



**Resident Organization of the
American Association of Oral and Maxillofacial Surgeons
(ROAAOMS)**

Operating Guidelines

ARTICLE I: NAME

The name of this organization shall be: The Resident Organization of the American Association of Oral and Maxillofacial Surgeons, hereinafter referred to as the ROAAOMS. The ROAAOMS is an integral component of the American Association of Oral and Maxillofacial Surgeons comprised of residents, and OMS interns enrolled in Commission on Dental Accreditation (CODA) accredited oral and maxillofacial surgery training programs.

ARTICLE II: PURPOSE

The purpose of the ROAAOMS shall be to:

- A. Introduce oral and maxillofacial surgery residents and interns hereinafter referred to as members, of accredited training programs in the United States to the processes of organized dentistry. To foster interest, aid, and provide resources for interested members to gain experience with academic, research, professional, legislative, and economic factors that affect our specialty.
- B. Provide a mechanism for ideas, suggestions and comments from all members to be voiced at a national level and disseminate important information from the American Association of Oral and Maxillofacial Surgeons to members.
- C. Establish liaisons with other professional organizations, serve in a consulting capacity, and make recommendations on matters relating to oral and maxillofacial surgery residents, and to assist in the education and recruitment of highly qualified individuals into oral surgery training.
- D. The committee shall present to the AAOMS Board of Trustees recommendations designed to promote and protect the role of oral and maxillofacial surgery residents and interns related to their activities with and within these institutions and organizations

ARTICLE III: ORGANIZATION

Section 1. Dissolution

If ROAAOMS is dissolved at any time, no part of its funds or property shall be distributed to or among its members. After payment of all indebtedness of the organization, its surplus funds and property shall be reallocated at the discretion of the American Association of Oral and Maxillofacial Surgeons’ Board of Trustees.

Section 2. Headquarters

The registered office of the ROAAOMS shall be known as the American Association of Oral and Maxillofacial Surgeons headquarters located at 9700 West Bryn Mawr Avenue, Rosemont, Illinois 60018.

Section 3. Membership

- A. The members of the ROAAOMS shall be residents and interns in CODA accredited post-graduate training programs in oral and maxillofacial surgery as stated in Chapter I, Section 20, Subsection J of the AAOMS Bylaws.
- B. The President, Immediate Past President and committee liaison positions shall be the only members who may have completed their training programs that may retain membership until expiration of their terms.

- C. Membership of residents is a standard privilege granted by virtue of enrollment in an accredited postgraduate training program in oral and maxillofacial surgery. Membership of OMS interns is granted upon annual completion of a ROAAOMS membership application.
- D. Membership shall be terminated when a member graduates, resigns, or is dismissed from an accredited postgraduate training program in oral and maxillofacial surgery. When dismissed, written notification needs to be sent to the AAOMS by the respective program director. Reinstatement will require re-enrollment in a CODA accredited training program and verification must be provided from the respective program director.

Section 4. Benefits of Membership

- A. Members may attend the AAOMS Annual Meeting free of charge until July 31. After July 31, members can purchase a ticket at a discounted rate of \$50.
- B. Members may attend the ROAAOMS Resident Education Program and related events held in conjunction with the AAOMS Annual Meeting free of charge.
- C. Resident members have access to all AAOMS products and services at the levels and prices offered to all other categories of members. This shall include access to the AAOMS Website, Career Line and Member Information Line.
- D. All ROAAOMS members registered with the AAOMS receive the quarterly electronic email broadcast, *Resident E-News*, which is a newsletter dedicated to resident issues and the bi-monthly, *AAOMS Today*, a newspaper which highlights current activities of the Association.
- E. Residents may become members of the Oral and Maxillofacial Surgery Foundation (OMSF) by contributing \$50 to the foundation.
- F. Residents may become members of the Oral and Maxillofacial Surgery Political Action Committee (OMSPAC) through \$5 voluntary donation for regular resident level or \$50 for OMSPAC elite.
- G. Residents may contact AAOMS Headquarters to obtain information such as: hospital privileges, research opportunities, anesthesia issues, education, training and scope of practice, practice management, reimbursement, governmental activities, membership inquiries, employment and continuing education opportunities.
- H. Residents will obtain a Resident Membership Directory, Resident Handbook, OMS Reference Guide and access to educational resources online.
- I. Chief Residents will obtain a membership packet in the Fall of their final year with important information regarding transferring from resident member to candidate status in the AAOMS.
- J. First year residents will receive a welcome packet including their membership ID number and card prior to first day of OMS residency.

