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**CONSTITUTION
WESTERN SOCIETY OF ORAL AND MAXILLOFACIAL
SURGEONS**

**BYLAWS
WESTERN SOCIETY OF ORAL AND MAXILLOFACIAL
SURGEONS**

AND

**RULES AND REGULATIONS
WESTERN SOCIETY OF ORAL AND MAXILLOFACIAL
SURGEONS**

WESTERN SOCIETY OF ORAL AND MAXILLOFACIAL SURGEONS CONSTITUTION

Article I - Name

Name of this society shall be the WESTERN SOCIETY OF ORAL AND MAXILLOFACIAL SURGEONS, hereafter referred to as the Society.

Article II - Purpose

MISSION STATEMENT OF THE SOCIETY

The Society is a voluntary partnership of dental professionals working together to improve the quality of oral and maxillofacial surgery services in the community. It is the belief of the Society that professional, political, social and economic exchange between states of the Sixth District of the AAOMS will result in a unity of voice which will enhance our effectiveness in our community and at the national level.

The Society exists to improve health in membership communities and to promote the art and science of Oral and Maxillofacial Surgery. The Society will:

Promote inter- and intra-professional understanding and education.

Attract new members and address their needs while continuing to address those of existing members.

Promote participation at every level within the Society.

Encourage members to discharge their civic and professional responsibilities to the communities they serve.

Provide education to the membership.

Serve as a focal point for organizational and political issues pertaining to the Sixth District and offer assistance to component state societies and Society members in matters pertaining to Oral and Maxillofacial Surgery.

Provide, among its members, opportunities for social and professional community.

Article III - Organization

Section I - Structure

The Society is a nonprofit organization. If the Society is dissolved anytime, its funds, property, and/or other assets shall be distributed to the Educational and Research Foundation of the AAOMS with the approval of the majority of the Board.

Section II - Membership

Membership of this Society shall consist of members of the dental and related professions who fulfill the criteria for membership as defined by these By-laws.

Article IV - Amendments

Section I

The Constitution may be amended by three-quarters vote of the members present at a scheduled meeting of the membership.

Section II

All proposed amendments must be mailed to the membership 30 days prior to the date of the general membership meeting.

WESTERN SOCIETY OF ORAL AND MAXILLOFACIAL SURGEONS

BYLAWS

CHAPTER I - Membership

Section I - Classification of Members

Members of the Society shall be classified as follows:

- A. Active Member
- B. Associate Member
- C. Affiliate Member
- D. Life Member
- E. Retired Member
- F. Honorary Member
- G. Resident Member

Section II - Qualifications and Privileges for Membership

- A. Active Member
Membership shall be limited to members in good standing of the American Association of Oral and Maxillofacial Surgeons who practice their specialty within the geographical confines of the society. All Active Members shall have the right to vote and hold office in the Society. Active Members shall be responsible for full dues and/or fees.
- B. Associate Member
Membership shall be limited to members in good standing of the American Association of Oral and Maxillofacial Surgeons who practice their specialty outside the geographical confines of the society. Associate Members shall be responsible for full dues and/or fees. Associate Members may not vote, serve on committees or hold office in the Society.
- C. Affiliate Member
Affiliate members are those Oral and Maxillofacial Surgeons or related health-care professionals who are not members of the American Association of Oral and Maxillofacial Surgeons. Affiliate Members shall be responsible for full dues and/or fees. Affiliate Members may not vote, serve on committees or hold office in the Society.

D. Life Member

Active members may apply for life membership upon reaching the age of 65 and paying Society dues for 30 years, or upon completion of 35 dues-paying years. Life membership may also be granted by achieving life membership in the AAOMS. A Life Member shall enjoy all privileges of Active Members and shall not pay dues or fees. Those applying for Life Member status must remit dues through the year in which they apply.

