

BYLAWS OF THE NEW JERSEY ASSOCIATION OF ORTHODONTISTS

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1 BYLAWS OF THE NEW JERSEY ASSOCIATION OF ORTHODONTISTS

2
3 ARTICLE I ORGANIZATION
4

5 A. NAME:

6 The name of this organization shall be the New Jersey Association of
7 Orthodontists, hereinafter referred to as “the Association”, or “NJAO”, a
8 component of the Middle Atlantic Society of Orthodontists.
9

10 This Association is a duly organized and recognized component of the
11 Middle Atlantic Society of Orthodontists, a constituent of the American
12 Association of Orthodontists, and its Bylaws must be in conformity with
13 the Bylaws of the Middle Atlantic Society of Orthodontists and the
14 American Association of Orthodontists.
15

16 B. INCORPORATION:

17 This association is a non-profit corporation organized under the laws of the
18 state of New Jersey. If this corporation shall be dissolved at any time, no
19 part of its funds or property shall be distributed to or among its members,
20 but after payment of all indebtedness of the corporation, its surplus funds
21 and properties shall be used for orthodontic or dental education, or
22 research in such manner as the governing body of the Association may
23 determine.
24

25 C. JURISDICTION:

26 The territory under this jurisdiction of NJAO shall consist solely of the
27 state of New Jersey.
28

29 ARTICLE II—PURPOSES AND DUTIES
30

31 A. OBJECTS AND PURPOSES:

32 The objects and purposes of this Association shall be:
33

- 34 1. To contribute to dental health service within the area of the specialty.
- 35 2. To advance the science and art of orthodontics.
- 36 3. To encourage and sponsor research in the health fields.
- 37 4. To maintain high standards of excellence in orthodontic education and
38 practice.
- 39 5. To represent the specialty of orthodontics within its jurisdiction.
- 40 6. To maintain liaison and to cooperate with other component societies
41 of the Middle Atlantic Society of Orthodontists.
- 42 7. To promote professional relationships among its members.
43

1 B. POWERS AND DUTIES

- 2
- 3 1. This Association shall have the power:
- 4 a. To provide for its financial support
- 5 b. To establish bylaws, rules and regulations to govern its
- 6 members (provided such bylaws, rules and regulations do not
- 7 conflict with, nor limit the Bylaws of the American Association
- 8 of Orthodontists or the Middle Atlantic Society of
- 9 Orthodontists).
- 10 c. To discipline any of its members subject to the provision of
- 11 Article XIV of these Bylaws.
- 12 2. It shall be the duty of this Association:
- 13 a. To levy membership dues in conformity with the bylaws of the
- 14 American Association of Orthodontists and Middle Atlantic
- 15 Society of Orthodontists.
- 16 b. To enforce the Principles of Ethics of the American Association
- 17 of Orthodontists, the Middle Atlantic Society of Orthodontists,
- 18 and of this Association.
- 19

20 ARTICLE III—MEMBERSHIP

21

22 A. CLASSIFICATION:

23 The members of this Association shall be classified as follows:

24

- 25 1. Active members
- 26 2. Associate members
- 27 3. Academic members
- 28 4. Retired members
- 29 5. Non-Resident members
- 30 6. Honorary members
- 31

32 B. MEMBERS:

33

- 34 1. ACTIVE MEMBERS: A person who is legally and ethically engaged
- 35 in the practice of orthodontics in New Jersey may apply for and be
- 36 elected to Active membership. He/She must be and continue to be an
- 37 Active member in good standing of the Middle Atlantic Society of
- 38 Orthodontists or a constituent of the American Association of
- 39 Orthodontists.
- 40
- 41
- 42

- 1 2. **ASSOCIATE MEMBERS:** A dentist who has successfully
2 completed the full curriculum of advanced education in orthodontics
3 at an approved institution shall be granted on August 1, following
4 completion of said advanced education or on the date of satisfactory
5 curriculum completion, if this is later than August 1, provisional
6 membership in this Association as an Associate member for a period
7 of one year provided the following requirements are satisfied.
- 8 a. The applicant, prior to completion of the full curriculum of
9 advanced education, shall fill out and return to the association
10 central office a standard application and such other forms as
11 may be required.
- 12 b. The applicant for associate membership shall sign a pledge to
13 adhere to the Principles of Ethics of the American Association
14 of Orthodontists.
- 15 c. An applicant who resides in the United States or its possessions
16 must be a member in good standing of the American Dental
17 Association and if elected to Associate membership, must retain
18 membership in said organization.

