

Bylaws

Articles

- [Article I - Name](#)
- [Article II - Purpose](#)
- [Article III - Organization](#)
- [Article IV - Government](#)
- [Article V - Officers, Executive Board, and Management](#)
- [Article VI - Annual Meeting](#)
- [Article VII - Code of Professional Conduct](#)
- [Article VIII - Amendments](#)

Chapters

- [Chapter I - Membership](#)
- [Chapter II - Elective Officers and Executive Board Members of the Society](#)
- [Chapter II - Elective Officers and Executive Board Members of the Society II](#)
- [Chapter III - Appointive Officers](#)
- [Chapter IV - Committees](#)
- [Chapter V - Meetings, Action of Society, Quorums and Order of Business](#)
- [Chapter VI - Finances](#)
- [Chapter VII - Parliamentary Authority](#)
- [Chapter VIII - Amendments to the By-Laws](#)
- [Chapter IX - Subsidiary Governing Documents](#)
- [Chapter X - Adoption of By-Laws](#)

Southeastern Society of Oral & Maxillofacial Surgeons Constitution

Article I: Name

The name of the organization shall be the Southeastern Society of Oral and Maxillofacial Surgeons, hereinafter referred to as "the Society."

[[Top of page](#)]

Article II: Purpose

The purpose of the Society shall be to contribute to the public welfare through advancement of the specialty of oral and maxillofacial surgery by fostering scientific programs, research, and standards of practice; by upholding ethical and professional standards and responsibilities; and by cultivating social and professional development that fosters a sentiment of mutual and cooperative endeavor among all its members to provide and render a better service to the public which as professionals they are privileged to serve.

[[Top of page](#)]

Article III: Organization

Section 1. Corporation: The Society is a non-profit corporation organized under the laws of the State of Georgia. If this corporation should be dissolved at any time, no part of its funds or property shall be distributed to or among its members, but after payment of all indebtedness of the corporation, its surplus funds and properties shall be used for dental education and dental research in a manner as the then governing body of the Society shall determine.

Section 2. Registered Agent: The Registered Agent of the corporation shall be in Georgia.

Section 3. Principal Office: The Principal Office of the Society shall be located with one of the officers of the Society, or the Executive Director.

Section 4. Membership: Members of the Society 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.

[[Top of page](#)]

Article IV: Government

Section 1. Legislative Body: The legislative and governing body of the Society shall be the General Assembly of active and life members as provided in Chapter I of the Bylaws.

Section 2. Administrative Body: The administrative body of the Society shall be the Executive Board, which may be referred to as "the Board".

[[Top of page](#)]

Article V: Officers, Executive Board, and Management

Section 1. Elective Officers: The elective officers of this Society shall be President, President-Elect, Vice President, and Secretary/Treasurer, each of whom shall be elected by the General Assembly, as provided in Chapter II of the Bylaws.

Section 2. Executive Board: The Executive Board, hereinafter referred to as "the Board" shall consist of the President, President-Elect, Vice President, Secretary/Treasurer, the immediate Past President and two members elected from the General Assembly, as provided in Chapter II of the Bylaws. The management of the Society shall be vested in the Executive Board.

Section 3. Appointive Officers: The appointive officers of the Society shall include a Parliamentarian, Executive Director, who shall be appointed by the Executive Board as provided in Chapter III of the Bylaws.

[[Top of page](#)]

Article VI: Annual Meeting

The annual meeting of the Society shall be held at such time and place as may be determined by the vote of the membership.

[[Top of page](#)]

Article VII: Code of Professional Conduct

The code of Professional Conduct and Pledge of the Society shall govern the professional conduct of all members.

[[Top of page](#)]

Article VIII: Amendments

Section 1. Amendments: This Constitution may be amended at an annual meeting or special meeting in accordance with the required notice by three-fourths (3/4) vote of the active and life members present and voting.

Section 2. Notice: Unless otherwise provided for in this Constitution notice for amendments must be submitted in writing to all active and life members of the Society: (1) at least thirty (30) days prior to the annual or special meeting at which the amendments are proposed for adoption, or (2) at the previous annual meeting.

