

**CONSTITUTION AND BYLAWS  
VIRGINIA SOCIETY OF ORAL AND MAXILLOFACIAL SURGEONS**

**CONSTITUTION**

**ARTICLE I - NAME**

The name of this Society shall be: Virginia Society of Oral and Maxillofacial Surgeons (VSOMS).

**ARTICLE II - OBJECT**

The object of this Society shall be:

1. To contribute to the general health and welfare of the Commonwealth of Virginia by educating the people of the Commonwealth regarding the qualifications and functions of dentists who have limited their practice to oral and maxillofacial surgery.
2. To foster programs of education for oral and maxillofacial surgeons.
3. To promote and encourage the advancement of the practice of oral and maxillofacial surgery.
4. To encourage members to discharge their civic and professional responsibilities to the community.
5. To provide among its members, opportunities for social and professional development.
6. To disseminate information to oral and maxillofacial surgeons through periodic newsletters and/or notices.
7. To elect Delegates and Alternates to the American Association of Oral and Maxillofacial Surgeons (AAOMS).
8. To act as the official organization representing oral surgery to the Virginia Dental Association in matters pertaining to oral and maxillofacial surgery.

**ARTICLE III - ORGANIZATION**

Section 1 - Incorporation: The Society is a "non-profit" organization, chartered under the laws of the Commonwealth of Virginia. If this corporation is dissolved at any time, its funds or property shall be distributed to the Educational Foundation of the American Association of Oral and Maxillofacial Surgeons.

Section 2 - Headquarters: The registered office of the Society shall be at 3460 Mayland Ct., Ste. 110, Richmond, Virginia 23233. The mailing address shall be the same.

Section 3 - Membership: The membership of this Society shall consist of members of the dental or medical profession who shall have special qualifications as established in Chapter 1 of the Bylaws.

**ARTICLE IV - OFFICERS**

Section 1 - Elective officers shall be: President, President-Elect, and Secretary-Treasurer. The Delegates and Alternate Delegates to the AAOMS House of Delegates will be elected by the membership of the Society.

Section 2 - The Executive Council shall consist of the elective officers, the Immediate Past President, the Delegates and Alternate Delegates to the AAOMS House of Delegates, and the At-Large Councilors.

Section 3 - Ex-Officio members would include an appointed representative from the VCU Department of Oral & Maxillofacial Surgery and a Liaison to the Virginia Dental Association.

Section 4 - The appointive officers of the Society shall be an Executive Director and four (4) At-Large Councilors, representing Northern Virginia, Tidewater, Central-Richmond, and Southwestern Virginia who shall be appointed by the Executive Council.

**ARTICLE V - ANNUAL MEETING**

Annual meetings shall be conducted as provided in Chapter 6 of the Bylaws.

**ARTICLE VI - AMENDMENTS**

Section 1 - The Constitution and Bylaws may be amended by a 75% vote of the members present at an Annual or special meeting or a 35% vote of the total membership through electronic communication ballot.

Section 2 - All proposed amendments must be mailed or sent through an acceptable electronic communication to the membership at least fifteen days prior to the date of an Annual or special meeting.

## **ARTICLE VII – DEFINITIONS OF THE ASSOCIATION**

**Dentistry** is defined as the evaluation, diagnosis, prevention and/or treatment (nonsurgical, surgical or related procedures) of diseases, disorders and/or conditions of the oral cavity, maxillofacial area and/or the adjacent and associated structures and their impact on the human body; provided by a dentist, within the scope of his/her education, training and experience, in accordance with the ethics of the profession and applicable law (adopted by the ADA House of Delegates in 1997).

**Oral and Maxillofacial Surgery** is the specialty of dentistry which involves the diagnosis, surgical and adjunctive treatment of diseases, injuries and defects involving both the functional and esthetic aspects of the hard and soft tissues of the oral and maxillofacial region (adopted by the ADA House of Delegates in 1953 with the last amendment adopted by the ADA House in October 1990).

