

CONSTITUTION AND BYLAWS
THE SOUTH CAROLINA SOCIETY OF ORAL
AND MAXILLOFACIAL SURGEONS

CONSTITUTION

ARTICLE 1 - NAME

The name of this Society shall be: The South Carolina Society of Oral and Maxillofacial Surgeons.

ARTICLE 11 - OBJECT

The objects of this Society shall be:

1. To contribute to the general health and welfare of the state of South Carolina by educating the people of the state regarding the qualifications and functions of dentists and dentists/physicians who have limited their practice to oral and maxillofacial surgery.
2. To promote and encourage the advancement of the practice of oral and maxillofacial surgery.
3. To encourage the members to discharge their civic and professional responsibilities to the community.
4. To provide among its members opportunities for social and professional community.

ARTICLE m - ORGANIZATION

Section I - Incorporation

The Society is a 'not-for-profit' organization, chartered under the laws of the State of South Carolina. If this Society is dissolved at any time, its funds and/or property shall be distributed to the Department of Oral and Maxillofacial Surgery of the College of Dental Medicine of the University of South Carolina.

Section 2 - Membership

The membership of this Society shall consist of members of the dental and dental/medical profession, who shall have special qualifications as established in Chapter I of the Bylaws.

ARTICLE IV - OFFICERS

Section I - Elective Officers

Elective officers shall be: President, Vice-President and Secretary-Treasurer.

Section 2 - Executive Committee

The Executive Committee shall consist of the elective officers and the immediate past president.

Section 3 - Appointive Officers

There shall be no appointive officers.

ARTICLE V - AMENDMENTS

Section 1

The Constitution and Bylaws may be amended by a three-quarter vote of the members present at a stated or special meeting.

Section 2

All proposed amendments must be distributed to the membership fifteen days prior to the date of a stated or special meeting.

BYLAWS

CHAPTER 1 - MEMBERSHIP

Section 1 - Classification

Membership of the Society shall be classified as follows:

- (a) Active Members
- (b) Provisional Members
- (c) Associate Members
- (d) Life Members
- (e) Honorary Members
- (f) Resident Members

Section 2 - Qualifications

- (a) Active Members

The requirement for active membership in this Society shall be fellowship/membership in the American Association of Oral and Maxillofacial Surgeons; the members must participate in the American Association of Oral and Maxillofacial Surgeons Office Anesthesia Evaluation Program to include mandatory, on site evaluation on a regular basis. The members must be licensed to practice, and actively practicing dentistry or medicine within the State of South Carolina, be a graduate of an accredited dental school and have completed an accredited oral and maxillofacial surgery accredited training program. If specialty licenses, certificates, or permits are required by the state of South Carolina, then the individual must have a valid specialty license, certificate, permit, etc. An individual practicing under a medical license must follow the same additional criteria of membership as those single degree members (i.e. office anesthesia requirements, etc.).

- (b) Provisional Members

Provisional membership may be extended to any candidate for state membership whom has met all requirements for active membership except the fulfillment of an office on-site anesthesia evaluation. A provisional member must have an active application for an on-site office anesthesia evaluation with the South Carolina Society of Oral and Maxillofacial Surgeons that is not greater than two (2) years in duration. Provisional membership will only apply for a two-year period. If an onsite office anesthesia evaluation is not fulfilled within this two-year period, the provisional membership is concluded and the individual must reapply as a

candidate for membership unless an exemption is granted for special circumstances as provided by the Committee on Membership.

A provisional member shall enjoy all the privileges of the South Carolina 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 AAOMS Committee on Membership.

(c) Associate Members

Associate membership may be extended to those meeting American Association of Oral and Maxillofacial Surgeons fellowship/membership requirements, but not yet fellows/members of the American Association of Oral and Maxillofacial Surgeons, including oral and maxillofacial surgeons in the armed forces, Veterans Administration, and United States Public Health Service, stationed and assigned in South Carolina. Associate members must be in the active limited practice of oral and maxillofacial surgery within the state of South Carolina.

(d) Life Members

An active member may apply for the classification of Life Member of this Society upon attaining the age of sixty-five (65) years.

(e) Honorary Members

Honorary membership in this Society may be granted to those holding no other classification of membership in the Society, who has made distinguished contributions to the specialty of oral and maxillofacial surgery.

(f) Resident Members

Resident membership shall be extended to residents in oral and maxillofacial surgery at the College of Dental Medicine of the Medical University of South Carolina.

Section 3 - Rights and Privileges

- (a) Life, honorary and resident members shall not be assessed dues, shall have no voting rights, may not hold elective office, and may not be members of committees of this Society. These members may attend all meetings of the Society except those for which an executive session is declared.

