Dental Association will refund registration fees, less an administration fee established by the Executive Director, if a written request is submitted to the Executive Director or postmarked no later than 7 business days prior to the first day registration opens at the meeting site. Refunds will be provided via check and could take 2-4 weeks to process.

2010 Annual Meeting: The Oklahoma Dental Association will refund registration fees, less an administration fee established by the Executive Director, if a written request is delivered to the Executive Director or postmarked no later than 7 days prior to the first day registration opens at the meeting site. Refunds will be provided via check and could take 2-4 weeks to process.

Please send all refund requests to:

Oklahoma Dental Association
Attn: Executive Director
317 NE 13th Street
Oklahoma City, OK 73104
ELECTIONS AND VOTING

H-BY(2005-2006)-64

Guidelines for Campaigning for ODA Office

1. Candidates may produce a picture (electronic format preferred: jpeg, tiff, or pdf) and a biography limited to 350 words including categories for family history, education, professional accomplishments and community activities. The picture and biography may appear in the pre and meeting registration brochures and can be included in a personal letter.
2. Candidates may write personal letters and make personal phone calls to members asking for their support.
3. Campaign stickers, bulletins, badges or emblems, hospitality suites with or without liquor, food, gifts or entertainment are prohibited as are signs in the convention facility or hotel.
4. The Council on Nominations and Elections may establish a forum or other mechanism for candidates in contested races to present themselves and their views before balloting.

Voting During the Annual Meeting

1. Elections shall be held at the annual session by printed ballots deposited in a sealed ballot box, unless the Board orders a vote by mail.
2. Voting shall be in a convenient, central location.
3. Members voting during the Annual Meeting shall present their current ADA card or ID.
4. Voting shall be from 1:00 p.m. until 4:30 p.m. on the first full day of scientific sessions of the annual meeting.
5. Results of the election will then be posted at the voting location. If possible the results will be announced at the conclusion of the day’s CE courses.
6. The Secretary/Treasurer shall be responsible for administering the balloting.
7. A majority of votes cast for any office shall constitute election. If a majority does not exist, a run-off election must be held from 8:30 a.m. until 12:30 p.m. on the next day following the election between the two candidates (for each office not having a majority) receiving the largest number of votes in the first ballot.
8. Any active, state life, or retired member in good standing may observe the counting of ballots. Ballots may not be viewed by anyone, except the Secretary/Treasurer after the counting of ballots is completed.
9. Any challenge to an election must be in writing to the Secretary/Treasurer within 24 hours from the time the voting booth closes. The Executive Committee of the Board shall determine the merit of the challenge. If merit is established the President shall convene the Board of Trustees for a final decision.
10. The polls indicating the total eligible membership for voting and those who actually voted at the meeting will be kept for thirty (30) days following the date of voting. During that time, any active, life, or retired member in good standing may personally view the polls or voting records.
11. Brief notes may be made, but copies of the polls or extensive note taking of everyone who voted is strictly prohibited.
12. The polls or membership records showing those who voted will be destroyed the 31st day after the voting takes place.

Absentee Voting
1. A member who does not intend to vote during the Annual Meeting must request an absentee ballot from the Executive Office on his office letterhead stationery with the member’s signature at least twenty (20) days prior to the Annual Meeting.

2. The marked absentee ballot must be received in the Executive Office at least seven (7) days prior to the first day of the Annual Meeting or be deposited in the absentee ballot box during regular voting hours.

3. If application absentee ballot is made, it will be the member’s only vote. When it is received in the Executive Office, the member’s name shall be removed from the voting rolls. Therefore, the member must mail the ballot in, or deposit it in the ballot box during the meeting. He will not be allowed to vote at the annual meeting.

4. The absentee ballots will be opened and counted with the votes cast during the Annual Meeting.

5. Absentee ballots will be of a different color than ballots used at the meeting. In the event of a run-off, the absentee ballots will be recounted as originally marked.
ELECTRONIC COMMUNICATIONS POLICY

The following policy applies to Oklahoma Dental Association (ODA) volunteers and staff. In addition, there is a comprehensive section of the ODA Employee Manual that addresses ODA staff.

Confidentiality Notice:
All electronic messages which contain ODA documents or ODA privileged information must include the following as part of the sender’s signature:

CONFIDENTIALITY NOTICE: This e-mail communication and any attachments may contain confidential and privileged information for the use of the designated recipients named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution, or copying of it or its contents is prohibited. If you have received this communication in error, please notify the sender immediately and destroy all copies of this communication and any attachments.

Content: No messages should be sent except those considered acceptable in a letter or memorandum for general distribution. As per all electronic communications and media systems of transmissions, all messages could be heard or read by someone other than the intended recipient since electronic communications are generally not private and may not be kept confidential. Messages should not contain content that may be considered offensive. ODA volunteers and staff should make their electronic, video, and telephonic communications courteous, professional and in an acceptable business standard. There may be a tendency (based upon the ease of electronic communications) to communicate too informally and/or inappropriately, often with less forethought and accuracy than would be employed in a formal written letter, memorandum or other document. It is important to understand that electronic communications may be stored, forwarded to others, inadvertently transmitted to the incorrect recipient, copied or printed and passed on generally without your knowledge or consent.

Prohibited Uses: Prohibited uses of the ODA’s electronic communications include, but are not limited to:

- Engaging in any communication that is illegal or in violation of ODA policy, including (but not limited to) communication that is defamatory or obscene;

- Engaging in any communication that creates an offensive or disruptive message, such as messages containing sexual implications, or any other comment that could be viewed as inappropriately addressing someone’s age, gender, sexual orientation, religious or political beliefs, national origin or disability;

- Unauthorized distribution of ODA information and data, including but not limited to computer reports, labels, diskettes, CD-ROMs, electronic files or tapes, to persons outside of the ODA;

- Using the ODA’s communication systems to solicit or conduct your personal business instead of the ODA’s business;
• Soliciting or proselytizing for religious or political causes, commercial ventures, outside organizations, or other non-job-related solicitations; and

• Sending, forwarding, or replying to “chain letters”.

