

**BYLAWS**  
**FOR**  
**THE NEW JERSEY DENTAL ASSISTANTS ASSOCIATION**

**Revised May 2019**

**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**

To advance the careers of dental assistants and to advocate for the dental assisting profession in matters of education, professional activities, credentialing and legislation. To promote the ideals and growth of the Association which aid in the accessibility and delivery of quality oral health care to the public.

**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. Approval 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.
- E. Individuals applying for membership in a local component organization shall be required to maintain membership in the ADAA and this State Association.

Section 3. Study Clubs. The State Association, at its, discretion, may provide for its members to organize into local member study clubs. Guidelines for the establishment and support of such local member study clubs shall be determined by the State Association

## **Article IV-Membership**

Section 1. Admission. Membership shall include those individuals who will support and promote the objectives of this Association, regardless of diversity.

Section 2. Active Membership Categories. There shall be the following active membership categories: Professional Membership, Student Membership, Life Membership.

- A. Professional Membership. Professional membership may be granted to any dental assistant which includes, but is not limited to, the Clinical Dental Assistant, Administrative Dental Assistant and Dental Assistant Educator, or any individual with a history of experience working in a dental assistant capacity, who will support and promote the objectives of this Association.
  - 1. A professional membership shall have the privilege of voting, holding elective office and serving as chairman or member of a council or committee.
  - 2. Professional members shall pay annual national and state dues as determined by the adopted budget of the Association and the New Jersey Dental Assistants Association.
- B. Student Membership. Student membership may be granted to any student enrolled 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 as a member of a council or committee. Student members shall pay annual dues as determined by the adopted budget of the Association.
- C. Life Membership. Life membership shall be granted to a professional member who has maintained continuous professional membership, or who has maintained continuous professional membership interrupted by student membership, for a period of thirty-five (35) years and who will support and promote the objectives of this Association. All life members shall have all of the privileges and benefits of professional membership and shall pay National dues at twenty-five percent (25%) reduction.

Proviso 1: This does not affect the members who have achieved life membership before October 23, 1979, and pay no dues or members who have achieved life membership before October 8, 1988 and pay fifty percent (50%) of professional member dues, and members who have achieved special member status and pay fifty (50%) of professional member dues or life retired status prior to May 13, 2017 and pay no dues.

1. All Life Members who pay no dues shall be required to update their membership information annually via the ADAA membership renewal process in order to maintain their life member benefits and remain on the life member roster.

Proviso 2: Members who have previously achieved the status "Active Life Member" after 25 years of continuous membership prior to May 13, 2017, may continue to display their life membership pin and certificate and use the designation "ADAA Life Member." These members shall remain listed in the professional member category on the official roster and pay full dues until they achieve life-member status with thirty-five (35) continuous years of membership. This Proviso shall be removed from the ADAA bylaws on May 13, 2027.

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 the 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.)

#### **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 professional, 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 (professional, life 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 the 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 officer 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 a professional, 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, as a representative or alternate representative, or as a council member for at least one (1) year to the Executive Board. Candidates must have attended at least three (3) Executive Board meetings in the year prior to their election.

Section 3. Nominations: In accordance with the Manual of Procedures, the Nominating Council shall present a slate of one (1) or more qualified candidates for each office to be filled. The report of the council shall be presented to the Executive Board at their meeting prior to the Annual Session. The report of the council 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 in the nomination and election of officers. Vacancies in the office 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-thirds (2/3) vote of all its voting members, may remove any officer from office for just cause.

### **Article VIII- Executive Board**

Section 1. Composition. The Executive Board shall be composed of 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 Registration.

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 Term of Office. The number of members selected for each council shall be determined by the chairman. The term of office for chairman and member 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 September 1 to August 31.

Section 2. Bonding. Trust or surety bonds for officers 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.

Section 4. Audit. The Executive Board shall have all accounts of the Association audited not less than annually, with 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**

Section 1: Per the bylaws of the American Dental Assistants Association (ADAA), this Association shall only be dissolved at the recommendation of the State District Trustee and upon 2/3(two-thirds) vote by ballot of the ADAA Board of Trustees. Dissolution shall only occur when:

- a. The State Association remains without recognized state officers for a period of seven (7) years: or
- b. There are no members within the state.

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 PDAEF.

If at anytime the national organization (ADAA) shall be dissolved, the Executive Board of this Association will decide how any funds remaining shall be used to further the objectives of this Association.

### **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 Association as follows:

- A. By a 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 the 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 House of Delegates/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 Bylaws/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 Session 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 Annual Session. If the President cannot attend, the President Elect automatically becomes the delegate. If either of the above cannot attend, the Executive Board may appoint another delegate.

### Section 3. Qualifications.

- A. Candidates must have attended two (2) State Executive Board meetings within the year prior to their election.
- B. Candidates for delegate must have served as an officer in their local society, as a representative or alternate representative, or as a council member 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 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 Session 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.