19
20 Associate membership shall automatically terminate without further
21 action of this Association upon election to Active membership in this
22 Association or one year after the granting of Associate membership
23 unless the constituent society in whose territorial jurisdiction the
24 Associate members practice agrees, upon timely application by the
25 Associate member, to an extension of up to two years of Associate
26 membership, or upon expiration of said extension.

- 27
28 3. **ACADEMIC MEMBERS:** To be an academic member of this
29 society, a dentist shall meet the following requisites:
- 30 a. Education: Successful completion of the full curriculum of an
31 accredited orthodontic program.
- 32 b. Pledge: Sign a pledge to adhere to the Principles of Ethics of
33 this Society and the American Association of Orthodontists.
- 34 c. American Dental Association Membership: Be a member in
35 good standing of the ADA if residence is in the United States or
36 one of its possessions.
- 37 d. Employment Requirements: Be employed full time at the
38 academic rank of assistant professor or below in an orthodontic
39 program accredited by the Commission on Dental Accreditation
40 of the American Dental Association. The duration of such
41 employment must be verified by the chair of the orthodontic
42 department where the applicant is employed.

1 e. Terms of Status: Academic membership shall automatically
2 terminate upon election to Active membership in this society.
3

4 4. RETIRED MEMBERS: A retired member shall be one who has
5 retired from the practice of orthodontics and who resides in the state
6 of New Jersey and/or has been placed on Retired status of his
7 constituent and the American Association of Orthodontists.
8

9 5. NON-RESIDENT MEMBERS:

10 a. Requirements: Any applicant for Non-resident membership in
11 NJAO must be an Active member in good standing of the
12 American Association of Orthodontists.

13 b. Election: If the Membership Committee approves the
14 application, it is referred to the Executive board for approval.

15 c. Continued Membership: Maintenance of membership in the
16 American Association of Orthodontists shall be a requirement
17 for Non-resident membership in NJAO. He/She should pay
18 dues as prescribed by the Executive Board of the Association.
19 He/She shall be entitled to attend all functions of this
20 Association.
21

22 6. HONORARY MEMBERS: Honorary membership may be bestowed
23 upon any individual in recognition of his/her services and
24 devotion to the advancement of the science and art of
25 orthodontics.

26 a. Requirements: The name of any person to be considered for
27 honorary membership shall be presented in writing, with an
28 outline of his/her accomplishments, to the Membership
29 Committee, endorsed by at least five (5) Active members.

30 b. Election: Upon recommendation by the Board, such person
31 may be elected to Honorary membership at a business meeting
32 by a three-quarter (3/4) majority affirmative vote of the Active
33 members present and voting. Such election may be during the
34 same annual session at which the name is presented.
35

36 C. PRIVILEGES OF MEMBERSHIP:

37
38 1. Except as set forth elsewhere in these Bylaws and policy statements of
39 this Association, all members shall be entitled to all services and
40 privileges as may be provided by this Association to the applicable
41 classification of membership.
42

- 1 2. Only Active and Academic members in good standing shall be
2 eligible to vote in elections and to stand for election to any elective
3 office of this Association.
- 4 3. All Active, Associate, Academic and non-resident members will
5 receive the official publications of this Association.
- 6 4. Members under disciplinary action or suspension shall not be
7 privileged to hold office, either elective or appointive, or to vote or
8 otherwise participate in the election of Association officials. In
9 addition, the Executive Board may further limit the privileges of any
10 member under suspension.
- 11 5. Reclassification: A member may be reclassified as a result of a
12 change of status in his or her practice.

13
14 D. DUES AND ASSESSMENTS:

- 15
16 1. All dues shall be payable in U.S. currency and shall be due August 1st
17 of each year. On November 1st, the Secretary shall drop from the
18 membership roll, the names of those whose dues for the current year
19 have not been received.
- 20 2. Any member dropped from the roll in this manner may be reinstated
21 by paying the dues of this Association and by complying with the
22 provisions of the constituent society and the American Association of
23 Orthodontists relating to the reinstatement of the members.
- 24 3. Any member dropped from the roll for non-payment of an assessment
25 may be reinstated by paying the assessment of this Association and
26 by complying with the provisions of the constituent society and the
27 American Association of Orthodontists relating to reinstatement of
28 the member.
- 29 4. The annual dues of Active, and Academic members shall be Two-
30 Hundred (\$200.00) dollars in addition to the annual dues and
31 assessments of the MASO and the AAO. In addition, an assessment
32 may be proposed by the Executive Board but must be approved by a
33 three quarter majority of the Active members voting by mail ballot or
34 by secret ballot at the scheduled meeting. Any assessment shall not
35 be deemed an increase in the dues and shall apply only to the
36 particular fiscal year and purpose for which it is adopted.
- 37 5. Dues can be changed at the annual meeting provided the membership
38 is informed at least thirty (30) days prior to the annual meeting and be
39 effective immediately.
- 40
41 6. **RETIRED MEMBERS:** Shall be exempt from dues and assessments.
- 42