Section 3. Special Notice and Vote: This Constitution may also be amended at any annual meeting or special meeting by unanimous vote of the active and life members voting, provided that notice of such amendments shall have been provided to the active and life members at any previous business session at the annual meeting or the special meeting.

Section 4. Proposal: Amendments may be proposed in writing by: (1) three or more active or life members, or (2) the Executive Board. The Constitution and Bylaws Committee shall: (1) review such proposals and place the proposal into proper form, and (2) prepare to propose any necessary amendments or changes to the Constitution and /or Bylaws that the proposed amendment may make necessary.

[[Top of page](#)]

Southeastern Society of Oral & Maxillofacial Surgeons

(Last Revision 2009)

Chapter I: Membership

Section 1. Classification: The membership of the Society shall be classified as follows: A. Active; B. Life; C. Associate; D. Retired; E. Honorary; F. Resident and G. Inactive.

Section 2. Qualifications, Rights and Privileges:

A. Active:

1. Qualification: Candidates for membership shall have the following qualifications:

a. Training: Graduate of an accredited dental school and completion of an advanced oral and maxillofacial surgery education program.

b. Residence, Practice, Licensure or Permit: Reside, practice and hold licensure or permit in dentistry or medicine in any of the following Southeastern States, namely, Alabama, Georgia, Florida, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia or Puerto Rico and U.S. Territories, or have practiced the specialty in any of the Federal Services preceding application for membership and currently be stationed, serving in, or practicing in any of the above listed states. The candidate shall furnish an affidavit certifying the occupational specialty of oral and maxillofacial surgery and limitation of practice to that specialty or administration.

c. 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.

d. AAOMS Membership: The candidate shall hold and maintain membership in the American Association of Oral and Maxillofacial Surgeons and be in good standing with the AAOMS Council on Professional Conduct.

e Ethical Conduct: The candidate must comply with the Society's Code of Professional Conduct.

2. Rights and Privileges:

a. An Active member shall enjoy all rights and privileges of membership, including the right to vote and hold office.

b. Life: An active member may apply for the status of life membership:

1. Upon completion of thirty (30) dues paying years and within the calendar year upon reaching the age of sixty-five (65), OR

2. Upon completion of thirty-five (35) dues paying years, OR

3. Upon reaching the age of seventy (70) and have been an active member for a period of ten (10) years, OR

4. Upon reaching the age of 65, and have been an active member in their state or regional society when they became affiliated with the Southeastern Society of Oral and Maxillofacial Surgeons, and have completed thirty (30) years of fellowship or membership in the American Association of Oral and Maxillofacial Surgeons.

Only in extenuating circumstances may exceptions be made and then only upon recommendation of the Executive Board.

Applicants for life status must remit dues and assessments through the year in which they are eligible for such status.

All such applications shall be referred to the Executive Board and if approved, shall then be submitted to the General Assembly for final action.

C. Associate: Candidates otherwise qualified for active membership, but whose primary place of practice is not located in any of the Southeastern States listed in Section 2. A. 1. b.

Also eligible are former active or life members who have been transferred or have relocated their primary place of practice outside of the Southeastern States listed in Section 2. A. 1. b.

Associate members shall have the same rights and privileges as active members with the exceptions of voting and/or holding office.

D. Retired: Retired membership shall be granted to an active, or associate member should the active or associate member completely retire from the practice of oral and maxillofacial surgery.

Following written application, applicants for retired status must remit dues and assessments through the year in which they are elected to such status. Dues and assessments for this year may

be waived or partial dues and assessments assessed following consideration of the Committee on Membership and approval of the Executive Board.

As long as the active or associate member maintains his retired status he shall not pay dues and assessments and shall not be required to hold membership in AAOMS or ADA.

A retired member shall have the same rights and privileges as active members with the exceptions of voting and/or holding office.

E. Honorary: Honorary membership may be granted to those holding no other class of membership or to those who have made distinguished contributions to the specialty of oral and maxillofacial surgery. Nominations to this status shall be made in writing to the Executive Board and be signed by at least five active and/or life members. If approved by the Executive Board, the nomination shall be submitted to the General Assembly. The General Assembly will vote on the nomination at the annual meeting one year following the nomination. No more than one honorary member may be elected in any one year.

