

**THE AMERICAN ASSOCIATION OF DENTAL EDITORS AND JOURNALISTS  
BYLAWS**

Adopted by the membership, October 11, 2001, Kansas City, Missouri  
Revised by the membership October 6, 2005 in Philadelphia, Pennsylvania  
Revised by the membership September 27, 2007, San Francisco, California  
Revised by the membership November 4, 2015, Washington, D.C.  
AADEJ Board and Parliamentarian reviewed clean copy for October 13, 2022 vote

**ARTICLE I – NAME**

The name of this organization shall be The American Association of Dental Editors and Journalists, hereinafter referred to as "the Association" or "this Association."

**ARTICLE II – MISSION**

The mission of this Association shall be to engage in all those activities which will promote the advancement of all phases of dental journalism and dental literature.

**ARTICLE III – ORGANIZATION**

**Section I. Incorporation**

This Association is a non-profit corporation organized under the laws of the state of Wisconsin, according to the Charter of Incorporation dated October 9, 2002. If this corporation shall be dissolved at any time, no part of its funds or property shall be distributed to its members but, after payment of all indebtedness of the corporation, its surplus funds and properties shall be used for dental education and dental research in such manner as the then governing body of the Association may determine.

**Section 2. Integration with the American College of Dentists**

The American Association of Dental Editors and Journalists is a non-geographically based section of the American College of Dentists. Provisions of this integration may be found in the American College of Dentists and the American Association of Dental Editors and Journalists *Integration Document*.

**ARTICLE IV – MEMBERSHIP**

Membership in this organization shall consist of seven classes: Publication, Publication Associate, Student Publication, Individual, Honorary, Retired Editor, and Affiliate/International.

Membership Dues shall be determined by the AADEJ Board of Directors. Any member whose dues are not paid by March 31 shall be considered delinquent and shall forfeit their membership.

## **Section 1. Qualifications**

A. Publication Membership – Publication membership shall be open to organizations sponsoring a publication which meets the qualifications listed in the Eligibility Code incorporated in these Bylaws. The editor or their designee shall function as representative of the member publication and as a member of the Association but shall only be entitled to one vote.

B. Publication Associate – Publication Associate membership shall be open to staff members or others associated with a member publication.

C. Student Publication Membership – Student publication membership shall be open to student organizations sponsoring a publication, which meets the qualifications listed in the Eligibility Code. The editor shall serve as representative of the publication.

D. Individual Membership – Individual membership shall be open to persons interested in dental journalism who accept the principles declared in the Eligibility Code. Associate and assistant editors, business managers, former editors and managers, authors, teachers, and others who have an interest in dental journalism are eligible for individual membership.

E. Honorary Membership – Honorary membership shall be held by persons who have contributed notably to the advancement of dental journalism.

F. Affiliate/International Membership – Affiliate/international membership shall be open to organizations outside the US sponsoring a dental publication, which meets Association standards.

G. Retired Editor – Retired Editor membership shall be open for persons being sixty-five years of age or older and who have been an AADEJ member for at least 15 years.

H. Certified Dental Editor (CDE) - Each qualifying member shall be eligible to become a Certified Dental Editor (CDE) as outlined by the Association's Board of Directors.

## **Section 2. Definition of “In Good Standing”**

A member of this Association whose dues for the current year have been paid and who adheres to and accepts the principles set forth in the Eligibility Code and has not been convicted of felonious activity shall be in good standing.

### **Section 3. Privileges**

A. Publication Membership –The editor of a member publication in good standing shall be: 1. Entitled to attend any meeting of the Association and shall have the right to one vote; 2. Eligible to hold any office in the Association and to serve on any of its committees; 3. Eligible to receive any services provided by the Association.

B. Publication Associate – A publication associate member in good standing shall have all the privileges of a publication member listed above.

C. Student Publication Membership – A student publication member shall receive a certificate of membership and shall be entitled to attend any meeting of the Association.

D. Individual Membership – An individual member in good standing shall have all the privileges of a publication member enumerated above.

E. Honorary Membership – An honorary member shall receive a certificate of membership and shall be entitled to attend any meeting of the Association.

F. Affiliate/International Membership – An affiliate/international member in good standing shall have all the privileges of a publication member listed above.

G. Retired Editor Membership – A retired editor member shall receive a certificate of membership and shall have all the privileges of an individual member.

H. Certified Dental Editor Membership - Certified Dental Editors can add the suffix CDE to their title when used in professional dental publication settings to convey their achievement. Rights and privileges of a Certified Dental Editor are determined by the Board of Directors.

