CHAPTER TWO:
Councils and Committees

STANDING COUNCILS AND OTHER COMMITTEES

A committee has no management authority. For example, the Board may delegate the authority to a committee to process and recommend all vendor requests for endorsements of products and services. That committee has no authority to approve any requests for endorsements on behalf of the Association. As in this example, most committees are typically given only restricted authority, even in the area for which they are responsible.

DUTIES IN COMMON

All Standing Councils of the California Dental Hygienists' Association shall perform, in addition to specific duties, these duties in common with all other committees:

1. Conduct annual long-range planning with Executive Committee focusing toward common goals.
2. Implement objectives from the current Strategic Plan.
3. Council Chairs shall submit an annual budget request to the Finance Committee.
4. Provide timeline of activities and maintain records of council activities, including minutes, reports, and correspondence, for succeeding chairs.
5. Council Chairs shall prepare and submit reports to the Board of Trustees and an annual report to the House of Delegates.
6. Attend Board of Trustees meetings.
7. Liaison with assigned elected officer.
8. Update Council sections of the CDHA website and Association documents annually.

EXECUTIVE COMMITTEE OVERSIGHT OF COUNCILS AND COMMITTEES

President
Executive Officers
CDHA Management Firm/Central Office
CDHA Committees
Contracted Entities
Liaison
Appointments

President-Elect
Alternative Practice Council (AP)
Public Health Council (PHC)
Nominations Committee
Commemorative Project

Vice-President of Administration and Public Relations
Administration Council (AC)
Public Relations Council (PRC)
Government Relations Council (GRC)

Vice-President of Membership and Professional Development
Membership Council (MC)
Professional Development Council (PDC)
Student Relations Council (SRC)

Secretary-Treasurer
Finance Advisory Committee
Minutes Review Committee

ADMINISTRATION COUNCIL

STRUCTURE: The Chair and members are appointed by the President and confirmed by the BOT.

MEETINGS: To be determined by the Chair.

OBJECTIVES: To fulfill the needs of the Association in all phases of administration.

DUTIES:

1. Perform the "Duties in Common", shared by all councils.
2. Be well informed of all CDHA activities and knowledgeable of the CDHA Bylaws.
3. Act as consultant to components writing or revising component Bylaws to ensure they do not conflict with CDHA Bylaws. Voting membership classifications except for life membership must be identical to CDHA Bylaws.
    a. Update online component bylaws template as needed following HOD action.
    b. Maintain a current list of component Bylaws amendment dates and last date reviewed by AC, then pass this list on to the next AC Chair
    c. Review Component Bylaws once every four (4) years according to alphabetical order of the existing components. Component bylaws will be reviewed in the following order starting with FY 2021-2022.
        - Group One – A-L
        - Group Two – M – Sac
        - Group Three – Sad – Sg
        - Group Four – Sh – Z
4. Review CDHA Bylaws and report to the Board of Trustees all proposed amendments at the meeting before the House of Delegates. This report must be reviewed by the Executive Committee and compiled by Central Office.
5. Revise SCOPES AND PROCEDURES MANUAL to include procedure changes mandated by the House of Delegates and Board of Trustees. Submit to Central Office to reformat.
    a. Provide all Officers, Trustees and Council Chairs with a current copy of the SCOPES MANUAL.
    b. During the year, maintain an update cover page with current amendments to be sent to the EC and BOT following HOD and BOT action.
    c. Following the annual Strategic Planning Session, review with all Councils ongoing programs for potential incorporation into SCOPES as standing duties.
6. Review current policy for clarity, necessity, duplication, and make recommendations for change, and update Policy Manual & Bylaws following the House of Delegates.
7. Review all new resolutions prior to the House of Delegates for clarity, necessity, and duplication.
8. Collaborate with the Vice President of Administration and Public Relations who is the liaison to the Executive Committee and the BOT.
9. Annual Meetings Duties - See duties of the Administration Council under the Annual Meetings Section.

10. The Chair shall maintain a file of all association documents for the succeeding Administration Council
11. The Chair shall review the submitted Conflict of Interest Disclosure Forms each year with the President-Elect and place them on file at Central Office. A report will be submitted to the first BOT meeting following September 1.

ALTERNATIVE PRACTICE COUNCIL

STRUCTURE: The Chair and members are appointed by the President and approved by the Board of Trustees.

MEETINGS: To be determined by the Chair.