Honorary members shall have the same rights and privileges as active members with the exception of voting and/or holding office.

F. Resident: Graduates of an accredited dental school that are enrolled in an advanced oral and maxillofacial surgery education program shall be eligible for Resident membership. Residents shall be dues-exempt. Registration fees to attend meetings shall also be waived.

G. Inactive: An inactive 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 member shall not have the privileges of a member, except that he may retain his membership certificate and will be listed in the SSOMS Directory. Years in inactive status will not accrue towards life or retired membership.

Section 3. Application: Applicants for an active or associate membership in the Society shall apply on the regular application form as provided by the Society for that purpose and must pay the application fee.

This application, properly endorsed, and the application fee shall be sent to the Principal Office of the Society by the March 1 prior to the annual meeting, at which time the candidate is to be examined.

All applications shall be kept on file in the Principal Office of the Society and action by the Society must be noted thereon. The application fee accompanying each application will be nonrefundable.

[[Top of page](#)]

Section 4. Election to Membership: All applications for membership must be signed by the candidate attesting to the truth of his qualifications. The application shall be endorsed by two sponsors; each shall submit a confidential letter of endorsement or appraisal to the Principal Office of the Society. Sponsors must be members of the Society and one, when possible, shall be from the applicant's own state.

Completed applications shall be submitted by the Principal Office to the Secretary-Treasurer who shall record and then transmit all applications and letters of appraisal to the Chairman of the Membership Committee. If the applicant's credentials are approved, the Secretary-Treasurer will

invite the applicant to attend the next annual session as a candidate, at which time he will be examined orally by the Membership Committee to further evaluate his qualifications. Diplomates of the American Board of Oral and Maxillofacial Surgery must appear before the Membership Committee for an interview. Ample notice must be given to each applicant relative to the details of the above requirements. Failure of the applicant to comply with the above regulations without sufficient cause will automatically render the application void and require the candidate to make a new application at a later date. Under any event, the applicant must take the examination within three years of the date that the application is completed and if not, then a new application must be made.

Election to any category of membership shall be by three-fourths vote of the General Assembly at the annual meeting and is contingent upon prior affirmative majority vote of the Committee on Membership and affirmative majority vote of the Executive Board.

The results of the election of new members by the General Assembly shall be made in writing by the Secretary -Treasurer to each applicant after the close of the meeting at which said action is taken and by no other means.

An applicant not elected to membership shall be permitted to be re- examined the following year. If not elected to membership again, he shall not be eligible to make new application for three years, and must meet the current bylaw eligibility requirements for membership.

New members must be present at the induction ceremony in order to receive their membership certificate. Said member shall sign for said certificate indicating that it is the property of the Southeastern Society of Oral and Maxillofacial Surgeons and is to be returned upon resignation or termination of membership. Exceptions can be made under special circumstances if the member makes a written request.

Section 5. Definition of "In Good Standing": A member of the Society whose dues and assessments for the current year have been paid by February 1, and who is not under discipline for membership.

Section 6. Termination of Membership:

A. Voluntary: A member of the Society in good standing and not under any charges unbecoming a member of the Society and not in arrears for dues or assessments, may honorably resign his membership by application at a regular annual meeting, or between annual meetings upon written request to the President.

B. License Suspension or Revocation: If any active or associate member shall have his dental or medical license suspended or revoked by a state licensing body, his membership shall be suspended or revoked by the Executive Board.

C. Disqualification: If any Active or Associate member shall disqualify himself by not limiting his practice to oral and maxillofacial surgery, the Society shall take appropriate action to terminate his membership. On resuming the specialty at any future time and if in good standing in his state oral and maxillofacial surgery society, he may again make application for membership after one year of resuming the exclusive practice of oral and maxillofacial surgery. He shall be exempt from the payment of the application fee.

D. Expulsion or Suspension: Any members may be suspended or expelled from the Society for violation of the Code of Professional Conduct or Pledge of the Society. Charges may be initiated and disciplinary action taken in accordance with the Society's Judicial Procedures.