- 1 7. Active, and Non-resident members who reach the age of 65, and who
2 have been continuous members in good standing of the American
3 Association of Orthodontics for 30 years shall be exempt from dues
4 and/or assessments.
- 5 8. NON-RESIDENT MEMBERS: Shall pay one-half rate of dues and
6 no assessment of the Association.
- 7 9. HONORARY MEMBERS: Shall be exempt from all dues and
8 assessments.

9
10 E. APPLICATION FOR MEMBERSHIP:

11 An applicant desiring to apply for membership in any category (except
12 Honorary) must direct his/her request, in writing, to the Secretary of
13 NJAO.

- 14
15 1. Waiver: Every applicant for membership, by virtue of submitting an
16 application, does waive the right to hold NJAO, its Officers,
17 Executive Board members and employees responsible for any
18 damage, pecuniary or otherwise, in case of refusal of NJAO to accept
19 him/her for membership.
- 20 2. Nondiscrimination: Nothing contained in the Bylaws of NJAO shall
21 operate against eligibility for membership in the Association on the
22 grounds of color, religion, race, sex national origin, political
23 affiliation or physical disability.
- 24 3. Reapplication: Any applicant for Active membership whose
25 application is denied may reapply one year following the date on
26 which said rejection becomes final. Should this second application be
27 denied, such applicant may file a final reapplication two years after
28 the date on which the rejection of the second application becomes
29 final. Each said application shall be treated in the same manner as an
30 initial application.
- 31 4. Denial or Revocation of Membership: Whenever the Membership
32 Committee and/or the Executive board shall fail to approve an
33 application for membership; the applicant shall so be informed of the
34 reason in writing. He/She shall also be informed, that by written
35 request, he/she may appear before said Committee and/or Executive
36 Board personally for review at such time and place as the Committee
37 and/or the Executive Board determines.
 - 38 a. Further appeal from the decision of the Membership Committee
39 And/or Executive Board shall be governed by Article XVII,
40 Section C of the Bylaws of the American Association of
41 Orthodontists.
 - 42 b. Nothing contained herein shall prevent NJAO from denying or
43 revoking membership to any person if it finds such person:

- (1) To have been convicted of a felony or of a crime involving moral turpitude; or
- (2) To have been guilty, either by conviction or admission of the sale or unlawful distribution of narcotics; or
- (3) To be a person whose personal or professional reputation would tend to bring discredit to the American Association of Orthodontists or this Association; or
- (4) To be a person with such disposition or reputation as to be unable to participate in scientific discussion and debate or to cooperate with others for the betterment of the profession and the furtherance of the science of Orthodontics; or
- (5) To be a person lacking the necessary knowledge or skill to render adequate orthodontic service.
- (6) Guilty of any breach of the Principles of Ethics of NJAO or the American Association of Orthodontists by any member may constitute ground for denial or revocation of membership
- (7) Failure to pay dues and/or assessment.
- (8) Failure of a non-resident member to maintain his/her active membership in another constituent of the American Association of Orthodontists shall result in automatic revocation of his/her membership in NJAO

5. Reinstatement: If termination of membership is due to non-payment of dues, an individual may be returned to membership by payment of all delinquencies plus five(\$5.00) dollars.
6. Transfer of Membership: A member of another component who moves his/her practice into the jurisdiction of this Association may apply for membership in NJAO. He/She must be approved by the Board after presenting credentials certifying the following:
 - a. He/She meets the requirements for one of the types of membership of NJAO.
 - b. Should membership be refused he/she has the right to appeal to the Judicial Council of the American Association of Orthodontists.

ARTICLE IV--EXECUTIVE BOARD

A. EXECUTIVE BOARD:

The administrative body of NJAO shall be known as the Executive Board, hereinafter referred to as "the Board".

B. COMPOSITION:

Membership of the Executive Board of NJAO shall be composed of active members in good standing of NJAO and shall consist of:

1. The President, Vice-President, Secretary-Treasurer, and the immediate Past President of NJAO.
2. The Trustee of MASO to the American Association of Orthodontists if an active member of NJAO, who shall be an ex-officio member without the privilege to vote.
3. The chairpersons of standing committees.
4. Four Executive Board members elected from the general membership. Annually two (2) Board members shall be elected for a term of two (2) years. Elected Board members may not serve more than three(3) consecutive terms.
5. Past Presidents of NJAO may sit with the Executive Board for a period of ten(10) years as honorary member with the option of a five (5) year renewal at the discretion of the Board without the privilege to vote.
6. The Parliamentarian without the privilege to vote.

