

# DENTAL LABORATORY ASSOCIATION OF TEXAS

## BYLAWS

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### ARTICLE 1

#### NAME AND LOCATION

Section 1. The name of this organization shall be the Dental Laboratory Association of Texas, herein “DLAT” or “Association, a non-profit corporation incorporated in the State of Texas.

Section 2. The office of the Association shall be located in Austin, Texas and/or in such other localities as may be determined by the Board of Directors, herein “Board”.

### ARTICLE II

#### PURPOSE

The purpose of this society shall be to effect mutual confidence and cordial relations among the members of the profession and members of this Association. It is proposed to accomplish this in various ways:

- (a) By education of the membership respecting the accomplishment of the dental profession and its responsibilities to the public.
- (b) By instilling in the membership an appreciation of the fact that they share a part of the responsibility to uphold the standards of dentistry and to safeguard the interests of the profession.
- (c) By studies which will give to the membership a better understanding of their relationship to the dental profession and the obligations and loyalties these relationships impose upon the professional dental laboratory.
- (d) To uphold and, whenever possible, to assist in the enforcement of the dental laws of the State of Texas as they apply to dental technicians or laboratories.
- (e) To support, whenever possible, the efforts of the dental profession and organized dentistry in any educational, political, or other movement intended to advance the cause of dentistry.
- (f) By clinics, papers and discussion to improve the standards of professional dental laboratory procedures and management.
- (g) To seek no privilege other than to serve the dental profession.
- (h) By education and example to instill in our employees and dental laboratory technicians and managers generally a respect and acceptance of these ideals.

## **ARTICLE III MEMBERSHIP**

### Section 1. Regular Members

- (a) The membership committee shall accept the application for membership of any professional dental laboratory and shall then pass such application on to the Secretary-Treasurer and the President of the Association for approval. The applicant must be in compliance with all state laws.
- (b) For the purposes of this article, a “Professional Dental Laboratory” is defined as “a Dental Laboratory whose services are exclusively available to members of the dental profession duly licensed with a State Board of Dental Examiners.
- (c) In these bylaws the single word “Member” refers to a regular member of the Association, i.e., a Member which is a professional dental laboratory.
- (d) A Member of the Association shall be required to pay dues as required by membership application.
- (e) Each Member shall be required to abide by the Health & Safety Code of the State of Texas and political subdivisions thereof.
- (f) Each Member shall name no more than two designated representatives to the Association. The designated representatives shall be owners or employees of the Member with authority to vote on all Association matters.

### Section 2. Technician/Associate Members

- (1) A Technician Member is any Dental Technician who is not otherwise eligible to become a regular member of the Association, and who completes any required application and is accepted for membership.
- (2) An Associate Member shall include a dental laboratory supplier, a manufacturer representative, or dental laboratory technology instructor who does not qualify for Technician Membership.
  - (a) Applications for Technician/Associate membership shall be submitted on such forms as may be provided by the Association and shall include a statement that the applicant will abide by the Bylaws of the Association and shall be accompanied by one year’s membership dues.
  - (b) Technician/Associate Members may serve on any committee, but shall not hold office or vote on any business matters except as a designated representative of a Member.
  - (c) Technician/Associate Members shall elect one representative to attend the Board meetings, and that person shall serve as the Technician/Associate Liaison. The Liaison person shall serve a three year term and shall have full authority to vote in the Board meetings. Technician/Associate Members shall not be entitled to hold office.
  - (d) The Technician/Associate Members shall elect annually from their numbers, three members who will serve as the Liaison Committee to work with the board and the officers of the Association.

### Section 3. Affiliate Members

An Affiliate Member is any local or regional organization of dental laboratory owners and/or dental technicians which completes any required membership application and is accepted for membership.

- (a) Each Affiliate Member shall annually designate a representative who may attend Board meetings and general business sessions of the Association.
- (b) Affiliate Member designated representatives may speak for the Affiliate Member and act as the liaison to the Association.
- (c) Affiliate Member designated representatives shall not hold office or vote on any business matters except as a designated representative member.

