

FLORIDA SOCIETY
OF
ORAL AND
MAXILLOFACIAL
SURGEONS

CONSTITUTION & BYLAWS

Revised 2010

THE CONSTITUTION AND BYLAWS
OF
THE FLORIDA SOCIETY OF
ORAL AND MAXILLOFACIAL SURGEONS, INC.

The CONSTITUTION AND BYLAWS is the basic governing document of the Florida Society of Oral and Maxillofacial Surgeons. The bylaws reflect the current beliefs and basic philosophies of organized oral and maxillofacial surgery in the state of Florida. Members may contribute to the alteration of this document of the establishment of new bylaws by their attendance at and participation in the Executive Board Meetings, which are held throughout the year and usually with scheduled FSOMS meetings.

The CODE OF PROFESSIONAL CONDUCT serves as a guide to the Society for its members in maintaining the highest level of ethical standards concerning the delivery of oral and maxillofacial surgical care. The Judicial Procedures govern the conduct of operations of the Committee on Professional Conduct, Judicial Procedures, Ethics and Appeals, in the adjudication of professional conduct matters and is presented in Chapter VII Section 20 of the Bylaws.

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CONSTITUTION

ARTICLE I. MISSION STATEMENT

The mission of the Florida Society of Oral & Maxillofacial Surgeons is to improve the health of Florida residents through high practice standards, public and professional advocacy, ethical behavior, and to support its members through continuous professional education and advancement of the specialty.

ARTICLE II. NAME

The name of this organization shall be the Florida Society of Oral and Maxillofacial Surgeons, Inc., herein after referred to as “the Society”.

ARTICLE III. PURPOSE

The purpose of this Society 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; to provide a means of self-government relating to professional standards, ethical behavior and responsibilities of the members; to provide opportunities for social and professional development; all to the end that members of this Society will be enabled to provide a better service to the public.

ARTICLE IV. ORGANIZATION

Section 10. Incorporation: The Society of a not for profit organization, chartered under the laws of the State of Florida. If this corporation is dissolved at any time, no part of its funds or property shall be distributed to, or among, its members. After payment of all indebtedness of the corporation, its surplus funds and properties shall be contributed to the OMS Foundation.

Section 20. Headquarters: The registered office of the Society shall be known as the headquarters and shall be located in the city of Tallahassee.

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

Section 40. Seal: The corporation shall have a corporate seal. The Executive Board may change the form of the seal or the inscription thereon whenever necessary.

ARTICLE V. GOVERNMENT

Section 10. Administrative Body: The administrative body of the Society shall be the Executive Board, which may be referred to as “The Board” as provided in Chapter II of the Bylaws. The board shall be composed of a President, President-elect, Vice-President, Treasurer, Immediate Past President and nine Trustees.

ARTICLE VI. OFFICERS

Section 10. Elective Officers: The elective officers of the Society shall be a President, President-elect, Vice President, Treasurer, each of whom shall be elected as provided in Chapter III of the Bylaws.

Section 20. Immediate Past President: The Immediate Past President shall serve as an officer of the Society with duties as provided in Chapter III & IV of the Bylaws.

Section 30. Appointive Officers: The appointive officers of the Society shall be the Executive Director, Editor and Parliamentarian, who shall be appointed by the Executive Board as provided in Chapter III of the Bylaws.

ARTICLE VII. **ANNUAL MEETINGS**

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

ARTICLE VIII. **CODE OF PROFESSIONAL CONDUCT**

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

ARTICLE IX. **AMENDMENTS**

This Constitution may be amended by the same rules and regulations set forth in the amendments to the Bylaws Chapter XI.

BYLAWS

Chapter I MEMBERSHIP

Section 10: Classification: The members of the Society shall be classified as follows:

- A. Active Members
- B. Associate Members
- C. Life Members
- D. Retired Members
- E. Honorary Members
- F. Retired National Members
- G. Provisional Members
- H. Resident Members

Section 20: Qualifications for Membership:

- A. Active Members: The following requirements shall be prerequisites for active membership:
 - 1. A Fellow or Member in good standing in the American Association of Oral and Maxillofacial Surgeons who practices within the geographic limits of Florida.
 - 2. An Oral and Maxillofacial Surgeon who is licensed to practice dentistry and/or medicine in the state of Florida, be a graduate of an accredited dental school and have completed an oral and maxillofacial surgery accredited training program. An individual practicing under a medical license must follow the same criteria of membership as those single degree members (i.e., office anesthesia requirements, etc.).
 - 3. An evaluation by the Committee on Anesthesia: The AAOMS Office Anesthesia Evaluation Program must be implemented with evaluation and re-evaluation every five (5) years, or re-evaluation in accordance with current state dental board regulation by OMS Component Societies and counterparts in order for Fellows and Members to maintain Active membership status in the OMS Component and counterpart societies. Member must also maintain current ACLS certification.
 - 4. Successful completion of the application requirements as set forth in Section 30.
 - 5. Must be a Member in good standing in the Society as defined in Chapter I, Section 80.
- B. Associate Members: Associate Membership may be extended to applicants who have successfully completed the requirements set forth in Section 30 and shall include the following.
 - 1. Fellows or Members in good standing in the American Association of Oral and Maxillofacial Surgeons who practice outside the geographic limits of Florida.
 - 2. Qualified Oral and Maxillofacial Surgeons currently licensed to practice dentistry or medicine in Florida, who are not members of the American Association of Oral and Maxillofacial Surgeons.
 - 3. Oral and Maxillofacial Surgeons who are retired but have not attained the age of 65 years, but have previously undergone evaluation by the Committee on Anesthesia.
 - 4. Previously Active Members who have failed to either be re-evaluated by the Committee on Anesthesia or maintain current certification in Advanced Cardiac Life Support.
- C. Life Member: An Active or Associate Member may apply to the Executive Board for the classification of Life Membership in the Society upon attaining the age of 65 years, with paid up dues through the year in which Life Membership is granted. Life members shall have all the rights and privileges of their membership status at the time of their request for Life Membership.
- D. Retired Members: Retired Membership shall be granted to a member should he voluntarily and completely retire from practice with the stipulation that the member has been an Active or

Associate dues paying member for a minimum of five (5) years, and has paid his dues through the year in which Retired Membership is voted by the Executive Board. Disabled Member's dues may be waived at the discretion of the Executive Board.

