

BYLAWS OF THE **AMERICAN ACADEMY OF OROFACIAL PAIN**

AAOP Mission Statement

The American Academy of Orofacial Pain, an organization of dentists and affiliate allied health care professionals, is dedicated to alleviating pain and suffering through the promotion of excellence in education, research and patient care in the field of orofacial pain and associated disorders.

The American Board of Orofacial Pain is the sole Certifying Board recognized by the American Academy of Orofacial Pain.

CHAPTER I **MEMBERSHIP**

SECTION 1. Classification and Basic Requirements. The membership of the American Academy of Orofacial Pain shall consist of Active Members, Fellow Members, Student/Initiatory Members, Life/Life Fellow Members, Retired Members and Honorary Members. The qualifications of each class of membership shall be provided for herein. The membership criteria may be modified at the request of Membership Committee and then must be approved by a majority vote of the Council unless an amendment to the bylaws is applicable in which case the process of amending will be followed.

The following must apply to all members:

- (a) All members of the American Academy of Orofacial Pain (Academy), including any and all categories of membership in the Academy, must agree to abide by the bylaws of the Academy.
- (b) All members of the Academy, including any and all categories of membership in the Academy, must agree to abide by the Code of Conduct of the American Academy of Orofacial Pain and be willing to work within the Academy's "Objectives" to promote the best interest and ideals of the Academy throughout said membership.
- (c) The privilege to vote on any issues related to the specialty of Orofacial Pain is restricted to Fellows and Life Fellows of the Academy.

SECTION 2. Active Members. Active Members shall possess the following qualifications. They shall:

- (a) Be a licensed dentist (DDS, DMD or equivalent degree) in good standing within the state or country within which they practice who has either completed an advanced education program in Orofacial Pain accredited by the Commission on Dental Accreditation or have sufficient experience in Orofacial Pain as deemed

equivalent by the Academy of Orofacial Pain or the American Board of Orofacial Pain.

- (b) Meet the current residency requirements as stipulated in Chapter 1, Section 1.
- (c) Applicants shall:
 - (1) Be approved by Council upon recommendation of the Membership Committee. Upon approval by Council, the membership at-large will be notified by written or electronic means of the pending applications, and barring any written objection they will be accepted as members. If any objections are received, the application will be returned to the membership committee for further consideration.
- (d) Regular payment of dues is a requirement for maintenance of Active membership in the Academy.
- (e) Active Members shall be eligible to hold office, serve on the Academy Council or chair a committee.
- (f) Active Members shall possess the right to vote in the election of officers at the annual membership business meeting and for all items required to be presented to the membership of the academy for further action.

SECTION 3. Fellow of the Academy. Fellows of the Academy shall possess the following qualifications. They Shall:

- (a) Be a Life member prior to 2005 who shall be recognized as a Life Fellow, or
- (b) Have been an Active member and a licensed dentist (DDS, DMD or equivalent degree) in good standing prior to 2005 and maintained their membership since, or
- (c) Be an Active member and a licensed dentist (DDS, DMD or equivalent degree) who has demonstrated a minimum of five (5) years of an exceptional understanding of the treatment of temporomandibular disorders and orofacial pain through graduate or post graduate training, research or clinical experience, or graduated from an advanced university-based orofacial pain program that is equivalent to at least a 2-year full-time program, and
 - (1) Completed and submitted the application for Fellowship
 - (2) Have passed the American Board of Orofacial Pain (ABOP) Examination.
 - (3) Provide two (2) letters of recommendation from Fellow Members
- (d) The privilege to vote on any issues related to the specialty of Orofacial Pain is restricted to Active members, Fellows and Life Fellows of the Academy

Additional Membership Rights and Requirements

- (e) Regular payment of dues is a requirement for maintenance of Fellow of the Academy membership.
- (f) Fellow of the Academy members shall be eligible to hold office, serve on the Academy Council or chair a committee.

- (g) Fellows of the Academy members shall possess the right to vote in the election of officers at the annual membership business meeting and for all items required to be presented to the membership of the academy for further action.