E. Unpaid Dues and Assessments: A member whose dues and assessments have not been paid prior to the convening of the annual meeting of the second year of delinquency shall cease to be a member provided the member shall have been sent by registered mail ninety days prior to such action a copy of the Bylaws pertaining thereto.

F. Return of Certificate of Membership: Members whose membership in the Society has been terminated shall return their certificate of membership to the Society's Principal Office. Failure to do so will be considered a violation of his moral and ethical responsibilities to the Society.

Section 7. Reinstatement:

A. Voluntary: Those members who voluntarily resign from the Society may be considered for reinstatement upon filing a written request for reinstatement within one year of resignation and upon payment of all back dues and assessments owed the Society and verification that he is a member in good standing with AAOMS and ADA. If such request for reinstatement is not made within one year following resignation, the former member may be considered for reinstatement by submitting a reinstatement form with a reinstatement fee which shall be twice the current application fee, payment of current year's dues and all assessments that have not been paid within the past five years and meeting all current eligibility requirements.

B. Unpaid Membership Dues and Assessments: A member not in good standing for nonpayment of dues and assessments may be considered for reinstatement upon payment of all back dues and assessments owed the Society and verification that he is a member in good standing with AAOMS and ADA provided such action is requested within one year of his notification of nonpayment of dues and assessments. If such request for reinstatement is not made within one year following notification of nonpayment of dues and assessments, the former member may be considered for reinstatement by submitting a reinstatement form with a reinstatement fee which shall be twice the current application fee, payment of current year's dues and all assessments that have not been paid within the past five years and meeting all current eligibility requirements.

C. Expulsion or Suspension: Any member expelled or suspended from the Society may be readmitted in accordance with the provisions of the Society's Judicial Procedures.

Section 8. 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 Southeastern States as listed in Section 2. A. 1. b., the Committee on Membership shall determine their eligibility for SSOMS membership.

[[Top of page](#)]

Chapter II: Elective Officers and Executive Board Members of the Society

Section 1. Title: The elective officers of the Society shall be the President, President-Elect, Vice President, Secretary-Treasurer, and Immediate Past President. The President and Immediate Past President shall succeed to their respective offices by virtue of prior election.

Two members of the General Assembly shall be elected to serve on the Executive Board.

Section 2. Qualifications: Officers and Executive Board members shall be active or life members in good standing of the Society.

Section 3. Nominations: A Nominating Committee shall be elected by the General Assembly at the last business session of the annual meeting for presentation at the first business session of the following annual meeting. This Nominating Committee shall present to the Secretary- Treasurer a list of the nominations for the office of President- Elect, Vice President, Secretary-Treasurer, and Executive Board Member prior to the first business session. Other nominations may be made from the floor at either business session.

Section 4. Elections and Installation: Election and installation of the President-Elect, Vice President, Secretary-Treasurer, and Executive Board Member shall be the final order of business at the final business session of the annual meeting.

Only Active and Life Members shall be eligible to vote or hold office in the Society.

Election of officers with more than one candidate shall be by ballot and each office shall be voted on separately. The candidate receiving a majority of the legal votes cast shall be declared elected. If there are more than two (2) nominees for an office, and one nominee does not receive a majority of the legal votes cast, the nominee with the least number of votes cast will be dropped from nomination and another vote taken. This procedure shall be continued until one nominee receives a majority of the legal votes cast.

In the event not more than one candidate is nominated for any elective office, the President shall call for a unanimous ballot from the General Assembly on behalf of such candidate for such office.

Section 5. Tenure: The term of office of the President, President- Elect, Vice President, and Immediate Past President shall be one (1) year.

The term of office of the Secretary-Treasurer shall be one (1) year. He may be elected for an additional term. The maximum service of the office of Secretary-Treasurer shall be three (3) years.

The term of office for an Executive Board Member shall be two (2) years. Each year one (1) member shall be elected to serve on the Executive Board for a two (2) year term.

Officers and Executive Board Members shall serve until their successors are elected and installed.

Section 6. Removal from Office: Elective officers or Executive Board Members of the Society may be removed from office for valid cause by:

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

B. Imposition of the discipline of disqualification, censure, suspension, or expulsion from the membership by the Committee on Professional Conduct, the Executive Board, or the General Assembly.

