

THE NEW JERSEY DENTAL ASSISTANTS ASSOCIATION BYLAWS

Article I – Name

The name of this organization shall be the “The New Jersey Dental Assistants Association”, hereinafter referred to as “the Association” or “this Association”.

Article II- Objectives

The Association’s objectives shall be: to share in the responsibility for quality dental health care delivery to all; to advance the practice of dental assisting toward the highest standards of performance obtainable by supporting and encouraging formal education and in providing quality continuing education; to support educationally-based national and/or state credentialing for the dental assisting profession; and to communicate effectively with all members of the health-related professions.

Article III- Organization Structure

Section 1. Affiliation. This Association shall be a State Association of the American Dental Assistants Association.

Section 2. Local Organization.

- A. Organization: Local Organizations may be organized in a town, city, county or district for the purpose of furthering the objectives of this Association.
- B. Name: A Local Organization may be named for a town, city, county or district; however, no two (2) Local Organizations shall adopt the same name.
- C. Affiliation: Affiliation shall be granted upon the following conditions:
 - 1. Approved by this Association; and
 - 2. Approval by the American Dental Assistants Association.
- D. Governance. Local Organizations shall be governed by Bylaws or Rules of Governance.

Article IV- Membership

Section 1. Admission: Membership shall not be based upon race, color, religion, sex, national origin or race.

Section 2. Membership Classifications: The membership classifications shall be active, student, honorary, life and special. The adoption and implementation by this State

Association of any membership or quasi-membership classification other than those provided for in the Bylaws of the ADAA are categorically and unequivocally forbidden.

- A. Active: Active membership may be granted to any Dental Assistant who will support and promote the objectives of this Association. An active member shall have the privilege of voting, holding elective office, and serving as chairman or member of a committee.
- B. Student: Student membership may be granted to any student enrolled full-time in a dental assisting program, or to a graduate of a dental assisting program enrolled full time in either a program related to dentistry or in a college degree program, who will support and promote the objectives of this Association. A student member shall have the privilege of serving on a committee.
- C. Honorary: Honorary membership may be conferred upon an individual who has contributed substantially to the welfare of the dental assisting profession. To be elected an honorary member, the individual shall be approved through unanimous vote of the Executive Board and two-thirds (2/3) vote of the House of Delegate/General Assembly.
- D. Life Membership Categories:
 - 1. Life membership shall be granted to a member who has maintained continuous active membership or who has maintained continuous active membership interrupted by student membership, for a period of twenty-five (25) years and who will support and promote the objectives of this Association. A life member shall have all the privileges of active membership.
 - 2. Retired Life Membership shall be granted to any Life Member who has reached the age of sixty-two (62) or until a disability prevents employment as a dental assistant.
- E. Special
 - 1. A special membership shall be granted an active member who has reached retirement age as recognized by the Federal Social Security Act (42 United States Code Annotated 402 (a)) and who has maintained continuous active membership, for a period of fifteen (15) years and who will support and promote the objectives of this Association.
 - 2. A special membership shall be granted to a person totally and permanently disabled who has maintained continuous active membership, or who has maintained continuous active membership

interrupted by student membership for a period of ten (10) years and who will support and promote the objectives of this Association.

3. A special membership shall have all the privileges of active membership

Section 3. Local Membership: A person applying for membership in a local organization shall be required to maintain membership in this Association and the American Dental Assistants Association.

Section 4. State Membership: Where no local organization exists, a person applying for membership in this Association shall be classified as an independent state member. Such members shall be required to maintain membership in this Association and the American Dental Assistants Association.

Article V- Dues

ADAA, state and local dues shall be paid by each member directly to the Central Office of the ADAA in accordance with the procedures and dates established by the ADAA and this Association. No dues shall be refunded to any member whose membership terminates for any reason. (Provisions shall be made for distribution of dues amounts received from ADAA Central Office for each membership category.) State dues for all membership classifications shall be recommended by the Executive Board within each New Jersey Dental Assistants Association fiscal year to be discussed and announced at the March meeting and to be adopted by a two-thirds (2/3) vote of membership at the Annual Session for use the following year. Dues for active, student and life members shall include subscriptions to current publications. Failure to renew membership will result in removal of the member's name from the official mailing list of the state organization. In case of need the Executive Board may be a two-thirds (2/3) vote levy an assessment on each active and student member.

Article VI- General Assembly

Section 1. Composition and Qualifications. The General Assembly shall be composed of members of this Association. The voting members shall be active, life, and special members present and the voting members of the Executive Board.

Section 2. The deadline dates for registration shall be determined by the Executive Board.

Section 3. Meetings.

- A. The General Assembly shall meet regularly at the Association's Annual Session.