Files: In order to prevent unauthorized or unintentional changes to official ODA documents and policies that are sent to members, files should be sent in a current, uneditable, .pdf format. When possible, council and policy files should conform to standardized titling-- council/policy name_item_date Examples: BOT_Minutes_3-2-07, MMS_Agenda_4-14-07, Council Manual_4-28-07

Copyrighted Information: The ODA’s communication systems may not be used in violation of the copyright, trademark or patent laws. Accordingly, authorization by the owner is required prior to copying, modifying or transmitting documents, software, information, etc. that is protected by copyright, trademark, or patent laws.

Material Downloads and Incorporation: Incorporating materials downloaded from the Internet into the ODA’s electronic communications systems may be a violation of copyright law. However, material on the websites of the federal government may typically be freely copied and used (unless specified otherwise). It is important to realize that the copyright notices on Internet sites may only appear on the “home page” of a site and not on each page. All such copyright notices should be carefully reviewed and any restrictions followed.

Liability: The ODA assumes and will share no responsibility for any wrongdoing, such as incidents of harassment, slander, malice, defamation of character, copyright or trademark violations, or any civil or criminal actions that occur or are alleged to have occurred through the personal or other unauthorized use of ODA electronic communications. The ODA disclaims any and all liability to anyone, including ODA volunteers and staff, who use electronic communications for any purpose other than conducting ODA business.

Email Assignment of okda.org Address: The ODA will issue an okda.org address to any member in good standing of the ODA. Because the electronic messages flow through the ODA server, it is prohibited to send offensive or disruptive messages, such as messages containing sexual implications, or any other comment that could be viewed as inappropriately addressing someone’s age, gender, sexual orientation, religious or political beliefs, national origin or disability.

ODA Computer Network: Only ODA provided or ODA approved hardware will be connected to the ODA’s computer network and all network connections must be approved by the ODA Executive Director.

Software: Copyrighted software programs may not be duplicated for home or other use. Any software issued to a member from the Oklahoma Dental Association for specific use for any assigned requirement can only be used for the intended purpose for which the software was issued. Additionally, the user must uninstall and surrender the software upon request from the Oklahoma Dental Association Board of Trustees or termination of the assigned requirement.

Disciplinary Issues: Violations of the ODA Electronic Communications Policy may result in disciplinary action.
AUDIT

H-(1986-87)-54
Adopted 4/23/87
Amended 4/23/09

The Oklahoma Dental Association shall each year contract for an annual external audit of its business affairs. The audit firm shall be reviewed at least every three (3) years and at least three (3) bids shall be obtained every three (3) years for such services.

BUDGET

B-(2001-2002)-2
Adopted 8/10/2001
H-BP(2005-06)-27
Adopted 4/27/06
Amended by combining 5/15/2008

The Council on Budget and Finance shall present a balanced budget to the Board of Trustees for consideration, which shall be distributed to board members at least two weeks prior to the Board meeting at which the budget will be considered. The Board of Trustees shall approve an annual operating budget for the ODA no later than November 30 to be presented to the House of Delegates for ratification at its annual meeting.

BUDGETARY IMPLICATION OF RESOLUTIONS

Adopted 4/27/06

All resolutions presented to the House of Delegates must include budgetary implications.

COMPONENT DENTAL SOCIETIES

Adopted 4/26/2007

For all programs that have a financial impact on component dental societies, the “per member” cost for each component shall be calculated and presented with the relevant resolution or rule.

DUES WAIVER REPORT

H-(1997-98)-59
Adopted 4/23/98

The Secretary/Treasurer shall include in his/her report to the House of Delegates, the number of members that are currently on dues waiver status. These numbers should include each level of waiver bracket with reference to each individual component.
FUNDING FOR COUNCILS

H-(1988-89)-35
Adopted 9/25/88

Guidelines for funding of councils:

1. The respective councils shall turn in each year, prior to August 1, a request to the Council on Budget and Finance for funding of its specific projects and events for the next fiscal year.

2. The Council on Budget and Finance shall draw up a line item proposed budget for all councils and committees for each fiscal year.

3. Approval of the entire budget by the Board of Trustees and House of Delegates shall constitute authorization for the expenditure of specific dollar amounts for the projects itemized in the budget. No further action by the Board of Trustees is necessary unless there is a significant change. Any funds designated to a council without specific projects shall require that all expenditures have prior approval of the Board of Trustees.

4. In cases of emergency where expenditures must be made prior to a meeting of the Board of Trustees, the President may authorize the expenditure from the President’s Contingency Fund. Subsequently, the President must, at the next Board of Trustees meeting, ask the Board of Trustees to approve the expenditures and transfer, if they so choose, those funds from the account for Councils and Committees back into the President’s Contingency Fund.

PERMANENT RESERVE

H-(2002-2003)-24
Adopted 4/24/03

The minimum balance of the permanent reserve fund shall be 30 percent of the annual operating budget.

The House of Delegates shall be informed at the annual meeting when the reserve fund does not meet the required percentage.

VIEWING FINANCIAL RECORDS

H-(1987-88)-2
Adopted 9/30/87

Any active, life, or retired member in good standing of the Oklahoma Dental Association may view the financial records of this association by contacting the Executive Director and obtaining an appointment with the accountant at his convenience, and by paying said accountant for this time.
CANDIDATE ENDORSEMENT

H-BOT(2004-2005)-16
Adopted 9/18/04

The ODA neither endorses nor opposes candidates for public office.

DENTAL HYGIENE PRACTITIONER

H-BOT(2004-2005)-17
Adopted 9/18/04

The ODA opposes the formation of a new hygiene category “Dental Hygiene Practitioner” or any other category of dental hygiene which expands the scope of practice as currently specified in law and currently recognized by the Oklahoma Board of Dentistry.
SEXUAL HARASSMENT

The Oklahoma Dental Association (“Association”) prohibits and will not tolerate sexual harassment of any kind in its workplace. Employees of the Association must avoid offensive or inappropriate sexual behavior or remarks at work and are responsible for assuring that its workplace is free from sexual harassment. The Association will investigate complaints of sexual harassment in its workplace and any employee who is found to have violated this policy will be subject to disciplinary action.