Section 7. Vacancies: In the event any of the elective officers' positions becomes 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 Secretary-Treasurer, in addition to his Secretary-Treasurer duties, shall function as Vice President.

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

Executive Board Member: The Executive Board shall appoint a qualified member to function as an Executive Board Member for the remainder of the term.

[[Top of page](#)]

Section 8. Duties:

A. President: The President shall serve as an official representative of the Society in its contacts with governmental, civic, business, and professional organizations for the purpose of advancing the objectives and policies of the Society. The President shall preside at all meetings of the Society and the Executive Board. He shall act as an advisor to and shall be an ex-officio member of all committees. He shall perform such duties as pertain to his office and as authorized by the Executive Board. The signature of the President shall be recognized for the withdrawal of funds in the depository. He shall furnish fidelity bond in such amount and in such surety company as shall be determined by the Executive Board, the expense of which shall be defrayed by the Society. He shall serve as Immediate Past President following completion of his term as President.

B. President-Elect: The President-Elect shall assist the President as required. The President-Elect shall be an ex-officio member of such committees as is the President. He will replace a member of the Membership Committee who misses more than two meetings. At the installation of officers at the next annual session following that at which he was elected President-Elect, he shall become President of the Society. If the President-Elect should not be able to assume the position of President, the General Assembly will elect a President for the following year.

C. Vice-President: The Vice-President shall assist the President as required.

D. Secretary-Treasurer: The Secretary-Treasurer shall keep the minutes of all meetings of the Society, and the Executive Board.

He shall also supervise and coordinate the activities of all committees in regard to their specific assignments and systematize the preparation of all reports of such committees.

He shall notify the membership of all meetings and shall take charge of and conduct the correspondence of the Society and shall keep a copy of all official correspondence.

He shall be the custodian of the funds of the Society, and pay all bills necessary to the regular conduct of the Society's business and retain same as vouchers and keep accounts of same in a book provided for that purpose.

He shall send statements of annual dues in September of each year and deposit all checks received endorsed with a bank stamp in the name of the Southeastern Society of Oral and Maxillofacial

Surgeons.

He shall report members that are delinquent in dues or assessments to the Executive Board. He shall notify members that are delinquent in dues or assessments of such delinquency after December first.

He shall clerically make out all checks, sign and disburse payments of expenses of the Society, such payments being first authorized by either the Secretary-Treasurer, the President, a Committee Chairman or the Executive Board.

He shall furnish fidelity bond in such amount and in such surety company as shall be determined by the Executive Board, the expense of which shall be defrayed by the Society.

He shall make a full and detailed report of the financial affairs of the Society at each annual meeting and shall submit has accounts for examination by an auditing committee of three members who shall be appointed by the Executive Board. However, in the event the Secretary-Treasurer does not succeed himself, an audit shall be made by a Certified Public Accountant that has been selected by the Executive Board.

He shall be a member and serve as Chairman of the Budget and Finance Committee.

He shall keep a "Master Copy" of the Constitution, Bylaws, and Policy Manual and each year record any amendments or resolutions adopted therein and keep same up to date.

He shall notify applicants of their election to membership and furnish each new member with a certificate of membership and a copy of the Constitution, Bylaws, and Policy Manual.

He shall assist the President in publishing the official program for each meeting, and any "newsletters" sent to the membership during the year.

He shall prepare a written report of the activities of the office of Secretary-Treasurer for the preceding year for presentation to the Executive Board and the membership at the annual meeting.

E. Immediate Past President: The Immediate Past President shall assist the President as required.

F. Executive Board: The Executive Board shall be the governing body of the Society, manage the Society's affairs, conduct the Society's business and control the disbursement of funds. The Executive Board shall:

1. Transact all business of the Society except as otherwise provided for in these Bylaws.
2. Review the time and place and decide on the duration of the annual meeting and report to the membership for action.
3. Act in an advisory capacity to the President.
4. Pass on all applications and nominations for membership.
5. Convene at such times as may be designated by the President.
6. Annually provide an honorarium for the President and the Secretary-Treasurer to defray Secretarial expense, if required.
7. Annually shall appoint members to the Standing and Special Committees and appoint the Committee Chairmen.
8. Select the bonding company in which the officers and employees shall be bonded.
9. Select a certified public accountant to audit the books and records of the Society.
10. Determine and control the investment of the Society's money and securities.

