



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

DENTAL HYGIENE STUDY CLUB CONSIDERATIONS

Revised June 2016

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Dental Hygiene Study Club Considerations

Introduction

Many registered dental hygienists find participation in a study club to be a satisfying element of their professional development. A study club is a group of individuals who have a common interest in continuing competence. Study clubs meet regularly to facilitate learning by a variety of methods. Clarity around the purpose and administrative organization of the study club will increase the likelihood of success of the study club. A constitution and bylaws will clearly define these factors.

It is also important that the expectations of members are identified and that all participants are aware of the commitment and responsibilities of membership in the club.

Benefits of participation in a study club

- facilitates participatory learning opportunities
- addresses the needs of individuals who have identified specific learning goals and interests e.g. participants with common interests may choose to start or join a study club pertaining to a particular topic
- provides learning in a local setting with the benefit of convenience and possibly reducing cost
- encourages interaction with peers on a regular basis with the associated social and networking benefits

Key issues to consider

Purpose

Clear identification of the purpose of the club is essential. The interests and needs of the members direct the learning. Once the purpose of the study club has been defined, specific subject topics may become evident. Some study clubs have a general purpose and present an overview of a variety of topics; others study a narrower field in more depth.

Format

Program formats may vary from club to club depending on the needs and interests of the members. Formats include clinical or non-clinical components, research-orientation, literature reviews, case studies and/or a combination of approaches that lend themselves well to the selected topic(s).

Membership

The size of the study club depends on its purpose. A study club may have as few as three members. Larger study clubs are more logistically complex, however, they may provide a broader base of support and wider range of interests. If there is a clinical component to the study club agenda then the size of available facilities may influence the size of the study club.

Leadership

Some clubs choose to have a mentor to guide the learning; others will share the responsibility amongst the members. An ideal mentor is experienced and proficient in the field of study; currently licensed in his/her specific field and has teaching skills that consider principles of adult education. One or more people may take the role of mentor.

Times and dates

Meetings held at regular intervals at a pre-determined schedule may facilitate better planning and attendance at the study club. Discern from those people interested in participating, how much time they are willing to commit to the study club and their preferred time for the meetings.

e.g. during a year a study club might meet for 1 or 2 hours once a month for 9 months (9-18 hours in total) or during a year a study club might meet for 2 full day (7 hour) sessions offered 2 times a year (14 hours in total).

Dues

A study club budget takes into account all of the expenses required to operate the club for a period of one year. Membership dues are then set to cover these costs.

Facilities

Consider the type of program planned and arrange for facilities to meet the group's needs.

Submission of Study Club Registration Forms

At the beginning of each Study Club year, a Study Club Registration Form (Appendix A) and a Study Club Membership List Form (Appendix B) must be completed and submitted to the CRDHA.

In addition, each Study Club must provide the CRDHA with a completed Request for Pre-determination of Program Credits (Study Club) Form (Appendix C), outlining the planned agenda for the upcoming year. The completed form will be submitted to the Competence Committee for approval. This form is also available on the CRDHA website: <http://www.crdha.ca/forms.aspx>

Continuing Competence Program (CCP) Credit

To be eligible for CCP credit, learning opportunities must comply with the CRDHA Continuing Competence Program Rules. CRDHA Continuing Competence Program Rule 8.2 indicates

8.2 Pre-determination of Program Credits

Members, study clubs and/or other course sponsors may apply directly to the Competence Committee on the approved form, at least **sixty (60) days** prior to delivery of the course, for pre-determination of eligibility for program credits for learning activities.

8.2.1 Study Clubs are encouraged to submit a program of studies for predetermination of program credits. Study Club programs may qualify for hour-

for-hour credit. A request form is provided for this purpose.

8.2.2 As with all educational opportunities, each member of the study club must submit a completed *Continuing Competence Program Request for Program Credits* form.

CRDHA Involvement

The CRDHA maintains a directory of study clubs in Alberta. The CRDHA receives requests from CRDHA members interested in joining existing study clubs or forming a new study club. The CRDHA tries to link interested people with a study club that might meet the member's needs. The information that is provided to the CRDHA by each study club facilitates the process. The CRDHA assumes no responsibility for the operation or of any study club program.

Organization

Each study group or club should develop a constitution and bylaws which clearly outline the organizational structure of the club. An outline of items that should be addressed in the constitution and bylaws of a study club can be found in Appendix D.

Constitution and Bylaws for a Study Club

A well-organized Study Club should have a basic constitution and bylaws which define its purpose, the responsibilities and terms of its officers, its dues structure and operating year.

Elements of a constitution

- definition of purpose and organization responsibilities
- definition of membership
- provision for the nomination, election and/or appointment of officers and committees, as well as a designation of their terms of office and tenure
- provision for an annual membership meeting
- amendment procedures
- provision for the dissolution of the organization

While the structure of the study club is defined by the constitution, the operating procedures are defined by the bylaws. Bylaws should be reviewed regularly and changes made to reflect the current operation, allowing changes as the study club grows and/or defines more efficient procedures.

