



American Academy of Oral  
& Maxillofacial Pathology

## **CONSTITUTION AND BYLAWS**

**As Amended June 13, 2023**

# AMERICAN ACADEMY OF ORAL AND MAXILLOFACIAL PATHOLOGY CONSTITUTION AND BYLAWS

## CONSTITUTION

### ARTICLE I

Section I. The name of this organization shall be the American Academy of Oral and Maxillofacial Pathology.

### ARTICLE II

#### Definition of Oral and Maxillofacial Pathology

Section I. Oral and maxillofacial pathology is the specialty of dentistry and pathology which deals with the nature, identification, and management of diseases affecting the oral and maxillofacial regions. It is a science that investigates the causes, processes and effects of these diseases. The practice of oral and maxillofacial pathology includes research, diagnosis of diseases using clinical, radiographic, microscopic, biochemical or other examinations, and management of patients.

### ARTICLE III

#### Objectives

Section I. The objectives of this Academy shall be:

1. To promote the highest standards in education, research and the practice of oral and maxillofacial pathology.
2. To elevate the scientific and professional status of those practicing this specialty of dentistry.
3. To advance the science of oral and maxillofacial pathology and to improve laboratory service to dentists, to hospitals, and to the public through study and education.
4. To encourage closer cooperation of oral and maxillofacial pathologists with other dentists, with physicians, and with other pathology organizations.
5. To aid in establishing standards for the performance of various laboratory procedures and to monitor and assist regulatory agencies in the establishment of standards for the operation of oral and maxillofacial pathology laboratories.
6. To aid in maintaining and strengthening the American Board of Oral and Maxillofacial Pathology.

7. To recognize and support the practice of forensic odontology as part of the practice of oral and maxillofacial pathology.
8. To promote oral and maxillofacial pathology as a career.
9. To represent and promote the value of oral and maxillofacial pathology to other medical and dental organizations, legislative bodies and governmental agencies.

## ARTICLE IV

### Corporate Status

Section I. The Academy is a non-profit corporation organized under the laws of the Commonwealth of Pennsylvania. Elected officers of the Academy as listed in Article VI of this constitution are the officers of the corporation. The Executive Council of the Academy is the Board of Directors of the Corporation. If the corporation is dissolved, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation to such organizations operating exclusively for educational or scientific purposes as the Board of Directors shall direct.

## ARTICLE V

### Membership

Section I. The membership of this Academy shall be elective and shall consist of:

1. Members
2. Fellows
3. Resident Fellows
4. Honorary Fellows
5. Emeritus Fellows or Life Members

Section II. Members shall be individuals holding a professional or doctoral degree in a healthcare discipline or a student enrolled in a biomedical or healthcare program. Members must have an interest in the field of oral and maxillofacial pathology but not be eligible for fellowship. Applicants must be approved by the Fellowship Committee.

Section III. Fellows shall be Members who have passed an examination given by the Fellowship Committee or the American Board of Oral and Maxillofacial Pathology.

Names of successful examinees shall be forwarded to the Executive Council for approval. Only Fellows shall have the right to vote, hold elective offices, or serve on standing committees in this Academy.

- Section IV. Resident Fellows shall be Members who have passed an examination given by the Fellowship Committee and who are currently enrolled as students in an oral and maxillofacial pathology training program accredited by the Commission on Dental Accreditation or the Commission on Dental Accreditation of Canada. Resident Fellows shall have the right to vote, hold elective offices, or serve on standing committees in this Academy.
- Section V. Honorary Fellows shall be those individuals who have made outstanding contributions in the field of oral and maxillofacial pathology. Such Honorary Fellows shall be elected by unanimous vote of the Executive Council. They shall pay no dues, shall not have the right to vote or hold elective offices, but may be appointed to committees.
- Section VI. A member of 25 years' standing who is retired from professional practice may be classified as a Life Member upon application to the Secretary-Treasurer not later than February 1st of any year and upon election by the Executive Council in the same year. A Fellow who has been a Member and/or Fellow for 25 years and is retired from professional practice may be elected to Emeritus Fellowship by vote of the Executive Council. Life Members and Emeritus Fellows shall pay no dues but shall retain all the privileges of membership heretofore enjoyed. They may continue to receive the official journal by paying the block subscription rate to the Secretary-Treasurer.

