Policy Excerpts for Committees

Listed below are important Policies for committee members.

**Attendance of Fellows and Members at Committee Meetings:** Fellows and members may attend appropriate AAOMS committee meetings consistent with the *American Code of Parliamentary Procedure*. Those attending may do so as observers based on the following criteria and on a self-sustaining and space available basis. (Note: This policy excludes the Committee on Membership and Commission on Professional Conduct.) (Feb. 71; Dec. 98; June 99):

1. Submission of a written request outlining the reasons for attendance to the AAOMS headquarters at least four weeks in advance of the date of the meeting.
2. Agreement of the committee chair must be obtained prior to confirmation of the attendance.
3. Completion by the attendee of an AAOMS Conflict of Interest and Disclosure Statement for each meeting to be attended.
4. Final signoff shall be by the AAOMS Board of Trustees.

Candidates running for office are not allowed to attend any committee meeting other than meetings of the committee the candidate is a member of at the time. (Dec. 95)

**Conflict of Interest and Disclosure Statement:** All officers, trustees, committee members, members of the AAOMS headquarters’ staff and consultants must annually provide a signed statement listing any and all potential conflicts of interest involving possible financial gain or loss that could result from an action taken in their capacity as an AAOMS representative or employee. Failure to comply with the disclosure provisions may result in dismissal from AAOMS activities. Any unforeseen conflict of interest not previously disclosed must be disclosed prior to any participation on behalf of the AAOMS.

Once, disclosure has been made, the AAOMS agency on which such individual serves may proceed to take action with or without the interested member. If, in the opinion of the chair of the agency or the President, a member has a direct conflict of interest, that member shall abstain from any agency vote or action related to the subject of the conflict.

The participation of an interested member who has disclosed a potential conflict of interest does not invalidate the transaction. (March 89)

**Committee Working Dinners:** The decision to hold a working dinner shall be made by the committee chair, senior staff liaison and board liaison(s) based on the need to accommodate or expedite the committee agenda. If possible, the decision to hold a dinner will be made in advance. If it is determined that a working dinner is necessary, the AAOMS will pay for the costs. Purchase of alcoholic beverages will not be reimbursed by the AAOMS for such working dinner meetings of committees or the Board of Trustees. Alcoholic beverages will be deducted from the per diem if business is conducted during committee dinners. If no business is conducted, committee members pay for their own dinner. (Sept. 10)

**Harassment:** It is the goal of the Association to provide and maintain a work environment for all of its employees that is free of any form of harassment or intimidation. Accordingly, the AAOMS will not
condone or tolerate any such action or conduct. Any officer or employee of the Association who engages in any such action or conduct will be subject to a corrective action process that, if unsuccessful, may lead to termination. At the same time, anyone who falsely accuses another of harassment on purpose will also be subject to a corrective action process that if unsuccessful may lead to termination. (June 03)

**Sexual Harassment:** The term sexual harassment includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct based upon an individual’s gender when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and/or
- Such conduct has the purpose or affect of interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Any action or conduct that meets any of the above criteria may constitute sexual harassment.

**Other Types of Harassment:** Harassment based on race, creed, religion, color, age, sex, national origin, sexual orientation, veteran status, disability or any other classification prohibited by law is also unacceptable. This type of behavior includes, but is not limited to, making slurs or derogatory statements about any category of individuals.

**Diversity Mission Statement:** In keeping with its mission of quality patient care and the advancement of scientific research and education, the American Association of Oral and Maxillofacial Surgeons respects diversity among its membership as both a valuable resource and asset.

The Association believes that individuals with various experiences and backgrounds are valuable to the organization and create a balanced perspective when analyzing issues and solving problems. This well-rounded perspective is critical to the future of the Association.

For the Association, diversity is viewed not as a goal but rather a pathway to maximize opportunities for all AAOMS fellows and members. (June 00)

The Association defines membership diversity as the respectful acknowledgment of differences in age, gender, race, ethnic or religious origins and physical or work status within the entire community of oral and maxillofacial surgeons. (June 03)

**Official AAOMS Communications:** All official communications/reports of AAOMS committees or special committees released on behalf of the AAOMS should have the approval of the President or his designee and be co-signed by the President as he deems necessary. (Sept. 01)

**Reimbursement (Travel, Per Diem):**

a. **Basis of Reimbursement:** All travel and maintenance expenses shall be reimbursed on the basis of funds so provided as a budgetary item or approved by the Board of Trustees; the completion and return within 30 days of a signed expense voucher, and in compliance with the following rules.