### **Section 4. Election to Membership**

A. Publication Membership – Requests for publication membership shall be made on forms provided for this purpose. Each application shall be accompanied by copies of the three most recent issues of the publication distributed by the applying organization. The application and the accompanying publications shall be sent to the Eligibility Committee to determine whether the applicant meets the requirements of the Eligibility Code. The Committee shall make a recommendation to the Board of Directors, which may either accept or reject the recommendation. The decision of the Board shall be based on the vote of the majority.

B. Publication Associate Membership – Requests for publication associate membership shall be made on forms provided for this purpose. The Association's office will then issue membership when the application meets Association membership standards.

C. Student Publication Membership – Student publication members shall be elected by the procedure outlined for publication members.

D. Individual Membership – Requests for individual membership shall be made on forms provided for this purpose. The Association's office will then issue membership when the application meets Association membership standards.

E. Honorary Membership – Nominations for honorary membership may be submitted to the Board of Directors by any member. The nomination shall be accompanied by a list of the nominee's qualifications. Members at a regular Annual Meeting shall act on the names of those whom the Board considers as qualifying for honorary membership. A two-thirds (2/3) majority of the members present shall be necessary for election to honorary membership.

F. Affiliate/International Membership – Requests for affiliate/international membership shall be made on forms provided for this purpose. The Association's office will then issue membership when the application meets Association membership standards.

G. Retired Editor Membership – Requests for retired editor membership will be made on forms provided for this purpose. The association's office will then issue membership when the applicant meets Association retired editor membership standards.

### **Section 5. Right of Appeal**

An applicant for membership who has been denied membership, or a member who has had their membership revoked, shall have the right to appeal the decision to the Board of Directors. The appellant shall make this appeal in writing to the President within ninety (90) days from the date on which they are notified of the decision concerning their membership. The appellant shall submit a brief in support of their position, and the applicant may request a hearing before the Board of Directors. This hearing shall be held at the next meeting of the Board of Directors. The decision of the Board of Directors shall be transmitted by the Secretary to the appellant within ten days from the date on which a decision is reached. The decision of the Board of Directors shall be final.

## **ARTICLE V – OFFICERS**

### **Section 1. Title**

The officers of this Association shall be the Immediate Past-President, President, President-elect, Vice President, Secretary-Treasurer, Editor-in-Chief, Program Chair, and the Executive Director. The Editor-in-Chief and Program Chair will be nominated by the president subject to the approval of the Board.

### **Section 2. Eligibility**

Only editors of member publications and individual members in good standing shall be eligible to serve as officers.

### **Section 3. Nominations and Elections**

At least sixty (60) days prior to the annual meeting the President shall appoint a Nominating Committee of three members, with the Immediate Past President acting as chair. It shall be the duty of this committee to present to the annual meeting nominees for the offices of President-elect, Vice President and Secretary-Treasurer. Opportunity shall be given for additional nominations from the floor. In the event of a contest, formal ballots shall be taken; publication and individual members shall be eligible to vote. The candidate receiving the highest majority vote shall be declared elected. If no contest ensues, the nominees submitted by the Nominating Committee shall be elected by a voice vote. The President-elect of the previous year will automatically serve as the next year's President. The President of the previous year will automatically serve as the next year's Immediate Past President.

### **Section 4. Term of Office**

The elected officers shall serve for a term of one year or until their successors are elected and installed. Terms will run from the close of business at the Annual Meeting to the close of business of the Annual meeting the following year.

### **Section 5. Installation**

The elected officers shall be installed during the annual meeting of the Association.

### **Section 6. Vacancies**

In the event the office of President becomes vacant, the President-elect shall become President for the unexpired portion of the term. A vacancy in the office of Vice-President or Secretary-Treasurer shall be filled by a majority vote of the Board of Directors. In the event the office of President-elect becomes vacant, the office of President for the ensuing year shall be filled at the next meeting of the Association, in the manner provided for the nomination and election of elected officers. In the event of a vacancy in the office of the Immediate Past President, the President shall appoint a previous President of the AADEJ to this office for the remainder of their term.

### **Section 7. Duties**

A. President – The duties of the President shall be those usually assigned to this office and such others as are specifically assigned in these Bylaws. The President shall:

1. Preside at all meetings of the Association and of the Board of Directors.
2. Appoint all committees except as otherwise provided in these Bylaws.
3. Serve as chair of the Board of Directors and ex-officio on all other committees.
4. Submit an annual report to the Association at its annual meeting.
5. When representation to other organizations is required, the President will nominate, and the Board of Directors will approve this position.