## **BYLAWS**

### **CHAPTER 1: MEMBERSHIP**

#### Section 1 - Classification

Members of the Society shall be classified as follows:

- (a) Active Members
- (b) Affiliate Members
- (c) Life Members
- (d) Honorary Members
- (e) Provisional Members
- (f) Associate Members
- (g) Retired Members
- (h) Inactive Members
- (i) Resident Members

#### Section 2 – Qualifications

- (a) Active Members - To qualify for active membership in the American Association of Oral and Maxillofacial Surgeons and in component societies an individual: 1) must be a graduate of an accredited oral and maxillofacial training program; 2) must have a license or permit in dentistry or medicine in the state and/or in the specialty of licensure where applicable; and 3) must fulfill an on-site office evaluation and re-evaluation every 5 years based on the AAOMS Office Anesthesia Evaluation Program or required applicable state or federal recommendations. Members in this category pay full dues and have full voting rights on all membership matters.
- (b) Affiliate Members - Affiliate membership may be extended to members of the American Association of Oral and Maxillofacial Surgeons who practice outside the geographic limits of the Commonwealth of Virginia. This classification of membership would include members of the American Association of Oral and Maxillofacial Surgeons in the federal services stationed in Virginia. Members in this category pay one-half active members' dues.
- (c) Life Members - An active member may apply for the classification of Life Membership in this Society, upon attaining the Life Membership classification of the American Association of Oral and Maxillofacial Surgeons. Members in this category pay 50% dues.
- (d) Honorary Members - Honorary membership may be granted to those holding no other class of membership in the Society, who have made distinguished contributions to the specialty of Oral Surgery and/or VSOMS. Not more than two Honorary Members may be elected in any one year. Members in this category pay no dues.
- (e) Provisional Members - Provisional membership may be extended by invitation to an oral surgeon who has concluded the formal training as prescribed by the American Association of Oral and Maxillofacial Surgeons and has met all other requirements for active membership. The provisional member must have an active application for an on-site office anesthesia evaluation with his/her state regulatory agency or with his VSOMS society, whichever is applicable, that is not greater than two (2) years in duration. This membership status shall be conferred for a maximum period of three (3) years. In addition to this requirement, provisional members must attend a VSOMS Annual meeting within 3 years of application receipt. If an on-site office anesthesia evaluation is not fulfilled within this two-year period and/or the member does not attend an Annual Meeting within the three-year period, the provisional membership is concluded and

the individual must re-apply for candidate status unless an exemption is granted for special circumstances as defined by the Committee on Membership. Members in this category pay full dues but MAY NOT vote on matters concerning the AAOMS. A provisional member shall enjoy all the privileges of the VSOMS Society except the right to serve in the House of Delegates or to hold 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 the AAOMS Committee on Membership.

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.

- (f) Associate Members - An Associate Member is not eligible for active or life membership in the Society but contributes to the advancement and the objectives of the Society. Upon application, those qualifying may be elected into membership. Members in this category pay one-half normal dues and may vote on membership matters not pertaining to the AAOMS.
- (g) Retired Members - Retired membership shall be granted to an Active, Affiliate, or Provisional Member who has paid dues for twenty (20) years or is disabled and unable to engage in the activity of active practice. Application for retirement must be made in writing to the Society and members must pay their normal dues during the year they apply for such status. Those achieving retired status with the AAOMS will automatically be granted the same status by the Society upon notification in writing and confirmation. Members in this category pay no dues but have all the privileges they had prior to achieving retired status.
- (h) Inactive Members - A member who derives no income from the active practice of oral and maxillofacial surgery, may be reclassified as an Inactive Fellow or Member by the AAOMS. Upon being classified as an Inactive Fellow or Member by the A.A.O.M.S., the member is eligible to request reclassification as an Inactive Member of the VSOMS. Inactive members shall not have the privileges of a member, except that they may retain their membership certificate. Years in Inactive status will not accrue towards Life or Retired fellowship/membership in the AAOMS or VSOMS.