A. DEFINITION. Sexual harassment is a violation of federal and state law and has been defined as:

1. unwelcome sexual advances;
2. requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and
3. other verbal or physical conduct of a sexual nature made to an employee when:
   a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
   b. submission to refection of such conduct by an individual is used as the basis for employment decisions;
   c. such conduct has the purpose or effect of substantially interfering with an individual’s work performance; or
4. such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Examples of conduct considered to be sexual harassment include, but are not limited to:
- Abusive language or writing related to a person’s sex
- Any unwelcome sexual advance or touching
- Sexual oriented comments about a person’s body
- Display of pornographic or sexually explicit objects, cards, books, magazines, calendars, material or pictures
- Lewd, sexually related or sexually suggestive jokes, stories, comments

B. COMPLAINTS. Any employee of the Association who believes that he or she has been the object of sexual harassment or who has witnessed conduct believed to be prohibited by this policy is urged and expected to promptly and timely report the incident to an immediate supervisor, the Executive Director, or the President of the Association. If the report involves the employee’s supervisor, or you do not feel comfortable bringing the matter to the attention of your supervisor, the report should be made to the Executive Director or the President of the Association.

C. INVESTIGATION. The Association will investigate all timely reports regarding allegations by employees of sexual harassment in the workplace. To whatever extent possible in fairness to the parties involved, the Association, during its investigation, will strive to protect the privacy and reputation of the affected persons. Employees accused of violation this policy will be afforded every opportunity to offer and present information that refutes the report and the matters stated in the report.
AMALGAM

H-BY(2005-2006)-22
Adopted 9/24/05

The Oklahoma Dental Association shall defer all inquiries on amalgam to the American Dental Association position on amalgam.

CARIOGENIC BEVERAGE CONSUMPTION

H-DE(2003-2004)-7
Adopted 9/27/03

The Oklahoma Dental Association, through its appropriate Councils, Standing Committees, and Task Forces, will gather the scientific facts and supporting data concerning the oral health effects of the increasing consumption of cariogenic beverages.

The ODA will develop (or adopt previously developed) educational materials (for example a pamphlet) for use in the effort of educating school districts and the public on the health implications of the consumption of cariogenic beverages.

The ODA will work with education officials, pediatric and family practice physicians, dietetic professionals, parent groups, and all other interested parties, to increase awareness of the importance of maintaining healthy vending choices in schools, and to encourage the promotion of beverages of high nutritional value.

The ODA opposes contractual arrangements that influence consumption patterns that promote increased access to cariogenic beverages for children.

COMMUCABLE DISEASE CENTER
MATERIALS DISPOSAL

H-(1987-88)-16
Adopted 4/28/88

The Oklahoma Dental Association, Council on Dental Care, supports the recommendation of the Communicable Disease Center (CDC) in Atlanta that needles and syringes and other sharps be placed in puncture proof containers with tamper proof lids, and that these materials either be incinerated or disinfected prior to disposal.
DEFINITION OF DENTISTRY

H-GA(2003-2004)-8
Adopted 9/27/03

The Oklahoma Dental Association supports the following definition of dentistry:

In all of its branches the evaluation, diagnosis, prevention and/or treatment (nonsurgical, surgical or related procedures) of diseases, disorders and/or conditions of the oral cavity, maxillofacial area and/or the adjacent and associated structures and their impact on the human body; provided by a dentist, within the scope of his/her education, training and experience, in accordance with the ethics of the profession and applicable law.

DIRECT REIMBURSEMENT

H-(1996-97)-31
Adopted 4/24/97

The Oklahoma Dental Association hereby endorses the concept of modified Direct Reimbursement dental plans which: 1) are self-funded plans using optional stop-loss insurance at competitive rates; 2) allow for patient election of assignment of benefits 3) keep total administrative expenses (including marketing) to 10% or less of the total dollars funding the plan (does not include cost of Optional Stop-loss coverage, if elected by employer), and 4) utilize a modest dentist withhold, and/or employer/patient co-pay to fund professional marketing of the plans.

FLUORIDATION

Adopted 9/18/04

Since fluoride is a natural substance found in all water supplies and is recognized by both the ADA and the AMA as an effective means of reducing dental decay, it is the Oklahoma Dental Association’s opinion that the fluoride levels in Oklahoma should not be considered a health hazard or contaminant.

The ODA also recommends that all public water systems in Oklahoma be optimally fluoridated to provide this cost effective oral disease prevention measure to residents throughout Oklahoma and that the Association and its membership actively work with the state department of health and local health departments, the state department of environmental quality, medical societies, elected officials and concerned citizens to assure that optimal fluoridation of community drinking water systems is achieved.
The Oklahoma Dental Association (ODA) supports the principle that every citizen should have access to health care. The access should be timely and not burdened by the administrative process. Since oral health is an essential component of general health, we believe all should have the opportunity to maintain the highest level of oral health. Consistent with our position that all citizens should have access to necessary health care and our practice of promoting the prevention of disease, we believe that all individuals have an obligation to assume increasing responsibility for maintaining and improving their own personal health.

The ODA recommends that public health preventive dentistry programs be continued on a priority basis. Goals should include optimal fluoridation of all water supplies and availability of fluoride supplements for children on private water systems. The relief of pain and/or acute infections of the teeth and oral cavity must be addressed in any universal benefit plan and preventive dental health education should be promoted in all schools.