C. EXECUTIVE BOARD OFFICERS:

The officers of the Board shall be the President of NJAO who shall be the Chairman, the Vice President and the Secretary-Treasurer of NJAO who shall be the Secretary. In the absence of the President, the office of the Chairman shall be filled by the Vice President, and in his absence, a voting member of the Board shall be elected Chairman pro tem.

D. VACANCY:

In the event of a vacancy on the Board, the Board shall have the power to elect a successor for the unexpired term, further, they shall fill all vacancies in offices and standing committees becoming vacant for whatever causes, either in session, by mail or telephone ballot.

E. MEETING:

1. The Board shall hold ad interim meetings between annual

1 sessions.

2 2. A simple majority of the members of the Executive Board shall
3 constitute a quorum.

4 3. The Board may conduct its business by mail vote. If the
5 majority of the voting members of the Executive Board
6 severally or collectively consent in writing to any action to be
7 taken by the Executive Board, such consents shall have the
8 same force and effect as a majority vote of the Executive Board
9 at a meeting duly held.

10
11 F. POWERS:

12 The executive Board shall be the administrative body of the
13 organization and shall have control and general management of its
14 business affairs. It shall have the power to:

- 15 1. Conduct all business of the Association to the Bylaws and the
16 mandate of the membership;
- 17 2. Establish ad interim policies between annual sessions of NJAO,
18 provided, however, that all such policies be reported to the
19 membership at or before the next annual session of NJAO;
- 20 3. Establish rules and regulation consistent with the Bylaws to
21 govern its organization and procedure;
- 22 4. Select nominees to the various committees of MASO when
23 solicited or necessary;
- 24 5. Cause to be published in, or omitted from, any official
25 publication of NJAO, any material in whole or in part;
- 26 6. Establish the time and place of an annual meeting and, if
27 necessary, cancel or change an annual meeting and decide the
28 length of each annual meeting of NJAO;
- 29 7. Create an option to appoint such special committees as may be
30 necessary to expedite the functions of NJAO. Special
31 committees shall perform such duties as are prescribed at the
32 time of appointment. Life of a special committee shall be
33 limited to a maximum of one year unless ratified by a two
34 thirds vote of the Board;
- 35 8. Direct the President to call a special meeting of NJAO;
- 36 9. Elect to Retired or Non-resident membership of NJAO;
- 37 10. Review the recommendations of the Ethics, Bylaws and
38 Judicial Committee, have the discretion to uphold, to modify, or
39 to revise the recommendations of such Committees.
- 40 11. Reprimand, censure, place on probation, suspend or expel a
41 member of NJAO;
- 42

- 1 12. Reinstatement a suspended member to the category of membership
 2 enjoyed at the time of his/her suspension;
 3 13. Limit the Secretary-Treasurer in the expenditure of NJAO funds
 4 unless prior approval is granted by the Board.

5
 6 G. DUTIES:

7 The Executive Board shall:

- 8
 9 1. Perform those tasks and assignments given to it under these
 10 Bylaws and as may be prescribed to it from time to time by the
 11 membership.
 12 2. Review reports prior to their submission to the membership and
 13 make recommendations thereon to the membership.
 14 3. The Board shall be empowered to act upon applications for
 15 Retired and Non-resident membership and reinstatements; on
 16 all other membership applications, the Board shall make
 17 recommendations to the general membership of NJAO.
 18 4. Receive and consider the report and recommendations of all
 19 Committees.
 20 5. Consider any change in the annual dues or membership fees,
 21 any assessment upon the members, or any special appropriation
 22 of funds from the treasury, and make its recommendations to
 23 the general membership of NJAO for final action.
 24 6. Employ an Executive Director at its discretion.
 25

26 ARTICLE V—OFFICERS

27
 28 A. TITLE:

29 The officers of the NJAO shall be President, Vice President and
 30 Secretary-Treasurer.

31
 32 B. ELIGIBILITY:

33 Only an active member in good standing of this Association shall be
 34 eligible to serve as an officer.
 35

36 C. TERM OF OFFICE:

37 Officers shall serve for a term of two(2) years or until their successors
 38 are elected and installed.
 39

40 D. NOMINATION AND ELECTION:

- 41 1. PRESIDENT: The President shall be installed at the close of
 42 the annual session.
 43

- 1 2. **VICE PRESIDENT AND SECRETARY-TREASURER:** A
2 Vice President and Secretary-Treasurer shall be nominated and
3 elected every two years.
- 4 3. **ELECTION:** The officers shall be elected in accordance with
5 Article VIII of these Bylaws.