## ARTICLE VI

### Officers

- Section I. The officers of this Academy shall consist of:
1. President
  2. President-Elect
  3. Vice President
  4. Secretary-Treasurer
  5. Editor
  6. Director of Education
- Section II. Each officer shall serve only one year unless otherwise elected for an additional year or until a successor has been duly elected with the exception of the Secretary-Treasurer, Editor, and Director of Education, each of whom shall serve one term of three (3) years and each of whom may succeed to office only once.
- Section III. Election of these officers and their duties shall be as provided for in the Bylaws.
- Section IV. Officers shall begin their terms of service immediately at the close of the annual meeting and continue until the completion of their respective term and their successors are installed.

Section V. A Fellow of the Academy will be elected to the American Board of Oral and Maxillofacial Pathology (ABOMP) each year to replace the position that is being vacated. The nominee(s) shall be a Diplomate of the ABOMP and fully compliant with the current certification maintenance guidelines of the Board. A member of the Board may not serve for more than a total of seven years. Vacancies for any unexpired term shall be filled by appointment of the Executive Council of the AAOMP.

## ARTICLE VII

### Executive Council

Section I. The Executive Council of the Academy shall consist of the officers, the immediate Past President, six Councilors elected at large and a non-voting advisory member who is a Director of the American Board of Oral and Maxillofacial Pathology and designated by the American Board of Oral and Maxillofacial Pathology.

Section II. The six Councilors elected at large shall be elected by the Fellowship for a term of three years in staggered terms, two being elected each year. The initial terms shall be one, two, or three years respectively as determined by lot.

Section III. The Executive Council shall be the managing body of the Academy, vested with full power to conduct all business of the Academy subject to the laws of the Commonwealth of Pennsylvania, the Acts of Incorporation, the Constitution and Bylaws, and the mandate of the Fellowship.

It shall have the power to establish rules and regulations consistent with the Constitution and Bylaws to govern the Executive Council's organization and procedures. Any decision of policy not previously approved by the Fellowship or covered in the Constitution and Bylaws shall be submitted to the Fellowship for approval.

It shall meet twice each year, at the spring meeting of the AAOMP and in November. Additional Council meetings may be conducted by telephone and scheduled as needed.

It may censure, suspend, or expel any Fellow, Resident Fellow, or Member for cause.

(Article X, Section I)

It shall receive and review all complaints concerning the conduct of Fellows, Resident Fellows, or Members. (Article X, Section II)

It shall determine the date and place of the annual meetings of the Academy three (3) years in advance and may call additional meetings. (Article XI, Section I)

It shall fill vacancies in the Office of Vice-President, Secretary-Treasurer, Editor, Director of Education, or Councilor by a majority vote at any regular or special

meeting if no Executive Council meeting is scheduled within 30 days of such vacancy. (Article V, Section I, Bylaws)

It shall determine the assessment of dues and fees upon recommendation of the Secretary-Treasurer and subject to approval by the Fellowship. (Article VII, Bylaws)

It shall ensure that all officers and employees of the Academy entrusted with Academy funds are bonded by a surety company. It shall approve a budget for carrying out the activities of the academy for the ensuing year.

It shall nominate, by unanimous vote, to Honorary Fellowship distinguished individuals who have made significant contributions to oral and maxillofacial pathology. (Article V, Section V)

It shall nominate Life Members and Emeritus Fellows in accordance with the Constitution. (Article V, Section VI)

It shall nominate a Diplomate of the American Board of Oral and Maxillofacial Pathology as a Commissioner with the Commission on Dental Accreditation. (Article XIII, Bylaws)

It shall approve an appointment for the position of Parliamentarian(s). The Parliamentarian(s) will be reassessed and may be reappointed by the Executive Council after a term of five years. The Parliamentarian(s) will serve at the Academy's annual Fellows business meeting and will serve as an ex-officio member(s) of the Constitution and Bylaws Committee.