- E. Honorary Members: Honorary Membership may be granted to those holding no other class of membership in the Society, who have made distinguished contribution to the specialty of Oral and Maxillofacial Surgery. Nomination to this status shall be in writing and bear the names of five Active Members of the Society. Not more than two (2) Honorary Members may be elected in any one year. Executive Board approval and a three-quarters majority vote by the Active Members present for such a purpose, is required.
- F. Retired National Members: Life, Honorary, or Retired Members of the American Association of Oral and Maxillofacial Surgeons, who have moved to Florida for retirement purposes, and who wish to associate themselves with the Florida Society of Oral and Maxillofacial Surgeons, may become Retired National Members in the Society by completion of a membership application with the chairman of the Membership Committee. Retired National Members who do not practice Oral and Maxillofacial Surgery, need not undergo an anesthesia evaluation, submit letters of recommendation or Service Chief's evaluation. They will be assessed modest dues, as established by the Executive Board. They may attend all Society meetings and social functions, and shall be assessed a modest fee to defray the cost of their attendance at meetings. Retired National Members may not vote on any matters pertaining to the Florida Society of Oral and Maxillofacial Surgeons.
- G. Provisional Member: A Provisional Member must meet all requirements for active membership, except fulfillment of an office on-site anesthesia evaluation. The Provisional Member must have an active application for an on-site office evaluation with the Florida Society of Oral and Maxillofacial Surgeons that is not greater than two (2) years in duration. Provisional membership should 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 terminated and the individual must reapply for candidate status, unless an exemption is granted for special circumstances, as determined by the Committee on Membership. A Provisional Member shall enjoy all the privileges of the Florida Society of Oral and Maxillofacial Surgeons, except the right to serve in the AAOMS House of Delegates, the Executive Board, vote or to hold an FSOMS office. Upon successful completion of the office on-site anesthesia evaluation, the Provisional Member shall automatically be transferred to the proper membership classification as determined by FSOMS Committee on Membership and the Executive Board.
- H. Affiliate Member: An Affiliate Member is an oral and maxillofacial surgeon who resides in the State of Florida that is engaged in a fellowship program. An Affiliate Member has specialty training equivalent to that required of candidates for membership. Affiliate members shall pay dues and shall have same privileges as members.
- I. Resident Member: Oral and maxillofacial surgery residents and fellows in accredited Florida Resident Training Program may attend FSOMS meetings with waiver of tuition fees. Resident members shall not be required to pay membership fees or dues. Resident members shall not have the right to vote or hold office.
- J. 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 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.

Section 30: Application and Election of Active, Associate and Provisional Members:

(See Policy Manual)

Section 40. Membership Appeals Process

- A. If an applicant is denied Florida Society membership, the applicant may appeal but must do so within ninety (90) days. The Florida Society must notify the applicant of his/her right of appeal.
- B. If the applicant appeals, the Florida Society will be required to set up a Florida Society peer review committee or an appropriate body within the Florida Society comprised of three Florida Society members (excluding those on the Membership Committee) to evaluate the applicant within six (6) months. If the Florida Society membership is ever insufficient in number to appoint a peer review committee completely independent of the Membership Committee, this requirement may be waived and the Florida Society may appoint members at their discretion. A detailed and documented evaluation of allegations made against the applicant shall be conducted by the Florida Society's peer review committee to determine validity of said allegations. All Florida Society members will be notified to submit written concerns regarding the applicant to the peer review committee during the six month evaluation period. After evaluation, should allegations presented prove to be unsubstantiated, Florida Society membership shall be granted. After evaluation, if membership is again denied, the review committee is required to report (by way of the Florida Society Notice of Appeal Form) on the applicant denied membership to the AAOMS Committee on Membership. The Florida Society must notify the applicant at that time of his/her right to appeal to the AAOMS (Candidate Notice of Appeal Form).
- C. An applicant denied membership after an appeal to the Florida Society has the right to appeal that decision to a National Review Committee. The applicant has ninety (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 Chairman of the AAOMS Committee on Membership as moderator, and three (3) voting members: one from the AAOMS Membership Committee, one from the Florida 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 applicant may have an advisor present to assist and speak on his/her 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 borne by AAOMS. Copies of the transcript will be provided to the respondent upon request at his/her expense. All costs associated with the Florida Society and candidate representation during the appeals process will be borne by the Florida Society and the applicant respectively. If the Florida Society membership is ever 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/Florida Society Review Committee will interview and evaluate the applicant, make the determination of the individual's eligibility with the decision of the Review Committee binding on both the AAOMS and the Florida Society.

Section 50. Rights and Privileges:

- A. Membership: Membership in the Society entitles members to attend social, educational and business meetings. Members are encouraged to work on committees of this Society. Only Active Members shall vote and hold office.
- B. Application Fee: Application fee for Active and Associate Members shall be determined by the Executive Board and approved by the general membership. Dues for new members will begin the fiscal year following admission to membership.

- C. Annual Dues: the dues are due on January 1st and shall be delinquent after January 31st. Life, Retired and Honorary Members shall pay no dues in the Society. Retired National Members shall pay a reduced assessment to cover the cost of their membership. New members who have completed their training within two years of the date of receipt of their application fee, shall have their dues waived for their first year of Active or Associate Membership. Dues may be waived for a member in good standing in the FSOMS should they return to full time education, residency or fellowship.
- D. Registration Fee for Scientific Meeting: Registrations Fees shall be determined by the Executive Board. Guest registration fees shall be determined by the Executive Board. Residents/Fellows in Oral Surgery shall be exempt from registration fees.