6
7 E. **INSTALLATION:**

8 The elective officers shall be installed at the close of the annual session
9 at which they are elected

10
11 F. **VACANCIES:**

12 In the event the office of the President becomes vacant, the Vice-
13 President shall become President for the unexpired portion of the term.
14 A vacancy of the office of Vice-President or Secretary-Treasurer shall
15 be filled by a majority vote of the Executive Board. In the event the
16 office of the Vice President becomes vacant, the office of President for
17 the ensuing year shall be filled at the next annual session in the same
18 manner as that provided for nomination and election of officers, except
19 that the ballot shall read: "President for the ensuing year".

20
21 G. **DUTIES:**

- 22 1. **PRESIDENT:** It shall be the duty of the President:
 - 23 a. To serve as an official representative of NJAO to
24 governmental, civic, business and professional
25 organizations for the purpose of advancing the
26 objectives and policies of this Association.
 - 27 b. The President shall preside at all meetings of the
28 organization.
 - 29 c. To serve as Chairman of the Executive Board and to
30 perform such other duties as provided in these Bylaws,
31 or as may be prescribed by the Executive Board or the
32 membership and that appertain to the office of President.
 - 33 d. To call Special Meetings of the Executive Board or of the
34 membership as provided in these Bylaws.
 - 35 e. To submit an Annual Report of his/her administration to
36 the membership.
 - 37 f. To appoint annually the chairmen of the Standing
38 Committee and such other Chairmen as may be required.
 - 39 g. To appoint members and/or Chairmen to fill vacancies on
40 any committee until a successor is elected
 - 41 h. To appoint and create Ad Hoc Committees.
 - 42 i. To appoint a Parliamentarian

- 1 2. **VICE PRESIDENT:** It shall be the duty of the Vice President:
 - 2 a. To perform such duties as may be provided by these
 - 3 Bylaws or as may be prescribed by the Executive Board
 - 4 and that appertain to the office of Vice President.
 - 5 b. To perform the duties of the President in case of vacancy,
 - 6 absence, or incapacity.
 - 7 c. To serve as a member of the Executive Board.
 - 8
- 9 3. **SECRETARY-TREASURER:** It shall be the duty of the
10 Secretary-Treasurer:
 - 11 a. Ensure that the maintenance of the records of this Society
 - 12 and the Executive Board are being maintained by the
 - 13 Executive Secretary
 - 14 b. To collect and serve as custodian of all monies,
 - 15 securities, etc., belonging to NJAO, and to hold, invest,
 - 16 or disburse, subject to the direction of the Executive
 - 17 Board.
 - 18 c. To serve as a member and Secretary of the Executive
 - 19 Board.
 - 20 d. To process all applications to NJAO for membership in
 - 21 all categories.
 - 22 e. To submit an annual report and audit to NJAO.
 - 23 f. To perform such other duties as may be provided in these
 - 24 Bylaws or as may be prescribed by the Executive Board.
 - 25 g. He/She shall turn over to his/her successor all
 - 26 organization property, funds, or securities in his/her
 - 27 possession upon completion of term of office.
 - 28 h. He/She shall keep a roster of all members.
 - 29
- 30 4. **PARLIAMENTARIAN:** a Parliamentarian, appointed by the
31 President yearly, shall serve as an ex-officio member of the
32 Executive Board.
 - 33 a. To be well versed on the Standard Code of Parliamentary
 - 34 Procedure and have available a copy of the Rules at all meetings.
 - 35 b. Aid and advise the governing board, committees and members.
 - 36 c. Advise the presiding officer on parliamentary rulings during and
 - 37 following meetings, but not make rulings directly.
 - 38 d. At the request of the officer, explain a procedure to the
 - 39 Membership or members of the Board.
 - 40 e. Shall not be an advocate of causes of a representative of any
 - 41 Group within the association, but shall be available to give
 - 42 impartial ruling when requested by the President.