#### Section 4. Student Members

Full time students in schools of dental technology shall be entitled to be student members who shall apply for membership on such form as is provided by the Association.

#### Section 5. Charter Life Members

A charter member of the Association who has maintained current membership since its inception may be voted a Charter Life Member at any regular business meeting. A Charter Life Member shall pay no state dues for the laboratory except for the “per employee dues”, but shall have the same voting privileges as any Member in good standing.

#### Section 6. Honorary Members

Any person, who has made an outstanding contribution to the advancement of dentistry, or this Association, may be elected as an Honorary Member upon recommendation of the Board and a three-fourths affirmative vote of the members present at any regular meeting. No Honorary Member shall hold office, have the privilege of voting, or have the obligation of paying dues.

#### Section 7. Life Members

A retired designated representative of a Member in good standing for at least twenty (20) years may become a Life Member of the Association, upon a majority vote, at any regular business meeting. Life Members shall be entitled to all privileges of the Association, except the right to vote and hold office. Life Members shall be exempt from paying annual dues to the Association. All state or national Life Member nominations must be made to the Board of Directors.

## **ARTICLE IV DUES**

#### Section 1. Establishment of Dues

Dues and/or admission fees for all classes of membership shall be established by the Board and set out in the membership application.

#### Section 2. Delinquency and Cancellation

Any Member of the Association who shall be delinquent in dues for a period of thirty (30) days of the due date shall be expelled. Members expelled for non-payment of dues must make new application for membership in the regular manner to be reinstated.

#### Section 3. Refunds

No dues shall be refunded to any member whose membership terminates for any reason.

## **ARTICLE V MEETINGS**

- (a) Regular meetings of the general membership shall be held at least once a year. The Annual Meeting shall be held on a date set by the officers of the Association.
- (b) Special meetings of the general membership may be held at the call of the Board.
- (c) Robert's Rules of Order Newly Revised shall govern the routine of business and all parliamentary questions and procedures not otherwise provide in the Bylaws.
- (d) The Secretary/Treasurer shall give not less than ten (10) or more than fifty (50) days written notice to each member entitled to vote at such meeting.

## **ARTICLE VI VOTING**

Each Member is entitled to one vote. The vote of each Member may be cast by the designated representative, or qualified proxy. Such proxy shall be in writing and verified by the person designated by the Board, who need not be a member of the Association, prior to any official business meeting.

- (a) The president of a member corporation shall designate a proxy who shall be a person active within the Member, present on a daily basis and on the payroll of the member corporation.
- (b) Proxy forms shall be mailed to voting members prior to each business meeting.
- (c) Each voting Member's qualified voter shall be identified at each Association meeting by appropriate badge or ribbon.
- (d) Out of State Members may vote on all matters except Texas regulatory matters.

## **ARTICLE VII BOARD OF DIRECTORS**

### Section 1. Authority and Responsibility

The governing body of this Association shall be the Board of Directors, herein "Board". The Board shall have supervision, control and direction for the affairs of the Association, its committees and publications; shall determine its policies of changes therein; and shall actively promote its objectives and supervise the disbursement of its funds. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable.

## Section 2. Composition

- (a) The Board of Directors shall consist of: (1) the elective officers of the Association: (2) the immediate Past President: (3) the Technician/Associate Member Liaison: and (4) two members elected “at large” by the membership.
- (b) The President shall serve as Chair of the Board.
- (c) No more than one designated representative of a Member may serve on the board at the same time.
- (d) The nominating Committee shall nominate at least one qualified designated representative of a Member for each of the two “at large” Board positions to serve a one year term under the same rules for officers described therein.

## Section 3. Meetings of the Board

- (a) At least one meeting a year shall be held
- (b) All directors shall be notified a least ten (10) and not more than fifty (50) days in advance.
- (c) Special meetings may be called by the Chairman or by 25% of the Board.
- (d) A majority of the elective officers of the Association shall constitute a quorum.