Section 60: Disciplinary Action and Termination or Change of Membership Status:

- A. Resignation: A member of the Society, whose dues are paid, may resign from membership at any time by written tender of his resignation to the Secretary and the return of his Certificate of Membership.
- B. Delinquent Members for Failure to Pay Dues: A member who fails to pay his dues by January 31st shall be subject to expulsion for non-payment of dues. The word “dues” shall include assessments and registration fees. Upon expulsion, the delinquent member shall cease to be a member, and shall have no claims against the Society on account of dues previously paid to the Society.
- C. Reapplication After Expulsion for Non-Payment: members expelled for non-payment of dues may reapply for membership, and if accepted, shall pay their delinquent dues, plus annual dues and reinstatement fees determined by the Executive Board.
- D. Disciplinary Action or Expulsion for Cause: A member may be expelled from the Society on the basis of written charges showing action by the Member of detriment to the interest or honor of the Society. Such charges shall be investigated by the Committee on Professional Conduct, and shall have the concurrence of the Executive Board who shall recommend expulsion, reprimand, exoneration, or suspension of the member whose verdict, by a three-quarters affirmative vote of those present at any regular meeting of the Society shall be final. The right of a member to a hearing with or without counsel, shall at all times be preserved. The affected member may appeal the expulsion within forty (40) days of the date of notification of expulsion. (See Chapter VII, Code of Professional Conduct and Judicial Procedures).
- E. Active Membership Certificate: Active Members shall relinquish their certificate of Active Membership to the Executive Director upon request of the Executive Board under the following circumstances:
 1. Failure to maintain Active Membership in the American Association of Oral and Maxillofacial Surgeons.
 2. Reversion to Association Membership for lack of a current Anesthesia Evaluation or Advanced Cardiac Life Support Certification.
 3. Loss of membership for failure to pay dues.
 4. Voluntary resignation from the Society.
 5. Expulsion from the Society for disciplinary reasons.
 6. Change of Active Membership to Retired Membership Status

When applicable, the Executive Director shall reissue the proper certificate of membership upon payment of a required assessment for the certificate. Under certain of these conditions, Active Membership may be regained. These include:

1. Reestablishment of Membership in the American Association of Oral and Maxillofacial Surgeons.

2. Reexamination by the Committee on Anesthesia or obtaining current certification in Advanced Cardiac Life Support.
3. Repayment of a reinstatement fee with delinquent and annual dues.

The Executive Director shall retain relinquished certificates of Active Membership for return to members should they return to Active Membership.

- Section 70. List of Members: The Executive Director of the Society shall at all times keep a complete and accurate list and record of members by classification, which list shall show the last known address and telephone number of each member.
- Section 80. Definition of “In Good Standing”: A member of the Florida Society whose dues and assessments for the current year have been paid by January 31 and who is not under discipline or suspension, and who has paid appropriately all special assessments according to these Bylaws (see Chapter 5, Section 30), shall be considered “in good standing”.

Chapter II EXECUTIVE BOARD

- Section 10. Composition: The Executive Board shall consist of fourteen members: The President, President-Elect, Vice-President, Treasurer, the Immediate Past President and nine (9) Trustees.
- Section 20. Qualifications: Members of the Executive Board shall be Active Members of this Society.
- Section 30. Term of office: The term of office of the President, President-Elect, Vice-President, shall serve for one (1) year. The Treasurer shall be for three (3) years. The Immediate Past President shall serve for one (1) year, immediately following his term as President. The term of office for each Trustee shall be three (3) years, the consecutive tenure of a trustee shall be limited to two (2) terms. If a member serves less than two years of an unexpired term as Trustee the member will be allowed to serve two additional three year terms.
- Section 40. Nomination: A Nominating Committee shall be chaired by the Immediate Past President and consist of four (4) voting members and one (1) alternate member to vote if one (1) of the voting members is unable to participate. The Nominating Committee shall be selected by the general membership at the annual meeting. The alternate shall be the nominee receiving the fifth (5th) highest number of votes cast by the membership. Those members accepting nomination for the nominating committee shall be able to serve as required by the chairman. The nominating committee shall hold a formal meeting and provide a written report for publication to the general membership a minimum of 30 days prior to the annual general membership business meeting, submitting names of candidates for elective offices including delegates and alternates to the AAOMS House of Delegates. Members of the nominating committee shall not be nominated by the committee with the exception of the Immediate Past President, who may be nominated for delegate or alternate delegate to the AAOMS House of Delegates meeting. In addition to nominations by the committee, nominations may be made from the floor at the annual business session.
- Section 50. Election: The Officers and New Trustees of the Executive Board will be elected by a majority vote of those active members present at the annual General Membership business meeting of this Society.

- Section 60. Installation: The newly elected Executive Board members shall be installed into office as the final order of business of the annual General Membership business meeting.
- Section 70. Powers: The Executive Board shall be the administrative body of this Society, vested with full power to conduct all business of this Society, subject to the laws of the State of Florida, the Articles of Incorporation, the Constitution and Bylaws.
- It shall have the power to establish rules and regulations, not inconsistent with these bylaws to govern its organization, procedure and conduct.
The Executive Board shall conduct all business of the Society during the interval between meetings.
- Section 80. Duties
- A. To appoint the Executive Director of this Society.
 - B. To approve the appointed officers of the Society.
 - C. To report annually to the Society, the year's activities of the Executive Board.
 - D. To advise the President.
 - E. To review annual written reports of all committees.
 - F. To act on nominations for membership called for that purpose.
 - G. To make recommendations concerning activities to the members of the Society.
 - H. To create or abolish committees other than those set forth in these bylaws.
 - I. To approve all awards, honors and special commendations given in the name of the Society.
 - J. To select a bonding company for the officers and employees.
 - K. To select a certified public account to audit financial records of the Society as necessary.
 - L. To manage and invest all monies of the Society.
 - M. To provide for the publication and distribution of the Newsletter to the membership.
 - N. To perform such other duties as may be prescribed in these bylaws.
- Section 90. Resignation: Any member of the Executive Board may resign by submitting a formal resignation document with the Secretary.
- Section 100. Removal of Executive Board Member: Any member of the Executive Board may be removed from his position because of failure for any reason to perform his duties. Such removal shall be made and approved by the vote of two-thirds (2/3) of the remaining members of the Executive Board at a special meeting duly called for that purpose.
- Section 110. Vacancies in the Executive Board: Vacancies in the Executive Board, however arising, may be filled for any unexpired portion of a term by majority vote of the members of the Executive Board present and constituting a quorum at any regular meeting or any special meeting duly called for that purpose.
- Section 120. Quorum: A quorum of the Executive Board is present when a majority of the voting members of the Executive Board are present.
- Section 130. Compensation: Members of the Executive Board shall receive no compensation for their services. They may, however, be reimbursed for expenses incurred, including travel and per diem while on official Society business.
- Section 140. Sessions:
- A. ANNUAL MEETING

The annual meeting of the Executive Board shall be held in conjunction with the annual meeting of the members of the Society, without other notice than this Bylaw. The outgoing Executive Board shall hold its final meeting for the year prior to the convening of the annual meeting, for the purpose of receiving committee reports and the consummation of other required business. The incoming Executive Board shall meet following the annual meeting for the purpose of organization and the transaction of other business.