- 1 f. When asked a question, the parliamentarian shall give a
2 considered opinion as to how the rules and principles apply.
3

4 ARTICLE VI—STANDING COMMITTEES

5
6 A. NAME: The Standing Committees of NJAO shall be:

- 7
8 1. Budget
9 2. Bylaws, Ethics & Judicial
10 3. Membership, New Members & Nominating
11 4. Continuing Education Program
12 5. Public Relations, Publications & Children's Dental Health
13 Month
14 6. Professional Relations(NJ State Board, NJDA, MASO, AAO)
15 7. Orthodontic Heal Care Delivery,

16 All Standing Committee shall provide a written report to the Executive
17 Board prior to each Board meeting
18

19 B. MEMBERS AND APPOINTMENT:

20 All standing committees, unless otherwise provided for, shall be
21 composed of three(3) members. The membership shall be appointed by
22 the President with approval of the Executive Board.
23

24 C. TERM OF OFFICE:

25 The term of office is two years. The Chairman will be appointed by the
26 President with the approval of the Executive Board.
27

28 D. QUORUM:

29 A majority of the members of any committee shall constitute a quorum.
30

31 E. ANNUAL REPORT:

32 Each committee shall submit to the Secretary an annual report.
33

34 F. CONSULTANTS AND ADVISORS:

35 Each committee shall have the authority to select consultants and
36 advisors in conformity with the rules and regulations established by the
37 Board.
38

39 G. VACANCY:

40 In the event of a vacancy in the membership of any committee, the
41 President shall appoint a member with the approval of the Executive
42 Board, to fill such a vacancy.
43

- 1 H. FUNCTION:
- 2 1. BUDGET COMMITTEE: This Committee shall prepare an
- 3 annual budget of NJAO.
- 4 a. Requests for funds shall be referred to the Committee
- 5 at least thirty days prior to the beginning of the next
- 6 fiscal year
- 7 b. Any requests for emergency expenditures shall be
- 8 referred to this Committee to make pertinent
- 9 recommendations to the President.
- 10 c. The Treasurer shall serve as Chair of the Budget
- 11 Committee and may select two additional members to
- 12 serve on the Committee.
- 13
- 14 2. BYLAWS, ETHICS & JUDICIAL COMMITTEE: The
- 15 President shall appoint a chair who may select two (2)
- 16 additional members to serve on the committee and shall:
- 17 a. Review and update these Bylaws, consider any
- 18 amendments to it, and report their recommendations to
- 19 the Board and to the General membership of NJAO.
- 20 b. Consider any reports of acts of unprofessional or
- 21 unethical conduct.
- 22 c. Investigate complaints of violation of these Bylaws.
- 23 d. Consider any possible violations of the Principles of
- 24 Ethics of the American Association of Orthodontists and
- 25 of MASO.
- 26 e. Conduct peer review when requested by a patient, an
- 27 orthodontic practitioner or a third party payer provided
- 28 that such review is agreed to in writing by the patient and
- 29 the orthodontic practitioner. Such review shall follow the
- 30 guidelines set out by the American Association of
- 31 Orthodontists.
- 32 f. To hold hearings on all matters referred to it for
- 33 adjudication.
- 34 g. To consider all appeals.
- 35 h. To consider proposals for amending the Principles of
- 36 Ethics of NJAO.
- 37 i. To serve as an Awards Committee and select candidates
- 38 for the Distinguished Service Award and other awards as
- 39 assigned.
- 40 j. Report all decisions and recommendations to the Board.
- 41
- 42 3. MEMBERSHIP, NEW MEMBERS & NOMINATION
- 43 COMMITTEE: This committee shall be chaired by the

1 immediate Past President who may select two (2) additional
 2 members to serve one (2) year term. This committee shall:
 3 a. Examine the qualifications of applicants for all categories
 4 of membership in NJAO and shall report their
 5 recommendations to the Board.
 6 b. As respective officer terms expire, this Committee shall
 7 submit the names of nominees for Vice President and
 8 Secretary/Treasurer and elected committee vacancies of
 9 NJAO. Their report shall be referred to the Board and
 10 shall be published to the general membership of NJAO at
 11 least thirty days (30) prior to the annual session. It shall
 12 then be presented at the business meeting of the annual
 13 session.

14 4. CONTINUING EDUCATION PROGRAM: This Committee
 15 shall be composed of a chair and at least one(1) member at the
 16 discretion of the chair. This Committee shall set up continuing
 17 education programs in compliance with guidelines set by the
 18 Executive Board. It shall study ways and means to further
 19 orthodontic, and professional and lay education.

