

## THE IRANIAN ONTARIO DENTAL ASSOCIATION (IODA)

### INTERNAL GUIDELINES

*Version: November 2020, prepared by the Executive Committee and approved by the Board of Directors*

**This guideline has 30 sections and 2 appendices.**

- 1) Name, main goal, and job description of Working Committees of IODA are determined by the Executive Committee (EC). These can be revised or suggested at each committee's discretion subject to EC approval.
- 2) Executive committee appoints one of its own members as the liaison of each working committee. The liaison is a member of that committee and shall participate in all of that working committee meetings and has one individual vote.
- 3) Each committee's chair is officially appointed by the executive committee from that committee's members for a maximum of three-year term based on his/her qualifications and capabilities. The executive committee has the right to remove the chair or dissolve the committee at any time. After one year, re-appointment may be required from the executive committee.
- 4) Any member of the association is eligible for appointment for the working committees and serves as a volunteer.
- 5) Selection of working committee members: Each working committee shall review and evaluate applicants from time to time and within 2 weeks after the expiration of the general call for nominations to select potential candidate(s). The selected candidate(s) will be then presented by the committee chair to the executive committee for approval through written voting. Upon approval, the new committee member shall receive a formal appointment letter from the associations' president.
- 6) There is no limitation on how many times a member can serve on any of the working committees.
- 7) The total number of working committee members is based on the decision of that committee chair: it can not be less than 3 and more than 10. In any event where less than 3 members are available to serve at a committee, the executive committee shall assign up to three of its members to that committee.
- 8) Each working committee should first prepare its operational plans, goals and strategy (or revise the existing one as required) and present it for approval to the executive committee and follow those goals and plans. This document can be revised by committee at any time.
- 9) The working committee must meet at least 4 times in each period of 12 months at such place (physically or virtually) and time as determined by the committee chair.

- 10) Additional meetings of the committee may be convened by the chair.
- 11) In case of temporary absence of chair for any reason, committee members should appoint another member of that committee as a temporary chair, in such case, the temporary chair has all the responsibility of chair.
- 12) Committee chair must record the names of the working committee members present at any meeting and must keep minutes of all proceedings at committee meetings and present it to the executive committee. Also, the chair should prepare a progress report for the executive committee from its committee activity in a designated period of time(s) determined by the president or executive committee. Timeline for such progress reports shall be conveyed to the committee chair via its liaison
- 13) Members of the Association, upon approval of the committee, may attend these meetings.
- 14) Oral, email or written notice of a meeting of the committee must be given by the chair to each member of that working committee at least 72 hours before the time appointed for the holding of the meeting.
- 15) The following working committee matters shall be referred to the executive committee for voting before they can be executed and enforced
  - a) Financial decisions beyond the committee's assigned cap, if granted by the executive committee.
  - b) Any matters with foreseeable legal implications for the working committee, its members and/or the association.
  - c) Any matter that is deemed necessary by the committee's liaison to be referred to the executive committee for final voting.
  - d) The chair of that working committee shall be invited to present the matter before the executive committee goes for voting or makes a decision.
- 16) Unless subjected to the above-mentioned paragraph, any proposals and/or decisions made at any of the association's working committees must be approved by quorum and majority of votes cast on the proposal and/or decision. The majority votes of members of that committee, not just majority of members who are present at the meeting, before it can be executed and enforced. In case of approval by majority votes of that committee decisions shall be enforced.
- 17) Each member present at a meeting of the association's working committees is entitled to cast one vote but, in the event of an equality of votes on any question, the questions shall be referred to ECM as a tiebreaker.
- 18) At any of the association's committee meetings, only those committee members who are physically or virtually present can cast their votes. No proxy voting is allowed unless permitted by the Executive Committee in special circumstances.

- 19) Any act or thing done or suffered, or purporting to have been done or suffered, by the working Committee is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the working committee.
- 20) If a vacancy arises within the working Committee by reason of disqualification, resignation or the absence of a committee member for more than 3 consecutive meetings or a total of 6 meetings in a year, the other members shall exercise all the powers of the committee and that committee member shall not be included in determining quorum.
- 21) A vacancy created by the removal of a working committee member for the reasons mentioned in section 21 shall be filled by that committee members through the mechanism mentioned in section 5.
- 22) In case of termination of a chair for any reason, the new chair of the committee, appointed to fill the previous chair position, holds a seat for the remaining period.
- 23) Disqualification of a working Committee Member shall be determined by the directors and/or officers after reviewing complaints from any association member and according to sections 17 of the By-Law.
- 24) Subject to the articles or By-Law, a majority of the number of committee members constitutes a quorum at any committee meeting, and despite any vacancy, a quorum of committee members shall exercise all the powers of the committee members.
- 25) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to be dissolved.
- 26) IODA's speaker is appointed by the executive committee at its first meeting after formation.
- 27) Unless authorized otherwise by the executive committee, any comments or statements related to IODA or under the name of IODA in social platforms and media must only be delivered by either the president or the speaker or chair of the board of directors.
- 28) Unless authorized by the executive committee, any member seeking election or re-election to the board of directors must avoid delivering presentations and/or statements on IODA's platforms at least four weeks prior to the election date. In case of IODA's speaker, the president shall take over his/her duties as the speaker for that period.
- 29) Any use of IODA's name and logo in third-party advertisements, including but not limited to course brochures, must first be approved by the executive committee.
- 30) Members of the executive and working committees may use their affiliation with the IODA in their CV, presentations, and/or professional biography; however, they must refrain from using current affiliations for personal or third-party gains. For example, he/she cannot include current affiliation with IODA on non-IODA course brochures or other similar third-party advertisements. The members of the executive committees should discuss any apparent or potential conflicts of interest with the executive committee, as per Appendix B, presented below.