B. REGULAR MEETINGS

The Executive Board shall meet at least two times per year in addition to the annual Executive Board meeting. These may be either virtual (on-line or telephone conference) or physical. Regular Executive Board meetings shall be held at a time to be determined by the Executive Board. Notice of such meetings shall be mailed to the general membership at least 30 days prior to the meeting.

C. SPECIAL MEETINGS

Special meetings may be called at any time by the President or at the request of any three (3) members of the Executive Board, provided due notice of any such meeting is given to each member of the Executive Board at least ten (10) days in advance of the time scheduled for said meeting.

Chapter III OFFICERS

Section 10. Title: The elective officers of the Society shall be the President, President-Elect, Vice President, and Treasurer, as provided in Article V of the Constitution.

Section 20. Nomination: See Chapter II, Section 40.

Section 30. Election: Election shall be by written ballot with the winner to be the candidate who receives a simple majority of the votes cast. In the event that not more than one candidate is nominated for an elective office or trusteeship, the President shall direct the Vice President to cast a unanimous ballot on behalf of such candidate for such office.

Section 40. Term of Office: The term of office for elected officers shall be one (1) year with the exception of the Treasurer. The term of office for the Treasurer shall be three (3) years. The President may not serve more than two (2) consecutive terms.

Section 50. Installation: The elected officers and trustees of the Executive Board shall be installed at the close of the annual meeting.

Section 60. Vacancies: In the event of a vacancy in any elective office, they shall be filled as follows for the unexpired portion of the term:

- A. President -The President-Elect shall become President. The President-Elect will thereafter, upon completion of this term, assume the following term as President.
- B. President-Elect - The Vice-President shall function as President-Elect.
- C. Vice-President - The Treasurer shall function as Vice President.
- D. Treasurer - The Immediate Past President, in addition to Past Presidential duties, shall function as Treasurer.

Section 70. Duties of the Officers:

A. President: The President shall:

- 1. Serve as an official representative of the Society and in contact with governmental, civic, business and professional organizations for the purpose of advancing the objectives and policies of this Society.
- 2. Serve as the Chairman of the Executive Board.
- 3. Shall act as an ex-officio member of all committees
- 4. Shall perform such other duties as usually pertain to this office.

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

1. Assist the President as required.
2. Be a member of the Executive Board
3. Succeed to the office of President at the close of the annual meeting in the year following his election as President-Elect.
4. Appoint the regular standing committees of the Society and such other committees as the Executive Board shall authorize.
5. Serve as President in the event of a vacancy.
6. Perform such other duties as may be provided in these bylaws.

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

1. Be a member of the Executive Board, function as President- Elect in the event of a vacancy and perform duties as assigned.
2. Serve as Chairman of the Scientific Sessions Committee.

D. Treasurer: The Treasurer shall:

1. Be a member of the Executive Board.
2. Send statements of annual dues and receive and dispense all monies of the Society
3. Deposit all monies in a reputable bank as designated by the Executive Board.
4. Provide for all disbursements for the Society, which shall be made with the signature of the Treasurer only.
5. Submit a written report of the financial status of the Society at each Board meeting.
6. Submit an annual report of the finances at each annual meeting.
7. Report all members delinquent in their dues to the Executive Board.
8. Submit his accounts for examination to an auditing committee, which is appointed by the President.
9. Perform such other duties as may be provided in these bylaws.
10. Shall be a member of the Committee on Finance.

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

1. Assist the President as required.
2. Serve as Treasurer in the event of vacancy.
3. Serve as Chairman of the Committee on Professional Conduct, Judicial Procedures, Ethics and Appeals.
4. Serve on the Long-Range Planning Committee.
5. Serve as Chairman of the Nominating Committee.
6. Perform such other duties as may be provided in these bylaws.

Section 80. Appointed Officers: Appointed Officers shall be nominated by the President and approved by the Executive Board. The term of office shall be for one (1) year. Appointed officers shall be ex-officio members of the Executive Board without voting privileges.

- A. Editor: The editor shall be appointed to oversee the publication of the FSOMS Newsletter. He shall be an ex-officio member of the Executive Board. The President will assist the Editor who will constitute the Editorial Review Board that shall be responsible for the overall content of the Newsletter. The editor may appoint assistant editors as needed.

- B. Parliamentarian: A parliamentarian may be appointed to assist in conducting meetings in proper parliamentary procedure according to the Sturgis Standard Code of Parliamentary Procedure, latest edition. He shall be knowledgeable of such procedures.
- C. Executive Director: the Executive Board may appoint the Executive Director. Administrative to perform duties as follows:
 1. To serve as the Executive head of the headquarters and all its branches.
 2. To engage all employees except as otherwise provided in these bylaws.
 3. To co-ordinate the activities of all committees and projects of the Society and systematize the preparation of all reports of such committees.
 4. To annually prepare a report of the activities of the headquarters for review by the Executive Board.
 5. Carry on the official correspondence of the Society.
 6. Notify the membership of all meetings and to maintain a file of committee reports and minutes.
 7. Keep an updated master copy of the Articles of Incorporation. Constitution and Bylaws.
 8. Furnish new members with certificates of membership and copies of the Constitution & Bylaws.
 9. Assist the Editor in the publication of the official Society Newsletter.
 10. To perform such other duties as may be requested in these bylaws.

Chapter IV COMMITTEES

Section 10. Name: The standing committees of the Society shall be:

- A. Committee on Professional Conduct, Judicial Procedures, Ethics and Appeals
- B. Committee on Anesthesia
- C. Committee on Constitution and Bylaws
- D. Committee on Legislative and Governmental Affairs
- E. Committee on Health Care and Practice
- F. Committee on Hospital Affairs
- G. Committee on Membership and Awards
- H. Committee on Scientific Sessions and Meetings
- I. Committee on Finance
- J. Committee on Strategic Planning

Section 20. Composition and term of appointments: Committee members and chairmen shall be appointed by the President-Elect prior to the annual meeting and confirmed by the Executive Board. All Standing Committees shall have a chairman and other members as necessary. Vacancies occurring during the year will be filled by the President with approval at the next Executive Board meeting. Each committee Chairman will submit a written report thirty (30) days prior to each Executive Board meeting. All Standing Committee members other than Chairmen shall be selected when needed from a committee member pool, except as otherwise provided in these bylaws. This committee member pool shall consist of members who have expressed a desire to serve in the committee structure. Committee chairmen shall draw member resources from the pool as needed with the President's approval.