If an Inactive Member is reinstated to Active Fellowship or Membership by the AAOMS within one year of approval for Inactive status, there will be no fee to apply for Active status in VSOMS upon payment of the current year's VSOMS dues and assessments. If such reinstatement is made by the AAOMS after one year, the Inactive Member will be considered for Active membership and reinstatement to the VSOMS by submitting an application and reinstatement fee, which will be equal to the current application fee, and payment of the current year's dues and assessments.

(i) Resident members-Resident members are defined as those residents in training in an American Dental Association's (ADA) Commission on Dental Accreditation (CODA) accredited training program in Oral and Maxillofacial Surgery in the United States and Canada. Residents in their senior year shall be allowed to begin their application process in the component society prior to graduation from their training program. Members in this category pay no dues.

(l) Applicant - An individual who has applied for any category of membership when the membership process is currently incomplete.

### Section 3 - Rights and Privileges

- (a) All members have a voice and a vote on all matters pertaining to the Virginia Society of Oral and Maxillofacial Surgeons except for those also pertaining directly to the American Association of Oral and Maxillofacial Surgeons, as determined by the chair. Only Active, Life or Retired members may vote on matters pertaining to the AAOMS.
- (b) Annual dues shall be established by the Executive Council. Life Fellow members pay 50% dues. Retired and Honorary members pay no dues.
- (c) Forms for application for membership are available upon request to the Executive Director of the Society.
  - 1. All applications for membership, if accompanied with the office anesthesia evaluation application, shall not be required to pay an initiation fee.

Members who satisfy the membership application requirements will be acknowledged at the Annual Meeting as approved by the Membership Committee.

(d) Applicants denied membership by the Membership Committee may use the following appeals mechanism:

- (a) If a candidate is denied membership in VSOMS, he/she may appeal, but must do so in ninety (90) days. The VSOMS must notify the candidate of his/her right to appeal.

- (b) When membership is denied and the applicant appeals, the VSOMS will set up a state Peer Review Committee or an appropriate body within the VSOMS comprised of the three component members (excluding members of the Membership Committee) to evaluate the candidate within six (6) months. In component societies where the membership is insufficient in number to appoint a peer review committee completely independent of the membership committee, this requirement may be waived and the component society may appoint members at their discretion. A detailed and documented evaluation of allegations made against the candidate shall be conducted by the component society's peer review committee to determine validity of said allegations. All component society members will be notified to submit written concerns regarding the candidate to the peer review committee during the six-month evaluation period. After evaluation, should allegations presented prove to be unsubstantiated, component membership will be granted. After evaluation, if membership is again denied, the review committee is required to report (by way of the Component State Society Notice of Appeal Form) on the candidate denied membership to the AAOMS Committee on Membership. The VSOMS must notify the candidate at that time of his right to appeal to the AAOMS (Candidate Notice of Appeal Form).
- (c) An applicant denied membership after an appeal to a state society has the right to appeal that decision to a national review committee. The candidate 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 VSOMS. Membership Committee, and a third voting member as a neutral arbitrator, i.e., a retired judge or one from an organization such as the American Arbitration Association. The candidate may have an advisor present to assist and speak on his/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 to be borne by AAOMS. Copies of the transcript will be provided to the respondent upon request at his/her expense. All costs associated with component Society and candidate representation during the appeals process will be borne by the component society and the candidate, respectively. For state societies where the membership is insufficient in number and where there is no dues structure in place, funds for representation during the appeals process may be requested from the AAOMS, subject to approval by the Board of Trustees. This AAOMS/VSOMS Review Committee will interview and evaluate the applicant and make the determination of the individual's eligibility, with the decision of the Review Committee binding on both the AAOMS and the VSOMS.
- (d) Any member who is unable to comply with membership requirements due to illness or injury or who enters federal service, may request to be placed on an inactive status. Reinstatement to be made by application.