# **ARTICLE VIII OFFICERS**

## Section 1. Elected Officers

The elected officers of this Association shall be the President, President-Elect, 1st Vice President, 2<sup>nd</sup> Vice President, and Secretary/Treasurer.

## Section 2. Qualifications for Office

Any designated representative of a Member in good standing shall be eligible for nomination and election to any elective office of this Association.

## Section 3. Nomination and Election of Officers

- (a) Nominations: No later than January 1<sup>st</sup> of each year the Board shall appoint a Nominating Committee of three persons, not more than one of whom may also be a member of the Board, and shall designate one of those persons as chairperson of the committee. The Nominating Committee shall nominate at least one qualified member for each office, except President, and shall submit nominees’ names for the consideration of the membership at the Annual Meeting. The meeting shall be held no less than 90 days prior to the election. Nominations from the floor shall be in order at the Annual Meeting.
- (b) Election: Election of officers shall be held at a general business session, by mail, or any other means determined acceptable by the Board. This election, and installation of officers, must be concluded by the end of the fiscal year. The newly elected officers to assume their duties at the beginning of the fiscal year following their election. Each elected officer shall serve for a term of one year.

## **ARTICLE IX DUTIES OF OFFICERS**

### **Section 1. President**

The President shall preside at all times at all meetings of the Association and perform such duties as usually pertain to the office. The president shall be a member, ex-officio, with the right to vote, of all committees. Vacancies in any elective office may be filled or appointments not otherwise provided for shall be made by the President. The President shall appoint all committee chairpersons not otherwise specified.

### **Section 2. President-Elect**

- (a) The President-Elect shall serve as assistant to the President. This will in no way affect the present duties of the Vice-Presidents as defined below. The President-Elect will become President at the beginning of the next fiscal year following election to the office of President-Elect.
- (b) The President-Elect shall assist the President in the duties of office, and in the President's absence shall preside. If a vacancy is created in the office of President, the President-Elect shall automatically be elevated to the office of President, to serve for the remainder of the present term and for one additional term.
- (c) The President-Elect is responsible for keeping readily available, at all meetings, the past recorded minutes and the Bylaws in order to be able to determine if motions made or questions asked have been voted on in the past, or are already part of the Bylaws or Standing Rules.
- (d) The President-Elect shall also serve as liaison to the Board for the Legal and Governmental Affairs Committee and the Professional Relations Committee.

### **Section 3. 1st Vice President**

The 1st Vice President shall assist the President in the performance of his duties and shall preside in the absence of both the President and the President-Elect. The 1st Vice President shall also serve as liaison to the board for the Program Committee and the Publicity Committee.

### **Section 4. 2nd Vice President**

The 2nd Vice President shall assist the President in the performance of his duties and shall preside in the absence of the President, President-Elect, and the 1st Vice President. The 2nd Vice President shall also serve as liaison to the Board for the Membership Committee.

### **Section 5. Secretary-Treasurer**

The Secretary-Treasurer shall be responsible for the keeping of the records of the Association and shall supervise the keeping of minutes, books, records and component information. The Secretary-Treasurer shall also serve as liaison to the Board for the Budget & Finance Committee and the Education & Scholarship Committee.

## **ARTICLE X COMMITTEES**

### Section 1. Appointments, Vacancies, Lists, and Quorum

- (a) The President shall appoint all committee chairs, except those chaired by officers as outlined further in this Article.
- (b) Appointed chairs shall select their additional committee members to serve a three-year term subject to approval of the President.
- (c) Any member of a committee may be removed therefrom for cause by the President with the consent of the majority of the board.
- (d) All vacancies on committees shall be filled by appointment by the President and such appointments shall be for the unexpired term of the member who is being replaced.
- (e) The President shall appoint such other committees as he may deem advisable to assist him during his term of office.
- (f) A list of committee members shall be on file at the Association office before a committee may meet or function.
- (g) A majority of the members of any committee constitutes a quorum for the transaction of business.