OBJECTIVES: To perform the "Duties in Common" shared by all councils.

DUTIES:

1. Report all proposed activities directly to the President-Elect, who acts as a liaison to the Executive Committee and the BOT.
2. In conjunction with Government Relations Council, monitor and support all legislative bills that might affect dental hygiene expanding scope of practice and suggest changes or amendments to those bills that would best benefit dental hygiene and promote access to care.
3. Establish and maintain contact with pertinent government agencies, departments, non-profit organizations, other healthcare professions, insurance companies and third-party payors.
4. Encourage all Alternative Practice practitioners to become CDHA members.
5. Work collaboratively with public health programs.
6. Collaborate with Professional Development Council regarding Alternative Practice continuing education. Submit an annual list of speakers and topics relevant to Alternative Practice practitioners.
7. Develop and maintain an Alternative Practice section on the CDHA website.
8. Address specific needs of Alternative Practice dental hygiene professionals.

FINANCE ADVISORY COMMITTEE

STRUCTURE: Four members shall be appointed by the President and confirmed by the Board of Trustees for a staggered two-year term. Each President will appoint one new member yearly. These members shall sign a Conflict of Interest Statement.

MEETINGS: To be determined by Secretary-Treasurer.

OBJECTIVES: Aid the Secretary- Treasurer in facilitation, management and analysis of the Association’s financial integrity. It is further the objective to help prepare the annual budget of this Association along with the Secretary-Treasurer.

DUTIES:

1. Review the records and monthly statements prepared by Central Office as requested by the Secretary-Treasurer.
2. Review the reimbursements and costs for officers, council chairs, committees, task forces, projects and events as requested by the Secretary-Treasurer.
3. Assist in tracking the analysis of year-to-date income and expenses as they relate to submitted budget items.
4. Review and comment with the Secretary-Treasurer on projects to secure non-dues income for the Association.
5. Prepare with the Secretary- Treasurer the budget for presentation to the Executive Committee at the annual budget meeting.
6. Provide input to Secretary-Treasurer as to improvement in the financial integrity of this Association.
7. Attend the Board of Trustees meetings in their area.
8. Attend the House of Delegates, when possible.

GOVERNMENT RELATIONS COUNCIL

STRUCTURE: Council Chair or Co-Chairs/Coordinator(s) plus an administrative and legislative liaison, are appointed by the President and confirmed by the BOT.

MEETINGS: To be determined by the Chair.

OBJECTIVES: To fulfill the needs of the Association and its members in all phases of government relations.

DUTIES:

1. Perform the "Duties in Common" shared by all councils.
2. Report all proposed activities directly to the President or their representative, who acts as a liaison to the Executive Committee and BOT.
3. Explore and prepare appropriate legislation according to Association policy and the needs of the dental hygiene profession. A report of all proposed legislation will be presented to the Executive Committee for review.
4. Monitor all legislative bills that might affect dental hygiene and suggest changes or amendments to those bills that would best benefit dental hygiene. Support those bills that further the profession of dental hygiene and promote the oralcare needs of the public.
5. Attend public meetings and hearings of the Dental Hygiene Board of California (DHBC) and the Dental Board of California (DBC) and present formal and/or informal presentations of the Association policies when necessary.
6. Provide legislative information to CDHA leadership and members.
7. Maintain contact with pertinent government agencies and departments.
8. Recommend appointments to DHBC or the DBC utilizing the support guidelines.

JOURNAL EDITOR

QUALIFICATIONS: An Active member of CDHA and a registered dental hygienist, preferably with a baccalaureate degree or higher. They should exhibit outstanding journalistic skills, proven editorial experience and participation in CDHA activities, be able to demonstrate oral and written communication, decision-making skills, problem solving skills, and be able to work in a collaborative team environment.

SELECTION PROCESS: Qualified candidates are to submit curricula vitaé to the President-Elect, documenting educational, editorial and leadership experience, and relevant samples of published works, prior to the House of Delegates. The newly installed President will appoint and submit the final candidate for confirmation by the BOT.

