Governing Rules and Regulations
2018-2019

Constitution & Bylaws
Code of Professional Conduct
Policies
Manual of the House of Delegates

American Association of Oral and Maxillofacial Surgeons
CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the American Association of Oral and Maxillofacial Surgeons, hereinafter referred to as "the Association."

ARTICLE II. PURPOSE

The purpose of the Association shall be to contribute to the public welfare by advancement of the profession of dentistry and in particular the specialty of oral and maxillofacial surgery; to foster programs of education, research, standards of practice and scientific investigation in the specialty of oral and maxillofacial surgery; to provide a means of self-government relating to professional standards, ethical behavior and responsibilities of its fellows* and members; to provide opportunities for social and professional development; and to cause to have published the Journal of Oral and Maxillofacial Surgery.

ARTICLE III. ORGANIZATION

Section 10. Incorporation: The Association is a not-for-profit corporation, chartered under the laws of the State of Illinois in 1918. If this corporation is dissolved at any time, no part of its funds or property shall be distributed to, or among, its fellows and members. After payment of all indebtedness of the corporation, its surplus funds and properties shall be used for education and research in such manner as the then governing body of the Association may determine.

Section 20. Headquarters: The registered office of the Association shall be known as the headquarters and shall be located in Rosemont, Illinois.

Section 30. Fellows and Members: The fellows and members of the Association shall consist of members of the dental profession who shall have special qualifications, and such other persons as are provided for in Chapter I of the Bylaws.

ARTICLE IV. GOVERNMENT

Section 10. Legislative Body: The legislative and governing body of the Association shall be the House of Delegates as provided in Chapter V of the Bylaws.

Section 20. Administrative Body: The administrative body of the Association shall be a Board of Trustees which may be referred to as "the board" as provided in Chapter VI of the Bylaws.

ARTICLE V. OFFICERS

Section 10. Elective Officers: The elective officers of the Association shall be a President, President-Elect, Vice President, Treasurer, Immediate Past President and Speaker of the House of Delegates, each of whom shall be elected as provided in Chapter VII of the Bylaws. The President and Immediate Past President shall succeed to their respective offices by virtue of prior election.

Section 20. Appointive Officer: The appointive officer of the Association shall be an Executive Director, who shall be appointed by the Board of Trustees as provided in Chapter VIII of the Bylaws.
ARTICLE VI. ANNUAL MEETINGS

Annual meetings shall be conducted as provided in Chapter XIII of the Bylaws.

ARTICLE VII. CODE OF PROFESSIONAL CONDUCT

The Code of Professional Conduct and Pledge of the Association shall govern the professional conduct of all fellows and members.

ARTICLE VIII. AMENDMENTS

Section 10. Amendment: This Constitution may be amended at any session of the House of Delegates at an annual or special meeting in accordance with the required notice by a three-fourths (3/4) vote of the 75 delegates authorized to the House of Delegates (75 votes).

Section 20. Notice: Unless otherwise provided for in this Constitution notice for amendments must be submitted in writing: (1) to all fellows and members of the Association at least 30 days prior to the annual or special meeting at which the amendments are proposed for adoption, or (b) at any previous session of the House of Delegates at the previous annual meeting.

Section 30. Special Notice and Vote: This Constitution may also be amended at any session of the House of Delegates by unanimous vote of the delegates present and voting, provided that at least 75 delegates are present and vote, and that notice of such amendments shall have been presented at a previous session of the House of Delegates during the same annual or special meeting.
BYLAWS

CHAPTER I • MEMBERSHIP

Section 10. Classification: The membership of the Association shall be classified as follows: A. Fellow; B. Member; C. Life Fellow and Life Member; D. Affiliate Member; E. Retired Fellow and Retired Member; F. Honorary Fellow; G. Special Honorary Fellow; H. Inactive Fellow and Inactive Member; I. Provisional Fellow and Provisional Member, J. Resident Member and K. Allied Staff Member.

Section 20. Qualifications, Rights and Privileges:

A. Fellow:

1. Qualifications: Candidates for fellowship shall have the following qualifications and furnish copies of appropriate documentation with the application:

   a. Training: Graduate of a dental school and successful completion of an advanced oral and maxillofacial surgery educational program accredited by the American Dental Association's Commission on Dental Accreditation.

   b. State Licensure: Maintain a current dental license and/or specialty permit/license, where required, in full compliance with the statutes, rules and regulations in the state of practice.

   In those states not offering dental licensure by credentials or reciprocity and who require an oral and maxillofacial surgeon to complete a general dental examination, the candidate may submit the following in lieu of a current dental license:

   (1) current medical license in the state of practice; and

   (2) evidence of practice in a state which does not prohibit the practice of oral and maxillofacial surgery without a dental license; and

   (3) proof of obtaining a prior dental license in any state or U.S. territory within the United States which was not revoked because of disciplinary action, except for any AAOMS member in any membership category as of the date immediately preceding the enactment of this provision.

   c. ABOMS Certification: Certification as a diplomate of the American Board of Oral and Maxillofacial Surgery.

   Once granted fellowship category, that fellowship shall not be dependent upon nor altered by any type of recertification instituted by the American Board of Oral and Maxillofacial Surgery.

   d. ADA Membership: Membership in the American Dental Association or other such evidence which verifies that the individual is functioning within the professional, moral and ethical framework of the specialty of oral and maxillofacial surgery.

* Where "fellow" and the masculine pronoun appear in this document, they shall be understood to include both females and males.
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e. **Ethical Conduct:** The candidate must comply with the American Association of Oral and Maxillofacial Surgeons' *Code of Professional Conduct*.

f. **Residence and Practice:** The candidate shall reside and practice in the United States or its possessions with the exception of those candidates excepted from component membership under Subsection g. (1) or g. (2).

g. **Component Membership:** The candidate shall hold and maintain membership in the component oral and maxillofacial surgery society in the state of primary practice.

Exceptions to this requirement include:

1. those on full-time active duty in the federal dental services; or
2. those U.S. oral and maxillofacial surgeons who practice in a foreign country; or
3. those who practice under a medical license and meet the licensing requirements under Subsection b. above, but are prevented from state component membership because of other legal requirements; or
4. in accordance with the *Bylaws*, a fellow of the Association who was not an active member of a component oral and maxillofacial surgery society on September 27, 1991 shall not have his membership in the Association discontinued solely as a result of failure to hold membership in his component oral and maxillofacial surgery society.

h. **Federal Service Candidates:** Federal dental service candidates shall furnish an affidavit certifying the occupational specialty of oral and maxillofacial surgery and limitation of practice to that specialty or to administration. Nothing herein shall act to preclude rendering emergency dental services for a limited period.

i. **Fulfillment of Office Anesthesia Evaluation and Re-Evaluation Program:**

1. AAOMS fellows/members must have their offices successfully evaluated and re-evaluated by their component society every five years or in accordance with state law, provided the state law does not exceed six (6) years between evaluations and otherwise meets the AAOMS office anesthesia guidelines. State or component societies will notify the AAOMS immediately of any state/component society fellow/member who does not fulfill this requirement.

2. Individuals excepted from the component membership requirement under Subsection g. (1) or g. (2) shall not be required to fulfill the requirement of office anesthesia evaluation and re-evaluation.

3. Individuals excepted from the component membership requirement under Subsection g. (3) or g. (4) shall be required to fulfill the requirement of office anesthesia evaluation and re-evaluation either by the state component or the
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AAOMS. A fee for the evaluation/re-evaluation shall be determined by the state component or the AAOMS Board of Trustees commensurate with expenses.

2. **Rights and Privileges:**

   a. A fellow shall enjoy all rights and privileges of membership, including the right to serve in the House of Delegates and hold office.

**B. Member:** Members shall fulfill all qualifications for fellowship except certification by the American Board of Oral and Maxillofacial Surgery. Upon ABOMS certification, members shall automatically be transferred to fellow. A member shall enjoy the same privileges as a fellow except the right to serve in the House of Delegates or hold office.

**C. Life Fellow and Life Member:** A fellow or member shall automatically be transferred to life fellowship or life membership upon completion of 30 dues paying years and reaching the age of 65, or upon completion of 35 dues paying years. Years as a resident, candidate, or retired fellow or retired member do not accrue toward life fellowship or life membership. Only in extenuating circumstances may exceptions be made and then only upon recommendation by the Committee on Membership and approval of the Board of Trustees.

Candidates for life status must remit full dues and assessments through the year in which they are eligible for such status. Dues and assessments for this year may be waived or partial dues and assessments may be assessed following consideration of the Committee on Membership and approval of the Board of Trustees.

Upon election by the House of Delegates to life fellowship or life membership, a life fellow or life member shall enjoy all privileges of the fellowship or membership category held prior to the election to life status, except that fellows or members in this category shall pay 50% of membership dues, annual meeting registrations and assessments, shall be required to hold membership in their component oral and maxillofacial surgery society and shall receive the *Journal of Oral and Maxillofacial Surgery* only by personal paid subscription at a rate of 50% the member price.

Life fellows and members who accept a teaching position and receive a salary from that academic program without deriving income from faculty practice or private practice shall not be required to pay membership dues and assessments.

All life fellows and members who retire from active practice will become retired fellows and members with all the privileges and requirements afforded to them as defined in section E. Retired Fellow and Retired Member bylaws.

**D. Affiliate Member:** Affiliate membership may be granted to an individual who meets all of the following requirements:

1. Resides and practices or is engaged in an administrative or research position in a country other than the United States and, where applicable, is recognized as an oral and maxillofacial surgeon by the country’s appropriate agencies.

2. Has specialty training in oral and maxillofacial surgery equivalent to that required of candidates for AAOMS fellowship and membership.
3. Holds and maintains membership in the country's oral and maxillofacial surgery organization, or, if none exists, other such evidence which verifies that the individual is functioning within the professional, moral and ethical framework of the profession of dentistry/medicine.

4. Shall pay the affiliate member dues and shall have the same privileges as members.

5. No individual who was an affiliate member of the AAOMS prior to October 1, 1999 shall have membership in the AAOMS discontinued solely as a result of failure to hold membership in their country's oral and maxillofacial surgery organization.

E. Retired Fellow and Retired Member: Retired fellowship or retired membership shall be granted to a fellow, member or affiliate member should the fellow/member completely retire from oral and maxillofacial surgery.

Following written application, applicants for retired status must remit dues and assessments through the year prior to election.

Fellows and members applying for retired status due to a medical disability must provide adequate documentation from the attending physician with their written application.

As long as a fellow, member or affiliate member retains his retired status, he shall not pay dues and assessments and shall not be required to hold membership in his component oral and maxillofacial surgery society.

For retired status, a fellow, member or affiliate member must have paid dues for 20 years, or be disabled and unable to engage in the activity of active practice. Active practice is the performance of any activities requiring licensure or permit in dentistry or medicine in the state or oral and maxillofacial surgery specialty licensure, where applicable.

Fellows and members who reach retired membership status, accept a teaching position requiring licensure, and receive a salary from that academic program without deriving an income from faculty practice or private practice, shall retain retired membership status. Additionally, when a fellow or member reaches retired membership status and volunteers for charitable organizations, they shall also retain their retired membership status.

Retired fellows and retired members may receive the Journal of Oral and Maxillofacial Surgery only by personal paid subscription and may pay a voluntary maintenance fee to be established annually by the Board of Trustees in order to receive all Association mailings. In the event a retired fellow or member resumes practice, he shall notify the headquarters.

F. Honorary Fellow: Honorary fellowship may be granted to those holding no other class of membership or to those non-USA members who have made distinguished contributions to the specialty of oral and maxillofacial surgery. Nominations to this status shall have the approval of the Board of Trustees by eight (8) affirmative votes and election shall be by the House of Delegates. Not more than three honorary fellows may be elected in any one year. Honorary fellows shall have the same privileges as members, and shall not pay dues and/or assessments. Honorary fellows may receive the Journal of Oral and Maxillofacial Surgery only by personal paid subscription.
G. Special Honorary Fellows: A special honorary fellowship consisting of a certificate may be granted by the Board of Trustees to presidents of non-USA oral and maxillofacial surgery organizations for the duration of the presidents’ term of office.

H. Inactive Fellow and Inactive Member: An inactive fellow or member is one who derives no income from the active practice of oral and maxillofacial surgery. Active practice is the performance of any activities requiring licensure or permit in dentistry or medicine in the state or oral and maxillofacial surgery specialty licensure, where applicable. An inactive fellow or inactive member shall not have the privileges of a member, except that he may retain his membership certificate and will be listed in the AAOMS Directory. Years in inactive status will not accrue towards life or retired fellowship/membership. Life and retired fellows and members that relocate and do not provide the association with updated contact information may be moved to inactive status at the discretion of the Committee on Membership.

A fellow or member may remain inactive for up to five years. After such time, inactive fellows and inactive members will be evaluated by the Committee on Membership and may be removed from membership should a return to active oral and maxillofacial surgery practice not be foreseen. Former life and retired fellows and members that are moved to inactive status may be removed from membership if the association is unable to locate them over a three-year period.

An inactive fellow or inactive member shall pay no dues or assessments, and may receive the Journal of Oral and Maxillofacial Surgery only by personal paid subscription and may attend the annual meeting, dental implant conference and other conferences at the non-OMS member registration fee. An inactive fellow or member may pay a voluntary maintenance fee to be established annually by the Board of Trustees in order to receive all Association mailings.

An inactive fellow or inactive member may be considered for reinstatement to active status upon filing a written request; and upon payment of the current year’s dues and assessments. If such request is made within one year of approval for inactive status, there will be no fee to apply for active status. Former life and retired fellows and members that have been moved to inactive status and subsequently provide updated contact information to the association will be reinstated to their previous membership status.

I. Provisional Fellow and Provisional Member: A provisional fellow or member shall fulfill all qualifications for membership except one or more of the following: 1) application/election to the component society; 2) fulfillment of the component society’s on-site office anesthesia evaluation; and 3) attendance at a component society meeting if this is a membership requirement of the component society.

Provisional membership should only apply for a two-year period. If all membership requirements are not fulfilled within this two-year period, the provisional fellow or member must reapply and document acceptable reasons to continue his status as a provisional fellow or member.

Provisional fellows and members not elected to fellowship or membership shall be permitted to make new application following rejection, for one additional provisional fellow/member term of two years, and will be required to meet the current bylaw eligibility requirements for membership.
A provisional fellow or member shall enjoy the same privileges as a member of this Association. Upon successfully fulfilling all membership requirements, the provisional fellow or member shall automatically be transferred to the proper membership classification as determined by the Committee on Membership.

J. **Resident Member:** Resident members shall be in training in an American Dental Association’s (ADA) Commission on Dental Accreditation (CODA) accredited training program in oral and maxillofacial surgery in the United States or in Canada. Resident members may attend the AAOMS annual meeting with waiver of the general registration fee and may attend clinics free of charge on a space available basis. Resident members shall not be required to pay the membership application fee, shall have until July 1 of the year in which they complete training to apply and, in their last year of residency, shall have their names published as candidates for AAOMS membership. Resident members shall not have the right to hold office and shall not be included in the counts used to determine delegate allocations.

K. **Allied Staff Member:** Allied staff members shall be staff of current U.S. AAOMS fellows, members, and candidates. The allied staff member must complete an application for membership, including a signature from their sponsoring member. Allied staff members must pay a one-time application fee, and, following election, annual membership dues. Upon receipt of the completed application and fee, allied staff members will be automatically admitted to membership. Allied staff members are not eligible for retired or life status. Allied staff members who leave the employment of their sponsoring member must provide updated employment information to the AAOMS. Should an allied staff member drop his AAOMS membership, he will be required to resubmit an application and sponsorship information in order to reinstate his membership. Allied staff members may attend the AAOMS annual meeting and other AAOMS educational offerings at the allied staff member rate. Allied staff members shall not have the right to vote or hold office and shall not be included in the counts used to determine delegate allocations.

**Section 30. Interpretive Clause on Membership:** In the instance of oral and maxillofacial surgeons who trained in foreign programs not recognized by the American Dental Association’s Commission on Dental Accreditation, but who are practicing or teaching within the United States, the Committee on Membership shall determine their eligibility for AAOMS membership.

**Section 40. Application and Certification:**

A. Candidates for each category of membership must apply on the specified forms which are available from the Association’s headquarters.

B. Residents who file applications for membership by June 30 of their final year of training are eligible for candidate status at the first annual meeting following completion of their training program.

C. Residents who file a completed Certification of Completion of OMS Training Program form along with an application for membership by December 31 of the calendar year they complete their OMS training are eligible for provisional status at the following annual meeting.

D. Election to any category of membership shall be by the House of Delegates and is contingent upon prior affirmative vote of the Committee on Membership and Board of Trustees.
E. Candidates not elected to fellowship or membership shall be permitted to make new application following rejection, for one additional candidate term of three years, and will be required to meet the current bylaw eligibility requirements for membership.

Section 50. Definition of "In Good Standing": A fellow or member of the Association whose dues and assessments for the current year have been paid by February 1 and who is not under discipline of suspension shall be in good standing.

Section 60. Termination of Fellowship/Membership:

A. **Vertical Membership Grandfather Clause:** No individual who was a fellow or member of the Association and was not an active member of a component oral and maxillofacial surgery society on September 27, 1991 shall have his membership in the Association discontinued solely as a result of failure to hold membership in his component oral and maxillofacial surgery society.

B. **Voluntary:** A fellow or member may resign at any time by written notification to the Association.

C. **Unpaid Dues and Assessments and Candidate Fees:** A fellow, member, provisional fellow/member, affiliate member or candidate whose dues and assessments or fees have not been paid prior to the convening of the annual meeting of the first year of delinquency shall cease to be a fellow, member, provisional fellow or member, affiliate member or candidate.

D. **Suspension or Expulsion:** A fellow, member, provisional fellow/member or affiliate member may be suspended or expelled from the Association for violation of the **Code of Professional Conduct** or **Pledge**. Charges may be initiated and disciplinary action taken in accordance with the Association's Guidelines for Filing a Complaint of Violation.

E. **Return of Certificate of Membership:** Fellows, members and affiliate members whose membership in the Association has been terminated shall return their certificate of membership to the Association's headquarters. Failure to do so shall be considered as a violation of his moral and ethical responsibilities to the Association.

F. **Failure to Comply with Association Financial Arrangements:** A fellow, member, provisional fellow/member or affiliate member who is in violation of a financial agreement with the Association following contractual acceptance of an award shall cease to be a member at the convening of the next annual meeting following the first year of delinquency. (Oct. 18)

Section 70. Reinstatement:

A. **Voluntary:** Those fellows, members, provisional fellows/members or affiliate members who voluntarily resign from the Association may be considered for reinstatement upon filing a written request for reinstatement within one year of resignation and upon payment of all current year dues and assessments owed the Association and verification that he is a member of his component oral and maxillofacial surgery society. If such request for reinstatement is not made within one year following resignation, the former fellow, member, provisional fellow/member or affiliate member may be considered for reinstatement by submitting a reinstatement form with a reinstatement fee which shall be equal to the current year's dues and all assessments that have not been paid within the past five years and meeting all current eligibility requirements. (Also in **Policies:** Section XI. 11c.)
B. **Unpaid Membership Dues and Assessments**: A fellow, member or affiliate member disqualified for nonpayment of dues and assessments may be considered for reinstatement upon payment of all back dues and assessments owed the Association and verification that he is a member of his oral and maxillofacial surgery component society provided such action is requested within one year of his notification of disqualification for nonpayment of dues and assessments. If such request for reinstatement is not made within one year following notification of disqualification, the former fellow, member or affiliate member may be considered for reinstatement by submitting a reinstatement form with a reinstatement fee which shall include payment of the current year’s dues, and all assessments that have not been paid within the past five years.

C. **Unpaid Candidate Fees**: A candidate disqualified for nonpayment of fees may be considered for reinstatement upon payment of all fees owed the Association and verification that he is a member of his oral and maxillofacial surgery component society provided such action is requested within the three-year period of his candidate status. If such request is not received within the three-year period, the candidate will have to reapply for membership with payment of the current fees and submission of required documentation.

D. **Suspension or Expulsion**: Any fellow or member suspended or expelled from the Association may be readmitted in accordance with the provisions of the Association’s Guidelines for Filing a Complaint of Violation.

E. **Failure to Comply with Association Financial Arrangements**: A fellow, member, provisional fellow/member or affiliate member suspended or expelled from the Association resulting from violation of a financial agreement with the Association may be considered for reinstatement by submitting a reinstatement form with a reinstatement fee which shall include payment of the current year’s dues, all assessments that have not been paid within the past five years and repayment of all outstanding amounts from the financial arrangement with AAOMS. (Oct. 18)

CHAPTER II • CANDIDATES

A. **Candidate**: A candidate is an individual whose application, reflecting the educational requirements, is on file at the headquarters and has been provisionally approved by the Committee on Membership. A candidate must complete the application process within three years from the time he is designated to candidate status by the committee. A candidate shall be listed in the candidate section of the AAOMS Membership Directory. Candidates shall pay no dues or assessments, but shall pay an annual fee and shall receive the *Journal of Oral and Maxillofacial Surgery* at the fellow/member subscription rate.

CHAPTER III • COMPONENT SOCIETIES AND COUNTERPARTS

Section 10. **Definition**: A component society is a state oral and maxillofacial surgery society that has been officially approved by the AAOMS House of Delegates as having met all bylaw requirements for this status. Officers of state component societies must be fellows or members in good standing of the AAOMS.

Section 20. **Composition**: There shall be a component society in each state (including the District of Columbia and Commonwealth of Puerto Rico and U.S. territories) or a counterpart (five federal dental services), composed of fellows and members of the American Association of Oral and Maxillofacial Surgeons practicing in that state’s geographic area or counterpart.
Section 30. Qualifications: Official AAOMS component oral and maxillofacial surgery societies' constitution and bylaws shall have the following provisions:

A. Active members are those who hold membership in the American Association of Oral and Maxillofacial Surgeons.

B. Requisites for membership in the component society shall be (a) graduation from a Commission on Dental Accreditation accredited dental school; (b) completion of a Commission on Dental Accreditation accredited oral and maxillofacial surgery training program; (c) possession of a license or permit in dentistry or medicine in the state and an oral and maxillofacial surgery specialty license, where applicable; and (d) fulfillment of an on-site office anesthesia evaluation with re-evaluation every five (5) years based on the AAOMS office anesthesia evaluation program or required applicable state or federal regulations.

C. Interpretive Clause on Membership: In the instance of oral and maxillofacial surgeons who trained in foreign programs not accredited by the American Dental Association’s Commission on Dental Accreditation, but who are teaching within the United States, the Committee on Membership shall determine their eligibility for membership. In addition to the application requirements, the candidate must submit documentation annually verifying full-time status (as defined by their respective institution) as an academician or membership will be terminated if previously granted. Such documentation can be provided from the candidate’s state licensing agency or from the academic institution where the candidate is on faculty. The Committee on Membership shall be notified immediately of any change in status.

D. A provisional member must meet all requisites for active membership in the component society except the fulfillment of an office on-site anesthesia evaluation. The provisional member must have an active application for an on-site office anesthesia evaluation with his state regulatory agency or with his component OMS society whichever is applicable that is not greater than two (2) years in duration. Provisional membership shall only apply for a two-year period. If an on-site office anesthesia evaluation is not fulfilled within this two-year period, the provisional membership is concluded and the individual must re-apply for candidate status unless an exemption is granted for special circumstances as defined by the Committee on Membership.

A provisional member shall enjoy all privileges of an active member of the component society except the right to serve in the AAOMS House of Delegates and to hold AAOMS or component society office.

Upon successful completion of all the component society’s application requirements, including successful completion of the on-site anesthesia evaluation and full election, the provisional member shall automatically be transferred to the proper AAOMS membership classification as determined by the AAOMS Committee on Membership.

E. Resident Member: Component societies are to establish a resident member category for residents in training in an American Dental Association’s (ADA) Commission on Dental Accreditation (CODA) accredited training program in oral and maxillofacial surgery in the United States and Canada. Residents in their senior year shall be allowed to begin their application process in the component society prior to graduation from their training program.

F. Other membership categories may be designated; however, non-Association members may not vote on any matters pertaining to the American Association of Oral and Maxillofacial Surgeons.
G. Adoption of the following membership appeals mechanism:

1. If a candidate is denied component society membership, he may appeal but must do so within 90 days. The component must notify the candidate of his right of appeal;

2. If the candidate appeals, within six (6) months the component society will be required to set up a component peer review committee or an appropriate body within the component comprised of three component members (excluding those on the membership committee) to evaluate the candidate. In component societies where the membership is insufficient in number to appoint a peer review committee completely independent of the membership committee, this requirement may be waived and the component society may appoint members at its discretion. A detailed and documented evaluation of allegations made against the candidate shall be conducted by the component society’s peer review committee to determine validity of said allegations. All component society members will be notified to submit written concerns regarding the candidate to the peer review committee during the six-month evaluation period. After evaluation, should allegations presented prove to be unsubstantiated, component membership shall be granted. After evaluation, if membership is again denied, the review committee is required to report (by way of the Component State Society Notice of Appeal Form) on the candidate denied membership to the AAOMS Committee on Membership. The component must notify the candidate at that time of his right to appeal to the AAOMS (Candidate Notice of Appeal Form).

3. A candidate denied membership after an appeal to a component society has the right to appeal that decision to a national review committee. The candidate has 90 days to file a written appeal to the AAOMS Committee on Membership (through Candidate Notice of Appeal Form). Within six (6) months, the AAOMS Committee on Membership will establish a four-member Review Committee composed of the Chair of the AAOMS Committee on Membership as moderator, and three (3) voting members: one from the AAOMS Membership Committee, one from the component society Membership Committee and a third voting member as a neutral arbitrator, i.e., a retired judge or one from an organization such as the American Arbitration Association. The candidate may have an advisor present to assist and speak on his behalf. The proceedings shall be non-adversarial and not subject to cross-examination. A verbatim transcript shall be made of the national review committee meeting, the cost to be borne by AAOMS. Copies of the transcript will be provided to the respondent upon request at his expense. All costs associated with component society and candidate representation during the appeals process will be borne by the component society and the candidate respectively. For state societies where the membership is insufficient in number and where there is no dues structure in place, funds for representation during the appeals process may be requested from the AAOMS, subject to approval by the Board of Trustees. This AAOMS/ Component Review Committee will interview and evaluate the candidate, make the determination of the individual’s eligibility with the decision of the Review Committee binding on both the AAOMS and the respective component society.

H. Submission of the proposed constitution and bylaws, with qualifications A. through F. to the headquarters with a letter of request that the state be considered for official American Association of Oral and Maxillofacial Surgeons component status provisionally until fully approved by the House of Delegates.
Section 40. Duties of Component Societies and Counterparts: The duties of the components or counterparts are as follows: (1) to elect delegates and alternates to the House of Delegates of the American Association of Oral and Maxillofacial Surgeons; (2) to establish the manner of selection of delegates and alternates; (3) to submit names of delegates and alternates for certification to the secretary of the House of Delegates by June 1; and (4) to report annually to the AAOMS newly elected fellows and members.

Section 50. Loss of Component Status: Should a component society’s constitution and bylaws become non-compliant with the AAOMS constitution and bylaws, the Board of Trustees will notify the component of this non-compliance. The component shall have a two-year period in which to become compliant. At the end of these two years, the House of Delegates may withdraw component status upon failure of the component to maintain the qualifications as set forth by the Association.

The lack of component status, due to failure to comply with Chapter III. Section 30. of the Bylaws, shall bar any delegate of that state from being seated in the House of Delegates until such time as the state comes back into compliance.

The provisions of vertical membership shall not be applied to any fellow, member or candidate whose primary practice is in a state that has not complied with the qualifications for component status.

Section 60. Changing of Practice Location: AAOMS fellows and members changing the location of their primary practice to another state shall apply for membership in the new state component society and must complete all requirements, including the office anesthesia evaluation, within two years of the relocation of their primary practice. Following the two-year period, those who have applied for membership in the component society but have not completed their office anesthesia evaluation program shall be transferred to provisional member status.

CHAPTER IV • TRUSTEE DISTRICTS

Section 10. Organization: The Association shall be organized into six (6) trustee districts.

Section 20. Purpose: The purpose of establishing trustee districts is to provide representation on the Board of Trustees for fellows or members of the states, the District of Columbia, the Commonwealth of Puerto Rico, including U.S. territories, and counterparts (the five federal dental services).

Section 30. Composition: The trustee districts are numbered and composed as follows:


District III (Southeastern) Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, and the Commonwealth of Puerto Rico, including the U.S. territories.

District IV (Great Lakes)
Illinois, Indiana, Michigan, Ohio, U.S. Public Health Service, Department of Veterans Affairs and Wisconsin.

District V (Midwestern)
Arkansas, Colorado, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas and Wyoming.

District VI (Western)

CHAPTER V • HOUSE OF DELEGATES

Section 10. Composition: The voting membership of the House of Delegates shall be 102; of whom 100 shall be fellows or life fellows in good standing who represent each state in the Union, the District of Columbia, Commonwealth of Puerto Rico, including U.S. territories, and each branch of the five federal dental services, and two (2) oral and maxillofacial surgery residents representing the Resident Organization Executive Committee. These two (2) resident members will be designated as at-large-members and will not participate in the election of AAOMS officers and trustees, ABOMS directors and district caucus officers.

The ROAAOMS delegates and alternates will be given open access and participation rights to all district caucuses held in the summer and at the annual meeting.

In addition, there may be 102 alternates none of whom shall vote unless officially certified as replacing a voting delegate by the Committee on Credentials.

Each component, the District of Columbia, each branch of the five federal dental services, and Commonwealth of Puerto Rico, including U.S. territories, combined as one counterpart shall be represented by one delegate and alternate regardless of its total fellows, members, provisional fellows/members and life fellows and life members in the Association as of January 1. Additional delegates and alternates shall be granted according to the method of least proportionate error. Should components and/or counterparts have equal fellows, members and life fellows and life members when allocating the last of 102 delegates, the one with the greatest number of candidates for Association membership shall receive the delegate and alternate.

Section 20. Election of Delegates and Alternates: Delegates and alternates shall be elected by their respective components and/or counterparts in accordance with Chapter III. Section 40, of these Bylaws and the standing rules of the House of Delegates.

Section 30. Ex-Officio Members: Members of the Board of Trustees and the Speaker and Secretary of the House of Delegates cannot serve as voting delegates. These individuals, however, shall be ex-officio members of the House of Delegates without the right to vote. Past presidents of the Association, unless duly elected delegates, shall be ex-officio members of the House of Delegates without the right to vote.

Section 40. Powers:

A. The House of Delegates shall be the legislative and governing body of the Association.

B. It shall determine the policies which shall govern this Association in all of its activities.
C. It shall have the power to enact, amend, revise and repeal the Constitution and Bylaws of the Association.

D. It shall have the power to adopt, amend, revise and repeal the Association's Code of Professional Conduct and Guidelines for Filing a Complaint of Violation, excludes advisory opinions.

E. It shall have the power to grant, suspend or revoke the official component status of the oral and maxillofacial surgery societies of the states and counterparts.

F. It shall have the power to create special committees of the House of Delegates.

Section 50. Duties: The duties of the House of Delegates shall be:

A. To initiate, consider and vote upon all proposals affecting the Association except as otherwise noted in these Bylaws.

B. To consider the annual reports of the Board of Trustees and committees and act on resolutions and recommendations contained therein.

C. To elect annually a President-Elect, Vice President, and Speaker of the House of Delegates and elect or re-elect members of the Board of Trustees upon expiration of their current term. (Oct. 18)

D. To elect biennially a Treasurer.

E. To elect annually at least one director of the American Board of Oral and Maxillofacial Surgery.

F. To elect all categories of membership of the Association.

G. To adopt such rules and regulations as are pertinent to the conduct of business of the House of Delegates.

H. To approve any withdrawal of funds from the Reserve.

I. To approve an annual budget.

Section 60. Meetings:

A. Annual Meeting: The House of Delegates shall meet annually immediately prior to the official opening of the annual meeting of the Association.

B. Special Meetings: Special meetings of delegates of the previous House of Delegates may be called between annual meetings in cases of extreme urgency by the President on two-thirds (2/3) vote of the Board of Trustees.

C. Mail or E-Mail Ballot Vote: A mail or e-mail ballot vote of the previous House of Delegates may be conducted by the Board of Trustees in cases of extraordinary emergencies in accordance with Chapter VI. Section 80. Item D. of these Bylaws.

Section 70. Official Call:
A. **Annual Meeting:** The Secretary of the House of Delegates shall announce in the official publications, and shall send to each member of the House of Delegates, an official notice of the time and place of the annual meeting, at least 30 days prior to the opening of the annual meeting.

B. **Special Meetings:** The Secretary of the House of Delegates shall send to each member of the previous House of Delegates an official notice of the time and place of each special meeting and a statement of the business to be considered, not less than 15 days prior to the opening of the special meeting.

**Section 80. Quorum:** Fifty-two (52) delegates certified by the Committee on Credentials shall constitute a quorum.

**Section 90. Officers of the House of Delegates:**

A. **Officers:** The House of Delegates has two officers, a Chair and a Secretary. The Chair is the Speaker of the House of Delegates. The Secretary is the Executive Director of the Association.

B. **Duties:**

1. The Speaker shall preside at all sessions of the House of Delegates and perform such other duties as prescribed in these Bylaws, the *Manual of the House of Delegates* and the current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

2. The Secretary shall serve as the recording officer of the House of Delegates and the custodian of its records, and shall cause a report of the proceedings of the House of Delegates to be published in the *Report of the Annual Meeting*.

3. In the absence of the Speaker, the office shall be filled by the President. In absence of the Secretary, the Speaker shall appoint a Secretary pro tem.

**Section 100. Order of Business:** The order of business shall be that which is adopted by the House of Delegates on the recommendation of the Speaker and the Committee on Rules and Procedure, and in accordance with these Bylaws and the *Manual of the House of Delegates*.

**Section 110. Committees:** The standing and special committees of the House of Delegates shall be:

A. **Committee on Constitution and Bylaws:**

1. **Composition:** The committee shall be the Association's standing Committee on Constitution and Bylaws.

2. **Duties:** It shall be the duty of the committee to draft or approve the proposed text of amendments to the Constitution and Bylaws prior to their submission to the House of Delegates for action, to consider matters referred to it, to hold hearings and report recommendations to the House of Delegates.

B. **Committee on Rules and Procedure:**
1. **Composition**: The committee shall consist of three (3) delegates, one of whom shall be Chair, each member to be appointed annually by the President.

2. **Duties**: It shall be the duty of the committee, in consultation with the Speaker and Secretary of the House of Delegates, to investigate and recommend the agenda and rules and procedure for the House of Delegates.

**C. Committee on Credentials:**

1. **Composition**: The committee shall consist of three (3) delegates, one of whom shall be Chair, each member to be appointed annually by the President.

2. **Duties**: The committee shall certify the eligibility of delegates and alternates to be seated in the House of Delegates, maintain a continuous roll call, determine the presence of a quorum and supervise voting and election procedures.

**D. Committee of Tellers:**

1. **Composition**: The committee shall consist of three (3) delegates, one of whom shall be Chair, each member to be appointed annually by the President.

2. **Duties**: The committee shall assist the Speaker and Secretary, when requested, and distribute ballots, tabulates votes and assists with the voting process with supervision by the Secretary of the House of Delegates.

**E. Reference Committees:**

1. **Composition**: Each reference committee shall consist of seven (7) delegates, one from each of the six (6) districts, plus the Chair, who shall be designated on a district rotational basis. The President shall appoint the committees at least (6) weeks prior to the annual meeting, including designation of the Chair.

2. **Duties**: It shall be the duty of all reference committees to consider reports and resolutions referred to them; to conduct open hearings for all fellows and members; to report their recommendations to the House of Delegates; and to submit resolutions which involve a change in the *Bylaws* to the Committee on Constitution and Bylaws prior to submission to the House of Delegates. Reference committee chairs shall be required to be in attendance at all sessions of the House of Delegates.

3. **Administration**: Administrative regulations and procedures governing reference committees shall be promulgated by the Committee on Rules and Procedure of the House of Delegates and by the *Manual of the House of Delegates*.

**F. Special Committees**: The Speaker, with the consent of the House of Delegates, shall appoint special House committees to perform duties not otherwise provided for by these *Bylaws*.

*Section 120. Election Procedures*: Elective officers and trustees shall be elected at the third session of the House of Delegates in accordance with the procedures specified in these *Bylaws* and the rules contained in the *Manual of the House of Delegates*. 

**CHAPTER VI • BOARD OF TRUSTEES**
**Section 10. Composition:** The Board of Trustees shall consist of 11 voting members: the President, President-Elect, Vice President, Treasurer, Immediate Past President, and six district trustees. In addition, there shall be one (1) ex-officio member without a vote who is the Executive Director.

**Section 20. Qualifications:** A voting member of the board shall be a fellow or life fellow in good standing of the Association.

**Section 30. Term of Office:** The term of office of the President, President-Elect and Vice President shall be for one year. The term of office of the Treasurer shall be up to two (2) consecutive two-year terms. The Immediate Past President shall serve for one year immediately following his term as President.

The term of office of the President, President-Elect, Vice President, Treasurer and Immediate Past President shall be as designated above or until their successors are elected and installed. The term of office of trustees shall be two (2) years or until their successors are elected and installed. The consecutive tenure of a trustee shall be limited to three (3) full terms. (HD-2017)

**Section 40. Removal from Office:** District trustees may be removed from office for valid cause by:

A. A majority vote of the delegates present and voting at an annual or special meeting of the House of Delegates on a motion to rescind the election of the accused trustee, following delivery of notice to the accused officer not less than 20 days and not more than 60 days prior to said vote, and in accordance with the principles of fairness and due process.

B. Imposition of the discipline of censure or suspension from membership by the Commission on Professional Conduct or the Appeals Board of the Board of Trustees.

**Section 50. Nomination Procedure for Trustees:** At each annual meeting, the delegates from the components and counterparts of the trustee district in which the term of the trustee is to be completed shall hold a caucus in accordance with the guidelines for trustee district caucuses of the Manual of the House of Delegates to select one or two nominees for the office of trustee.

**Section 60. Election and Installation:**

A. The trustee shall be elected by the House of Delegates at the third session according to the rules within the Manual of the House of Delegates.

B. The newly elected trustees shall be installed in office at the final session of the House of Delegates.

**Section 70. Vacancies:**

A. Should a vacancy in a trustee position occur during an annual meeting, the district involved shall hold a caucus to nominate a candidate(s) as provided in the nominating procedures for trustees.

B. If a trustee vacancy occurs between annual meetings, a successor, appointed by the district caucus chair and secretary in consultation with the President, shall be designated as interim trustee, but only until the next annual meeting, at which time the district caucus shall meet to nominate a candidate for a new two-year term. The newly elected trustee’s term will be for two years with eligibility for two additional two-year terms. (HD-2017)
C. Election of the trustee shall be by the House of Delegates.

Section 80. Powers:

A. The Board of Trustees shall be the administrative body of the Association, vested with full power to conduct all business of the Association subject to the Laws of the State of Illinois, the Articles of Incorporation, the Constitution and Bylaws and the mandates of the House of Delegates.

B. It shall have the power to establish rules and regulations consistent with these Bylaws to govern its organization, procedure and conduct.

C. It shall have the power to establish interim policies when the House of Delegates is not in session and when such policies are necessary to the management of the Association, provided, however, that all such policies shall be presented for approval to the House of Delegates.

D. In instances of extraordinary emergencies to be determined by the majority vote of the Board of Trustees present and voting or in instances that the conduct of the business of the House is jeopardized by conditions unforeseen by the past House, the Board of Trustees shall have the power to conduct a mail, facsimile or e-mail ballot vote of the last House of Delegates. The vote, to be valid, shall consist of ballots received from not less than one-half (1/2) of the members of the last House of Delegates. A majority of the votes cast within 30 days after mailing, e-mailing or faxing of the ballots shall decide the vote. This mail, facsimile or e-mail vote shall be announced at the first session of the subsequent House of Delegates, as the first order of business.

Section 90. Duties:

A. To provide for the maintenance and supervision of the headquarters and all other property or offices owned or operated by the Association.

B. To appoint the Executive Director of the Association and Editor and Assistant Editors of the Journal of Oral and Maxillofacial Surgery.

C. To determine the dates and place for convening of each annual meeting and other Association meetings.

D. To cause to be bonded by a reliable surety company any officer or employee of the Association entrusted with funds of the Association for whatever amount is deemed necessary.