### Section 2. Standing Committees

- (a) The Conferences Committee shall consist of the members of the Program Committee, Membership Committee, and the Publicity Committee. The President-Elect shall chair the Committee. The Conferences Committee shall develop, produce, and promote all conferences for the Association.
- (b) The Program Committee shall consist of not less than three members. The 1st Vice President shall serve as chairperson, and, with the approval of the President, appoint the other members to serve three-year staggered terms. The Program Committee shall develop and produce the clinical presentations and the trade show segments of the Association conferences.
- (c) The Membership Committee shall consist of not less than three members. The 2nd Vice president shall serve as chairperson, and, with the approval of the President, appoint the other members of the committee. The Membership Committee shall secure new members and act upon all applications for membership. The Membership Committee shall develop and produce the social functions and activities of the Association conferences.
- (d) The Budget and Finance Committee shall consist of not less than three members, who shall serve three-year staggered terms to insure the Committee's continuity. The Secretary-Treasurer shall serve as chairperson, and, with the approval of the President, shall appoint the other members of the Committee. The Budget & Finance Committee shall prepare and submit a proposed budget to the membership of the Association at its Fall Meeting. Any unbudgeted expenses shall require the prior approval of the chair of the Budget & Finance Committee.
- (e) The Legal and Governmental Affairs Committee shall study and make recommendations relating to the Bylaws of the Association. The Committee shall serve as the liaison with the Legislature, the Texas State Board of Dental Examiners, the Dental Laboratory Certification Council, and all regulatory governmental agencies, and make recommendations to the Board of Directors related to laws, rules, and other legal issues.

- (f) The Education & Scholarship Committee shall study and discuss issues related to programs of dental and dental laboratory education and make recommendations to the Board of Directors. The Committee shall make recommendations for distributions from the scholarship fund.
- (g) The Nominating Committee shall nominate candidates for the offices as provided in these Bylaws.
- (h) The Professional Relations Committee shall serve as a liaison between the Association and other related groups, and shall study and make recommendations, to the Board of Directors, on relevant issues.
- (i) The Publicity Committee shall develop and produce Association publications and website. The Committee shall develop and distribute, for print and electronic media, advertising and promotional materials for all Association conferences.

## **ARTICLE XI EXECUTIVE DIRECTOR**

### Section 1. Appointment

The Board shall employ a salaried staff person who shall have the title of Executive Director and whose terms and conditions of employment shall be specified by the Board.

### Section 2. General Duties

The Executive Director shall keep accurate records of the proceedings of the Association and of the Board and shall notify all members of the regular meeting dates, shall be responsible for the information, content, advertising, and publishing of the quarterly newsletters; shall submit information to the Secretary-Treasurer on any financial matters; and shall assist and perform any other duties as directed by the members of the Board , and, at times, chairpersons of committees, under the direct supervision of the President.

## **ARTICLE XII FINANCE**

### Section 1. Fiscal Period

The fiscal period of the Association shall be prescribed by the Budget and Finance Committee with the approval of the Board.

### Section 2. Bonding

Trust or surety bonds shall be furnished by the President, Secretary-Treasurer and such other officers or employees of the Association as the Board shall direct. The amount of such bonds shall be determined by the Board and the cost paid by the Association.

### Section 3. Budget

With recommendations of the Budget and Finance Committee, the Board shall adopt in advance of the next fiscal period an annual operating budget covering all activities of the Association. The budget shall be approved at the Fall Meeting by the general membership.

The Secretary-Treasurer shall furnish the membership within sixty (60) days following the end of each fiscal period a financial report for the year just completed.

## **ARTICLE XIII INDEMNIFICATION**

The Association shall indemnify and may reimburse or advance expenses and/or purchase and maintain insurance or any other arrangement on behalf of any person who is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, partner, venturer, proprietor, trustee, employee, agent or similar functionary of another association, partnership, joint venture, sole proprietorship, trust, employee benefit plan or other enterprise, against any liability asserted against him and incurred by him in such a capacity or arising out of his status as such a person, to the maximum extent allowable by law. The provision of this article shall not be deemed exclusive of any other rights to which such person may be entitled under any bylaw agreement, insurance policy, vote of members or otherwise.