E. Retired Member

Retired membership shall be granted to an Active, Associate or Affiliate Member should the Member completely retire from the practice and/or teaching of Oral and Maxillofacial Surgery. Retired Members may not vote or hold office in the Society. A Member granted retired status shall not be responsible for dues or fees. Those applying for Retired Member status must remit dues through the year in which they apply.

F. Honorary Member

Honorary membership may be granted to those holding no other class of membership in the Society and have made distinguished contributions to the specialty of Oral and Maxillofacial surgery, or service to the Society. Honorary Members may not vote or hold office in the Society. Honorary Members shall not pay dues or fees.

Nomination to this status must have the written recommendation of five active members of the society to the Board of Directors and must be approved by a two-thirds vote of the membership present at any meeting of the Society. Not more than two honorary members may be elected in any year.

G. OMFS Resident Member

Resident membership may be granted to those who are certified as being residents or fellows in Oral and Maxillofacial surgery or a related field. OMFS Resident Members may not vote or hold office in the Society, nor shall they pay dues or fees.

Section III -Membership Procedures

- A. Applications for membership are available upon request from the Executive Director of the Society.

- B. All applications, when completed, shall be forwarded by the Executive Director to the Board.
- C. Upon approval by the Board, applications shall be presented at the annual business meeting of the Society. Acceptance shall be by a two-thirds vote of the members present.

Section IV- Dues and Rights

- A. Annual dues for all membership categories shall be determined by the Board and approved by the membership by majority vote of those members present at any meeting.
- B. Life, Honorary, Retired and OMFS Resident members shall not pay any dues or assessments.
- C. Only Active and Life Members may have the right to vote, serve on committees, and hold office.

Section V - Termination of Membership

- A. Any member of the Society may resign by notifying the Secretary-Treasurer, in writing, and returning the Certificate of Membership.
- B. A member shall be disqualified from active membership by failure to limit practice exclusively to Oral and Maxillofacial Surgery. If exclusive practice is resumed, the member may re-apply for membership after demonstrating that the practice has been limited to Oral and Maxillofacial Surgery for three years.
- C. Members who fail to pay the required dues and/or fees within six months from the due date shall be terminated for non-payment of dues and/or fees. Before a member may be terminated for nonpayment of dues and/or fees, a registered letter will be sent at least 30 days prior to termination. Members who desire to re-activate their status within the Society after termination for nonpayment of dues and/or fees may be reinstated with the payment of a penalty equal to any past dues and/or fees.

Chapter II- Government

Section I - Officers

Officers of the Society shall be:

- President
- President-Elect
- Vice-President
- Secretary-Treasurer
- Immediate past-President

Section II - Nomination

The Board shall submit the names of candidates for the officer positions at the annual meeting. Nominations may also be made from the floor of that meeting.

Section III - Elections

Elections of the officers shall be held at the annual meeting. Election shall be by closed ballot. A majority is required for the position to be filled. In the event of less than a majority in a multi-candidate election, run-off elections will be held immediately. Only those active and life members present at the election proceedings may vote. There shall be no voting by proxy or absentee ballot.

Section IV - Term of Office

Of the term of office for the elected officers shall be one year with the exception of the Secretary-Treasurer, which may be two years. Installation shall be at the annual meeting of the Society. An officer may not serve two terms in succession.

Section V - Vacancies

- A. In the event of a vacancy in any elected office, the President has the right to appoint an active member in good standing to fulfill the duties of that office for the remainder of the term. The appointment must meet with the approval of a simple majority of the Board.

- B. In the event of the death, resignation, or removal of the President from office, the President-Elect shall fill the remainder of the term with all rights, privileges and responsibilities thereof.

Section VI - Removal from Office

Parliamentary procedures as outlined in the current edition of the Sturgis Standard Code are to be followed for violation of the American Association of Oral and Maxillofacial Surgeons Code of Professional Conduct and/or Pledge.