E. To cause all accounts of the Association to be audited annually by a reputable auditor.

F. To prepare a budget for carrying on the activities of the Association for each ensuing fiscal year.

G. To provide for the publication and distribution of all official publications of the Association.

H. To provide, 40 days prior to the annual meeting, an annual report of the Board of Trustees to the House of Delegates which shall embrace activities of the board since the previous annual meeting, including a report on the Association’s priorities and strategic management plan.

I. To create or abolish committees other than those set forth in Chapter IX. of these Bylaws.
J. To approve appointments, except House of Delegates committees or as otherwise provided in these Bylaws or applicable policies.

K. To review the annual written reports of all committees and make recommendations concerning the same to appropriate reference committees of the House of Delegates.

L. To approve all awards, honors, or other special commendations given in the name of the Association.

M. To elect a director to the Oral and Maxillofacial Surgery Political Action Committee in accordance with its Bylaws.

N. To review and approve OMS Foundation Board of Director officers and members, OMSF representatives to AAOMS committees and members of the OMS Foundation Committee on Research, as provided in the OMS Foundation Bylaws. (HOD-2017)

O. To review operations of the OMS Foundation through reports and meetings with the OMS Foundation Board of Directors. (HOD-2017)

P. To perform such other duties as may be prescribed in these Bylaws.

Section 100. Sessions:

A. Regular Sessions: There shall be at least six regular sessions of the Board of Trustees. Each board member shall be given at least 10 days notice.

1. One immediately before and during the annual meeting.

2. One immediately after the close of each annual meeting of the House of Delegates.

3. Three apart from the annual meeting, one in the winter, one in the spring and one in the summer, as determined by the President.

4. Additional sessions of the board may be scheduled.

B. Special Sessions: Special sessions may be called at any time by the President or he shall call such sessions upon request of any six (6) members of the Board of Trustees. Each board member shall be given at least five (5) days notice of any such session.

C. Conference Calls: Telephone conference calls may be used in lieu of special sessions of the board provided due notice is given to each member of the board at least 24 hours prior to the conference call.

D. Waiver of Notice: A written waiver of notice signed by all members of the board, whether before or after the time stated therein, shall be deemed equivalent to giving such notice for any board sessions or conference calls. Attendance at any board session or conference call shall constitute waiver of notice thereof, unless the board member attending objects to the holding of the session or conference call because proper notice was not given.

E. Quorum: Six (6) voting members of the Board of Trustees shall constitute a quorum.
Section 110. Officers:

A. Chair and Secretary: The officers of the Board of Trustees shall be the President of the Association who shall be the Chair and the Executive Director of the Association who shall be the Secretary.

B. Duties:

1. Chair: The Chair shall preside at all meetings and conference calls of the board. He shall have the right to vote by ballot, when his vote is the deciding vote; and during review of reports of board committees.

2. Secretary: The Secretary shall serve as the recording officer of the board and as custodian of its records. A factual record of the proceedings shall be preserved in the archives of the Association.

Section 120. Committees of the Board of Trustees: The committees of the Board of Trustees shall be:

A. Committee on Finance and Audit: The Committee on Finance and Audit shall consist of the Treasurer, who shall be the Chair, the President-Elect and three trustees of the Board of Trustees appointed on a district rotational basis by the President. The committee shall prepare annually the general operating budget for approval by the Board of Trustees and subsequent approval by the House of Delegates. The committee will also oversee the annual audit of the Association’s financial statements.

B. Executive Committee: The Executive Committee shall consist of the President, President-Elect, Vice President, Treasurer and Immediate Past President. The President shall serve as Chair of the Executive Committee. The duties of the Executive Committee shall be to conduct such interim meetings as may be required and to recommend to the Board of Trustees action to be taken on any matters within the purview of the Board of Trustees.

C. Building Committee: The Building Committee shall consist of the Immediate Past President, who shall be the Chair, the President-Elect, the Treasurer and two trustees of the Board of Trustees appointed by the President on a district rotational basis. The committee shall prepare annually the building operating budget for approval by the Board of Trustees.

D. Other board committees may be appointed by the President for the conduct of the business of the board, in accordance with policy.

CHAPTER VII • ELECTIVE OFFICERS OF THE ASSOCIATION

Section 10. Title: The elective officers of the Association shall be the President, President-Elect, Vice President, Treasurer, Immediate Past President and Speaker of the House of Delegates. The President and Immediate Past President shall succeed to their respective offices by virtue of prior election.

Section 20. Qualifications: An officer shall be a fellow or life fellow in good standing of the Association.

Section 30. Nomination of Officers:
A. **Nomination Procedure:** Nominations for the office of President-Elect, Vice President, Treasurer and Speaker of the House of Delegates shall be presented at the first session of the House of Delegates. Nominations must be made in writing and signed by 10 fellows or life fellows in good standing.

**Section 40. Elections:** Election of the President-Elect, Vice President, Treasurer and Speaker of the House of Delegates shall be by the House of Delegates at the third session according to the rules within the *Manual of the House of Delegates*.

**Section 50. Tenure:** The term of office of the President, President-Elect, Vice President and Immediate Past President shall be one year. The term of office of the Treasurer shall be up to two (2) consecutive two-year terms. The Speaker of the House of Delegates shall be elected annually. The term of office of all elective officers shall be as designated above or until their successors are elected and installed.

**Section 60. Removal from Office:** Elective officers of the Association may be removed from office for valid cause by:

A. A majority vote of the delegates present and voting at an annual or special meeting of the House of Delegates on a motion to rescind the election of the accused officer, following delivery of notice to the accused officer not less than 20 days and not more than 60 days prior to said vote, and in accordance with the principles of fairness and due process.

B. Imposition of the discipline of censure or suspension from membership by the Commission on Professional Conduct or the Appeals Board of the Board of Trustees.

**Section 70. Installation:** The newly elected officers shall be installed into office at the final session of the House of Delegates. The President-Elect shall be installed as President at the next annual meeting following his election.

**Section 80. Vacancies:** In the event any of the elective officers' positions become vacant, the vacancy shall be filled as follows for the remainder of the term:

**President:** The President-Elect, in addition to his President-Elect duties, shall serve as President during this vacancy. The President-Elect will thereafter, upon completion of this term, assume the following term as President.

**President-Elect:** The Vice President, in addition to his Vice Presidential duties, shall function as President-Elect.

**Vice President:** The Treasurer, in addition to his Treasurer duties, shall function as Vice President.

**Treasurer:** The Immediate Past President, in addition to his Past Presidential duties, shall function as Treasurer.

**Speaker of the House of Delegates:** The President shall be the Speaker pro tem with the election of a Speaker as the first order of business at the subsequent session of the House of Delegates.

**Section 90. Duties:**

A. **President:** It shall be the duty of the President:
1. To serve as an official representative of the Association in its contacts with governmental, civic, business and professional organizations for the purpose of advancing the objectives and policies of the Association.

2. To serve as Chair of the Board of Trustees and of the Executive Committee.

3. To function as Speaker of the House of Delegates pro tem.

4. To deliver an address to the House of Delegates on such matters as he may deem of importance to the profession and specialty. The President's address shall be referred to a reference committee.

5. To call special sessions of the Board of Trustees and of the Executive Committee.

6. To make all appointments, subject to majority approval of the Board of Trustees, except as otherwise provided in these Bylaws or policies, where applicable.

7. To serve as an ex-officio member without the right to vote on all committees of the Association.

8. To fill any vacancy in the Board of Trustees and to fill all other vacancies not provided for in these Bylaws.

9. To serve as the Immediate Past President following completion of his term as President.

10. To serve as President of the ASI Board of Directors.

11. To perform such other duties as may be provided in these Bylaws and the adopted parliamentary authority.

**B. President-Elect:** It shall be the duty of the President-Elect:

1. To assist the President as required.

2. To serve as a member of the Board of Trustees and the Executive and Finance and Audit Committees.

3. To serve as President in the event of vacancy.

4. To succeed to the office of President without election at the next annual meeting of the Association following his election as President-Elect.

5. To report annually the activities of the Board of Trustees to the House of Delegates.

6. To make appointments to all standing committees and propose designation of chairs, in accordance with policy, where applicable, subject to majority approval of the Board of Trustees.

7. To serve as Vice President of the ASI Board of Directors.
Bylaws

8. To perform such other duties as may be provided in these Bylaws and the adopted parliamentary authority.

C. **Vice President:** It shall be the duty of the Vice President:

1. To assist the President as required.
2. To serve as a member of the Board of Trustees and of the Executive Committee.
3. To function as President-Elect in the event of vacancy.
4. To serve as Secretary of the ASI Board of Directors.
5. To serve as an ex-officio member of the Commission on Professional Conduct;
6. To perform such other duties as may be provided in these Bylaws and the adopted parliamentary authority.

D. **Treasurer:** It shall be the duty of the Treasurer:

1. To serve as custodian of all monies, securities and deeds belonging to the Association, and to hold, invest and disburse these subject to the direction of the Board of Trustees.
2. To oversee the annual audit of the Association.
3. To present at each annual meeting a report of the finances of the Association.
4. To serve as Chair of the Finance and Audit Committee and as a member of the Board of Trustees and of its Executive and Building Committees.
5. To function as Vice President in the event of vacancy.
6. To serve as Treasurer of the ASI Board of Directors and the OMS Foundation as provided in the OMS Foundation Bylaws. (HOD-2017)
7. To perform such other duties as may be provided in these Bylaws and the adopted parliamentary authority.

E. **Immediate Past President:** It shall be the duty of the immediate Past President:

1. To assist the President as required.
2. To serve as a member of the Board of Trustees, the Executive Committee and as Chair of the Building Committee.
3. To function as Treasurer in the event of vacancy.
4. To serve as a director of the ASI Board of Directors.
5. To perform such other duties as may be provided in these Bylaws and the adopted parliamentary authority. (HOD-2017)

F. Speaker of the House of Delegates: It shall be the duty of the Speaker of the House of Delegates:

1. To preside at all sessions of the House of Delegates.

2. To develop the order of business for all sessions of the House of Delegates in consultation with the Standing House Committee on Rules and Procedure and the Executive Director, subject to the approval of the House of Delegates.

3. To announce the results of any action taken by vote.

4. To appoint, at his discretion, a parliamentarian for annual meetings, subject to approval of funds by the Board of Trustees.

5. To make final decisions on rules and procedure during sessions of the House unless an appeal from such decision shall be made by a member of the House, in which case the final decision shall be by majority vote.

6. To serve as an ex-officio member without the right to vote on all committees of the House of Delegates.

7. To serve as Chair of the House Committee on Consent Agendas.

8. To perform such other duties as may be provided in these Bylaws and the adopted parliamentary authority.

9. The Speaker shall not be a member of the Board of Trustees.

CHAPTER VIII • APPOINTEE OFFICER

Section 10. Title: The appointive officer of the Association shall be an Executive Director as provided in Article V of the Constitution.

Section 20. Appointment: The Board of Trustees shall appoint the Executive Director.

Section 30. Tenure: The Board of Trustees shall determine the tenure of the Executive Director.

Section 40. Duties: The duties of the Executive Director shall be as follows:

A. To serve as the executive head of the headquarters and all its branches.

B. To engage all employees except as otherwise provided in these Bylaws.

C. To coordinate the activities of all committees and projects of the Association and systematize the preparation of all reports of such committees.

D. To annually prepare a report of the activities of the headquarters for review by the Board of Trustees.
E. To serve as an ex-officio member of the Board of Trustees.

F. To serve as Secretary of the Board of Trustees and House of Delegates.

CHAPTER IX • COMMITTEES AND SECTIONS

Section 10. Name, Composition, Term of Appointments and Duties: All standing committees, except as otherwise provided in these Bylaws, shall be composed of six (6) fellows or members, life fellows or life members or provisional fellows or provisional members (hereinafter referred to as "committee members" or "members"), one (1) from each trustee district, with two (2) committee members appointed annually for terms of three (3) years. All standing committee members shall be limited to serving a tenure of up to two (2) consecutive terms. Appointment shall be by the President-Elect, with appointment contingent on majority approval of the Board of Trustees. Should an appointee not receive a majority vote, the President-Elect must propose additional appointees until majority approval of the Board of Trustees is obtained.

Except as provided elsewhere in these Bylaws, chairs of the standing committees shall be designated by the President-Elect, subject to majority approval of the Board of Trustees. Vacancies shall be filled by the President only for the remainder of the term, subject to majority approval of the Board of Trustees. Those appointed to fill a vacancy of more than one-half of the term may be reappointed to one additional consecutive term. Committee members completing vacancies of less than one-half of a term are eligible for reappointment to two consecutive terms.

A. Committee on Research Planning and Technology Assessment (CRPTA)

Composition: The committee shall be composed of eight (8) voting members with research experience in broad areas of the specialty. District representation is favored but is not mandatory.

While there are no specific criteria for selecting a CRPTA member, those with extensive research experience should be considered for appointment. One voting member shall be appointed by the OMS Foundation chair from the OMS Foundation Board of Directors with approval from the OMS Foundation Board of Directors and the AAOMS Board of Trustees for a term of one year. This member may serve up to four (4) consecutive one-year terms. All other committee members shall serve four-year terms, with appointments staggered so that no more than one member’s term is completed annually and shall be limited to serving a tenure of up to two consecutive four-year terms. The Chair of this committee shall also serve on the Committee on Continuing Education and Professional Development. (HOD-2017)

Duties: The committee shall: serve as the entity to identify, assess, establish and plan research priorities for areas of interest in oral and maxillofacial surgery relating to clinical practice and technology transfer, and develop and implement a plan for the investigation of these areas. Areas of interest should be selected from developing research technologies and evaluated with evidence-based science.

Submit requests for funding of research and development projects to the Board of Trustees for approval or submission to the OMS Foundation. (HOD-2017)
Solicit concerns and inform and educate the general membership on research and technology matters through the conduct of an annual open forum on research usually held at the annual meeting.

B. **Commission on Professional Conduct (CPC)**

**Composition:** The commission shall be composed of seven (7) members. Six (6) voting members who shall be appointed on a geographical basis with one member from each district. The duration of their terms shall be up to two consecutive three-year terms with appointments staggered so that no more than two members’ terms expire annually. The seventh member shall be the AAOMS Vice President who shall be non-voting. The Chair shall be elected by the commission.

**Duties:** The commission shall be responsible for implementing the Code of Professional Conduct, developing and implementing advisory opinions, and for recommending revisions to the Code to the House of Delegates. The commission may hold hearings on alleged violations of the Code and shall consider and make findings on complaints of conduct of fellows and members alleged to be contrary to the Code and shall impose appropriate discipline on fellows or members who have been found to have acted contrary to the Code. The commission shall answer inquiries from fellows and members concerning questions of professional conduct.

C. **Committee on Anesthesia (CAN)**

**Composition:** The committee shall be composed of 6 members, one from each district, and a Chair, all of whom shall be fellows/members of the Association. Committee members are eligible to complete up to two (2) consecutive three-year terms. The Chair may serve for a total of up to eight (8) years on the committee.

**Chair:** The Chair shall be appointed annually by the AAOMS Board of Trustees. The chair must have served a minimum of three years on the committee within the last five years. The chair is limited to serving three (3) one-year terms.

**Duties:** The committee shall review issues relative to anesthesia, including the anesthesia updates, programs, simulation, and recommend action by the Association on matters pertaining to pain and anxiety control.

D. **Committee on Cleft, Craniofacial and Pediatric OMS (CCCPOMS)**

**Composition:** The committee shall be composed of eight (8) AAOMS fellows/members of whom one member shall serve as chair. Two (2) committee members shall be appointed annually for terms of three (3) years. Committee members shall be limited to serving a tenure of up to two (2) consecutive three-year terms. District representation is preferred when possible.

**Duties:**

1. To promote within the specialty of oral and maxillofacial surgery; (1) the highest level of patient care, (2) quality continuing education and (3) awareness of national and international matters related to the care of pediatric patients and those affected with cleft and craniofacial anomalies.
2. Promote OMS membership in organizations related to cleft, craniofacial, and pediatric patient care, as well as promoting active participation in education programs presented by such organizations.

3. Review and monitor cleft lip, palate and craniofacial anomaly activities as they relate to the AAOMS and the specialty and maintain a close liaison with organizations related to cleft, craniofacial, and pediatric patient care.

4. Liaise with appropriate AAOMS committees regarding issues, initiatives, and informational content relating to cleft, craniofacial, and pediatric oral and maxillofacial surgery.

**E. Committee on Constitution and Bylaws (CCB)**

**Composition:** The committee shall consist of three (3) members, who shall be fellows and life fellows of the AAOMS, to be appointed annually for a period of three (3) years, with appointments staggered so that no more than one member’s term is completed annually.

**Duties:** The committee shall review the articles of the Constitution and Bylaws in order to keep them consistent with the Association’s programs; recommend editorial corrections in the Bylaws; and act as the Committee on Constitution and Bylaws of the House of Delegates during the annual meeting.

**F. Committee on Continuing Education and Professional Development (CCEPD)**

**Composition:** The committee shall be composed of nine (9) members, who should be fellows or life fellows, of whom one shall be the Chair of the committee, one shall be the Immediate Past Chair and one shall be the Chair of the Committee on Research Planning and Technology Assessment or the Foundation’s Committee on Research. Six (6) members, one from each trustee district, shall be appointed to serve up to two (2) consecutive three-year (3) terms with appointments staggered so that two (2) members’ terms expire annually. The Chair is to be appointed annually and may serve no more than two (2) consecutive one-year terms with the stipulation that he shall have completed at least three years on the committee. The Immediate Past Chair shall be limited to serve one (1) one-year term, and, if necessary, may be reappointed to a one-year term as consultant. Service on this committee shall be limited to up to nine (9) years.

**Consultants:** Annually, the Committees on Anesthesia and Cleft, Craniofacial and Pediatric OMS and the Special Committee on Maxillofacial Oncology and Reconstructive Surgery shall select one member each to serve as a consultant on the CCEPD.

Appointees to the Committee on Continuing Education and Professional Development should have (1) recognized clinical and/or scientific expertise in oral and maxillofacial surgery, (2) demonstrated regular attendance at previous national meetings, (3) had previous committee experience on the national, regional or state level, (4) demonstrated experience in scientific program development, and (5) been a participant in continuing education activity.

**Duties:** The committee’s responsibilities shall be to (1) identify and address the educational needs of the membership, (2) establish minimum guidelines for the development of continuing education activities for oral and maxillofacial surgeons, (3) create a program planning process that
is open and participatory, (4) utilize organized agencies within the Association, such as CIGs, as planning resources for general membership programs, (5) provide a high quality, integrated, educational experience for every fellow/member who participates, (6) encourage active participation by fellows and members who elect to focus their clinical endeavors within a particular aspect of the full scope of oral and maxillofacial surgery practice, and (7) assess the effect of continuing education, whether measured as behavioral change or an expansion of the commonly accepted knowledge base in oral and maxillofacial surgery.

G. Committee on Governmental Affairs (CGA)

Composition: The committee shall be composed of nine (9) members of whom six (6) shall serve up to two consecutive three-year terms with terms staggered so that no more than two (2) members’ terms are completed annually. The Chair shall be designated on an annual basis from among the six members. Three members shall be non-voting and shall be subject to annual appointment. They shall be members of the Committee on Health Care Policy, Coding, and Reimbursement (CHPCR) the Oral and Maxillofacial Surgery Political Action Committee (OMSPAC) Board of Directors and the Resident Organization, AAOMS (ROAAOMS). The OMSPAC member shall be selected by the OMSPAC board.

Duties: The committee shall monitor and investigate national, state and local legislative matters, including liaison with component oral and maxillofacial surgery societies on national, state and local governmental affairs, and recommend action by the Association, but no such action shall be undertaken except upon prior approval of the Board of Trustees or as previous policy established.

H. Committee on Health Care Policy, Coding, and Reimbursement (CHPCR)

Composition: The committee shall be composed of up to 12 members. Committee members shall be appointed on a district basis with no more than two members from each district, who may serve up to three (3) consecutive three-year terms with terms staggered so that no more than four members’ terms are completed annually (two members shall be eligible for reappointment and two members’ terms expire as they will have served their three terms on the committee). A Chair shall be designated from the district representatives with the stipulation that he shall have completed at least three years on the committee. The AAOMS representatives to the ADA Advisory Committee on the Code, the AMA/CPT Advisory Committee, and AMA/RUC Committee shall serve as non-voting consultants to the committee with attendance at committee meetings on as needed basis. Annually, a resident member of the ROAAOMS Executive Committee shall be designated by the ROAAOMS Executive Committee with concurrence of the AAOMS Board of Trustees to serve as a non-voting member of the committee.

Duties: The committee shall monitor and effect coding changes, including providing technical assistance to fellows and members on coding and formulate and recommend policies relating to the planning and administration of oral and maxillofacial surgery in dental and other health care programs. It shall study, evaluate and disseminate information on the planning and administration of oral and maxillofacial surgery in health care programs; and assist component societies, other agencies and appropriate agencies in developing programs for the planning and administration of oral and maxillofacial surgery in dental and medical care programs. The development and implementation of peer review and quality assurance programs shall also be duties of this committee.

I. Committee on Membership (CM)
**Composition:** The committee shall be composed of six (6) members who may serve up to two consecutive four-year terms, with appointments staggered so that no more than two members’ terms are completed annually. (Oct. 18)

**Duties:** The committee shall conduct a review of the professional and ethical qualifications of each candidate for all classifications of membership. The committee also shall conduct a review of all requests for waivers or reductions of membership dues or fees.

The committee shall report its findings with recommendations to the Board of Trustees and House of Delegates on all categories of membership, and waivers or reductions of dues and fees.

**J. Committee on Practice Management and Professional Staff Development (CPMPSD)**

**Composition:** The committee shall be composed of up to 10 voting members of whom one shall be the immediate past chair and three (3) non-voting members. Committee members shall be appointed on a district basis with three members appointed on a district rotational basis who may serve up to two (2) consecutive three-year terms to be staggered so that no more than two members’ terms are completed annually. The Chair is to be appointed annually from the voting members and may serve no more than two (2) consecutive one-year terms with the stipulation that he shall have completed at least three years on the committee. The immediate past chair shall be limited to serve one (1) one-year term, and, if necessary, may be reappointed to a one-year term as consultant.

The two non-voting members shall be members of the AAOMS Allied Staff Category. They shall be appointed by the Chair with concurrence of the Committee on Practice Management and Professional Staff Development and reported to the Board of Trustees. Their terms shall be for three years with eligibility for reappointment to a second consecutive three-year term. These two positions shall not be subject to geographical representation. Additionally, one non-voting resident member will be appointed annually by the ROAAOMS Executive Committee for a one-year term. (Oct. 18)

**Duties:** The committee shall be responsible for developing, planning, implementing and evaluating practice management continuing education programs, and non-professional liability and insurance matters. It shall oversee professional allied staff programs and activities.

**K. Committee on Education and Training (CET)**

**Composition:** The committee shall be composed of 16 members, all of whom shall be fellows or life fellows of the Association. Committee members, with exception of the member from OMS Foundation, are eligible to complete up to two (2) consecutive three-year terms. The Chair may serve for a total of up to eight (8) years on the committee. They are: (HOD-2017)

- 4 members appointed by the AAOMS Board of Trustees
- 3 members selected by the Oral and Maxillofacial Surgery Faculty Section
- 3 members who are predoctoral full-time faculty
- 2 members who are the AAOMS representatives to the ADA Residency Review Committee
- 1 member who is the OMS Commissioner to the Commission on Dental Accreditation
- 1 member who is the ABOMS representative to the ADA Residency Review Committee
- 1 member who is a representative of the OMS Foundation Board of Directors (HOD-2017)
• 1-Chair appointed by the AAOMS Board of Trustees

**AAOMS Board Appointed Members:** Four (4) members, appointed by the AAOMS Board of Trustees, shall serve three-year terms, with appointments staggered so that no more than two (2) members’ terms are completed in any given year. The four (4) members shall be limited to serving a tenure of up to two consecutive three-year terms. Any appointee serving an uncompleted term may be reappointed to only one additional three-year term. These members may not be current members of the AAOMS Board of Trustees.

**Section Members:** Three (3) members shall be the three (3) senior members of the Faculty Section Executive Committee who are elected by the Oral and Maxillofacial Surgery Faculty Section. These members may not be current members of the AAOMS Board of Trustees.

**Predoctoral Members:** Three (3) members shall be full-time predoctoral faculty within a CODA accredited dental school appointed by the AAOMS Board of Trustees. These members may not be current members of the AAOMS Board of Trustees.

**AAOMS Member to ADA Residency Review Committee on OMS:** Two (2) members shall serve by virtue of serving on the Residency Review Committee on Oral and Maxillofacial Surgery to the ADA Commission on Dental Accreditation in accordance with the ADA commission’s governing rules. These members are ineligible to concurrently serve as Chair of the committee.

**ABOMS Member:** One (1) member shall serve by virtue of his serving on the Residency Review Committee on Oral and Maxillofacial Surgery to the ADA Commission on Dental Accreditation in accordance with the ADA commission’s governing rules. This member is ineligible to serve as Chair of the committee.

**OMS Commissioner:** One (1) member shall serve by virtue of serving as the Chair of the Residency Review Committee on Oral and Maxillofacial Surgery to the ADA Commission on Dental Accreditation. This member is ineligible to concurrently serve as Chair of the committee. This AAOMS appointed member will be eligible to serve as Chair of the committee at the completion of serving as the OMS Commissioner.

**OMS Foundation:** One (1) member shall be appointed by the OMS Foundation chair from the OMS Foundation Board of Directors with approval from the OMS Foundation Board of Directors and the AAOMS Board of Trustees for a term of one year. This member may serve up to four (4) consecutive one-year terms. (HOD-2017)

**Chair:** The Chair shall be appointed annually by the AAOMS Board of Trustees from the AAOMS appointed members to the committee or Residency Review Committee or the three members elected by the Oral and Maxillofacial Surgery Faculty Section with the stipulation that the individual designated has completed a minimum of three years on the committee within the last five years. The chair is limited to serving three (3) one-year terms.

Duties: The committee shall: (HOD-2017)
- Review OMS Accreditation Standards and recommend changes.
- Annually select the recipients of the Faculty Educator Development Award (FEDA).
- Review applications for OMS Foundation fellowship funding, rank the applicants according to accepted criteria and recommend OMS Foundation funding accordingly.
L. Committee on Public and Professional Communication (CPPC)

Composition: The committee shall be composed of seven (7) fellows or members, life fellows or life members or provisional fellows or provisional members, six (6) of whom shall represent the trustee districts, with two (2) committee members appointed annually for terms of three (3) years. These members shall be limited to serving a tenure of up to two (2) consecutive terms. One voting member shall be appointed by the OMS Foundation chair from the OMS Foundation Board of Directors with approval from the OMS Foundation Board of Directors and the AAOMS Board of Trustees for a term of one year. This member may serve up to four (4) consecutive one-year terms. (HOD-2017)

Duties: The committee shall be responsible for developing and implementing programs and publications for the dissemination of information regarding oral and maxillofacial surgery to the membership, general public, and health care professions. The committee shall coordinate and integrate communications regarding the specialty through editorial and managerial responsibility over products and public information in the print and electronic media. The committee shall oversee the public relations activities for projects designed to market the specialty. The committee shall also be responsible for communications and publicity for the OMS Foundation and for development and maintenance of its website. (HOD-2017)

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

Composition: The committee shall be composed of 12 members, all of whom shall be resident members of the Association at the time of appointment. They are:

- President
- Vice President
- Immediate Past President
- Three (3) Committee Liaisons
- Six (6) District Representatives

President: The position of President will be filled by the Vice-President selected the previous year and will assume responsibility as President upon adjournment of the annual meeting. The term will be one year and upon completion of this term the President will assume the role of Immediate Past-President. In the event that the President position becomes vacant, the Vice President shall assume the duties of the President.

Vice President: The AAOMS Board of Trustees will appoint the Vice President following a review of up to three (3) candidate applications and supporting documentation provided by the ROAAOMS Executive Committee. 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 to a District Representative upon approval by the Board of Trustees. A non-categorical oral and maxillofacial surgery resident may not apply for Vice President.
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 as long as he or she is an AAOMS member in good standing.

Committee Liaison Representatives: The position of Committee Liaison Representative will be appointed by the presiding ROAAOMS officers (Vice President, President, Immediate Past President). They will be appointed the first week of 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. 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 resident may not apply for the position of Committee Liaison.

District Representatives: District Representatives are appointed by the presiding Executive Committee members of ROAAOMS and 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 at least eighteen (18) months of oral and maxillofacial surgery training remaining.

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 ROAAOMS under the guidance of AAOMS faculty 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.

Duties:

OMS Resident Outreach
• Continue network of residents (1-2 liaison(s) per program) to enhance resident communication
• Disseminate Resident E-News to residents as appropriate
• Convene resident programs and events at the AAOMS Annual Meeting including the ROAAOMS educational program, the ROAAOMS business meeting and the joint ROAAOMS program with OMSNIC and ABOMS
• Increase ROAAOMS involvement in the political arena by attendance at Day on the Hill and OMSPAC participation
• Increase involvement of residents in AAOMS by continuing to liaison with AAOMS committees, increase involvement with the Faculty Section, dissemination of welcome packets and membership mailings, and convening and participating in resident meetings
Dental Student Outreach/Recruitment

• Continue attendance at American Student Dental Association (ASDA) national and regional meetings
• Continue dental school visits and luncheon presentations to expose dental students to OMS
• Continue recruitment of dental students by disseminating informational packages and working with ASDA for promotional items

N. Oral and Maxillofacial Surgery Faculty Section (OMSFS)

Composition: The faculty section shall be composed of AAOMS fellows and life fellows who serve as faculty engaged in education and training and/or who serve on the Committee on Education and Training. The Faculty Section’s Executive Committee is composed of seven (7) members. One new member is elected annually by the Faculty Section and ascends to the chair position.

Duties: The section shall (1) be advisory to the Committee on Education and Training; (2) annually convene a forum of section members for dialogue with the Committee on Education and Training to enhance oral and maxillofacial surgery education; and (3) elect three fellows to serve on the Committee on Education and Training.

Section 20. Duties Common to All Committees: In addition to the aforementioned duties outlined in this chapter, each committee

A. may submit in writing to the headquarters an itemized proposed budget of anticipated expenditures for the ensuing year. Such budget shall be submitted not less than four (4) months prior to the annual meeting;

B. shall submit to the headquarters an annual written report to the Board of Trustees and House of Delegates. The report shall embody such resolutions as are deemed proper by the committees. This report shall be submitted by June 1 of each year unless otherwise directed by the Board of Trustees, and it shall be reproduced and distributed to members of the House of Delegates, regional and component society presidents, past officers and trustees, related sister organizations and fellows/members who serve on councils and the House of Delegates of the American Dental Association at least 40 days prior to the annual meeting. The report shall be distributed to any fellow or member upon request; and

C. Chair shall be required to attend appropriate hearings of reference committees and all sessions of the House of Delegates.

Section 30. Consultants and Advisors: Consultants and advisors to any committee may be appointed by the President with the approval of the Board of Trustees.

Section 40. Special Committees: Special committees of the Association may be created or abolished by the Board of Trustees.

Conversion of special committees to standing committees is to conform to Chapter IX. Section 10. of the Bylaws and Section II. 4d. of the Policies.

CHAPTER X • INDEMNIFICATION
Each trustee, officer, committee and commission member, employee and other agent of the Association, shall be held harmless and indemnified by the Association against all claims and liabilities and all costs and expenses, including attorney fees, reasonably incurred or imposed upon him in connection with or resulting from any action, suit or proceeding, or the settlement or compromise thereof, to which he may be a party by reason of any action taken or omitted to be taken by him as a trustee, officer, committee or commission member, employee or agent of the Association, in good faith.

This right of indemnification shall inure to such person whether or not he is a trustee, officer, committee or commission member, employee or agent at the time such liabilities, costs or expenses are imposed or incurred and, in the event of his death, shall extend to his legal representative. To the extent available, the Association shall insure against any potential liability hereunder.

CHAPTER XI • BOARD OF DIRECTORS OF THE AMERICAN BOARD OF ORAL AND MAXILLOFACIAL SURGERY

Section 10. Membership: The Board of Directors of the American Board of Oral and Maxillofacial Surgery ("the board") shall consist of eight (8) voting members each of whom shall be elected for a term of up to eight (8) years. The Immediate Past President shall serve for one year as the eighth voting member. At least one new director shall be elected by ballot annually by the House of Delegates of the Association.

Section 20. Qualifications: Candidates for the office of director shall be fellows of the American Association of Oral and Maxillofacial Surgeons and diplomates of the American Board of Oral and Maxillofacial Surgery and shall have demonstrated their qualifications as examiners by not less than three (3) years of service on the Advisory Committee of the Board in the 10 years preceding their nomination.

Section 30. Nomination, Election and Vacancies: The ABOMS shall forward to the AAOMS a sufficient number of nominees annually so that at least three (3) nominees are available for balloting for each open director position. Election shall take place at the first session of the House of Delegates.

Directors shall be elected by electronic or ballot vote by a majority affirmative vote of the members of the House of Delegates present and voting. In the event that no candidate receives a majority affirmative vote on the first vote, the name of the candidate receiving the lowest number of votes shall be dropped from the list of candidates, and the delegates shall vote again. This process shall continue until there are only two (2) candidates or a candidate receives a majority affirmative vote and is elected. A list of not less than three (3) nominees shall be submitted to the House of Delegates by the Board of Trustees of the American Association of Oral and Maxillofacial Surgeons. Additional nominations may be presented from the floor of the House of Delegates at the time of election accompanied by a written nomination signed by five fellows or life fellows in good standing. No nominating speeches shall be permitted.

A. Annual Nomination and Election of New 8-Year Director: One new director shall be elected by ballot annually for a period of eight (8) years by a majority affirmative vote of the members of the AAOMS House of Delegates present and voting as outlined in Section 30 above.

B. Vacancies: Should a vacancy in a director position occur between annual meetings, the vacancy may be filled by an individual selected by the remaining ABOMS directors, at a regular or special meeting, to serve until the vacancy is filled at the next annual meeting of the Association.
In the event that elections are held for more than one director position and after the first director is elected, all of the remaining nominated candidates will then be eligible for balloting for the remaining vacant position(s). This same process would apply to all other vacant positions through the same process as outlined in Chapter XI. Section 30.

Should a vacancy in a director position occur during an annual meeting, the ABOMS Board of Directors shall hold a meeting to nominate a list of not less than three nominees. This list shall be forwarded to the AAOMS Board of Trustees for consideration and approval for transmittal to the House of Delegates for election of one director at the third session.

Following election by the AAOMS House of Delegates, terms of all members of the ABOMS Board of Directors shall be staggered in order of tenure with the newly elected director(s) serving the term(s) as determined by the ABOMS Board of Directors.

Section 40. Reports: The Board of Directors shall submit a report annually to the House of Delegates of the Association.

Section 50. Open Forum: The Board of Directors shall hold an open forum during the annual meeting of the Association.

CHAPTER XII • FINANCES

Section 10. Fiscal Year: The fiscal year shall begin on January 1 of each calendar year and shall end on December 31.

Section 20. Dues and Assessments: Dues of fellows and members shall be $1,250; dues of affiliate members shall be $422; and dues of allied staff members shall be $55 due January 1 for the ensuing year. Exception to this shall be at the discretion of the Board of Trustees in accordance with policy. (Oct. 18)

The amount of annual dues or assessments shall be recommended to the House of Delegates by the Board of Trustees and shall be fixed by the House of Delegates by a two-thirds (2/3) affirmative vote of the delegates present and voting with a 60-day prior notice.

Retired and Honorary Fellows and Members: Retired fellows/members and honorary fellows shall pay no dues or assessments.

Practicing Life Fellows and Members: Life fellows/members in active practice shall pay 50% of dues and assessments.

Fellows and Members in Federal Dental Services: Fellows and members in the federal dental services (U.S. Air Force, U.S. Army, U.S. Navy, Department of Veterans Affairs and U.S. Public Health Service) shall pay dues at a reduced rate in accordance with the following and applicable assessments and subscription fees. A fellow or member holding a full-time position within the Department of Veterans Affairs and Public Health Dental Service shall pay 1/2 of the required annual dues. Additionally, fellows and members holding full-time positions within the Army, Navy and Air Force shall pay 1/4 of the required annual dues. Should a federal service fellow or member relinquish his position within the federal dental services, the graduated dues schedule shall be terminated at the next dues cycle. (Oct. 18)
Bylaws

Fellows and Members in Faculty: Full-time faculty fellows and members shall receive a dues reduction, excluding assessments and subscription fees, as follows: a fellow or member accepting a full-time faculty position (defined as the primary occupation or primary salary source) will pay 1/3 of the required annual dues for his next three years of membership, 2/3 of the required annual dues for years 4 through 6, and full membership annual dues thereafter. A fellow or member is eligible for these dues reductions on a one-time basis. Should a fellow or member relinquish his full-time faculty position during this six-year period, the graduated dues schedule shall be terminated at the next dues cycle. Full-time faculty fellows or members who joined the Association after October 1, 1994 and accepted and maintained a full-time faculty position (defined as the primary occupation or primary salary source) shall be grandfathered with the graduated dues schedule implemented.

Provisional fellows’ and members’ dues and assessments shall be consistent with Section VII. Membership, 4. Fees for Candidates, of the Policies.

Resident members shall pay no annual dues. Resident members may purchase the Journal of Oral and Maxillofacial Surgery at the then current fellow/member subscription rate, if complimentary subscriptions are not available.

Section 30. Fees: Application and other fees, except annual dues and assessments, are determined by the Board of Trustees and are contained in the policies.

Section 40. Delinquency: Fellows, members, provisional fellows and members, affiliate members and candidates shall be classified as not in good standing when dues and assessments or the candidate fees are not paid on or before February 1. Fellows, members, provisional fellows/members and affiliate members who fail to pay dues and assessments, or candidates who fail to pay fees by February 1 shall be dropped from the AAOMS mailing list until the monies are paid. Fellows, members, provisional fellows/members, affiliate members and candidates shall automatically be dropped from the membership rolls for failure to pay dues, assessments or fees prior to the convening of the annual meeting of the first year of delinquency.

Section 50. Subscriptions: The subscription fee for the Journal of Oral and Maxillofacial Surgery shall be paid at the same time dues, assessments and candidate fees are paid, and the statement shall have enumerated the amount of each subscription fee. Subscription to this publication shall be required of all fellows, members, provisional fellows/members, affiliate members and candidates through the Association without exception. Life and retired fellows/members, honorary fellows, inactive fellows/members and residents shall receive the journal only by personal paid subscription.

CHAPTER XIII • ANNUAL MEETINGS AND CONFERENCES

The Board of Trustees shall determine the time and place of annual meetings and conferences. Attendance at annual meetings or conferences shall be limited to fellows, members, provisional fellows/members and affiliate members in good standing; to candidates, whose applications are on file by July 1 to attend annual meetings; to residents in accredited oral and maxillofacial surgery programs; and to guests specifically invited by the President. Oral and maxillofacial surgeons residing or practicing in the United States who are eligible for any category of Association membership, and who are not fellows or members of the Association may attend, subject to the following conditions: (1) that sufficient space is available at the annual meeting or conference site; (2) upon payment of the non-member registration fee; and (3) payment of a fee equal to the amount of full member dues and any assessments and fees charged for the year in which the annual meeting or conference is held. Persons in the health
professions not eligible to become fellows or members may attend subject to the following conditions:

1. that sufficient space is available at the annual meeting or conference site and
2. upon payment of the non-OMS member registration fee. Consultants may be invited to the business sessions at the discretion of the Board of Trustees.

CHAPTER XIV • CODE OF PROFESSIONAL CONDUCT WITH ADVISORY OPINIONS AND GUIDELINES FOR FILING A COMPLAINT OF VIOLATION

Section 10. Code of Professional Conduct: Any appropriate category of membership, except honorary fellowship and special honorary fellowship, of the American Association of Oral and Maxillofacial Surgeons shall be governed in ethical matters by the Code of Professional Conduct and the Pledge of the American Association of Oral and Maxillofacial Surgeons, all of which are considered part of these Bylaws. The Code of Professional Conduct is published separately within the governing rules and regulations.

Section 20. Advisory Opinions: The advisory opinions are interpretations, opinions and statements of the Association’s Commission on Professional Conduct which may be expanded, withdrawn or modified and are subject to review and approval by the Board of Trustees.