It shall, under the times of financial stress or national emergency, have the power to act in any manner necessary for the welfare of the Academy. (Article IX, Bylaws)

## ARTICLE VIII

### Fellowship

Section I. The Fellowship shall consist of the Fellows of the Academy. It shall be the authoritative body of the Academy.

The Fellowship shall possess the legislative powers of the Academy. It shall determine the policies which shall govern this Academy and its activities. It shall have the power to enact, amend, and repeal the Constitution and Bylaws.

The President of the Academy shall be the presiding officer of the Fellowship and the Secretary-Treasurer shall be its Secretary.

It shall have a Parliamentarian(s) nominated by the President and approved by the Executive Council and who shall serve in an advisory capacity.

## ARTICLE IX

### Standing and Ad Hoc Committees

Section I. The standing committees of the Academy shall be:

1. Fellowship
2. Nomination
3. Education
4. Professional and Public Relations
5. Laboratory Service
6. Constitution and Bylaws
7. Strategic Planning Committee
8. Research and Scientific Affairs

Section II. Members of the standing committees shall be Fellows, Resident Fellows, or Honorary Fellows of the Academy. The members of all new standing committees shall be appointed by the President. The President shall appoint members to fill vacancies on all standing committees.

Section III. The Fellowship Committee shall consist of five Fellows, Resident Fellows, or Honorary Fellows, each serving a term of five years, in staggered terms, one being appointed each year by the President. The member with the longest service on the Committee shall be chair. The Committee shall review applicants for Membership and Fellowship to determine eligibility of the applicants in accordance with the Constitution and Bylaws. This Committee shall give a Fellowship examination approved by the Executive Council to those eligible and shall report its findings to the Executive Council for action. Each member of the Fellowship Committee must sign and abide by a confidentiality agreement.

Section IV. The Nomination Committee shall consist of six Fellows, Resident Fellows, or Honorary Fellows. The two most recent Past Presidents, the Immediate Past President of the American Board of Oral and Maxillofacial Pathology (ABOMP) (ex-officio, non-voting) and three Fellows, Resident Fellows, or Honorary Fellows each serving a term of three years, in staggered terms, one being appointed each year by the President. The senior of the two most recent Past Presidents shall be chair. This Committee shall prepare a list of nominees for all elective offices for balloting by the Fellowship, in accordance with the Constitution and Bylaws.

Section V. The Education Committee shall consist of four Fellows, Resident Fellows or Honorary Fellows and the Director of Education. The Director of Education shall be Committee chair. The Fellows, Resident Fellows or Honorary Fellows will each serve for a term of four years in staggered terms, one being appointed by the President with the advice and consent of the Director of Education each year. This committee shall develop educational programs consistent with the objectives of the Academy for Fellows, Members of the Academy, other dental specialties, dentistry, and allied health professions. In addition, the Education Committee will also consist of an Information Technology subcommittee.

The Information Technology subcommittee shall facilitate the delivery of the educational program for the annual meeting under the direction of the Education Committee. The Information Technology subcommittee shall consist of a committee chair and 5 Fellows, Resident Fellows, or Honorary Fellows. The chair shall be a member of the Education Committee and will serve in this capacity for a period of 3 years. The Fellows, Resident Fellows, or Honorary Fellows each will serve for a term of 3 years. Upon a vacancy, the President with the advice and consent of the Director of Education and Chair of the Information Technology subcommittee shall appoint a replacement. Likewise, the President will also appoint a Chair for the subcommittee. The Information Technology subcommittee shall arrange the set-up, use, and take-down of the audio-visual equipment required for meetings and educational programs and ensure its proper handling, maintenance, and storage during the annual meeting. The chair of the subcommittee shall make recommendations to the Education Committee as to the purchase of necessary equipment to facilitate the successful delivery of the educational program at the annual meetings of the academy.