RESPONSIBILITIES: The Editor is responsible for the content of the Journal. The Journal Editor reports directly to the President. Key duties include:

1. Solicit articles for possible publication.
2. Consult with authors, President, and Editorial Advisory Board as to the final disposition of manuscripts.
3. Aid in the selection of Editorial Advisory Board.
4. Oversee the manuscript review process.
5. Attend the House of Delegates.
6. Attend Board of Trustees meetings.
7. Provide PDF format to EBSCO publishing for placement on their website, per our contractual agreement.
8. Provide the full Journal as well as finished CE articles in PDF format to the CDHA website manager for placement on appropriate public sites.
9. Select articles on important topics as needed, preferably with the assistance of the Advisory Board.

MEMBERSHIP COUNCIL

STRUCTURE: The Chair and members are appointed by the President and confirmed by the Board of Trustees.

MEETINGS: To be determined by the Chair.

OBJECTIVES: To maintain existing members and to encourage the joining of non-member dental hygienists, with the goal of 100% membership of eligible dental hygienists.

DUTIES:

1. Perform the "Duties in Common" shared by all councils.
2. Plan and conduct membership campaigns, which include CDHA member information packets to non- members, and letters to non- renewing members and graduates.

3. Collaborate with Corporate Development Consultant (CDC) for sponsorship of membership campaign and material when applicable.
4. Act as a liaison with the carriers of group insurance plans which are available to the CDHA membership.
5. Encourage increased CDHA membership by initiating, evaluating and maintaining services which enhance both the professional and personal lives of CDHA members.
6. Collaborate with the Vice-President Membership and Professional Development who is the liaison to the Executive Committee and BOT.
7. Direct Central Office to purchase the DHBC licentiates list and update non-member list to data base.
8. Provide components with information as requested.
9. Maintain and update membership materials and information for membership booths and components.
10. Facilitate an annual membership networking session at the HOD if applicable.
11. Collaborate with Public Relations on promoting membership and membership recruitment activities.
12. Monitor budget and activities throughout the year, work with Central Office on membership booth logistics.
13. Submit reports to the BOT and Executive Committee as requested.
14. Participate in Strategic Planning, the budget process.
15. Collaborate with SRC for membership activities when applicable (regional meetings).

SPECIAL NOTE: The administrative work of the Membership Council is handled by the CDHA Central Office.

NOMINATIONS COMMITTEE

STRUCTURE: The-President-Elect shall chair the Nominations Committee. The Nominations Committee shall consist of four (4) component trustees rotated annually by component number.

DUTIES:

1. Review past reports and correspondence and update Intent to Serve Forms as necessary.
2. Prepare and submit a call for Nominations in CDHA publications.
3. Collect and review curriculum vitae. Prepare and submit a Slate of Nominees to the BOT.
4. Send a copy of the Slate of Nominees and a copy of their curriculum vitae to Central Office for the Delegates Manual.
5. Develop questions for Candidates Forum:
    a. Committee to review each elected officers' objectives and duties as listed in scopes
    b. Develop questions for candidates based on responsibilities noted in scopes related to individual officers' objectives and duties

The Chair will communicate the Nominations Procedures with committee members during the fiscal year in seeking candidates for CDHA officer positions.

NOMINATION PROCEDURES

Candidates wishing to run for office shall:

1. Contact the Nominations Committee Chair.
2. Receive a list of duties appropriate to the office or delegates, a copy of campaign guidelines and a curriculum vitae (CV) format.
3. Send CV and intent to serve statement 60 days prior to House of Delegates to Central Office, which will then be forwarded to the Nominations Committee Chair for review.
4. Must be present in person or virtual for the candidates' forum at the HOD.
5. If nominated from the HOD floor, a statement of intent to serve and CV must be filed with the Nominations Chair prior to the candidates' forum.

PROFESSIONAL DEVELOPMENT COUNCIL

STRUCTURE: The Chair and members are appointed by the President and confirmed by the BOT.

MEETINGS: To be determined by the Chair.

OBJECTIVES: To fulfill the needs of the association and its members in all phases of education.

DUTIES:

1. Perform the "Duties in Common" shared by all Councils.
2. Coordinate CDHA continuing education courses in accordance with Dental Board of California requirements. Direct Central Office to obtain pre-approval of course if applicable. Review course outline and assign proper category # (One or Two).
3. Distribute information on upcoming continuing education courses to components and post on the website. Coordinate information with the journal and newsletter editor for promotion of continuing education courses.
4. Distribute evaluations or direct Central Office to send an evaluation link at the end of each continuing education course. Review the evaluation of course information for possible changes, etc. Provide an evaluation of courses to the BOT.
5. Assist with registration, set-up, etc. of continuing education courses at CDHA meetings. Coordinate room reservations for Professional Development Council.
6. Research and recommend speakers to BOT for all CDHA continuing education programs, report the information to the VP to present at the BOT.
7. Request from all speakers that any handout materials for continuing education programs be submitted in electronic format.