Section 30. Discipline: The Commission on Professional Conduct or the Appeals Board may impose the following disciplines:

Counsel
Expulsion
Censure
Probation
Suspension

CHAPTER XV • PLEDGE OF THE ASSOCIATION

Each fellow and member of the Association shall be bound by the following Pledge which shall become effective upon induction to membership:

Recognizing that the American Association of Oral and Maxillofacial Surgeons stands for the highest traditions of our specialty, I hereby pledge myself, as a condition for membership, to practice oral and maxillofacial surgery with honesty and to place the welfare of my patients above all else; to advance constantly in professional knowledge; and to render help willingly to my colleagues.

In solemn affirmation of my dedication and upon my honor, I declare that I will abide by the Code of Professional Conduct of the American Association of Oral and Maxillofacial Surgeons and that I will faithfully support its purposes and ideals and abide by its principles and regulations.

CHAPTER XVI • DEFINITIONS OF THE ASSOCIATION

Dentistry is defined as the evaluation, diagnosis, prevention and/or treatment (nonsurgical, surgical or related procedures) of diseases, disorders and/or conditions of the oral cavity, maxillofacial area and/or the adjacent and associated structures and their impact on the human body; provided by a dentist, within the scope of his/her education, training and experience, in accordance with the ethics of the profession and applicable law. (Adopted by the ADA House of Delegates in 1997.)
**Oral and Maxillofacial Surgery** is the specialty of dentistry which includes the diagnosis, surgical and adjunctive treatment of diseases, injuries and defects involving both the functional and esthetic aspects of the hard and soft tissues of the oral and maxillofacial region. (Adopted by the ADA House of Delegates in 1953 with the last amendment adopted by the ADA House in October 1990.)

**AAOMS Statement on Anatomical Parameters:** The Anatomical Parameters for the specialty of oral and maxillofacial surgery arise from and encompass the ADA Definition of Dentistry and the ADA Definition of Oral and Maxillofacial Surgery. Further, the Anatomical Parameters shall be construed or defined to include any procedure contained in the most contemporary version of the AAOMS Parameters and Pathways: Clinical Practice Guidelines for Oral and Maxillofacial Surgery of Care or any procedure included in the standards of an accredited advanced specialty residency training program in oral and maxillofacial surgery. As defined above, the Anatomical Parameters of the specialty shall include any adjunctive or ancillary procedures included in the education, training, experience, current competence and scope of practice of oral and maxillofacial surgeons, that are necessary to perform, facilitate or support the primary procedures within the scope of practice of the specialty, including, but not limited to, such procedures as the harvesting of bone and tissue grafts from distant sites, as required for facial reconstruction.

**CHAPTER XVII • OFFICIAL JOURNAL AND EDITOR’S DUTIES**

**Section 10. Title:** This Association shall cause to have published an official journal under the title of Journal of Oral and Maxillofacial Surgery herein after referred to as the journal.

**Section 20. Object:** The object of the journal shall be to report, chronicle and evaluate activities of scientific and professional interest to fellows and members of the specialty.

**Section 30. Frequency:** The journal shall be issued at least monthly, 12 times per year.

**Section 40. Editor, Associate Editor and Assistant Editors:** The editor, associate editor and assistant editors are appointed by the Board of Trustees from among candidates whose credentials are acceptable to the Board of Trustees. In the case of the associate editor and assistant editors, the candidates must be acceptable to the current editor as well as to the Board of Trustees. When a vacancy occurs in any of these positions, notice of availability must be published in the Association’s media. The editor shall serve as editor-in-chief and Chair of the editorial board of the journal and shall exercise full editorial control over the publication subject only to policies established by the Board of Trustees and these Bylaws.

**CHAPTER XVIII • PARLIAMENTARY AUTHORITY**


**CHAPTER XIX • INTERPRETATION OF BYLAWS**

The Board of Trustees shall provide interim interpretation of the Bylaws, subject to ratification by the House of Delegates at the next annual or special meeting. In so doing, the board may consult with the Committee on Constitution and Bylaws.
CHAPTER XX • AMENDMENT TO BYLAWS

Section 10. Amendment: These Bylaws may be amended at any session of the House of Delegates at an annual or special meeting in accordance with the required notice, by a two-thirds (2/3) vote of the delegates present and voting.

Section 20. Notice: Unless otherwise provided for in these Bylaws, notice for amendments must be submitted in writing to the House of Delegates: (a) at the previous annual meeting, or (b) not less than 30 days prior to the annual meeting or special meeting, or (c) at a previous session of the same annual meeting or special meeting.

Section 30. Special Notice:

Dues and Assessments: Amendments to the Bylaws, which would change the amount of dues or assessments for fellows, members and affiliate members, must have been submitted in writing to the House of Delegates 60 days prior to the annual meeting or special meeting of the House of Delegates.

Membership Qualifications: Amendments to the Bylaws, which would change the membership qualifications for fellows, members and affiliate members, must have been submitted in writing to the House of Delegates at the previous annual meeting.

Section 40. Waiver of Notice: The required notice for any amendment to these Bylaws may be waived only by a unanimous vote of the delegates present and voting, provided that at least two-thirds (2/3) of the delegates are present and vote.

CHAPTER XXI • SUBSIDIARY GOVERNING DOCUMENTS

Section 10. Code of Professional Conduct: The Code of Professional Conduct with Official Advisory Opinions and Guidelines for Filing a Complaint serves as the official guide for the Association to maintain the highest level of ethical standards in the delivery of oral and maxillofacial surgery care. The Guidelines for Filing a Complaint of Violation govern the conduct of operations of the Commission on Professional Conduct in the adjudication of professional conduct matters.

The Code and Guidelines for Filing a Complaint of Violation are adopted, amended and repealed by the House of Delegates in the same manner as the Bylaws are adopted, amended and repealed; i.e., a two-thirds (2/3) vote with previous notice. The Advisory Opinions are subject to review and approval by the Board of Trustees. The Code, Advisory Opinions and Guidelines for Filing a Complaint of Violation shall be published as a separate document and distributed with the governing rules and regulations of the Association.

Section 20. Policies: The administrative standing rules of procedure of the Association shall be known as Policies. Policies are recommended by the Board of Trustees and/or the House of Delegates and are adopted, amended, suspended and repealed by the House of Delegates by a majority vote without notice. Policies shall be published as a separate document and distributed with the governing rules and regulations of the Association.

Section 30. Manual of the House of Delegates: The Manual of the House of Delegates contains parliamentary and ordinary standing rules of procedure which govern the House of Delegates, the general procedures for the reference committees and the standing committees of the House of Delegates, the guidelines for trustee district caucuses, and general information regarding the operation
Bylaws

of the House of Delegates. The parliamentary and ordinary standing rules of procedure of the House of Delegates are adopted, amended and repealed by the House of Delegates by a majority vote without notice. Parliamentary standing rules of procedure may be suspended by a two-thirds (2/3) vote; ordinary standing rules of procedure may be suspended by a majority vote. The Manual of the House of Delegates shall be published as a separate document and distributed with the governing rules and regulations of the Association.

CHAPTER XXII • ADOPTION

These Bylaws as herewith stated shall have effect immediately upon adoption and all conflicting laws, chapters, sections and parts of sections of these Bylaws shall stand repealed.
ARTICLES OF INCORPORATION

1. **Name:** The name of this corporation shall be the American Association of Oral and Maxillofacial Surgeons.

2. **Duration:** The duration of the corporation shall be perpetual.

3. **Mission:** The mission of the American Association of Oral and Maxillofacial Surgeons is to provide a means of self-government relating to professional standards, ethical behavior and responsibilities of its fellows and members; to contribute to the public welfare; to advance the specialty; and to support its fellows and members through education, research and advocacy.

4. **Headquarters:** The principal headquarters of the corporation shall be in Rosemont, Illinois.

5. **Bylaws:** The Bylaws of the corporation shall be divided into two categories designated, respectively, as the Constitution and the Bylaws, and each category shall be amendable from time to time in the manner and by the method therein set forth. In the case of any conflict between the Constitution and the Bylaws, the provisions of the Constitution shall control.

6. **Membership:** The qualifications, method of selection, designation or selection, the privileges and obligations and the voting rights, if any, of the various classes of membership which are established by the Constitution and Bylaws of the corporation from time to time and shall be set forth in and governed by the Constitution and Bylaws.

7. **Exercise of Corporate Powers:** Except as otherwise provided by law, the affairs of the corporation shall be governed and the corporate powers of the corporation shall be exercised by a Board of Trustees, a House of Delegates, officers, committees, fellows and members, agents and employees as set forth in the Constitution and Bylaws, and the titles, duties, powers and method of electing, designating or selecting all of the foregoing shall be as provided therein.

8. **Voting Rights with Respect to Articles of Incorporation:** Only those fellows of the corporation who have voting rights to amend the Constitution of the corporation shall have such voting rights to amend the Articles of Incorporation.

* Where "fellow" and the masculine pronoun appear in this document, they shall be understood to include both females and males.
I. Introduction

As do all health care professions, the oral and maxillofacial surgery specialty holds a special position of trust within society. In recognition of their extensive scientific and clinical training, and healing mission, society grants oral and maxillofacial surgeons certain privileges, which are not available to the public at large. These include the right to diagnose and treat illness, perform surgery, and prescribe and administer prescription drugs within the scope of their licensure, training, education and expertise. In return, the specialty makes a commitment to society that its members will adhere to high ethical standards of conduct.

The AAOMS Code of Professional Conduct (the Code) is a compilation of those ethical obligations that have been identified and recognized by the specialty through the American Association of Oral and Maxillofacial Surgeons (AAOMS), the largest oral and maxillofacial surgery specialty society in the United States.

The Code is a product of the AAOMS House of Delegates, which consists of elected representatives of the AAOMS membership and is the official policy-making body of the AAOMS. All elements of the Code result from resolutions adopted by the AAOMS House of Delegates.

The Code is, in effect, a written expression of the obligations arising from the implied contract between the specialty and society. However, since the Code is the result of an ongoing dialogue between the oral and maxillofacial surgery specialty and the public, it is an evolving document. By its nature, the Code cannot be a complete articulation of all ethical obligations. In resolving ethical problems not explicitly covered by the Code, oral and maxillofacial surgeons should consider the ethical principles that the Code reflects, the patient’s needs and interests, and any applicable law.

AAOMS fellows and members agree to abide by the Code as a condition of membership in the Association. They recognize that continued public trust in the oral and maxillofacial surgery specialty is based on the commitment of individual surgeons to high ethical standards of conduct.

To assist AAOMS fellows and members in participating in the Code decision process, this publication also includes official Guidelines for Filing a Complaint. The guidelines are designed to provide complainants with a reasonable opportunity to seek a resolution of complaints while protecting the confidentiality and rights of fellows and members accused of violating the Code.

II. Guidelines for Filing a Complaint of a Violation of the AAOMS Code of Professional Conduct

To help ensure that AAOMS fellows and members honor the Code, the AAOMS maintains a process by which violations of the Code by AAOMS fellows and members and AAOMS component societies may be alleged and decided. The AAOMS Commission on Professional Conduct (the commission) carries out this decision process. To ensure that complaints receive proper consideration, the commission recommends that the following guidelines be followed when filing a complaint.

Who may file a complaint: Any AAOMS fellow, member, candidate, state or regional oral and maxillofacial surgery society or state dental or medical board or American Board of Oral and Maxillofacial Surgery (ABOMS) may file a complaint of unprofessional conduct or a violation of the Code; however, a current member of the commission who has a direct personal or financial interest in the matter of complaint should recuse himself or herself from any participation in the matter. The commission may act on its own motion,
by majority vote, should a matter within its jurisdiction come to its attention from any other source. This includes actions taken by the ABOMS, dental and medical board and criminal and civil court judgments.

**Who a complaint may be filed against:** A complaint may be filed against any oral and maxillofacial surgeon who holds any category of membership or prospective membership in the AAOMS. A complaint may also be filed against any state or regional oral and maxillofacial surgery society that is a component of the AAOMS. Complainants seeking action against non-members or other organizations will be referred to the state dental board or other appropriate body.

**What a complaint may allege:** Complaints must allege a violation of one or more provisions of the AAOMS Code or other professional or ethical misconduct related to the practice of oral and maxillofacial surgery by an oral and maxillofacial surgeon.

**How to file a complaint:** To ensure that the commission receives and is able to verify and evaluate complaints, and to ensure that confidentiality is maintained, all complaints must be:

- In writing. Complaints received by telephone alone will not be considered.
- Signed by the complainant and include an address where the commission may contact the complainant. Anonymous complaints will not be considered.
- Documented. At minimum, a statement or affidavit from the complainant detailing the facts and circumstances of the alleged misconduct is required. Any supporting documentation, such as patient records, bills, copies of correspondence, statements of witnesses or other relevant evidence, should be included.
- Submitted directly to the Chair of the Commission on Professional Conduct at the following address:

  Chair, Commission on Professional Conduct  
  c/o American Association of Oral and Maxillofacial Surgeons  
  9700 W. Bryn Mawr Ave.  
  Rosemont, IL 60018-5701

- Clearly marked as “Confidential” on the complaint letter and the envelope in which it is sent.

**Who has access to complaints:** Those filing complaints should understand that their identity, as well as the nature of the allegation, would be disclosed to the respondent. Other than such disclosure, all complaints and proceedings are kept confidential by the commission, the AAOMS Appeals Board and their respective agents until a final finding of fact and action are determined, and all appeals are complete.

**What happens when a complaint is filed:** The commission reviews all complaints within 90 working days of receipt, or at the commission’s next scheduled meeting. Based on the evidence presented in the complaint and the respondent’s answer to the complaint, the commission may take one or more of the following actions:

- Defer the complaint. The most common reason complaints are deferred is to await the outcome of litigation in a court or action by another governmental or relevant entity over the alleged violations.
- Dismiss the complaint. If the commission finds a complaint groundless or unsupported by documentation, it may dismiss the complaint.
- Request additional information from the complainant.
- Appoint a committee to investigate the complaint.
Hold a hearing. The commission may, at its discretion, based on the nature and severity of the complaint, determine to hold a hearing and require both the complainant and respondent to attend such hearing, at their own expense.

If, after investigating the complaint, the commission determines that a violation may have occurred, the respondent may request a hearing before the commission. The respondent may present additional evidence and interview witnesses at the hearing.

After the hearing the commission decides whether a violation has been shown.

If the respondent is found to have violated the Code, the commission determines a sanction. Sanctions may include:

- Letter of Counsel.
- Probation.
- Censure.
- Suspension of AAOMS membership.
- Expulsion from the AAOMS.

Letters of counsel and probation are actions aimed at bringing the respondent’s behavior into compliance with accepted ethical norms. As such, these actions are kept confidential unless they occur along with a publishable sanction.

Censure, suspension and expulsion are more punitive actions. As such, they are reported in AAOMS publications. Disciplinary actions may also be reported to regulatory bodies, such as state dental and medical boards, state oral and maxillofacial surgery societies and to the American Board of Oral and Maxillofacial Surgery. The commission will report actions, as required by law, to the National Practitioners Databank.

It should be noted, however, that decisions by the commission are binding only over oral and maxillofacial surgeons’ relationships with and privileges within the AAOMS. Commission findings have no official standing outside the AAOMS, though they may be recognized or considered by other organizations at the discretion of those organizations.

The commission retains the sole discretion to impose the discipline it sees fit, in full consideration of the facts, circumstances and any mitigating or extenuating factors it finds during the course of its investigation and adjudication processes.

Respondents found to have violated the AAOMS Code may also appeal the finding to the Appeals Board of the AAOMS Board of Trustees. The Appeals Board’s decision is final.

III. Guidelines for seeking an interpretation of the Code

To assist oral and maxillofacial surgeons in avoiding and resolving ethical conflicts, the AAOMS Commission on Professional Conduct offers interpretations of the Code to AAOMS fellows and members. Interpretations are most frequently sought in the areas of advertising and marketing, and business arrangements, though the commission will examine any area of oral and maxillofacial surgery practice covered by the Code of Professional Conduct.

The commission encourages any oral and maxillofacial surgeon who has a question about whether a given practice or arrangement may violate the Code to seek an interpretation. To obtain an interpretation, address inquiries to:

Chair, Commission on Professional Conduct
c/o American Association of Oral and Maxillofacial Surgeons
Requests should include enough information about the matter in question to allow the commission to
reach an informed decision. Detailed information on the proposed or existing action, arrangement or
practice, and any documentation, such as advertising copy, should be forwarded for the commission to
review.

The commission will review the submitted materials within 90 working days, or at its next scheduled
meeting and at that time will determine whether it wishes to issue an interpretation or official Advisory
Opinion on the issue. At its own discretion, the commission may publish interpretations as Advisory
Opinions in the Code.

Interpretations are meant to provide guidance to fellows and members in resolving uncertain ethical
questions. However, obtaining an interpretation does not guarantee that the matter in question may not
become the subject of a complaint or disciplinary proceeding. As with all complaints, the commission will
consider complaints about matters on which it has issued an interpretation based on the facts and
circumstances presented in the complaint process. The fact that an interpretation was obtained may be
viewed as a mitigating factor in such proceedings.

IV. The AAOMS Commission on Professional Conduct

Under the Constitution and Bylaws of the AAOMS, the AAOMS Commission on Professional Conduct
maintains and administers the AAOMS Code of Professional Conduct (the Code). It is the commission’s
responsibility to uphold the high ethical and moral standards that have been the hallmark of the specialty
of oral and maxillofacial surgery and have distinguished the practice of the healing arts from ordinary
commerce.

The commission’s authority: The commission is appointed by the AAOMS Board of Trustees and
functions as an independent body within the Association. The commission has the sole authority to interpret
the AAOMS Code. The commission is authorized to investigate and adjudicate complaints of ethical
violations by AAOMS fellows and members, and impose sanctions on those found to have violated the
AAOMS Code.

Commission functions and powers: The commission’s main duties and functions are as follows:

• Administering the Code. The commission is responsible for disseminating the Code to AAOMS fellows
  and members, and for providing a mechanism for filing complaints, comments, and requests for
  interpretations of the Code.

• Making decisions under the Code. The commission acts as a tribunal in determining the facts of
  complaints made against oral and maxillofacial surgeons, and whether those facts constitute a violation
  of the Code. The commission may levy sanctions against violators.

• Issuing Advisory Opinions and interpretations. Advisory Opinions are interpretations, opinions and
  statements accompanying the Code text. They are generally issued in response to specific issues or
cases raised before commission, and act as a standard for interpreting the code in disciplinary
proceedings. The commission continually reviews the opinions and may modify, expand or withdraw
any element at any time to meet changing conditions and considerations in the practice of oral and
maxillofacial surgery. Interpretations are opinions on the applicability of the Code in a specific
circumstance, usually at the request of an oral and maxillofacial surgeon. At the commission’s
discretion, privately requested interpretations may be published as Advisory Opinions.
• Recommending changes to the Code. The commission is responsible for continually reviewing the Code and recommending changes to reflect changing circumstances. These recommendations must be adopted by the AAOMS House of Delegates to become part of the Code.

• Educating the membership about the high ethical and moral standards that have been the hallmark of the specialty of oral and maxillofacial surgery and have distinguished the practice of the healing arts from ordinary commerce.

Jurisdiction: The Code governs the commission in its consideration of complaints, and contains the ethical standards of the Association. The Code describes many of the matters over which the commission has jurisdiction and the sanctions the commission may levy. However, because the Code is an evolving document, the commission’s jurisdiction is not limited solely to those matters explicitly referenced in the Code. The commission may examine and recommend sanctions relating to any action by an oral and maxillofacial surgeon that the commission determines to be an actual or potential violation of the ethical and moral duty oral and maxillofacial surgeons owe their patients, peers and society.

It should be noted, however, that the commission’s jurisdiction is limited to AAOMS fellows and members and their relationships with and privileges within the AAOMS. Findings of ethical violations may be reported to other organizations or agencies, in accordance with the Code. They may be recognized and considered by outside entities only at the discretion of those entities.

Occasionally, the commission is asked to determine matters outside its jurisdiction. For example, matters that relate primarily to quality and standards of treatment, including fees, are, generally speaking, the purview of peer review committees and are to be resolved through the state or regional peer review mechanism. The commission may refer such matters to other appropriate authorities.

In the event the commission determines that an allegation should be referred to another agency, the complainant will be advised that their complaint falls outside the jurisdiction of the Code and the commission will then refer the complainant to a more appropriate authority.

The commission seeks to administer and enforce the Code in an objective and unbiased manner, and makes every attempt to treat respondents and complaints with the respect and fairness due fellow oral and maxillofacial surgeons. In keeping with these goals, commission members are expected to disclose any conflict or potential conflict or recuse themselves in matters where a conflict of interest or even the appearance of impropriety exists.

Confidentiality: Commission members shall keep confidential all information relating to their work on the commission. Breach of confidentiality by any member of the commission shall be grounds for removal from the commission.

V. AAOMS Code of Professional Conduct and Official Advisory Opinions

A. General principles of the AAOMS Code of Professional Conduct

A.1 The Code of Professional Conduct (the Code) is an expression of the House of Delegates of the American Association of Oral and Maxillofacial Surgeons (AAOMS). The Advisory Opinions are a basic compilation of interpretations, opinions and statements of the AAOMS Commission on Professional Conduct. The Code and the Advisory Opinions may be expanded, withdrawn or modified by the originating body at any time to meet changing conditions and considerations in the practice of oral and maxillofacial surgery practice.

The Code of Professional Conduct of the AAOMS is the ethical standard for fellows and members of the Association as they seek to achieve the highest level of ethical conduct in the relations with their patients, their peers and the public.
In all dealings with the public and profession, oral and maxillofacial surgeons should uphold the honor of their profession by acting in accordance with the letter and the spirit of the Code, as well as all applicable law and regulation. Oral and maxillofacial surgeons practicing under other professional designations and licenses must follow the ethical standards of the professions that apply.

In all cases, oral and maxillofacial surgeons should safeguard their patients, their profession and the public by ensuring that care is rendered only by persons who are professionally competent and of good moral character. Fellows and members of the Association have a moral and professional obligation to maintain a viable relationship with all appropriate segments of the health care community.

Advisory opinions

A.1.00 Observance: These ethical standards of professional conduct are the expressions of the AAOMS of its basic ethical principles. As a condition of membership, all fellows and members of the AAOMS are required to abide by the tenets of the Code.

A.1.01 Respect for Law and Individual Rights: The oral and maxillofacial surgeon should respect the rule of law and the rights of the individual.

A.1.02 Rights of the Public: While it is important that the rights of professional colleagues be protected, it is equally important to protect the rights of the public. In litigation, for example, fellows or members should feel free to act as expert witnesses when they believe their opinion would aid in the administration of justice.

A.2 Pledge of the Association: Each fellow and member of the Association shall be bound by the following Pledge, which shall become effective upon induction to membership:

Recognizing that the American Association of Oral and Maxillofacial Surgeons stands for the highest traditions of our specialty, I hereby pledge myself, as a condition for membership, to practice oral and maxillofacial surgery with honesty and to place the welfare of my patients above all else; to advance constantly in professional knowledge; and to render help willingly to my colleagues.

In solemn affirmation of my dedication and upon my honor, I declare that I will abide by the Code of Professional Conduct of the American Association of Oral and Maxillofacial Surgeons and that I will faithfully support its purposes and ideals and abide by its principles and regulations.

Reproduction of the Pledge for the purpose of public display is prohibited except for copies produced by the American Association of Oral and Maxillofacial Surgeons or its official designees.

A.3 All complaints, proceedings, communications, and records concerning alleged violations of the Code shall be kept confidential by members of the Commission on Professional Conduct, members of ad hoc investigative committees appointed by the commission, members of the AAOMS Board of Trustees reviewing appeals of findings of violations, AAOMS staff, and others affiliated with the AAOMS, except when sanctions are publishable under the Code or when disclosure of such information may be required by law.

B. Patient autonomy, self-determination and confidentiality

B.1 The oral and maxillofacial surgeon has a duty to respect the patient’s rights to self-determination and confidentiality.
B.2 The oral and maxillofacial surgeon should inform the patient of any proposed treatment and any reasonable alternatives, so that the patient is involved in his/her treatment decisions.

Advisory opinion

B.2.00 Oral and Maxillofacial Surgeon Responsibility and Patient Consent: The responsibility of the oral and maxillofacial surgeon includes preoperative diagnosis and care, the selection and performance of the operation and postoperative surgical care. It is unethical to mislead a patient as to the identity of the doctor who performs the operation. Because modern oral and maxillofacial surgery is often a team effort, oral and maxillofacial surgeons may delegate part of the care of their patients to associated oral and maxillofacial surgeons, residents, or assistants under their direction. However, oral and maxillofacial surgeons must not delegate or evade their responsibility for supervising assistants, and ensuring their patients are cared for according to accepted practice standards. It is not improper for the responsible oral and maxillofacial surgeon to permit an assistant to perform all or part of a given operation, provided the oral and maxillofacial surgeon is present and an active participant throughout the essential part of the operation. If a resident is to operate upon and take care of the patient, under the general supervision of the attending oral and maxillofacial surgeon who will not participate actively, the patient should be so informed and provide consent.

B.3 Oral and maxillofacial surgeons should protect the confidentiality of patient records. Maintenance of patient records should provide for reasonable safeguards to protect the privacy and welfare of patients. At the request of a patient, another dentist or physician, the oral and maxillofacial surgeon should provide any information beneficial to the treatment of the patient.

Advisory opinion

B.3.00 Furnishing Copies of Records: An oral and maxillofacial surgeon has the ethical (and often legal) obligation to provide patient records (or copies or summaries of them), including x-rays and other imaging techniques (or copies of them) to either the patient or the patient’s designated caregiver, at the request of the patient or the patient’s subsequent caregiver. Oral and maxillofacial surgeons should provide such documents either at no charge or for a nominal fee that covers the cost of reproduction and time in presenting the records. Transfer of protected records should be done in accordance with the law and confidentiality regulations in place at that time.

C. Ensuring proper professional education, training and competence

C.1 Limitation of Practice: To ensure quality of professional care, members and fellows shall first announce a limitation of their practice to oral and maxillofacial surgery and then may announce any other ADA- or ABMS- recognized specialty for which they are educationally qualified, or the AAOMS Board of Trustees may approve a subspecialty listing within the scope of oral and maxillofacial surgery for those who can demonstrate added qualification and/or training in that area.

Advisory opinions

C.1.00 Scope of practice: While an oral and maxillofacial surgeon has the right to practice to the full extent of their license, competence and abilities governed by all applicable laws and regulations, they also maintain the obligation to act in accordance with the letter and spirit of the AAOMS Code of Professional Conduct in their scope of practice which is perpetually defined by the current edition of the AAOMS Parameters of Care (ParCare). Therefore, while practicing as an oral and maxillofacial surgeon, surgery outside the oral and maxillofacial region shall be considered outside the scope of the profession unless such procedures are to harvest tissue for utilization in the oral and maxillofacial region.
C.1.01 An oral and maxillofacial surgeon must personally provide preoperative evaluation and diagnosis and postoperative care according to accepted treatment parameters.

C.1.02 Auxiliary Personnel: Oral and maxillofacial surgeons have an obligation to protect the health of their patients by not delegating to a person less qualified any service or operation which requires the professional competence of an oral and maxillofacial surgeon. An oral and maxillofacial surgeon has the further obligation of prescribing and supervising the work of all auxiliary personnel in the interest of rendering the best service to the patient.

C.2 Continuing Education: Oral and maxillofacial surgeons should continually improve themselves and their abilities through continuing education.

C.3 Professional Judgment and Quality of Care: Oral and maxillofacial surgeons should treat their patients as they would wish to be treated in like circumstances. They should not disclose professional confidences unless compelled to do so by law. Their independent judgment should not be compromised.

Advisory Opinions

C.3.00 An oral and maxillofacial surgeon must not practice oral and maxillofacial surgery on a scheduled basis in locations other than suitably equipped and staffed facilities, such as oral and maxillofacial surgery offices (as defined in C.3.01 and C.3.02), accredited hospitals, surgery centers, academic institutions, state or federal institutions, or in the military service. This provision should not prevent or discourage oral and maxillofacial surgeons from providing unscheduled urgent or emergency care as needed in any type of setting.

C.3.01 An oral and maxillofacial surgery office is defined as a non-mobile facility that has passed the state general anesthesia or conscious sedation evaluation where required by state law, is represented by trained staff persons, displays the attending oral and maxillofacial surgeon’s name, and provides 24-hour coverage by an oral and maxillofacial surgeon who is within a reasonable distance and/or response time of the facility for the administration of emergency care.

C.3.02 Facilities meeting these criteria may be a part of an associated medical or dental clinic. Each oral and maxillofacial surgery facility must meet the appropriate statutes as set forth in the state Dental Practice Acts and comply with current AAOMS office anesthesia regulations, including the maintenance of drugs and equipment on the premises, and be subject to on-site evaluation where required.

C.4 Consultation: Consultation should be sought whenever the quality of care may be enhanced by consultation.

Advisory opinions

C.4.00 Advice and Counsel to Colleagues: Oral and maxillofacial surgeons, by virtue of their training and professional expertise, have the obligation to advise and assist their professional colleagues when their advice and counsel is sought. Their aim should be the ultimate in good patient care.

C.4.01 Confidentiality: Oral and maxillofacial surgeons serving as consultants should hold the details of their consultations in confidence between themselves and the attending practitioners.
C.5 **Itinerant Surgery:** Defined as elective oral and maxillofacial surgery performed in non-accredited surgical facilities other than the facility or facilities owned and/or leased by the oral and maxillofacial surgical practice employing the oral and maxillofacial surgeon.

a. Fellows and members are strongly discouraged from participating in itinerant surgery.

b. It is unethical if the patient is unfamiliar with the surgeon who performs their surgery. Therefore, if an oral and maxillofacial surgeon performs itinerant surgery, the patient must be provided, in writing, the full name of the surgeon, their state license number, their primary address or main office address, their office telephone number, and their after-hours number prior to their surgical appointment.

c. It is unethical for the surgeon to delegate their primary patient responsibility. Therefore, if an oral and maxillofacial surgeon performs itinerant surgery, they shall comply with the current published AAOMS Parameters of Care for patient assessment and the Office Anesthesia Evaluation Manual for outpatient anesthesia.

1) The surgeon shall perform a patient assessment including a medical history and a physical examination prior to performing surgery.

2) The surgeon shall document the patient's physical status in their record using the American Society of Anesthesiology physical status classification prior to surgery, and

3) The surgeon shall document a diagnosis justifying surgical care.

d. It is unethical for the surgeon to perform surgery in an unsafe or unsuitably equipped facility. The AAOMS Office Anesthesia Evaluation program establishes the required vital sign monitors for the safe delivery of office based anesthesia. Therefore, if an oral and maxillofacial surgeon performs itinerant surgery, they shall comply with the current published AAOMS Office Evaluation Manual for facility and anesthesia team requirements for each office utilized for itinerant surgery. To further comply with required vital sign monitoring; each office where the surgeon operates should have its own vital sign monitoring equipment which undergoes regularly scheduled maintenance to ensure the equipment is properly calibrated and in working order. Required monitoring includes ECG, Blood Pressure, Pulse Oximetry, and End Tidal CO2. In addition, the Oral & Maxillofacial Surgeon is required to comply with State laws pertaining to permitting and licensing of any office facility utilizing and providing intravenous sedation and/or general anesthesia. All facilities utilized for such patient care must therefore, comply with State and Federal permitting and licensing requirements. As a minimum requirement, each surgeon shall provide their state component an affidavit confirming their compliance with the above standards of care including a list of each facility in which they perform itinerant surgery. Furthermore, an oral and maxillofacial surgeon must comply with the Drug Enforcement Agency (DEA) requirement to have and maintain a current and separate DEA registration for each office where the surgeon performs itinerant surgery. Appropriate storage of medications in a secured location must comply with requirements outlined in the DEA Practitioner’s Manual. The manual is available at [www.deadiversion.usdoj.gov/pubs/manuals](http://www.deadiversion.usdoj.gov/pubs/manuals).

e. It is unethical for the surgeon to perform surgery in an unsafe or unsuitably staffed facility. Therefore, if an oral and maxillofacial surgeon performs itinerant surgery, they shall comply with the state laws, rules and regulations for dental office based anesthesia/sedation procedures regarding staffing requirements. As a minimum requirement, each surgeon shall personally utilize a minimum of two operating room assistants properly trained to assist during itinerant procedures, anesthesia and patient recovery and be trained in emergency management.
f. It is unethical for a surgeon to delegate post-operative care to a person who is not similarly qualified to recognize, treat, and manage all surgical complications. This includes the ability and privilege to admit patients to an extended care hospital for surgical care and/or other management. Therefore, if an oral and maxillofacial surgeon performs itinerant surgery, they shall be responsible for the outcome of the post-surgical care and shall maintain communication to ensure the patient receives proper continuity of care.

g. The provisions of this Code do not apply to the occasional performance by a fellow or member from performing surgery at a facility for the purposes of teaching or charity patient benefit.

D. Avoiding personal impairment

D.1 Personal Impairment: It is unethical for an oral and maxillofacial surgeon to practice while abusing controlled substances, alcohol or other chemical agents which impair the ability to practice.

D.2 All oral and maxillofacial surgeons have an ethical obligation to urge chemically impaired colleagues to seek treatment. Oral and maxillofacial surgeons with first-hand knowledge that a colleague is practicing when so impaired have an ethical responsibility to report such evidence to the well being or equivalent committee of the state oral and maxillofacial surgery or dental society, or to the state dental board.

D.3 Post-exposure, Blood-borne Pathogens: All oral and maxillofacial surgeons, regardless of their blood-borne pathogen status, have an ethical obligation to immediately inform any patient who may have been exposed to blood or other potentially infectious material in the oral and maxillofacial surgery office of the need for post-exposure evaluation and follow-up and to immediately refer the patient to a qualified health care practitioner who can provide post-exposure services. The oral and maxillofacial surgeon's ethical obligation in the event of an exposure incident extends to providing information concerning the oral and maxillofacial surgeon's own blood-borne pathogen status to the evaluating health care practitioner, if the oral and maxillofacial surgeon is the source individual, and to submitting to testing that will assist in the evaluation of the patient. If a staff member or third person is the source individual, the oral and maxillofacial surgeon should encourage that person to cooperate as needed for the patient's evaluation.

Advisory opinion

D.3.00 Ability to Practice: An oral and maxillofacial surgeon who contracts any disease or becomes impaired in any way that might endanger patients or oral and maxillofacial surgery staff shall, with consultation from a qualified physician or other authority, limit the activities of practice to those areas that do not endanger patients or staff. An oral and maxillofacial surgeon who has been advised to limit practice activities should monitor the aforementioned disease or impairment and make additional limitations to practice as indicated.

E. Promote the welfare of patients and the community

E.1 Professional Obligations: Oral and maxillofacial surgeons should safeguard their patients, their profession and the public by ensuring that care is rendered only by persons who are professionally competent and of good moral character. Fellows and members of the Association have a moral and professional obligation to maintain a viable relationship with all appropriate segments of the health care community.
E.2 Research and Development: Oral and maxillofacial surgeons have the obligation to making the results and benefits of their investigative efforts available to all when they are useful in safeguarding or promoting the health of the public.

E.3 Patents and Copyrights: Patents and copyrights may be secured by oral and maxillofacial surgeons provided that such patents and copyrights shall not be used to restrict research or practice.

E.4 Abuse and Neglect: Oral and maxillofacial surgeons shall be obligated to become familiar with the signs of abuse and neglect and to report suspected cases to the proper authorities, consistent with state laws.

E.5 Participate in the Governance of the Profession: Every profession owes society the responsibility to regulate itself. Such regulation is achieved largely through the influence of professional societies. All oral and maxillofacial surgeons, therefore, have a dual obligation of making themselves a part of a professional society and of observing its rules of ethics.

E.6 Community Relations: Oral and maxillofacial surgeons should take an active role in community affairs, and conduct themselves with dignity and honor in their relations with the public.

F. Fairness and nondiscrimination in dealing with patients

F.1 Quality of Care: An oral and maxillofacial surgeon should not provide unnecessary or substandard treatment to a patient.

Advisory opinion

F.1.00 Emergency Service: The oral and maxillofacial surgeon should make a reasonable response to a request for service in an emergency.

F.2 Patient Abandonment: Once an oral and maxillofacial surgeon has undertaken a course of treatment the oral and maxillofacial surgeon should not discontinue that treatment without giving the patient adequate notice and the opportunity to obtain the services of another oral and maxillofacial surgeon. Care should be taken to ensure that a patient's oral health is not jeopardized in the process.

Advisory opinion

F.2.00 Termination of Services (Patient Abandonment): Oral and maxillofacial surgeons are free to select whom they will treat. At the outset of the surgeon-patient relationship, the boundaries of the service that the surgeon intends to perform should be set forth clearly. The surgeon is responsible for performing with due care the surgery, postoperative care, treatment for any complications, discharge of the patient that is not premature and delivery of complete and adequate instructions to the patient upon discharge. Once services are commenced, the surgeon may discontinue such service only upon completion of care. The surgeon is not entitled to withdraw from the case as long as the patient still requires his or her services, unless adequate notice is provided the patient to seek the services of another practitioner or upon discharge by the patient. Adequate notice is understood to be long enough to permit the patient, with reasonable diligence, to obtain the services of another to provide the necessary care. Failure of the patient to pay for services generally does not justify withholding further needed services, nor does lack of cooperation on the part of the patient justify such termination except in extreme cases. In situations of practitioner illness, withdrawal from the case is not justified without adequate notice to the patient.

F.3 Non-Discrimination: While oral and maxillofacial surgeons may exercise reasonable discretion in selecting patients for their practices, oral and maxillofacial surgeons may not refuse to accept
patients into their practices or deny service to the patient because of their race, creed, color, sex or religion. Refusal to treat a patient solely because that patient has or may have an infectious disease is unethical.

Advisory opinion

F.3.00 An oral and maxillofacial surgeon has the general obligation to provide care to those in need. A decision not to provide treatment to an individual because the individual has AIDS or is HIV seropositive, based solely on that fact, is unethical. Decisions with regard to the type of treatment provided or referrals made or suggested, in such instances should be made on the same basis as they are made with other patients, that is, whether the individual oral and maxillofacial surgeon believes he or she has need of another's skills, knowledge, equipment or experience and whether the oral and maxillofacial surgeon believes, after consultation with the patient's physician, if appropriate, the patient's health status would be significantly compromised by the provision of dental treatment.

G. Fairness in dealing with colleagues

G.1 The oral and maxillofacial surgeon should respect the rule of law and the rights of their colleagues.

Advisory opinions

G.1.00 Right to Practice: An oral and maxillofacial surgeon will not interfere with another's right to practice to the full extent of his or her license, competence and abilities.

G.1.01 Emergency Consultation: An oral and maxillofacial surgeon consulted in an emergency by the patient of another practitioner should treat the emergency condition and refer the patient to his or her doctor. The oral and maxillofacial surgeon should inform the other doctor of the condition found and the treatment provided.

G.1.02 Second Opinions: Patients have the ultimate right to choose the practitioners who provide their health care advice and services. In this context, a second opinion is an additional perspective on a confirmed or suspected condition or problem. It is obtained through consultation with an oral and maxillofacial surgeon who ideally is practicing independently of the previous practitioner. An oral and maxillofacial surgeon should not discourage a patient from seeking a second opinion. When consulted for a second opinion, an oral and maxillofacial surgeon should provide his or her opinion in a timely manner.

When a patient seeks a second opinion on his or her own for a condition or problem not yet treated, the oral and maxillofacial surgeon is not required to report the encounter to the previous practitioner. However, before initiating treatment, the oral and maxillofacial surgeon should inform any health care practitioner who previously rendered an opinion on the same condition or problem, provided the patient does not object to doing so.

When a patient seeks a second opinion on his or her own regarding ongoing treatment and the additional examiner is aware that he or she is rendering a second opinion, that oral and maxillofacial surgeon should provide the findings to the initial practitioner, provided the patient does not object to doing so.

When a patient seeks a second or additional opinion to fulfill a requirement or request of an outside agency or payer, and the additional examiner is aware that he or she is rendering a second opinion, that oral and maxillofacial surgeon, with the patient's consent, should inform the agency or payer and the initial practitioner of the findings and any recommendations for treatment.
G.1.03 **Peer Review:** Peer review is a means of maintaining quality of care and achieving resolution of differences between patients and health care practitioners. Oral and maxillofacial surgeons should cooperate and support the principle of peer review when one’s professional peers conduct such a review.