Section VI. The Professional and Public Relations Committee shall consist of three Fellows, Resident Fellows, or Honorary Fellows. The Fellows, Resident Fellows or Honorary Fellows shall be appointed to terms of three years in staggered terms. The member with the longest service on the Committee shall be chair. The Immediate Past President and the Newsletter Editor shall serve on the committee as ex-officio members. This committee shall establish and maintain contacts and relations with professional organizations that have an interest in or are concerned with the field of oral and maxillofacial pathology. It shall investigate, recommend, and carry out programs to assure dissemination of information with regard to oral and maxillofacial pathology to the general public and to the health professions, including schools, societies, hospitals, and other professional organizations. The committee shall make its services available regarding policies and opinions of the Academy as to oral and maxillofacial pathologist-dentist, oral and maxillofacial pathologist-hospital, and oral and maxillofacial pathologist-school relations. It shall also serve as an arbitration committee in case of disputes or misunderstandings of concern to oral and maxillofacial pathologists.

Section VII. The Laboratory Service Committee shall consist of three Fellows, Resident Fellows, or Honorary Fellows, each serving for a term of three years in staggered terms, one being appointed each year. The member with the longest service on the committee shall be chair of the Laboratory Service Committee. The member who is representing the Academy to the Intersociety Pathology Executive Council will serve as an ex-officio member. This committee shall collect and maintain current information on qualified laboratories which provide oral pathology service. This information shall be provided to individual dentists or professional organizations as requested. It shall recommend standards for laboratory tests and for the operation of oral and maxillofacial pathology laboratories. The committee shall also offer its service in an advisory capacity to dental schools, hospitals, and other organizations as requested. As part of its annual report, this committee will report on the status of Federal Laboratory Regulations and how they pertain to oral and maxillofacial pathology laboratories.



Section VIII. The Constitution and Bylaws committee shall consist of three Fellows, Resident Fellows, or Honorary Fellows, each serving for a term of three years in staggered terms, one being appointed by the President each year. The member with the longest service on the committee shall be chair. The committee will review all proposed amendments to the Constitution and Bylaws to determine whether they are in compliance with Constitution and Bylaws and parliamentary procedure. It will make appropriate recommendations if changes are necessary in the amendments. The Parliamentarian(s) shall be nominated by the President approved by the Executive Council and will serve on the committee as an ex-officio member(s).

Section IX. The Research and Scientific Affairs Committee shall promote the scientific basis for the practice of oral and maxillofacial pathology through criterion-and evidence-based research and analysis, in support of Article III Section I of the Academy bylaws. Position papers and reviews on subjects pertaining to oral and maxillofacial pathology will be under the purview of this committee. Specifically, the Committee is tasked with identifying areas of current importance or controversy in the broad field of clinical and microscopic oral and maxillofacial pathology.

The Research and Scientific Affairs Committee shall consist of a Chair, Secretary, and three additional members. Each Member of the Committee shall be a Fellow, Resident Fellow or Honorary Fellow in the Academy and the Editor shall serve as Director, as outlined in Article VI section V. In this role, the Editor shall provide overall strategic and tactical guidance to the Research and Scientific Affairs Committee. Specifically, the Editor will coordinate the overall direction of the Research and Scientific Affairs Committee, providing long-term control and continuity. New members will be appointed by the Executive Council with the advice and consent of the Editor. Each member shall serve a term of five years in staggered terms, one new member being appointed each year. The member with the longest service on the committee shall be Chair. The Chair, in consultation with the Editor, Secretary and the other members of the committee, shall prepare semi-annual written reports to the Council detailing the activity of the committee. The member with the second longest service on the committee shall be Secretary. The Secretary, in consultation with the Editor and Chair, will be responsible for establishing month-to-month timelines for the development of new Position Papers, coordinating conference calls, and ensuring coordination of effort among committee members. The Secretary shall also be responsible for coordinating an annual meeting among the members of the committee during the Annual AAOMP meeting.