The ODA also recommends that continuing the TAX DEDUCTIBILITY (both employer and employee) of Employer Provided Dental Benefits is the most cost efficient manner in which to provide access to dental care.
TOBACCO POLICY

H-(1996-97)-17
Adopted 4/14/97
Amended 4/28/05

1. The Association should continue to educate and inform its membership and the public about the many health hazards attributed to the use of tobacco products, particularly cigarettes, pipes, cigars, and smokeless tobacco (spit tobacco).
2. The Association is opposed to the advertising of cigarettes, pipes, cigars, and smokeless tobacco (spit tobacco) products in both electronic and print media and supports national and state legislation to this effect.
3. The Association prohibits tobacco use at all of its meetings and conferences and at the ODA building and grounds.
4. The Association urges continued research into the adverse health effects of tobacco use.
5. The Association endorses the mandating of warning labels on tobacco products.
6. The Association urges its individual members, dental schools, and related dental organizations to adopt policies prohibiting tobacco use for their offices and meetings, where such policies are not already in place.
7. The Association urges its members to become fully informed about tobacco cessation intervention techniques to effectively educate their patients to overcome their addiction to tobacco. This information should include education on the primary prevention of tobacco use.
8. The Association supports legislation or regulation that defines nicotine as a drug, and the transfer of authority for its regulation to the Food and Drug Administration, and that if such legislation or regulation is enacted the Association urges the Food and Drug Administration to classify nicotine as an addictive drug, and promulgate appropriate regulations restricting its use.
9. The Association supports national and state legislation that would prohibit or limit the ways and places that tobacco advertising and promotion practices can be used, particularly that which appeals to children and teenagers.
10. The Association supports the enactment and enforcement of laws setting age restrictions for the sale of tobacco products in addition to bans on free sampling.
11. The Association also supports licensing requirements for sellers of tobacco products and enforcement of bans on the sale of tobacco products through vending machines.
12. The Association supports the enactment of federal and/or state legislation to significantly increase taxes on tobacco products as a means to discourage the initiation and continuation of tobacco use.
13. The Association supports the enactment and enforcement of legislation and regulations to reduce the exposure of nonsmoking adults and children to environmental tobacco smoke (ETS), with emphasis on facilities and activities that expose the greatest number of people to ETS for the longest periods of time, such as work places, schools, daycare centers, and health care facilities.
14. The Association urges federal, state, and local governments to strengthen and expand their roles in tobacco-use education, prevention, research, and cessation efforts. And be it further

The Oklahoma Dental Association shall inform its membership and the general public about this tobacco policy, and support the enactment and enforcement of appropriate tobacco legislation and regulations that reflect Association policy.
Members who use the ODA Member Logo will agree to the following terms and conditions: Only Oklahoma Dental Association members in good standing may use the ODA Member Logo consistent with the current membership year. It may not be used by members with Associate, Affiliate, Student, or Honorary status, non-members, including former members whose membership has lapsed due to nonpayment of dues or terminated for any other reason.

The ODA Member Logo may be used on professional Web-sites, signage, stationery, brochures, business cards, and other publicity or display materials. The ODA Member Logo can only be used to identify an individual, not a practice. The ODA Member Logo must be used in its entirety, and may not be altered in any way, including proportion, color (except that it may be reproduced in black), element, type, etc. It may be not animated, morphed or modified in any other way that would distort the appearance of the logo. The ODA Member logo is ODA intellectual property and as a condition of use members must acknowledge that they obtain no rights in or to the mark.

The ODA Member Logo may not be used to indicate any kind of endorsement of any product or service by the Association, to indicate that any official status for any product or service has been conferred by or is otherwise associated with the Association, or to show any kind of relationship with the Association aside from the individual's membership. The Member Logo may not be used in association with any kind of endorsement by the member of any product or service, except that using the Member Logo in connection with the promotion of the member's own practice shall not be considered a violation of this provision. The ODA Member Logo may not be used on official documents such as sales contracts or official disclosure documents provided to potential or actual patients. The ODA Member Logo may not be used in connection with any disparaging statements about the ODA, or statements that otherwise reflect poorly on the ODA. The ODA Member Logo may not be used on any Web-site that is in violation of any applicable laws or governmental regulations.

The ODA reserves the right to disallow any use of the ODA Member Logo. Any unauthorized use of the ODA Member Logo may result in revocation of use and any other action that the ODA may deem appropriate under the circumstances.
MAIL BALLOTS

H-BY(2004-2005)-42
Amended 4/28/11

The Board of Trustees, Councils and Committees may utilize electronic or U.S. mail ballots. The following criteria apply:

1. A mail ballot must be pre-authorized by the President of the Board for Board Ballots and the chair of the council or committee.
2. The ballot will contain “yes”, “no”, and “abstain” as choices.
3. Such matters shall have been previously discussed by the Board, Council or Committee at a face to face meeting, or by conference call, or be a described function of the Board, Council or Committee.
4. The form of the ballot will allow first for a vote affirming or denying a mail ballot to decide the issue. Any negative vote will render the mail ballot void. “I favor (______), do not favor (______), deciding this issue by mail ballot.”
5. Results of the ballot shall appear on the minutes of the next meeting.

BALLOT FORMAT

H-BY(2010-2011)-18
Adopted 4/28/11

I favor ______, do not favor______, deciding this issue by mail ballot.
(Must be unanimous to certify mail ballot)

I favor _______, do not favor______, withhold my vote ______ the resolution submitted by:

__________________________________________
(Name)

Resolved, __________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

(Name) ____________________________________________ (Date)

This ballot must be executed by email, FAX or U.S. mail by ___________________________ (Date).
ASSOCIATE PLACEMENT AND PRACTICES DATABASE

H-BY(2005-2006)-3
Adopted 09/24/05

The Oklahoma Dental Association has established a contact database to facilitate an effective location of graduates and coordinate the efforts of the dental schools, the member dentists of the Oklahoma Dental Association, the American Dental Association, and the Federal Services in the placement and location of dentists, dental hygienist, dental assistants and other office auxiliary.

In an effort to facilitate the program, the committee sponsors a networking lunch which encourages the communication of recent graduates with dentists who are looking for an associate. Additionally, a database is maintained with two categories (1) a list of dentists, communities and federal service organizations with employment opportunities; (2) a list is maintained for dentists, recent graduates, dental hygienists, dental assistants and office staff seeking employment. This database also serves as a temporary staffing service for the dental office.