- A. Committee on Professional Conduct, Judicial Procedures, Ethics and Appeals: The Committee shall be composed of three (3) members: The Immediate Past President, who will chair the committee and two (2) immediately preceding Past Presidents.
- B. Committee on Anesthesia: The committee shall be composed of members located in appropriate geographical areas. The anesthesia chairman can draw from the committee member pool as needed.

- C. Committee on Strategic Planning: The Committee on Strategic Planning shall consist of at least eight (8) members. The Long-Range Planning Committee shall meet at least once per year and submit a written report to the Executive Board. The Strategic Planning Committee shall serve as the future sites committee for all meeting locations.
 - D. Committee on Finance: The Committee shall be chaired by the Treasurer and is to include the President-Elect, Vice President and one Trustee from each year. This committee is to meet formally at least once per year.
 - E. Committee on Scientific Sessions and Meetings. This committee shall consist of the President, President –Elect and the Vice President, who shall serve as the Chair.
- Section 30. Consultants and Advisors: Consultants and advisors to any committee may be appointed by the President with the approval of the Executive Board, upon recommendation of the chairman of any committee.

Section 40. Duties Common to All Committees:

- A. Proposed Budget: Each committee must submit in writing to the headquarters an itemized proposed budget of anticipated expenditures for the ensuing fiscal year. Such budget shall be submitted not less than four (4) months prior to the annual meeting.
- B. Annual Reports: Each committee shall submit to the headquarters an annual written report to the Executive Board. The reports shall embody such resolutions as are deemed proper by the committee. This report shall be submitted at least thirty (30) days prior to the annual meeting.
- C. Attendance at Executive Board Meetings: The chairman of each committee shall be required to be in attendance at all Executive Board meetings.

Section 50. Duties: The duties of the standing committees shall be as follows:

- A. Committee on Professional Conduct, Judicial Procedures, Ethics and Appeals.
 - 1. This committee shall be responsible for implementing the Code of Professional Conduct, developing and implementing advisory opinions, and for recommending revisions of the Code to the Executive Board. The committee may hold hearings on alleged violations of the Code and shall consider and make findings on the complaints of conduct of members alleged to be contrary to the Code and shall recommend to the Executive Board appropriate discipline on members, who have been found to have acted contrary to the Code. The committee shall answer inquiries from members concerning questions of professional conduct.
 - 2. This committee shall also hear the appeal of any candidate for state membership whose application has been denied.
- B. Committee on Anesthesia:
 - 1. This committee shall review issues relative to anesthesia and, when appropriate- recommend action by the Society on matters pertaining to pain and anxiety control in dentistry.
 - 2. This committee shall also be responsible for the anesthesia office evaluation program. The Committee on Anesthesia will have the evaluation completed within 90 days of the applicant’s request unless extenuating circumstances prevent such, as determined by the Executive Board.
 - 3. The Committee is responsible to administer, conduct and report to the Executive Board and Society on the required five year re-evaluation office anesthesia program.
- C. Committee on Constitution and Bylaws:
 - 1. This committee shall review the Articles of the Constitution and Bylaws in order to keep

them consistent with the Society's programs; and recommend changes in Bylaws. All proposed changes are to be forwarded to this committee for action.

- D. Committee on Legislative and Governmental Affairs:
 - 1. This committee would have the overall responsibility of legislative affairs, common on a local, state and national level. It is responsible for liaison between the government agencies that are not directly involved with the providing of health care. This committee will act as the liaison committee to the FDA.

- E. The Committee on Health Care and Practice.
 - 1. This committee shall formulate and recommend policies relating to the planning and administration of oral and maxillofacial surgery and dental and other health care programs; study, evaluate and disseminate information on the planning and administration of oral and maxillofacial surgery in health care programs, to assist the membership in this regard. This committee is also responsible to monitor the Society's involvement in the health service delivery plans, both public and private and for the peer review mechanism as applicable to this Society.
 - 2. This committee shall investigate and recommend programs on practice management and to assure dissemination of information with regard to oral and maxillofacial surgery to the general public and health professions.

- F. Committee on Hospital Affairs:
 - 1. This committee shall review and analyze all matters pertaining to hospital affairs and present such recommendations to the Society as are designated to promote the role of oral and maxillofacial surgery in hospitals.

- G. Committee on Membership and Awards:
 - 1. This committee shall conduct an investigation of the professional and ethical qualifications of each applicant for all classifications of membership outlined in Chapter I. At the committee's discretion, or if an applicant's credentials do not meet the requirements for membership as established in Chapter I of the Bylaws, the committee shall, if deemed necessary, conduct an examination or interview.
 - 2. This committee shall report its findings with recommendations to the Executive Board on all categories of membership.
 - 2. The Committee will collect nominations from the membership for awards done by August 1 annually. The final decision of awards will be made by the Committee and the President.

- H. Committee on Scientific Sessions and Meetings:
 - 1. This committee shall plan, develop and implement the scientific program for the annual meeting and scientific sessions. They will also be responsible for continuing educational programs for auxiliaries.

- I. Committee on Finance:
 - 1. This Committee shall prepare and recommend an annual budget, including Revenue and Expenses, to the Executive Board prior to the annual meeting.
 - 2. This Committee is responsible for obtaining an annual independent audit, which is to be presented to the Executive Board prior to the annual meeting.

3. This committee is responsible for developing and maintaining financial investments for the Society.

J. Committee on Communications and Marketing.:

1. This committee shall monitor all Society communications to assure that the membership is aware of all programs and activities. The committee shall also evaluate marketing practices for the specialty and the organization.

K. Committee on Boards of Dentistry and Medicine:

1. This committee shall attend all meetings of the dental and medical boards and report back to the Executive Board regarding concerns and proposed changes in the rules and regulations governing the respective Boards.

L. Committee on Strategic Planning

1. This committee shall provide recommendations for the Strategic Planning of the Society and report directly to the Executive Board.

Section 60. Additional Special Committees: Additional Special Committees may be appointed at the discretion of the President or the Executive Board. They will remain appointed until such time as the mission for which they are appointed is accomplished.

Section 70. Nominating Committee:

A. A nominating committee consisting of the Immediate Past President (Chairman) and four (4) members selected by the membership at the Annual Meeting shall submit the names of candidates for the elective offices, including delegates and alternates to AAOMS annual House of Delegate's meeting and the Executive Board, to the Society at the annual meeting. Members of the nominating committee shall not be nominated by the committee with the exception of the Immediate Past President who may be nominated for delegate or alternate delegate with the AAOMS House of Delegates meeting.