Section X. Ad hoc committees may be established by the President or the Executive Council to address specific issues or activities of interest to the Academy that may not fall within the charge of standing committees. The charge, scope, membership and funding source of ad hoc committees shall be specified at the time of committee formation. The Chair and members of ad hoc committees shall be Fellows, Resident Fellows or Honorary Fellows and shall be appointed by the President. Ad hoc committees shall have terms of one year following establishment at which time the committee will report findings and recommendations to the President and Executive Council. When necessary, the terms of ad hoc committees may be

extended for periods of one year or less by the President or the Executive Council.

## ARTICLE X

### Discipline

- Section I. The Executive Council may censure, suspend, or expel any Fellow, Resident Fellow, Honorary Fellow, or Member for cause.
- Section II. The Executive Council shall receive and consider all complaints concerning the conduct of Fellows, Resident Fellows, Honorary Fellow, or Members.
- Section III. Disciplinary action against a Fellow, Resident Fellow, Honorary Fellow, or Member can be taken only after having given the Fellow, Resident Fellow, Honorary Fellow, or Member at least 30 days written notice by registered or certified mail that such action is contemplated and that he/she is entitled to a hearing by the Executive Council.
- Section IV. A vote of three-fourths of the Executive Council shall be necessary to censure, suspend, or expel any Fellow, Resident Fellow, Honorary Fellow, or Member.

## ARTICLE XI

### Meetings

- Section I. There shall be an annual meeting of the Academy. The date and place of this meeting shall be determined by the Executive Council three years in advance. The Secretary will forward this information to all Fellows and Members at least six months in advance of each meeting.
- Section II. Additional meetings may be called by the Executive Council or by the signed request of one-third of the Fellowship.

## ARTICLE XII

### Quorum

- Section I. A quorum for conduct of business shall be one-fourth of the non-Emeritus Fellows and Resident Fellows registered for each AAOMP annual meeting, provided that this number does not amount to less than one-fifth of the Fellowship.

## ARTICLE XIII

### Amendments

- Section I. This Constitution may be amended by a two-thirds vote of the Fellows and Resident Fellows. Voting may be at any annual meeting or electronically at any

time during the year, providing that notice of the proposed amendments, endorsed by five Fellows and Resident Fellows, has been given to the Executive Council. Such notice must take place sixty days before the annual meeting or when the electronic vote is due and circulated by the Secretary to the voting membership thirty days before the annual meeting, or when the electronic voting is due.

- Section II. Proposed amendments to the Constitution shall be submitted with the reason(s) for the proposed change and the names of the Fellows or Resident Fellows who endorsed the amendment.

#### ARTICLE XIV

##### AAOMP Auxiliary

- Section I. The Academy shall sponsor an Auxiliary whose membership will consist of the spouses of the Academy members. The Auxiliary will have its own Constitution and Bylaws to conduct the business of the group.

### **BYLAWS**

#### ARTICLE I

##### Membership Qualification

- Section I. Any individual holding a professional or doctoral degree, in a healthcare discipline, or any student enrolled in a biomedical or health care program may request membership. Members must be interested in the field of oral and maxillofacial pathology but not be eligible for fellowship. Applicants must be approved by the Fellowship Committee and the Executive Council.
- Section II. In order to qualify for membership, the applicant shall supply evidence of active interest in the field of oral and maxillofacial pathology.

#### ARTICLE II

##### Fellowship Qualification

- Section I. Fellowship may be conferred upon Members qualified according to Article V, Section III of the Constitution.
- Section II. Candidates for Fellowship shall be required to pass an examination conducted by the Fellowship Committee or the American Board of Oral and Maxillofacial Pathology.