G.1.04 **Cooperation with Duly Constituted Bodies of the AAOMS and AAOMS Component Societies:** An oral and maxillofacial surgeon must comply in a timely manner with requests for information from duly constituted bodies of the AAOMS or AAOMS component societies. Failure to respond to such requests will be considered a violation of the Code and may be subject to disciplinary sanction.

G.1.05 **Service on Investigating Committees:** Oral and maxillofacial surgeons shall serve on investigating committees and the Commission on Professional Conduct when appointed, unless special circumstances prevent their serving.

G.1.06 **Violations:** An oral and maxillofacial surgeon should refer evidence of any violation of the Code of Professional Conduct by an oral and maxillofacial surgeon or AAOMS component society to the Chair of the Commission on Professional Conduct. However, if, during the commission’s review and/or investigation of the allegations of violation of the Code of Professional Conduct and Advisory Opinions, it becomes evident that the complainant has been malicious or fraudulent, the complainant will be subject to appropriate disciplinary action within the Governing Rules and Regulations. If such fraudulent or malicious allegations have been presented by an oral and maxillofacial surgeon as part of a commentary on the suitability of a candidate for membership, the Committee on Membership and the Commission on Professional Conduct may initiate appropriate action against the oral and maxillofacial surgeon within the Governing Rules and Regulations.

G.1.08 **Expert Witness Testimony:** In professional liability cases, unless the cause of harm is self-evident, an expert witness is called upon to render an opinion that the harm alleged by the plaintiff was caused by an act or omission of the treating practitioner that did or did not fall below the legally recognized standard of care, and that there was a causal connection between the harm sustained and the practitioner's alleged negligence.

Oral and maxillofacial surgeons are encouraged to serve as expert witnesses in legal proceedings to assist in finding the truth in the matter under consideration. In so doing, the oral and maxillofacial surgeon expert witness must not act as an advocate or partisan and should not present his or her own views as the only correct ones if they differ from what might be done by other oral and maxillofacial surgeons. Expert testimony should reflect not only the opinions of the individual witness but also honestly describe where such opinions may vary from common practice. The expert witness must be aware that transcripts of deposition and courtroom testimony are public records, subject to independent peer review.

a. **Qualifications for the Oral and Maxillofacial Surgeon Expert Witness:**

1. An oral and maxillofacial surgeon who acts as an expert witness must have direct clinical experience in the specific area of oral and maxillofacial surgery in question in the proceeding.

2. The oral and maxillofacial surgeon expert witness should be a diplomate of the American Board of Oral and Maxillofacial Surgery.

3. An expert must be a surgeon who is still engaged in the active practice of oral and maxillofacial surgery or can demonstrate enough familiarity with present practices to warrant designation as an expert witness.
4. The oral and maxillofacial surgeon expert witness must have a current, valid and unrestricted license to practice oral and maxillofacial surgery in the state in which he or she practices.

5. The oral and maxillofacial surgeon expert witness should be prepared to document the percentage of time he or she spends in service as an expert witness as well as the time spent in the practice of oral and maxillofacial surgery.

6. Oral and maxillofacial surgeons who wish to serve as expert witnesses must not do so in cases for which they also served as one of the patient's treating doctors. This qualification does not preclude a treating oral and maxillofacial surgeon from serving as a fact witness testifying from firsthand knowledge about the condition of a patient and the treatment provided. If during the course of testifying the fact witness is asked his or her opinion about a particular matter, it is appropriate to remind counsel that the witness is not testifying as an expert or opinion witness.

b. Standards of Behavior for the Oral and Maxillofacial Surgeon Expert Witness:

1. The oral and maxillofacial surgeon expert witness must review the medical-dental information in the case, and testify to its content fairly and impartially.

2. The oral and maxillofacial surgeon expert witness must review the standards of practice prevailing at the time of occurrence.

3. The oral and maxillofacial surgeon expert witness must be prepared to state the basis of the testimony presented. Important alternate methods and views should be fairly presented and discussed, if asked.

4. Compensation of the oral and maxillofacial surgeon expert witness should be reasonable and commensurate with the time and effort given to preparing for deposition and court appearance. It is unethical for an oral and maxillofacial surgeon expert witness to accept a contingency fee or otherwise link compensation to the outcome of the case.

G.1.09 Insurance Consultants: Oral and maxillofacial surgeons who serve as insurance consultants are expected to promote the best interests of patients and fair claims practices by third-party payers. In serving as an insurance consultant, a fellow or member of this Association shall uphold the standards of this Code and render opinions that are consistent with the standards of care and customary practice prevailing at the time and in the community where the treatment at issue is performed.

a. Definitions: As used in this advisory opinion, the following terms shall have the following meanings:

1. “Third-Party Payer” The term “third-party payer” is used generically to include any insurance carrier, benefit plan, government agency or other party responsible for paying designated expenses incurred for the treatment of another.

2. “Insurance Consultant” An “insurance consultant” is an oral and maxillofacial surgeon who reviews, reports or renders an opinion upon a course of treatment, procedure or the cost thereof for a third-party payer, with or without compensation or consideration of any kind. This term includes a person who provides consultation upon the treatment of a specific patient, general practices and community standards of care, or coverage and payment policies.
b. Qualifications:

1. An insurance consultant must be currently engaged in the practice of oral and maxillofacial surgery or have enough familiarity with present practices to evaluate any procedure or treatment of oral and maxillofacial surgery upon which he or she gives an insurance consultation. In addition, the insurance consultant shall understand the terms of all contractual arrangements with patients and oral and maxillofacial surgeons under review.

2. An insurance consultant must have a current and unrestricted license to practice oral and maxillofacial surgery. However, an insurance consultant is not required by this advisory opinion to maintain a valid license in every state in which a matter occurs upon which he or she gives an insurance consultation, except as may be required by law.

3. An insurance consultant should be a diplomate of the American Board of Oral and Maxillofacial Surgery.

c. Standards of Conduct for the Oral and Maxillofacial Surgeon Insurance Consultant:

1. An insurance consultant has a duty to be fair in dealings with patients and oral and maxillofacial surgeons and to promote the welfare of the patient within the limits imposed by the third-party agreement.

2. The insurance consultant must avoid any conflict of interest that would compromise or influence his or her dealings with a patient or oral and maxillofacial surgeon under review.

3. The insurance consultant must not prejudge any claim and should consider each claim on its individual facts, merits and clinical circumstances including a full and unbiased review of the case history and records of the patient for whom a claim is at issue.

4. The insurance consultant shall explain the basis of his or her decision on a claim and the extent to which the decision is based on experience, specific clinical references and generally accepted opinion in the specialty field. If the insurance consultant's opinion differs from what reasonably might be done by other oral and maxillofacial surgeons, the insurance consultant is expected to include in his or her opinion an honest recitation of reasonable alternative methods of treatment, diagnostic opinions and case views. In instances of uncertainty, the insurance consultant should seek the opinion of a peer.

5. The insurance consultant shall not knowingly coerce a patient or oral and maxillofacial surgeon or limit the information available to them for making an informed decision.

6. Compensation of an oral and maxillofacial surgeon insurance consultant should be reasonable and commensurate with the time and effort given to reviewing each claim. Compensation should not be based on the ratio between claims paid or denied, or bear a relationship of any kind to the outcome of claims upon which he or she provides services.

G.2 Sexual Harassment: Sexual harassment may be defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) such conduct interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive work or academic environment or (2) accepting or rejecting such conduct affects or may be
perceived to affect employment decisions or academic evaluations concerning the individual. Sexual harassment is unethical.

G.3 **Officer Election Campaign Obligations:** Association fellows and members participating in the campaign and election process for elective officers shall abide by the principles of fairness and the standing rules of procedure of the House of Delegates regarding officer election campaign activities.

Advisory Opinion

G.3.00 **Undue Influence:** Vote trading, reprisals, patronage and undue influence by fellows and members, including those representing outside agencies, whether actual or attempted, shall be considered as being improper and unethical in AAOMS officer elections.

H. **Honesty and Truthfulness**

H.1 Oral and maxillofacial surgeons have a duty to be honest and trustworthy in their communications and to treat all parties fairly.

H.2 **Financial Responsibilities:** In dealings with patients, the oral and maxillofacial surgeon shall neither pay nor accept any fee except for those professional services actually provided to the patient.

Advisory opinions

H.2.00 **Billing Responsibilities:** Any billing submitted by an oral and maxillofacial surgeon for services rendered or to be rendered shall be truthful and not contain any charges that are unauthorized or otherwise fraudulent or misleading.

H.2.01 **Over-billing:** It is unethical for an oral and maxillofacial surgeon to increase a fee to a patient solely because the patient is covered under a dental or medical benefits plan.

H.2.02 **Waiver of Co-payment:** It is unethical for an oral and maxillofacial surgeon under a co-payment plan to routinely accept payment from the third party as payment in full without disclosing to the third party that the patient's portion will not be collected.

H.2.03 **Falsifying Claims:** It is unethical for an oral and maxillofacial surgeon to knowingly make or subscribe any false or fraudulent statement to obtain payment, to fraudulently bill a third party, or to report incorrect treatment dates or incorrectly describe services rendered for the purpose of assisting a patient in obtaining benefits from a third party that otherwise would not be allowed.

H.2.04 **Referral of Patients:** It is unethical for an oral and maxillofacial surgeon to make or receive any payment or to divide or split any fee received for professional services for bringing or referring a patient. If an oral and maxillofacial surgeon has any vested financial interest in another practice from which some benefit will be derived for the referral of a patient, and a patient is referred to that other practice, the patient must be informed of the financial interest at the time of the referral.

H.2.05 **Vouchers:** Transferring something of value that benefits the referring practitioner rather than the patient (e.g., a voucher or coupon for laboratory services or part or all of a dental restoration) is unethical.
H.2.06 Gifts to Oral and Maxillofacial Surgeons or Offers of Inducement: Oral and maxillofacial surgeons should make treatment decisions, and prescribe drugs, devices, and other treatments, based solely upon medical considerations and patient needs, and not on the basis of gifts or inducements received or offered from outside sources.

H.3 Obligations to Avoid Exploiting Relationship With Patient for Financial Gain: An oral and maxillofacial surgeon-patient relationship is founded on mutual trust, cooperation and respect. Oral and maxillofacial surgeons who engage in the marketing or sale of products or procedures to their patients either personally or through auxiliaries whom they employ, must take care not to abuse the trust inherent in the oral and maxillofacial surgeon-patient relationship for their own financial gain. A recommended product or procedure must be beneficial to the patient. Oral and maxillofacial surgeons should not induce their patients to buy a product or undergo a procedure by misrepresenting its value, the necessity of the procedure or the oral and maxillofacial surgeon's professional expertise in recommending the product or procedure. It is not enough for an oral and maxillofacial surgeon to rely on the manufacturer's or distributor's representations about a product's safety and efficacy. An oral and maxillofacial surgeon has an independent obligation to inquire into the truth and accuracy of such claims.

I. Advertising: In accordance with state law, oral and maxillofacial surgeons may make truthful, relevant, non-deceptive, factually supportable statements to the public regarding their professional training, experience and credentials, the nature and availability of their practices, the services they provide, the results a patient can reasonably expect, and prices for standard procedures. In such advertisements, the practitioner must identify himself or herself as an oral and maxillofacial surgeon and may identify areas of practice that come within the recognized scope of oral and maxillofacial surgery as long as the statement complies with state law and is not false or misleading in a material respect. Since any communications by an oral and maxillofacial surgeon reflect on the entire specialty, surgeons are urged to communicate with the public in a dignified manner.

An oral and maxillofacial surgeon shall not attempt to obtain patients by a material misrepresentation of fact; misleading or deceiving by making only a partial disclosure of relevant information; creating false or unjustified expectations of favorable or extraordinary results; implying unusual circumstances; misrepresenting fees by not disclosing all pertinent factors and variables; or claiming advertised services are superior in quality to those of other practices if that representation is not subject to reasonable substantiation. Ethical standards for professional advertising apply to any medium used by an oral and maxillofacial surgeon to communicate with the public whether that medium is currently available or may be developed in the future.

Advisory Opinions

I.1.00 Limitation of Practice: Public communications by members and fellows shall first announce a limitation of their practice to oral and maxillofacial surgery and then may announce any other ADA- or ABMS- recognized specialty for which they are educationally qualified, or the AAOMS Board of Trustees may approve a subspecialty listing within the scope of oral and maxillofacial surgery for those who can demonstrate added qualification and or training in that area.

I.1.01 Doctoral Degrees: Oral and maxillofacial surgery is a specialty of dentistry. However, an oral and maxillofacial surgeon may list additional earned professional degrees unless precluded by law or where use of the degree is likely to mislead the public in a material respect. When state law is silent on the issue, fellows and members must have a valid state license in a U.S. jurisdiction for any doctoral degree to be advertised. Seeing an MD after the name of a practitioner who is not licensed as a physician can mislead the public to believe that the unlicensed individual has demonstrated to the state licensing authority the same level of training, experience and competence as a licensed medical doctor. In any matter before the Commission on Professional Conduct involving the use of doctoral degrees, the respondent shall have the burden of proof that his or her use of a
doctoral degree, for example, DDS/DMD, MD or DO, in any listing or advertisement complies with the applicable law of the jurisdiction(s) where he or she maintains a practice.

I.1.02 Fellowship Designations; Unearned, Nonhealth Degrees: In advertising a fellowship designation, an oral and maxillofacial surgeon shall comply with all applicable state laws and regulations and the rules set forth by the entity that granted the fellowship designation. Unearned or nonhealth degrees unrelated to the qualifications of the oral and maxillofacial surgeon as a practitioner, and fellowships that designate voluntary association or membership in an organization, rather than attainment, must be limited to scientific papers and curriculum vitae.

I.1.03 American Board of Oral and Maxillofacial Surgery: The Commission on Professional Conduct will apply the standards adopted by the American Board of Oral and Maxillofacial Surgery (ABOMS) in regard to an oral and maxillofacial surgeon using either the term “board certified” or “diplomate of” the American Board of Oral and Maxillofacial Surgery.

I.1.04 Use of colloquialisms to describe practice: Assuming compliance with state law and other provisions of the Code of Professional Conduct, fellows and members may use colloquialisms in communication with patients and the public to identify and describe their practices. These will be limited to “oral,” “mouth,” “face,” “facial” and “jaw.” These terms may be used individually or combined. These terms must not be false or misleading and the member must have already identified himself or herself clearly as an “Oral and Maxillofacial Surgeon.”

I.1.05 Section Advisory in Nature: This section of the Code of Professional Conduct related to advertising issues is solely advisory in nature. Any complaint brought to the Commission on Professional Conduct related to advertising will be answered with an advisory letter recommending remedial action, if necessary, and explaining the need for members to comply with applicable state law. The Commission reserves the right to apply disciplinary actions to advertising-related complaints when the conduct is judged to be egregious.

J. Reproduction of AAOMS Seal: The seal of the American Association of Oral and Maxillofacial Surgeons is the official service mark of the Association. The AAOMS seal is trademarked and the property of the AAOMS and all rights to the AAOMS seal belong to the AAOMS. The seal, when used with the appropriate identifying phrase, is the official collective mark that may be used by AAOMS fellows, members and official component societies. Any use or reproduction thereof by anyone not a fellow or member of the Association, or by any fellow, member or official component society in a manner that does not conform to that described herein, is specifically prohibited.

Advisory Opinions

J.1.00 Use of AAOMS Seal by Fellows and Members: Fellows and members may reproduce the seal to identify themselves as fellows and members on:

- professional stationery;
- letterheads;
- business and referral cards;
- interior and exterior doors and windows only in all-AAOMS fellow/member offices;
- plaques hung in all-AAOMS member offices; and
- personal or all-AAOMS fellows/members directory advertising in print or electronic media.
In these instances, the seal shall never be used alone and must always be accompanied by the phrase, "Fellow(s) (or Member[s]) of the American Association of Oral and Maxillofacial Surgeons".

The AAOMS seal will be available to fellows and members via a PDF file from the AAOMS. Fellows and members in all AAOMS member offices wishing to display the AAOMS seal on interior and exterior doors and windows shall contact the AAOMS for a copy of the AAOMS seal that may be affixed to glass. The AAOMS seal shall only be used exactly as provided by the AAOMS, including the ® symbol in the lower right hand corner of the seal. Failure to include the ® symbol with the AAOMS seal fails to properly give the public notice of the fact that the AAOMS has trademarked the seal and maintains the exclusive right to govern the use of the seal. Fellows or members who fail to include the ® symbol are in violation of the rules of use for the seal and may be subject to disciplinary sanction. The seal can only be printed in black, blue (PMS 653) or white (reverse).

The seal shall only be used on Web sites maintained by AAOMS fellows or members for the purposes of advertising, marketing or informing the public of oral and maxillofacial services available through their practice. The seal may only be used once per fellow or member or office web site, either on the home page or the first page, to establish membership in the AAOMS. The AAOMS seal shall not be used for any commercial endorsement, or in any way that implies a commercial endorsement by or partnership with the AAOMS, without the express written consent of the AAOMS Board of Trustees or its designates.

At all times, use of the seal shall comply with all federal and state advertising laws and regulations. It shall not be altered in any way and shall never be used in conjunction with any other membership designations or affiliations with any other organization or entity, except for indications of diplomate status in the American Board of Oral and Maxillofacial Surgery (ABOMS), and only then if the ABOMS symbol does not appear in immediate proximity to the AAOMS mark.

The seal shall not be imprinted or stamped on any educational literature, including postoperative instructions, even if such is reproduced on the fellow's or member's stationery. The seal shall not be imprinted or stamped on fellows' or members’ patient files, patient forms or x-rays.

The AAOMS seal shall not be utilized, imprinted, copied or transferred onto any personal belongings, clothing product or any other type of product or merchandise by any fellow or member. Only the AAOMS or companies and/or products endorsed by the AAOMS, which have been granted written authorization from the AAOMS, may reproduce the AAOMS seal and then only in accordance with the written authorization granted by the AAOMS.

The seal may also be used on all approved items listed above for a partnership or professional corporation conducting an oral and maxillofacial surgery practice, but only when all owners, principals and associates of the practice are full fellows or members of the AAOMS. In this instance only the plural “fellows” or “members” is permissible; whichever indicates the membership status of all parties involved.

No fellow or member shall make any abridgement or alteration of the AAOMS seal or use any elements of the design of the AAOMS seal in the development of their personal or corporate practice insignia or mark.

Use of AAOMS Seal by Official Component Societies: Official component societies may reproduce the AAOMS seal to advise their members and the public that they are an
official component of the AAOMS. The seal can never be used alone and must always be accompanied by the phrase “Official Component Society of the American Association of Oral and Maxillofacial Surgeons.” Official component societies can use the AAOMS seal on (1) professional stationery; (2) letterhead; (3) an official component society web site; and (4) plaques honoring outgoing component society presidents.

The AAOMS seal will be available to official component societies via a PDF file. The AAOMS seal can only be used exactly as provided by the AAOMS, including the ® symbol in the lower right hand corner of the seal. Failure to include ® symbol with the AAOMS seal fails to properly give the public notice of the fact the AAOMS has trademarked the seal and maintains the exclusive right to govern the use of the seal. Official component societies that fail to include the ® symbol are in violation of the rules of use for the seal and may be subject to disciplinary action by the commission. The seal can only be printed in black, blue (PMS 653) or white (reverse).

The seal may only be used on web sites maintained by official component societies for the purpose of informing their membership about issues relating to the practice of oral and maxillofacial surgery and the activities of the official component societies and the AAOMS and/or for the purpose of informing the public about the practice of oral and maxillofacial surgery. The seal may only be used once per official component society web site, either on the home page or the first page, to establish their relationship to the AAOMS.

No component society shall make any abridgement or alteration of the AAOMS seal or use any elements of the design of the AAOMS seal in the development of their own insignia or mark.

J.1.02 Seeking the Guidance of the Commission: The AAOMS seal is trademarked and the property of the AAOMS. The AAOMS maintains the exclusive right to govern the use of the AAOMS seal. Any fellow, member or official component society of the AAOMS that has a question regarding the use of the AAOMS seal or the rules governing the use of the AAOMS seal should seek the guidance of the commission before using the AAOMS seal. Failure by a fellow, member or official component society to seek such guidance from the commission may result in a commission or AAOMS action against the party to protect the AAOMS seal.

K. Reproduction of AAOMS Slogan: From time to time the Association’s Board of Trustees may designate an official slogan of the American Association of Oral and Maxillofacial Surgeons. The AAOMS slogan is the property of the Association, shall be registered with the U.S. Trademark Office, and all rights to the AAOMS slogan shall belong to the Association. The slogan, when used with the Association’s seal and appropriate identifying phrase, is an official collective mark that may be used by AAOMS fellows, members and official component societies. Any use or reproduction thereof by anyone not a fellow or member of the Association, or by any fellow, member or official component society in a manner that does not conform to that described herein, is specifically prohibited.
Advisory Opinions

K.1.00 As approved by the Association’s Board of Trustees, the seal and slogan will be available to fellows and members via a PDF file from the Association. Fellows and members in all AAOMS-member offices wishing to display the Association’s seal and slogan on interior and exterior doors and windows shall contact the Association for a copy of the AAOMS seal and slogan that may be affixed to glass. The AAOMS seal and slogan shall only be used exactly as provided by the Association, including the ® symbols in the designated corners of the seal and slogan. Failure to include the ® symbols with the AAOMS seal and slogan fails to give the public proper notice of the fact that the Association has trademarked the seal and service marked the slogan and maintains the exclusive right to govern the use of the seal and slogan. Fellows or members who fail to include the ® symbols are in violation of the rules of use for the seal and slogan and may be subject to disciplinary sanction. The seal and slogan shall only be printed in black, blue (PMS 653) or white (reverse).

The seal and slogan shall be used only on websites maintained by AAOMS fellows or members for the purposes of advertising, marketing or informing the public of oral and maxillofacial surgery services available through their practice. The seal and slogan may be used only once per member or office website, either on the home page or the first page, to establish membership in the Association. The AAOMS seal and slogan shall not be used for any commercial endorsement, or in any way that implies a commercial endorsement by or partnership with the Association, without the express written consent of the AAOMS Board of Trustees or its designates.

At all times, use of the seal and slogan shall comply with all applicable federal and state advertising laws and regulations. They shall not be altered in any way and shall never be used in conjunction with any other membership designations or affiliations with any other organization or entity, except for indications of diplomate status in the American Board of Oral and Maxillofacial Surgery (ABOMS), and only then if the ABOMS symbol does not appear in immediate proximity to the AAOMS marks.

The seal and slogan shall not be imprinted or stamped on any educational literature, including postoperative instructions, even if such is reproduced on the fellow's or member's stationery. The seal and slogan shall not be imprinted or stamped on a fellow's or member's patient files, patient forms or x-rays.

The AAOMS seal and slogan shall not be utilized, imprinted, copied or transferred onto any personal belongings, clothing product or any other type of product or merchandise by any fellow or member. Only the Association or companies and/or products endorsed by the Association that have been granted written authorization from the Association, may
reproduce the AAOMS seal and slogan and then only in accordance with the written authorization granted by the Association.

The seal and slogan also may be used on all approved items listed above for a partnership or professional corporation conducting an oral and maxillofacial surgery practice, but only when all owners, principals and associates of the practice are full fellows or members of the Association. In this instance only the plural "fellows" or "members" is permissible; whichever indicates the membership status of all parties involved.

No fellow or member shall make any abridgement or alteration of the AAOMS seal or slogan or use any elements of the design of the AAOMS seal and slogan in the development of their personal or corporate practice insignia or mark.

K.1.01 Use of AAOMS Slogan by Official Component Societies: Official component societies may reproduce the AAOMS seal and slogan approved by the Association's Board of Trustees to advise their members and the public that they are an official component of the AAOMS. The slogan can never be used alone and must always be used in conjunction with the AAOMS seal in accordance with provisions governing use of the seal and slogan set forth in Chapter V, Sections J and K and accompanied by the phrase “Official Component Society of the American Association of Oral and Maxillofacial Surgeons.” Official component societies can use the AAOMS seal and slogan on (1) professional stationery; (2) letterhead; (3) an official component society website; and (4) plaques honoring outgoing component society presidents. Any use or reproduction of the slogan by any official component society in a manner that does not conform to that shown in Chapter V, Section K of the Code is specifically prohibited.

The AAOMS seal and slogan will be available to official component societies via a PDF file. The AAOMS seal and slogan can only be used exactly as provided by the Association, including the ® symbols in the designated corners of the seal and the slogan. Failure to include ® symbols with the AAOMS seal and slogan fails to give the public proper notice of the fact the Association has registered the seal and slogan with the U.S. Trademark Office and maintains the exclusive right to govern the use of the seal and slogan. Official component societies that fail to include the ® symbols are in violation of the rules of use for the seal and slogan and may be subject to disciplinary action by the commission. The seal and slogan can be printed only in black, blue (PMS 653) or white (reverse).

The seal and slogan may be used only on websites maintained by official component societies for the purpose of informing their membership about issues relating to the practice of oral and maxillofacial surgery and the activities of the official component societies and the AAOMS and/or for the purpose of informing the public about the practice of oral and maxillofacial surgery. The seal and slogan may be used only once per official component society website, either on the home page or the first page, to establish their relationship to the AAOMS.

No component society shall make any abridgement or alteration of the AAOMS seal and slogan or use any elements of the design of the AAOMS seal and slogan in the development of their own insignia or mark.

K.1.02 Guidance of the Commission: The AAOMS seal and slogan are registered marks and the property of the American Association of Oral and Maxillofacial Surgeons. The Association maintains the exclusive right to govern the use of the AAOMS seal and slogan. Any fellow, member or official component society of the AAOMS that has a question regarding use of the AAOMS seal and slogan or the rules governing use of the AAOMS seal and slogan should seek the guidance of the commission before using the
VI. Procedures for Handling Complaints and Requests for Interpretation

A. Confidentiality

All submissions, files, discussions, reports and minutes of the commission shall be considered confidential and treated as confidential by all those directly involved with the commission. Members of the commission will keep copies of commission agendas, commission reports, complaint records and all materials related to their work with the commission confidential and will destroy copies of all records after a case has been closed or when they are no longer a member of the commission.

AAOMS fellows and members who serve on investigating committees and appeals boards in relation to actions of the commission are bound by the same confidentiality requirements as members of the commission.

AAOMS fellows and members who serve as complainants and receive notification of the commission’s final decision regarding their complaint are bound by the same confidentiality requirements as members of the commission concerning the content of such notification.

As consideration for receiving notification of the commission’s final decision regarding his or her complaint, the complainant shall execute a confidentiality agreement prepared by the commission. The complainant shall sign this confidentiality agreement prior to the commission releasing its decision. Failure to maintain confidentiality of the commission’s decision is grounds for sanction under the Code.

B. Interpretations of the Code of Professional Conduct

1. Requests for Interpretation: Requests for interpretation of the Code of Professional Conduct shall be in writing and shall describe the matter to be interpreted in sufficient detail to enable members of the commission to evaluate the request in all its aspects.

2. Interpretations Initiated by the Commission: The commission on its own motion may render an opinion concerning interpretation or application of the Code of Professional Conduct.

3. Discretionary Power: The commission may, in its own discretion, refuse to consider requests for interpretation of the Code of Professional Conduct which in the opinion of the commission should be resolved by a component society, state association, the courts or other governmental entity.

4. Publication of Interpretation: The commission may, in its own discretion, publish its interpretations as Advisory Opinions. The Advisory Opinions would be published in a manner, which will not identify the source of inquiry, or circumstances under which the inquiry was presented. The Advisory Opinion will be a statement of the interpretation and clarification of the Code.

C. Complaint Submission and Review Process

1. Filing a Complaint: Any AAOMS fellow or member, state or regional oral and maxillofacial surgery society or State Dental or Medical Board may file a complaint alleging a violation of the Code of Professional Conduct. The commission may also act on its own motion, by majority vote, should a matter within its jurisdiction come to its attention from any other source.
a. The AAOMS fellow or member, state or regional oral and maxillofacial surgery society or State
Dental or Medical Board filing the complaint shall furnish documentation of that complaint to
the extent available at the time the complaint is filed.

The complaint must be in writing, signed by the complainant(s) and directed to the commission
at the Association’s headquarters at the following address:

Chair, Commission of Professional Conduct
c/o American Association of Oral and Maxillofacial Surgeons
9700 W. Bryn Mawr Ave.
Rosemont, IL 60018-5701
Confidential

b. Complaints will be forwarded promptly by the headquarters to members of the commission.

c. In cases where the commission accepts a complaint against an American Association of Oral
and Maxillofacial Surgeons component society, the complaint will also be forwarded to the
American Association of Oral and Maxillofacial Surgeons President. The American Association
of Oral and Maxillofacial Surgeons’ President is then bound by the confidentiality requirements
of the Code.

2. Notice to Respondent: A copy of the complaint shall be sent to the respondent by UPS or FedEx
mail along with a letter informing the respondent of the complaint review process.

3. Notice to Complainant: A letter shall be sent to the respondent by a certified mailing,
acknowledging the commission's receipt of their complaint and informing the complainant of the
complaint review process.

4. Answer: The respondent has 30 working days from the date they receive notice of the complaint
to file a written answer. Failure to file a written answer will be grounds for sanction under the Code.
(See Section V. 1.04)

5. Review of Complaint by Commission: Complaints shall be reviewed within 90 working days of
their receipt by the commission or at the commission’s next scheduled meeting.

In its review of the complaint, the commission has the authority to take any one or combination of
the following actions:

a. Defer Complaint: The commission may, on its own motion, defer or hold in abeyance
proceedings on any complaint, at any stage of the review process, in any matter where the
commission believes the subject matter of the complaint is or may be the subject of litigation
pending in any court or administrative hearing body of competent jurisdiction. The commission
shall issue any decision to defer or hold a matter in abeyance in writing. A decision by the
commission to defer or hold a matter in abeyance is not subject to appeal under the Code.

b. Dismiss Complaint: Upon reviewing the complaint, supporting documentation and
respondent’s answer the commission may decide that there is insufficient basis for further
proceedings, in which case the complaint shall be dismissed with a finding of an “insufficient
basis for a violation” decision. The respondent will be notified of such in writing via certified
mail. The complainant will be notified in accordance with the confidentiality requirements of
Chapter VI, Section A.

c. Request Additional Information: If upon review of the complaint, supporting documentation
and respondent’s answer the commission decides it needs additional materials to reach its
decision in this matter they may request additional materials from either or both of the parties.
d. **Appoint an Investigating Committee:** If upon review of the complaint, supporting documentation and respondent’s answer the commission determines there is sufficient need for an investigating committee, notice shall be sent to the respondent by the commission within 30 working days, together with a description of the procedures that will be followed in the investigation of the complaint.

i. **Members of Investigating Committee:** Investigating Committees shall consist of three fellows or members of the Association and shall be appointed by the chair of the commission. The chair shall designate one of the three (3) members as chair of the committee.

Efforts shall be made by the Chair of the commission to conduct a random selection of committee members, except to exclude fellows or members with any interest in the case. A fellow or member shall disqualify himself from serving on a particular investigation committee if that individual has any interest in the case.

The Chair of the commission has complete discretion in appointing members to the investigating committee, including filling any vacancies.

Once the assignment of the committee members has been finalized, the committee and the respondent will be given notice, via certified mail, of the date the investigation will begin. In addition the respondent will be informed of their right to submit additional evidence in writing to the committee.

ii. **Duties of the Investigating Committee:** The investigating committee shall investigate complaints of violations of the Code or other conduct constituting grounds for discipline referred to it by the Chair of the commission, in accordance with the instructions given by the commission.

The committee members are bound by the confidentiality parameters of the Code and shall be informed of these parameters at the time of their appointment. The committee shall maintain decorum and objectivity at all times.

The committee will receive a complete copy of the case file, including the complaint, answer and all correspondence. The committee shall use its best efforts to collect additional evidence pertinent to the allegations of the complaint. The role of the committee is limited to fact-finding. It is not a decision-making body.

The committee shall limit itself to the investigation of the specific complaint referred to it by the commission. If, however, during the course of their investigation, the committee uncovers other actions, which may subject the respondent to discipline, these actions and supporting evidence shall be reported to the commission.

iii. **Report of Findings:** The committee shall submit a written report to the commission within 60 working days of the start of the investigation. The report shall contain all material gathered in the investigation. It may contain a recommendation from the committee, as to whether further investigation is warranted. Each member of the committee must sign a copy of the report.

iv. **Disbanding of Committee:** After submission of its written report, the committee members will remain available to the commission, to answer any questions they may have regarding the investigation. The committee will disband at the discretion of the chair.

v. **Notify Respondent of Their Right to a Hearing:** If upon review of the complaint, supporting documentation and the respondent’s answer the commission finds cause for a letter of counsel or censure, probation, suspension or expulsion, the commission shall
advise the respondent of his/her right to a hearing before the commission. The commission may also determine that a hearing with both parties is necessary to issue a final decision in the matter. Both the respondent and complainant must be present at such a hearing. If either party declines to attend or fails to appear at a set hearing, the commission may take appropriate action, including, but not limited to, dismissal of hearing, holding the hearing and/or taking any other warranted action based on the documentation or other relevant materials and information before it.

e. **Hold a Hearing:** The commission has the discretion to hold a hearing on any matter before it. Hearings are most often held for one of the following reasons:

- After reviewing the case file, the commission requires additional information on a case and determines that a hearing with the respondent and complainant present is the best way to obtain the needed information.

- A respondent requests a hearing after the commission determines there may be cause for a letter of counsel or censure, probation, suspension or expulsion based on a review of the case file. The commission is required to notify respondents in writing of such a determination, along with an account of the disputed issues of fact or reason for discipline, a notice that failure to respond to the allegations will likely result in a finding against the respondent, and a notice that the respondent has a right to a hearing before the commission.

**The hearing process is outlined below:**

i. **Request for Hearing:** The respondent has the right to appear at a hearing before the commission and to submit additional materials for review during the hearing. A written request for a hearing must be received by the commission within 30 working days of the respondent’s receipt of notice of their right to request a hearing. If a written request for a hearing is not received within 30 working days of the respondent’s receipt of notice, the respondent will be deemed to have waived their right to a hearing and the right to submit additional materials for review at that hearing.

ii. **Notice of Hearing:** If the respondent submits a timely written request for a hearing, the commission shall notify the respondent of the date, place and time of the hearing within 30 working days. The commission shall schedule the hearing within 90 working days of the respondent’s request and the respondent shall receive not less than 30 days of notice of the hearing. The commission shall provide the complainant with no less than 30 days notice of the hearing. The commission shall provide copies of all the relevant supporting documentation not otherwise privileged or protected by law by UPS or FedEx mail to all parties, not less than 30 working days prior to the date of the hearing.

iii. **Attendance at Hearing:** Attendance at the hearings may be limited to the members of the commission, appropriate or designated AAOMS staff and counsel, any witnesses who agree to be called, the parties and counsel or a representative of the respondent and complainant, who may speak on their behalf.

The commission may hear from appropriate witnesses presented by the respondent, but has no power to compel the attendance of witnesses at a hearing. The respondent shall provide the commission with written notice of the identification of any witnesses expected to be called within 10 working days prior to the hearing.

The respondent and complainant’s counsel or representatives must file a written notice of appearance with the commission no later than 10 working days prior to the hearing.
Failure to file such notice constitutes a waiver of the respondent and complainant’s right to be represented during the appeals hearing.

Counsel or a representative shall not appear in lieu of the respondent. Should the respondent or complainant fail to appear, the commission may take appropriate action, including, but not limited to, dismissal of hearing, holding the hearing and/or taking any other warranted action based on the documentation or other relevant materials before it.

A member of the commission may on his/her own motion withdraw from the hearing.

iv. Continuance of Hearing: The commission may continue a hearing by giving written notice of the continuance to the parties involved not less than 15 working days prior to a scheduled hearing.

A request for a continuance by the respondent or complainant must be submitted in writing, by certified mail, not less than 15 working days prior to a scheduled hearing. Continuances are granted at the sole discretion of the commission. A decision by the commission to deny a continuance is not subject to appeal under this Code.

v. Evidence and Argument: The commission shall not be bound by technical legal rules of evidence and may accept any evidence or information deemed reliable or relevant.

vi. Record: A written transcript of the hearing may be made at the discretion of the commission. If such written transcript is made, the respondent may request in writing a copy and have it made at their expense.

vii. Hearing Expenses: The commission shall bear costs of the setting up and conducting the hearing, including the cost of a written transcript, if one is made. Every attempt possible will be made to hold hearings in conjunction with other commission or AAOMS meetings to reduce costs and to make the meeting time and place as convenient as possible for all parties. All expenses associated with the respondent and complainant’s travel to and from the hearing, the respondent’s defense and the respondent and complainant’s representation at the hearing shall be borne by the respondent and complainant.

viii. Decision of Commission on the Hearing: The commission shall, within 30 working days of the hearing, reach a decision. If the respondent has waived their right to a hearing, the commission will issue their decision within 60 working days of that waiver. The date of the waiver will be considered to be the date the commission received written notice from the respondent that they did not wish to submit additional materials or participate in a hearing. If the respondent did not give notice, the date will be considered to be 30 working days after the respondent’s receipt of notice of their right to request an appeal.

The commission shall notify the respondent in writing, via certified mail, of its decision within 15 working days of reaching its decision. Where a violation of the Code is found the sections of the Code and/or the Advisory Opinions violated, any discipline imposed and the procedure for appeal of the decision shall be included in the notification.

6. Issuing of Decision by Commission

In viewing its decision, the commission shall decide each case on the documentation and other relevant information before it. Previous actions taken by the commission against any party in another case shall not be a consideration in their determination of whether or not a violation has occurred in the current case.
After the commission reviews the complaint and takes the course of action they have deemed appropriate (see Section 5 for options available to the commission), the commission shall reach a decision in the case. Once the commission has reached a decision, the commission shall notify the respondent in writing, via certified mail, of its decision within 30 working days. Where a violation of the Code is found, the sections of the Code and/or the Advisory Opinions violated, any discipline imposed and the procedure for appeal of the decision shall be included in the notification.

Discipline imposed by the commission shall not take effect until 30 working days from the respondent’s receipt of notification, to ensure the respondent’s right to an appeal before any discipline is imposed.

D. Actions Taken By Other Parties

1. Actions Taken by Regulatory Boards and Agencies or Courts: The CPC staff will monitor actions taken against any AAOMS fellow or member by a regulatory agency, such as a dental or medical board, or the courts, and will provide this information to the commission once a final disposition of the case has been rendered. In circumstances where the regulatory body or court has made a final ruling involving an AAOMS fellow or member, with no further possibility for appeal, the commission reserves the right to mirror the final action of the agency or court or to act on its own discretion to initiate a disciplinary action, but only in cases where the fellow’s or member’s conduct is egregious. In such cases the information from the regulatory body shall serve as the complaint against the fellow or member and the fellow or member will be treated as a respondent to a commission action.

2. Actions Taken by the American Board of Oral and Maxillofacial Surgery (ABOMS): The CPC staff will monitor actions taken against any AAOMS fellow or member by the American Board of Oral and Maxillofacial Surgery, per the advice and consent of the ABOMS. Once a final disposition of the case has been rendered, with no further possibility for appeal, the commission shall reserve the right to coordinate with the ABOMS and reserve the right to mirror the final action of the ABOMS or to act on its own discretion to initiate a disciplinary action, in conjunction with the ABOMS. In such cases the information from the ABOMS shall serve as the complaint against the fellow or member and the ABOMS shall serve as the complainant. In such a complaint involving the ABOMS, the fellow or member shall be treated as a respondent to a commission action.

E. Discipline: Discipline only becomes a consideration once the commission has reached a decision that a violation has occurred in the case before it. Once the commission has reached a decision, they shall decide what disciplinary action to impose as a result of the violation. In the event an unrelated potential violation comes to the commission’s attention while the respondent is subject to a prior disciplinary action, the commission shall treat the new matter as a separate complaint and the respondent shall have all of the procedural rights including a hearing as provided in Chapter VI of the Code.