- B. A special meeting of the General Assembly may be called by a two-thirds (2/3) vote of the voting members of the Executive Board. Fifteen (15) days notice shall be given. The member apportionment of the previous General Assembly shall prevail.

Section 4. Quorum. Two (2) percent of voting members of this Association (life, active and special) shall constitute a quorum for the transaction of business at any meeting of the General Assembly. A quorum established at the beginning of the meeting shall be considered a quorum throughout.

Section 5. Duties. The General Assembly shall be the governing body of this Association. It shall determine the policies of the Association, determine dues for all membership classifications to the beginning of the fiscal year in which such dues are applicable, adopt an annual budget, elect officers, may nominate a district trustee every three (3) years, amend bylaws, and transact whatever other Association business is necessary. The annual budget proposed by the Executive Board to the General Assembly for adoption shall have a line item stating the number of members at the established dues amount.

Article VII – Officers

Section 1. Number and Titles: the elected officers of this Association shall be: President, President-Elect, Vice President, Secretary, Financial Secretary and Treasurer. The President shall be the chief elected officer and the official spokesman of the Association.

Section 2. Eligibility: Only an active, life, or special member of this Association shall be eligible to serve as an elected officer. Candidates for elective office must have served as officers in their local society or as a representative or alternate representative for at least one year to the Executive Board.

Section 3. Nominations: In accordance with the Manual of Procedures, the Nominating Committee shall present a slate of one (1) or more qualified candidates for each office to be filled. The report of the committee shall be presented to the Executive Board at their meeting prior to the Annual Session. The report of the committee shall be presented to the General Assembly. Additional nominations may be made from the floor of the General Assembly. No name shall be placed in nomination without the written consent of the nominee.

Section 4. Election: Election shall be by ballot during the Annual session, and a majority vote of the General Assembly shall elect. If there is only one candidate for an office, a voice vote may be taken.

Section 5. Duties: Officers shall perform the duties as may be prescribed by these Bylaws, the Manual of Procedures and the parliamentary authority adopted by the Association.

Section 6. Vacancies: In the event the office of President shall become vacant, the President-Elect shall become President for the unexpired portion of the term and shall serve a full term as President during the following year. In the event the office of President-Elect shall become vacant, it shall remain vacant for the unexpired portion of the term. At the next Annual Session,

the office of President shall be filled in the same manner as that provided for the nomination and election of officers. Vacancies in the offices of Vice President, Secretary, Financial Secretary and Treasurer shall be filled by election by the Executive Board.

Section 7. Term of Office: Term of office shall be one (1) year or until a successor is duly elected. The officers shall assume their duties upon adjournment of the Annual Session.

Section 8. Removal for Cause: The Executive Board, by a two-third (2/3) vote of all its voting members, may remove any officer from office for just cause.

Article VII – Executive Board

Section 1. Composition: The Executive Board shall be composed of the elected officers, the Immediate Past President and a representative or alternate from each local society.

Section 2. Meetings: There shall be regular meetings of the Executive Board. Additional meetings of the Executive Board may be called at any time by the President or upon written request of five (5) voting members of the Board. Notice shall be given fifteen (15) days prior to the meeting. The purpose of such a meeting shall be stated in the call, and no other business shall be transacted.

Section 3. Quorum: A majority of the voting members of the Executive Board shall constitute a quorum at any meeting. The President, with majority approval, shall have the authority to appoint a member temporary voting privileges to constitute a quorum. If urgent business requires a vote when the Executive Board is not in session, a mail ballot or conference telephone vote authorized by the President or by five (5) voting members may be taken. A majority vote of the Executive Board shall be required on any mail ballot or conference telephone vote. Such actions shall be confirmed by the Executive Board at its next meeting.

Section 4. Duties: The Executive Board shall be the governing body of this Association when the General Assembly is not in session subject to the policies established by the General Assembly.

Article IX – Councils

Section 1. Standing Councils: There shall be the following standing councils appointed by the President and approved by the Executive Board: Budget and Finance, Bylaws, Education, Nominating, Legislative, Membership, Publications, Public Relations and Annual Session.

Section 2. Duties: Councils shall perform the duties as may be prescribed by these Bylaws, the Manual of Procedures, and the parliamentary authority adopted by the Association.

Section 3. Composition and Terms of Office: The number of members selected for each council shall be determined by the chairman. The term of office for chairman and members of the council shall be one (1) year.

Section 4. Other Councils: Other councils may be appointed by the President with the approval of the Executive Board, or at any meeting of the Annual Session, as shall be deemed necessary and which shall not be in conflict with other provisions of these Bylaws. The duties of any such bodies shall be prescribed by the Executive Board upon their creation.