- Section III. To be eligible for examination conducted by the Fellowship Committee, a candidate must be a graduate of a dental school, have completed at least 18 months training in an oral and maxillofacial pathology training program accredited by the Commission on Dental Accreditation (CODA, U.S.) or the Commission on Dental Accreditation of Canada (CDAC) and be a member or have been approved for membership in the Academy.
- Section IV. Candidates for Fellowship shall submit a curriculum vitae and have the director of their oral and maxillofacial pathology training program send a letter acknowledging that the candidate has satisfactorily completed at least 18 months of training. In the event that the director of the candidate's training program is no longer available, the Fellowship Committee will determine eligibility on a case-by-case basis.
- Section V. The results of the action on each applicant by the Fellowship Committee shall be referred to the Executive Council for its action.
- Section VI. Recommendations for Fellowship made by the Fellowship Committee shall be subject to approval by the Executive Council.
- Section VII. The Executive Council of the Academy shall have the sole power to revoke any certificate issued.

### ARTICLE III

#### Acceptance of Fellowship and Membership

- Section I. Members upon formal notification of acceptance into the Academy shall be required to affirm by letter the Constitution and Bylaws and the Code of Ethics of the Academy in token of his or her assent and agreement to be bound by them.
- Section II. Members elevated to Fellowship shall maintain the status of Fellow throughout the duration of their membership in the Academy.

### ARTICLE IV

#### Elections

- Section I. The Officers and Executive Council of the Academy and a member of the Board of Directors of the American Board of Oral and Maxillofacial Pathology shall be elected by electronic ballot during the month of January. At the expiration of the term, the President-Elect shall immediately assume the office of the President. The new officers shall assume their respective offices at the close of the annual meeting at which they have been elected. There shall be one or more candidates for the offices of President-Elect, Secretary-Treasurer, Editor, and Director of Education for the election preceding the expiration of their terms of office. There shall be two or more candidates for all other offices of the Academy and for the Board of Directors of the American Board of Oral and Maxillofacial Pathology.

There shall be a minimum of four (4) candidates for Councilor vacancies.

- Section II. The Nominations Committee shall forward to the Secretary-Treasurer the names of all candidates for office of the Academy and Board of Directors of the American Board of Oral and Maxillofacial Pathology not later than October 1 of the year preceding the election. This report shall be circulated to the Fellowship on or before October 15. Additional nominations may be made in writing by any five (5) Fellows or Resident Fellows on or before December 1. After the Secretary-Treasurer has ascertained that the write-in nominee consents to being a candidate, the Secretary-Treasurer shall notify all other candidates for that position of the identity of the additional candidate(s). All candidates at that time shall have five (5) working days to reconsider their acceptance of the nomination before their names are placed on the ballot.
- Section III. By December 31, the Secretary-Treasurer or designee shall have sent to each Fellow or Resident Fellow in good standing a unique individualized electronic ballot containing the names of all candidates, the names being arranged in alphabetical order for each office. With each ballot there shall be instructions on how to cast the ballot. The Academy Staff shall keep a list of the Fellows and Resident Fellows to whom the ballots have been sent and returned, to guard against illegal voting.
- Section IV. Sixty days shall be allowed for ballots to be cast. The returned ballots shall be counted prior to the next meeting of Executive Council, held in conjunction with the Annual Meeting of the Academy. The ballots shall be counted by staff members designated by the Executive Council for that purpose. A plurality of votes cast for each officer shall determine who is elected. The two candidates for Councilor receiving the highest number of votes shall be elected Councilors-at-Large.
- Section V. In the event of a tie vote for any office, the candidate to be elected will be determined from among the candidates receiving the tie votes for that office, by the Fellows and Resident Fellows present at the current Fellowship meeting.

## ARTICLE V

### Vacancies

- Section I. In the event that the office of President becomes vacant, the Vice President shall become President for the unexpired portion of the term. In the event that the office of President-Elect becomes vacant, the office of President for the ensuing year shall be filled at the next annual meeting of the Fellowship except that the ballot for this position shall read "President for the Ensuing Year." A vacancy in the office of Vice President, Secretary-Treasurer, Editor, Director of Education, or Councilor shall be filled by a majority vote of the Executive Council at any regular or special meeting if no Executive Council meeting is scheduled within 30 days of such vacancy.