1 **ARTICLE IV: GOVERNMENT**

2 The legislative and administrative body of the ROAAOMS shall be the Executive
3 Committee.

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5 **ARTICLE V: OFFICERS**

6 **A. Executive Committee**

7 The officers of the ROAAOMS who serve on the Executive Committee are the President, Vice
8 President, and Immediate Past President. Additionally, the Executive Committee shall include six
9 District Representatives and three Committee Liaisons appointed by the previous Executive
10 Committee. One (1) staff liaison will serve as the Executive Committee manager. In addition, the
11 AAOMS Vice President and AAOMS President-Elect will serve as AAOMS Board of Trustees'
12 Liaison to the ROAAOMS. The ROAAOMS Vice President and President shall succeed to their
13 respective offices by virtue of prior appointment by the AAOMS Board of Trustees.
14 Reimbursement for expenses incurred in performing one's duties as a committee member shall
15 be in accordance with AAOMS policies. Selection process of each position can be found in
16 Article VIII of these Guidelines. A description of responsibilities by position can be found in
17 Article XI of these Guidelines. Non-categorical OMS residents will not be eligible to serve as an
18 officer or executive committee member.

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20 **B. Appointed Officers**

21 Appointment of any liaisons to any AAOMS Standing or Special Committee will be at the
22 discretion of the ROAAOMS President and the bylaws of the respective committee.
23 Appointment to ROAAOMS Special Committees will be at the discretion of the ROAAOMS
24 President. In addition, six members of the ROAAOMS Executive Committee will be appointed to
25 be members of the ROAAOMS delegation to the AAOMS House of Delegates. Please refer to
26 Article VIII for detailed selection process.

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28 **ARTICLE VI: CODE OF ETHICS AND PROFESSIONAL CONDUCT**

29 The Code of Ethics and Professional Conduct and Pledge of the ROAAOMS shall be consistent with that
30 of the American Association of Oral and Maxillofacial Surgeons and shall govern the professional
31 conduct of all members. Members of this organization shall be governed in ethical matters by the
32 AAOMS Code of Professional Conduct.

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34 **ARTICLE VII: AMENDMENTS**

35 These Operating Guidelines may be amended by a two-thirds (2/3) affirmative vote of the ROAAOMS
36 Executive Committee, provided the proposed amendment shall have been presented in written form to
37 the Executive Committee at least thirty (30) days prior to a ROAAOMS Executive Committee meeting.
38 Amendments must have final approval by the AAOMS Board of Trustees. A quorum is defined as six (6)
39 voting members of the ROAAOMS Executive Committee.

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41 **ARTICLE VIII: SELECTION/TERM OF OFFICE**

42 **A. President**

43 The position of President will be filled by the Vice-President selected the previous year and will
44 assume responsibility as President upon the selection of a new Vice-President. The term will be
45 one year and upon completion of this term the President will assume the role of Immediate
46 Past-President. In the event that the President position becomes vacant, the Vice-President
47 shall assume the duties of the President.

B. Vice-President

The Vice-President is to be appointed by the AAOMS Board of Trustees. This officer serves a one year term commencing with the adjournment of the AAOMS Annual Meeting immediately after appointment and ending with the adjournment of the subsequent AAOMS Annual Meeting, at which time the Vice-President will assume the responsibilities of President of the ROAAOMS. The Vice-President must have a minimum of eighteen (18) months of oral and maxillofacial surgery training remaining and holds and/or has held an appointment as an executive committee member of ROAAOMS. In the event that the Vice-President position becomes vacant, the President shall appoint the duties of Vice-President temporarily to a Committee Liaison. Additional applications would then be accepted for Vice President. ROAAOMS officers will then craft a letter of support to supplement the applications for review by the AAOMS Board of Trustees (BOT) for Vice Presidential appointment. A non-categorical oral and maxillofacial surgery intern may not apply for Vice-President.