1. Types of Discipline: The commission, or, when applicable, the Appeals Board, may impose the following discipline:

a. Compliance Actions: The goal of these actions is to encourage oral and maxillofacial surgeons to bring their activities into compliance with the Code. They are kept confidential unless they are imposed in conjunction with a publishable sanction.

   i. Letter of Counsel: A statement to the respondent, informing them of a need for guidance in professional conduct has been recognized.

   ii. Probation: A trial period of stated length in which the respondent is under the supervision of the commission and their fitness for membership in the American Association of Oral and Maxillofacial Surgeons is tested. During the period of probation, the respondent’s conduct is under periodic scrutiny and the respondent is expected to demonstrate improved
personal and/or professional deportment or provide evidence that the actions or circumstances that resulted in their violation of the Code have been corrected. If during the period of probation the commission finds that any of the conditions for probation have been violated, the commission shall have the power to extend or increase the sanction subject to the respondent's right to a hearing as provided in Chapter VI, Section C of the Code. There shall be no right of appeal from a finding that the conditions of probation have been violated. The commission at its discretion may reduce the period of probation or a reporting requirement without the necessity of holding a hearing.

b. **Penalty Actions:** These actions are intended to be punitive in nature. Notice of these actions shall be published in AAOMS media as detailed in Section VI.E.4 below.

i. **Censure:** A formal written statement expressing disapproval or criticism of the respondent's action or conduct sent to the respondent.

ii. **Suspension:** Denial of all rights and privileges of membership in the American Association of Oral and Maxillofacial Surgeons for a stated period of time.

iii. **Expulsion:** Loss of membership and denial of all rights and privileges of membership in the American Association of Oral and Maxillofacial Surgeons for a stated period of time. An expelled fellow or member may reapply for membership after three (3) years has elapsed from the date of the final decision.

2. **Considerations When Imposing Discipline:** The commission has broad discretion in imposing sanctions on AAOMS fellows and members found to violate the Code. The factors the commission may consider when determining an appropriate disciplinary action include, but are not limited to, the following:

a. The seriousness of the offense. The commission may adjust the severity of sanctions based on its assessment of how serious the infraction in question is or was.

b. Previous offenses by the respondent and the disciplinary actions taken in those cases. A history of previous commission findings of ethical violations by the respondent, particularly violations similar in nature to the current case, may result in the commission imposing sanctions more severe than it might otherwise impose. The commission may, at its own discretion, impose progressively increasing discipline for repeat offenses and offenders.

c. The commission’s judgment that a given practice or activity must be deterred. The commission may impose harsher sanctions in cases where it seeks to deter an individual in a given case, or when it determines a more severe punishment may deter a practice among oral and maxillofacial surgeons generally, or both.

3. **Record of Discipline**

a. A record of any discipline imposed shall be maintained in the confidential files of the commission.

b. A record of any suspension or expulsion shall be entered into the membership files. Any requests for membership status by the media, general public and other fellows or members shall be answered only as to the current status of the fellow or member. The answer will either be that the person is a fellow or member in good standing or they are not currently a fellow or member if they have had their membership suspended or they have been expelled from the AAOMS. Records of disciplinary actions shall be removed from membership files when the time period of the imposed sanction has elapsed.
c. A record of any discipline imposed may be provided to licensing, regulatory or disciplinary authorities at the discretion of the majority of the commission. A record of any discipline imposed may also be provided to state or regional oral and maxillofacial surgery societies at the discretion of the majority of the commission. All such requests must be in writing and sent to the Chair of the commission.

d. The commission will report actions as required by law to the National Practitioners Data Bank.

4. Publication of Discipline

a. In the case of censure, suspension or expulsion, the matter shall be reported in the AAOMS media and as an action of the commission in its annual report to the membership. In the case of probation, the matter shall be reported in the AAOMS media and as an action of the commission in its annual report to the membership when it is imposed in conjunction with censure, suspension or expulsion. This report shall contain the full name of the fellow or member, the city and state of their primary membership listing, the section(s) and/or Advisory Opinion(s) they have been found in violation of and the sanction imposed. Any publishable action may also be published by state or regional oral and maxillofacial surgery societies at the discretion of the commission; such a request must be in writing and sent to the Chair of the commission.

b. In the case of suspension and expulsion, a statement shall also be provided to the Board of Directors of the American Board of Oral and Maxillofacial Surgery (ABOMS), disclosing the fact that this discipline has been imposed. This statement will include the particular reasons for the imposition of the discipline and will be sent to the ABOMS via UPS/FedEx mailing upon publication AAOMS media.

c. In the case of a fellow or member who resigns from the Association after the commission has made a determination that they may be in violation of the Code, but before the decision becomes final or before the discipline has been imposed, resignation shall be treated as an expulsion for purposes of reapplication.

F. Appeal to the Appeals Board of the Board of Trustees (Appeals Board)

1. Right to an Appeal

a. Except as provided in Chapter VI, Section E.1.a.ii, if the commission imposes discipline, the respondent has the right to appeal the decision and the discipline to the Appeals Board.

b. The complainant has no right to an appeal.

2. Members of the Appeals Board

a. The Appeals Board shall consist of three (3) members of the Board of Trustees appointed annually by the President of the Association. One member of the Appeals Board shall be designated chair. Two alternates also are appointed annually by the President of the Association.

b. A member of the Appeals Board residing in the same district as the respondent shall be disqualified from hearing that appeal and shall be replaced by an alternate.

3. Request for an Appeal: The respondent must request an appeal within 30 working days of receipt of notice of the commission’s decision. The request for an appeal must be in writing, contain a succinct statement of the alleged error(s) and the reason(s) why the commission erred in its decision and state whether or not the respondent will be filing a more detailed brief on the matter with the Appeals Board. If the respondent requests an appeals hearing before the Appeals Board,
such request must also be in writing and must state specifically why a hearing is necessary to provide information that could not otherwise be provided in written materials or a written brief to the Appeals Board.

The appeal shall be limited to consideration of only the errors alleged in the respondent’s request.

4. **Filing of Briefs:** If the respondent wishes to file a more detailed brief, they shall submit the brief to the Appeals Board within 60 working days of their receipt of the commission’s decision in their case. If the respondent files a brief, the commission shall receive a copy of the brief and be given the opportunity to file a reply brief with the Appeals Board. The commission must file its reply brief within 60 working days of receipt of the respondent’s brief.

If the respondent does not wish to file a brief and expressly states so in their request for an appeal or fails to file a brief within the time required, the commission will be notified in writing of this and will be given 60 working days from receipt of that notice to file a brief with the Appeals Board.

5. **Determination on Status of Hearing:** Within 90 working days of receipt of the respondent’s request for an appeals hearing, the Appeals Board shall consider the complete record of the case, the record of the commission’s proceedings, the respondent’s statement(s) submitted with the notice of appeal and any briefs filed and make a determination as to whether the request for an appeals hearing will be granted.

If either the respondent or the commission has given notice of intent to submit a more detailed brief, the Appeals Board will not review the case until all briefs have been submitted or the time restrictions in which the parties can do so have lapsed. If for any reason the Appeals Board does not receive the complete case file for their review within 90 working days (i.e., a filing extension was requested and granted to one of the parties who wished to submit a brief), after receipt of the respondent’s request for an appeal, they shall have 60 working days from receipt of the complete case file to issue their decision as to whether an appeals hearing will be held.

6. **Notice of Appeal Hearing:** If a hearing is to be held, a date shall be set by the Appeals Board no later than 90 working days after the Appeals Board makes the determination to hold a hearing. The respondent and complainant shall receive written notice of the time and place of the hearing, by certified mail, no later than 30 working days prior to the date of the hearing. Such notice shall inform the respondent of their right to appear with or without a representative.

7. **Attendance at Appeals Hearing:** Attendance at the hearings may be limited to the members of the Appeals Board, designated AAOMS staff and counsel, any witnesses who agree to be called, the parties and counsel or a representative of the respondent and complainant, who may speak on their behalf.

   a. The respondent and complainant’s counsel or representatives must file a written notice of appearance with the Appeals Board no later than 10 working days prior to the hearing. Failure to file such notice constitutes a waiver of the respondent’s right to be represented during the appeals hearing.

   b. Counsel or a representative shall not appear in lieu of the respondent or complainant. Should the respondent or complainant fail to appear, the Appeals Board may take appropriate action, including, but not limited to dismissing the hearing, holding the hearing and/or taking any other warranted action based on the documentation or other relevant materials before it.

   c. Should the Appeals Board, within its sole discretion, choose to conduct an appeals hearing, such hearings shall be conducted in conformance with the same standards set forth above for commission hearings, subject to any modifications deemed appropriate by the Appeals Board.
8. **Continuance of Appeal Hearing:** The Appeals Board may continue a hearing by giving written notice of the continuance to the parties involved not less than 15 working days prior to a scheduled appeals hearing.

A request for a continuance by the respondent or complainant must be submitted in writing, by certified mail, not less than 15 working days prior to a scheduled hearing. Continuances are granted at the sole discretion of the Appeals Board. A decision by the Appeals Board to deny a continuance is not subject to appeal under this Code.

9. **Evidence and Argument:** The Appeals Board shall not be bound by technical legal rules of evidence. Submission of materials to the Appeals Board, other than the brief and materials considered by the commission is not favored. The respondent does not have the right to submit additional materials. The Appeals Board, at its discretion, may consider additional material submitted to the board by the respondent.

10. **Record:** A written transcript of the hearing shall be made, the cost to be borne by the Appeals Board. Copies of the transcript will be provided to the respondent at their expense.

11. **Hearing Expenses:** The Appeals Board shall bear costs of the setting up and conducting the hearing, including the cost of a written transcript. Every attempt possible will be made to hold hearings in conjunction with other AAOMS meetings to reduce costs and to make the meeting time and place as convenient as possible for all parties. All expenses associated with the respondent and complainant’s travel to and from the hearing, the respondent's defense and the respondent and complainant’s representation at the hearing shall be borne by the respondent and complainant.

12. **Decision of Appeals Board:** The Appeals Board may reverse or uphold or modify the decision of commission. The Appeals Board may also remand part of or all of the case to the commission with direction, if the board finds that there may have been substantive errors that deprived the respondent of any right, including the right to a fair hearing, or that the discipline was inappropriate.

The Appeals Board shall render its decision within 60 working days after the conclusion of the hearing or, if no hearing is held, within 60 working days of its deliberations. The Appeals Board shall notify the respondent in writing, via certified mail, of its decision within 15 working days of reaching their decision. Where a violation of the Code is upheld, the notification shall include the sections of the Code and/or the Advisory Opinions violated and any discipline imposed.

The decision of the Appeals Board shall be final and not subject to further review or appeal within the Association.

13. **Additional Time for Commission or Appeals Board Action:** Notwithstanding the various time limits set forth for actions of either the commission or the Appeals Board, the commission or Appeals Board, in their sole discretion, can extend time limits as either body deems appropriate.

### VII. Definitions

**Advisory Opinion** – Official interpretations, opinions and statements of the AAOMS Commission on Professional Conduct by the AAOMS Commission on Professional Conduct. Advisory opinions generally apply the Code to specific situations. They are intended to provide detailed standards to oral and maxillofacial surgeons on following the Code, and are published along with the sections of the Code they illuminate.

**Affiliate Member** -- An individual who resides and practices or is engaged in an administrative or research position in a country other than the United States and, if applicable, is recognized as an oral and maxillofacial surgeon by the country's appropriate agencies; has specialty training in oral and maxillofacial surgery equivalent to that required of candidates for AAOMS fellowship or membership; and holds and
maintains membership in the country's oral and maxillofacial surgery organization, or, if none exists, other such evidence which verifies that the individual is functioning within the professional, moral and ethical framework of the profession of dentistry/medicine.

**American Association of Oral and Maxillofacial Surgeons (AAOMS, the Association)** – The primary national professional organization representing oral and maxillofacial surgeons in the United States.

**American Board of Oral and Maxillofacial Surgery (ABOMS, the Board)** -- The certifying board for oral and maxillofacial surgeons, which establishes criteria for competence and the knowledge base that determines a sufficient and acceptable performance for safe practice of the specialty. The ABOMS examines qualified candidates to determine if they have demonstrated the requisite training, experience and knowledge of the specialty to achieve status as a diplomate. The Board’s mission includes examination and certification of candidates and re-certification of diplomates.

**Candidate** -- An individual who has completed training in an ADA-accredited training program in oral and maxillofacial surgery in the United States, whose application has been provisionally approved by the Committee on Membership, and who has met all eligibility requirements, including submission of all supporting documentation. A candidate must complete the application process within three years from the date designated to this status.

The **Code** – **AAOMS Code of Professional Conduct**. The Code is the ethical standard of conduct for oral and maxillofacial surgeons.

The **commission** – The AAOMS Commission on Professional Conduct.

**Commission on Professional Conduct (CPC, the commission)** – The body authorized under the AAOMS Bylaws to maintain, administer and adjudicate the AAOMS Code of Professional Conduct.

**Fellow** -- An individual who is a graduate of an accredited dental school and has completed an advanced oral and maxillofacial surgery educational program accredited by the American Dental Association (ADA) Commission on Dental Accreditation; has a license or permit in dentistry or medicine in the state and oral and maxillofacial surgery specialty licensure, where applicable; resides and practices in the United States or its possessions; maintains membership in the American Dental Association (ADA) or other such evidence which verifies he/she is functioning within the professional, moral and ethical framework of the specialty of oral and maxillofacial surgery; complies with American Association of Oral and Maxillofacial Surgeons Code of Professional Conduct and Official Advisory Opinions; holds membership in the AAOMS component oral and maxillofacial surgery state society in the state in which he/she practices (excludes those who meet the grandfather provision of the Bylaws, and individuals in the federal dental services) (effective September 27, 1991); presents written evidence of qualifications as requested; and is certified by the American Board of Oral and Maxillofacial Surgery (ABOMS).

**Honorary Fellow** -- An individual who holds no other class of membership in the AAOMS or who is a non-USA member who has made distinguished contributions to the specialty of oral and maxillofacial surgery.

**Inactive Fellow and Member** -- A fellow, member or affiliate member who derives no income from the practice of oral and maxillofacial surgery. Active practice is the performance of any activities requiring licensure or permit in dentistry or medicine in the state or oral and maxillofacial surgery specialty licensure, where applicable.

**Insurance Company** -- An insurance company shall include any party obliged or contracted to act as a third party payer for the treatment of another, including but not limited to an insurer, reinsurer, underwriter, managed care agency, health maintenance company, or risk retention group.

**Insurance Consultant** -- An insurance consultant is a person who reviews, reports, or renders an opinion upon a course of treatment, procedure or the cost thereof for an insurance company, with or without compensation or consideration of any kind. This term shall include a person who provides consultation...
upon the treatment of a specific patient, general practices and community standards of care, or coverage and payment policies.

**Life Fellow and Member** -- A fellow, member or affiliate member shall automatically be transferred to life fellowship or life membership upon completion of 30 dues paying years and reaching the age of 65 or upon completion of 35 dues paying years.

**Member** -- An individual with the same qualifications as a fellow except certification by ABOMS.

**National Practitioners Data Bank (NPDB)** – The NPDB, a national register of physicians, dentists and other health care practitioners, was established by the federal government in response to provisions of the Health Care Quality Improvement Act (HCQIA) of 1986. It began operations in 1989. It tracks and reports incidents of low-quality care related to individual practitioners. The NPDB operates under a contract on behalf of the federal Department of Health and Human Services and is managed by its Division of Quality Assurance. Federal law requires organizations that evaluate and monitor the work of health care professionals to report adverse actions relating to clinical competence or professional misconduct involving a physician (Doctor of Medicine or MD or Doctor of Osteopathic Medicine or DO) or dentist (Doctor of Dental Surgery or DDS or Doctor of Dental Medicine [DMD]) to its individual state licensing agency within 15 days of the action.

**Oral and Maxillofacial Surgeon (OMS)** -- A practitioner who has successfully completed four years of dental school and an additional four years of residency training in oral and maxillofacial surgery who performs any oral and maxillofacial surgery activity requiring licensure or permit in dentistry or medicine and the state oral and maxillofacial surgery specialty licensure, where applicable.

**Oral and Maxillofacial Surgery** – The specialty of dentistry which includes the diagnosis, surgical and adjunctive treatment of diseases, injuries and defects involving both the functional and aesthetic aspects of the hard and soft tissues of the oral and maxillofacial region.

**Peer Review** – A process by which the actions of health care professionals are reviewed by a panel of their peers for the purpose of improving quality or assessing medical or dental necessity.

**Provisional Fellow or Member** -- A provisional fellow or member shall fulfill all qualifications for membership except one or more of the following: 1) application/election to the component society; 2) fulfillment of the component society’s on-site office anesthesia evaluation; and 3) attendance at a component society meeting if this is a membership requirement of the component society.

**Resident Member** -- Individuals in training in an American Dental Association’s (ADA) Commission on Dental Accreditation (CODA) accredited training program in oral and maxillofacial surgery in the United States or in Canada are resident members.

**Retired Fellow and Member** -- A fellow, member or affiliate member who has completely retired from the practice of oral and maxillofacial surgery. To qualify for retired status, a fellow, member or affiliate member must have paid dues for 20 years or be disabled and unable to engage in active practice. Active practice is the performance of any activities requiring licensure or permit in dentistry or medicine in the state or oral and maxillofacial surgery specialty licensure, where applicable.

**Second Opinion** -- An evaluation of a patient with a specific problem in oral and maxillofacial surgery, where that member or fellow has knowledge that a peer has previously evaluated the patient for the problem.

**Third Party Payer** -- Any party to a dental or medical payment contract that may collect premiums, assume financial risk, pay claims and/or provide administrative services.

**Working Days** – Working days are defined as days during which the AAOMS headquarters is regularly scheduled for business. Generally, these days are Monday through Friday of every week, except for
designated holidays as determined annually by the AAOMS Board of Trustees and management. A calendar of these designated holidays is available from the AAOMS headquarters.

Note: The AAOMS House of Delegates has the power to adopt, amend, revise and repeal the Code of Professional Conduct and Guidelines for Filing a Complaint of Violation. The Advisory Opinions are subject to change by the Commission on Professional Conduct and to review and approval by the Board of Trustees. Earlier editions of the Code of Professional Conduct can be obtained by contacting the office of the Commission on Professional Conduct at AAOMS Headquarters at 1-800-822-6637.
POLICIES

SECTION I • GENERAL POLICIES

1. Regional and Component Society Reports: Each regional and component oral and maxillofacial surgery society shall report annually its officers, activities and meeting dates to the AAOMS. (See also Section II. Policy 2) (HD-67)

2. 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):
   a. 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.
   b. Agreement of the committee chair must be obtained prior to confirmation of the attendance.
   c. Completion by the attendee of an AAOMS Conflict of Interest and Disclosure Statement for each meeting to be attended.
   d. 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)

3. Official Colors: The AAOMS official colors shall be dark (navy) blue and white. (Nov. 80)

4. AAOMS Marks: The Board of Trustees from time to time may adopt, amend or withdraw an official slogan of the Association and may determine the future usage, if any, of any previous slogan. Official slogans of the Association shall be registered in the U.S. Trademark Office. Use of the Association seal and designated slogan of the Association by fellows and members and component societies shall be in accordance with Chapter V. Section J, Reproduction of AAOMS Seal, and Section K, Reproduction of AAOMS Slogan, of the Code of Professional Conduct. (Sept. 87; Dec. 88; Sept. 09; June 16)

5. Legislation by Component Societies: Legislation by component societies to rectify discriminatory practices of denial of payment for oral and maxillofacial surgery care should be pursued only after all other available means to resolve this situation are exhausted, including consultation with the AAOMS. (HD-71)

6. Federal Service Parity: The officers, trustees, staff, fellows and members shall utilize every appropriate effort to obtain and maintain pay and professional parity for oral and maxillofacial surgeons with their medical colleagues in the various uniformed services and the Department of Veterans Affairs and whatever efforts appropriate to influence in a positive manner any legislation

* Where "fellow" and the masculine pronoun appear in this document, they shall be understood to include both females and males.
which would upgrade the pay and/or professional stature of oral and maxillofacial surgeons in the federal services. (HD-81)

7. **Component Society Liaison with Insurance Industry:** Component and local oral and maxillofacial surgery societies, in their liaison with the insurance industry, should (1) notify the Committee on Health Care and Advocacy (CHCA) of meetings with insurance carriers; (2) when meeting with third party carriers, discuss local problems relative to component society policy; and (3) work, when appropriate, with the state dental society's council on dental care programs.

Component societies are encouraged to form patient advocacy committees to coordinate state advocacy efforts with insurance carriers with appropriate support from the CHCA. (HD-74; HD-77; Jan. 78; HD-83; Oct. 01)

8. **Use and Disposal of Mercury Containing Material:** Component societies and counterparts are encouraged to work with the AAOMS, state dental associations and the American Dental Association in reviewing and implementing the best management practices for the use and disposal of mercury containing material in the oral and maxillofacial surgery office. (HD-03)

9. **Participation in Trauma Calls:** The AAOMS encourages component societies to strongly reinforce the responsibility that all AAOMS fellows and members participate in maxillofacial trauma call and play an active role on their hospital medical staffs. (HD-03)

10. **State Licensure by Credentials:** The AAOMS encourages state dental boards to award state dental licensure by credentials for oral and maxillofacial surgeons (OMS) desiring to practice in that state under a dental or a medical license, where those individuals hold appropriate credentials, including dental licensure in another state, in accordance with existing ADA policy on licensure by credentials. (HD-03)

11. **Oral and Maxillofacial Surgery Consultants to Third Parties:** Oral and maxillofacial surgery consultants to all third parties, including Social Security Administration fiscal intermediaries, should be oral and maxillofacial surgeons and should meet the American Dental Association's qualifications as defined in the Council on Dental Care Programs' Statement on Dental Consultants to Carriers. (HD-78; HD-83)

12. **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)
13. **Fiduciary Duty and Confidentiality in Communications:** Association volunteers (e.g., officers, trustees, committee members, etc.) have many obligations to the Association. One such obligation is *fiduciary duty*. This requires the exercise of reasonable care in performing functions for the Association, including exhibiting care, loyalty and good faith in all communications.

Volunteers must maintain in confidence whatever information the Association desires to keep confidential. Volunteers are not permitted to disregard, overrule, or second guess the Association’s determination to designate and treat information as confidential.

The most obvious indication that the Association desires to maintain certain information as confidential is if the information is noted as such or it is brought forward in executive session. If the volunteer knows, or should know, the confidential nature of information, the obligation to maintain confidentiality is triggered.

In all instances of communication from volunteers to fellows, members and other outside entities, judgment and discretion must be used in sharing sensitive or confidential information. Specific actions voted upon at any meeting may not specifically be reported as official until after the actions of the board have been reviewed and ratified by the full Board of Trustees. However, in certain instances it may be necessary for immediate action to be taken on a specific recommendation. When a recommendation has been designated for “Immediate Action,” execution may proceed immediately with board approval. In other instances, such as in generating committee appointment letters, award letters and other items of urgency, execution of a designated recommendation may proceed following an “Affirmative Vote of the Meeting Report” by the board. (Sept. 10)

Board members and other volunteers can adhere to their fiduciary duty and maintain appropriate confidentiality in communications by:

- Placing the Association’s interests first in dealings on the Association’s behalf.
- Preserving the confidentiality of any information that is designated or treated as such by the Association.
- Seeking consultation from the President or Executive Director should questions arise.

14. **AAOMS Policy on Antitrust and Legal Risk Management** (Sept. 05)

While most oral and maxillofacial surgeons (OMS), like members of other professional associations, consider themselves to be colleagues, they must recognize that under the law they are also, in fact, marketplace competitors for OMS services. As such, OMS are subject to antitrust, trade practice and tort laws and must be mindful of the restrictions these laws place on their individual behavior and collective activities. Moreover, OMS must respect not only the rights of their fellow members, but also the rights of those who wish to become members and the rights of those practitioners who may compete with OMS to provide healthcare services.

When oral and maxillofacial surgeons come together in a professional association, additional laws govern the organization itself as well as the conduct of fellows and members with each other. Commonly, professional associations are organized as not-for-profit corporations governed by federal tax and state corporation laws. In order to maintain their tax exempt status and protect
the assets of the organization, associations also must respect limits imposed on their activities by
tax, election and antitrust laws.

Professional associations like the AAOMS that engage in self-regulatory activities, such as
evaluation of anesthesia and other practice protocols, membership criteria and the enforcement
of the AAOMS Code of Professional Conduct, including a membership disciplinary operation, are at
heightened risk for potential legal action, including antitrust and state tort law violations, such as
defamation and interference with professional/business relationships.

Other ongoing professional association activities that may give rise to legal actions include any
collection and dissemination of sensitive market information, including pricing, practice costs,
reimbursement, credit terms and salary information, as well as association views on health plan
contracting, policies on coverage, coding, medical necessity and related issues. Antitrust
complaints to the Federal Trade Commission, Department of Justice or to federal or state courts
may be based not only on evidence of express communications or actions, but also on implied
evidence of anti-competitive activity, such as a course of conduct that could be inferred if a
number of oral and maxillofacial surgeons terminated contracts within a certain time frame with
certain payors.

Due to the legal risk inherent in these association activities, fellows, members and staff who
engage in and represent the AAOMS at functions such as meetings with third party payors, federal
and state agencies, other professional associations and vendors, during which sensitive
membership, market and similar communications are exchanged, should consult with legal
counsel prior to such events or the publication of AAOMS comments. As one example, AAOMS
representatives during both internal and external activities generally must avoid statements that
might indicate the appearance of a collective membership boycott of any kind, including, but not
limited to, any statements that might suggest the membership of the AAOMS would terminate a
relationship with a health plan.

In all cases, AAOMS representatives shall be advised of these legal concerns on an ongoing basis
and shall agree to exercise a duty of care to ensure their communications conform to legal due
diligence standards. Further, to ensure the protection of the AAOMS’ interests and that of our
individual fellows and members, the AAOMS recommends legal review of -- and participation of
legal counsel as necessary -- in all AAOMS activities involving self-regulation, membership, and
communications with third party payors, state and federal agencies, vendors and similar entities.

**15. 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.

All employees are cautioned against engaging in harassment themselves or knowingly permitting such conduct by others, including by fellows and members.

If you are on the receiving end of unwelcome comments or actions, you are encouraged to firmly request the offending party to immediately stop the offending behavior. However, if you do not feel comfortable addressing the offending party directly or if your efforts to resolve the situation directly have failed (and in any event if the offending behavior by the individual involved has occurred previously), you should promptly report the incident(s) to your direct Manager or another trusted Manager, the Executive Director or a member of the Human Resources Department. It is important that you report it. We cannot take action to bring about an end to the offensive behavior without your complaint.

We will conduct a thorough and prompt investigation. We will try to keep the matter confidential, but this may not always be possible. In our investigation we will also try to respect the rights of the accused. Where harassment has been established, the Association will take appropriate corrective action, up to and including termination of the offender if necessary to stop the offending behavior.

If an employee believes that he or she has been harassed by an individual who is not employed by the Association (i.e., member, vendor, contractor, etc.) the employee should file a complaint as described above. Although the Association’s ability to take corrective action or even to investigate a complaint of this nature is limited, the Association will take all reasonable action to investigate the complaint and will strive to ensure that there is not a repetition of the offending behavior.

Retaliation against an employee for making a good faith complaint regarding harassment violates the law. Therefore, the AAOMS will not permit any type of retaliation against another employee for having made a good faith complaint. Any individual found to have retaliated against another employee for having reported an incident believed by such employee to constitute harassment will be subject to the same range of corrective action as is provided for employees found to have committed an act of harassment.

The Association has developed this policy to ensure, to the best of its ability, that all of its employees can work in an environment that is free from all forms of harassment. The Association encourages its employees to assist them in achieving that goal.

Professionalism and Ethics: As a general rule for all staff and volunteers of the Association, professional conduct and demeanor are a requirement. You may be required to travel as part of your job responsibilities with the Association. Your professional conduct and appearance under
these circumstances are as important as during regular working hours in the office. Specific

guidelines outlining staff roles and responsibilities at the annual scientific sessions and
conferences are distributed prior to these major Association events. (June 03)

16. Committee & Agency Responsiveness to Requests and Actions: Agencies of the Association are
to respond in a timely manner to requests for reports, recommendations and programs by the
Board of Trustees and House of Delegates. When the board refers an action for implementation
to a committee or other entity, this request should include a deadline for implementation and the
date a report with recommendations is to be provided to the board for consideration and action
and subsequently, to the House of Delegates, if appropriate. Committees or other entities may
convene conference calls, or, if necessary, in person meetings at the discretion of the chair, board
liaison and Executive Director, to expedite matters of this nature so that timely reports and
responses can be provided to all parties involved to allow adequate time for review and
reconsideration, if necessary.

Agencies meeting 15 days or less before a board meeting will provide their final reports to the
subsequent board meeting or conference call. This will allow sufficient time for report
preparation and review. Committee reports must be submitted in their entirety to the Board of
Trustees. Individual items or recommendations should not be separately broken out and
submitted for board review and approval. This will ensure the integrity of a report and a
committee’s communication to the board. (Sept. 03)

17. 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)

18. Statement on Intraoral/Perioral Piercing and Tongue Splitting: Because of its potential for
numerous negative sequelae and the lack of scientific evidence of a positive health benefit, the
American Association of Oral and Maxillofacial Surgeons opposes the practice of intraoral/perioral
piercing and tongue splitting. (June 03)

19. Statement on Restorative Care in Regard to Dental Implants: In regard to dental implants, the
extensive scientific and clinical training of an oral and maxillofacial surgeon prepares him to
provide comprehensive and inclusive care in the replacement of missing teeth, including
restorative care that the oral and maxillofacial surgeon is trained to provide. (June 07)
20. **AAOMS Statement on Health and Well Being of Patients:** Oral and maxillofacial surgeons are dedicated to the health and well-being of all our patients, including those affected by violence and abuse, post-traumatic stress disorders or traumatic brain injury. (June 08)

21. **Guidelines for Staff Presentations at Regional and Component Society Meetings and Consultation to Outside Entities:**

   a. The Executive Director must approve any staff presentation at a component or regional society meeting.

   b. Any presentation that goes beyond a report on AAOMS activities will be done only if the society agrees to pay a fee based on the pro-rated cost of the staff member's time and travel and housing expenses, plus any other costs (i.e., printing, slides, etc.).

   c. Any request for AAOMS staff consultation to an outside entity in areas of development (i.e., Research Fund, communications, parameters of care, etc.) involving up to a full day may be approved in return for a fee to cover the administrative costs to the AAOMS as determined by the Executive Director with approval of the President. (Sept. 92)

22. **Contracts:** All contracts must be reviewed by the General Counsel and Associate Executive Director, Business and Operations prior to execution by the AAOMS Executive Director. At each board meeting, a listing of all contracts executed since the previous board meeting will be provided for review by members of the Board of Trustees. (April 97; June 97; Sept. 10)

23. **Publication/Product Pricing:** The Board of Trustees shall review and approve final pricing for AAOMS publications and products. Non-member prices for products sold through the AAOMS products catalog should be three times the member price, and institutions should be charged two times the member price for these products. This approval process shall take place during a scheduled meeting or conference call of the board. (Jan. 98; June 99)

24. **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)

25. **E-Mail Addresses and Usage:** Fellow/member e-mail addresses will not be sold or otherwise distributed by the AAOMS. Broadcast electronic communications to the membership will be sent on an as-needed-basis, exercising prudence in the frequency of such broadcast e-communications. Fellows/members will be given the option to “unsubscribe” or opt out of such regular broadcast e-communications.

26. **AAOMS Disaster Relief Plan:** AAOMS residents and interns that suffer financial harm from a disaster are eligible to receive relief payment if certain criteria are met. This plan authorizes the AAOMS Board of Trustees to determine what events would qualify for financial assistance up to $75,000 per disaster to provide financial aid to residents and interns that are impacted. In addition, an AAOMS Qualified Relief Plan shall also be established under the Internal Revenue Code any time that AAOMS residents and interns require financial assistance in the aftermath of a Presidentially-declared disaster. (HD-09; HD-17)

   On an as needed basis, an ad hoc committee, composed of the six district caucus chairs, the AAOMS Treasurer (ex-officio) and the Associate Executive Director, Business and Operations (ex-
ofﬁcio), shall be established to authorize additional disbursements as approved by the Board of
Trustees and presented at the next meeting of the House of Delegates. (HD-09; HD-17)

SECTION II • BOARD OF TRUSTEES

1. **E-Mail or Facsimile Ballots:** E-mail or facsimile ballots for a decision by the Board of Trustees
must have the approval of the President. Ballots must be received at headquarters by the
deadline provided on the ballot. Late ballots will not be counted. Because there is no opportunity
to debate or amend a ballot outside of a meeting, all 11 ballots voted in the affirmative will be
required to approve an e-mail or facsimile ballot. (HD-67; March 79; Sept. 10; Dec 14)

2. **Officer and Trustee Representation and Reimbursement for Attendance at Regional and
Component Society Meetings:** (HD-67; Jan. 78; Nov. 78; Sept. 93)

   a. **Purpose and Procedure on Representation Requests:** Officer and trustee representation to
   component and regional society meetings is for informational purposes and the exchange of
   ideas on national oral and maxillofacial surgery issues and to advocate implementation by the
   component or regional society of national goals at the local level. (Nov. 79; Oct. 85; Dec. 88;
   Dec. 97)

   (1) Officers of the Board of Trustees, as approved by the President, and the six district
   trustees may attend regional and state component society meetings within their districts
   and receive reimbursement in accordance with policy. (July 03).

      a. In addition to the district trustee, a minimum of two AAOMS officers shall
      attend the Southeastern Society of OMS and the Southwest Society of OMS
      meetings. Each society should provide AAOMS leadership with 15 minutes of
      podium time not during the lunch hour for an AAOMS update. Additional
      attendees may be assigned by the President. (Oct 17)

      b. In addition to the district trustee, a minimum of one AAOMS officer shall
      attend one Mid-Atlantic Society of OMS meeting and the Western Society of
      OMS meeting. Each society should provide AAOMS leadership with 15 minutes
      of podium time not during the lunch hour for an AAOMS update. Additional
      attendees may be assigned by the President. (Oct 17)

      c. In addition to the district trustee, a minimum of two AAOMS officers shall
      attend the January CALAOMS and the NYSOMS meetings. Each society should
      provide AAOMS leadership with 15 minutes of podium time not during the
      lunch hour for an AAOMS update. Additional attendees may be assigned by
      the President. (Oct 17)

   (2) The Executive Director or a designated appointee may participate in allied, related,
   regional and component society meetings, with the approval of the President, such
   expense to be borne by the AAOMS. (HD-67; Dec. 73; July 03)

   b. **Reimbursement:**

      (1) Trustees attending regional and state component society meetings outside their district
      shall not be reimbursed, unless speciﬁcally approved by the Board of Trustees. (July 03)

      (2) Members of the Board of Trustees attending regional and state component society
      meetings in their own district, including meetings of the state component society of which
they are a member, shall be reimbursed at $185 per day for days of official business and
for hotel and travel in accordance with Policy 15c (1) Travel Reimbursement, Section XI.
Budget and Finance. (June 88; June 99; Dec. 04; June 08; Sept. 10)

(3) The President or his official designee(s) attending a component or regional society
meeting shall be reimbursed at $185 per day for days of official business, and for hotel
and travel in accordance with Policy 15c (1) Travel Reimbursement, Section XI. Budget and
Finance. (June 99; Aug. 03; June 08; Sept. 10)

(4) Reimbursement to a member of the Board of Trustees to attend a state component or
regional society meeting convened outside the continental United States, except for the
AAOMS President, shall not be provided unless approved in advance by the Board of
Trustees. If approved, reimbursement shall be provided in accordance with Policy 15.
Reimbursement (Travel, Per Diem), c. Basis of Reimbursement, 8. Representatives to Non-
USA Meeting (Excludes Canada and Mexico), Section XI. Budget and Finance. (June 99;
June 05)

(5) Members of the Board of Trustees attending the summer caucuses in their districts shall
be reimbursed for air fare, up to two nights' hotel (room and tax) and up to two days per
diem. (June 99)

(6) Reimbursement to Candidates for Officer Positions: A member of the Board of Trustees,
who is a candidate for the office of Vice President, Treasurer, or Speaker of the House of
Delegates, will not be eligible for reimbursement of expenses or per diem payment for
attendance at a regional society meeting or component society meeting outside of the
candidate's AAOMS district during the calendar year of that election unless designated by
the President to attend on official AAOMS business as referenced in Section II, b.3.
Expense reimbursements and per diem payments for attendance at meetings as
designated above and made in the calendar year of a candidacy, prior to a declaration of
candidacy or initiation of campaign activities, will be repaid by the candidate to the
AAOMS. (Dec. 12, August 16)

c. Report: Following representation at regional and state component society meetings,
members of the board are requested to submit a report to the AAOMS headquarters to
include meeting dates, the number of attendees, issues and concerns discussed, whether or
not the board member was allotted speaking time on the program and the value of AAOMS
representation. (Aug. 03; Sept. 10)

3. AAOMS Representation and Reimbursement at Allied Professional Organization Meetings:
Requests for or by fellows and members to represent the Association at allied organizations' meetings must be submitted in writing for consideration on a meeting by meeting basis, with approval required by the President or Board of Trustees. Reimbursement shall be in accordance with policy. The AAOMS representatives are to complete the reimbursement form provided by the AAOMS headquarters and provide a summary report on their attendance. (June 89; Sept. 10)

4. Board Appointments to Committees, Etc.:

a. Nominating Procedure for Standing Committees: The President-Elect shall consult with the trustees, committee chairs and members, presidents of component and regional societies,
district caucus chairs and secretaries and other appropriate individuals prior to making
appointment recommendations for standing committees. (June 77; Sept. 10)

b. **Committee Appointments:** Fellows and members shall receive written notification of their
appointment to committees and meeting date(s). They are required to respond within 30
days to the Association. In the event no acceptance is received in this time, the
appointment will be considered null, and another appointment will be made. As a condition
of acceptance of the appointment, the attendee’s attendance at committee meetings is
mandatory. (HD-67; Jan. 78)

c. **Committee Agendas and Meetings:** Agendas for committee meetings are approved by the
committee chair. Following publication of meeting dates of committees, etc., the dates are
firm and cannot be changed without substantial reason and approval by the President. (June
91; June 95; Sept. 10)

d. **Conversion of Special Committees to Standing Committees:** The conversion of special
committees to standing committees is to conform to Chapter IX. Section 10. of the
Bylaws. When conversion is recommended, the following guidelines should be followed, when
possible (June 95):

1. special committees should be treated as newly established committees, and members’
   years of service on special committees should have no bearing on their continuance or
discontinuance on the standing committee; (Sept. 10)

2. committees of six members or more should have district representation;

3. staggered terms should be applied so that no more than one member’s term expires
   annually;

4. special consultants may be appointed for purposes of expertise and to provide
   assistance.

e. **Review of Appointments:** Annual review by the Board of Trustees of all appointments shall
be mandatory. (June 74; Jan. 78)

f. **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)

Consideration should be given to maintaining costs at a reasonable level. (March 01)

g. **Stipulation for Serving on Committee on Continuing Education and Professional Development
(CCEPD):** A stipulation of appointment to this committee shall be the ability of committee
members to attend all conferences and annual meetings for all years of appointment and
willingness to assume duties on-site as assigned by the committee chair. The committee shall be scheduled to meet twice annually. New appointees shall be invited to attend the fall committee meeting. (HD-72; Dec. 75; March 76; Nov. 78; June 81; HD-02; Sept. 10)

(1) **Attendance at U.S. Allied Organization Meetings:** Annually, subject to the approval of the President, a representative of the Committee on Continuing Education and Professional Development may attend two scientific meetings of select U.S. allied organizations to broaden the resource base to maintain the current status of the specialty on scientific programming for enhancement of conference and annual meeting scientific programs. Reimbursement shall be up to three days' per diem, least expensive coach air fare available per meeting, hotel accommodations and the meeting registration fee, if necessary, in accordance with policy from the Committee on Continuing Education and Professional Development account. (Jan. 89; HD-02; Sept. 10)

**h. Committee on Education and Training (CET):** Members of CET shall be members of the American Dental Education Association (ADEA) with funding provided by the AAOMS, when necessary. Annually, CET is to convene one of its meetings in conjunction with the annual meeting of the ADEA. (April 88)

**i. Committee on Anesthesia (CAN):** Members of CAN shall be members of the American Dental Society of Anesthesiology (ADSA) with funding provided by the AAOMS, when necessary. Annually, CAN is to convene one of its meetings in conjunction with the annual meeting of the ADSA. (Sept. 10)

**j. Committee on Research Planning and Technology Assessment (CRPTA):** Members of CRPTA shall be members of the American Association of Dental Research (AADR) with funding provided by the AAOMS, when necessary. Annually, CRPTA is to convene one of its meetings in conjunction with the annual meeting of the AADR. (Sept. 10)

**k. Qualifications and Procedure for Appointment of Representatives to ADA Residency Review Committee (RRC) on Oral and Maxillofacial Surgery:** The appointment of AAOMS representatives to the residency review committee shall be made by the President, with the majority approval of the Board of Trustees. Any individual considered for such appointment shall be a diplomate of the American Board of Oral and Maxillofacial Surgery, member of the American Dental Association, and shall have had experience in making site visits to evaluate educational programs. The three residency review committee members shall serve as voting members of the Association's standing Committee on Residency Education and Training.