Section VII - Duties of Officers

The duties of the Officers are as follows:

- A. President
The President shall have the following duties:
1. Preside at all meetings of the Society.
 2. Act as a member, *ex-officio*, of all committees.
 3. Appoint members of all committees of the Board, with their approval.
 4. Shall be responsible for the Annual Meeting of the Society.
 5. Has the right to delegate any duties of his office to the other officers at his/her discretion.
 6. Shall serve as liaison with the District Trustee and assist him/her in the performance of AAOMS functions as they relate to the Sixth District.
 7. Shall perform such duties as are customarily performed in this office.
- B. President-Elect
The President-Elect shall have the following duties:
1. Assist the President as required.
 2. Serve as President in the event of the vacancy.
 3. Succeed to the office of President, without election, at the next annual meeting of the Society following his election as President-Elect.
 4. Perform such other duties as may be provided in these Bylaws and the adopted parliamentary authority.
- C. Vice-President
The Vice-President shall have the following duties:
1. Assist the President as required.
 2. Function as President-Elect any event of the vacancy.
 3. Perform such other duties as may be provided in these

bylaws and the adopted parliamentary authority.

- D. Secretary-Treasurer
The Secretary-Treasurer shall have the following duties:
1. Shall be responsible, with the assistance of the Executive Director, for the official minutes of all meetings of the Society.
 2. Shall serve as custodian of all monies, securities, and belongings of the Society; and to hold, invest, and disburse these subject to the discretion of the Board of Directors.
 3. Shall oversee any audit of the funds of the Society.
 4. Shall prepare for the Board an annual budget for approval.
 5. Shall be responsible, with the assistance of the Executive Director, for filing all required government reports and forms.

Chapter III - Board of Directors

Section I - Board of Directors

The Board of Directors shall consist of:

1. All officers
2. Six Directors selected from the component societies
3. The District Trustee (ex-officio without the right to vote)
4. AAOMS officers from the Sixth District (ex-officio without the right to vote)
5. The Westerner Editor (ex-officio without the right to vote).

Section II - Powers

- A. The Board of Directors shall be the managing body of the Society vested with full power to conduct all business of the Society subject to the Constitution and Bylaws.
- B. The Board of Directors shall have the power to establish rules and regulations consistent with the Constitution and Bylaws to govern this organization's procedures and conduct.
- C. The Board of Directors shall conduct all business of the Society during the interval between meetings.
- D. The Board of Directors shall approve the annual budget and oversee the fiscal affairs of the Society.

Section III - Duties of the Board

- A. Report the year's activities of the Board of Directors to the membership of the Society at its annual meeting.
- B. Approve appointments to all committees.
- C. Review the annual written reports of all committees and make recommendations concerning such reports and committees to the general membership of the Society.
- D. Create or abolish regular or special committees as required for the conduct of the business of the Society.
- E. Approval all awards, honors, or special recommendations given in the name of the Society.
- F. Serve as a hearing committee for problems within the membership pertaining to the Society.
- G. Approve the annual budget.
- H. Annually review and negotiate terms of the contract of the Executive Director of the Western Society of Oral and Maxillofacial Surgeons.
- I. Perform such other duties as may be prescribed in the Constitution and Bylaws.

Section IV - Meeting of the Board

- A. The Board of Directors shall meet at least once per year.
- B. A simple majority of the Board members shall constitute a quorum.
- C. Special sessions of the Board may be called anytime by the President or by a majority of the Board members. Due notice of any such session shall be forthcoming from the Secretary-Treasurer or President.

Section V - Nomination

The Board shall announce vacant Board positions in the spring publication of *The Westerner* and nominations for those positions will be called for at the next annual meeting.

Section VI - Elections

Election of Board members shall be held at the Society's annual meeting. Election shall be by ballot. A majority is required for a position to be filled. In the event of less than the majority in a multi-candidate election, run-off elections will be held immediately. Only those active or life members present at the election proceedings may vote. There shall not be any voting by proxy or absentee ballot.

Section VII - Term of Office

The term of office for the Directors shall be three years. Installation shall be at the annual meeting of the Society. A Director may not serve more than two terms in succession.