## ARTICLE VI

### Duties of Officers

- Section I. The President shall preside at all meetings of the Academy. The President shall be chair of the Executive Council and ex-officio member of all committees. The President shall appoint members, chairs, and secretaries of all committees of the Academy except as otherwise provided in the Constitution and Bylaws.
- Section II. The President-Elect shall become President when office of the President is vacated by the expiration of the term. The President-Elect shall assume the duties of the President prior to the expiration of the term in the event of absence of the President and Vice President.
- Section III. In the absence of the President, the Vice President shall assume the duties of the President.
- Section IV. The Academy shall collect dues and initiation fees and shall arrange for safekeeping of Academy funds and investments subject to the approval of the Executive Council; the funds of the Academy shall be withdrawn only upon the check or order of the Secretary-Treasurer. The Secretary-Treasurer shall keep books on all transactions and shall submit an annual statement of financial affairs to the Executive Council and the Fellowship. The Secretary-Treasurer shall keep a record of the Academy meetings as well as minutes of the meetings of the Executive Council. The Secretary-Treasurer may have an expense account as determined annually by the Executive Council. The Secretary-Treasurer shall be bonded at the expense of the Academy.
- The Secretary-Treasurer, with cooperation of the Executive Director, will ensure that minutes of each meeting of the Executive Council be recorded in writing. Within ten (10) days of the Council's approval of the minutes of each meeting, the portions of the minutes that do not contain confidential or privileged information shall be posted in the portion of the Academy's web site available to Fellows, Resident Fellows and Members.
- Section V. The Editor shall represent the Academy on the official journal and oversee publications resulting from essays and posters presented at the annual meeting. The Editor shall also serve as Director of the Research and Scientific Affairs Committee. In this role, the editor shall provide strategic and tactical guidance to the Research and Scientific Affairs Committee, serving as overall coordinator to the Committee and providing long-term control and guidance.
- Section VI. The Director of Education shall be chair of the Education Committee, shall develop and maintain an education program consonant with the objectives of the Academy (Constitution Article III, Section I), and shall represent the Academy on matters related to education.
- Section VII. The Academy shall indemnify and hold harmless each Academy officer, each member of Executive Council, and each member of the standing committees from and against any and all claims and liabilities to which such persons may be, or

become, subject by reason of having been or hereafter being, an officer, a Councilor, or a member of a standing committee, or by reason of alleged acts or omissions as an officer, a Councilor, or a member of a standing committee. The Academy shall reimburse each of the aforementioned officers, Councilors, or members of standing committees for all legal and other expenses reasonably incurred by them in connection with the defending against any such claims or liabilities, provided, however, that no officer, Councilor, or member of a standing committee shall be indemnified against, or reimbursed for, an expense incurred in defending a claim or liability arising out of personal negligence or willful misconduct. The foregoing rights of the officers, Councilors, or members of standing committees shall not be exclusive of other rights to which they may be lawfully entitled.

## ARTICLE VII

### Fees and Dues

Assessment of fees and dues shall be determined by the Executive Council upon recommendation by the Secretary-Treasurer, and approved by the Fellowship.

- Section I. There shall be an initiation fee for Membership, which must be remitted with the application. This amount shall serve as the dues until the beginning of the next annual membership dues billing cycle.
- Section II. There shall be a Fellowship examination fee assessed, payable to the Academy upon approval of the candidate's credentials.
- Section III. There shall be an assessment for annual dues for Members, Resident Fellows, and Fellows.
- Section IV. The operating year shall commence on January 1 of each year and the annual dues are payable at this time.
- Section V. The first statement for annual dues, and all other indebtedness to the Academy will be forwarded on or before December 1 and be payable by December 31. A Member, Resident Fellow or Fellow will be considered delinquent on January 1. Delinquent Members, Resident Fellows, or Fellows will be dropped from the Academy roll on January 31 if they have not remitted full payment by this date. Delinquent Members, Resident Fellows or Fellows can attend the Annual Meeting and participate in any Academy programs or courses at the non-member rate. The subscription to the Journal will be canceled when a Member, Resident Fellow, or Fellow becomes delinquent.