An applicant must submit a completed application for ROAAOMS review by March 15th. An application is detailed in Article IX. Upon submission, the ROAAOMS Officers will review the application and submit to the Board of Trustees (BOT) a letter of support for a candidate to assist the BOT in its selection process. A letter will be provided to the BOT by April 1st.

C. Immediate Past President

The position of Immediate Past President will be filled by the previous President upon the installation of the new President. The Immediate Past President will retain voting rights regardless of AAOMS membership status.

D. Committee Liaison Representatives

The position of Committee Liaison Representative will be appointed by the presiding ROAAOMS officers (Vice President, President, Immediate Past) based on a predetermined application process, as described in Article IX. They will be appointed in August to serve a one (1) year term. The term will commence at the adjournment of the AAOMS Annual Meeting immediately after appointment and end with the adjournment of the subsequent AAOMS Annual Meeting. The committee liaisons will represent ROAAOMS on various AAOMS standing committees as described in Article XIV. The Committee Liaison Representatives must have served as a member of the ROAAOMS Executive Committee prior to appointment. If an applicant was not chosen for the position of Committee Liaison, they are still eligible to be appointed/considered for the position of the District Representative. A non-categorical oral surgery intern may not apply for the position of Committee Liaison.

E. District Representatives

District Representatives are appointed by the presiding Executive Committee members of ROAAOMS by application process as described in Article IX. The application deadline is August 1st and selection is made in August. The district representative will serve a one year term beginning at the adjournment of the AAOMS annual meeting following appointment. District Representatives have the option of running for another term. District Representatives must have eighteen (18) months of oral and maxillofacial surgery training remaining.

F. Program Liaisons

One (1) Program Liaison will be appointed per accredited oral and maxillofacial surgery program. Should more than one resident from an individual program seek the position of Program Liaison,

the District Representative will provide an application on behalf of the Executive Committee of ROAAOMS to make a selection. The application will require submission of a Curriculum Vitae, letter of intent by the applicant stating his/her interest in ROAAOMS and the standards by which they wish to serve as Program Liaison, and letter of recommendation from an attending in the respective program’s Department of Oral & Maxillofacial Surgery: the letter should include the applicant’s participation in clinical and professional activity. If the applicant wishes to submit additional letters from a person not listed previously, i.e. research faculty, mentor, they may do so as a supplement. The members of the ROAAOMS EC will review the application of individuals interested in serving as Program Liaison and a decision will be made two (2) weeks after submission of application.

G. ROAAOMS Delegation to the AAOMS House of Delegates

Selection of the delegates and alternate delegates and remaining delegation shall be based on the following:

1. Delegates

The ROAAOMS President and the Vice President shall serve as the two voting delegates to the AAOMS House of Delegates.

2. Alternate Delegates

Two Alternate Delegates shall be selected by the President from the members of the ROAAOMS Executive Committee that comprise the ROAAOMS AAOMS HOD Delegation.

3. ROAAOMS Delegation (6 total members)

The delegation will be comprised of the ROAAOMS President, Vice President, Immediate Past President and the District Representatives from the districts not represented by the President, Vice President and/or Immediate Past President. If a District Representative is not able to participate in the delegation, the President will appoint a Committee Liaison to their position. All members of the delegation must attend the summer caucus meeting.

H. ROAAOMS Special Committees

The ROAAOMS President is able to create task-oriented special committees to expedite ROAAOMS business. The formation of a special committee must be approved by the ROAAOMS Executive Committee (EC) through a majority vote. Special committees will need to renew at each AAOMS Annual Meeting, if necessary.