8. Update information from universities and colleges so that members may pursue Bachelors' or Masters' Degrees in fields relating to dental hygiene. Information on CDHA website.
9. Work with the Vice President of Membership and Professional Development who is the liaison to the Executive Committee and BOT.
10. Monitor budget and activities throughout the year and work with Central Office on meeting logistics (food, room set up, etc.).
11. Submit reports to the BOT and Executive Committee as requested.
12. Participate in Strategic Planning and the budget process.
13. Collaborate with Student Relations Council for continuing education programs and activities when applicable (table clinics/poster sessions at the CE courses).
14. Collaborate with the CDC on sponsorship for CE courses and exhibitor information.

SPECIAL NOTE: See Financial Procedures for fees applicable to continuing education courses.

PUBLIC HEALTH COUNCIL

STRUCTURE: The Chair and members are appointed by the President and confirmed by the BOT. Council members must include one member who works in public health, has a degree in public health or is an RDHAP.

MEETINGS: To be determined by the Chair.

OBJECTIVES: To fulfill the needs of the Association and its members in all phases of public health.

DUTIES:
1. Perform the "Duties in Common" shared by all councils.
2. Develop policy/positions on issues that impact the health of the public.
3. Encourage and support CDHA member utilization of public health material/resources.
4. Promote public health programs including key U.S. Department of Health and Human Services programs.

Work collaboratively with public health programs.

Maintain the Public Health Resources section within the CDHA website for communications with dental hygienists and consumers.

PUBLIC RELATIONS COUNCIL

STRUCTURE: The Chair and members are appointed by the President and confirmed by the BOT.

MEETINGS: To be determined by the Chair.

OBJECTIVES: To fulfill the needs of the Association and its members in all phases of public relations.

DUTIES:

1. Perform the "Duties in Common" shared by all councils.
2. Promote the image of dental hygiene with the dental profession and allied health services and agencies.
3. Submit copy of Goals and Objectives to each component Public Relations Chair.
4. Maintain current ideas and information regarding preventive dentistry and health education workshops.
5. Promote better understanding and communication between dental hygienists and members of the community. Promote the art and science of dental hygiene to the general public.
6. Promote liaison relationships to groups and organizations for the promotion of dental health.
7. Make available to the public information on where to obtain dental health educational and consultant services.
8. Maintain a record of community projects which CDHA and its components initiate or participate in.
9. Assist components when necessary to implement dental health activities.
10. Collaborate with the Vice President of Administration and Public Relations who is the liaison to the Executive Committee and BOT.

PROTOCOL FOR RESPONDING TO MEDIA EVENTS

1. All councils and executive board members will notify the Vice President of Administration and Public Relations of any media event involving CDHA.
2. PRC will review for response and forward suggestions to Executive Committee (EC) to determine if action is to be taken.
3. The PRC will create draft material with input from appropriate councils, committees or consultants.
4. The President will have final approval of materials to be distributed. The executive board shall be included whenever timelines permit.
5. Depending on the type of response, CDHA leaders or component leaders/members will be used for distribution.
6. The Government Relations Council (GRC) will notify PRC of upcoming media issues and the media needs of the event.
7. Timely issues involving one through six shall be addressed within forty-eight hours.

STUDENT RELATIONS COUNCIL

STRUCTURE: The Chair and members are appointed by the President and confirmed by the BOT. Council members may include STUDENT RELATIONS liaisons, student representatives and additional members appointed by the CDHA President.

MEETINGS: To be determined by the Chair.

OBJECTIVES: To fulfill the needs of the Association and its members in all phases of student membership in CDHA.