B. The Committee shall consider the State for an equal distribution and representation when nominating members for the Executive Board and AAOMS delegates and alternates.

Chapter V FINANCES

Section 10. Fiscal Year: The fiscal year of the Society shall begin January 1st and end December 31st of that year.

Section 20. Dues and Assessments: Payment of the annual dues is required by January 1 and will be considered delinquent if not paid by January 31 unless the member has been properly enrolled in an alternative payment program approved by the Executive Board. Special assessments are those that are not assessed at the annual general membership meeting but in accordance with these Bylaws. Such special assessments will be due within thirty (30) days from the date called. Notice to members will be by regular mail or such other means as determined by the Executive Board.

The amount of annual dues or assessments shall be recommended by the Committee on Finance and shall be approved by a two-thirds (2/3) affirmative vote of the Executive Board and approved by the General Membership. Any assessment that exceeds \$500.00 shall be approved by a majority affirmative vote of those present and voting at the annual General Business Meeting, or at a called Special Meeting as provided for in Chapter VI of the FSOMS Bylaws.

Life, Retired, Honorary and Retired National Members shall pay no dues or assessments. Exception to this shall be only at the discretion of the Executive Board.

Part-time practice and reduced dues consideration: Members of FSOMS that are full dues paying members for at least five years may be considered for reduced membership dues if first approved for this status by the membership committee of AAOMS.

The operating budget is limited to the dues income. The reserve fund is to equal one (1) year's operating expenses. The rule of request for funds exceeding \$500.00 this is extra budgetary is to be enforced.

Section 30: Delinquency: Members shall be classified as delinquent and not in good standing when dues or assessments are not paid on or before January 31. Delinquent members will be notified on the date ("Past due notice - dues delinquent after January 31"), and a late fee of 10% of the delinquent dues, assessments and/or special assessments shall be charged after January 31. If any assessment or special assessment is due at another time of the year, a late fee of 10% shall be charged after thirty (30) days from the due date. Members shall automatically be dropped from the membership roles for failure to pay dues, assessments, or special assessments prior to the convening of the next regularly scheduled Executive Board meeting subsequent to the delinquency of such dues, assessments, or special assessments. A member or affiliate member disqualified for nonpayment of dues, assessments, and/or special assessments may be considered for reinstatement upon payment of all back dues, assessments, special assessments, and late fees owed to the Society provided such action is requested via certified mail within one year of notification of disqualification for nonpayment of dues, assessments, and/or special assessments. If such request for reinstatement is not made within one year following notice of disqualification, the former member may be considered for membership and reinstatement by submitting a reinstatement form with a reinstatement fee which will be twice the current application fee, and payment of all dues, assessments, special assessments, late fees for the year the member was dropped, and payment of current years dues, assessments, special assessments, late fees, and meeting all current eligibility requirements and approval of the Executive Board.

Section 40. Fees: Application fees and other fees are determined by the Executive Board.

Section 50. Expenditures:

- A. Any request for grants/fund-raising should be submitted in writing to both the Strategic Planning and Finance Committees, whose recommendations are made to the Board for any action.
- B. All unbudgeted donations shall be approved by the Executive Board.

Chapter VI MEETINGS

Section 10. Annual Meetings: The annual meeting of the FSOMS shall be held once a year. The specific time and place of the annual meeting shall be determined by the Executive Board. The annual meeting format shall consist of:

- A. Annual Executive Board Meeting
- B. Annual General Business Meeting
 - 1. Election of officers, trustees and AAOMS delegates and alternates.
 - 2. Election of next year's nominating committee.
- C. Scientific Program

Section 20. Other Meetings:

- A. Other yearly meetings shall be determined by the Executive Board, as per the FSOMS Policies and Procedures manual.

Section 30. Special Meetings: Special meetings shall be called by the President of the Society upon written request of ten (10) members of the Society. All members shall be notified thirty (30) days prior to the date of such special meeting and advised of the business to be discussed. Only such business as is stated in the notice shall be transacted at special meetings.

Section 40. Notice of Meetings: Written notice of the time and place of meetings shall be given to the members by any one of the following ways: personally, by mail, fax or electronic means (on-line and/or e-mail), not less than thirty (30) days prior to the meetings. The purpose of the meeting shall be stated in all notices of special meetings. The personal delivery or mailing of such notice shall be conclusive evidence that such notice has been given when proven by an Affidavit of the Secretary or other person mailing this notice.

Section 50. Admission to Meetings: Admission to social, educational and business sessions of the Society shall be open to all members. In addition, members of the American Association of Oral and Maxillofacial Surgeons, Southeastern Society of Oral and Maxillofacial Surgeons, oral and maxillofacial surgeons from foreign countries, and residents-fellows and professional guests may be invited by the Executive Board or the President. If a registration fee is utilized, only the invited speakers are exempt from this fee, unless otherwise determined by the Executive Board. The member fee may be granted to an applicant for membership in the FSOMS, if the application is complete and accepted at the Executive Board meeting during which the application wishes to attend.

Section 60. Quorum and Voting: The presence of 10% of the Active, and Life members of the Society in person shall be necessary to constitute a quorum for all purposes except as otherwise specifically provided by the Articles of Incorporation or these Bylaws. At all meetings, each of these members shall be entitled to one vote, and the result shall be determined by a majority of the votes cast.

Chapter VII CODE OF PROFESSIONAL CONDUCT AND JUDICIAL PROCEDURES

Section 10. Code of Professional Conduct: Members of the Society shall be governed in ethical matters by the AAOMS Code of Professional Conduct.

Section 20. Judicial Procedures

A. Allegation of Violation

1. Any member of this Society may file a complaint of a violation. The committee may also act on its own motion, by majority vote, should a matter within its jurisdiction come to its attention from any other source.
2. The individual or group filing the complaint shall furnish documentation of that complaint to the extent available at the time of filing.
3. The complaint must be in writing, signed by the complainant and directed to the Committee on Professional Conduct at the Society Headquarters. It will be forwarded promptly to the committee members.
4. If it appears to the committee chairman that there is sufficient basis for the committee to proceed, the committee may, investigate the complaint or having reviewed the evidence,

the committee may, by unanimous vote, proceed to act in accordance with Section 20B. Hearings before the Committee.