The committee shall be comprised of four voting members of whom one shall be the OMS Commissioner who shall serve as Chair. Two members shall be appointed by the AAOMS and ABOMS, and the third member shall be appointed on a rotational basis by the AAOMS and ABOMS. In 2007, the ABOMS began the rotation with the selection of the first joint AAOMS/ABOMS RRC representative. Every four years the organizations will alternate the designation of the joint RRC representative. The term of appointment shall be for four years. (Sept. 72; June 86; June 95; Oct 2013)

**l. Appointments to International Association of Oral and Maxillofacial Surgeons (IAOMS) Council, Executive Committee and Conferences, and Reporting Duties:**
(1) **Executive Committee Member:** The North American Region has one representative on the IAOMS Executive Committee. This representative is appointed by the AAOMS Board of Trustees and will serve a maximum of three (3) two-year terms (from international conference to international conference) subject to annual review. This person shall be provided reimbursement in accordance with Policy 15. Reimbursement (Travel, Per Diem), c. Basis of Reimbursement, 8. Representatives to Non-USA Meeting (Excludes Canada and Mexico), Section XI. Budget and Finance to the International Conference on Oral and Maxillofacial Surgery (ICOMS). He is obligated to provide a written report to the AAOMS Advisory Committee on International Activities on all IAOMS actions within 45 days of the conference, and to seek the advice and counsel of the AAOMS Board of Trustees on the AAOMS’ position on international matters considered by the IAOMS as a condition of appointment acceptance. (Dec. 98; June 99; Sept. 03; June 05; June 08; Dec. 12)

(2) **Official AAOMS and IAOMS Council Representatives:** The AAOMS official representatives to IAOMS conferences and IAOMS Council shall be the President and Vice President, with the President-Elect fulfilling either of these positions in the event the President or Vice President is unable to attend. The official representatives shall be provided reimbursement in accordance with Policy 15. Reimbursement (Travel, Per Diem), c. Basis of Reimbursement, 8. Representatives to Non-USA Meeting (Excludes Canada and Mexico), Section XI. Budget and Finance to the International Conference on Oral and Maxillofacial Surgery (ICOMS). (March 74; Jan. 78; June 79; Nov. 80; April 84; Dec. 88; March 95; June 95; Dec. 97; June 98; Dec. 98; June 99; Sept 03; June 05; Sept. 05; Dec. 12)

m. **AAOMS Representation at International Meetings:** AAOMS representation at international annual meetings (excludes the International Conference on Oral and Maxillofacial Surgery which is covered in Policy 4. m. above) shall be based on the following: Invitations for AAOMS representation at international meetings not reflected below or above will be considered on an individual basis and shall be at the discretion of the AAOMS President with approval of the Board of Trustees. Official representatives to international meetings shall be provided reimbursement in accordance with Policy 15. Reimbursement (Travel, Per Diem), c. Basis of Reimbursement, 8. Representatives to Non-USA Meetings (Excludes Canada and Mexico), Section XI. Budget and Finance. Representatives are obligated to provide a written report to the AAOMS Board of Trustees on all actions and deliberations at international meetings within 45 days of each meeting. (Sept. 08; Sept. 10; Dec. 12; April 2014)

The AAOMS has designated the following individuals as official representatives for the meetings listed:

- **British Association of OMS (BAOMS):** President and President-Elect
- **European Association of Cranio-Maxillofacial Surgery (EACMFS):** President and Vice President
- **Latin American Assoc. of OMS (ALACIBU):** President and Vice President
- **Canadian Association of OMS (CAOMS):** President, President-Elect and North American Representative
- **Asian Association of OMS:** President and Vice President
Australian/New Zealand Associations of OMS (ANZAOMS): President who receives letter of invitation

Other International Organizations: President will designate representative(s) with the Board of Trustees’ approval

International Meetings: In the event a representative, as designated above, cannot attend a meeting, the President has the authority, with the consent of the Board of Trustees, to designate an official representative to attend.

n. Special Committee on Maxillofacial Oncology and Reconstructive Surgery (SCMORS): The Special Committee on Maxillofacial Oncology and Reconstructive Surgery shall be comprised of six (6) voting fellows and members of whom one shall serve as Chair. The terms shall be for one year. (March 07; March 11)

Duties: The duties of the special committee shall be to: (1) develop a maxillofacial head and neck oncology database, (2) develop a head and neck national referral network, (3) collaborate with appropriate committees on education and training (Committees on Continuing Education and Professional Development (CCEPD), Residency Education and Training (CRET), and Practice Management and Professional Allied Staff (CPMPAS), (4) oversee the area of oral cancer, (5) coordinate collaborative studies, and (6) plan promotion of oral/head/neck cancer. (Dec. 12)

5. Board of Trustees’ Meetings: Board of Trustees’ meetings shall be convened in the United States except those convened during the regularly scheduled national meetings of the Association. (June 97)

6. Executive Sessions: The President shall convene an executive session at each board meeting and may also have a double executive session with the presence of the Executive Director or a triple executive session without the presence of the Executive Director. (Oct. 67; June 74; Jan. 78; Sept. 10)

7. Board of Trustees Consent Agenda: On a meeting by meeting basis and if feasible, a consent agenda shall be prepared of items and reports of an informational nature. This consent agenda with exhibits shall be provided in advance of each board meeting to members of the Board of Trustees. Members of the board shall be required to review the consent agenda. Should any objection to an item listed be received prior to the board’s meeting, that will automatically cause removal of same from the consent agenda with relocation to the appropriate position on the meeting agenda. During the forthcoming board meeting, the President will inquire whether there are any objections from the officers and trustees. If none, a roll call vote will be taken covering all items on the consent agenda. (Jan. 90)

8. Preparation of Board Meeting and Conference Call Reports: (1) On attendance roll call of the board, the listing shall be as present or absent; (2) Names of board members who move actions shall not be recorded as part of the board report; and (3) A roll call vote on actions of the board shall be recorded in the official board reports as yes, no, absent or abstain. In order for a board member(s) to abstain on an action, he must state the reasons for his abstention. (Feb. 71; Dec. 73; Feb. 77; Jan. 78; March 80; June 83; HD-83; Sept. 90)

a. Voting of the Board of Trustees on awards, honors and appointments (i.e., The Robert V. Walker Distinguished Service Award, Annual Meeting Dedication, Presidential Achievement
b. **Implementation of Board Actions:** To inform the board of actions that require immediate implementation, members of committees/agencies and staff are to indicate the urgency of an item on the report and/or exhibit. For example, on committee or board recommendations requiring immediate action, the report/recommendation/exhibit should be annotated with “Immediate Action”. For actions such as approval of award recipients, committee appointments, representation at meetings, and so on, the annotation of “Majority Approval of Report” should be added on the recommendation or exhibit. All other actions not time sensitive will be held until final approval of the board’s report. (Sept. 10)

9. **Submission of Corrections to Board Reports:** Officers and trustees will be provided with copies of the report of board meetings and conference calls as soon as feasible following each meeting or conference call. All corrections to board reports are to be provided to the headquarters prior to the preparation of the agenda for the next board meeting or conference call. (Feb. 70; June 95)

10. **Board Actions:** A report of the Board of Trustees' actions, including a roll call vote of all members of the board on actions, shall be provided delegates and alternates within 45 days following each meeting. Executive session(s) shall be noted in the *Actions of the Board*. (HD-83)

a. **Trustee Report:** Board members shall distribute by mail and/or e-mail a report on board actions to fellows, members and resident members within their district within 30 days following each board meeting. This report should include actions from the board’s conference calls between meetings. Officers and trustees may use their personal AAOMS stationery for this purpose and customize reports as desired. The Association’s headquarters will provide a draft report for use by members of the Board of Trustees. The final report, whether mailed or e-mailed, must be generic in reference to actions and must be reviewed by the Executive Director for factual actions and the President in instances where discrepancies occur. Also, if desired, the headquarters will duplicate and mail the report with the cost to be borne by the Association. (March/Dec. 93; may 98; June 98; July 03)

11. **Distribution of Excerpts of Board Reports:** Upon written request, a duly authorized delegate may be provided excerpts of any item of the approved board report, except those which may have legal or ethical ramifications. (June 83)

12. **New Board Member Orientation Session:** An Orientation session for new board member(s) will be held electronically. (Dec. 75; Jan. 78; Feb. 87; Jan. 17)

13. **Speaker of House of Delegates Attendance at Board Meetings:** The Speaker is to attend the June Board of Trustees’ meeting and meetings prior to, during and immediately following the annual meeting. At the discretion of the President, he may be invited to attend other meetings of the board. Copies of all board meeting agendas are to be provided in advance of the meetings. Following final approval of board meeting reports they are to be provided to the Speaker for his information. Routine mailings to the Board of Trustees are to be provided the Speaker. (Jan. 78; Sept. 84; June 95; Sept. 10)
14. **Officer and Trustee Stationary.** Official AAOMS Stationary will be provided to current AAOMS officers and trustees only. The president shall receive personalized letterhead. All other current officers and trustees will receive non-personalized AAOMS letterhead, but may receive personalized letterhead electronically upon request. All current officers and trustees may receive personalized business cards and note pads upon request. (Dec 15)

**SECTION III • AMERICAN DENTAL ASSOCIATION**

1. **Legislation:** The Board of Trustees and its designates shall work in close liaison with the Council on Governmental Affairs of the American Dental Association in all matters pertaining to governmental action. When AAOMS policy conflicts with that of the American Dental Association, it shall be the obligation of the Board of Trustees, when feasible, to discuss the matter thoroughly with ADA officials so that mutual attitudes may be well understood, and, if possible, some agreeable solution found. (HD-67; Sept. 93; Sept. 10)

2. **Attendance at ADA Annual Session:**

   **Board of Trustees:** Members of the Board of Trustees shall attend the American Dental Association’s annual session. Reimbursement shall be for travel, hotel accommodations and per diem for days of official business in accordance with policy. When members of the board are provided reimbursement from their state OMS society or dental association, the AAOMS reimbursement shall be for any difference between the AAOMS reimbursement per policy and that of the other organization(s). (Sept. 10)

   **ADA Liaison Committee:** When scheduled to meet at the ADA annual session, members of the ADA Liaison Committee shall be reimbursed for travel, hotel accommodations and per diem for days of the meeting and official business in accordance with policy. When members of the committee are provided reimbursement from their state OMS society or dental association, the AAOMS reimbursement shall be for any difference between the AAOMS reimbursement per policy and that of the other organization(s). (Sept. 10)

3. **Offer Representation at ADA Committee and Commission Meetings:**

   Officer Representation at ADA Committee and Commission Meetings. In order to remain up-to-date on the issues the ADA is considering regarding residency and accreditation, at a minimum the President-Elect and Vice President shall attend the two Residency Review Committee meetings annually and the Vice President shall attend the two Commission on Dental Accreditation (CODA) meetings.

**SECTION IV • OFFICIAL REPRESENTATION WITH OTHER AGENCIES**

1. **Appointment of Representatives to Testify Before Government Agencies:** Appointment of AAOMS representatives to present testimony before congressional committees or other governmental agencies shall be made by the President and President-Elect. (June 73; June 95)

2. Fellows and members shall not announce, imply or state that they are representatives of the AAOMS before any agencies unless they have been officially designated by the AAOMS President and/or President-Elect.
The Board of Trustees shall maintain close liaison with the directors of the American Board of Oral and Maxillofacial Surgery (ABOMS).

### 1. Nomination Procedure for ABOMS Director and Vacancies

The Board of Directors of the American Board of Oral and Maxillofacial Surgery will submit to the AAOMS Board of Trustees by May 15 of each year a sufficient number of nominees so that at least three nominees are available for balloting for each open director position and are recommended as qualified nominees to serve an eight-year term or a vacancy on the ABOMS board. None of the nominees can be a member of the Board of Trustees of the AAOMS. (Jan. 86; HD-03)

A standardized curriculum vitae available from the ABOMS administrative offices will be provided all members of the AAOMS House of Delegates with the mailing of credential cards prior to the annual meeting accompanied by a covering letter from the AAOMS Board of Trustees on bylaws and policies relative to procedures for election. Any nomination from the floor of the House of Delegates must be accompanied by the same standardized curriculum vitae form available from the ABOMS or AAOMS administrative offices. (March 68; Dec. 76; June 77; Jan. 84; Jan. 86)

The election for ABOMS director will take place at the first session of the AAOMS House of Delegates.

### 2. Report on ABOMS Open Forum

The ABOMS Board of Directors shall provide in its annual report to the AAOMS comments on its open forum held during the annual meeting of the AAOMS. (Joint policy with ABOMS) (June 72; July 77)

### 3. Selection of ABOMS Regional Advisors

The ABOMS shall appoint a regional advisor from each of the seven regions annually. (Jan. 84; Jan. 86)

The names of potential Review Committee members will be forwarded to the regional advisors by the ABOMS for information concerning their professional and other qualifications.

In the event a vacancy occurs, an interim appointment will be made by the ABOMS.

### 4. Joint Meeting of the AAOMS/ABOMS

A joint meeting with the Board of Trustees of the AAOMS and Board of Directors of the ABOMS is to be convened on an annual basis. This meeting is to be held at a time that is satisfactory to both boards. (Jan. 86)

### 5. Certifying Body for Oral and Maxillofacial Surgery

At the joint meeting of the Board of Directors of the American Board of Oral and Maxillofacial Surgery (ABOMS) and the Board of Trustees of the American Association of Oral and Maxillofacial Surgeons (AAOMS) on October 13, 1974, it was reaffirmed that "The American Board of Oral and Maxillofacial Surgery is the only certifying body in oral and maxillofacial surgery." (Jan. 86)

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### SECTION VI • HEADQUARTERS

#### 1. AAOMS Staff Manual

Staff benefits and the administration of such shall be provided as presented in the AAOMS Staff Manual and as approved by the Board of Trustees. (March 91)

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### SECTION VII • MEMBERSHIP
1. **Application Procedure:** The procedure for applying for membership requires the following: (June 82; June 91)
   
a. A formal application;

   b. Verification of having applied for membership in the component oral and maxillofacial surgery society in the state or country in which the candidate maintains his primary place of practice, unless the candidate is on full-time active duty in the federal dental services; (Sept. 10)

   c. Verification of completion of training in an ADA accredited oral and maxillofacial surgery residency program or equivalent for affiliate membership candidates; (Sept. 10)

   d. Name announced to the membership as a candidate; (June 87)

2. **Membership Files:** All information relative to membership files is to be held in strictest confidence, and under no circumstances will a fellow(s) or member(s) objecting to a specific fellow, member, or candidate be identified other than to the Board of Trustees, Committee on Membership and Commission on Professional Conduct in cases of referral. (June 69; Feb. 71; June 82; June 86)

3. **Fees for Candidates:** Candidates shall be required to remit an annual fee. Should a resident apply for membership by the end of the calendar year in which training is completed, the first year fee as a candidate shall be waived with the second year fee equal to one-third (1/3) of fellows/members total dues and assessment amount; equal to two-thirds (2/3) of fellows/members total dues and assessment amount for the third year of candidate status; and a fee equal to fellows/members full dues and assessments. (June 97; April 03, June, 04; Sept. 10)

   Should the aforementioned candidate be elected to membership after one year of candidate status, his first year of dues as a provisional fellow/member or fellow/member would be one-third (1/3) of the total dues and assessment amount; for his second year he shall be required to remit two-thirds (2/3) of the full dues and assessment amount; and thereafter he shall be required to remit the full dues and assessment amount of a fellow/member as a provisional fellow/member and as a fellow/member.

   Should the aforementioned candidate be elected to membership after two years of candidate status, his first year of dues as a provisional fellow/member or fellow/member would be two-thirds (2/3) of the total dues and assessment amount; for his second year and thereafter he shall be required to remit the full dues and assessment amount.

   Should an oral and maxillofacial surgeon apply for fellowship or membership following completion of training, his first year fee as a candidate shall be waived with the second year fee equal to the full amount of the dues and assessment for a fellow or member. (June 82; April 03)

4. **Return of Membership Certificates:** Notification to fellows or members, who voluntarily resign or whose membership is discontinued for failure to pay dues and assessments for a period of one year, shall also be provided to state oral and maxillofacial surgery societies. (HD-74; Sept. 10)
5. **Rejection of Candidate for Cause and Appeal:** It is the duty of the Committee on Membership to review the credentials of each candidate. Upon such review, if the candidate is found to be undesirable morally and/or ethically for AAOMS fellowship or membership, the Membership Committee may reject the candidate, but only after affording the candidate due process through an interview by the committee to provide the candidate the opportunity to respond to the allegation(s). (June 82; June 86)

If review of the candidate's application for full membership reveals a moral and/or ethical question, the Committee on Membership shall retain the candidate in the current status pending further consideration.

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**SECTION VIII • PUBLIC RELATIONS AND PUBLICATIONS**

1. **Directory Distribution:** The directory of the membership shall be available only in electronic format and limited in its distribution to fellows, members, candidates and allied professional organizations. (HD-67; Oct. 85; June 95, Sept 15)

2. **Mailing Labels:** Complete membership mailing lists and lists of specific meeting registrants may be provided for a fee to fellows, members, candidates and residents, regional and component societies, educational institutions, exhibitors, peer partners and non-members in accordance with the following. Up to two sets of mailing lists per year may be provided to regional and component societies upon request without a fee. Mailing labels shall be provided to residents at a reduced fee. (June 93; June 95; April 96; Sept. 10):

   a. All orders are prepaid.

   b. Mailing lists are protected by copyright and shall not be duplicated without written permission of the Executive Director. (April 88)

   c. The lists are to be for an announcement of a continuing education opportunity by accredited educational institutions; a meeting(s) of a regional, component or local oral and maxillofacial surgery society associated with the AAOMS; for exhibitor marketing announcements; for scientific research surveys of the membership; and for AAOMS-sponsored membership services/programs by commercial firms (Treloar & Heisel, OMS National Insurance Company [OMSNIC], etc.).

   d. The request is to be made in writing to the AAOMS headquarters with the purpose stated; and a copy of the mailing provided for approval before transmittal to the membership.

   e. Exhibitors must have signed a contract to exhibit at an annual meeting, conference or any other free-standing conference at which there are commercial exhibits and have paid all fees in full. (Jan. 89; March 93; June 93; April 96)

   f. Fellows and members who wish to conduct a scientific survey of the membership may purchase mailing lists at a reduced fee.

   g. Oral and maxillofacial surgery institutions, fellows and members who sponsor courses for a profit and who wish to announce them to the membership will be charged the exhibitor/commercial fee for mailing lists. (Sept. 92)
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h. The AAOMS reserves the right to deny requests where the purpose or use may not be considered in the best interest of the Association or its purposes. (Oct. 85; Jan. & April 86)

3. **AAOMS Today:** The *AAOMS Today* shall be published six (6) times annually. The publication shall contain feature and news articles on board actions and other information of interest to the membership (Dec. 95)

4. **Official Journal:** The *Journal of Oral and Maxillofacial Surgery* is the official journal of the Association and is published at least monthly, 12 times per year.

   a. **Mission:** The mission of the Journal shall be to serve as the most authoritative, reliable and up-to-date source of scientific and clinical information relevant to the discipline of oral and maxillofacial surgery, by evaluating, reporting, and chronicling activities of scientific and professional interest to AAOMS fellows and members, and others who can benefit from the Journal's information.

   b. **Section Editors:** Section editors are appointed by, and serve at the pleasure of, the editor-in-chief to provide the Journal expertise in a particular area of oral-maxillofacial surgery. Section editors serve terms that are no longer than 5 years. Reappointment is allowed.

      *Duties of the Section Editors:* Section editors manage their assigned section and accept assignments from the managing editor, select peer reviewers, and make recommendations for decisions based upon peer reviews. They also identify new peer reviewers, make nominations for peer reviewers and articles meriting special recognition, help judge papers nominated for awards, attend annual editorial board meetings and provide annual reports regarding the status of their section. Section editors provide expertise to the editor-in-chief and associate editor on Journal matters.

      *Qualifications:* To be considered for a section editor position, individuals must be a fellow in good standing of the AAOMS, currently board certified by the ABOMS, a recognized expert in the area of oral and maxillofacial surgery for which he or she will serve as section editor, and possess a history of providing a substantial number of excellent and on-time peer reviews for the Journal.

      *Appointment Procedure for Section Editors:* Whenever an opening for a section editor occurs or a term is ending, a call for nominations will be published in the Journal and other AAOMS media beginning September 1 through November 1. Self-nominations allowed, and nominees must provide a current CV and letter explaining why they desire to serve as a section editor for a particular section. The JOMS editor-in-chief and associate editor will review all applications and make their recommendation to the AAOMS Board of Trustees by November 20.

   c. **JOMS Editorial Board:** Members of the JOMS Editorial Board are appointed by, and serve at the pleasure of, the editor-in-chief. There are 18 editorial board members who serve staggered three-year terms that begin on January 1, and one (1) resident member appointed annually by the AAOMS Board of Trustees. Reappointment to the Editorial Board is allowed.

      *Duties of the Editorial Board:* Editorial board members support the Section Editors in obtaining high quality peer reviews, provide high level of OMS expertise in one or more areas of the oral and maxillofacial surgery scope of practice, help promote the Journal and maintain
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JOMS brand credibility, attend the annual JOMS board meeting and share ideas with JOMS leadership, and provide a source of potential future Section Editors.

Qualifications: With the exception of the resident member, JOMS Editorial Board members must be AAOMS fellows in good standing, currently board certified by the ABOMS, possess substantial clinical and/or research experience in oral and maxillofacial surgery, possess a recent history of accepting invitations and providing high quality and high quantity of on time peer reviews for the JOMS, and be a nationally recognized expertise in one or more areas of OMS practice.

Appointment Procedure for Section Editors: Whenever an opening for an editorial board member occurs or a term is ending, a call for nominations will be published in the Journal and other AAOMS media beginning September 1 through November 1. Self-nominations allowed, and nominees must provide a current CV and letter explaining why they desire to serve as a section editor for a particular section. The JOMS editor-in-chief and associate editor will review all applications and make their recommendation to the AAOMS Board of Trustees by November 20. (Oct. 18)

d. JOMS International Editorial Board: International members of the JOMS Editorial Board help promote the global brand image of the Journal and the AAOMS. The number of individuals who may be appointed to the International Editorial Board is not limited and there are no designated term limits; however, only one individual may be appointed from any one country at a time.

Duties of the JOMS International Editorial Board: International board members provide high quality peer reviews, especially for papers from their region of the world and promote the Journal to potential authors in their home country.

Qualifications: Individuals appointed to serve on the JOMS International Editorial Board must be oral and maxillofacial surgeons who are well-respected in their home country.

Appointment Procedure for International Editorial Board Members: The recognized OMS society/association of countries of the world are asked to name someone to the JOMS International editorial board. Those who respond send a CV and a letter. The editor-in-chief and associate editor determine the suitability of any nominee and make their recommendations to the AAOMS Board of Trustees. (Jan 2014)

e. Publication of International Meetings: Only meetings sponsored by a country’s national organization or recognized foreign regional organization will be accepted for listing in the News and Announcements Section of the JOMS. With the exception of AAOMS continuing education programs, no domestic meeting announcements will be included. (Sept. 90)

f. Advertising Guideline: An advertisement from a certifying organization (such as a Board, Academy or College, etc.) that is not recognized by the American Board of Medical Specialties or the Commission on Dental Accreditation of the American Dental Association and/or restricts membership by oral and maxillofacial surgeons based on professional degree, will not be accepted. (Jan. 90)

SECTION IX • AWARDS AND GIFTS
1. **Advisory Committee on Awards Nominations (ACAN):**

**Composition:** The committee shall be comprised of five (5) Past Presidents, who shall have been out of office for at least three (3) years. The immediate Past President shall serve as an ex-officio (without the right to vote) member of the committee during his last year on the Board of Trustees. The President shall appoint members of the committee with designation of one as Chair with the concurrence of the Board of Trustees. Committee members shall be limited to serving one five-year term with appointments staggered so that no more than one member’s term is completed annually.

Committee members appointed to first terms of two years or less or who are filling an unexpired term of two years or less shall be eligible for reappointment to a full five-year term.

**Duties:** The committee shall consider all award nominations and petitions for special or annual lectures in accordance with the individual criteria established. It shall meet once annually following the deadline for submission of award nominations and shall review all nominations provided in advance of the meeting. To conduct business, a quorum (three committee members) must be present. An affirmative vote of four of the five members; three of the four members or two of the three members shall be required for each nomination with supporting documentation to be forwarded to the Board of Trustees. Voting shall be by secret ballot. (March 97)

Nominations for awards will be open to the entire membership through publication in AAOMS media and appropriate nominating forms with review by the Awards Nominating Committee and final decision on all award recipients and named lectures by the Board of Trustees.

In the event no nominations or an insufficient number of nominees (in the categories that require multiple nominees) are received by the deadline (January 31 annually) for award nominations, the ACAN will be notified and the individual committee members will have the option to present nominees with appropriate documentation to review at the ACAN’s annual meeting. (March 02; March 03)

The Board of Trustees has the right to accept or reject nominations. In the instance of rejection, notification is to be provided to the Advisory Committee on Awards Nominations which shall convene by teleconference at its earliest convenience to review all eligible candidates with selection of one for the Board of Trustees’ consideration. (May 98)

2. **William J. Gies Foundation Award in Oral and Maxillofacial Surgery:**

**Purpose:** To encourage educators in the specialty and recognize them through an annual award.

**Criteria:** For distinguished achievement in the field of oral and maxillofacial surgery.

**Eligibility:** A past or present fellow/member of the American Association of Oral and Maxillofacial Surgeons. Individuals who have held a position on the Board of Trustees, however, are not eligible for nomination for a period of five (5) years after completion of their term on the board.

**Method of Selection:** Nominations may be made by any fellow/member or substructure** of the Association. Nominations in writing and accompanied by proper documentation shall be submitted to the Awards Nominating Committee by January 31 annually. The Awards Nominating
Committee shall determine three nominees for the award for submission to the Board of Trustees, in order of preference.

The Board of Trustees may verify the recommendations of the Awards Nominating Committee and may change the order of preference. If the Board of Trustees rejects a nominee, a new one must be obtained from the Awards Nominating Committee.

**Substructure:** Committees, board or senior management team.

The second and third nominees on the slate of three nominees presented to the Gies Foundation shall automatically be included on the list of nominations considered by the Awards Nominating Committee for three succeeding years. If these individuals do not receive the award within this period of time, they shall be dropped from the list of automatic nominees.

**Award Description:** The award shall consist of a plaque, $500 and a certificate provided by the William J. Gies Foundation. (Sept. 10)

**When Given:** The award is presented each year at the annual meeting of the American Association of Oral and Maxillofacial Surgeons.

**Compensation:** The recipient shall have the registration fee waived for the annual meeting at which the award is presented.

3. **The Robert V. Walker Distinguished Service Award:**

**Purpose:** Recognize AAOMS fellows and members for important long standing contributions of benefit to the specialty of oral and maxillofacial surgery through clinical, academic, research, or public service activities.

**Criteria:** Made significant long standing contributions to the specialty. Only a single individual may be named in any one year and this should be done only when deemed appropriate. (April 15)

**Eligibility:** Any individual who meets the criteria. Individuals who have held a position on the Board of Trustees, however, are not eligible for nomination for a period of five (5) years after completion of their term on the board.

**Method of Selection:** Nominations may be made by any fellow/member or substructure of the Association. Nominations in writing and accompanied by proper documentation shall be submitted to the Awards Nominating Committee by January 31 annually. The Awards Nominating Committee may select a nominee for submission to the board, with the nominee’s supporting documentation. Election shall be by eight (8) affirmative votes of members of the Board of Trustees.

**Award Description:** The award shall consist of a Steuben glass plaque suitably engraved.

**When Given:** The award shall be given when deemed appropriate. The presentation shall be at the annual meeting following the selection.

**Compensation:** The recipient shall be provided travel in accordance with policy, hotel accommodations for up to two nights, and shall be provided two complimentary tickets to the
4. **Dedication of the Annual Meeting:** (June 08)

**Purpose:** This is the premier award of the American Association of Oral and Maxillofacial Surgeons and was established to recognize an individual, a group of individuals or an organization who has made life-long contributions to the specialty.

**Criteria:** Must have made outstanding, pioneering and sustained contributions that impact on the advancement of the specialty of oral and maxillofacial surgery at the national or international level. Only a single dedicatee, a group of individuals or an organization may be named in any one year and this is done only when deemed appropriate.

**Eligibility:** Any individual, a group of individuals or an organization who meets the criteria for the award. Individuals who have held a position on the Board of Trustees, however, are not eligible for nomination for a period of five (5) years after completion of their term on the board.

**Method of Selection:** Nominations may be made by any fellow/member or substructure of the Association. Nominations in writing accompanied by proper documentation shall be submitted to the Awards Nominating Committee by January 31 annually. The Awards Nominating Committee may select one nominee, a group of individuals or an organization for submission to the Board of Trustees. Election by the Board of Trustees will be by secret ballot and requires eight (8) affirmative votes of members of the Board of Trustees. (May 98; June 08)

**Award Description:** The award shall consist of a plaque suitably engraved.

**When Given:** The award is presented only when deemed appropriate to a single dedicatee of a group of individuals or the designated representative of an organization at the annual meeting in whose honor it is dedicated. (June 08)

**Compensation:** The recipient, as determined by the Board of Trustees, shall be provided travel in accordance with policy, hotel accommodations for up to two nights, and shall be provided two complimentary tickets to the President’s event; and shall have the registration fee waived for the annual meeting at which the award is presented. If an organization is selected or a group of individuals, a single representative shall be reimbursed. (March 07; June 08)

5. **Committee Person of the Year Award:**

**Purpose:** To recognize a member of a standing or special committee of the Association who has provided outstanding service to the Association.

**Criteria:** Award nominees are considered for the period of annual meeting to annual meeting preceding the annual meeting at which the award is given and must meet the minimum criteria for nomination:

(1) Demonstrated effective participation in committee decision-making through identification, evaluation and analysis of needs, development of programs to meet such needs, and effective utilization of the committee’s resources, members and staff to implement programs.
Demonstrated a conscious sense of responsibility as a committee member in furthering the purposes of the AAOMS in those areas within which the committee has bylaw purview through a cooperative attitude in development and execution of committee programs and demonstrated leadership which enhances the effectiveness of the committee during and beyond his tenure on the committee.

**Method of Selection:** The Senior Management Team shall submit at least two nominees in alphabetical order, with written recommendations, to the Board of Trustees for consideration. All nominees must meet the established minimum criteria for consideration for the award. Selection of the Committee Person of the Year shall be by secret ballot and requires a majority vote of the Board of Trustees. (June 15)

**Award Description:** The award shall consist of a plaque suitably engraved.

**When Given:** The award is presented at the annual meeting each year.

**Compensation:** The recipient shall have the registration fee waived for the annual meeting at which the award is presented.

6. **Resident Scientific Presentation Award:**

**Purpose:** To encourage the submission of quality abstract presentations by residents in oral and maxillofacial surgery.

**Criteria:** Manuscripts must reflect an original project, a knowledge of pertinent literature, appropriate method of investigation, accuracy of data, method of data presentation, and relevance of conclusions.

**Eligibility:** Participants must be residents in an ADA accredited oral and maxillofacial surgery residency program.

**Method of Selection:** Manuscripts are scored and judged by the Committee on Continuing Education and Professional Development in accordance with the criteria.

**Award Description:** The award consists of $2,000 each for up to five residents. (Sept. 10)

**When Given:** Award recipients present oral abstracts of their manuscripts and receive their awards at the annual meeting. Award winners are encouraged to submit manuscripts.

**Compensation:** None other than the cash award.

7. **Donald B. Osbon Award for an Outstanding Educator:**

**Purpose:** To recognize outstanding educators in the specialty.

**Criteria:** The recipient must (1) have exemplified the highest ideals of an educator; (2) be respected by his peers in education; (3) have fostered an excellent relationship between his educational program and oral and maxillofacial surgeons in the community, (4) have been actively
involved in efforts to improve residency and continuing education, both locally and nationally, and
(5) be respected and admired by his current and former residents.

Eligibility: An OMS educator, who is or was actively involved in clinical and/or laboratory research;
and has encouraged his residents and faculty to be actively involved in research; and further must
be or has been involved directly in patient care, has a reputation as an outstanding clinician, has
exemplified the highest ethical and moral ideals of a professional. OMS educators who hold or
have held a position on the OMS Faculty Section’s Executive Committee are not eligible for
nomination for a period of five (5) years after completion of their term on the Section’s Executive
Committee. (March 97)

Method of Selection: Any fellow, member or substructure of the Association, including OMS
residents, may submit nominations in writing to the Faculty Section’s Executive Committee, along
with a current curriculum vitae and letters of support by January 31 annually. During a conference
call, the Faculty Section’s Executive Committee shall select the award nominee for submission to
the Advisory Committee on Awards Nominations for concurrence and subsequently to the Board
of Trustees for election. Election shall be by secret ballot and shall require a majority vote of the
Board of Trustees. (June 95; March 04)

Award Description: The award shall consist of a framed certificate and any monetary award must
be designated to an institution of the recipient’s choice to support education in that institution.

When Given: The award may be presented each year at the annual meeting. (June 95)

Compensation: The recipient shall have the registration fee waived for the annual meeting at
which the award is presented.

8. Daniel M. Laskin Award for an Outstanding Predoctoral Educator in Oral and Maxillofacial
Surgery:

Purpose: To recognize outstanding predoctoral educators in the specialty.

Criteria: The recipient must (1) have exemplified the highest ideals of an educator; (2) be
respected by his peers in education; (3) have fostered an excellent relationship between the
undergraduate faculty and students with the oral and maxillofacial surgery residency program and
oral and maxillofacial surgeons in the community, (4) have been actively involved in efforts to
improve undergraduate education as well as residency and continuing education, both locally and
nationally, and (5) be respected and admired by his current and former students.

Eligibility: An OMS educator involved in predoctoral education, who is or was actively involved in
clinical and/or laboratory research; and has encouraged his students and faculty to be actively
involved in research and become involved in oral and maxillofacial surgery and academia; and
further must be or has been involved directly in patient care, has a reputation as an outstanding
clinician, has exemplified the highest ethical and moral ideals of a professional. OMS educators
who hold or have held a position on the OMS Faculty Section’s Executive Committee are not
eligible for nomination for a period of five (5) years after completion of their term on the Section’s
Executive Committee. (March 97)

Method of Selection: Nominations may be submitted in writing along with a current curriculum
vitae and letters of support by any fellow, member or substructure of the Association, including
OMS residents, to the Faculty Section’s Executive Committee by January 31 annually. During a
conference call, the Faculty Section’s Executive Committee shall select the award nominee for
submission to the Advisory Committee on Awards Nominations for concurrence and subsequently
to the Board of Trustees for election. Election shall be by secret ballot and shall require a majority
vote of the Board of Trustees. (June 95; March 04)

**Award Description:** The award shall consist of a framed certificate.

**When Given:** Up to one award may be presented each year at the annual meeting.

**Compensation:** The recipient shall have the registration fee waived for the annual meeting at
which the award is presented.

9. **Memorial or Special Lectures:**

**Criteria:** Individuals considered for memorial or special lectures must have made significant
contributions to the specialty of oral and maxillofacial surgery in education and/or practice.

**Method of Selection:** Any fellow/member, substructure of the Association or outside entity can
petition the Awards Nominating Committee for a one-time or annual lecture. Nominations must
be in writing and accompanied by proper documentation.

**One Time Lecture:** A memorial or special lecture may be held on a one-time basis. Full financial
responsibility for one-time lectures is assumed by the sponsoring organization.

**Annual Lecture:** A sustained and named award or lectureship must be supported by an endowed
fund established under the auspices of the Oral and Maxillofacial Surgery Foundation. The
endowment must provide funds sufficient to provide honorarium, travel and per diem per AAOMS
policy to the lecturer.

Recommendations for one-time or annual lectures will be made by the Awards Nominating
Committee to the Board of Trustees. Approval for the establishment of a lecture shall be by secret
ballot and require eight (8) affirmative votes of members of the Board of Trustees.

Following approval, subject areas for lectures will be determined by the Committee on Continuing
Education and Professional Development (CCEPD) who will also determine if the lecture will be
held at a conference or the annual meeting. Selection process for speakers shall be determined
separately for each lecture established.

No segment of the existing scientific portion of the meetings of the AAOMS will be named without
full financial support. No commercial sponsorship will be permitted for the scientific portion of a
conference or the annual meeting.

a. **Selection of Chalmers J. Lyons Memorial Lecturer:** The annual Chalmers J. Lyons Memorial
lecturer shall be determined by the majority vote of a committee comprised of the Chair of
the Committee on Continuing Education and Professional Development, the AAOMS
President-Elect and the Chalmers J. Lyons Academy President who shall be the chair. The
AAOMS Committee on Continuing Education and Professional Development shall schedule
the lecture appropriately during the annual meeting. All travel expenses and honorarium
shall be the responsibility of the Academy. (June 76; June 77; Jan. 78; Sept. 81; June 82; April 86; June 03)

b. **Selection of Philip L. Maloney Trauma Lecturer:** The annual Philip L. Maloney Trauma Lecturer shall be determined by majority vote of the Committee on Continuing Education and Professional Development (CCEPD). This lecture will be contained within the Maxillofacial Trauma Symposium at the annual meeting unless otherwise scheduled by the AAOMS Committee on Continuing Education and Professional Development. The individual selected will receive a $1,500 honorarium provided through the Philip Maloney Endowment held by the Oral and Maxillofacial Surgery Foundation and will be asked to serve as the moderator for the following year’s annual meeting trauma session. All travel and maintenance expenses shall be the responsibility of the selected speaker. (Sept. 05)

10. **Honorary Fellow:**

*Purpose:* To recognize non-members who have made distinguished contributions to the specialty of oral and maxillofacial surgery.

*Criteria:* For a contribution that has significantly altered or promoted the course of the profession or has through efforts or services significantly promoted the welfare of the specialty.

*Eligibility:* To any individual who holds no other class of membership and who meets the criteria.

*Method of Selection:* Nominations may be made by any fellow, member or substructure of the Association. Nominations in writing accompanied by proper documentation shall be submitted to the Awards Nominating Committee by January 31 annually. The Awards Nominating Committee shall forward nomination(s) to the Board of Trustees. Approval by the Board of Trustees shall be by secret ballot and require eight (8) affirmative votes. Election shall be by the House of Delegates. Not more than three honorary fellows may be elected in any one year.

*Award Description:* The award shall consist of a plaque and a pin.

*When Given:* The award is presented at the annual meeting in the year following election by the House of Delegates.

*Compensation:* The recipient shall receive hotel accommodations for up to two nights, travel in accordance with AAOMS Policy 15. Reimbursement (Travel, Per Diem), (1) Travel Reimbursement, and shall be provided two complimentary tickets to the President’s event; and shall have the registration fee waived for the annual meeting at which the award is presented. Travel shall comply with the following guidelines: (March 07; March 09)

*Travel Reimbursement:* Honorees 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 or 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.
Staff is to send reminder notices 45 days before a scheduled meeting to members who are purchasing their tickets.

Submission of the ticket, e-ticket or the invoice, is required as a requisite for reimbursement.

Honorees may purchase their airline tickets early and fax a copy of their ticket to the staff responsible for the meeting and a reimbursement check will be sent out within five business days. (June 05)

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 91; June 92; June 95; April 96)

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)

11. **Presidential Achievement Award:**

   **Purpose:** To recognize AAOMS fellows and members for important contributions of benefit to the specialty of oral and maxillofacial surgery through clinical, academic, research, or public service activities.