## **ARTICLE XIV EXPULSION OF MEMBERS**

### Section 1. Procedures and Definitions

- (a) Charges which carry a penalty for expulsion must be filed with the Secretary-Treasurer by a Member in good standing. Within ten days after receipt of charges so filed, the Secretary-Treasurer shall furnish copies of the same to each member of the board. Such charges, once filed, cannot be withdrawn.
- (b) The Board shall determine of the charges warrant trial. If the decision is negative, the Board shall notify all parties concerned regarding its action. When the board orders a Member to stand trial it shall furnish the Member with a complete copy of the charges at least thirty days before date of trial. It shall also notify the defendant of the date, hour and place of trial at least fifteen days before trial.
- (c) The defendant shall be permitted to be represented by counsel of his choosing. No trial shall proceed until the stipulations of Section 2 of this Article shall have been fulfilled.
- (d) A majority vote of the Board shall be required for expulsion.
- (e) The decisions of the board may be appealed directly to the membership at the next regular meeting. The Secretary –Treasurer shall state the reason for the decision.
- (f) Sales or promotion methods deemed to be dishonest, deceptive or unethical, or libel or slander intended to injure a Member of the Association, shall be cause for expulsion at the discretion of the Board.
- (g) Substitutions of materials with the intent to defraud shall be cause for expulsion from the Association.
- (h) Any Member who knowingly constructs a dental appliance for any unlicensed person or unlicensed dentist shall be subject to expulsion. (This section does not prejudice the right of members to construct specimen or other appliances for dental dealers or manufacturers when the same are to be used solely for technical or display purposes; neither does it prejudice the right of members to construct appliances for another professional laboratory.)
- (i) An expelled Member may renew the membership in the regular manner and upon selection to membership in the regular manner.

## Section 2. Mandatory Expulsion

- (a) Any Member found guilty of violating the dental laws of the State of Texas, in any court of the State of Texas, or which has its registration revoked or non-renewed by the Texas State Board of Dental Examiners, shall be expelled forthwith. Immediately upon receipt of factual evidence of such action, the President shall instruct the Secretary-Treasurer to notify the convicted Member of the expulsion without delay.
- (b) A Member shall discharge any employee who has been found guilty in any court of the State of Texas of a violation of the State Dental Laws. Failure to discharge such an employee within ten days after notice of such conviction has been given to the Member shall require immediate expulsion. The President shall instruct the Secretary-Treasurer to notify the members of such expulsion without delay.
- (c) Failure to pay dues within thirty (30) days of the due date shall result in mandatory expulsion unless prior arrangements have been made with the Secretary –Treasurer. Members expelled for non-payment of dues must make new application for membership in the regular manner.

## Section 3. Appeal of Expulsion

There shall be no appeal from the decisions of the Board when the same are mandatory according to the provisions of this Article.

## **ARTICLE XV DISSOLUTION**

The Association shall use its funds only to accomplish the objectives specified in these Bylaws and no part of said funds shall inure, or be distributed, to the members of the Association. Upon dissolution of the Association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Board.

## **ARTICLE XVI AMENDMENTS**

Proposals for amendments to the Bylaws may be made any regular board meeting or general business meeting, to be passed upon at the next following general business meeting. A majority vote of the members voting shall be required for adoption of an amendment.

As amended through December 2003

# OFFICER DUTIES

## PRESIDENT

1. Shall preside over Association general business meetings and set the agenda.
2. Shall serve as presiding officer of the Board of Directors.
3. Select the date and time of Board of Directors meetings and set the agenda.
4. The agendas should contain printed synopsis of items to be discussed and made available to Members prior to the meeting.
5. Shall appoint all Committee chairpersons except as otherwise stated in the Bylaws.
6. Shall insure that all officers and Committee chairpersons understand their duties and responsibilities.
7. Perform such duties as usually pertain to the office.
8. Maintain close contact with the President-elect so that they are aware of everything going on in the Association.