ARTICLE IX: APPOINTMENT APPLICATION PROCESS

A. Vice President

Applications for the office of Vice-President shall be by application to AAOMS by March 15th. The application shall include a letter of intent explaining the applicants’ reasons for desiring the position; a curriculum vitae; a letter of recommendation from a faculty member of the residency program of Oral & Maxillofacial Surgery. A signed letter of approval by the applicants’ Program Director should be included, as well. The letter of approval will be provided by ROAAOMS and will outline the responsibilities that the applicant will assume upon being selected to serve as an Executive Committee member. The application will be reviewed by the officers of ROAAOMS. ROAAOMS officers will craft a letter of support to supplement the application for review by the AAOMS Board of Trustees (BOT). The BOT will provide their selection by June of that year. The appointment to the position of Vice President will be announced in August.

B. Committee Liaison

Nominations for the offices of Committee Liaison shall be by application to the ROAAOMS by August 1st. This shall include a letter of intent explaining the applicants’ reasons for desiring the position; a curriculum vitae; a letter of recommendation from a faculty member of the residency of Oral & Maxillofacial Surgery. A signed letter of approval by the applicants’ Program Director should be included, as well. The letter of approval will be provided by ROAAOMS and will outline the responsibilities that the applicant will assume upon being selected to serve as an Executive Committee member. The appointments for each position will be announced in August.

C. District Representative

Nominations for the office of District Representative shall be by application to ROAAOMS by August 1st. This shall include a letter of intent explaining the applicants’ reasons for desiring the position; a curriculum vitae; a letter of recommendation from a faculty member of the residency of Oral & Maxillofacial Surgery. A signed letter of approval by the applicants’ Program Director should be included, as well. The letter of approval will be provided by ROAAOMS and will outline the responsibilities that the applicant will assume upon being selected to serve as an Executive Committee member. The appointments will be made by the ROAAOMS executive committee and will be announced in August.

ARTICLE X: RESTRICTIONS TO OFFICE

No member shall hold more than one appointed ROAAOMS EC position during any term. A member of the ROAAOMS Executive Committee may be removed from the Executive Committee following a majority vote of the ROAAOMS Executive Committee on a motion to rescind the election of a member, following delivery of notice to the accused member and in accordance with the principles of fairness and due process.

ARTICLE XI: DUTIES OF THE OFFICERS AND MEMBERS

A. President

It shall be the duty of the President:

1. To serve as an official representative of the ROAAOMS in cooperation with the AAOMS in its contacts with governmental, civic, business, and professional organizations for the purpose of advancing the objectives and policies of the ROAAOMS and the AAOMS.
2. To develop the order of business and preside at all of the Executive Committee sessions
3. To serve as one of the two voting resident delegates to the AAOMS House of Delegates in accordance with Article XIV of these guidelines.
4. To appoint two members of the executive committee to serve as an alternate delegate to represent the ROAAOMS in the AAOMS House of Delegates.
5. To appoint committee members to required positions, as necessary. Appointments will be subject to majority approval of the Executive Committee, except as otherwise provided in these Operating Guidelines, where applicable.
6. To serve as an ex-officio member with the right to cast a tie-breaking vote on all committees of the ROAAOMS.
7. To re-appoint any vacancy in the Executive Committee and to re-appoint all other vacancies not provided for in these Operating Guidelines.
8. To make an annual report of the ROAAOMS activities and accomplishments that will be made available, to the AAOMS Board of Trustees and the Faculty Section.
9. To succeed to the office of Immediate Past President without election following his or her term as President.
10. To perform such other duties as may be provided in these Operating Guidelines and the adopted parliamentary authority.

- 1 11. To serve as the ROAAOMS liaison to the AAOMS Committees, as determined in
- 2 collaboration with the Vice President, Immediate Past President and Committee Liaisons.
- 3 12. To select the recipients of the various scholarships offered to residents.
- 4 13. To coordinate with ROAAOMS officers prior to and immediately after attending AAOMS
- 5 committee meetings. This will include submission of meeting report to the ROAAOMS EC for
- 6 review.
- 7 14. To serve as the ROAAOMS Liaison to the AAOMS Committee on Membership
- 8 15. To serve as the ROAAOMS Liaison to the AAOMS Special Committee on Emerging Leaders in
- 9 OMS

B. Vice-President

It shall be the duty of the Vice-President:

- 12 1. To assist the President as required.
- 13 2. To actively serve as a member of the Executive Committee.
- 14 3. To serve as President in the event of the President’s absence or vacancy.
- 15 4. To succeed to the office of President without election following his or her term as Vice
- 16 President.
- 17 5. To serve a one-year term on the OMSPAC Board that begins the following January 1 after
- 18 election and ends December 31.
- 19 6. To serve as the ROAAOMS liaison to the Committee on Governmental Affairs
- 20 7. To perform such other duties as may be provided in these Operating Guidelines and the
- 21 adopted parliamentary authority.
- 22 8. To serve as one of the two voting resident delegates to the AAOMS House of Delegates in
- 23 accordance with Article XIV of these guidelines.
- 24 9. To coordinate with ROAAOMS officers prior to and immediately after attending AAOMS
- 25 committee meetings. This will include submission of meeting report to the ROAAOMS EC for
- 26 review.
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C. Immediate Past-President

It shall be the duty of the Immediate Past-President:

- 30 1. To assist the President as required.
- 31 2. To actively serve as a member of the Executive Committee.
- 32 3. To serve as the ROAAOMS liaison to the AAOMS Committees, as determined in
- 33 collaboration with the Vice President, Immediate Past President, and Committee Liaisons.
- 34 4. To perform such other duties as may be provided in these Operating Guidelines and the
- 35 adopted parliamentary authority.
- 36 5. To coordinate with ROAAOMS officers prior to and immediately after attending AAOMS
- 37 committee meetings. This will include submission of meeting report to the ROAAOMS EC for
- 38 review.
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D. AAOMS Committee Liaison

It shall be the duty of the Committee Liaison Representatives:

- 42 1. To assist the President as required.
- 43 2. To actively serve as a member of the Executive Committee.
- 44 3. To provide representation for the ROAAOMS Executive Committee on AAOMS committees
- 45 4. To provide resident input at the national level through various AAOMS committees to
- 46 improve and enhance communication between residents and AAOMS members and fellows.
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- 5. To coordinate with ROAAOMS officers prior to and immediately after attending AAOMS committee meetings. This will include submission of meeting report to the ROAAOMS EC for review.
- 6. To determine, along with the other Executive Committee members, an interim ROAAOMS policy in emergency situations between annual session of the ROAAOMS.
- 7. To perform such other duties as may be provided in these Operating Guidelines and the adopted parliamentary authority.

E. District Representative

It shall be the duty of the District Representatives:

- 1. To assist the President as required.
- 2. To actively serve as a member of the Executive Committee.
- 3. To provide representation on the Executive Committee for the ROAAOMS membership of the AAOMS geographical district they represent.
- 4. To maintain active liaison with training programs and constituent members in the representative’s respective district.
- 5. To determine, along with the other Executive Committee members, an interim ROAAOMS policy in emergency situations between annual session of the ROAAOMS.
- 6. To perform such other duties as may be provided in these Operating Guidelines and the adopted parliamentary authority.
- 7. To coordinate with ROAAOMS officers prior to and immediately after attending AAOMS committee meetings. This will include submission of meeting report to the ROAAOMS EC for review.

F. Program Liaisons

It shall be the duty of the Program Liaison:

- 1. To serve as a point-of-contact and improve communication between the ROAAOMS Executive Committee and OMS residents at each respective program.
- 2. To disseminate relevant news and pertinent updates to fellow residents, as provided by the ROAAOMS Executive Committee, in a timely fashion.
- 3. To provide feedback to the ROAAOMS Executive Committee to help improve the Program Liaison position.
- 4. To promote and encourage the active involvement of residents, fellows and faculty at all AAOMS sponsored events.
- 5. Aid in the recruitment of a new Program Liaison to represent their program at the end of their term.
- 6. To contribute to their respective district newsletter

G. ROAAOMS Delegation to the AAOMS House of Delegates

It shall be the duty of the ROAAOMS Delegation to the AAOMS House of Delegates:

- 1. To attend all House Sessions, his or her respective District Caucus meetings, as well as any other ROAAOMS Delegation meetings unless excused by the President.
- 2. To attend his or her respective summer district caucus meeting

H. ROAAOMS Special Committees

It shall be the duty of members of ROAAOMS Special Committees:

- 1. To actively participate in committee functions and advance the mission of the committee.