Bylaws content

- meeting formats, schedules
- quorum requirements
- nomination and elections of officers, as well as duties of officers
- standing committees
- appointment of committee chairs
- dues structure
- amendment procedures

APPENDIX A

Study Club Registration Form

At the beginning of each study club year, please fax this registration information to the CRDHA office (780) 440-0544.

Study Club Name		
Study Club Purpose		
Brief description		
<input type="checkbox"/> Clinical <input type="checkbox"/> Lectures <input type="checkbox"/> Both		
Contact Person	Name	Phone Number/E-mail
President		
Vice President		
Secretary		
Treasurer		
I (contact person name), _____ give permission to CRDHA staff to provide this contact information to potential study club members. Signed _____ Date _____ <input type="checkbox"/> YES <input type="checkbox"/> NO		
Format		
Number of meetings per year		
Length of meeting (approximate hours per session)		
Location of meetings		
Membership		
Accepting new members?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Yearly membership fee?		\$

APPENDIX C

Study Club Continuing Competence Program Credits

At the beginning of each study club year please complete the following information and provide the necessary documentation. Fax this registration information to the CRDHA office (780) 440-0544.

Name of Study Club: _____			
Meeting Location(s) of Study Club: _____			

Date	Course Title	Speaker(s)	Hours <small>Please indicate any significant breaks (eg. 1 hr. lunch)</small>
<p>Please provide attachments for the following: Curriculum Vitae of Speaker(s) Course Content Course Objectives</p> <p>PLEASE BE ADVISED THAT THIS SUBMISSION MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO ANTICIPATED COURSE DATE TO ALLOW ADEQUATE TIME FOR THE PRACTICE REVIEW BOARD TO DETERMINE CREDIT HOURS.</p>			

APPENDIX D

Sample Constitution and Bylaws

Sample Outline of Dental Hygiene Study Club Constitution and Bylaws

ARTICLE 1 - PREAMBLE

- 1.1 The Study Club Name
- 1.2 The Bylaws Articles

ARTICLE 2 - DEFINING AND INTERPRETING THE BYLAWS

- 2.1 Definitions
- 2.2 Interpretation

ARTICLE 3 - OBJECTS OF THE STUDY CLUB

- 3.1 The Objects of the Study Club

ARTICLE 4 - MEMBERSHIP

- 4.1 Classification of Members
- 4.2 Admission of Members
- 4.3 Membership Fees
 - 4.3.1 Membership Year
 - 4.3.2 Setting Membership Fees
 - 4.3.3 Payment Date for Fees
- 4.4 Rights and Privileges of Members
 - 4.4.1 Entitlement of Member in Good Standing
 - 4.4.2 Voting Members
 - 4.4.3 Number of Votes
 - 4.4.4 Member In Good Standing
- 4.5 Suspension of Membership
 - 4.5.1 Decision to Suspend
 - 4.5.2 Notice to the Member
 - 4.5.3 Decision of the Board
- 4.6 Termination of Membership
 - 4.6.1 Resignation
 - 4.6.2 Death
 - 4.6.3 Deemed Withdrawal
 - 4.6.4 Expulsion
- 4.7 Transmission of Membership
- 4.8 Continued Liability for Debts Due
- 4.9 Limitation on the Liability of Members

ARTICLE 5 - MEETINGS OF THE STUDY CLUB

- 5.1 The Annual General Meeting
- 5.2 Special General Meeting of the Study Club
- 5.3 Proceedings at the Annual or a Special General Meeting

ARTICLE 6 - THE GOVERNMENT OF THE STUDY CLUB

- 6.1 The Board of Directors

- 6.1.1 Governance and Management of the Study Club
- 6.1.2 Powers and Duties of the Board
- 6.1.3 Composition of the Board
- 6.1.4 Election of the Directors and the President
- 6.1.5 Resignation, Death or Removal of a Director
- 6.1.6 Meetings of the Board

6.2 Officers

6.3 Duties of the Officers of the Study Club

- 6.3.1 The President
- 6.3.2 The Vice-President
- 6.3.3 The Secretary
- 6.3.4 The Treasurer
- 6.3.5 The Past President

6.4 Board Committees

- 6.4.1 Establishing Committees
- 6.4.2 General Procedures for Committees

6.5 Standing Committees

- 6.5.1 The Executive Committee
- 6.5.2 The Program Committee

ARTICLE 7 - FINANCE AND OTHER MANAGEMENT MATTERS

7.1 The Registered Office

7.2 Finance and Auditing

7.3 Cheques and Contracts of the Study Club

- 7.3.1 Signing authority
- 7.3.2 Contracts

7.5 The Keeping and Inspection of the Books and Records of the Study Club

7.6 Payments

7.8 Protection and Indemnity of Directors and Officers

ARTICLE 8 - AMENDING THE BYLAWS

8.1 Cancellation, altering, adding to Bylaws

8.2 Include details of the proposed resolution to change the Bylaws

8.3 The amended bylaws take effect

ARTICLE 9 - DISTRIBUTING ASSETS AND DISSOLVING THE STUDY CLUB

9.1 The Study Club does not pay any dividends or distribute its property among its Members

9.2 If the Study Club is dissolved, any funds or assets remaining