11. Immediately following their election shall appoint standing committees and special committees.

[[Top of page](#)]

Chapter III: Appointive Officers

Section 1. Title: The appointive officers of the Society shall include the Parliamentarian and Executive Director.

Section 2. Appointment: The Executive Board shall appoint the appointive officers.

Section 3. Tenure: The Executive Board shall determine the tenure of the appointive officers.

Section 4. Compensation: Compensation for the Executive Director will be determined by the Executive Board.

Section 5. Duties:

A. Parliamentarian: The Parliamentarian shall be appointed by the President. He will be the Parliamentary expert at meetings. He will be prepared to properly interpret the Constitution, Bylaws, and Policy Manual to facilitate deliberations of the Society. He shall be an ex-officio member (non-voting) of the Executive Board and the Constitution and Bylaws Committee.

B. Executive Director: The duties of the Executive Director shall be as follows:

1. To maintain the records of the Society.
2. To serve as the head of the Principal Office.
3. To coordinate the activities of all committees and projects of the Society and systematize the preparation of reports of such committees.
4. To serve as required by the President and/or Executive Board.
5. To facilitate all mailings and newsletters of the Society.
6. To coordinate and assist with the planning of the annual meetings.
7. To maintain the master copy of the Constitution, Bylaws, and Policy Manual.

[[Top of page](#)]

Chapter IV: Committees

Section 1. Name, Composition, Term of Appointment, and Duties: The standing committees of the Society shall be known as follows: Annual Scientific Programs Committee, Future Sites Committee, Membership Committee, Committee on Professional Conduct, Constitution and Bylaws Committee, and Health and Legislation Committee.

The special committees of the Society shall be known as follows: Budget and Finance Committee, Local Arrangements Committee, Auditing Committee, and Necrology Committee. Additional special committees may be appointed at the discretion of the Executive Board.

A. Annual Scientific Program Committee: The Annual Scientific Program Committee shall consist of four members to be appointed by the Executive Board. One member shall be appointed annually for a four year term.

The Chairman shall be appointed by the Executive Board. The Committee shall serve as the general

Scientific Program Committee for the annual session of the Society and will have the responsibility for the continuity of the entire annual session with final approval by the Executive Board.

B. Future Sites Committee: The Future Sites Committee shall consist of three members appointed by the Executive Board, one member for three years, one member for two years, and one member of one year and thereafter, one member for three years. The Chairman is to be designated by the Executive Board. Additional members shall be appointed by the Board from each state not represented for one- year terms to assist the Chairman. The committee will be responsible for reviewing areas for the annual meeting and shall make their recommendations to the Executive Board. The final selection of the future meeting area will be determined by the membership.

C. Membership Committee: The Membership Committee shall consist of five (5) members appointed by the Executive Board. One new member shall be appointed annually for a five-year term. The senior member shall be the Chairman of the committee.

The duties of this committee shall be to carefully investigate the personal and professional standing of all applicants for membership and shall conduct the examination of the applicants and make recommendation to the Executive Board.

D. Constitution and Bylaws Committee: The Constitution and By-Laws Committee shall consist of three members appointed by the Executive Board. One member shall be appointed annually for a three year term. The Chairman is to be appointed by the Executive Board. The Committee shall have referred to it all proposed changes to the Constitution and Bylaws. These proposed changes may come from the Executive Board, Standing Committees, or by resolutions from the membership during a regular business session of the annual meeting. The committee shall place in proper and parliamentary correct language such amendments to the Constitution and Bylaws according to procedures as outlined in Chapter VIII of these Bylaws.

E. The Healthcare and Legislation Committee: The Healthcare and Legislation Committee shall consist of one member from each state. The Executive Board shall designate all members and the Chairman or Co-Chairmen.

This Committee shall monitor changes in the health delivery systems that pertain to oral and maxillofacial surgery. It will also keep abreast of state and federal legislation that is pertinent, and will report to the Executive Board. The Chairman will see that proper liaison with the American Dental Association and the American Association of Oral and Maxillofacial Surgeons in these areas is maintained.