The following Appendices explain principles of ethics and codes of conduct of IODA

### Appendix A: Principles of Ethics

The principles of ethics of IODA/ICDA shall be the Principles of Ethics of the Ontario Dental Association and the Royal College of Dental Surgeons of Ontario and shall govern the professional conduct of the members of this organization.

In addition, the board of directors as well as the executive and committee members of the IODA/ICDA agree that their decisions and conduct will comply at all times with the following four guiding principles:

- (a) Honesty and obedience to the law
  - (i) Abide by the laws in force in Ontario and Canada.
  - (ii) Abide by the provisions of the Constitution and By-laws of the IODA/ICDA.
  - (iii) Abide by the highest ethical standards in carrying their executive activities.
  
- (b) Respect for individuals
  - (i) Act respectfully and fairly towards all members of the association
  - (ii) Abstain from intolerance, discrimination, sexism, ethnocentrism, fanaticism, racism and any other conduct that does not respect individuals' fundamental rights.
  - (iii) Respect other members' opinions
  
- (c) Integrity of and respect for institutions
  - (i) Act in such a way, in both word and deed, as always to preserve the reputation and dignity of the IODA/ICDA at all times.
  - (ii) Act in the best interests of the members of the Association rather than in their personal interests or the interests of another person or organization.
  
- (d) Accountability and responsibility
  - (i) Take all reasonable measures to avoid misconduct on the part of individuals for whom a person is responsible by virtue of their position.

- (ii) Promptly inform every person to whom a member reports by virtue of his or her position of any initiative for which that person could be held responsible and accountable, and have the initiative approved by that person.
- (iii) Maintain the confidentiality of information obtained by virtue of their position.
- (iv) Carry out the duties and responsibilities assigned by the IODA/ICDA with assiduity and professionalism.

## **Appendix B- Code of Conduct**

The board of directors, executive and committee members of the IODA/ICDA agree that they will comply at all times with the specific rules that guide their conduct in the following six situations:

### ***(a) Conflict of interest***

It is the policy of this Association that individuals who serve in elective, appointive or employed offices or positions do so in a representative capacity that requires loyalty to the Association. At all times while serving in such offices or positions, these individuals shall further the interests of the Association as a whole. In addition, they shall:

- (i) avoid placing themselves in a position where personal or professional interests may conflict with their duty to this Association.
- (ii) avoid using information learned through such office or position for personal gain or advantage.
- (iii) avoid obtaining by a third party an improper gain or advantage.
- (iv) promptly declare any personal interest and any direct or indirect interest in an organization, a business, an association or activity that might conflict with the position held in the IODA/ICDA, by reporting it orally or in writing to everyone concerned who might be influenced by or held responsible for the situation. The declaration must be made at the beginning of every discussion, motion, vote or other exercise of a decision-making power and must be repeated if the potential conflict recurs. If the declaration is made in a situation where minutes are recorded, it must appear in the minutes.
- (v) not exploit their status to secure an undue advantage, whether direct or indirect, for themselves or for a family member, friend or colleague.

As a condition for selection to any of the association's committee, each nominee, candidate and applicant shall complete a conflict of interest statement disclosing any situation which might be construed as placing the individual in a position of having an interest that may conflict with his or her duty to the association.

### ***(b) Abuse of power***

- (i) Not require, request or suggest that anyone violate this Code.
- (ii) Not require, request or suggest that anyone waive his or her fundamental rights.

### ***(c) Gifts and gratuities***

- (i) Not solicit, accept or agree to accept later, for themselves or for another person, any gifts or benefits that might create an impression of indebtedness or that might give the impression of influencing the person's judgment in the performance of the position they hold.
- (ii) Are acceptable gifts, souvenirs or promotional items where the total value from a single person or a single organization, over a 12-month period, is no greater than the amount for which a disclosure statement must be made to the Executive Committee (\$100), as long as such gifts, souvenirs or promotional items do not create an impression of indebtedness and do not give the impression of influencing the person's judgment in performing the duties of the position they hold.
- (iii) Gifts, souvenirs or promotional items received in the context of a purely private relationship are also acceptable, as long as they are not intended to influence the decision making of the member, whether directly or indirectly.
- (iv) Return to the donor, as soon as possible, any gift or donation that is required to be refused

***(d) Use of IODA/ICDA property***

- (i) Not use property, equipment, services, information, premises, financial resources or other things belonging to the IODA/ICDA for purposes other than those intended by the Association.
- (ii) Protect the confidentiality of information and data belonging to the IODA/ICDA, and not use it to benefit oneself or another person or organization.

***(e) Pre-employment and post-employment***

- (i) Declare any criminal record before accepting any position offered by the IODA/ICDA.
- (ii) Declare bankruptcy in the last 10 years before accepting any position offered by the IODA/ICDA.
- (iii) Not derive any undue advantage as a result of a position previously held in the IODA/ICDA.

***(f) Respecting meeting decisions***

- (i) During any voting at any committee meeting, committee members are free to express their opinions in favor or against the topic being discussed.

However, once the voting is concluded, the majority vote shall supersede, and committee members shall respect it and endorse it publicly.

***(g) Social Media Policy***

Committee members must refrain from posting

- (i) Confidential information
- (ii) Inappropriate or offensive comments on personal and/or IODA sponsored social media.
- (iii) Non-factual comments or false news on IODA sponsored social media.