B. President – Elect – The President-elect shall:

1. Assist the President as requested.
2. Preside at the annual meeting or at a meeting of the Board of Directors in case the President is unable to do so.
3. Succeed to the office of President at the close of the annual meeting following their election as President-elect.

C. Vice-President – The Vice-President shall:

1. Assist the President as requested.
2. Preside at the annual meeting or at a meeting of the Board of Directors in case the President and President-Elect is unable to do so.
3. Be a member of the Strategic Planning Committee.

D. Secretary-Treasurer – The Secretary-Treasurer shall:

1. Attend all Board meetings, provide notice of Board or Committee meetings when such notice is required.
2. Prepare and maintain minutes of the meetings of the Association and the Board of Directors.
3. With the Executive Director and President, develop an annual budget.
4. Report on transactions and the AADEJ's monthly financial condition and with the Executive Director provides to the Board an annual audit of the Association's financial condition
5. Coordinating with the Executive Director and the selected tax accounting firm, provides documents and information to file yearly taxes (990's) and insure their timely filing.
6. With the Executive Director and President, work with investment advisor to ensure that the Association's funds are invested according to an approved investment policy.
7. Have legal custody of corporate funds along with the Executive Director and President.
8. With the Executive Director, oversee safekeeping of funds, documents and records entrusted to their care.
9. Make annual reports to the Board of Directors and to the Association.
10. Perform other appropriate functions as requested by the Board of Directors.
11. At term end ensure that all files, both digital and physical, be transferred, along with any explanation needed to transition overall knowledge of AADEJ state of affairs to the new Secretary-Treasurer.

E. Immediate Past President – The Immediate Past President shall:

1. Assume office immediately after the presidential successor takes office
2. Chair the Nominating Committee.
3. Assist the President as requested.

F. Editor-in-Chief – The Editor-in-Chief shall:

1. Coordinate the development and publication of the AADEJ Newsletter.
2. Assist the President as requested.
3. The Editor-in-Chief shall be nominated by the President with the approval of a majority of the elected officers of the Board of Directors.

G. Program Chair – The Program Chair shall:

1. Develop the meeting program for the upcoming AADEJ annual meeting.
2. Develop the meeting program for any additional AADEJ educational programs.
3. The Program Chair shall be nominated by the President with the approval of a majority of the elected officers of the Board of Directors.

H. Executive Director - The Executive Director shall:

1. Assist the Officers in the execution of their duties
2. Assist Committee Chairs in the execution of their duties
3. Secure all Annual Committee Reports from Committee Chairs and transmit same to the respective incoming committee Chairs
4. Respond to inquiries made by members, and when possible, refer such questions to the appropriate committee Chair or other party deemed appropriate to address such matters
5. Recommend to the Board of Trustees, for approval, business office improvements and business office equipment
6. Render reports to the Board of Trustees as requested
7. In conjunction with the American College of Dentists keep a record of the membership, send statements of indebtedness, collect dues, pay all bills, maintain the Association website.
8. Collaborate with the board of Directors to identify, create, and implement strategic plans to actualize AADEJ objectives.
9. Monitor Association's operations and ensure AADEJ practices comply with regulatory and legal requirements.
10. Develop the organizational culture and promote transparency and collaboration throughout the Association.
11. Identify potential risks and opportunities within the Association and its environment to protect AADEJ interests.
12. Represent the AADEJ at events in ways that strengthen the brand and communicate the Association's message.
13. Perform such other duties as may be provided for in these Bylaws and such other duties as may be assigned by the Board of Trustees or the President

## **ARTICLE VI – BOARD OF DIRECTORS**

### **Section 1. Composition**

The Board of Directors shall consist of the President, President-elect, Vice-President, Secretary-Treasurer, Immediate Past President, Editor-in-Chief, Program Chair, and the non-voting Executive Director.

### **Section 2. Duties**

The duties of the Board of Directors shall be:

- a. To manage the affairs of the Association and to conduct its business, subject to the laws of the United States and of the individual states, the Charter of Incorporation, the Constitution and Bylaws, and the mandates of the membership as expressed at the annual meetings.
- b. To give final approval to applicants for publication and individual membership and to approve nominees for honorary membership.
- c. To recommend a budget for carrying on the activities of the Association for the ensuing fiscal year and to present it to the annual meeting for approval.

## **ARTICLE VII– COMMITTEES**

### **Section 1. Standing Committees**

The standing committees of this Association shall be the Constitution and Bylaws Committee; Eligibility Committee; Membership Committee; Strategic Planning Committee; Nominating Committee; Certified Dental Editor Committee.