F. Duties Common to all Standing Committees:

1. Budget: Each committee shall submit in writing to the Secretary-Treasurer an itemized proposed budget of anticipated expenditures for the ensuing fiscal year. Such budgets shall be at least four months prior to the annual meeting.

2. Annual Report: Each committee shall submit to the Secretary-Treasurer for review by the Executive Board at least ninety days prior to each annual meeting an annual report of committee activities and resolutions deemed appropriate. Each chairman is requested to have a meeting of his committee prior to the annual meeting after which a supplemental report may be presented to the Executive Board and to the members at the regular business session of the annual meeting.

3. Special Committees:

A. Budget and Finance Committee: The Budget and Finance Committee shall be composed of three

members. This committee shall consist of the President-Elect, the Secretary-Treasurer, and one other active or life member elected by the Executive Board. The Secretary-Treasurer shall be the Chairman. It shall be the duty of this committee to set up a budget on the annual income of the Society and present said budget for the next year to the Executive Board for its approval. This budget shall be prepared one month prior to the annual meeting and presented at the first Board meeting at the annual meeting.

B. Local Arrangements Committee: The Local Arrangements Committee shall consist of three (3) or more members to be appointed by the Executive Board for a period not to exceed three years. The chairman shall be designated by the Executive Board. This committee shall operate with the Annual Scientific Program Committee and shall make arrangements for business meetings, scientific sessions and local functions. The President will act as the Board Consultant to this committee.

C. Necrology Committee: The Necrology Committee shall consist of one or more members to be appointed by the Executive Board. The Necrology Committee shall make their report to the General Assembly at the annual meeting.

[[Top of page](#)]

Chapter V: Meetings, Action of Society, Quorums and Order of Business

Section 1. The Annual Meeting: The time and place of the annual meeting shall be determined by vote of the membership after recommendations by the Board at the second annual business session.

Section 2. Special Meetings: Special meetings shall be called by the President upon written request of ten members of the Society representing three or more states. All members shall be notified thirty days prior to special meetings and advised of the business to be discussed. Only such business as is stated in the notice shall be transacted at special meetings.

Section 3. Admission to Meetings: Admission to scientific sessions, and other functions, shall be limited upon invitation by the Executive Board to:

- A. Members in good standing of the Society.
- B. Candidates with completed applications who are to be voted on for membership at the meeting.
- C. Non-members giving lectures, papers, or clinics before the Society.
- D. Fellows/Members of the American Association of Oral and Maxillofacial Surgeons.
- E. Members of state and regional societies of which the American Association of Oral and Maxillofacial Surgeons is the parent organization.
- F. Visiting oral and maxillofacial surgeons of foreign countries.
- G. Dentists serving an internship or residency in oral and maxillofacial surgery in any of the eleven Southeastern States embracing our membership.

Admission to business sessions shall be limited to Active and Life members. Consultants may be invited to the business sessions at the discretion of the Executive Board.

Section 4. Executive Board Meeting: The Executive Board shall hold at least one regular meeting each year. Due notice of the time and place of each meeting shall be given to each Board Member.

Special meetings of the Board may be called by the President or any three members of the Board, provided that in each instance proper notice given to each Board Member.

Admission to Executive Board meetings shall be limited to Active and Life members. Consultants

may be invited to the Executive Board sessions at the discretion of the Executive Board.

Section 5. Action of Society: Whenever in the Constitution and Bylaws of the Society the action of the General Assembly or of the Executive Board by vote or otherwise is mentioned, it shall be construed to mean the action of the members present and voting in person, and unless otherwise specified, the action of the majority thereof; provided always that a sufficient number of the members are present to constitute a quorum.

Section 6. Quorums: Ten percent of the total Active and Life members shall constitute a quorum for the transaction of business.

A majority (four members) of the Executive Board shall constitute a quorum for the transaction of business.

Section 7. Order of Business: The annual meeting shall adhere to the following:

ORDER OF BUSINESS

Call to order.

Reading of minutes of previous meeting.

Secretary-Treasurer's report on the financial affairs of the Society.

Application for membership and election to membership.

Reports of Standing Committees.