#### Section 4 - Termination of Membership

- (a) A member of the Society may resign from the Society at any time, by writing the Executive Director and returning the Certificate of Membership.
- (b) Delinquent Members: A member who fails to pay his/her dues within six months from the due date shall be subject to expulsion for non-payment of dues. Upon expulsion, he/she ceases to be an active member and shall have no claims against the Society based upon dues paid.
  - 1. Before a member may be dropped for non-payment of dues, he/she shall receive notice by registered mail or email communication, at least 15 days prior to the date of expulsion, informing him/her that his/her name will be recommended to the Society for expulsion for non-payment of dues.
  - 2. Members dropped for non-payment of dues may reapply and, if accepted, shall pay their delinquent dues, plus annual dues.
- (c) A member may be expelled from the Society on the basis of written charges showing action by the member detrimental to the interests or honor of the Society. Such charges shall be investigated by the Committee on Professional Conduct and shall have the concurrence of the Executive Council; however, expulsion shall be solely by a three-quarter affirmative vote of those present at any regular meeting of the Society.

The right of a member to a hearing shall at all times be preserved.

- (d) Any member shall be automatically disqualified upon loss of license for the practice of dentistry or medicine in Virginia or upon loss of membership in the AAOMS.

#### Section 5 – 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. If such request is not made within one year, a written request for reinstatement must be filed with a reinstatement fee which shall be twice the current application fee, payment of the current year's dues and assessments,

and meeting all current eligibility requirements.

(b) Unpaid Dues and Assessments: A member who was disqualified for non-payment of dues and assessments may be considered for reinstatement within one year of disqualification upon payment of all back dues and assessments owed the Society. If not made within one year, reinstatement may be considered upon payment of twice the current application fee, payment of the current year's dues and assessments, and meeting all current eligibility requirements.

## **CHAPTER 2: ELECTIVE OFFICERS**

Section 1 - Elected Officers shall be:

- President
- President-Elect
- Secretary-Treasurer
- AAOMS Delegates
- AAOMS Alternate Delegates

Section 2 - Nominations

A Nominating Committee consisting of three members shall be appointed by the President. This Committee shall submit the names of candidates for the elective offices to the Society at the Annual Meeting. Nominations may also be made from the floor.

Section 3 - The election of the President, President-Elect, Secretary-Treasurer, and AAOMS Delegates and Alternate Delegates shall be held at the Annual Business Meeting. Election may be by written ballot. If an Annual Meeting is not held, elections may be administered by electronic communication.

Section 4 - There shall be no voting by proxy.

Section 5 - Tenure

The term of office for President, President-Elect, and Secretary-Treasurer shall be one (1) year. Two terms in these offices may be held but not consecutively unless there are extenuating circumstances. The term of office for the At-Large Councilors shall be two (2) years, not to exceed four consecutive terms. The term of office for the Delegates and Alternate Delegates to the AAOMS House of Delegates shall be three (3) years, not to exceed three (3) consecutive terms. All terms shall begin on June 1.

Section 6 - Installations

The elected officers shall be installed annually on June 1.

Section 7 - Vacancies

In the event of a vacancy in an elective office, the President shall appoint a successor to this office for the unexpired term.

Section 8 - Duties of the Officers

**President:** The President shall preside at all meetings of the Society. He/She shall act as an ex-officio member of all committees. He/She shall appoint the regular standing committees of the Society, a Nominating Committee of three members, and such other committees as the Society shall authorize. He/She shall perform such other duties as usually pertain to his office. In case of his death, resignation, or removal from office, the President-Elect, Secretary-Treasurer shall be the order of succession to act in the capacity of the President until the election at the next annual meeting.

**President-Elect:** The President-Elect shall act in the capacity of President in his/her absence. He/She shall serve on the Scientific Sessions Committee.