The committee hopes this program will assist the dental team in locating new employment, relocated or returning to the work force and a networking tool for the recent graduates.
MEMBERSHIP AWARDS

H-BY(2004-2005)-18
Amended 4/28/11

The Council on Membership and Membership Services is responsible for soliciting and selecting candidates for various awards. In the event a qualified or deserving candidate is not identified for any one or more of the awards, none will be awarded. The application should be confidential and all nominees and nominators shall be members in good standing of the ODA.

JAMES A. SADDORIS LIFETIME OF LEADERSHIP AWARD

H-(2000-2001)-14
Adopted 5/2001

The Oklahoma Dental Association hereby create a Lifetime of Leadership Award to be known as the “James A. Saddoris Lifetime of Leadership Award”, be if further

Resolved, that the recipient of this award shall be nominated and selected by vote of the following ODA members:

- President
- President-Elect
- Vice President
- Speaker of the House
- ADA Delegates
- Alternate Delegates

A plaque or similar appropriate award shall be given when deemed appropriate, to an individual who has demonstrated an exemplary and lifetime commitment to continuity of quality leadership in dentistry. Such award shall be inscribed with the following:

James A. Saddoris Lifetime of Leadership Award

True Leadership requires honesty, ethics, professionalism and Continuous Recognition of the accomplishments of others. (Award Recipient) has demonstrated these essential and exemplary qualities through a lifetime of leadership in the dental profession.

Awarded by the Oklahoma Dental Association, (date)

BENJAMIN FRANKLIN SCROLL AWARD

H-EB(2004-2005)-59
Adopted 4/28/05

The Benjamin Franklin Scroll Award recognizes outstanding contribution(s) to the ODA Journal. The award is made annually by the Editorial Board. If no worthy candidates are found in any given year, the award will not be given. If co-authors are found to be worthy recipients of this award, multiple awards may be given in a single year.
RICHARD T. OLIVER AWARD FOR LEGISLATIVE LEADERSHIP

H-(1996-97)-12
Adopted 4/24/97

The Council on Governmental Affairs of the Oklahoma Dental Association shall annually select a recipient for the “Richard T. Oliver Award” for outstanding effort and leadership in the Oklahoma legislative process on behalf of the ODA.

CHARLES M. KOURI AWARD – DENPAC MEMBERSHIP

H-(1994-95)-25
5/11/1995

The “Charles M. Kouri Award” shall be awarded each year at the House of Delegates meeting to the component with the highest percentage of DENPAC membership.

DAN E. BRANNNIN PROFESSIONALISM AWARD

H-(1990-91)-9
Adopted 4/25/91

GUIDELINES FOR THE DAN E. BRANNNIN PROFESSIONALISM AWARD

A plaque may be given each year, to be known as the “Dan E. Brannin Professionalism Award”, to the dentist selected as having made significant contributions to the advancement of the principles and practice of ethics and professionalism in dentistry.

The recipient must be a member of the Oklahoma Dental Association.

The Oklahoma Dental Association will purchase the plaque and have the name of the winner and the appropriate inscription engraved on the plaque.

The Council on Membership and Membership Services shall serve as the screening committee. The name of the recipient, which they select, shall be presented to the Board of Trustees for approval.

The Council shall solicit each district for nominees who might be qualified, and shall judge the nominees on their activities within the dental profession.

PRESIDENT’S LEADERSHIP AWARD

The President’s Leadership Award recognizes a member of the ODA who has exhibited exemplary leadership skills, during the previous year, through service to the ODA and its membership. It is selected by the President of the Association and is designed to recognize a member of the ODA committee structure. The award is sponsored financially by the Jerome B. Miller Family Foundation.
THOMAS JEFFERSON CITIZENSHIP AWARD

H-(1986-87)-15
Adopted 9/7/86

GUIDELINES

1. The Oklahoma Dental Association may give a “Citizenship Award” to a member dentist who has made significant contributions to community service. Professional service in specific instances may be considered.

2. The recipient must be a member of the Oklahoma Dental Association.

3. The Oklahoma Dental Association will purchase the plaque and have the name of the winner and appropriate inscription engraved on the plaque.

4. The Council on Membership and Membership Services shall act as the screening committee for the purpose of determining the name or names recommended by the Council.

5. The Board of Trustees shall approve the name of the recipient from the name or names recommended by the Council.

6. The Council shall solicit each component for nominees who might be qualified.

7. The “Citizenship Award” shall not be a mandatory annual award, but should be given only when a member has demonstrated outstanding interest and made significant contributions to community affairs.
YOUNG DENTIST AWARD

The Young Dentist Award recognizes a new member who exhibits an active interest in organized dentistry and the image of the dental profession. Candidates for this nomination should be a member of organized dentistry for ten years or less. Activities to qualify as a candidate for this award can be a special activity or council or committee project.

GUIDELINES FOR THE YOUNG DENTIST AWARD

1. A plaque may be given each year to be known as the “Young Dentist Award” to the dentist selected as having made the greatest contribution to the advancement of dentistry in Oklahoma.

2. This young dentist must be a member of organized dentistry for a period of ten (10) years or less.

3. The Oklahoma Dental Association will purchase the plaque and have the name of the winner and the appropriate inscription engraved on the plaque.

4. The winner must be a member of the Oklahoma Dental Association.

5. The Council on Membership and Membership Services shall serve as the screening committee. The name of the recipient, which they select, shall be presented to the Board of Trustees for approval.

The Council shall solicit each district for nominees who might be qualified and shall judge the nominees on their activities within the dental profession.

DISTINGUISHED DENTIST SERVICE AWARD

This award to be presented to the dentist who has made outstanding contributions to organized dentistry in the past and present and is thus recognized at this time.

Guidelines

1. A plaque will be given each year to be known as the “Oklahoma’s Distinguished Dentist Service Award” to the dentist selected as having made the greatest contribution to the advancement of dentistry in Oklahoma.

2. The Oklahoma Dental Association will purchase the plaque and have the name of the winner and the appropriate inscription engraved on the plaque.

3. The winner must be a member of the Oklahoma Dental Association.
4. The Council on Membership and Membership Services shall serve as the screening committee. The name of the recipient which they select shall be presented to the Board of Trustees for approval.