Unfinished Business.

Introduction of new members. (second business session)

New Business.

Election and Installation of Officers. (final business of final business session)

1. Election of President-Elect.

2. Election of Vice-President.

3. Election of Secretary-Treasurer.

4. Election of Executive Board member.

5. Advancement of President-Elect to President, President to Immediate Past President and installation of new officers and Executive Board.

Adjournment.

[[Top of page](#)]

Chapter VI: Finances

Section 1. Fees, Dues, and Assessments: The application fee, dues, and assessments shall be established by the Executive Board annually and approved by the membership.

Section 2. Time of Collection: The annual dues and assessments for Active and Associate Members shall be due and payable October 1 for the ensuing year. Honorary, Life, Retired, Resident and Inactive members shall be exempt from payment of dues and assessments.

Section 3. Delinquency: Members shall be classified as not in good standing when dues and assessments are not paid on or before December 1. A penalty of fifteen percent will be assessed each member whose dues and/or assessments are not paid by December 1. All members applying for Life and Retired membership in the Society must be "in good standing".

Section 4. "Good Standing": A member is "in good standing", unless otherwise disqualified, whose

dues are paid up to and including the current year.

Section 5. Waiver of Dues and/or Assessments: In the event a member of the Society must suspend his practice due to personal illness, injury or other extenuating circumstances, his dues and/or assessments shall be waived at the discretion of the Executive Board, for a period of one year, at which time his case will be reviewed by the Executive Board. Dues and/or assessments will be resumed when the member reactivates his practice, or the Executive Board feels that the previous extenuating circumstances no longer exist.

Section 6. Reduced Dues for Faculty: There shall be a 50% reduction in dues for full time faculty members (minimum of 32 hours per week) below the level of Department Chairman.

Section 7. Fiscal Year: The fiscal year of the Society shall begin on January 1st and end on December 31st of the year.

[[Top of page](#)]

Chapter VII: Parliamentary Authority

Sturgis Standard Code of Parliamentary Procedure as most recently revised, shall be considered authority for all parliamentary procedures for the conduct of the meetings of the Society, except that precedent shall be afforded to the Society's Code of Professional Conduct, any and all approved resolutions of the Society, and any and all rules of order of procedure approved and in effect for the Society.

[[Top of page](#)]

Chapter VIII: Amendments to the By-Laws

Section 1. Amendment: These Bylaws may be amended at any session of the General Assembly at an annual meeting or special meeting in accordance with the required notice, by a two-thirds (2/3) vote of the members present and voting.

Section 2. Notice: Unless otherwise provided for in these Bylaws, notice for amendments must be in writing to all active and life members: (a) at the previous annual meeting, OR (b) not less than thirty (30) days prior to the annual meeting or special meeting.

Section 3. Waiver of Notice: The required notice for any amendment to these Bylaws may be waived only by a unanimous vote of the General Assembly present and voting.

Section 4. Proposal: Amendments may be proposed in writing by: (a) three or more active or life members, OR (b) the Executive Board. The Constitution and Bylaws Committee shall: (a) review such proposals and place the proposal into proper form, and (b) prepare to propose any necessary amendments or changes to the Bylaws that the proposed amendment may make necessary.

[[Top of page](#)]

Chapter IX: Subsidiary Governing Documents

Section 1. Code of Professional Conduct: The Code of Professional Conduct of the American Association of Oral and Maxillofacial Surgeons serves as the official guide for the Society to maintain

the highest level of ethical standards in the delivery of Oral and Maxillofacial Surgery care. The Judicial Procedures of the Society govern the conduct of operations of the Committee on Professional Conduct in the adjudication of professional conduct matters.

Section 2. Policies: The administrative standing rules of procedure of the Society shall be known as policies. Policies are recommended by the Executive Board and/or the General Assembly and are adopted, amended, suspended and repealed by the General Assembly by a majority vote without notice. Policies shall be published as a separate document and distributed with the governing rules and regulations of the Society.

[[Top of page](#)]

Chapter X: Adoption of By-Laws

These Bylaws shall go into effect immediately following their adoption. All conflicting laws, parts of laws and resolutions are hereby repealed.

[[Top of page](#)]