Chapter IV - Committees

- A. All committee functions will be carried out by the Board as a whole unless otherwise designated. Committee membership for ad hoc functions shall be appointed by the Board and may consist of Board and/or regular membership. The Board has the right to appoint standing committees as necessary for the function of the Society.
- B. The following committee functions are the responsibility of the Board including, but not limited to: Nominating, Membership, Ethics, Program, Constitution and Bylaws, Legislative, Health Service Plans, Professional Liaison, Finance, Anesthesia, and Insurance.

Chapter V - Finance

- A. The fiscal year of the Society shall be the calendar year.
- B. Annual dues shall be payable in advance and due on the first of January of each calendar year.
- C. The financial records of the Society shall be kept in accordance with standard accounting practices. The books shall be available for audit by an independent accounting firm approved by the Board at any time at the discretion of the Board or by a two-thirds majority vote of the entire membership.

Chapter VI - Annual Meeting

- A. The time and place of the annual meeting of the Society shall be determined by the President with the approval of the Board.
- B. A quorum shall be constituted by a simple majority of members registered at the annual meeting.
- C. Parliamentary authority for the annual meeting, and all other functions of the Society, shall be the most current addition of the Sturgis Standard Code of Parliamentary Procedure.

Chapter VII - Annual Summer Caucus

- A. The official call of all caucuses shall be at the direction of the respective District Trustee after consultation with the caucus chairman.
- B. The chairman of the caucus is invited to the Board of Directors meeting held in conjunction with the annual meeting of the Western Society of Oral Maxillofacial Surgeons and Board meeting held at the Summer Caucus.

Chapter VIII - Ethics

Members of the Western Society of Oral and Maxillofacial Surgeons shall be governed in ethical matters by the Code of Professional Conduct of the American Association of Oral and Maxillofacial Surgeons.

RULES AND REGULATIONS OF THE WESTERN SOCIETY OF ORAL AND MAXILLOFACIAL SURGEONS

Section 1 – Annual Meeting

- 1.1 Attendance-All active WSOMS members in good standing may attend the business meeting of District VI without paying the annual meeting registration fee. Participants in any scheduled activity other than the business meeting must pay the entire registration fee.
 - 1.1 - 1 Student members (OMS Residents) - Student members may attend the Annual Meeting, including the Scientific Session and business meeting, without charge as a guest of the Society. Participation in any other scheduled function /activity will be charged at the regular published rate.
 - 1.1 - 2 First Year Members - First-year members in good standing, and in the first year of practice, may attend the Annual Meeting, including the Scientific Section and the business meeting, for a fee equal to 50 % of the published rate. Participation in any other scheduled function/activity will be charged that the regular published rate.
- 1.2 Retired/Life Members - Any life or retired member may attend the WSOMS Annual Meeting for a \$100.00 registration fee. This fee entitles the member to attend the Scientific Session and registration materials; participation in any other scheduled function/activity will be charged at the cost of the function.
- 1.3 Invitees - any individual invited to attend the Annual Meeting to receive a special award will have the meeting registration fees waived. The individual and spouse will be our hosted guests at the scheduled function where the award is presented. Participation in any other scheduled function/activity will be charged at the regular published rate.
 - 1.3-1 Speakers - Speakers invited to present at the Scientific Session shall be provided transportation, i.e. coach class airfare, lodging, a reasonable per diem for meals and shall be hosted for those activities included in the meeting registration. In addition, an honorarium, subject to approval by the Board, may also be given.
- 1.4 Dedicated honorees - Meeting dedication honorees will have registration fees waived and will be hosted for all scheduled functions/activities. Additional hosted persons attending must have prior board approval for any or all waiver of fees.

1.5 Hosted members:

1.5 - 1 President/Spouse - WSOMS President and spouse will have hotel charges, miscellaneous expenses, President's reception, meeting registration, and all scheduled functions hosted by the society.