5. All materials received as part of a complaint are to be held in strict confidence except for and in accordance with Section 20D - Discipline.
6. All time limits contained in Chapter VII shall run from the date a complaint is received by the chairman of the committee or the date of self-initiation of an investigation pursuant to Section 20A Allegation of Violation, subsection (1), unless otherwise specified.
7. If the chairman should determine that there is sufficient basis to proceed, within twenty (20) days of receipt of the complaint, notice should be sent to the respondent of the charges together with a description of the procedures, which will be followed in the investigation of the complaint. A copy of the complaint, the complainant's name(s) and the supporting material shall be provided to the respondent.

B. Hearing Before the Committee

1. Decision to Hold a Hearing

- a. After reviewing the complaint and any additional evidence or documentation, the committee shall determine by a majority vote whether to hold a hearing.
- b. If a hearing is to be held, a date shall be set which falls no later than the next scheduled meeting of the committee and, in any event, no later than one hundred eighty days after receipt of the complaint by the chairman.
- c. A member of the committee may on his own motion withdraw from the hearing. The President may appoint a replacement committee member. The respondent may submit a properly documented request that the chairman dismisses any committee member for cause.
The chairman, with the advice of the committee, shall be empowered to accept or reject the request, giving his reasons for action.
- d. Should the committee determine that there is sufficient basis to proceed without a hearing, a date shall be set for the committee to convene in person or by conference call which falls no later than the next scheduled meeting of the committee, and, in any event, no later than one hundred eighty (180) days after receipt of the complaint by the chairman. Each member of the committee shall receive written notice of the time and place of the meeting by registered mail, not less than thirty (30) days prior to the date of the committee's closed session.
- e. If no action is taken by the committee within ninety (90) days after the complaint against the respondent has been received by the chairman, the matter shall be considered terminated. The complainant and the respondent may be notified in writing that no action will be taken.

2. Notice and Conduct of a Hearing

- a. If a hearing is to be held, the respondent shall receive written notice of the time and place of the hearing by registered mail not less than thirty (30) days prior to the date of the hearing. The respondent shall be provided with copies of any evidence developed by the committee.
- b. The respondent may attend the hearing in person or by representative or both. The respondent may call and examine witnesses, and may offer testimony or any other evidence on his or her own behalf. Failure of a respondent to appear at a hearing or to offer evidence shall not be considered evidence of guilt.
- c. If the respondent is accompanied by legal counsel, he or she shall notify the committee at least two (2) weeks prior to the hearing.

- d. Hearings are not courts of law, nor subject to the rules of evidence; hearsay and other evidence is acceptable during a hearing. Every effort shall be made to assure fair procedures in conducting a hearing.
 - e. A verbatim transcript shall be made of any formal hearing, the cost to be borne by the Society. Copies of the transcript will be provided to the respondent upon request at his or her expense.
 - f. A scheduled hearing may be continued at the discretion of the committee with reasonable notice of the new hearing date to the parties involved.
3. Decision to Appeal
- a. The committee shall reach a decision by secret ballot within thirty (30) days after the conclusion of the hearing. If the complaint is upheld, the committee shall decide the appropriate discipline by secret ballot at the time of rendering their decision or within ten (10) days after the decision.
 - b. Within ten (10) days after a committee determination, the respondent shall be advised of the decision and discipline. The discipline, if any, shall be determined by the FSOMS membership and shall be imposed after the time for appeal has expired.
4. A member found guilty by the committee has the right to appeal the decision and the discipline to the Appeals Board of the Society. The complainant may not appeal.
5. The written notice of appeals shall be sent by the respondent to the Society headquarters within forty (40) days after the date of the decision of the committee.
6. If an appeal is requested by the respondent, the discipline imposed shall be stayed.
- C. Appeal to the Appeals Board of the Society
1. Appeals Board
- a. The Appeals Board shall consist of three (3) members of the Executive Board, appointed by the President of the Society. One member shall be designated chairman.
 - b. No member shall be appointed who resides in the same county as the respondent. The respondent may request removal of a member for cause. A decision on such a request shall be made by the Appeals Board.
 - c. The respondent shall be given an opportunity to present evidence with or without legal representation, to the Appeals Board. If the respondent is accompanied by legal counsel, he or she shall advise the Appeals board at least two (2) weeks prior to the presentation.
2. Appeals Procedure
- a. All time limitations in this subsection shall run from the date of receipt of notice of appeal to the chairman of the Appeals Board except where otherwise provided.
 - b. The respondent appealing must submit in writing, within forty (40) days after the decision of the commission, to the Society headquarters, for forwarding to the chairman of the Appeals Board, a notice of appeal, containing a succinct statement of the alleged error(s) and the reason(s) why the decision of the commission is claimed to be incorrect. The respondent may submit a more detailed written brief within thirty (30) days after filing his or her notice of appeal.
 - c. The complete record of the case shall be provided to the Appeals Board. A reply statement to the appeal may be filed by the commission within sixty (60) days after receipt of the respondent's notice of appeal to the Appeals Board.
- d. Within ninety (90) days after receipt of the respondent's notice of appeal, the Appeals Board shall consider the allegation and response of the commission together with the full

record of the commission's proceedings, and determine whether the appeal will be accepted.

- e. If the appeal is accepted, a hearing may be held, at the discretion of the Appeals Board, at the earlier possible date, but not later than one hundred eighty (180) days after the notice of appeal is received.

If no hearing is held, the Appeals Board must complete its deliberations within the same time period.

- f. The appeal shall be limited to consideration only of the errors alleged in accordance with Section 20, C. Appeal to Appeals Board of the Society, 2. Appeals Procedure, subsection (b).

3. Decision to Appeal

- a. The Appeals Board shall render its decision within thirty (30) days after the conclusion of the hearing or its deliberations.
- b. The Appeals Board may reverse or uphold the findings of the commission. the Appeals Board may also remand any issues of the case to the commission if the board finds that there may have been substantive errors which deprived the respondent of any right, including the right to a fair hearing or that the discipline is inappropriate.
- c. The decision of the Appeals Board shall be final and not subject to further review of appeal with the Association.