### **Section 2. Members**

All members of this Association who are in good standing shall be eligible to serve on committees. All standing committees, except as otherwise provided for in these Bylaws, shall be composed of at least three members and shall be nominated by the President and approved by the Board to serve for one year. In case of resignation or death of a committee member, the President shall appoint a member to serve the unexpired term. A member who has served for five years on a committee may not be reappointed to that committee until one year has elapsed. The President shall name the chair of the committee.

### **Section 3. Annual Report**

Each committee shall submit an annual report to the Board of Directors and to the Association.

### **Section 4. Duties**

A. Constitution and Bylaws Committee– The duties of this Committee shall be:

1. To review and present to the Association modifications of the articles of the Bylaws to keep them consistent with the Association's mission and programs.
2. To recommend editorial corrections in the Bylaws.

B. Eligibility Committee – The duties of this Committee shall be:

1. To review the material submitted by an applicant for publication membership or for a student publication membership and to make a recommendation to the Board of Directors regarding the applicant's eligibility for membership.
2. To receive complaints regarding violations of the Eligibility Code by members, and to make recommendations concerning these complaints to the Board of Directors.



C. Membership Committee – The duty of this Committee shall be to stimulate publications and individuals to apply for membership in the Association.

D. Strategic planning Committee – It shall be the duty of this Committee to suggest ways and means by which the effectiveness of the Association might be improved. The Vice-President shall be a member of this committee.

E. Nominating Committee – It shall be the duty of this Committee to present a slate of candidates for each of the elected officers at the Annual Meeting. The Immediate Past President shall chair this committee.

F. Certified Dental Editor Committee - It shall be the duty of this committee to oversee the CDE program. This committee will review and update topics for certification that enlighten and encourage editors to become certified and improve the qualifications and professionalism of editors for dental publications. This committee shall also be responsible for recommending any needed changes of the CDE program to the Board of Directors.

### **Section 5. Ad Hoc Committees**

Ad hoc committees may be created by the President as needed. Ad hoc committees cease to exist when they submit their final report and or when dissolved by the Board of Directors.

## **ARTICLE VIII – MEETINGS**

### **Section 1. Annual Meeting**

The Association shall hold at least one business meeting annually, with no less than thirty days previous notice, typically in conjunction with the annual session of the American Dental Association.

### **Section 2. Special Meetings**

Special meetings may be called at the discretion of the Board of Directors with no less than three days' previous notice.

### **Section 3. Board of Directors**

The Board of Directors shall meet in person or virtually at least twice annually with no less than seven days previous notice. Virtual attendance means that a person is not physically present at a meeting, but instead is able to participate in and is present at the meeting by means of a video and/or audio platform, in like manner to any person who may be physically present.

### **Section 4. Quorum**

A. Membership Meeting -A majority of the in-person or virtually registered attendees with at least three Publication Members attending constitutes a quorum.

B. Board of Directors – A majority of the in-person or virtually attending members of the Board of Directors shall constitute a quorum.

C. Committees - A majority of the in-person or virtually attending members of the committee shall constitute a quorum

## **ARTICLE IX- PUBLICATIONS**

A. Publications should be characterized by ethical and high professional standards and follow journalism guidelines. Publications must be dentally oriented. Publications should strive for creativity in design and format. Publications should follow the tenets of lawful conduct in content and focus.

B. Editorial content should include scientific and educational topics, association developments, and other types of news of value and interest to the dental profession.

C. Scientific articles should be supported by appropriate evidence and/or research, and not used for promoting products, techniques, or services advertised.

D. Advertising content should be controlled by an officially adopted advertising code. The code should establish guidelines for:

1. The acceptance for commercial advertising of only those products whose safety, efficacy, and therapeutic value has been demonstrated by scientific evidence.
2. The acceptance of classified advertising.
3. The elimination or non-acceptance of false, misleading, or deceptive advertising.

## **ARTICLE X- PARLIAMENTARY AUTHORITY**

The most current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* shall govern all matters or questions not otherwise covered in these bylaws and not in conflict with the American College of Dentists and American Association of Dental Editors and Journalists *Integration Document* agreement.

## **ARTICLE XI – AMENDMENTS**

Amendments to these bylaws may be made at any regular or properly called meeting of the Association with a two thirds (2/3) majority vote of the voting members present in person or virtually, provided these amendments have been circulated in writing or electronically to the members at least sixty (60) days prior to the date on which action is taken. Amendments of these Bylaws shall go into effect immediately after adoption.