SECTION 4. Student/Initiatory Members. Student/Initiatory Members shall possess the following qualifications. They shall:

- (a) Be a current full-time dental or post-graduate dental student in good academic standing, and one of the following
 - (1) A licensed dentist (DDS, DMD or equivalent degree) in good standing within the state or country within which they practice and a current participant of an Academy recognized post-doctoral full-time university residency program, or
 - (2) A licensed dentist (DDS, DMD or equivalent degree) in good standing within the state or country within which they practice and a graduate within the past 12 months of an Academy recognized post-doctoral full-time university residency program, or
 - (3) A full time, current predoctoral dental student with interest in temporomandibular disorders and/or orofacial pain, or
 - (4) Be a licensed dentist (DDS, DMD or equivalent degree) in good standing within the state or country within which they practice and enrolled in, or successfully completed within the past 12 months, an orofacial pain post-graduate or residency program not described above and approved by council for student/initiatory membership.
 - (5) A full-time orofacial pain post-graduate or residency program must be consistent with current CODA accreditation standards
- (b) Student/Initiatory Members/Applicants shall:
 - (1) Be approved by Council upon recommendation of the Membership Committee.
 - (2) Meet the residency requirements as stipulated in Chapter 1, Section 1.
- (c) Regular payment of dues is a requirement for maintenance of Student/Initiatory membership in the Academy.
- (d) Student/Initiatory Members may serve on or chair a committee.
- (e) Student/Initiatory Members shall possess the right to vote in the election of officers at the annual membership business meeting and for all items required to be presented to the membership of the academy for further action with the exception of those items pertaining to the field of Orofacial Pain as a recognized specialty of the ADA.
- (f) Student/Initiatory Members shall have all the additional benefits of membership except a subscription to the Academy's designated journal.
- (g) Student/Initiatory Memberships must be transitioned to Active membership within (4) four years from date of joining.

SECTION 5 Life/ Life Fellow Members. Life Members shall possess the following qualifications. They shall:

- (a) Be a licensed dentist (DDS, DMD or equivalent degree) or be a licensed physician (MD or DO or equivalent degree) or be a non-dental or non-physician allied health professional or researcher in good standing within the state or country within which they practice or teach
- (b) Have been an Active or Fellow Member in good standing for ten (10) consecutive years and therefore have satisfied all the requirements of Active or Fellow Member and will continue to do so.
- (c) Any Fellow of the Academy becoming a Life member will be referred to as a Life Fellow of the Academy. Life Fellows must meet all of the additional requirements of Fellow Members.
- (d) Be retired from active participation in their profession but may be paid to teach two or fewer days per week.
- (e) Have all the privileges of Active or Fellow membership and shall pay dues as determined by council, with the understanding that any Life member may, for personal reasons, appeal to council in writing for an exemption from part of, or the entire dues requirement. Receipt of the designated journal is at the discretion of Council.
- (f) Life Membership may be granted at the discretion of the Council upon application by the member.
- (g) Life Members who resume active practice or full-time academics will automatically be reinstated to their previous category of membership.

SECTION 6. Retired Member. Retired Members shall possess the following qualifications. They shall:

- (a) Have been a Member in good standing for less than ten (10) consecutive years.
- (b) Be retired from active participation in their profession but may be paid to teach two or fewer days per week.
- (c) Have all the privileges of their prior Membership category except receipt of the designated journal with half the applicable Membership dues.
- (d) Once a Retired Member achieves ten years of total membership he may be eligible for Life Membership upon written request to, and approval by the Council.
- (e) If a Retired member is unable to meet the full dues requirements for personal reasons, he/she may appeal to council in writing for an exemption from part of, or the entire dues requirement.

SECTION 7. Affiliate Members. Affiliate Members shall possess the following qualifications. They shall:

- (a) Be a non-dental or non-physician allied health professional or researcher.

- (b) Meet the residency requirements stipulated in Chapter 1, Section 1.
- (c) Have an interest in the research or treatment of orofacial pain and temporomandibular disorders.
- (d) Affiliate Members/Applicants shall:
 - (1) Be approved by Council upon recommendation of the Membership Committee.
 - (2) Upon approval by Council, the membership at-large will be notified by written or electronic means of the pending applications, and barring any written objection they will be accepted as members. If any objections are received, the application will be returned to the membership committee for further consideration.
- (e) Regular payment of dues is a requirement for maintenance of Affiliate membership in the Academy.
- (f) Affiliate Members may serve on or chair a committee.
- (g) Affiliate Members shall possess all membership privileges and assume all duties and responsibilities of Active Membership except the right to vote or be an Academy Officer.