D. Discipline

- 1. The commission, or when applicable, the Appeals Board, may counsel the respondent or impose the following discipline:

- a. Reprimand- A personal and confidential letter to the respondent expressing disapproval of his action or conduct. A copy of the letter, for the use of the commission only, or Appeals Board, will be filed in the respondent member's file in the headquarters. A copy of the reprimand may be provided to appropriate parties, upon receipt of a well-justified request, at the discretion of the commission.
- b. Censure: A formal statement in writing expressing disapproval of the respondent's action or conduct sent to the respondent. A copy of the letter will be filed in the fellow or member's file in the headquarters.
- c. Suspension: Denial of all rights and privileges of membership for a stated period of time, not to exceed two (2) years. A copy of the letter of notification shall be placed in the member's file.
- d. Expulsion: Loss of membership and denial of all rights and privileges of membership in the Society. An expelled member may, after the expiration of three (3) years, submit a new application for membership in accordance with Chapter 1, Membership of the Bylaws. A copy of the letter of notification shall be maintained in the member's file.

2. Publication of Action

- a. In the case of censure, suspension or expulsion, the matter shall be reported in the FSOMS Newsletter. The publication shall state the name of the respondent and shall state the sections of the Code of Professional Conduct and Official Advisory Opinions of which the respondent was found in violation and the verbatim language thereof, in quotes, without editorial comment or any embellishment.
- b. In the case of suspension or expulsion, a statement shall also be provided by the Executive Board of the Society disclosing the fact that this discipline has been imposed on a member, and stating the particular reasons for the imposition

thereof. The notification shall be in the same form as provided in Section 20 D. Discipline, 2. Publication of Action, subsection (a).

Chapter VIII DELEGATES AND ALTERNATES TO AAOMS

Delegates and alternates to the American Association of Oral and Maxillofacial Surgeons House of Delegates. As prescribed by the Bylaws of the AAOMS, this Society shall elect one delegate and one alternate as allocated by the AAOMS. This delegate and his alternate shall be elected for a two-year term. Delegates and Alternates shall be ex officio members of the Executive Board.

Duties: The duties of the Delegates and Alternates to the American Association of Oral and Maxillofacial Surgeons House of Delegates are to:

1. Represent the Florida Society of Oral and Maxillofacial Surgeons at the annual AAOMS House of Delegates caucuses and meetings;
2. Give a report at the following regular meeting of this Society as to AAOMS activities. Delegates and Alternates shall meet with the Executive Board prior to the annual meeting of the AAOMS to discuss impending issues.

Chapter IX PLEDGE OF THE SOCIETY

Each member of the Society shall be bound by the fellowship pledge, which shall become effective upon induction into the membership.

THE PLEDGE

Recognizing that the Florida Society of Oral and Maxillofacial Surgeons exemplifies and pursues the highest traditions and aspirations of our specialty, I hereby pledge myself, as a condition of membership, to all its principles, declarations and regulations. I further pledge that, as a member of the Florida Society of Oral and Maxillofacial Surgeons, I will uphold, to the best of my ability, the honor and dignity of the specialty. I pledge to practice my profession with honesty and to place the welfare of my patients above all else. I pledge to advance constantly in professional knowledge and to render help willingly to my colleagues. I pledge to meet all ethical obligations to patients, my fellow practitioners, and to Society at large. I further pledge to refrain from all acts that would tend to discredit this specialty.

In solemn affirmation of my dedication, and upon my honor, I will keep this pledge inviolate. I ask that God may grant me enjoyment of life and the privilege of continuing in the practice of my profession, self respecting and respected by all, in service to humanity.

Chapter X GENERAL PROVISIONS

Section 10. Parliamentary Authority: The Sturgis Standard Code of Parliamentary Procedure, most recently revised, shall be parliamentary authority for all activities of the Society, not otherwise governed by the Rules, Bylaws or Procedures of the Society.

Section 20. Prohibition Against Sharing of Corporate Earnings or Assets: No member, Executive Board member, officer or employee of, or member of a committee of, or person connected with the Society, or any other private individual, shall receive, at any time, any of the net earnings or pecuniary profit from the operations of the Society, provided, that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Society in effecting any of its purposes as shall be fixed by the board; and no such person or persons shall be entitled to share in the distribution of any corporate assets upon the dissolution of the Society. All members of the Society shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the Society, whether voluntary or involuntary, the assets of the Society after all debts have been satisfied, then remaining in the hands of the Board, shall be distributed by the Executive Board to the Educational Foundation of the American Association of Oral and Maxillofacial Surgeons, should such organization be qualified to receive such assets as an exempt

organization under Section 501 C 6 of the Internal Revenue code, or the corresponding provision of any future United States Internal Revenue Law. Any of such assets not so disposed of shall be disposed of by the circuit Court of the County and Circuit in which the principal office of the Society is then located exclusively for the purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Section 30. Exempt Activities: Notwithstanding any other provision of these Bylaws, no member, Executive Board member, officer, employee or representative of this Society shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501 (c) 6 of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended from time to time.

Section 40. Agents and Representatives: The Executive Board of the Society may appoint agents and representatives with such powers and to perform such acts or duties on behalf of the Society as said Board members may see fit, so far as may be consistent with these Bylaws, to the extent authorized or permitted by law.

Chapter XI AMENDMENTS

Section 10. How To Propose: The Bylaws of the Society shall be made, altered or rescinded by proposal of the Committee on Bylaws of the Society or by written motion therefore of any three (3) active members of the Society.

Section 20. How To Adopt: Amendments may be adopted:

- A. At the same regular business meeting at which the proposal is read, provided a unanimous vote is obtained allowing such reading;
- B. At a regular business meeting where the proposal has been mailed to the active members at least thirty (30) days prior to the meeting, and a three-quarters (3/4) majority present at the meeting approve;
- C. At a regular business meeting where the proposal was read at the previous business meeting and a three-quarters (3/4) majority present at the meeting approved.

Chapter XII DEFINITIONS OF THE SOCIETY

Section 10. Definitions:

- A. **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.
- B. **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.

Chapter XIII POLICIES AND PROCEDURES

Section 10. **Policies and Procedures:** The Executive Board develops and approves the POLICIES AND PROCEDURES for the administrative guidance of the FSOMS.

Section 20. **Manual:** The Executive Director maintains these procedural regulations in the POLICIES AND PROCEDURES MANUAL, and kept at the FSOMS headquarters. The POLICIES AND PROCEDURES MANUAL guides the Executive Board, committees and staff in fulfilling their administrative responsibilities on behalf of the membership. The POLICIES AND PROCEDURES MANUAL is available for review through the

Executive Director. The dates preceding each policy or procedure in the manual indicates when it was adopted or amended by the Executive Board.