DUTIES:

1. Perform the "Duties in Common" shared by all Councils.
2. Promote and facilitate Student Relations program activity within schools and create programs to promote student conversion to active CDHA membership. All activities related to student members shall be coordinated through this Council.
    a. Issue annual welcome letter that includes year overview, student lists and request for CDHA Student Dues if any.
    b. Survey Student Relations advisors to assess their needs.
    c. Maintain a master handout for Student Relations Council meetings that includes upcoming events, scholarship information, deadlines and other programs of interest to students (e.g. Cora Ueland Scholarship.
    d. Track student leader award and Cora Ueland and other California Dental Hygienist Association Foundation (CDHAF) Scholarship winners for membership conversion and leadership participation.
    e. Track the number of graduates that convert to active membership.
3. Coordinate, facilitate and promote all Student Relations Council activities:
    - Regional Student Relations meeting(s) - solicitation of corporate sponsorship for said meetings.
    - Student Relations Leadership Awards Program.
    - Spring Scientific Session Table Clinic/Poster competition.
    - Student House of Representatives (SHOR) to be held at the CDHA HOD.
4. The Council Chair will serve as facilitator at the Student House of Representatives (SHOR).
5. Forward updates for the Student section(s) within CDHA website.
6. Write and submit an article(s) for the Journal accordingly to a timeline provided by the Editor.
    a. Highlight winning Student table winners in CDHA Journal with abstracts and on CDHA website.
    b. Highlight student scholarship and leadership award recipients.
    c. Highlight SHOR activities.
7. Collaborate with the VP of Membership and Professional Development on activities such as table clinics/poster sessions and regional meeting.

LIAISON GUIDELINES

The following are the guidelines developed for anyone appointed to a liaison position in CDHA:

1. A letter from the CDHA President to the Association introducing the liaison as an official representative of CDHA should be sent upon appointment of the liaison.
2. A letter from the CDHA liaison to the Association liaison should follow, including the following:
    a. Request dates of meetings where attendance is appropriate.
    b. Ask to be placed on the Association's mailing list for newsletters, bulletins, etc.
    c. Encourage communication by mail or e-mail.
3. Plan to attend meetings of the Association when invited and appropriate.
4. Complete the Liaison Reporting Form and submit to the CDHA President within two (2) weeks of the meeting attended.
5. Copy the CDHA President on correspondence.
6. Prepare an annual report for the Delegates' Manual and report to the CDHA Board of Trustees when appropriate.
7. Be informed of the issues that affect the liaison Association, such as legislative issues, media events, etc.
8. Be familiar with CDHA Bylaws, policies, and procedures.
9. Present issues of concern to the liaison Association upon direction from the CDHA President and/or Board of Trustees.
10. Submit an annual budget request to the CDHA Treasurer.
11. Suggest ongoing liaison activities.
12. Be professional and an ambassador of the dental hygiene profession.

MEMBERSHIP AND COMPONENT/REGION INFORMATION

COMPONENT/REGION CODES AND MEMBERSHIP DUES

The following codes are assigned for financial and membership record-keeping purposes. They should be utilized whenever you change your membership status or sign-up new members. The CDHA House of Delegates set all component dues at $30 at the 2018 House of Delegates. If 00 is selected, there is no component fee. 00 is used mainly for out-of-state members.

COMPONENTS

1. Central Coast	7. Mount Diablo	12. Sacramento	18. Santa Barbara
2. East Bay	8. Napa/Solano	13. San Diego	19. Santa Clara
4. Long Beach	9. Orange County	14. San Fernando	20. Six River
5. Los Angeles	10. Ventura	15. San Francisco	21. South Bay
6. Monterey Bay	11. Redwood	17. San Joaquin	22. Tri-County

REGIONS

Regions shall be made up of at least two (2) and not more than three (3) geographically adjacent components. Components may petition the Board of Trustees, and upon approval, establish a region. A region will be assigned an alphabetical designation.

The Board must approve the establishment or dissolution of a region. However, the component members may petition to establish or dissolve a region. If one or more component's petition fails to establish or dissolve a region, it is within the scope of the Board to make the final decision.

The component members should understand that establishing or dissolving a region will impact only their representation at the board of trustees. As part of a region, components will have one trustee selected from the component members in the region. It will not impact their component number, local leadership, delegate number, or accounting.

LIFE MEMBERSHIP GUIDELINES/CRITERIA
(Amended by Board of Trustees, November 2025)

Eligibility for Life Member status requires CDHA membership of 35 years.

Applications for nomination to CDHA Life Member shall be submitted by the component trustee/or a CDHA member and must be received in CDHA's Central Office no later than 6 months preceding the next House of Delegates to be eligible.