Any expense charges against the per diem will be deducted from the final expense reimbursement amount. (June 03; Sept. 08)
1. **Travel Reimbursement:** Members are encouraged to utilize 21-day advance purchase non-refundable economy tickets. If tickets, which are reimbursed by the Association, are not purchased at least 21 days in advance of the meeting and are not non-refundable economy class, reimbursement is limited to $400 or the cost of the ticket, whichever is less. (March 97; June 05)

Tickets must be purchased at least 21 days prior to the meeting unless the meeting was scheduled with less than 21 days notice.

Submission of the ticket, e-ticket or the invoice, including the purchase date, is required as a requisite for reimbursement. (Sept. 10)

Members may purchase their airline tickets early and fax a copy of their ticket to the staff responsible for the meeting to receive a reimbursement check prior to the meeting. (Sept. 10)

If a ticket is unused because of emergency or other extenuating circumstances and the member has already been reimbursed, the member is to hold on to the ticket for future use. (June 05)

If travel is by auto, then the allotment is to be at the IRS approved mileage rate. (Dec. 88; Jan. 89; June 91; June 92; June 95; April 96)

2. **Maintenance (Per Diem):** Interpreted as reimbursement for hotel accommodations at the average convention rate as established by staff plus $185 per day for each day of official assignment to defray out-of-pocket expenses for meals, gratuities and local ground transportation that is not reimbursed in accordance with the guidelines that follow: Costs for lunches during board and committee meetings shall not be deducted from the per diem payments. (June 08; Sept. 10)

**Expenses Between Home/Office and Local Airport:** A reimbursement of up to $200 per business meeting, based on actual expenses and submission of receipts, will be provided to defray out-of-pocket expenses for round-trip ground transportation between a home or office and the local airport. These expenses would include tolls, and a mileage allowance for personal auto use, or costs for taxis/limousine services and shuttles. (June 08; Dec.10; Dec. 17)

**Ground Transportation Costs from Airport to and From Meeting Destination:** A reimbursement of actual expenses will be provided for round-trip taxi and shuttle fare between the destination airport and the destination hotel or meeting venue. Such reimbursement shall be in addition to any expenses between the home or office and the local airport, as referenced above. (Sept. 10)

**Airport Parking:** A reimbursement of reasonable expenses will be provided for airport parking (excludes valet parking).

**Local Meetings Where Air Travel Is Not Required:** A reimbursement of actual expenses will be provided. These expenses would include parking, tolls, and a mileage allowance for personal auto use, or costs for taxis/limousine services. (June 08)

Staff will make hotel reservations in the name of the individual members. Members are to pay for their individual hotel room and tax instead of the AAOMS unless complimentary rooms are available. (June 08)

3. **AAOMS Conferences** (Dec. 75; June 77; Nov. 78; Jan. 88; Jan. 90) (Section IX. conferences, Item B-2):
a. Committee on Continuing Education and Professional Development: Members of the committee shall be reimbursed for travel, hotel accommodations and up to four (4) days' per diem with waiver of the general registration fee for attendance at each conference sponsored by the AAOMS. (Jan. 90)

b. Board of Trustees: Members of the Board of Trustees shall be reimbursed for travel, hotel accommodations and per diem for each day present for fulfillment of their responsibilities with waiver of the general registration fee for attendance at each AAOMS-sponsored conference. (Jan. 90; Dec. 98)

c. Committee on Public and Professional Communication: One committee member with expertise in public and professional communication, designated by the chair, may be reimbursed for travel, hotel accommodations and up to three (3) days' per diem with waiver of the general registration fee for attendance at each AAOMS-sponsored conference. (Jan. 90; Sept. 97; Sept. 01)

d. Committee on Health Care and Advocacy: Two committee members with expertise in coding, designated by the chair, may be reimbursed for up to two (2) days' per diem, travel and hotel accommodations from the coding workshop budget for attendance at an AAOMS-sponsored conference when a coding workshop(s) (Parts 1 and 2) is held. One additional new committee member may be reimbursed to observe. (Jan. 90; March 90; Sept. 97; Sept. 01; Sept. 10)