- (b) Associate members are entitled to all rights of active membership except that they may not vote for delegates/alternate delegates to the American Association of Oral and Maxillofacial Surgeons, or for any matters pertaining to the American Association of Oral and Maxillofacial Surgeons.
- (c) The initiation fee for active and associate members shall be determined by the Executive Committee.
- (d) Annual dues shall be determined by the Executive Committee and are due by December 31 following the annual business meeting. Should a member's dues remain unpaid by March 15 of the following year, the member will be designated as "a member in good standing" and an assessment shall be levied upon the member of an amount equal to the current dues. The fiscal year of the Society shall coincide with the calendar year.
- (e) Forms for application for active and associate membership in the Society are available upon request from the secretary-treasurer of the Society.

- 1. All applications for membership in the Society shall be forwarded by the secretary-treasurer to the Membership Committee..

All applications acted on by the membership committee shall be presented at one of the bi-annual business meetings.

All applications for membership in the Society shall be submitted to the secretary-treasurer at least thirty (30) days prior to the business meeting when the application will be voted upon. A three-fourth (3/4) vote by the members present shall be necessary to accept an applicant into membership.

- 2. Candidates rejected for active and associate membership shall be permitted to re-apply for membership after a lapse of one year.
 - a. If a candidate is denied South Carolina component society membership, the candidate must appeal within ninety (90) days. The South Carolina component must notify the candidate of his right of appeal upon his denial of membership;
 - b. When the candidate appeals, the South Carolina component will be required to set up a South Carolina component peer review committee or an appropriate body within the South Carolina component (excluding those on the membership committee) to evaluate the candidate within six (6) months.

After evaluation, if membership is again denied, the review committee is required to report (by way of a national standardized format) on the candidate denied membership to the AAOMS Committee on Membership for evaluation. The South Carolina component must notify the candidate at that time of his right to appeal to the AAOMS;

- C. A candidate denied membership after an appeal to the South Carolina component society has the right to appeal that decision to a national review committee. The candidate has ninety (90) days to request appeal by the AAOMS Committee on Membership. Within six (6) months, the AAOMS Committee on Membership will establish a three (3) member review committee composed of one from the AAOMS Membership Committee, one from the South Carolina component society Membership Committee and a third voting member as a neutral arbitrator, i.e. a retired judge, or one from an organization such as the American Arbitration Association. This AAOMS/SC Component Review Committee will interview and evaluate the candidate, make the determination of the individual's eligibility with the decision of the Review Committee binding on both the AAOMS and the respective South Carolina component society.

Section 4 - Termination of Membership

- (a) A member of the Society may affect resignation from the Society at any time by writing the secretary-treasurer and returning the Certificate of Membership.
- (b) A member shall be disqualified by failure to limit practice exclusively to oral and maxillofacial surgery. If exclusive practice is resumed, a former member may re-apply and be re-admitted without initiation fee, provided evidence is presented to show limitation of practice for a period of three (3) years. Honorary members are excepted from the requirement of exclusive practice.
- (c) A member who fails to pay his dues and/or assessments within six (6) months from the due date shall be subject to expulsion for non-payment of dues. Upon expulsion, he ceases to be a member

and shall have no claims against the Society on account of dues paid in.

1. Before a member may be expelled for non-payment of dues, he shall receive notice by registered mail, at least fifteen (15) days prior to the next stated meeting, informing him that his name will be recommended to the Society for expulsion for non-payment of dues. At said meeting, a three-fourth (3/4) vote of the members present shall be required for expulsion.
2. Members expelled for non-payment of dues may be invited to rejoin and, if accepted, shall pay their delinquent dues and assessments, plus annual dues and initiation fees.

(d) A member may be expelled from the Society on the basis of written charges showing action by the member to be of detriment to the interests or honor of the Society. Such charges shall be investigated by the Committee on Ethics and shall have the concurrence of the Executive Committee; however, expulsion shall be solely by three-fourth (3/4) affirmation vote of those members present at any regular meeting of the Society. The right of a member to a hearing shall, at all times, be preserved.

(e) Any member shall be automatically disqualified upon loss of AAOMS or ADA membership.

CHAPTER 11 - ELECTED OFFICERS

Section I - Elected Officers shall be:

President
Vice President
Secretary-Treasurer

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 and the executive committee to the Society at the annual business meeting. Nominations may also be made from the floor.

Section 3 - Elections

The election of the president, vice-president and secretary-treasurer shall be held at the annual business meeting.

Section 4 - Voting

There shall be no voting by proxy nor mailed ballot.

Section 5 - Tenure

The term of office for elected officers shall be two years.

Section 6 - Installation

The elected officers and other members of the executive committee shall be installed at the annual business meeting.