5. The Council shall solicit each district for nominees who might be qualified and shall judge the nominees on their activities within the dental profession.

GUIDELINES FOR THE ROBERT K. WYNNE MEMORIAL AWARD FOR PUBLIC EDUCATION AND PUBLIC INFORMATION

Adopted 12/6/80

To honor a member of the Oklahoma Dental Association who has worked to advance the knowledge of dentistry and dental health through public education and public relations efforts. To reward this member for representing the dental profession and the ODA with truth, accuracy, fairness and responsibility.

Criteria:

1. A special award will be presented each year for excellence in public relations and distinguished service to dentistry. This will be known as the Robert K. Wynne Memorial Award.

2. The Oklahoma Dental Association will purchase a plaque and have it engraved with the name of the winner and an appropriate inscription.

3. The winner must be a member of the Oklahoma Dental Association.

4. The ODA Council on Dental Education will serve as the screening committee. They will solicit nominations from each district and choose a recipient based on the award guidelines. The name of the recipient will be presented to the ODA Board of Trustees for approval.

5. Evaluation of nominations will be based on leadership and participation in the following:
   a. Communication efforts with internal and external publics.
   b. Involvement with National Children’s Dental Health Month.
   c. Participation in Dental Health Workshops and/or forums.
   d. Involvement with local and/or state health fairs and exhibits.
   e. Designing creative communications, e.g., poster, pamphlet, motto, play, etc.
   f. Attendance at public relations conferences and meetings.
   g. Participation in dental screenings and seminars.
   h. Working with the media, i.e., television, radio, newspapers, etc.
   i. In-service training.
   j. Insight into political, social and economic arenas.
   k. Other outstanding contributions to public dental health education.
SHOBE MEMORIAL TABLET

Adopted 4/26/2007

The Oklahoma Dental Association, through the Board of Trustees and upon recommendation of the Executive Committee, may select the name of any deceased member of the Association whose name may be proposed to be added to the Shobe Memorial Tablet on display in the ODA building and that the Board’s recommendation be presented to the House of Delegates for approval.

Background: On May 7, 1934, the general assembly [the House of Delegates had not been created] of the Society [i.e., ODA], in session at the tri-state meeting in Kansas City, offered by Dr. [A.L.] Walters: 'Resolved, that the Oklahoma State Dental Society, through its Executive Council, shall determine the worthiness and recommend the name of any deceased member of the Society whose name may be proposed to grace the Shobe Memorial Tablet in the lobby of the Medical & Dental Arts building in the city of Tulsa, Oklahoma, that the recommendation of the Executive Council be approved by the Society at its annual business meeting, and that the action of the Society be final.'...."

MEMBERSHIP RECRUITMENT AWARD
THE COHLMIA CUP

Implemented 4/23/2009

The ODA Component Recruitment Recognition Award shall be presented annually, during the ODA House of Delegates meeting, to the Component that recruits the highest percentage of new members each year.

The award shall be called the Cohlmia Cup in recognition of Dr. Raymond Cohlmia’s dedication to tripartite membership initiatives.
**PRIDE MEMBERSHIP**

H-(1987-88)-1  
Adopted 9/20/87  
Amended 9/24/05

A special "Pride" membership in the ODA was approved to fund lobbying at the State Capital. The membership fee for this special "Pride" membership was set at $25.00 per year added to the dues statement for voluntary payment. Pride membership is not required to be a member of ODA.

**SMILE SECTION MEMBERSHIP**

H-(1989-90)-21  
Amended 9/24/05

A special "Smile" membership in the ODA was approved to fund public relations activities, speaker’s bureau, administration for press releases, public service time and exhibiting at meetings of teachers, seniors, etc. The membership fee for this special "Smile" membership was set at $25.00 per year added to the dues statement for voluntary payment. “Smile” membership is not required to be a member of ODA.

**OKLAHOMA DENTAL RELIEF AND DISASTER GRANT PROGRAM**

H-BY(2004-2005)-5  
Adopted 9/18/04

The ODA dues statement shall include a section for a voluntary contribution to the Oklahoma Dental Relief and Disaster Trust.
MEMBERSHIP APPLICATION FORMS

There shall be a standard membership application form for each of the following:
- Active
- Affiliate
- Hygienist
- Assistant
- Student

The membership form will be automatically changed by staff to conform to any directives made by the House of Delegates.

INTERIM MEMBER SERVICES FOR NEW APPLICANTS

The ODA will provide new membership applicants with ODA interim member services on a one-time basis, for up to six months, before they are officially accepted into membership.
ALLIANCE DUES
Adopted 4/23/99

ODA Alliance dues shall be included as voluntary membership on the ODA dues statement.

GRADUATE MEMBERSHIP DUES
H-(1996-97)-4
Adopted 4/24/97
Amended 4/27/06

Membership dues for new graduates shall be:

On a one time basis, the dentist, when awarded a DDS or DMD degree, shall be exempt from payment of active membership dues for the remaining period of that year and the first full calendar year following the year in which the degree was awarded, then shall pay 25% of active membership dues for the second year 50% of active membership dues in the third year, 75% in the fourth year and 100% thereafter.

MEMBERSHIP DUES
H-(1994-95)-5
Adopted 9/11/94
Amended 4/11/10

Life Active Member:
A Life Active Member of the ODA shall pay 0% of the current ODA dues per year and 0% of any special assessments, receive ODA mailings including the Directory and the Journal, and are eligible to vote and hold office.

H-BR(2009-10)-16
Adopted 4/22/10

A voluntary “Life Member” dues category shall be included on the membership dues statement. Life Active and Life Retired members may make an optional donation of $50.00 in the form of voluntary membership dues to help offset operating costs.

Life Retired Member:
A Life Retired Member of the ODA shall pay 0% of the current ODA dues per year and 0% of any special assessments, receive ODA mailings including the Directory and the Journal, and are eligible to vote and hold office.