   **Criteria:** Made significant contributions to the specialty. Up to two (2) individuals may be named annually. (April 15)

   **Eligibility:** Individuals who meet the criteria. The Presidential Achievement Award is not meant to again recognize those individuals who have previously been recognized as a meeting dedicatee, or have received the Robert V. Walker Distinguished Service Award or the William J. Gies Foundation Award in Oral and Maxillofacial Surgery. Members of the Board of Trustees are not eligible for nomination for a period of five years after completion of their term.

   **Selection:** One awardee is selected by the AAOMS President and a second recommendation is chosen by the Advisory Committee on Awards Nominations from nominations by any fellow/member or substructure of the AAOMS Membership. The supporting documentation of all nominees received, along with the recommendation from the Advisory Committee on Awards Nominations, is submitted to the Board of Trustees for final selection. Election shall be by secret ballot and require eight affirmative votes of the Board of Trustees. (June 15)

   **Award:** The award shall consist of a plaque.

   **When Given:** At the annual meeting following selection.

   **Compensation:** Waiver of the annual meeting registration fee at which the award is presented.

12. **AAOMS Humanitarian Award for Residents** (3/09)

   **Purpose:** To recognize OMS residents who have donated substantial time and effort within their local or global community, above and beyond training experience during residency that results in an improvement in the quality of life for the public. (Sept. 10)
1383 **Criteria:** Extended involvement in volunteer health or service related projects of benefit to the local or global community that are not a regular part of a personal educational experience. Surgical experiences during residency are excluded. (Sept. 10)

1387 **Eligibility:** All current OMS residents.

1389 **Selection:** Nominations can be made in writing by any fellow or member, and should contain documentation of the activity for which the nomination is being made. Up to two awards may be given annually, but a nominee can only be recognized once for the same activity even though it extends over more than one year.

1394 **Award:** An engraved plaque of recognition.

1396 **When given:** At the AAOMS annual meeting.

1398 **Compensation:** Waiver of the registration fee for the annual meeting at which the award is presented.

1401 **13. AAOMS Humanitarian Award for Fellows and Members (3/09)**

1403 **Purpose:** To recognize fellows and members who have donated substantial time and effort within their local community or on a global basis that results in an improvement in the quality of life for the public. (Sept. 10)

1406 **Criteria:** Extended involvement in volunteer health or service related projects of benefit to the local or global community that are not a regular part of a personal educational experience.

1409 **Eligibility:** All current AAOMS fellows and members.

1411 **Selection:** Nominations can be made in writing by any fellow or member, and should contain documentation of the activity for which the nomination is being made. Up to two awards may be given annually, but a nominee can only be recognized once for the same activity even though it extends over more than one year.

1417 **Award:** An engraved plaque of recognition.

1418 **When given:** Each year at the AAOMS annual meeting.

1420 **Compensation:** Waiver of the registration fee for the annual meeting at which the award is presented.

1424 **14. Outstanding Legislator of the Year Award:**

1425 **Purpose:** To recognize up to two outstanding legislators from either the state or federal level for outstanding contributions to legislation that would positively affect the specialty. (Sept. 10)

1428 **Criteria:** The recipients must have exemplified and been actively involved in legislative issues that benefit oral and maxillofacial surgery.
Eligibility: A legislator who has been active on OMS issues at either the state and/or federal level and has assisted in enacting or defeating legislation that would directly affect the specialty of oral and maxillofacial surgery.

Method of Selection: Nominations shall be made by the AAOMS Committee on Governmental Affair and their respective staff who shall select in order of preference up to two legislators from either the state or federal level for review and selection by the Board of Trustees. Election shall be by secret ballot and shall require a majority vote of the Board of Trustees. (Sept. 10, June 15)

Award Description: The award(s) shall consist of a plaque.

When Given: The award shall be presented on an as needed basis during a special event of the Committee on Governmental Affairs and Oral and Maxillofacial Surgery Political Action Committee or other appropriate venues.

Compensation: If presented at the annual meeting, the registration fee will be waived for the annual meeting at which the award is presented.

15. John F. Freihaut Political Activist Award (Sept. 07)

Purpose: To recognize fellows and members, state OMS societies, state dental associations or groups of individuals for their outstanding grassroots efforts and support of legislative issues at the state and federal levels.

Criteria: The recipients must have exemplified and been actively involved in issues and legislation that benefit oral and maxillofacial surgery.

Eligibility: A fellow or member or groups of individuals who have been actively involved in OMS issues at either the state or federal level and has assisted in enacting or defeating legislation that would directly affect the specialty of oral and maxillofacial surgery through legislative visits, testimony, fundraising, legislative contacts or OMSPAC contributions. Members of the OMSPAC Board of Directors and AAOMS Committee on Governmental Affairs may be nominated for this award, but only by fellows and members not serving on either of these entities. (April 03; Sept. 10)

Method of Selection: Nominations shall be made by the Oral and Maxillofacial Surgery Political Action Committee and their respective staff who shall select up to two fellows/members or groups of individuals for review and selection by the Board of Trustees. Election shall be by secret ballot and shall require a majority vote of the Board of Trustees. (June 15)

Award Description: The award(s) shall consist of a plaque.

When Given: The award shall be presented during the opening ceremony at the annual meeting or another appropriate event.

Compensation: If presented at the annual meeting, the registration fee will be waived for the annual meeting at which the award is presented.

16. Media Award for Excellence in Reporting of Oral and Maxillofacial Surgery Issues (June 06; March 07; Sept. 10):
**Policies**

1. **Purpose:** To honor a member of the print or electronic media whose work has significantly contributed to the education of the public about the dental specialty of oral and maxillofacial surgery, and the positive impact on the public health and welfare resulting from the surgical procedures provided by dedicated oral and maxillofacial surgeons throughout the United States.

2. **Criteria:** Journalists in the United States who have produced written materials or broadcasts that are intended for the general public and related to oral and maxillofacial surgery. Examples of eligible material include trauma management, oral cancer, dental implants, third molar (wisdom tooth) extraction, and orthognathic surgery.

3. **Method of Selection:** Nominations will be accepted from journalists, AAOMS fellows and members, AAOMS staff, and members of the public who have benefited from oral and maxillofacial surgery information appearing in an article or broadcast.

4. Entries are judged by a committee composed of oral and maxillofacial surgeons, association executives and communication professionals.

5. Judges will look for articles and broadcasts that accurately reflect the role of the oral and maxillofacial surgeon in the treatment of patients, new techniques and treatment options, public awareness messages, etc.

6. The recipient of the AAOMS Media Award will be notified following approval by the Board of Trustees.

7. **Award Description:** The AAOMS Media Award consists of a commemorative plaque.

8. **When Given:** The winner of the award will be announced during the Association’s opening ceremony of the annual meeting.

17. **Clinical Research Award (Jan 15)**

9. **Purpose:** Recognize fellows and members who are engaged in clinical research which fosters innovations and new diagnostic and therapeutic interventions applicable to the clinical practice of oral and maxillofacial surgery.

10. **Criteria:** Recipients must have or be actively involved in a clinical research project, translational in nature (i.e., have direct applicability to clinical care), that benefits patients within the specialty of oral and maxillofacial surgery.

11. **Eligibility:** All current AAOMS fellows and members engaged in research that includes a clear description of study objectives, has scientific and clinical significance and a detailed research plan that may alter or enhance the clinical practice of oral and maxillofacial surgery.

12. **Selection:** Nominations can be made in writing by any fellow or member, and should contain documentation of the activity for which the nomination is being made. Up to two awards may be given annually, but a nominee can only be recognized once for the same activity even though it extends over more than one year.

13. **Award:** An engraved plaque of recognition.
When given: Each year at the AAOMS annual meeting.

Compensation: Waiver of the registration fee for the annual meeting at which the award is presented.

18. **Trustee Retirement Certificate and Gift:** Board members shall receive an appropriate certificate of appreciation and a gift upon retirement from the board. (HD-67; June 69)

19. **Appreciation Gift for President:** An AAOMS custom gold charm made solely for this purpose shall constitute an appreciation gift for the President’s spouse or significant other. (HD-67; June 68; July 77; March 80)

20. **Officer and Trustee Memento:** Each officer and trustee of the Association shall be provided a custom ring with the AAOMS seal as a token of appreciation for service to the Association. (March 89; June 89; June 01)

21. **Speaker’s Retirement Gift:** The Speaker of the House of Delegates shall receive an appropriate gift of appreciation upon retirement from office. The cost for such is to be charged to the awards and gifts line item in the annual operating budget. (March 76)

22. **Scientific Abstract and Poster Session Award:** Scientific abstract and poster sessions are held annually at the AAOMS annual meeting to allow for the presentation of new research, ideas and modalities of treatment. The number of papers accepted is restricted to meet the format of the meeting. Abstracts are given at the annual meeting in 10-minute presentations followed by five minutes of discussion. Posters (developed from abstracts) are presented during one or more poster sessions at the meeting. The poster sessions allow for an informal and in-depth exchange between presenters and attendees.

   a. **Abstract:** An abstract is a concise description of (a) the presenting problem; (b) methods or materials used in the investigation (including the number of cases and duration of follow-up, if applicable); and (c) results and conclusions (including summary of statistical data, if applicable). Abstracts are limited to 450 words.

   b. **Criteria:** Abstracts for oral presentations and posters are selected by the Committee on Continuing Education and Professional Development with acceptance dependent upon the overall content of the abstract, including quality, scientific merit and documentation. Abstracts must be submitted on an official entry form. Due to the number of entries received, those entries not conforming to the instructions are automatically disqualified. Abstracted manuscripts may not be published prior to presentation.

   c. **Award:** Certificates will be awarded during the annual meeting for the outstanding poster in each of the categories of basic scientific and clinical research.

   d. **Deadline:** Entry forms for the annual meeting scientific abstract and poster sessions must be submitted to the AAOMS headquarters by March 1. Entries received after March will not be considered by the Committee on Continuing Education and Professional Development.

23. **Dental School Award in Oral and Maxillofacial Surgery and Anesthesiology:** This award is presented to a dental school student with high academic standing at each institution for
outstanding performance in undergraduate study and clinical training in the area of oral and maxillofacial surgery and anesthesiology. Annually, deans of dental schools and department chairs of the specialty are requested to submit their institution’s selection of the student to be presented the AAOMS Dental Student Award. Annually, an announcement with all award recipients shall appear in AAOMS media. The award consists of an engraved certificate, a one-year subscription to the Journal of Oral and Maxillofacial Surgery (JOMS) and waiver of the registration fee for the upcoming AAOMS annual meeting. (March 02; Sept. 10)

24. **Student Award in Dental Implants:** This award is presented to a dental school student at each institution for outstanding performance in undergraduate study and clinical training in the area of implant surgery. Annually, deans of dental schools and department chairs of the specialty are requested to submit their institution’s selection of the student to be presented the AAOMS Dental Student Award. Annually, an announcement with all award recipients shall appear in AAOMS media. The award consists of an engraved certificate, a one-year subscription to the International Journal of Oral and Maxillofacial Implants (IOMI) and waiver of the registration fee for the upcoming AAOMS annual meeting. (Sept. 95; March 02; Sept. 10)

25. **Component and Regional Society Anniversaries:** Annually, or when appropriate, the Board of Trustees considers component and regional societies’ 25, 50, 75 or 100-year anniversaries. The award, consisting of a custom engraved gavel and one lectern cover, is presented to the President or other designated official of the component or regional society during the annual meeting in the year in which the anniversary takes place.

26. **Endowed Chairs in Oral and Maxillofacial Surgery:** The Association supports establishment of endowed chairs in oral and maxillofacial surgery at institutions. This is also policy of the OMS Foundation (Sept. 92):

a. The Association will pledge $5,000 each upon notification that 50% of the fund raising goals for establishing a chair has been reached;

b. The contribution of $5,000 will be remitted upon notification that 90% of the funds required for establishment of the chair have been collected;

c. Endowed chair contributions are considered on a case by case basis with the above requisites being met.

It is specifically understood that written documentation is to be received reflecting that the above requirements have been met as a requisite for distribution of this Association support.

### SECTION X • MEETINGS AND EVENTS

1. **Smoking During Annual Meeting and Conference Sessions:** Smoking is prohibited in all sessions of the House of Delegates and scientific sessions and discouraged in all other AAOMS meetings. (HD-75)

2. **Recording of Conference and Annual Meeting Sessions:** Independent audio/video recording of meetings is prohibited. Announcements of such are to be made prior to and during the meeting. Every conference and annual scientific session, including selected surgical clinics and excluding scientific abstract session, shall be recorded to permit subsequent review for possible reproduction in DVD/CD format. (June 73; June 75; Dec. 75; Jan. 78; Sept. 10)
Attendees at scientific sessions are requested to silence their cell phones. (Sept. 10)

3. **Special Courses, Meetings and Programs by Others:** The American Association of Oral and Maxillofacial Surgeons prohibits presentation of special courses, meetings or programs related to oral and maxillofacial surgery by fellows or members, foundations, universities, hospitals, study groups, and by speakers at any AAOMS sponsored educational event concurrent with any AAOMS sponsored meeting in the same geographic area. Any individual or group described that intentionally violates this policy of the House of Delegates by the conduct of special courses, meetings and programs in close proximity concurrent with AAOMS programs will be subject to review and a hearing by the officers of the Association. If found to be in violation, all individuals involved in the program will be prevented from presenting at AAOMS meetings for a period of up to five years. Universities or hospitals who violate the policy shall be prohibited from purchasing association mailing labels for a period of up to five years and the action will be published in AAOMS media. (June 99)

Fellows or members, exhibitors, foundations, universities, hospitals, study groups, and speakers may conduct or sponsor an educational event, such as a seminar, lecture or clinic, prior to an AAOMS meeting or conference, with the stipulation that the event must end prior to the official opening of the scientific program of an AAOMS meeting or conference. (Dec. 98; June 99)

Fellows or members, exhibitors, foundations, universities, hospitals, study groups, and speakers may conduct or sponsor an educational event, such as a seminar, lecture or clinic, following an AAOMS meeting or conference, with the stipulation that the event is convened following the official closing of the scientific program of an AAOMS meeting or conference. (Dec. 98; June 99)

As a condition of granting exhibit space at AAOMS meetings, exhibitors will be required to agree not to conduct or sponsor any seminars, lectures or clinics in the same geographic area concurrent with AAOMS programs. Should this condition be violated, firms may be denied exhibit space at AAOMS meetings for a period of up to five years. (Jan. 85; Jan. & April 86; June 99)

4. **Officers and Trustees Attendance at Educational Opportunities:** Current officers and trustees shall be permitted to attend the AAOMS annual meeting and dental implant conference with waiver of the registration fee and any course fees pertaining to these scientific sessions during their term of office on the Board of Trustees and for a period of four years immediately following expiration of their term of office, with the exception of the past president, who is not obliged to pay a registration/course fee for annual meetings and dental implant conferences. Upon request, they will also be provided clinic passes to allow them to attend course clinics, contingent upon space availability. (Dec. 97; June 03; June 08; Sept. 10)

5. **Cancellation/Refund Policy:** Cancellation fees are as published in the advance and final programs for each meeting/conference. (Sept. 10)

6. **Exhibitors** (see also Policy 3, Section VIII and Policy 3, Section X):

   a. **Fees and Location:** Fees for exhibit space shall be established by the Board of Trustees. No exhibits may be set up in other than the designated exhibit area. (HD-67)

   b. **Exhibitor Priority Ranking System:** Exhibitor companies are priority ranked through a point system based on exhibiting at the annual meeting and dental implant conference, number
of years, space occupied and corporate contributions. Points older than 7 years are dropped from the calculation. The priority ranking system is described in the Exhibitor Prospectus. (Sept. 10, Dec 15)

c. **Exhibitor Receptions:** Exhibitors, who have contracted with the AAOMS for space at the annual meeting or dental implant conference, may host a reception within the headquarters hotel provided space is available. (Sept. 10)

d. **Regulations on Drugs, Products and Devices:** Only those drugs classified as accepted or provisionally accepted by the ADA Council on Scientific Affairs or approved by the Federal Food and Drug Administration, and those dental devices or products whose claims are acceptable under the ADA Council on Scientific Affairs can be exhibited, subject to review by the Board of Trustees. (HD-67; Jan. 79; Sept. 10)

e. **Exhibitors Relations Committee:** A committee, comprised of members of the Board of Trustees with the senior trustee(s) serving as chair or co-chairs, shall be appointed annually to greet and visit the exhibits at the annual meeting and conferences. A meeting shall be convened for exhibitors at each annual meeting. (Jan. 88; Oct. 02)

f. **Potential Exhibitors Visitation:** Firms requesting to visit the exhibition at the annual meeting or conferences must state in writing to the Exhibit Manager their intent to exhibit at future exhibitions sponsored by the Association. A non-refundable fee per firm (which includes the registration fee for one person), plus an additional fee per representative, will be due and payable prior to the opening of the exhibition the firm intends to visit. This administrative fee enables the AAOMS to provide the firm with the current advance program and housing forms, as well as the badges which must be worn during the exhibition. (Sept. 90)

Representatives of visiting firms may attend scientific and educational programs and social events at the applicable annual meeting or conferences for which a ticket fee is not required. (Sept. 90)

g. **Information from Prospective Exhibitors:** Prospective exhibitors applying for exhibition space at an AAOMS-sponsored exhibition may be required to submit in writing supplemental information such as a brief history of the company, i.e., how formed, when, by whom; research papers; references, both professional and personal; proof of previous exhibition of the products and services to be displayed at a related dental or medical meeting; and satisfactory evidence of acceptance or approval of the products by the applicable ADA Council on Scientific Affairs and the U.S. Food and Drug Administration, as may be appropriate. The AAOMS reserves the right to disallow prospective exhibitors to exhibit at the annual meeting or conferences. (Sept. 90; Sept. 10)

7. **Exhibitor Disclaimer:** The exhibition is made available for informational purposes only. With the exception of specific products or services expressly endorsed by the American Association of Oral and Maxillofacial Surgeons (AAOMS), the AAOMS does not endorse exhibit hall products or services and the presence of any exhibition at an AAOMS meeting or function does not imply an endorsement. (June 01)

By attending the AAOMS annual meeting, you acknowledge and accept that the AAOMS has assumed no duty to review, investigate, or otherwise approve, and has not reviewed, investigated, or otherwise approved, the quality, type, message, nature, or value of any product or service.
marketed by attendees and exhibitors. As such, you should conduct your own independent
research of such products or services, and the AAOMS disclaims any liability for any damages to a
person or property arising out of any product or service."

8. Attendance: Other than presidential guests, attendance at the annual meeting and conferences
shall be limited to AAOMS fellows and members and those in the following categories without
payment of the non-member registration fee: (Nov. 79; Jan. 90)

   a. Oral and maxillofacial surgery residents in accredited residency programs, upon receipt by
      the headquarters of written evidence of training from chiefs of residency programs. Tenure
      of the resident's eligibility shall be for the time in training and until six months following
      completion of training. (June 77; Nov. 79)

      If, upon completion of an accredited residency, a trainee elects to continue full-time
      graduate study in a biomedical field for a degree, he may be retained in the category of
      resident, upon written certification from the appropriate official or chief of service of the
      individual's training institution on an annual basis. (HD-72; Nov. 79)

9. Press Attendance and Conduct: Press attendance and conduct at educational sessions shall be
under the supervision and direction of the Committee on Public and Professional Communication.
(Oct. 01; April 03)

Reporters may attend symposia and non-ticketed sessions. Reporters may not attend Clinical
Interest Group (CIG) meetings or any limited attendance paid sessions. Speakers from these
sessions may be available for interviews upon request.

Reporters, who must be identified with a press badge, sit in assigned seating and must not
verbally participate in any presentation. Interviews with fellows and members and/or speakers
must be arranged through the AAOMS public relations department.

10. Continuing Medical Education Mission Statement (Dec. 03, Sept. 10)

   Purpose: The American Association of Oral and Maxillofacial Surgeons (AAOMS) provides
   comprehensive education to oral and maxillofacial surgeons, oral and maxillofacial surgery residents
   and other health professionals to improve oral and maxillofacial surgical care for patients. The
   AAOMS' activities enhance research, education, and patient care through the development and
   implementation of high quality professional educational meetings and materials. The results of the
   AAOMS' educational activities are determined through the assessment of their impact on learners'
   professional activities.

   Goals: The goals of the AAOMS' CME Program are as follows:

   - Establish the AAOMS as the major provider of continuing education for oral and maxillofacial
     surgeons;

   - Pilot test and then solidify ongoing methods to assess the needs of the AAOMS membership by
     audience segment;
Maintain a process to measure the educational effectiveness of the AAOMS’ CME Program in terms of its ability to change clinician behavior in the practice setting through effectively administered follow-up outcomes evaluations annually;

Continue to study, pilot test, and implement new forums for the transference of knowledge to practicing oral and maxillofacial surgeons;

Continue to integrate research into the AAOMS educational activities;

Utilize the current AAOMS Parameters of Care: Clinical Practice Guidelines for Oral and Maxillofacial Surgeons, as updated in 2007, in the planning of all relevant activities and link appropriate outcomes studies to relevant education programs;

Utilize outcomes-based studies in the development and implementation of educational activities;

Strengthen the ability of grass roots fellows and members to submit applications for educational activities that are based on identified needs and desired educational results that are anchored to evidence-based medicine (EBM) standards, by modifying the application process to articulate EBM rules, and the establishment of criteria for topic and faculty selection;

Maintain utilization of the AAOMS’ outcomes research in anesthesia and third molars and from OMSNIC by requesting standing reports from staff to the CCEPD so as to identify new areas for educational development based on outcomes research and input from clinical trials;

Continue and increase development of the AAOMS’ distance learning educational systems;

Initiate development of hands-on cadaver courses specific to oral and maxillofacial surgery; and

Initiate development of virtual surgery courses specific to oral and maxillofacial surgery.

Content: The content of the AAOMS’ CME Program is divided among the following disciplines:

- Dentoalveolar and implant surgery;
- Anesthesiology;
- Trauma care;
- Cleft and craniofacial anomalies;
- Orthognathic surgery;
- Pathology;
- Temporomandibular Joint;
- Reconstructive surgery; and
- Maxillofacial cosmetic surgery

For educational activities targeted at the AAOMS membership, the Committee on Continuing Education and Professional Development (CCEPD) prioritizes needs and organizes educational activities based on input from the Association’s membership through evaluations, needs surveys of the membership, outcomes studies, research, and the expert opinion of recognized clinical leaders in oral and maxillofacial surgery. The Association sponsors other educational activities that fit within the CME Mission of the AAOMS and for which the expertise of the AAOMS can serve
to bring changes to physician and dentist behavior in the treatment of patients for whom the application of OMS principles can make a difference in the quality of life for patients.

Target Audience: The target audience for AAOMS’ CME Program includes the following types of practitioners and dentists:

- Oral and maxillofacial surgeons

Types of Activities: The following activities comprise the AAOMS’ CME Program:

The annual meeting of the American Association of Oral and Maxillofacial Surgeons, which includes original scientific presentations, scientific symposia, mini-lectures, surgical clinics, lunch-and-learn sessions, practice management clinics, poster sessions, oral abstract sessions and skill sessions.

Annual activities on appropriate skills training.

An annual activity on dental implants.

Jointly sponsored activities with AAOMS state component and regional societies and other ACCME-accredited and non-accredited educational organizations when the CCEPD determines that the topic is within the Association’s CME Mission and is otherwise determined to be an activity whose importance and quality match the high standards of the Association.

Enduring materials, journal-based CME and other distance learning activities that expand the reach of the Association’s CME Program, through multi-media.

Educational Effectiveness: As a result of these educational activities, the AAOMS encourages the continuing professional development of physicians, dentists and other health care professionals by offering an array of activities to assist the learner in expanding their knowledge and skills of oral and maxillofacial surgery topics and implementing new treatments. The AAOMS is committed to assessing the impact and effectiveness of its overall CME Program through the following methods:

- Post-activity evaluation tools that measure immediate participant learning; and
- Follow-up outcomes measurements to determine if practitioners and dentists changed practice behaviors on the basis of what they learned.

Approvals: Approved as amended by the AAOMS Committee on Continuing Education and Professional Development, November 2009 and by the AAOMS Board of Trustees, December 2009.

A. ANNUAL MEETINGS

1. Sites: The site of the annual meeting shall be selected on a rotational basis from eastern, western and central locations. Facilities and dates are to be researched, ranked and presented by staff to the Board of Trustees for discussion and approval. (June 95; June 99; Feb 01)

The Board of Trustees may revise the schedule for future annual meetings to accommodate business and scientific sessions within the parameters of the meeting and convention center
Policies

facilities, including available dates and financial requirements. Business of the House of Delegates shall be scheduled as follows: Session I – Monday, Session II – Tuesday and Session III on Wednesday, and latitude is to be provided the Speaker of the House of Delegates to revise the daily schedule of the House of Delegates. (June 99; HD-99; Sept. 10; Sept 13)

2. **Fees:** Non-member registration fees for Association annual meetings will be greater than those for fellows, members and residents. Officers and trustees, past presidents, members of the Committee on Continuing Education and Professional Development, members of the Committee on Practice Management and Professional Staff Development and major scientific and practice management session presenters/clinicians shall have the registration fee waived. (Abstract and poster session participants are obligated to pay the respective registration fees.) Life and retired fellows and members shall pay a reduced registration fee equal to 50% of the active fellow and member rate. Members of organizations, who convene or co-sponsor joint annual meetings with the AAOMS, shall pay the same registration fee as AAOMS fellows and members. Exhibit personnel in excess of two persons for one contracted booth or three persons per booth for two or more contracted booths shall pay a $195 registration fee each. Spouses/significant others of registrants wishing to obtain CE credit shall pay a registration fee equal to the AAOMS Allied Staff Member rate (July 84; Dec. 86; Feb. 87; Sept. 88; June 89; HD-91; June 95; Sept. 01; June 03; Sept. 10; Dec 14; Aug 15; Sept 2016; Dec. 17)

**Waiver of Annual Meeting Registration Fee for New Fellows/Members:** New fellows and members inducted into membership in the Association shall be entitled to one free registration fee to the annual meeting during their first three years of membership. (June 97)

**Reduction of Annual Meeting Registration Fee for AAOMS Delegates and Alternates:** Delegates and alternates to the AAOMS House of Delegates shall pay a reduced annual meeting registration fee. Delegates’ annual meeting registration fee shall be reduced by 50% and alternates’ registration fee shall be reduced by 25%. (Dec. 02)

**Reduction of Annual Meeting Registration Fee for Members of Committee on Constitution and Bylaws:** Members of the Committee on Constitution and Bylaws shall pay one-half (50%) of the annual meeting registration fee. (Sept. 10)

3. **Cancellation and Refund Policy for DAANCE:** The following policy will apply to cancellations and refunds from the Dental Anesthesia Assistants Certification Examination (DAANCE): (June 98; Sept. 10)

   a. Cancellation will not be accepted after 90 days of a candidate’s activation. If made before 90 days, the sponsoring surgeon will receive a refund equal to 50% of the registration fee.

4. **Past Presidents’ Breakfast/Luncheon:** Expenses for the past presidents' breakfast/luncheon shall be underwritten by the AAOMS. The immediate Past President is to be responsible for the development of the agenda after communicating with the past presidents and shall preside over the meeting and report to the board. (June 68)

5. **Scientific Events for Which There Is a Charge:** Past presidents, current officers and trustees, members of the Committee on Continuing Education and Professional Development and those approved by the President may attend ticketed scientific events during the annual meeting for which there is a fee without payment. Upon request, they will also be provided clinic passes to
allow them to attend course clinics, contingent upon space availability. (June 68; Nov. 79; Feb. 87; Sept. 10)

6. **Past/Present Officer and Trustee Dinner:** The fee to attend the reception and dinner convened at the annual meeting shall be waived for past officers and trustees, but they shall be required to pay for their spouses/significant others. Current officers and trustees and their spouses/significant others shall have their fee waived. (Dec. 96; June 00)

7. **Notification to Residents on Attendance Policies:** Policies pertaining to residents' qualifications for attending annual meetings shall be provided annually to the chiefs of accredited residency programs and residents. (HD-67; Jan. 78)

8. **Scientific Participants, Invitations and Requirements:** Invitations to all scientific participants shall be coordinated and implemented by the headquarters and shall include approved reimbursements, if applicable. Scientific participants must submit to the headquarters all requested documentation at least 60 days prior to the start of an educational activity. (April 70; June 73; Sept. 10)

   a. Individuals practicing the specialty in the USA cannot participate in AAOMS-sponsored scientific programs unless they are fellows, members, provisional fellows or members, candidates, or residents, except for the abstract sessions of the annual meeting scientific program, with the stipulation, however, that no reimbursement shall be provided these non-member clinicians. (Sept. 72; Nov. 79)

   b. **Foreign Clinician Participants in Scientific Program:** No clinicians from other countries may be invited to participate in AAOMS scientific programs unless approved by the Board of Trustees. (Dec. 73; Jan. 78)

   c. **Board Member Participation in Annual Meeting Scientific Program:** Officers and trustees may present abstracts but may not participate in other clinical aspects of the scientific program of annual meetings during their tenure as an officer or trustee, except with the approval of the Board of Trustees. (March 74; Jan. 90)

9. **Suite Assignments:** If the AAOMS receives complimentary suites from the hotel as a result of contracted meeting functions and/or hotel room blocks, complimentary suites will be provided to the following individuals in this order: President, President-Elect, Executive Director, Vice President, Treasurer, Immediate Past President and Speaker of the House of Delegates. (June 99)

10. **Badges:** Different colored badges with notations, if applicable, shall be used to distinguish the categories of fellows, members, exhibitors, etc. (HD-67; Sept. 10)

11. **Attendance at Reference Committee Briefing and Hearings:** The chair of all committees or his designates shall attend the reference committee briefing prior to the hearings and the hearing at which their respective reports will be presented.

   The President, Executive Director and Speaker of the House of Delegates are also to attend the briefing to reinforce the importance of the reference committees, the nature of their role and the requirements of all members of the reference committees being present to consult in the development of their respective reports. (March 68; Feb. 77)
12. **Related Group Functions:** Related groups (i.e., special interest groups, regional and component societies, alumni, etc.) desiring functions at AAOMS meetings are to notify the headquarters staff who shall have the responsibility for scheduling the location, time and date of the event. The group, etc. requesting scheduling is to indicate the person of the group, who shall be responsible for the related group’s event. Thereafter, all financial responsibilities and hotel guarantees for meals and other arrangements, including incidental services and costs, are those of the sponsoring group or organization and in no way is the AAOMS to be held accountable for the event. (June 71)

B. **DENTAL IMPLANT CONFERENCES** *(Sept. 05)*

1. **Sites:** Dental Implant Conferences shall be at the national level, at sites determined by the Board of Trustees and be conducted on a self-sustaining basis.

2. **Fees:** Fees for AAOMS self-sustaining conferences, unless supported by federal grants or otherwise prohibited by law, will be determined in advance and are approved by the Board of Trustees. Registration fees will be equal for fellows, members, life members, life fellows, candidates and non-members and shall include all educational program and meal functions. Allied staff members shall pay a reduced registration fee. Registration fees for residents shall be charged in an amount sufficient to cover the costs of meal functions. The officers, trustees, Committee on Continuing Education and Professional Development, award recipients and program speakers shall not pay a registration fee to attend Dental Implant Conferences. Spouses/significant others of registrants wishing to obtain CE credit shall pay a registration fee equal to the AAOMS Allied Staff Member rate. (Sept. 10; Dec 14)

3. **Required Attendance:** The Board of Trustees shall attend the Dental Implant Conference.

4. **Length of Conference:** Dental Implant Conferences will be scheduled for a minimum of two days – Friday and Saturday.

**SECTION XI • BUDGET AND FINANCE**

1. **Financial Philosophy:** It shall be the duty of the Board of Trustees to do everything in its rightful power to maintain financial solvency of the AAOMS. It is understood that there should be sufficient forward planning to include expenditures within the annual budget and, as a general rule, the AAOMS shall live within its budget as established annually by the House of Delegates. The exceptions to this will be in the areas of activity not predictable in advance. Significant budget overages must be approved by the Board of Trustees. Whenever possible, offsetting budget savings will be targeted by the Board of Trustees to mitigate the impact of budget overages. (HD-67; Dec. 98)

2. **Accounting Funds:** The net assets of the Association consist of one fund, an Operating Fund: (Dec. 98; Jan. 05; Sept 16)

   a. The **Operating Fund** shall consist of the operating budget, designated funds, and restricted funds:

      (1) The operating budget includes revenues and expenses related to the day-to-day operations of the Association. Included in the operating budget is a contingency fund to cover required expenditures that were not anticipated when the budget was
prepared and approved. No funds are to be allocated from the contingency fund without the approval of the Board of Trustees. (HD-67; Jan. 05)

(2) Designated funds are monies set aside for particular purposes by the Board of Trustees or the House of Delegates and include:

(a) Headquarters Building Cash Reserve: The building cash reserve shall consist of an amount determined by the Board of Trustees. Each year, the Board of Trustees shall address the adequacy of this reserve and determine whether an increase or decrease is necessary. The primary purpose of this reserve is to provide the required liquidity for building improvements and expenditures. (Dec. 98)

(b) Technology Reserve Fund: Funding of this reserve is approved annually by the Board of Trustees. The purpose of this fund is to set aside monies on a regular basis to provide the required capital to cover major technology initiatives. (Dec. 98)

(3) Restricted funds are monies received from outside parties/sources that are restricted for a particular purpose.

(4) Operating Fund Investment Reserves: Monies in excess of the day-to-day cash requirements of the Association (Operating Reserves) should be invested. Although the primary reason for Operating Reserves is to provide for contingencies, Operating Reserves also provide for (1) fiscal responsibility; (2) the replacement of fixed assets; and (3) operational flexibility. The primary investment objective of the core layer of operating reserves is to maximize income returns through the use of shorter-term fixed income assets while providing for the required level of liquidity, in a fashion consistent with the preservation of capital. If the core layer of operating reserves at year-end exceeds 70% of the actual operating expenditures for that year, excess funds can be transferred into the operating reserve growth fund (with the goal of achieving long-term capital appreciation) at the discretion of the Finance and Audit Committee with approval of the Board of Trustees. Consideration should be given to the current projections for operating results and capital expenditures in determining whether any excess funds should be transferred. The year-end target for Operating Reserves, defined as cash plus investments at market value less the advance collection of membership dues, is 60% of the annual operating budget. (Jan. 05; June 07; Dec 14)

3. Earned Interest and Dividends:

a. Operating Fund - any earnings of the Operating Fund investments shall be estimated and designated as budgeted operating income and provide for expenditure in the operating budget. (Dec. 98)

4. Loans: The Association shall not extend any type of loan to any fellow, member, officer, trustee or employee. (June 83; Dec. 98)

5. Depreciation: Fixed assets of the Association are to be depreciated in a systematic and rational basis over their estimated useful lives.
6. **Remittance Authorization:** The Executive Director or his designee, Associate Executive Director, Operations and Business, and any one of the officers shall have the authority for signing checks and are authorized to transfer funds from checking to savings and vice versa. No remittance is to be made out to cash. Checks exceeding $50,000 require two signatures, one of which must be the Executive Director. (Dec. 74; June 76; Nov. 80; June 82; June 91; Dec. 98)

7. **Grants:** Requests for grants in the name of the AAOMS shall be initiated only after consultation with the President and prior authorization by the Board of Trustees. Grants awarded the AAOMS must name the AAOMS as recipient and administrator, unless otherwise approved by the Board of Trustees. (HD-67)

8. **Charitable and Voluntary Contributions:** Charitable and voluntary contributions will not be made except as approved by the Board of Trustees and in accordance with the following guidelines:

   a. In order to be eligible for a voluntary contribution from the AAOMS, the requesting organization must be one that the AAOMS wishes to foster or develop an ongoing relationship with;

   b. Once an organization is deemed eligible, the Board of Trustees may approve a voluntary AAOMS contribution to the outside organization which shall be limited to a maximum of $2,000.00 per gift and subject to a maximum per annum budget of $5,000.00;

   c. When feasible the donation should be directed to the OMS Foundation in honor of the requesting organization; and

   d. Voluntary contributions exceeding the $2,000.00 limit per gift or $5,000.00 per annum limit shall require a two-thirds (2/3) majority vote of the Board of Trustees. (7 votes) (HD-67) (Aug. 12)

9. **Reimbursement of Dues of Deceased Fellow or Member and Reimbursement of Candidate Fees:** A deceased fellow’s or member’s dues or candidate’s fees for the current year shall be returned to the fellow’s, member’s or candidate’s estate or spouse when notification of death is learned or received prior to March 1 by the headquarters. (Sept. 76)

10. **Dues Statements:** Fellows, members, provisional fellows/members, affiliate members and candidates shall pay their dues and assessments and fees in United States dollars. (HD-67; Dec. 98)

11. **Waiver of Dues and Assessments and Fees:** Fellows, members and affiliate members and candidates may be granted a waiver of dues and assessments and fees by the Committee on Membership with the concurrence of the Board of Trustees and reported thereafter to the House of Delegates upon meeting the following requirements:

   a. Requests for a waiver of dues must be submitted annually in writing by April 1 of each year in which the waiver is to be granted. (June 14)

   b. Waiver of dues and assessments and fees may be granted for full-time postdoctorate education of not less than nine (9) months in a related biomedical field, upon submission of a written verification of school enrollment for the academic year in which the waiver is requested. Residency and Fellowship programs must be accredited through the
Commission on Dental Accreditation or the Accreditation Council for Graduate Medical Education or others as approved by the Board of Trustees. (Sept. 10 Oct.13)

c. Waiver of dues and assessments and fees may be granted due to personal illness or other extenuating circumstances. (June 14)

d. Appropriate documentation must accompany all requests. (HD-73; HD-74; June 81; June 92; June 14)

At the recommendation of the Committee on Membership, with the concurrence of the Board of Trustees, fellows, members and affiliate members granted a waiver of dues and assessments may be required to pay an administrative maintenance fee determined by the Board of Trustees in order to receive all Association mailings.

12. **Reduction of Dues, Assessments and Fees:** Fellows, members and affiliate members and candidates may be granted a reduction of dues and assessments and fees by the Committee on Membership with the concurrence of the Board of Trustees and reported thereafter to the House of Delegates upon meeting the following requirements:

   a. Requests for a reduction of dues or fees must be submitted annually in writing by April 1 of each year in which the reduction is to be granted. (June 92; June 14)

   b. A reduction of dues and assessments and fees may be granted to fellows, members and affiliate members who return to full-time postdoctoral education after having been in the practice of oral and maxillofacial surgery, for full-time postdoctorate education of not less than nine (9) months in a related biomedical field, upon submission of a written verification of school enrollment for the academic year in which the reduction is requested. Residency and Fellowship programs must be accredited through the Commission on Dental Accreditation or the Accreditation Council for Graduate Medical Education or others as approved by the Board of Trustees. (Sept. 10 Oct.13)

   c. Reduction of dues and assessments and fees may be granted due to personal illness or other extenuating circumstances and appropriate documentation must accompany all requests. These requests must be made annually and are not to exceed two years. After two years, fellows, members and affiliate members can apply for inactive status if the personal illness or other extenuating circumstances persist. (June 92; June 14)

13. **Late Penalty Fee:** A 15% late penalty fee shall apply on fellows/members and provisional fellows/members’ dues and assessments and candidate fees not received by February 1 annually. (June 86)

14. **Honorarium Policies:**

   a. **President, President-Elect, Vice President, Treasurer, Past President, Speaker of the House of Delegates and Trustees:** An annual honorarium of $120,000 shall be disbursed to the President; $96,000 to the President-Elect; $60,000 to the Vice President; $60,000 to the Treasurer annually; $60,000 to the Immediate Past President, and $42,000 to the Speaker of the House of Delegates, and $42,000 to each of the six Trustees during their term of office. All of the remuneration authorized under this policy is paid solely as remuneration for the service of the individuals as Trustees, with the differences in remuneration reflecting
differences in time spent fulfilling Trustee duties. (HD-79; Nov. 79; May 80; June 86; Jan. 90; Dec. 91; June 96; Dec. 97; March 99; April 00; March 04; March 08; Sept. 11; Oct. 18)

A House of Delegates advisory committee composed of caucus chairs and the Speaker of the House will be formed every five years and charged with reviewing and recommending the amount of the District Trustees’ and Officers’ reimbursement honoraria. (HD-17) Any change in honorarium for an elected officer and/or trustee in the AAOMS must be discussed, debated and approved by the House of Delegates. (HD-99)

The President's spouse or significant other shall be reimbursed for travel when attending meetings with the President. (March 79; March 99; Sept. 06)

b. **Grant or Self-Supporting Conferences:** In instances that a conference is self-supporting or supported by outside grants, the rules covering honoraria may be altered with the approval of the Executive Committee. (June 69; Dec. 98)

### 15. 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 or 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 Policy, Coding and Reimbursement: 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 Staff Development: Members of the Committee on Practice Management and Professional Staff Development 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 Staff Development.