Section 7 - Vacancies

In the event of a vacancy in any elective office, the president shall appoint a successor to this office for the unexpired term

Section 8 - Duties of Officers

President: The president shall preside at all meetings of the Society. He shall act as an ex-officio member of all committees. He shall appoint the regular standing committees of the Society and such other committees as the Society shall authorize. He shall perform such other duties as usually pertain to his office. In the case of his death, resignation, or removal from office, the vice president and secretary-treasurer shall be the order of succession to act in the capacity of the president until the election at the next annual fall meeting.

Vice President: The vice president shall act in the capacity of president in his absence.

Secretary-Treasurer: The secretary-treasurer shall keep records of minutes and shall carry on the official correspondence of the Society. He shall receive all monies of the Society and deposit same for the Society in a reputable bank as designated by the executive committee. All disbursements for the Society shall be made with the signature of the secretary-treasurer only. He shall submit a written report of the financial status of the Society at every stated meeting and an annual report at the annual fall meeting.

Section 9 - Delegate and Alternate Delegate to the AAOMS House of Delegates

Positions of Delegate and Alternate Delegate

(a) Establishment of Delegate and Alternate Delegate Positions

This organization shall elect representatives of this body to serve as delegate(s) and alternate delegate(s) to the American Association of Oral and Maxillofacial Surgeons (AAOMS) House of Delegates. The number of delegates shall be determined by the formula derived by the AAOMS. For each delegate so specified, this body will also elect one alternate delegate.

(b) Duties of the Delegate(s) and Alternate Delegate(s)

The delegate shall serve as the official representative of this body to the AAOMS House of Delegates. This individual shall be required to attend all sessions of the annual AAOMS House of Delegates meetings and attend all district caucus meetings. This individual shall, to the best of his or her ability, seek to represent the will and the wishes of this body in all actions taken in the discharge of these responsibilities. The delegate shall prepare a written report on the pertinent actions of the AAOMS House of Delegates and shall present this report to the members of this body at each official business meeting of this body.

The alternate delegate shall serve to fill the position of the delegate if the delegate is unable to attend a required meeting or fulfill the responsibilities of the position of delegate, as is further herein stated. This individual shall, to the best of his or her ability, seek to represent the wishes of this body in all actions taken in the discharge of these responsibilities. In the event that the delegate is unable to report to this body as is herein provided, the alternate delegate shall provide such a written report to the members.

(c) Election of Delegate(s) and Alternate Delegate(s)

Any active member of this organization is eligible to stand for election to the positions of delegate and alternate delegate. The nominating committee, with the advice of the membership, shall present nominees for these positions for the general membership. The election for these positions shall be held at the annual fall business meeting of the organization. Additional nominations may be made by the membership "from the floor" at the so described meeting. A majority vote of the members present is mandatory for affirmative election to each position. In the event that no candidate receives a majority of votes, the candidate with the least number of votes will be deleted from the ballot and a new election will take place. The procedure will continue until each candidate has received a majority for each individual position. In all cases where more than one member is nominated for a position, a written ballot voting procedure will be required, with written ballots provided by the secretary-treasurer of the organization.

(d) The tenure for each position of delegate and alternate delegate shall be for two years. Individuals holding these positions shall be eligible to be elected to consecutive and succeeding terms, without limit.

(e) Reimbursement for Expenditures

The delegate shall be reimbursed for attendance at required meetings as follows:

- Annual House of Delegates Meetings and Caucuses: \$500.00
- Summer District Caucus: \$300.00

The alternate delegate shall be reimbursed for attendance at require meetings as follows:

- Annual House of Delegates Meetings and Caucuses: \$300
- Summer District Caucus: \$300.00

In the event that a delegate or alternate delegate receives compensation from the AAOMS due to his or her participation in committee meetings, scientific or administrative programs, or any other such activity, the reimbursement provided herein is waived. If such remuneration from the AAOMS is less than the prescribed reimbursement herein, the individual will be paid the difference between the AAOMS allowance and the South Carolina Society of Oral and Maxillofacial Surgeons organization reimbursement, as herein provided. At the annual business meeting each year, the delegate and alternate will submit a "Statement of Reimbursement Due" for the appropriate amount to the secretary-treasurer of the organization for payment to the delegate and alternate delegate.

(f) Inability to Carry Out the Duties of Position

If the delegate is unable to carry out the responsibilities of his or her position, the delegate shall notify the president of the organization, who shall appoint the alternate delegate to serve as the replacement delegate. The president of the organization shall appoint a member from the general membership to serve as alternate delegate. The president should attempt to serve in this capacity, if possible. If both the delegate and alternate delegate are unable to carry their responsibilities, the president shall appoint both a replacement delegate and a replacement alternate delegate. The president should attempt to serve as the delegate and the immediate past president should attempt to serve as the alternate delegate, if possible.