Retired Member:
A Retired Member of the ODA shall pay $75.00 of the current ODA dues per year, receive ODA mailings including the Directory and the Journal, and are eligible to vote and hold office.
Affiliate Member:
An Affiliate Member of the ODA shall pay $75.00 of current ODA dues per year, receive ODA mailings including the Directory and the Journal, and cannot vote or hold office. Federal Dentist ADA members, living in Oklahoma, are members of the ODA and its components, pay 0 state and component dues, and receive the appropriate publications as authorized by the House of Delegates.

Associate Member:
An Associate Member of the ODA shall pay $75.00 per year and cannot vote or hold office. Dues paid to the Alliance shall satisfy dues for Members of the Alliance who are also Associate Members of the ODA.

**FEDERAL DENTIST JOURNAL AND DIRECTORY FEES**

H-(2012-2013)-20
Adopted 4/25/2013

Federal dentist, non-active members, described in Article II Section 4 Item E of the bylaws, may receive the Journal and/or Directory, in print, for a fee of $45 for the Journal and $10 for the Directory, upon request only.

**MEMBERSHIP DUES AFTER OCTOBER 1**

H-MS(2005-06)-60
Adopted 4/27/06

New members joining after October 1 are exempt from payment of the current year’s dues and any assessments then in effect on a one time only basis.

**STUDENT MEMBERSHIP**

H-MS(2005-06)-61
Adopted 4/27/06

American Student Dental Association (ASDA) members in Oklahoma are automatically student members of the ODA as described in the bylaws and ASDA members outside of Oklahoma may apply to the ODA for student membership. Student membership dues are $0.
MEMBERSHIP DIRECTORY

The ODA directory shall contain the following information on members: name, address, phone number, fax number, e-mail address, spouses name, component organization, specialty when applicable, dental school, and year of graduation. Proprietary names may not be included.

H-MS(2005-06)-62
Adopted 4/27/06

The ODA Member Dentist Directory shall include an annual listing of dental labs and dental supply companies and a fee of $100.00 will be charged to each company/lab for the listing.

MEMBERSHIP LISTS

MEMBERSHIP LISTS

The ODA directory shall contain the following information on members: name, address, phone number, fax number, e-mail address, spouses name, component organization, specialty when applicable, dental school, and year of graduation. Proprietary names may not be included.

H-MS(2005-06)-62
Adopted 4/27/06

The ODA Member Dentist Directory shall include an annual listing of dental labs and dental supply companies and a fee of $100.00 will be charged to each company/lab for the listing.

MEMBERSHIP LISTS

Membership lists which include labels and mailing lists on electronic media, shall be restricted for use by:

1. Members for objectives and purposes of the Association.
2. Insurance providers and other sponsors of ODA endorsed products and services.
3. Component organizations for objectives and purposes of the Association.
4. Oklahoma Dental Foundation
5. Exhibitors who display at the Annual Session and advertise in the JOURNAL consistent with the objectives and purposes of the Association.
6. In the event of death or disability of a member of this Association, mailing lists may be obtained by those responsible for the continuation or disposition of the practice for the purpose of publicizing to other members the need for a dentist to continue serving the practice of that member.

Criteria:

1. Mailing lists are provided for a one time use only and may not be sold, forwarded or otherwise transferred by the requesting party to any person, firm or entity.
2. The above is subject to modification by the Executive Committee of the Board of Trustees.
3. Fees for use shall be set by the Board of Trustees.
4. Requests for mailing lists shall be submitted to the Executive Committee of the Board.
5. Tier one organizations are allowed use of mailing lists without permission of the Board of Trustees.
6. Tier two and three organizations must request permission from the Board to use any form of membership list.
7. The list of meeting registrants of the Annual Session are provided to exhibitors for a one-time use only and are not available on electronic media, and may not under any circumstances be sold or other wise transferred by the requesting party to any person, firm or entity.
8. The list of meeting registrants for ODA sponsored meetings other than the Annual Session shall be available only to ODA endorsed programs and services endorsed by the Association.

MUSEUM POLICY

H-BY(2004-2005)-46
Adopted 4/28/05

1. Material to be included in the Museum must be of historical value as determined by the Executive Committee.
2. Materials accepted become the sole property of the ODA and be utilized as decided by the Executive Director.
3. No material shall be removed or loaned from the Museum without approval of the Executive Director.
4. The Executive Director shall be responsible for the display, identification and care of all museum materials.
5. The ODA will not be responsible for any unsolicited material.

PATIENT COMPLAINTS

H-BY(2004-2005)-44
Adopted 4/28/05

Patient complaints shall be referred to the member dentist’s Component as provided in the ODA Mediation Review Manual.

H-MR(2010-11)-7
Adopted 4/28/11

Mediation Review benefits shall be extended to non-member dentists for a one-time fee equivalent to one year’s tripartite dues.
ODA RELATIONSHIP WITH OTHER DENTAL ENTITIES

H-BY(2004-2005)-54

Adopted 4/28/05
Amended 4/11/10

The differences in these groups will be divided into three tiers, with criteria and identification for each tier.

**Tier I - Direct**

**Criteria:** Receives some benefits and services from ODA dues.
Member directed

**Organizations:**
- American Dental Association
- ODA Components
- Oklahoma Dental Foundation
- Oklahoma Dental Relief and Disaster Trust
- ODA Retired Member Dentists
- ODA Alliance
- DENPAC

**Privileges:**
- Permission to use mailing list without BOT approval
- Allocated an optional space in the JOURNAL for news items, etc. without charge
- Privilege of using ODA logo without charge

**Tier II - Affiliate**

**Criteria:** No direct benefit from ODA dues

**Organizations:**
- Board of Dentistry
- OU College of Dentistry

**Privileges:**
- Must obtain permission for use of mailing list
- Advertising in the ODA Journal

**Tier III – Peripheral Organizations**

**Criteria:** No direct benefit from ODA dues
Outside funding

**Organizations:**
- Delta Dental Foundation
- D-Dent
- Eastern Oklahoma Donated Dental Services
- Other Dental Schools
- Oklahoma Association of Women Dentists
- Oklahoma Dental Hygiene Association
- Academy of General Dentists
- International College of Dentists
- American College of Dentists
- Pierre Fauchard Academy

**Privileges:**
- Must obtain permission for use of mailing list for a fee
- Journal space with permission of Editorial Board
- Cannot use ODA LOGO

The Board of Trustees may amend the relationship status of any organization by addition, deletion or re-assignment to a different tier and shall notify the House of Delegates of its action at the next regularly scheduled meeting.
Social Networking has become a popular means of networking and quick communication. Because of its intense popularity, the ODA has been compelled to venture into new territories in order to more effectively communicate with member dentists, staff, committee, boards, and councils.