ARTICLE XII: POWERS

- A. The Executive Committee conducts all business of the ROAAOMS in accordance to Illinois State law. The Executive Committee operates under these operating guidelines and under the direction of the AAOMS Board of Trustees.
- B. The Executive Committee shall have the power to establish rules and regulations consistent with these Operating Guidelines to oversee its organization, procedure and conduct.
- C. To submit the ROAAOMS Annual Report describing the activities of the ROAAOMS since the previous AAOMS Annual Meeting for review during the AAOMS Board of Trustees March meeting.
- D. To review all committee annual reports and take appropriate action.

ARTICLE XIII: SESSIONS

- A. Regular Sessions**
There shall be at least one (1) regular session of the Executive Committee. Each committee member shall be given at least thirty (30) day notice. Additional sessions of the Executive Committee may be scheduled as required.
- B. Special Sessions**
Special sessions may be called at any time by the President or upon request of any six (6) members of the Executive Committee with approval by the AAOMS Board of Trustees. Each committee member shall be given at least thirty (30) day notice of any such session.
- C. Conference Calls**
Telephone conference calls may be used in addition to regular and special sessions of the committee provided due notice is given to each member of the committee at least thirty (30) days prior to the conference call.
- D. Quorum**
A majority of the voting members of the Executive Committee, six (6) members, shall constitute a quorum.

ARTICLE XIV: AAOMS COMMITTEES AND SPECIAL COMMITTEE APPOINTMENT

- A. Appointment and Term of Appointment**
Appointment of any liaisons to any AAOMS Standing or Special Committee will be at the discretion of the ROAAOMS President and the bylaws of the respective committee. Appointment will be for one year beginning and ending at annual session. Vacancies will be filled by an additional appointment by the ROAAOMS President only for the remainder of the term.
- B. Duties Common to all AAOMS Standing and Special Committees**
In addition to the aforementioned duties outlined in Article XI, Section D, each committee shall submit to the Executive Committee an annual written report. The reports shall include major actions of the committee for that year and provide sufficient context for succeeding committee liaison’s success.
 - 1. Committee on Membership (CM)
 - 2. Oral and Maxillofacial Surgery Political Action Committee (OMSPAC) Board

- 3. Committee on Governmental Affairs (CGA)
- 4. Committee on Continuing Education and Professional Development (CCEPD)
- 5. Committee on Healthcare Policy Coding and Reimbursement (CHPCR)
- 6. Committee on Research Planning and Technology Assessment (CRPTA)
- 7. Committee on Public & Professional Communication (CPPC)
- 8. Special Committee on Emerging Leaders in OMS (SCELOMS)
- 9. Special Committee on Emerging Practice Models in OMS (SCEPMOMS)
- 10. *Journal of Oral and Maxillofacial Surgery (JOMS)* Editorial Board
- 11. Women in OMS Special Interest Group

C. ROAAOMS Liaison Director to OMS Foundation Board of Directors

The President of ROAAOMS shall nominate one member of the Executive Committee to be appointed by the OMS Foundation Board to serve a term of two (2) years on the OMS Foundation Board of Directors. To be considered, a nominee must be the President, Vice President, or Immediate Past President, and must expect to be in an OMS residency during more than one year of service on the OMS Foundation Board of Directors. Should the ROAAOMS Liaison Director be unable to complete the two-year term, the Executive Committee of ROAAOMS may nominate one of its members to serve out the remainder of the term of service with approval of the OMS Foundation Board of Directors. Only one member of the ROAAOMS Executive Committee shall serve on the OMS Foundation Board of Directors at any given time.

ARTICLE XV: PARLIAMENTARY AUTHORITY

The current edition of *Sturgis Standard Code of Parliamentary Procedure* shall govern this organization in all parliamentary situations that are not provided for in the Operating Guidelines of the ROAAOMS.

These Operating Guidelines, herewith stated, shall have effect immediately upon adoption and all conflicting laws, chapters, sections, articles and parts of sections of these Operating Guidelines shall stand repealed.