(g) Resignation, Death, Illness and Discharge from Position

The delegate and alternate delegate may resign their individual positions at any time. If such resignation occurs during elected tenure of office, the provisions of

item six (6) "Inability to Carry Out the Duties of Position" shall be utilized to fill vacant positions. Likewise, in the event of death or illness that prevents such individual from carrying out the responsibilities of the position elected to, the provisions of item six (6) "Inability to Carry Out Duties of Position" shall apply.

In the event of professional misconduct, dereliction of office or other such behavior deemed detrimental to the organization as determined by the Executive Committee, the delegate or alternate delegate may be removed from office by a majority vote of the membership at meeting of the organization, provided there is a quorum present. In the event that a delegate or alternate delegate is removed from office under these circumstances, a new election will be held at this same meeting to elect a member to fill such a vacant position. The election process as described in item three (3) "Election of Delegate(s) and Alternate Delegates" shall be used for the election of this individual or individuals, except that such election could occur at the spring Business Meeting or at a special called meeting of the organization, provided there is a quorum present.

CHAPTER III - EXECUTIVE COMMITTEE

Section I - Composition

The executive committee shall be composed of the elected officers and the immediate past president.

Section 2 - Installation

The executive committee shall be installed at the annual business meeting of the Society.

Section 3 - Powers

- (a) The executive committee 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 state of South Carolina, the Articles of Incorporation and the Constitution and Bylaws.
- (b) The executive committee shall have the power to establish rules and regulations, consistent with the Bylaws, to govern the procedure and conduct of this organization.
- (c) The executive committee shall conduct all business of the Society during the interval between meetings.

Section 4 - Duties

- (a) To report annually to the Society the activities of the executive committee for the previous year.
- (b) To approve appointment of all committees.
- (c) To review the annual written reports of all committees and to make recommendations concerning all reports to all members of the Society.
- (d) To create, or abolish, committees other than those set forth in the By-laws.
- (e) To perform such other duties as may be prescribed in these By-Laws.
- (f) To approve all awards, honors, or other special commendations given in the name of the Society.

Section 5 - Sessions

- (a) The executive committee shall meet annually and a majority of the committee shall constitute a quorum.
- (b) Special sessions may be called at any time by the president. He shall call such sessions on the request of any two members of the executive committee, provided due notice of any such session is given to each member of the executive committee at least ten days in advance of the time scheduled for the session.

Section 6 - Officers

The president and secretary-treasurer of the Society shall act as chairman and secretary of the executive committee.

CHAPTER IV - COMMITTEES

Standing committees of this Society shall be:

1. Nominating
2. Membership
3. Ethics
4. Program
5. Constitution and By-Laws
6. Legislative/Health Care Programs
7. Anesthesia

CHAPTER V - FINANCE

The fiscal year of this Society shall coincide with the calendar year.

Annual dues shall be payable in advance, and due by December 31 following the annual business meeting. If a member's dues remain unpaid by March 15 the following year, the member will be designated as "a member in good standing", and an assessment shall be levied upon the member of an amount equal to the current dues. If a member's dues remain unpaid by June 1, the member will be designated as "delinquent" and shall be subject to expulsion for non-payment of dues.

CHAPTER VI – MEETINGS

Section 1 - Time and Place

The time and place of the annual meeting, the annual business meeting and other meetings shall be determined by the executive committee.

Section 2 - Quorum

A quorum shall be constituted by fifty percent (50%) of the members present at any duly announced meeting of the Society.

CHAPTER VII - PARLIAMENTARY AUTHORITY

"Robert's Rules of Order", as most recently revised, shall be the Parliamentary Authority for all activities of the Society not otherwise governed by the Rules, By-Laws or procedures of the Society.

CHAPTER VIII - CODE OF ETHICS

Members of the South Carolina Society of Oral and Maxillofacial Surgeons shall be governed in matters of ethics by the Code of Ethics of the American Dental Association and the Pledge of the American Association of Oral and Maxillofacial Surgeons.

CHAPTER IX – AWARDS

The Robert Coles Lifetime Achievement Award shall be given to any SCSOMS member that has attained AAOMS Life Fellow or Retired Fellow status. This award shall be given at the discretion of the Executive Committee and will be given only when an SCSOMS member has distinguished themselves by demonstrating long term service to the profession.

CHAPTER X - AMENDMENTS

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

Section 2 - All proposed Amendments must be distributed to the membership fifteen (15) days prior to the stated or special meeting.

Section 3 - The Constitution and Bylaws may be amended by three fourth (3/4) vote of the members present at a stated or special meeting.