4. Annual Meeting

a. Officers, trustees and members of the Committee on Continuing Education and Professional Development shall be reimbursed per policy, with waiver of the general registration fee, for each day present for fulfillment of their responsibilities at the annual meeting. (Dec. 75; July 77; Nov. 78; Dec. 81; May 92; Dec. 98) (See also Section IX. A. Annual Meetings, Item 2)

b. Committees having board approved AAOMS business at annual meetings shall be reimbursed for actual days of official business. (May 92)

c. Committee on Practice Management and Professional Allied Staff: Members of the Committee on Practice Management and Professional Allied Staff shall be reimbursed for travel, hotel accommodations and per diem for each day present for fulfillment of their responsibilities with waiver of the general registration fee for attendance at each annual meeting. Their duties at the annual meeting shall be as follows: (Jan. 90; Feb. 00; Sept. 01; Dec. 04)

i. Members shall serve as moderators to the professional allied staff programs and practice management activities, as assigned.

ii. The Chair shall oversee all activities related to the Committee on Practice Management and Professional Allied Staff.

d. Committee on Health Care and Advocacy: Two committee members with expertise in coding, designated by the chair, may be reimbursed for per diem and travel in accordance with policy when three days of coding workshops (Beyond the Basics and Advanced
Coding Practice Clinic) are held. One additional new committee member may be reimbursed to observe. (Jan. 90; March 90; Sept. 97; Sept. 01; Sept. 10)

e. **Committee on Public and Professional Communication:** One (1) member and the chair of the Committee on Public and Professional Communication shall be reimbursed for travel, hotel accommodations and per diem for each day present for fulfillment of their responsibilities with waiver of the general registration fee for attendance at each annual meeting. Their duties at the annual meeting include monitoring and serving as liaisons on all media relations and communications activities. (Jan. 90; Feb. 00; Sept. 01; June 03)

5. **Dental Implant Conference:** Reimbursement to members of the Board of Trustees and Committee on Continuing Education and Professional Development shall be for travel, hotel accommodations and per diem with waiver of the general registration fee. (Dec. 97; Sept. 99; Sept. 10)

6. **Coding Workshops:** Two (2) members, with expertise in coding, shall be designated by the chair of the Committee on Health Care and Advocacy (CHCA) and may be reimbursed for travel, hotel accommodations and up to two (2) days' per diem for participation in coding workshops. One additional new committee member may be reimbursed to observe. (Jan. 90; March 90; Sept. 01; July 05; Sept. 10)

Members of the Board of Trustees may attend coding workshops/seminars without payment of the registration fee. (Dec. 97)

7. **Other Educational Courses/Programs (i.e., Anesthesia Review Course, DAANCE, Surgical Clinics, Practice Clinics, Etc.):** Attendance by members of the Board of Trustees is optional. Fees for these educational programs/courses are waived for current members of the Board of Trustees. (Dec. 97)

8. **Representatives to Non-USA Meetings (Excludes Canada and Mexico):** All AAOMS representation at meeting(s) in a foreign country not stated in policy must have the approval of the Board of Trustees prior to attendance. Per diem shall be at $235 for each day travel to and from the meeting and days of official representation at meetings to South America or to transatlantic or transpacific destinations. Reimbursement shall be for hotel accommodations and up to a Business Class air fare for travel to meetings in South America, and transatlantic and transpacific destinations. Spouses/significant others of officers of the AAOMS Board of Trustees, who are required to attend international meetings, shall be reimbursed for up to a Business Class air fare when accompanying an officer. Official representatives attending meetings in foreign countries are obligated to provide a written report to the AAOMS Board of Trustees on all actions within 45 days of the meeting and to seek the advice and counsel of the board on the USA position on matters prior to attending. (Nov. 79; Nov. 80; Dec. 97; June 98; Dec. 98; Feb. 00; Sept. 00; June 01; June 05; Sept. 06; June 08)

9. **Overlapping Events/Meetings:** Travel reimbursable expenses for an AAOMS event or meeting which overlaps with an event or meeting sponsored by another organization shall be shared equally by the AAOMS and the other sponsoring organization(s). (April 87)

Regional and Component Society Meetings: See page 76, Section II. Board of Trustees, Policy 2, entitled Officer and Trustee Representation and Reimbursement for Attendance at Regional and Component Society Meetings.