SECTION 8. Physician Affiliate Members. Physician Affiliate Members shall possess the following qualifications. They shall:

- (a) Be a licensed physician (M.D. or D.O. or equivalent degree) in good standing within the state or country within which they practice.
- (b) Meet the residency requirements as stipulated in Chapter 1, Section 1.
- (c) Have an interest in the treatment of temporomandibular disorders and orofacial pain.
- (d) Physician Affiliate Members/Applicants shall:
 - (1) Be approved by Council upon recommendation of the Membership Committee.
- (e) Regular payment of dues is a requirement for maintenance of Physician Affiliate membership in the Academy.
- (f) Physician Affiliate Members may serve on or chair a committee.
- (g) Physician Affiliate Members shall possess all membership privileges and assume all duties and responsibilities of Active Membership except the right to vote or be an Academy Officer.

SECTION 9. Honorary Membership. Honorary Membership may be granted by the Council to individuals who have made outstanding contributions to their profession even if not directly involved in orofacial pain and/or temporomandibular disorders.

Honorary Membership is generally granted to individuals who are not Members of the Academy.

Honorary Membership may be proposed by any Academy Member to the Membership Committee which forwards favorable recommendations to the Council for approval. Honorary Membership shall be granted upon two-thirds (2/3) majority vote of the Council.

Honorary Members shall have all the rights and privileges of Active Members except the right to vote or be an Academy officer.

CHAPTER II ELECTION OF MEMBERS

SECTION 1. Election to Membership. Membership shall be open to all dentists, physicians and allied health care professionals or researchers who have an interest in the treatment of temporomandibular disorders and orofacial pain.

- (a) Stipulations are:
 - (1) Adherence to the requirements of membership as detailed in Chapter I
 - (2) A completed membership application form and submission of dues payment
 - (3) Copies of the applicant's current curriculum vitae, professional business marketing may be required if requested by the Membership Committee.
 - (4) Student/Initiatory Member applicants must provide certification from their program chairman that the candidate is a current participant or a recent graduate of an Academy approved program.

The nomination process may be modified at the request of the Membership Committee and approved by a majority vote of the Council.

SECTION 2. Forfeiture of Membership.

- (a) Violation of the Constitution, Bylaws, Code of Conduct of the Academy, or any part thereof, or any act of any member which, in the judgment of the Council, is contrary to the welfare and best interest of the Academy and its members, shall be grounds for forfeiture of membership in the Academy. The Council shall have full power to act thereon, and its actions shall be final and binding on all members of the Academy. Forfeiture of membership so determined by Council shall be effective upon the giving of written notice thereof by the Secretary to the offending member.
- (b) Regular timely payment of annual dues is a requirement for maintenance of all dues paying Members of the Academy. Non-payment of dues may result in forfeiture of membership or affiliation with the Academy until rectified.

CHAPTER III OFFICERS AND THE COUNCIL

SECTION 1. Officers.

The Officers of the Academy shall be the President, President-Elect, Treasurer, Secretary and Secretary-Elect. Fellows of the Academy, Active, Retired and Life/Life Fellow Members shall be eligible to be Academy Officers.

SECTION 2. Election of Officers.

Election of Officers shall be held each year at the annual general membership meeting of the Academy.

(a) The retiring President-Elect shall automatically become President, the retiring Treasurer shall automatically become President-Elect, and the retiring Secretary shall automatically become Treasurer and the retiring Secretary-Elect shall become Secretary for the ensuing year.

(b) The Nominating Committee Chair shall request nominations from the Nominating Committee at least one hundred twenty (120) days prior to the Annual Meeting, and the nominees shall be forwarded to Council at least ninety (90) days prior to the Annual Meeting. Nominees shall be presented to the Academy General Membership at least sixty (60) days prior to the annual meeting.