1.5 - 2 Exhibitor - Exhibitors sponsoring functions will be the Society's hosted guest at that particular function for all company exhibitors and spouses in attendance at the meeting. Any other considerations will have prior Board approval.

1.5 - 3 AAOMS Officers:

1.5 - 3a AAOMS officers invited by the board will have fees for meeting registration and scheduled hosted meal functions waived for the entire meeting. Participation in other scheduled activities/meals will be charged at the regular published rate.

2.5 - 3b Those running for AAOMS national office will not be required to pay a registration fee. Participation in other scheduled activities/meals will be charged at the regular published rate.

1.5 - 4 Exceptions - Others requesting waiver of registration fees must apply in writing and have Board approval prior to the convening of the meeting.

1.6 Representation:

1.6 - 1 State Society

1.6 - 1a District VI state presidents or their designated representatives are expected to be in attendance at the WSOMS annual meeting as representatives to discuss current issues pending in their state. No meeting registration fee waiver is issued. (They are welcome to attend strictly the WSOMS business meeting at no charge).

1.6 - 1b Reimbursement: WSOMS may at its discretion, when the annual Meeting is held in conjunction with the state or several state societies, issue a reimbursement to those state members attending in an amount reflecting the WSOMS member registration fee.

1.6 - 2 Trustee: The District VI trustee is expected to be in attendance at all WSOMS board meetings, District VI annual meeting, and the Summer Caucus (political forum). Registration fees only will be waived.

1.7 Meeting location: Locations of WSOMS meetings are at the discretion of the Board.

Meetings may be held in conjunction with a state society meeting.

- 1.8 Executive Director: WSOMS Executive Director will attend and participate at all meetings requested with the expense to be borne by the Society.

Section 2 - Summer Caucus (political forum)

- 2.1 Meeting Locations: The meeting location for the annual Summer Caucus will be held at the discretion of the Caucus Chair in accordance with the AAOMS rules and regulations. The dates may vary, however, the caucus will normally be held on the third weekend of August, preceding the AAOMS Annual Meeting.
- 2.2 Attendance: All members of the Board of Directors as well as the officers of the WSOMS are expected to be attendance as well as delegates and alternates from the components societies of District VI. Other invitees to the summer caucus may include State Presidents and/or others at the board's discretion.
- 2.3 Opening statements: Opening statements will be carried out by the caucus chair. Announcements regarding the WSOMS, the caucus and the introduction of attendees may be made at that time by the President of the WSOMS.
- 2.4 Chairperson: The chairperson of the summer caucus will be the Caucus Chairman assisted by the caucus secretary who has been elected or appointed to that position on approval of the leadership of the WSOMS.
- 2.5 Order of Business: Business will be conducted in the usual manner of a meeting of this nature and the presiding officers will direct the business from a pre-established agenda.
 - 2.5 - 1 The agenda will be mailed to the participants as early as is reasonable prior to the meeting so that it maybe reviewed.
 - 2.5 - 2 The agenda may be changed at any time by the Caucus Chair in conjunction with the WSOMS officers and/or Executive Director of the WSOMS.
- 2.6 Executive Director:
 - 2.6 - 1 The Executive Director will be responsible for attending the Meeting and keeping the members notified of the agenda as well as to take minutes and assist the caucus chairman in conducting the meeting.
 - 2.6 - 2 The Executive Director will be responsible for notifying the attendees at least 30 days prior to the meeting of the Caucus.

2.6 - 3 The Executive Secretary will also assist the Caucus Chair in obtaining the information necessary to conduct the caucus and assist the AAOMS central office in providing this material to attendees for review prior to the caucus convening.

Section 3 - Executive Director

- 3.1 Selection - The Executive Director's position will be filled by review of resumes and interviews of candidates with the Executive Committee for the WSOMS.
- 3.2 Position and Duties - The job description of the Executive Director of the WSOMS is set forth in the position description which is on file with the bylaws of the organization.
- 3.3 Contract - The WSOMS Board shall, in Executive Session, annually review the performance of the Executive Director and ancillary staff.