20 5. PUBLIC RELATIONS, PUBLICATIONS& CHILDREN’S
 21 DENTAL HEALTH MONTH COMMITTEE: The Chair of
 22 this committee may select two (2) additional members to serve
 23 one (2) year term. The committee shall:
 24 a. Review and recommend methods of improving
 25 relationships between the orthodontic specialty and
 26 (a)general public, (b) dentists in general practice,
 27 (c) other dental specialties, (d) medical and allied
 28 professions and (e) within our specialty.
 29 b. Organize the involvement of NJAO and its members in
 30 supporting and promoting Children’s Dental Health
 31 Month in the State of New Jersey.
 32 c. Edit the publication of NJAO’s Newsletter at least twice
 33 a year. Exercise editorial privilege and present a written
 34 report to NJAO annually.

35 6. PROFESSIONAL RELATIONS(State Board, State Dental
 36 Association, MASO & AAO) This Committee shall:
 37 a. Act liaison to the State Board of Dentistry, New Jersey
 38 Dental Association, Middle Atlantic Society of
 39 Orthodontists and American Association of
 40 Orthodontists. This Committee shall keep the Board
 41 and/or membership informed as to such matters.

42 7. ORTHODONTIC HEALTH CARE DELIVERY This
 43 Committee Shall:

- a. Review all matters pertaining to health care delivery programs, and act as a liaison between NJAO and all agencies-private, public and government, in the guidance, development and implementation of such delivery programs.
- b. The committee shall keep the members informed on all legislation that might affect the means of orthodontic health care delivery.

ARTICLE VII—RESIGNATION AND REMOVAL

A. RESIGNATIONS:

1. Any member desiring to resign from NJAO shall tender his resignation in writing to the Secretary.
2. He/She should be a member in good standing and his/her duties and/or assessments paid.
3. Such resignation shall take effect at the time specified therein, or immediately, if no time is specified.

B. TERMINATION OF MEMBERSHIP:

1. Failure of the member to pay all dues and assessments of this Association.
2. Resignations: Any member desiring to resign from NJAO shall tender his resignation in writing to the Secretary. He should be a member in good standing and his dues and/or assessment paid.
3. Loss or cessation of membership in the Middle Atlantic Society of Orthodontists and/or the American Association of Orthodontists.
4. Violation of the Bylaws and/or the Principles of Ethics of this Association

ARTICLE VIII—MEETINGS

A. AUTHORIZED:

NJAO shall hold an annual meeting unless otherwise prescribed by a majority vote of the members present at a business meeting or by the Board as specified in Article IV, Section E in these Bylaws. Regular meetings shall be scheduled by the Board as necessary with agenda publicized with meeting notice. Special meetings shall be scheduled by

1 the Board when necessary or by petition from the membership of at
2 least forty (40) members.

3
4 B. TIME AND PLACE:

5 The date and place of meetings shall be determined by the Board.

6
7 C. ADMISSION:

8 1. ELIGIBILITY: Attendance at meetings of this Association
9 shall be limited to members of the New Jersey Association of
10 Orthodontists who are in good standing and to others admitted
11 in accordance with rules and regulations established by the
12 Board.

13
14 D. QUORUM:

15 Ten (10%) percent of the Active members, in good standing of NJAO
16 and registered at a scheduled session, shall constitute a quorum for the
17 transaction of business of NJAO.

18
19 E. ELECTION PROCEDURE:

20 Nominees for the elective offices of NJAO shall be voted upon at the
21 annual meeting as provided in these Bylaws.

22 F. NOMINATIONS:

- 23 1. NOMINATING COMMITTEE: The Report of the Nominating
24 Committee shall be published with the notice of the annual
25 meeting to the general membership.
26 2. ADDITIONAL NOMINATIONS: Additional nominations
27 may be made from the floor for any elected office at the annual
28 meeting.

29
30 G. ELECTIONS:

- 31 1. When there is only one candidate for an office, such candidate
32 may be declared elected by the presiding officer.
33 2. If there is more than one candidate for any position there shall
34 be a written ballot for such person.
35 3. A majority affirmative vote shall be required for election. In
36 case of a tie another ballot shall be taken, or if no candidate
37 receives a majority of the votes cast on the first ballot, the two
38 (2) candidates receiving the greatest number of votes shall be
39 voted on again. This Society shall take as many ballots as are
40 necessary for an election.

41
42
43 H. ORDER OF BUSINESS:

The order of Business for this Association shall be as follows:

1. Call to order
2. Reading of the minutes of the previous meeting
3. President's report
4. Secretary-Treasurer's report
5. Correspondence
6. Report of Committees
7. Unfinished Business
8. New Business
9. Nomination and election of Officers and committees as provided in these Bylaws, when required
10. Installation of Officers, when required
11. Adjournment

I. CHANGE OF ORDER OF BUSINESS:

The order of business may be altered or suspended by a two-thirds (2/3) majority vote of the Active members present and voting.