Article X – Finance

Section 1. Fiscal Year: The fiscal year of this Association shall be January 1 to December 31.

Section 2. Bonding; Trust or surety bonds for officers and employees of the Association shall be secured by the Executive Board, and the cost shall be paid by the Association.

Section 3. Budget: With recommendations of the Budget and Finance Council and the Executive Board, the General Assembly at the Annual Session shall adopt an annual operating budget covering all activities of the Association for the next fiscal year. This Association shall adopt a positive balanced budget.

Section 4. Audit: The Executive Board shall have all accounts of the Association audited not less than annually, within fifteen (15) days following the end of each annual fiscal period. A financial report for the year just completed shall be made available to the membership.

Section 5. Tax Identification Number: The tax identification number for this Association is 222215472.

Article XI – Dissolution

This Association shall use its funds only to accomplish the objectives and purposes specified in these Bylaws, and no part of said funds shall inure, or be distributed to the members of this Association. If at any time this Association shall be dissolved, any funds remaining shall be distributed to one (1) or more regularly organized and qualified charitable education, scientific or philanthropic organizations to be selected by the Executive Board. The Executive Board's selection is the ADAAF.

Article XII – Parliamentary Authority

Robert's Rules of Order Newly Revised (Current Edition) shall be the parliamentary authority for this Association and shall be applicable in all cases where it does not conflict with the Bylaws, the Manual of Procedures and the Standing Rules of this Association.

Article XIII – Amendments

Section 1. These Bylaws may be amended at a general meeting of the Organization as follows:

- A. By the two-thirds (2/3) vote provided that the proposed amendments after recommendation by the Executive Board, have been presented in writing at least thirty (30) days prior to voting and that all amendments have been reviewed and

approved by the ADAA Bylaws/Manual of Procedures Committee before presentation to the membership.

- B. By unanimous vote, provided approval of the amendment has been obtained from the appropriate member of the ADAA Bylaws/Manual of Procedures Committee, and that previous notice of the amendment has been given at an earlier meeting.

Section 2. A revision of these Bylaws may be ordered on the recommendation of the Executive Board and a majority vote of the General Assembly. When a revision of the Bylaws is brought before the general membership for a vote, only a majority vote is necessary to adopt an amendment to the proposed revision, but a two-thirds (2/3) vote is necessary to adopt the proposed revision, provided approval of the revised Bylaws has been obtained from the ADAA/Manual of Procedures Committee before presentation to the membership.

Article XIV – Representation

Section 1. Composition and Qualifications. This Association shall send delegates to the Annual Conference of the American Dental Assistants Association.

Section 2. Term of office.

- A. Delegates shall serve for a period of two (2) years.
- B. Alternates shall be elected annually for a term of one (1) year.
- C. The elected President is a delegate to the ADAA Conference. If the President can not attend, the President-Elect automatically becomes a delegate. If either of the above cannot attend, the Executive Board may appoint another delegate.

Section 3. Qualifications.

- A. Candidate must have attended two (2) State Executive Board meetings within the year prior to their election.
- B. Candidate for delegate must have served as an officer in their local society or as a representative or alternate for at least one (1) year to the Executive Board.
- C. Each local society may submit no more than three (3) candidates with their qualifications to the Nominating Council at least fifteen (15) days prior to the Annual Session.
- D. Any member desiring to run for delegate may do so providing she/he meets all qualifications stated in Section A and B above. If a member has not been nominated by a local society, she/he may be nominated from the floor during the General Assembly.

- E. All alternates shall meet the same qualifications as delegates.
- F. The Executive Board may appoint NJDAA members that will be attending the ADAA Annual Conference as delegates. These appointees must meet the qualifications specified in Section A.

Section 4 Elections.

- A. Election shall be by ballot at the Annual Session. A majority vote shall elect. If the number of delegates nominated equals the number of positions available, a voice vote may be taken.
- B. Alternates to equal the number of delegates will be designated as first alternate, second alternate, etc. according to their ranking from the same ballot designating delegates.

Above Bylaws:

Comply with ADAA Revisions dated July 2005 (mandatory underlined items)

Include changes approved by ADAA Bylaws Committee member Carol Walsh in March 2006 and approved by the NJDAA General Assembly at the 2006 Annual Session. The changes were made to Article VII Section 1 and 6.

Prior to 2006, the Bylaws read:

Article VII – Officers

Section 1. Number and Titles. The elected officers shall be five (5) in number: President, Vice President, Secretary, Financial Secretary and Treasurer.

Section 6. Vacancies. In the event the office of President shall become vacant, the Vice President shall become the President for the unexpired term. A vacancy in the office of Vice-President, Secretary, Financial Secretary or Treasurer shall be filled by the vote of the Executive Board.

Revised 2009