(d) Committee on Health Care Policy, Coding and Reimbursement: 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 Policy, Coding and Reimbursement (CHPCR) 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)

b. 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.

c. Staff: When traveling on AAOMS business, staff shall be reimbursed on an approved expense basis. (June 69; Dec. 98)

d. Reimbursement of Airfare for Spouses of the Board of Trustees: The Spouse or significant other of current officers, trustees and the Speaker of the House shall be reimbursed for their air travel when attending the AAOMS Annual Meeting, ADA Annual Meeting, Dental
Implant Conference and the off-site Board meeting in accordance with Policy15c (1) Travel Reimbursement, Section XI. Budget and Finance. (Jan 17)
MANUAL OF THE HOUSE OF DELEGATES

I. INTRODUCTION

The House of Delegates is the legislative and governing body of the American Association of Oral and Maxillofacial Surgeons. As such, it speaks for the membership of the Association and for oral and maxillofacial surgery in the United States. This manual has been prepared so that all who participate in the sessions of the House of Delegates may have a better understanding of the methods and rules under which it operates.

The members of the House of Delegates are chosen by the 50 state components and counterparts (District of Columbia, Commonwealth of Puerto Rico and U.S. territories and the five federal dental services) and the Resident Organization, AAOMS. The allocation of delegates is made on the basis of membership, with each component and counterpart having at least one delegate. The membership of the House of Delegates shall not exceed 102 voting members. In addition, there may be 102 alternates, none of whom shall vote unless officially certified to replace a voting delegate by the Committee on Credentials.

The Resident Organization shall have two delegates and two alternates. The delegates shall have voting rights, but may not vote during AAOMS/ABOMS officer, trustee and director elections and during election of district caucus officers.

II. OPERATION OF THE HOUSE OF DELEGATES

A. Officers: The House of Delegates has two officers, Chair and Secretary. The Chair is the Speaker who is elected annually by the House of Delegates. The Secretary is the Executive Director of the Association.

The Speaker presides at all sessions. The Secretary serves as the recording officer and custodian of the records.

B. "Ex-Officio" Members: The officers, trustees, the Editor of the Journal of Oral and Maxillofacial Surgery and the Executive Director are ex-officio members of the House without voting privileges. Past presidents are ex-officio members of the House without voting privileges unless they are duly elected delegates from their component or counterpart.

C. Duties of the House of Delegates and Board of Trustees: The House of Delegates serves as the legislative and governing agency of the Association while the Board of Trustees serves as the administrative agency. The duties of both are defined in the Bylaws.

The powers and duties of the House of Delegates are defined in Chapter V of the Bylaws. It can enact legislation, determine policies, enact, amend and repeal the Constitution and Bylaws, and the Code of Professional Conduct and Judicial Procedures and elect all categories of membership. The House of Delegates also has the duty of electing the President-Elect, Vice President, Treasurer, Speaker of the House of Delegates and members of the Board of Trustees. It can grant, suspend, and revoke the official component status of state societies. It also approves the annual budget and withdrawal of funds from the Reserve Fund.

* Where "fellow" and the masculine pronoun appear in this document, they shall be understood to include both females and males.
The Board of Trustees, as defined in Chapter VI of the Bylaws, is the administrative body of the Association with full powers to conduct all business. The Board of Trustees carries out the policies of the House of Delegates and has the power to establish ad interim policies when the House of Delegates is not in session and when such policies are essential to the management of the Association. Such policies must be presented to the next session of the House of Delegates for approval.

The Board of Trustees also provides for the maintenance and supervision of the headquarters and all other property or offices owned or operated by the Association, appoints the Executive Director and JOMS Editor and Assistant Editors, prepares the annual budget, supervises the financial affairs, approves appointments to committees, selects the time and place of meetings and reviews all reports and makes recommendations on them to the House of Delegates.

Annual Reports to House of Delegates: The Board of Trustees presents an annual report on its activities to the House of Delegates and makes recommendations on the programs of the Association.

The President is charged by the Bylaws with making a report to the House of Delegates. In this report he may make recommendations on Association programs or issues affecting the specialty of oral and maxillofacial surgery.

The committees of the Association are charged in the Bylaws, Chapter IX. Section 20, with making recommendations to the House on matters under their jurisdiction.

District caucuses and delegates initiating resolutions from the floor are to provide a typed written copy to both the Recorder and Speaker of the House of Delegates.

Reports to be considered by the House of Delegates include: (1) the Reports of Board of Trustees and Committees; (2) the supplementary reports of the Board of Trustees and committees; and (3) the annual meeting program containing the agenda of the House.

## III. STANDING & SPECIAL COMMITTEES OF THE HOUSE OF DELEGATES

### A. Standing Committees of the House of Delegates:

For the purpose of conducting business, the House of Delegates has four standing committees comprised of voting delegates with the exception of the Committee on Constitution and Bylaws: (1) the Committee on Credentials, (2) the Committee on Rules and Procedure, (3) the Committee on Constitution and Bylaws and (4) the Committee of Tellers.

1. **Committee on Credentials:** This committee shall certify the eligibility of delegates and alternates to a seat in the House of Delegates, maintain a continuous roll call, determine the presence of a quorum and supervise voting and election procedures. It is composed of three delegates, appointed by the President, and serves throughout the annual meeting.

2. **Committee on Rules and Procedure:** This committee presents the agenda and recommends rules and procedures necessary for the conduct of the business of the House of Delegates. The report of this committee is presented at the first session of the House. It is composed of three delegates appointed by the President.
3. **Committee on Constitution and Bylaws:** This committee considers the wording of all proposed amendments to the *Bylaws* and, when necessary, drafts suitable wording for any amendment which may be proposed. Each reference committee is required to clear the wording of a proposed amendment with the committee. The committee is not charged with making the determination on whether or not a given amendment is desirable. The committee is composed of three fellows and life fellows and serves as the Association's standing Committee on Constitution and Bylaws.

4. **Committee of Tellers:** This committee assists the Speaker when requested, distributes ballots, tabulates votes, and assists with the voting process. The tellers are obligated to complete a report reflecting the results of the vote which shall be signed by each member of the committee prior to transmittal to the Secretary and Speaker of the House of Delegates. The committee is composed of three delegates, appointed by the President, and serves throughout the annual meeting. (HD-09; HD-16)

**B. Special Committee on Consent Agenda:** This committee shall be comprised of the reference committee chairs, the caucus chairs and secretaries and the Speaker, who shall be Chair, and Secretary of the House of Delegates. Annually, following the second session of the district caucuses and prior to the second session of the House of Delegates, the committee shall meet to develop a proposed consent agenda of resolutions and a priority agenda for consideration by the House at its second session.

**C. Recorder:** Annually, the President shall appoint a delegate to perform the duties of reading clerk and to assist the professional stenographer. The Executive Director shall retain a professional stenographer for the purpose of obtaining a verbatim transcript of the proceedings to be preserved in the archives of the Association.

**D. Sergeant-at-Arms:** The Speaker may appoint a sergeant-at-arms to assist in the conduct of the sessions.

**IV. SCHEDULE OF HOUSE SESSIONS & REFERENCE COMMITTEE HEARINGS**

The schedule of sessions of the House of Delegates and reference committee hearings are published in advance in the AAOMS media, annual reports and annual meeting program. Special sessions of the House of Delegates during the same annual meeting may be called by vote of the House.

The Board of Trustees may revise the schedule for future annual meetings to accommodate business and scientific sessions within the parameters of the meeting and convention center facilities, including available dates and financial requirements. Business of the House of Delegates shall be scheduled in accordance with the 1996 Resolution D-8 (Amend.) and latitude is to be provided the Speaker of the House of Delegates to revise the daily schedule of the House of Delegates.

The following is the sequence of business sessions during the annual meeting:

**First Session:** The first session is devoted to matters relating to the organization of the House, President's Address, supplementary reports of the Board of Trustees and committees, election of the director of the American Board of Oral and Maxillofacial Surgery, and nomination of officer candidates.
Reference Committee Hearings: The open hearings are scheduled to follow each other. Members of the reference committees and the location of the hearing are listed in the official meeting program. All fellows and members of the Association are encouraged to attend and participate in these hearings.

Second Session: The session is devoted to acting upon the reports of the Committee on Membership and the reference committees.

Third Session: The final session is devoted to completion of action on the reference committee reports, the election and installation of the officers and trustees, and presentation of the Presidential Inaugural Address.

V. STANDING RULES OF PROCEDURE OF THE HOUSE OF DELEGATES

A. General Rules of Procedure

1. Method of Least Proportionate Error in Allocating Delegates and Alternates: Each component, the District of Columbia, Commonwealth of Puerto Rico and U.S. territories, and each branch of the five federal dental services shall be represented by one delegate and alternate regardless of its total fellows, members, life fellows and life members and provisional fellows and provisional members in the Association. Additional delegates and alternates shall be granted based on the remaining number of fellows, members, life fellows and members and provisional fellows and provisional members to remaining number of delegates, after allocation of the first delegate, until the ceiling of 100 delegates is allocated. The number of delegates authorized from each component or counterpart shall be determined by the number of AAOMS (a) fellows, (b) members, (c) life fellows and members and (d) provisional fellows and members as of January 1 of the year in which the House convenes. Should components and/or counterparts have equal fellows, members, life fellows and life members and provisional fellows and provisional members when allocating the last of 100 delegates, the one with the greatest number of candidates for Association membership shall receive the delegate and alternate.

The Resident Organization shall be represented by two delegates and two alternates. The resident delegates shall have voting privileges, but shall not be able to vote during the election of the ABOMS director, the AAOMS officers and trustees, and district caucus officers.

2. Election of Delegates and Alternates: The headquarters shall notify the component societies and the most recent delegate of counterparts by February 1 of the number of delegate(s) and alternate(s). The component societies and counterparts will determine their method of election of delegates and alternates, including their tenures. The election results will be transmitted to the AAOMS headquarters by June 1 annually. In the event the delegate(s) and alternate(s) are not elected and certified by June 1, the caucus chair shall appoint the delegate(s) and alternate(s) from fellows and life fellows in the component or counterpart involved. In the event no one is available from the component or counterpart, the caucus chair shall appoint the delegate/alternate from fellows and life fellows in the district.
3. **Credentials for Delegates:** Official credentials are mailed in advance to all delegates, officers, trustees and past presidents by the Executive Director. These credentials must be presented at the time of registration.

4. **Registration:** Delegate registration shall be conducted for at least two hours prior to the first session of the House, and 15 minutes prior to each session of the House near the locale where the House convenes.

5. **Admission Cards for Delegates:** Each delegate, at registration, will receive the official delegate information and three numbered admission cards. A meeting badge alone will not admit a delegate to the floor of the House of Delegates. The properly numbered card must be presented for each session in order to gain admission. The loss of admission cards should be reported promptly to the Committee on Credentials.

6. **Physical Placement of Delegations:** The seating of delegations shall be by trustee district and no district shall be separated by an aisle. Seating of districts shall be on a rotational basis.

7. **Access to Floor:** Access to the floor of the House of Delegates is limited to delegates, past presidents, members of the Board of Trustees, the Editor of the *Journal of Oral and Maxillofacial Surgery*, the Executive Director, and to committee chairs, and members of the headquarters staff, when requested.

   Two members of the Resident Organization’s Executive Committee shall serve as voting members of the AAOMS House of Delegates with access to the floor and may be seated in a special section on the floor of the House of Delegates. They may participate in debate at the caucus level. Resolutions originating in the AAOMS Resident Organization shall be submitted to the Board of Trustees, who may forward such resolutions to the House of Delegates at its option.

   Alternates do not have the privilege of access to the floor, but will be seated in a special area in the visitors' section.

8. **Seating of Alternates:** If a delegate cannot attend a session or portion thereof of the House of Delegates, he is to instruct his alternate to apply to the Committee on Credentials for proper credentials. The delegate must surrender his admission card(s) for the session(s) not attended before admission cards will be issued to the alternate.

9. **Visitors at House Sessions:** Anyone may attend sessions of the House of Delegates as a visitor upon display of the annual meeting badge. Visitors are not permitted access to the floor of the House but must be seated in the section reserved for visitors.

B. **Duties of Delegates and Alternates:** A delegate is one who is chosen to represent the fellows and members of his component oral and maxillofacial surgery society or counterpart or Resident Organization in the House of Delegates of the AAOMS.

   The duties of a delegate are:

   1. to attend the annual meeting and all business sessions and caucuses before and during the annual meeting;
2. to be informed regarding the issues proposed for action during the annual meeting;

3. to be informed regarding the rules of procedure, conduct and decorum in the business sessions of the annual meeting;

4. to vote for what he believes is best for the AAOMS as a whole, except as he might have been instructed by the component society and counterpart he represents;

5. to be prepared to report to his component society or counterpart after the annual meeting on the business that was transacted during the annual meeting.

An alternate is one who is chosen to act as a substitute for a delegate. An alternate can either be paired with a specific delegate or he can be chosen according to a numerical rank (first alternate, second alternate, etc.). The duties of an alternate are:

1. to be available to perform the duties of a delegate for the entire annual meeting, or any portion thereof, should the delegate be required to withdraw;

2. to register with the House Committee on Credentials and to obtain the proper delegate credentials prior to assuming the delegate’s duties;

3. to fulfill the responsibilities of a delegate should he be required to do so.

C. Introduction of Business to the House of Delegates

1. Rules on Resolutions to the House of Delegates: Resolutions may be presented by the President, Board of Trustees, committees, delegates, component societies and counterparts and district caucuses. Resolutions from component societies or counterparts are to be transmitted in writing by June 1. Resolutions by summer district caucuses are to be transmitted to the AAOMS headquarters by a date dependent upon the convening of the annual meeting.

All resolutions must indicate the fiscal impact, when possible; be signed by the secretary of the component society, counterpart or district caucus; and indicate the site, date and presence of a quorum of AAOMS fellows and life fellows or, in case of district caucuses, eligible AAOMS delegates. When voting by mail ballot, the component, counterpart or district caucus is to indicate the total number of AAOMS fellows and life fellows or eligible AAOMS delegates balloted with favorable and unfavorable responses. The two resident delegates may attend and participate in any of the six district caucuses, but may not vote at the caucus level.

2. Introduction of New Business at Second or Third Session: No new business shall be introduced into the House of Delegates at the second or third session, unless by two-thirds (2/3) affirmative vote of the delegates present and voting. However, measures originating in geographic district caucuses may be introduced under new business at the second session.

3. Presentation of Resolutions and Other Items of Business: Within the limitations of the rule on the presentation of new business at the second or last session of the House of
Delegates, any delegate may present an item of business from the floor. Such resolutions must be presented as far in advance as possible to the Secretary of the House of Delegates so that copies may be made available to members of the House.

4. **Resolutions Requiring Expenditure of Funds:** Any resolution requiring an expenditure, except those relating to the annual budget, shall be referred to the Board of Trustees for a report at the same meeting on the availability of funds for the purpose specified.

5. **Consideration of Budget:** The annual budget shall be submitted to the House of Delegates. In the event the budget, as submitted, is not approved, all recommendations for changes shall be referred to the Board of Trustees to prepare and present a revised budget. This procedure shall be repeated until a budget for the ensuing fiscal year shall be adopted.

D. **Reference Committees of the House of Delegates**

1. **Reference Committees:** The reference committees of the House of Delegates consist of seven (7) delegates each appointed at least six weeks prior to the annual meeting by the President of the Association. Appointments to the reference committees shall provide for representation of the geographical districts. The chair shall be appointed on a district rotational basis. The number of reference committees varies from year to year and they are designated alphabetically and in accordance with the committee reports assigned them. The two resident delegates are not eligible to serve on reference committees.

   The scope of the committees will vary somewhat from year to year.

   **"A", Education and Professional Affairs and Membership Programs and Services, Reference Committee on:** This committee considers matters relating to health care programs, governmental and professional conduct affairs. Specifically, it considers the reports of the Committees on Residency Education and Training, Continuing Education and Professional Development, Anesthesia, Hospital and Interprofessional Affairs, Research Planning and Technology Assessment, Health Care and Advocacy, and Governmental Affairs, and Commission on Professional Conduct.

   **"B", Membership, Practice Management, and Public and Professional Communication, President’s Address and Administration, Operations and Business, Reference Committee on:** This committee considers the reports of the Board of Trustees and Committees on Membership, Practice Management and Professional Allied Staff and Public and Professional Communication, and the President’s Address, the proposed budget; and such administrative matters as are referred to it by the Board of Trustees and House of Delegates.

2. **Duties:** The primary duty of a reference committee is to recommend to the House of Delegates an appropriate course of action on matters which have been placed before it. This duty is discharged by evaluating all recommendations which it has received from the Board of Trustees, fellows and members, committees, and other agencies, and by basing its recommendations on the best information and advice which is available, and making its decisions in the best interest of the public, the Association, and the specialty of oral and maxillofacial surgery.
The reference committee shall not prevent the House of Delegates from taking action on any matters that have been presented. Furthermore, the committee should not, without deliberation, automatically accept the opinions of its members, or the opinions of those who have testified.

The reference committee must take action on all matters assigned to it. It advises the House of Delegates to adopt, not adopt (reject), amend, substitute or refer a resolution which has been placed before it.

3. **Authority:** Reference committees act within the rules and procedures of the House of Delegates and the *Constitution and Bylaws*. They may not only act on resolutions before them but may also propose resolutions on their own initiative. They may call upon the officers, members of the Board of Trustees, committees, and the Executive Director or senior management team when they desire to gain information. The reference committees may explain their decisions before recommending that an action be taken on the resolution.

4. **Referral of Reports and Resolutions:** A list of recommended referrals to reference committees shall be prepared and presented by the Committee on Rules and Procedure at the opening session of the House of Delegates to be subject to amendment and approval by the House of Delegates.

5. **Referral of Items of Business to Reference Committees:** The reference committees receive items of business for consideration by referral from the House of Delegates as determined at the first session.

6. **Reference Committee Briefing and Hearing Attendance:** An administrative briefing for reference committees shall be conducted by the Speaker prior to the hearings. The chair of all committees or his designates shall attend the reference committee briefing as well as the hearing at which his respective report(s) will be presented. The Executive Director shall attend the briefing to reinforce the importance of the reference committees, the nature of their role and the requirements of all members of the reference committees being present to consult in the development of their respective reports.

7. **Conduct of Hearing:**

   a. The primary duty of a reference committee is to receive and evaluate opinions so that it may present a well-informed recommendation to the House of Delegates.

   All fellows and members in good standing of the American Association of Oral and Maxillofacial Surgeons have the right and are encouraged to attend reference committee hearings and to participate in the discussions. Non-members of the Association should identify themselves and may participate in the discussion at hearings only at the invitation of the majority of the reference committee.

   b. The chair of the reference committee should preside at both the hearing and the executive meeting at which the committee's decisions are made. He should not permit the making of motions or the taking of formal votes at an open hearing, since
the objective of the hearing is to receive information and opinions and not to make
decisions of any sort which would bind the reference committee in its subsequent
deliberations.

The chair should ensure that all are heard and should not permit prolonged holding
of the floor by one or more persons at the expense of others. The chair, with the
consent of his committee, may place reasonable limitations on discussion and
debate.

8. Amendments to the Bylaws: Some reference committees may be asked to consider
amendments to the Bylaws. The determination of whether or not the policy involved in
the proposed amendment is desirable must be made by the reference committee which
receives the referral. The wording of all proposed amendments, however, shall have
the approval of the Committee on Constitution and Bylaws.

When the language of the amendment is approved by the Committee on Constitution
and Bylaws, the reference committee will then incorporate the approved text of the
amendment in its report and indicate that approval has been obtained.

9. Conduct of Executive Session: After evidence and information have been received at
the open hearing, the reference committee shall retire to an executive session at which
only members of the committee and the committee's staff may be present. At this
session, the committee reaches its decisions and prepares its report. The reference
committee chair may request consultation with the Committee on Constitution and
Bylaws and others during this executive session.

10. Headquarters Staff Assistance: Each reference committee will be provided with staff
support. The staff is provided with instructions so that they may be of the greatest
possible assistance to the committee. Staff shall not participate in the committee's
decision process or take verbatim minutes. Staff is to develop the reports in accordance
with the standard format. Reference committees should not urge new styles and
formats for the report. The Executive Director is to hold all committee deliberations and
decisions in the strictest confidence. The Executive Director is responsible for seeing
that the reports are prepared on the basis of material as directed by the reference
committee.

11. Format of Reports to House of Delegates: During executive session of each reference
committee, a specimen report will be provided members of the reference committees
to indicate the general format to be used for reference committee reports to the House
of Delegates. This report should be clearly written and typed in order that it may be
edited and reproduced by the headquarters' staff for distribution. The report should be
submitted to the Executive Director following the close of the reference committee
hearings and not later than 9 p.m. the same day.

12. Preparation of Reports: The report of the reference committee to the House of
Delegates shall reflect those comments and recommendations of the committee on the
proposals which it has had under consideration.

All recommendations to the House of Delegates must be placed in the standard
resolution form. Except in very unusual cases, the use of preliminary and explanatory
"whereas" clauses is not permitted. The committee should place this material in its comments on the resolution in the general text of the report.

Resolutions should be worded with the utmost clarity and must contain only a single topic. Resolutions containing more than one topic must be divided so that the House of Delegates can vote intelligently on a single question. The wording of the resolution is most important since an improperly worded resolution will not give the delegates a clear and immediate idea of the question on which they are being asked to vote.

If the report of a committee contains no resolutions, the reference committee should merely state that it has nothing to report and make such comments as it may desire. It is not proper to recommend that the report be received, approved or adopted. If the reference committee wishes to adopt or approve some items in the report, it must draft a suitable resolution.

The report should be as brief as possible and long sections of material which delegates already have before them should not be repeated.

13. Majority and Minority Reports: Every effort should be made by members of the reference committee to reach unanimous agreement. If it is not possible, majority and minority reports may be presented. The report receiving the most support from members of the committee is presented as the majority report.

14. Availability of Reference Committee Members: Reference committee members must be available to the staff for consultation in preparation of the reports.

15. Signing of Reports: One copy of the report must be signed by all members of the committee except in the case of a minority report, and it must be presented to the Secretary before it is presented to the House of Delegates.

16. Availability of Reports: As soon as is practical following the reference committee hearings, copies of reference committee reports will be made available to the membership at the headquarters office and registration center.

E. Reading of Reports to the House of Delegates and Special Rules of Debate

1. Presentation of Reports: The reports of the reference committees are presented by their chairs at the second session of the House of Delegates following a priority agenda. Minor changes in the reading of a reference committee report in the House shall be permitted providing the revised wording does not alter the intent of the report.

Reports are presented from the right-hand side of the rostrum and are read in a clear and slow fashion. The House will act on the report section by section, and the Speaker will indicate when the reference committee chair is to continue with the next section of the report. Page numbers and other citations should not be read, since all members of the House will have copies of the report before them.

In the event of debate or discussion, the chair and members of the reference committee are free to reply to any questions or to comment. If the chair desires, he may call on a member of a committee, officer, member of the Board of Trustees or staff to supply the
information requested. The chair of the committee, however, should be prepared to
comment on the position which his committee has taken.

2. **Actions Recommended by Reference Committees**: Reference committee
recommendations for action on resolutions may be to adopt, not adopt (reject), amend,
substitute, in lieu of, refer, and accept as a first reading.

3. **Recommendations to Adopt or Reject Resolutions**: When the recommendation of the
reference committee is to adopt a resolution, the results of the vote (majority, 2/3, etc.)
dispose of the resolution. When the recommendation of the reference committee is to
reject a resolution, the chair will take the positive vote first (for adoption), followed by
the negative vote (for rejection).

4. **Motions to Refer and to Postpone Definitely**: Resolutions may be postponed to a later
time within the same annual meeting, but not to the next annual meeting, since the
House of Delegates for the next year's annual meeting does not yet exist. If the House
wishes to delay action on a resolution until the following annual meeting, the preferred
motion is to refer the resolution to the Board of Trustees or the appropriate committee
for study and report with recommendations at the next annual meeting.

5. **Motions to Close Debate (to Vote Immediately or for the Previous Question)**: The
motion to close debate is not debatable and requires a two-thirds (2/3) vote. It shall be
applied to the immediately pending motion only, unless the delegate making the motion
specifically states that it applies to all pending motions.

The informal "call for the question" (not a motion) may be ignored or ruled out of order
by the chair if others are standing at a microphone waiting to speak, or if it is obvious
that general consent cannot be sustained.

The motion to close debate, or the informal call for the question, shall not be used until
the House has had the opportunity to hear at least one speaker representing each side
of the pending motion.

If the motion to close debate, or the informal call for the question, is added to the end
of a speech, the chair shall have the option to rule it out of order, or to ask for one
additional speech in opposition to the last speaker before stating the motion to close
debate.

6. **Motion to Postpone Temporarily (to "Table")**: A motion to postpone temporarily, or to
"table" cannot be debated, and must be put to a vote as soon as it has been seconded
and stated by the chair.

Since reference committees are instructed to present resolutions in a way that will not
restrict or prevent debate, the motion to postpone temporarily or "table" should not be
used by reference committees when presenting their reports. Instead, if the intention
of a reference committee is to defeat a resolution, it should merely present the
resolution and recommend that it be rejected. In this way the House will have the
opportunity to debate the issue and to dispose of it by vote.
7. Previous Notice and First Reading: Resolutions to amend the Bylaws that affect dues and assessments (DA amendments) or membership qualifications (MQ amendments) require a 60-day notice or a one-year previous notice, respectively, and are submitted in writing to the House of Delegates, sometimes using the term “first reading”.

DA and MQ amendments usually are referred to the Board of Trustees, or to the appropriate committee, for study and recommendations to be presented at the next annual meeting. Adoption by the House of Delegates at the next annual meeting requires a two-thirds vote.

In special cases, the House may wish to consider and adopt a DA or MQ amendment during the same annual meeting at which it is introduced. A unanimous vote is required for waiver of the special 60-day or one-year notice. Following waiver of notice, a two-thirds vote is required for adoption of the amendment.

The House may also wish to oppose a DA or MQ amendment at the first reading stage during the same annual meeting at which it is introduced. Since the rights to introduce a motion and to give notice are basic rights of the membership in a deliberative assembly, a two-thirds vote shall be required to reject a DA or MQ amendment at the first reading stage. In addition, the sponsor(s) of the DA or MQ amendment may request that the resolution be withdrawn, which can be granted by general consent or by a majority vote.

F. Nomination and Election Procedures: Only properly certified delegates are permitted to participate in the elections of the House of Delegates, excludes the two resident delegates. All elections are held under the supervision of the Committee on Credentials.

The method of voting in the House of Delegates is usually determined by the Speaker of the House, except where provided in the Bylaws. He may call for a voice vote, show of hands, standing vote, roll call, electronic vote or ballot vote.

The method of voting may also be determined by a majority vote of the House of Delegates.

If the result of a vote is uncertain or if a division is called for, the Speaker will first ask all voting affirmatively to stand. The count will be made by the tellers and reported to the Speaker. It is essential that voters remain standing until the Speaker has indicated that the count is completed. The same procedure is then used for recording the negative vote.

Voting Booths: A limited number of voting booths will be available for use by delegates.

1. Nomination for Trustees: A caucus shall be called by the trustee whose term is about to expire or by his designee. The notice of the time and place of such caucus shall be reported to the Secretary of the House of Delegates.

At the caucus, the delegates shall nominate one (1) or two (2) candidates for the office of trustee, whose name(s) shall be presented to the House of Delegates in accordance with the following rules:

a. A person receiving the unanimous vote of the delegates present and eligible to vote at the caucus shall be the only nominee presented by the district.
b. In the event of two (2) or more candidates for nomination, the name of a candidate who receives a majority vote in the caucus shall be presented to the House of Delegates. In addition, the name of a minority nominee may be presented to the House for consideration if he receives at least one-third (1/3) of the votes of the district delegates present and voting at the caucus. Should two (2) nominees be presented from a district under these conditions, identification of the majority and minority nominees shall be announced to the House of Delegates.

Should a tie vote occur, efforts should be made by additional ballots to attain a majority and minority candidate. In the event of a deadlock vote between two candidates, a re-balloting should occur. If a deadlock (tie) vote still exists, both candidates may be brought to the floor of the House of Delegates.

c. A nominating speech for each nominee of up to four (4) minutes may be delivered in the House of Delegates by a fellow or life fellow in good standing. Seconding speeches are not permitted. Two (2) members of the House of Delegates will be permitted to indicate their second from the floor.

2. Election of Trustees

a. If there is only one (1) nominee from a trustee district, the nominee may be elected by majority ballot, electronic vote or voice vote of the delegates present and eligible to vote.

b. If there are two (2) nominees from a trustee district, the election shall be by ballot or electronic vote. A majority vote of the delegates present and eligible to vote shall be required for election.

Tellers shall count the ballots, if required, and any delegate shall be entitled to witness this procedure.

3. Officer Election Campaign Activities:

a. Between Annual Meetings:

(1) Nominations for the office of President-Elect, Vice President, Treasurer and Speaker of the House of Delegates shall be presented at the first session of the House of Delegates. Nominations must be made in writing and signed by 10 fellows or life fellows in good standing.

(2) Candidates for office may announce their candidacy to seek office at any time through public announcement in AAOMS media.

(3) Election campaign activity may take place at the dental implant conference.

(4) Candidates may establish 800 telephone numbers for campaign use.

(5) Candidates are permitted to address a regional, state or caucus meeting. Each candidate shall have a minimum of 15 minutes to address the group. All candidates shall be treated equally.
(6) Candidate statements and prepared interviews may be submitted for publication in an issue of the AAOMS Today.

(7) AAOMS officers (members of the board’s Executive Committee) and administrative staff shall not participate in any way in campaigning for candidates. AAOMS officers who are running for office may participate only in their own candidacy. Trustees may participate in campaigning.

b. During the Annual Meeting:

(1) A caucus/open forum for candidates shall be held following the second session of the House of Delegates, the caucus/open forum consisting of the delegates and alternates from the six (6) trustee districts. Delegates and alternates are required to attend. Fellows and members are invited and encouraged to attend. The President shall be the moderator of the caucus/open forum.

(2) AAOMS officers (members of the board’s Executive Committee) and administrative staff shall not participate in any way in campaigning for candidates. AAOMS officers who are running for office may participate only in their own candidacy. Trustees may participate in campaigning.

(3) Political campaign receptions or parties for candidates are permitted during the annual meeting.

(4) Distributed or displayed campaign items shall not be permitted in the House of Delegates.

4. Officer Nomination and Election Procedures:

a. Nomination Procedures: Nominations for the Office of President-Elect, Vice President, Treasurer and Speaker of the House of Delegates shall be presented at the first session of the House of Delegates. Nominations must be made in writing and signed by 10 fellows and life fellows in good standing.

A nominating speech for officer candidates of up to four (4) minutes may be delivered at the first session by a fellow or life fellow in good standing. Seconding speeches are not permitted except that two (2) members of the House of Delegates will be permitted to indicate their second from the floor.

b. Election Procedures: The offices of President-Elect, Vice President, Treasurer and Speaker of the House of Delegates shall be elected by eligible members of the House of Delegates.

(1) If there is one (1) nominee for each office, the nominee may be elected by majority ballot, electronic vote or voice vote of the delegates present and eligible to vote at the third session of the House.

(2) If there are two (2) or more nominees for an office, the election shall be by ballot or electronic vote prior to, and/or during, the third session of the House. A majority vote of the delegates present and eligible to vote shall be required for election. Voting procedures shall be supervised by the Committee on Credentials. The tellers shall provide a report with the vote totals to the
Secretary and Speaker of the House of Delegates who shall announce the
election results during the third House session. This report must be reviewed
and signed by all members of the Committee of Tellers. (HD-09)

(3) If there are three (3) or more nominees for an office, and if none of the
nominees receives a majority vote, the candidate receiving the least number of
votes shall be dropped from the list of candidates, and the delegates shall vote
again. This procedure shall be repeated until a majority vote is obtained.

c. **Installation of Officers:** The new officers shall be installed in their offices at the final
session of the House of Delegates.

5. **Eligibility of Those Candidates for Officer Positions to Fulfill an Unexpired Term:** An
elected trustee is eligible to fulfill his unexpired term on the Board of Trustees in the
instance he is an unsuccessful candidate for an officer position.

G. **Guidelines for Trustee District Caucuses**

These guidelines serve as a suggested operational means for conducting business at the
district caucuses and outline the procedure to be followed within each district for
nominating trustee candidates to the Association's House of Delegates. These guidelines
are to be considered with those parts of the *Bylaws* related to nomination and election of
officers.

**General Guidelines:**

1. Both delegates and alternates shall be obliged to attend the caucuses. Both may
participate in the caucus deliberations, but only eligible delegates shall have voting
privileges.

2. Source members (committee chairs, staff, candidates, etc.) may attend the caucus
proceedings upon request of the chair.

3. Fellows and members, but only from the district, may be invited to witness caucuses on
a space available basis.

4. The official call of all caucuses shall be at the direction of the respective district trustee
after consultation with the caucus chair.

**Caucus Officers and Responsibilities:** There shall be two officers for each caucus, a chair and
a secretary. The chair and secretary shall be either a delegate or alternate, but neither may
be an AAOMS officer or trustee.

**Chair Responsibilities:**

1. Preside and maintain order during the caucuses.

2. Invite, when necessary, source members, etc. to attend the caucus and speak to
particular issues.
3. Present the district nomination report on trustee election to the third session of the House, if applicable.

4. Cause the election of the Chair and Secretary for the following year at the final caucus convened at the annual meeting.

5. Report annually to the AAOMS headquarters by December 1 the city, hotel and dates of the summer caucus for the following year with approval of the district trustee.

**Secretary Responsibilities:**

1. Maintain a record of proceedings based on the desires of the caucus.

2. Schedule appearances of candidates for officer positions in coordination with other caucus secretaries during Caucus Session II, if desired.

3. Maintain liaison with other caucuses.

4. Preside in the absence of the chair.

5. Obtain reference committee reports for delegates from the AAOMS headquarters office or registration center for review at the third caucus.

6. Provide the Speaker with the district nomination report (typed and in duplicate) prior to third session of House, if applicable.

**Trustee district caucuses shall be scheduled as follows:**

**SUMMER CAUCUS**

(between August 10 - September 1)

Trustee districts shall convene a summer caucus for the purpose of addressing issues before the upcoming House with the following stipulations:

1. The summer caucuses shall be convened preferably during the period August 10 - September 1 to allow receipt of the annual reports by the membership for review and to provide the opportunity for comments to their delegates prior to the pre-annual meeting caucus;

2. The three general guidelines on attendance and notice at annual meeting caucuses shall apply for any pre-annual meeting caucuses convened;

3. Any resolutions resulting from the summer caucus for submission to the House shall be provided in writing with the recorded vote, list of delegates and alternates in attendance to the AAOMS headquarters within five days following completion of the summer caucus to allow for duplication and insertion into the delegates portfolio. Resolutions submitted in this manner shall be deemed official for House consideration as are issues provided by the June 1 annual deadline from state societies and other approved sources (board, committees, delegates, etc.) that are published in the annual reports;
4. Invitations to candidates for elective office to appear at the summer caucus shall be at the sole discretion of the respective district caucuses.

**ANNUAL MEETING CAUCUSES**

Three trustee district caucuses shall be scheduled immediately prior to the official opening of the annual meeting with duties as outlined in these guidelines.

One prior to and following the first session of the House and the third following publication of the reference committee reports and before the second session of the House.

**CAUCUS I**

*(Scheduled prior to the first session of House)*

1. Review of list of delegates and alternates and assignment of new delegates and alternates for states and/or counterparts not having representation in the House of Delegates.

2. Assignment of new delegates/alternates must be based on the following rules:

   In accordance with Section V. Standing Rules of Procedure of the House of Delegates (page 116 of the *Manual of the House of Delegates*) that in the event a delegate/alternate is not elected and certified by a state by June 1 annually, the district caucus chair shall appoint the delegate/alternate from fellows and life fellows in the component or counterpart involved, the following guidelines are provided:

   **Prior to the Annual Meeting**

   The President of the state component society or counterpart society shall notify, in writing, the district caucus chair that the state component or counterpart will not have official representation in the House of Delegates. This notification shall include authorization for the district caucus chair to select a new delegate from the state or counterpart involved.

   The district caucus chair shall exhaust all means to select a new delegate from the state component or counterpart involved. If this results in no one being able to accept the position to serve as the delegate from the state or counterpart involved, the district caucus chair may select a fellow or life fellow from another state within the same district to serve as delegate for the state or counterpart involved. A letter confirming this action from the district caucus chair with a copy of the state’s or counterpart’s notification shall be provided to the Speaker of the House of Delegates and the House Committee on Credentials for concurrence and subsequently seating of the newly designated delegate.

   **On-site at the Annual Meeting**

   The district caucus chair shall contact the President and/or an officer of the state component society or counterpart society in his district to receive confirmation that the state component or counterpart’s official delegate will not be present in the House.
Once confirmed and permission is received to designate a delegate, the district caucus chair shall make every effort to seat a delegate from the state involved. If no one is available on-site from the state or counterpart, the district caucus chair shall designate a delegate from fellows and life fellows from another state or counterpart in the respective district on-site. Again, documentation is to be prepared confirming the authorization from the state or counterpart involved with the name of the newly designated delegate.

If notification has not been received or contact with a state society or counterpart society is not possible on-site at the meeting, the seat for that state or counterpart shall remain vacant. This would also be the case if a duly appointed delegate is present at the annual meeting but does not attend any of the sessions of the House, unless an alternate from the respective state is available to take the place of the delegate.

In all of the above situations, the Speaker of the House of Delegates and the House Committee on Credentials must be notified and provided with documentation, except in the instance of a no show where documentation is not available. In instances of a “no show” and the alternate is not available, that state/counterpart seat in the House of Delegates shall remain vacant, unless official documentation in accordance with the above can be provided.

**CAUCUS II**  
*(Scheduled following first session of House)*

1. Assignment of representatives to reference committee hearings. (Note: Primary responsibility for this resides with the chair, but individual caucuses may choose to accomplish this through election, on a volunteer basis, or by appointment by the chair.)

2. Discussion of resolutions presented during the first session of the House. *(Note: It is at this caucus that delegates should determine the position of the caucus to be taken on issues at the reference committee hearings.)*

3. Appearance of candidates for office according to the schedule established by the secretary of the caucus (may occur also at the summer caucus or Caucus III).

**CAUCUS III**  
*(Scheduled following publication of reference committee reports and before second session of House)*

1. Review of reference committee reports and report on hearing deliberations from caucus representatives.

2. Development of amendments or substitute resolutions, if desired by the caucus, for presentation by designated delegate(s).

3. If not accomplished at Caucus II, determine district nominee(s) for trustee by secret ballot in accordance with Chapter VI. Section 50, of the *Bylaws*, if applicable, and the following procedure:
(a) Only eligible delegates present may vote in the caucus at the time of nomination of
a trustee. The only exception shall be if a delegate is unable to attend the annual
meeting and his alternate has been certified by the Committee on Credentials to
serve as the delegate. However, in instances of an emergency, an alternate may
replace a delegate in the caucus at which trustee nominees are voted upon, but only
the caucus chair may approve such, with subsequent notification to the Committee
on Credentials. (The intent of the last sentence is to ensure that those who vote for
their trustee nominee in caucus should also be present at the session of the House
at which election occurs.)

(b) The district is obliged to report either one candidate or a majority and minority
candidate. However, should a tie vote occur, efforts should be made by additional
ballots to attain a majority and minority candidate. A deadlock (tie) vote on two
candidates may be brought to the floor of the House of Delegates for resolution.

4. Elect the Caucus Chair and Secretary to serve through the summer caucus and annual
meeting of the following year.