**Secretary-Treasurer:** The Secretary shall keep records of minutes as shared by the Executive Director following Executive Council meetings. The Treasurer shall keep records of financial reports as shared by the Executive Director on a quarterly basis. He/She and the Executive Director shall provide a written report of the financial status of the Society at every Executive Council meeting.

**Delegates and Alternate Delegates:** Delegates and Alternate Delegates to the AAOMS House of Delegates shall fulfill all duties required of their respective positions. They shall inform the membership about the activities of the AAOMS House of Delegates and, when indicated, ask for direction from the membership on matters related to AAOMS policy.

## CHAPTER 3: EXECUTIVE COUNCIL

### Section 1 - Composition

The Executive Council will be composed of the President, President-Elect, Secretary-Treasurer, Immediate Past President, and the Delegates to the AAOMS House of Delegates. The Executive Director shall be an ex-officio member.

### Section 2 – Powers

- (a) The Executive Council shall be the managing body of the Society, vested with full power to conduct all business of the Society subject to the laws of the Commonwealth of Virginia, the Articles of Incorporation, and the Constitution and Bylaws.
- (b) It shall have the power to establish rules and regulations consistent with the Bylaws, to govern this organization's procedure and conduct.
- (c) It shall conduct all business of the Society during the interval between meetings.
- (d) The Executive Council shall appoint Delegates and Alternate Delegates to the American Association of Oral and Maxillofacial Surgeons when the elected Delegates and Alternates cannot attend.
- (e) The Executive Council shall act as the official representative or liaison to the Virginia Dental Association.

### Section 3 – Sessions

- (a) The Executive Council shall meet at least one time per year, and a majority of the Council shall constitute a quorum.
- (b) Special Sessions: Special sessions may be called at any time by the President. He/She shall call such sessions on request of any three members of the Executive Council, provided due notice of any such session is given to each member of the Executive Council at least ten days in advance of the time scheduled for the session.

### Section 4 - Officers

The President and Secretary-Treasurer of the Society shall act as Chairman and Secretary of the Executive Council.

### Section 5 – Reimbursement

Recommended attendance by officers and delegates to the AAOMS Annual Meeting, AAOMS Delegate Caucuses and AAOMS Leadership Conference are subject to reimbursement as follows:

- (a) VSOMS will provide reimbursement for up to the amount of \$750 towards airfare, hotel room night and other travel expenses to each Delegate and/or Alternate Delegate who are able to attend the AAOMS Annual Meeting.
- (b) VSOMS will reimburse airfare expenses for up to the amount of \$500 and reimburse up to the amount of \$250 towards hotel room night and/or other travel expenses for the annual AAOMS Summer Caucus for each of the Delegates or Alternate Delegate should a Delegate not be able to attend. The Alternate Delegates are invited to attend the caucus but will only be reimbursed for specified travel expenses if one or each of the Delegates cannot attend.
- (c) VSOMS will cover airfare expenses of up to \$500 and two hotel nights for the bi-annual AAOMS Leadership Conference for the President and President-Elect. If one or both of these officers are unable to attend, another member of the Executive Council may attend in their place and receive the same reimbursements.
- (d) Reimbursement forms will be issued to the individual prior to their meeting attendance and forms must be submitted to the VSOMS central office within 10 days after the meeting's end. Receipts for expenses are required for reimbursement. Upon receipt of reimbursement forms and receipts, VSOMS will reimburse the individual in no more than 30 days.

## CHAPTER 4: COMMITTEES

Section 1 - Standing Committees of this Society shall be:

1. Committee on Membership
2. Nominating Committee
3. Committee on Scientific Sessions
4. Committee on Constitution and Bylaws
5. Committee on Anesthesia

Committees of the Society Formed as Necessary by the President shall be:

1. Committee on Professional Conduct

2. Committee on Governmental Affairs
3. Committee on Health Care Programs
4. Committee on Hospital Affairs
5. Managed Care and Professional Organization Advisory Committee

Section 2 - Duties: The duties of the Committees shall be as follows:

1. Committee on Membership: The Committee shall consist of a chair, appointed by the President, who will review the professional and ethical qualifications of each applicant for all classifications of membership outlined in Chapter 1. The Committee shall make its findings and recommendations known to the Executive Council and membership.
2. Commission on Professional Conduct: The Commission may hold hearings on alleged violations of the AAOMS Code of Professional Conduct. The Commission will report to the Executive Council when a hearing results in findings that a member has acted contrary to the Code. The Commission shall answer inquiries from members concerning questions of professional conduct.
3. Committee on Scientific Sessions/Annual Meeting: The Committee shall assist the Executive Director in planning, developing and implementing the scientific programs for the Annual Meeting and for any additional meetings held by the Society.
4. Committee on Constitution and Bylaws: The Committee shall review the articles of the Constitution and Bylaws in order to keep them consistent with those of the AAOMS and the Society's programs and objectives.
5. Committee on Governmental Affairs: The Committee shall monitor and investigate local, state and national legislative matters, including the coordination of legislative efforts with the AAOMS and the Virginia Dental Association. The Committee shall keep the membership informed about relevant legislative developments.
6. Committee on Health Care Programs: The Committee shall monitor and recommend policies regarding the delivery of oral and maxillofacial surgical services within dental and other health care programs. The Committee shall serve as liaison between the Society and these health care programs. The Committee shall also coordinate any initiatives taken by the Society on these matters with the AAOMS and the ADA. The Committee shall keep the membership informed about developments in the health care programs in Virginia.
7. Committee on Anesthesia: The Committee shall consist of a chair, appointed by the President, and all current office anesthesia evaluation evaluators. The Committee shall review issues relative to anesthesia and, when appropriate, make recommendations about any actions the membership should take on these matters. The Committee shall be responsible for the administration of the Society's Office Anesthesia Evaluation Program and keep the membership informed about its status.
8. Committee on Hospital Affairs: The Committee shall review matters pertaining to hospital affairs and present findings and recommendations to the membership which will serve to promote the role of oral and maxillofacial surgeons in hospitals. This Committee shall serve as liaison with the Virginia Dental Association's Cancer and Hospital Dental Service Committee.
9. Managed Care and Professional Organization Advisory Committee: The Committee is charged to advise the VSOMS of any and all developments in managed care and professional organizations deemed important to the membership. That this committee may seek legal advice in its consideration of all aspects of managed care as it impacts our specialty and its effects on patient care.

#### **CHAPTER 5: FINANCE**

The fiscal year of this Society shall begin on the first day of January. Annual dues shall be payable in advance, and due on the first day of January and will be considered delinquent if not paid within the following six-month period.

#### **CHAPTER 6: ANNUAL MEETING**

Section 1 - Time and Place

The time and place of the Annual Meeting shall be determined by the Executive Council with the guidance of the Executive Director and the Committee on Scientific Sessions/Annual Meeting.

#### **CHAPTER 7: PARLIAMENTARY AUTHORITY**

The current *Standard Code of Parliamentary Procedure* shall be parliamentary authority for all activities of the Society not

otherwise governed by the rules, Bylaws or procedures of the Society.

#### **CHAPTER 8: CODE OF ETHICS**

Members of the Virginia Society of Oral and Maxillofacial Surgeons shall be governed in ethical matters by the Code of the Ethics of the American Dental Association and the American Association of Oral and Maxillofacial Surgeons.

#### **CHAPTER 9: AMENDMENTS**

Section 1 - Amendments to the Constitution and Bylaws must be submitted by the Constitution and Bylaws Committee at a regular meeting of the Society or communicated electronically.

Section 2 - All proposed amendments must be mailed and/or communicated electronically to the membership fifteen days prior to the Annual or special meeting.

Section 3 - The Constitution and Bylaws may be amended by a three-quarter vote of the members present at ~~a stated~~ an Annual or special meeting or by a 35% vote of the total membership through an electronic communication.

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