## SUGGESTED AGENDAS

1. Call to Order
2. Roll Call
3. Changes or additions to agenda
4. Reading and approval of minutes
5. Committee reports
6. Old business
7. New business
8. Announcements
9. Adjournment

## SUGGESTED LUNCHEON AGENDA

1. Invocation
2. Lunch
3. Introduce Head Table
4. Introduce special guests, etc.
5. Open business meeting if necessary
6. Awards
7. Speaker or Program
8. Announcement
9. Adjournment

## SUGGESTED BANQUET AGENDA

1. Invocation
2. Banquet
3. Introduce Head Table
4. Introduce special guests, etc.
5. Speaker or Program
6. Awards
7. Past President's Plaque & Pin
8. Installation of Officers
9. Adjourn

## PRESIDENT-ELECT

1. Keep in close contact with the president in order to be up to date on all Association business.
2. Must keep at hand at all meetings, the past recorded minutes and an up-to-date copy of the Bylaws in order to be able to determine if motions made or questions asked have been voted on in the past, or are already part of the Bylaws or standing rules.
3. Study guidelines for President and committees and begin planning selections for committee appointments for the next year.
4. Shall assist the President in the duties of his/her office and shall preside in the absence of the President.
5. If a vacancy is created in the office of the President, the President-Elect shall automatically be elevated to the office of President, to serve the remainder of the present term and for one additional year.
6. The President-Elect shall assume the Presidency at the beginning of the next fiscal year after election to the office of President-Elect.
7. The President-Elect shall serve as Chairperson of the Conferences Committee.
8. The President-Elect shall serve as the liaison to the Board for the Legal & Governmental Affairs Committee and the Professional Relations Committee.

## FIRST VICE PRESIDENT

1. Shall assist the President in the performance of his/her duties and shall preside in the absence of the President and President-Elect.
2. Shall serve as the Chairperson of the Program Committee and therefore a member of the Conferences Committee.
3. Shall serve as the liaison to the Board for the Program Committee and the Publicity Committee.
4. Appoint, subject to the approval of the President, the other members of the Committee.

## SECOND VICE PRESIDENT

1. Shall assist the President in the performance of hi/her duties and shall preside in the absence of the President, President-Elect, and the First Vice President.
2. Shall serve as the Chairperson of the Membership Committee and therefore a member of the Conferences Committee.
3. Shall serve as the liaison to the Board for the Membership Committee.
4. Appoint, subject to the approval of the President, the other members of the Committee.

## SECRETARY/TREASURER

1. Shall be responsible for the keeping of the records of the Association and shall supervise the keeping of the minutes, books, and records.
2. Shall supervise the following:
  - a. The Executive Director is responsible for the day to day operational duties and gathering of pertinent information.
  - b. The Executive Director takes the minutes of Membership and Board of Director meetings and distributes copies of such. In the absence of the Executive Director, those items become the responsibility of the Secretary/Treasurer.
3. Shall make financial reports, at each meeting, of the Board of Directors and the Membership.
4. Shall furnish the Membership, within sixty days following the end of the fiscal period, a financial report for the year just completed.
5. Any unbudgeted expenses shall require the approval of the Secretary/Treasurer.
6. Shall serve as the Chairperson of the Budget & Finance Committee.
7. Appoint, subject to the approval of the President, the other members of the Committee.
8. Shall serve as the liaison to the Board for the Budget & Finance Committee and the Education & Scholarship Committee.

## CONFERENCES COMMITTEE

1. The President-Elect shall serve as the Chairperson of the Committee.
2. The Committee shall consist of the members of the Program Committee, Membership Committee, and Publicity Committee.
3. The Committee shall develop, produce, and promote all Association conferences by coordinating the responsibilities and activities of the various committees.
4. Shall work closely with the Executive Director to accomplish these duties.
5. Determine format and structure of the conferences.
6. Establish timelines for initiation and completions of the various committee responsibilities.
7. Shall determine the location, meeting facilities, and dates of the conferences.
8. Establish contract with meeting facility.