Section 4 - Board of Directors

- 4.1 Attendance - The WSOMS Board is expected to be in attendance at all WSOMS functions: WSOMS annual meeting, WSOMS hosted reception at the AAOMS Annual Meeting, and summer caucus (political form). Board of Directors meetings will be held at the specific times. Additional meetings or conference calls may be scheduled as necessary. Every attempt is expected to be made to participate at these additional meetings.
- 4.2 Information - Board members are expected to address their corresponding state societies regarding District VI issues and schedule of events at any scheduled meeting whenever the District VI trustee is not present to address these issues.
- 4.3 Membership responsibility - Board members are encouraged to assist in all membership drives of the society. Notice of new members in component state societies should be made known to the WSOMS central office. It is incumbent for all members of the Board of Directors to insure to the best of their abilities that members of their state societies are encouraged to be members of the WSOMS as well.
- 4.4 Election - As described in the Bylaws of the WSOMS, Section 3.

Section 5 - Newsletter

- 5.1 Publication dates - The newsletter will be published at least twice yearly. One issue will be published in the spring. An additional issue will be published after the AAOMS annual meeting. Deadlines for articles will be January 1st and September 1st respectively.
- 5.2 Editor - The Editor of the newsletter shall be a member of the WSOMS and will be either appointed or elected to that position at the discretion of the Board of Directors of the society. The Editor may serve for more than one term of office and may be offered an ongoing position if it is agreeable to with the Board of Directors as well as the individual involved.

Section 6 - Products and Services

- 6.1 WSOMS Statement - If the WSOMS makes members aware of the availability of the product or service is not meant to imply this product/service is superior to all others. WSOMS does not endorse or recommended any product or service.
 - 6.1 - 1 Guarantee - WSOMS will not guarantee, warrant or otherwise endorse a product or service.
 - 6.1 - 2 Guideline - The advertisement of any product or service will follow the "advertising guidelines" of the WSOMS.
 - 6.1 - 3 Disclosure - Complete disclosure of financial advantages to WSOMS will be made to the membership.
- 6.2 Contract/Agreement - Such a contract/agreement shall be drawn up and/or reviewed by legal counsel to assure call necessary inappropriate languages included.
- 6.3 Usefulness - The product/service should be potentially useful and/or beneficial to all members of the WSOMS.
- 6.4 Advertising - The approval of product or service advertisement will require a majority vote of the Board of Directors.
- 6.5 Approval of Product - The product or service should not create competition or potential competition between society members.
- 6.6 Proprietary Interest - No member of WSOMS shall have a proprietary interest in any product or service advertised by WSOMS.

6.7 The above guidelines are subject to revision as deemed necessary by the Board of Directors.

Section 7 - Dues

7.1 Dues will be approved in collected from the membership as per the Bylaws, Section 4, and Parts A through C.

7.2 Alternative Elections:

7.2-1 Vertical Membership - If a state society chooses to make membership mandatory in the WSOMS as a requirement of membership within that state society, they may do so.

7.2 – 2 WSOMS dues collection:

7.2 - 2a Option 1 - The state society collects both the state and the WSOMS dues. The State Society then sends the WSOMS the designated dues amount for each active, associate and affiliate member of that society along with member names, addresses and phone numbers.

7.2 – 2a Option 2 - The WSOMS would collect both the state and the WSOMS dues. The WSOMS then sends a check for the designated amount for each active, associate and affiliate member of that society along with the names of the paid members.

7.2 2a Option 3- The WSOMS will continue to independently bill and collect the dues of its members

Section 8 - Membership

8.1 Categories - The categories of membership are listed in the bylaws of the WSOMS, section 1.2.

8.2 Directory - As has been discussed in the past, a membership directory may be published if the Board of Directors and the officers deem that to be a necessary item and/or a benefit to the overall membership.