ARTICLE IX—FINANCES

A. FISCAL YEAR:

The fiscal year of NJAO shall begin July 1 of each calendar year and end June 30 of the following calendar year.

B. GENERAL FUND:

This Association shall establish a General Fund consisting of all monies received other than those specifically allocated to other funds by these Bylaws. This fund shall be used in defraying all expenses incurred by NJAO not otherwise provided by the Bylaws. The General Fund may be divided into operating and reserve divisions at the discretion of the Board.

C. DUES:

Annual dues will be billed and collected by the American Association of Orthodontists.

D. ACCOUNTS:

Authorize creations of such accounts (checking, savings, and investment) as determined by the Executive Board.

ARTICLE X—INDEMNIFICATION

This Association shall indemnify and hold harmless each officer, and each member of the Board or a committee now or hereafter serving NJAO from and against any and all claims and liabilities to which he/she may be or become subject by reason of his/her now or hereafter being or having heretofore been an officer and/or member of the Board or a committee of NJAO and/or by reason of his alleged acts or omissions as an officer and/or member of the Board or a committee, as aforesaid, and shall reimburse each officer and each member of the Board and committee of NJAO for all legal and other expenses reasonable incurred by him/her in connection with defending against any such claims or liabilities, provided, however; that no officer, or member of the Board or a committee shall be indemnified against any claim or liability arising out of his own negligence or willful misconduct. The foregoing rights of officers and members of the Board or committees shall not be exclusive of other rights to which they maybe entitled lawfully.

ARTICLE XI—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Sturgis Standard Code of Parliamentary Procedure shall govern NJAO in all questions not provided for in these Bylaws.

ARTICLE XII—AMENDMENTS

- A. These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the active members present and voting at any business meeting of NJAO provided a copy of proposed amendments have been mailed to each active member in good standing at least (30) days prior to the date of the meeting at which the amendments are to be acted on.
- B. Dues can be increased at the annual meeting provided the membership is informed at least thirty (30) days prior to the annual meeting and be effective immediately.

ARTICLE XIII—PRINCIPLES OF ETHICS

- A. PRINCIPLES OF ETHICS:
The Principles of Ethics adopted by the American Association of Orthodontists are hereby declared to be the measure of the conduct and responsibilities of the members of NJAO in the practice of their profession. (The American Association of Orthodontists Bylaws Article XVI.) If a member or his agent shall remove or copy files from

1 a dental office without expressed permission of the owner of the
2 records, that act shall be unethical.

3
4 ARTICLE XIV—DISCIPLINARY PROCEEDINGS

5
6 A. NJAO RIGHTS:

7 This Association reserves the right to discipline by reprimand, censure,
8 suspension or expulsion any of its members for malpractice,
9 unprofessional conduct, a crime or offense involving moral turpitude, a
10 violation of the Principles of Ethics or the Bylaws of NJAO or of the
11 American Association of Orthodontists. Every member agrees to and
12 does waive the right to hold this Association or any member thereof
13 responsible for any damage pecuniary or otherwise, in case of a
14 conviction or punishment by NJAO after a fair and impartial hearing as
15 provided in these Bylaws; and every member does waive, release and
16 relinquish his right to sue NJAO or any member thereof at law or in
17 equity for any damages, pecuniary or otherwise, resulting from
18 reprimand, censure, suspension or expulsion from this Association. A
19 member may be reclassified as a result of a change of status in his/her
20 practice.

21
22 B. DISCIPLINE PROCEEDINGS:

23 Disciplinary proceedings of NJAO shall be as set forth in the American
24 Association of Orthodontists Bylaws, Article XVII, Section B.

25
26 C. DISCIPLINE AND DECISION:

27 All complaints shall be initiated by written complaint. The complaint
28 shall be received by the Secretary who shall refer it to the Ethics
29 Committee for review with or without recommendations of the
30 President. The member shall be notified of the complaint against
31 him/her and shall be afforded an opportunity for a hearing before the
32 Ethics Committee if he/she so requests. In any case in which the Ethics
33 Committee finds probable cause of a violation of the Bylaws or the
34 Principles of Ethics and a report of the Board's findings with
35 recommendations shall be made to the membership at either a regular
36 or a special meeting. The accused member shall have the right to
37 submit to the meeting written statement. By a majority vote of those
38 present and voting, the accused member may be given an opportunity
39 to appear before the meeting in his/her own defense. The organization
40 shall then take action, and this action shall be final. It shall take a two-
41 thirds (2/3) vote of the members present to assess any penalty.