## ARTICLE VIII

### Reinstatement and Resignation

- Section I. A Member, Resident Fellow or Fellow who has been dropped for nonpayment of dues or other indebtedness to the Academy may be reinstated as follows: a) Before December 31 of the same year membership was dropped, a Member,

Resident fellow or Fellow may be reinstated by full payment of annual dues and any other indebtedness to the Academy. b) During the second year, a dropped Member, Resident fellow or Fellow may be reinstated by full payment of annual dues and any other indebtedness to the Academy for the current year plus a reinstatement fee. For Members, the reinstatement fee shall be equivalent to the initiation fee; for Fellows and Resident Fellows, the reinstatement fee shall be equivalent to twice the initiation fee. c) After two years, a dropped Member, Resident Fellow or Fellow must resubmit an application for membership with payment of a reinstatement fee. For Members, the reinstatement fee shall be equivalent to the initiation fee; for Fellows and Resident Fellows, the reinstatement fee shall be equivalent to twice the initiation fee. Upon approval, the applicant is responsible for full payment of annual dues and any other indebtedness to the Academy for the current year.

Section II. Resignation may be affected at any time by submission of such request to the Secretary-Treasurer for transmission to the Executive Council.

#### ARTICLE IX

##### Emergency Powers of the Executive Council

Section I. Under times of financial stress or national emergency, the Executive Council shall have the power to act in any manner necessary for the welfare of the Academy.

#### ARTICLE X

##### Parliamentary Procedure

Section I. All parliamentary procedures at meetings of this Academy and its Executive Council shall be governed by the latest edition of Sturgis Standard Code of Parliamentary Procedure except where otherwise provided in the Constitution and Bylaws.

Section II. A parliamentarian(s) shall be nominated by the President of the Academy and approved by the Executive Council shall serve in an advisory capacity.

#### ARTICLE XI

##### Amendments

Section I. These Bylaws may be amended by a vote of two-thirds of the Fellows and Resident Fellows, provided said amendments have been endorsed by five Fellows and Resident Fellows and submitted to the Fellowship by publication at least thirty days prior to the annual meeting or when the vote is due. The proposed amendments shall be submitted with the reasons for the proposed change and the names of the Fellows and Resident Fellows who endorsed the amendment.

Section II. Without prior notification, amendments of the Bylaws may also be affected by unanimous consent of Fellows and Resident Fellows voting at a regular meeting of



the Academy or electronically at any time.

## ARTICLE XII

### Ethics

- Section I. The ethical and professional conduct of the Members, Honorary Fellows, Resident Fellows or Fellows shall be governed by the Codes of Ethics of the American Dental Association and of the Academy.
- Section II. A Code of Ethics, prepared by the Executive Council and adopted by the Fellowship, shall additionally apply to the Members, Honorary Fellows, Resident Fellows and Fellows as follows:

### CODE OF ETHICS

I affirm my adherence to the "Principles of Ethics" of the American Dental Association and my determination to practice the profession of dentistry and the specialty of oral and maxillofacial pathology in accord with them. In order that my services may be of maximum benefit to all patients and to achieve the greatest cooperation and rapport with my colleagues, I agree to practice in accordance with the following principles:

Except in consideration of rules and provisions associated with a recognized accountable care organization (ACO), pathologists may not knowingly engage in division of fees for laboratory services with requesting clinicians.

If reports on material from the laboratory of another pathologist are issued, that laboratory/pathologist should be informed of the results of the examination, provided the laboratory is still in existence.

Diagnostic material should not be solicited nor accepted directly from the laity.

## ARTICLE XIII

### Commission on Dental Accreditation

- Section I. The Executive Council shall nominate a Diplomate of the American Board of Oral and Maxillofacial Pathology as a Commissioner with the Commission on Dental Accreditation.

## ARTICLE XIV

### Anti-Discrimination Policy

- Section I. The Academy prohibits discrimination in membership, appointments, or other Academy activities against any Member, Resident Fellow, Honorary Fellow or Fellow on the basis of race, color, religion, gender, sexual orientation, or national origin.