Applications for Life Member shall contain the following:

1. A written recommendation that includes rationale for eligibility/endorsement and outstanding contributions in five (5) or more of the seven (7) professional roles of the Registered Dental Hygienist. The roles are Clinician, Corporate, Public Health, Researcher, Educator, Administrator, and Entrepreneur. (Maximum length 2 pages, typed, double-spaced, 12-font Arial.)
2. The candidate's curriculum vitae (CV), using the CDHA CV template, detailing their professional career.
3. The candidate will submit a personal statement describing his or her significant contributions to the association, and the profession of dental hygiene. (Maximum length 2 pages, typed, double-spaced, 12-font Arial.)
4. The applicant and /or candidate will submit three (3) written testimonials from peers, other than the nominator, who were mentored into CDHA leadership by the candidate. (Each testimonial maximum length 2 pages, typed, double-spaced, 12-font Arial.)
5. The candidate shall have evidence of active leadership participation beyond President in state elected positions such as another elected Officer, Speaker of the House, Component/Regional Trustee, CalHyPac Chair, Council Chair, and/or CDHA Foundation Chair for a minimum of twenty (20) years total service.

Upon receipt of an application(s) for Life Membership the President shall appoint a Life Member Committee with the approval of the Board of Trustees that will consist of two (2) past CDHA Presidents, the current Membership Council Chair, the current Administration Council Chair, and a previously elected Life Member. The chair of this committee will be the Administration Council Chair.

The Life Member Committee will verify that the application(s) are complete and accompanied by documentation. Only those applications that are complete will be evaluated.

Applicants will be evaluated using a 7-criteria rubric. This rubric assesses the **i**mpact, leadership, and legacy of applicants beyond the standard eligibility requirements of membership years and service. Each of the seven criteria reflects a key domain of professional excellence—ranging from advancing policy and standards to education, research, mentorship, and community impact. Using a five-point scale, the Life Member Committee will assess the depth and breadth of each applicant's achievements to ensure that being awarded Life Member is reserved for those whose sustained efforts have significantly advanced dental hygiene in California and left a lasting professional legacy.

The applicant must achieve a score of 30 points on the rubric to be forwarded to the Board of Trustees for consideration to be nominated for Life Member.

The Committee will present the selected application(s) to the Board of Trustees who have met all of the eligibility requirements. The nominees must receive a majority of votes of the Board of Trustees to be eligible for recommendation to the House of Delegates. The House of Delegates may or may not choose to elect a nominee for Life Membership. (BOT 11/2025)

Application form and Rubric is in the Appendix

COMPONENT VISIT GUIDELINES

Component visits are provided by the President, President-Elect and other Executive Officers at the request of the individual components.

Each component should expect to cover half of the expenses incurred during the visit. All reasonable expenses will be included in this division (airfare, housing, auto rental, taxi, mileage, etc. if needed). It might be prudent to utilize this visit as the total meeting, rather than a short presentation tucked in among others. There should be time allowed for questions and one-on-one contact with members. A GRC visit or leadership training might be an option.

PROTOCOL: The President/President-Elect is considered a non-paying guest.

Suggested Contact Schedule:

1. Initial contact by the date set by the President-Elect
2. All visit dates should be secured as soon as practicable throughout the year
3. Consult with neighboring components, to combine meetings or hold meetings during the same week. This would eliminate the need for multiple transportation costs.
4. Contact two months prior to component visit.
    a. If air travel is necessary, be prepared to provide the name of the closest airport.
    b. If an overnight stay is necessary, be prepared to provide housing or have a suggested hotel (close to the meeting).
    c. Provide written directions to the meeting.
    d. Indicate how long to speak, who the other speakers will be, if any, and suggested topics to cover.
    e. Indicate who will be in the audience (members only, dentists, spouses, etc.)
    f. Transportation to/from the airport should be provided by the component. The individual is responsible for making travel arrangements to component.
    g. Reimbursement procedures are to be shared between CDHA and respective component. Lowest rate possible should be secured.
    h. Components are responsible to post notice of elected officers' visits in component newsletter prior to visit.
    i. If components share elected officer visit, each component is to pay 1/4 cost with balance to be paid by CDHA.
    j. If components hold separate meetings within the same general geographic area, each component is to pay 1/4 cost with balance to be paid by CDHA.
5. One week before the meeting, call and confirm all arrangements such as dates, times, place, direction, escort and housing.
6. If an elected officer provides a CE Course for a component, that officer may not receive an honoraria from the component or corporate sponsor according to non-profit guidelines. Non-monetary gifts are acceptable.