Online communities and communication mediums have helped people connect in many positive ways. Through these online mediums, ODA members, staff, and other affiliations with the ODA now have the ability to create relationships of those with similar interests, formed groups to explore and learn about the profession, and transformed the ways that we communicate with each other in formal and non-formal means. The Association realizes the impact these mediums may have on its members, staff, board members and affiliations.

There are multiple social networking mediums and as the market continues to change, the intent of this policy is to protect the Association and its members and staff equally. Examples of current key social networking sites are: Facebook, Twitter, LinkedIn, MySpace.

Policy Scope
1. The requirements of this policy do not apply to the use of personal profiles unless used in the capacity of official Association business. This applies to any individuals serving on councils, commissions, consultant, or any position that directly works with the operations and presentation of the Oklahoma Dental Association. If you are utilizing Association Services as allowed to manage your personal profile the policy is applicable.
2. This policy applies to the use of any social networking medium intended for consumption by members, and to the use of social networking media on behalf of the Association for any purpose.
3. This policy applies to any interaction with any social networking site whereby "Association Services" (defined below) are utilized in the viewing, posting or any other interaction with any such social networking site. For the purposes of this policy, "Association Services" means any services performed by ODA personnel, any services performed on ODA personal property, and any services performed on behalf of or at the request of the ODA.

Oklahoma Dental Association Protection
Social networking sites are a useful and effective tool in communicating with the Oklahoma Dental Association members and general public. Thus, certain sites have been identified as a means for the Oklahoma Dental Association’s marketing and technology efforts, and communication efforts for committees, councils, and board operations. When a group, page, event, profile and the like are created with representation of the Oklahoma Dental Association, it becomes a direct representation of the ODA to the members and participants of these social networking sites, and can be perceived with as much credibility as a news article or Association position or advertisement. In the best interest of the Association, this communication must be monitored in conjunction with an administrative awareness of all forms of outreach on such sites. As a public operation, ODA is held to the highest ethical standards and is accountable for the way it is represented to all internal and external audiences. Staff, committee, council, consultant, and board members of the Oklahoma Dental Association are seen as role and representative models in the dental community and profession. As staff representatives of our members, employees directly representing the Association have the responsibility to portray the Association and themselves in a
Recognizing both the effectiveness of social networking sites and the need for a form of official management to protect the interests of the Oklahoma Dental Association and professional relations this policy is to manage and outline the policy involving the Oklahoma Dental Association’s social networking accounts.

Social networking at/through the Oklahoma Dental Association is encouraged, but must be managed through the Communications Advisory Board and reported to the Executive Director and Board of Trustees of the Oklahoma Dental Association to ensure the integrity of the account and any information communicated on behalf of the Association.

**Purpose**
The purpose of a social networking policy is to ensure that all appropriate Association policies are followed while working within or outside of the confines of the Oklahoma Dental Association network and media.

**Definition of Official**
Official ODA social media sites are sites that were started with the directive and permission of the ODA Executive Director and the Communications Advisor Committee. These sites are managed by ODA staff or volunteers under the supervision of the ODA Executive Director and the Communication Advisory Committee.

**Requirements for Using Social Networking Sites for Official Association Business:**
1. In your capacity as an employee, volunteer, council or committee member, board member, or consultant, or when posting on ODA social media or on behalf of the Association, the intellectual property that you create and publish to social networking sites (postings, messages, etc.) can and will be considered the property of the Oklahoma Dental Association.
2. The direct operation and format of social networking sites, or any third party application service providers, is not under the direct control of the ODA, and therefore the ODA will only seek to maintain that content over which it has reasonable control.
3. All Association or department level social networking accounts must be managed by an approved, general e-mail account so dual role or responsibility is shared. No single individual is responsible for a social networking account outside of the ODA network system.
4. All profile, group, and fan page originators that communicate and establish relationships on behalf of and for the Association will sign an agreement granting ODA ownership of the profile, group, and fan page. Should the originator’s relationship with the ODA change or terminate, the ODA will retain ownership of the profile, group, fan page and established relationships.
5. All official ODA social networking accounts created/and or/maintained must be reported to the Executive Director of the ODA and the Communications Advisory Board of the ODA by sending the following information via email to: information@okda.org, general, ODA e-mail address, the names of all members and their departments, titles, ODA e-mails, and ODA phone information. Requests for general ODA email address (aliases / and or / domain email) may be sent to information@okda.org.
6. All social networking gathering sites such as “groups” or “pages” must provide appropriate language for ODA’s legal and policy information:
   
   Visitors: You are hereby on notice that the ODA does not control all aspect of this website. While employees, volunteers, members, councils and committees, and consultants of the Oklahoma Dental Association post to this public third party site, the ODA is not responsible for
the views, opinions and postings by others found on this site. The legal policies and procedures, for members, by which the ODA operates, are posted at www.okda.org.

7. All paid placement marketing advertisements placed on social networking sites must be developed and approved by the ODA Executive Director and the Communications Advisory Board prior to implementation.

8. Content must be current, reliable, accurate, and grammatically correct, but may utilize web 2.0 language such as "©username", and other generally recognized methods of online communication.

9. When determining the appropriateness of personal online public material, consider whether it upholds and positively reflects personal values and ethics as well as the Oklahoma Dental Association’s Professional Community and the value to the General Public. Remember, always present a positive image and do not do anything to embarrass yourself, your family or the Association.

10. Personal pages should adhere to this policy when discussing official ODA business. Users should not have a reasonable expectation of privacy on any content posted on a social networking site.