## PROGRAM COMMITTEE

1. Develop outline for programs, including proposed clinicians.
2. Contact Clinicians and obtain from them:
  - a. Honorariums
  - b. What equipment they require (projector, carts, screens, PowerPoint projector, podium, lavalier, or if they will provide their own equipment).
  - c. Synopsis of program.
  - d. Biography and picture.
  - e. Room set up.
  - f. Transportation information.
  - g. Special needs.
  - h. Signed contract.
3. Contact trade show exhibitors
  - a. Number and size of booth space.
  - b. Special needs for booth.
  - c. Determine layout of exhibit floor.
4. Appoint class captains for each clinician.

## MEMBERSHIP COMMITTEE

1. Direct an aggressive, ongoing marketing campaign for new members.
2. Arrange for new member certificates.
3. Contact labs who are delinquent to find out if they are unhappy with the Association and why, and is there a way to change their mind.
4. Follow-up on labs that have been dropped from membership.
5. Be available at meetings to talk with potential new members and to assist members with benefits of membership.
6. Develop the social activities at conferences, such as luncheons, banquets, golf tournaments, entertainment, etc.
7. Receive, review, research, and determine recipients for awards presented by the Association including:
  - a. Past President plaque
  - b. Membership pins.
  - c. Plaques or certificates for Clinicians and Exhibitors.
  - d. Honorary memberships.
  - e. Lifetime memberships.
  - f. Certificates for committee chairpersons.
  - g. Any special recognition awards.

## BUDGET & FINANCE COMMITTEE

1. Monitor financial operations of the Association.
2. After reviewing all income and expenses, prepare a realistic proposed budget for the next fiscal year.
3. Submit the proposed budget to the Board of Directors for approval and subsequently to the general membership for its approval at the fall meeting.
4. Furnish the membership, within sixty days following the end each fiscal period, a financial report for the year.

## PUBLICITY COMMITTEE

1. Develop and disseminate information to various publications about DLAT activities and conferences to encourage participation and attendance.
2. Obtain names and addresses of all publications.
3. Submit articles for all publications, subject to budget constraints.
4. Obtain photographs of DLAT activities and conferences for use in publications and web site.
5. Provide information for web site and oversee maintenance of the web site.

## LEGAL & GOVERNMENTAL AFFAIRS COMMITTEE

1. Study and make recommendations related to legislation and regulation,
2. Serve as the liaison for the Association with the Texas Legislature, State Board of Dental Examiners, Dental Laboratory Certification Council, and other regulatory agencies.
3. Assist Lab-Pac as directed by the Board of Directors.
4. Review and make recommendations to the Board on legal issues.
5. Receive recommendations from any member, committee, or Board member for additions, deletions, or changes in the Bylaws of DLAT.
6. Study and make recommendations on changes.
7. Develop proper wording of changes for presentation to the membership for consideration and adoption.
8. Reprint Bylaws as deemed necessary by the membership and/or Board Directors of DLAT.

## EDUCATION & SCHOLARSHIP COMMITTEE

1. The Committee shall study and discuss programs of dental technology education and make recommendations to the Board of Directors.
2. The Committee shall act as the liaison with the dental technology schools to insure positive relations and the continuance of the programs.
3. The Committee, whenever possible, shall promote dental laboratory technology training programs.
4. The Committee shall make recommendations to the Board of Directors as to the distribution of scholarships to the dental laboratory technology programs in Texas.

## PROFESSIONAL RELATIONS COMMITTEE

1. Shall serve as the liaison between DLAT and other industry related groups, such as; the Texas Dental Association, National Association of Dental Laboratories, and other professional groups.
2. Study and make recommendations related to such relations.
3. Represent DLAT with these groups in discussions of issues relevant to dentistry and dental laboratory technology.

## NOMINATING COMMITTEE

1. The Committee shall contact and secure consent of qualified individuals for nomination for the elected positions of the Association.
2. The Committee shall insure that candidates are aware of the responsibilities and the commitment they are making to the Association.
3. The Committee shall present the nominations to the general membership at the Spring meeting.