(c) Additional nominations for Secretary-Elect may be made by written petition of fifteen (15) Fellows of the Academy, Active, Retired, or Life Members and delivered to the Chair of the Nominating Committee at least sixty (60) days before the election.

(d) Normally nominations at-large can only be for the Office of Secretary-Elect since Officers of the Academy progress through the sequence from Secretary-Elect to Secretary to Treasurer to President-Elect to President.

(e) Election shall be by official ballot only when there are two or more nominees for a given office.

(f) Voting shall only be in person by Active, Fellow, Retired and Life Members; voting by mail or proxy voting shall not be permitted.

SECTION 3. The Council Membership.

(a) The Council shall consist of:

- i) a Chair, who is the Immediate Past President and presiding officer at the Council Meetings,
- ii) a Vice-Chair, who is the Immediate Past Chair,
- iii) the incumbent President of the Academy,
- iv) the incumbent President-Elect of the Academy,
- v) the incumbent Treasurer of the Academy,
- vi) the incumbent Secretary of the Academy
- vii) the Secretary-Elect,
- viii) six (6) at-large Fellow, Active, Retired or Life/Life Fellow Members, two (2) of whom shall be elected by the General Membership upon recommendation by the Nominating Committee each year at the annual meeting to serve for a term of three (3) years thereafter

(b) A Parliamentarian and the Chair of the Membership Committee shall be ex-officio members of the Council with no vote in Council decisions.

- (c) Any member of the Council, who is absent from a Regular meeting of Council, without reasonable cause, is accountable to Council, and may be considered by Council for termination as a member of Council.

SECTION 4. Council Business.

The Council has full power to act on behalf of the Academy in the interim between meetings of the Academy and shall transact all business of the Academy, except the election of officers. By written petition of three (3) Active, Fellow, Life, Retired or Life Affiliate Members, any matter may be brought before the Council for action. The Council shall report its proceedings to the Academy's General Membership at each annual meeting for approval.

SECTION 5. Council Meetings.

(a) Regular Meetings. The Council shall have its annual regular meeting, just prior to the academy's annual scientific conference, unless good cause to do otherwise can be given. The Council shall also have an interim meeting later in the year, time and location to be determined by the Council in coordination with the executive director and central office. Regular Meetings of the Council will entail the physical assembly of the Council at a specified date, time and place.

(b) Special Meetings. May be called by the Chair and shall be called on the written request of three (3) members of Council, and that having been properly called, proper and adequate notice given. A special meeting may be held via electronic/conference call means provided all council members have reasonable access to such means. Any member not having reasonable access to such means may grant a waiver for the meeting to be held.

(c) Quorum. The presence of 60% of the voting members of the Council at any meeting shall be necessary to constitute a quorum. In establishing a quorum the Parliamentarian and the Chair of the Membership committee are not counted.

SECTION 6. Council Minutes.

(a) All official proceedings and decisions of the Council shall be recorded by the Secretary, entered into the minutes and

(b) a copy of the minutes provided to the members of Council within thirty (30) days of the meeting, unless a more immediate response is required.

(c) Council members are to submit any corrections to the Secretary within thirty (30) days of receipt of the minutes, after which the minutes shall be considered as being approved, and

(d) A copy of all Council minutes shall be available to Academy Members.

SECTION 7. Parliamentarian.

A Parliamentarian shall be appointed by the President to facilitate the efficient conduct of business during Council and General Membership Meetings of the Academy. The Parliamentarian will represent the official interpretation of the Bylaws, its other governing

documents, and the Rules of Order during business meetings. The Parliamentarian is an ex-officio member of the Council with no vote in Council business decisions.

SECTION 8. Notice of Council Meetings.

The secretary shall give notice to:

(a) Academy members shall be notified of regular meetings to be held by the Council by Postal Mail, electronic means such as email, or a notice in an Academy publication such as the Newsletter or Journal at least ten (10) days prior to the date of the Council Meeting.

(b) Council members may be notified by mail, telephone, facsimile, electronic means such as email, personal communication or other personal method to members of the Council at least ten (10) days prior to the date of regular or special meetings of the Council. When immediate Council action is required via a special meeting this provision will not apply.

SECTION 9. Action by Unanimous Written Consent Without Meeting.

Any action required or permitted to be taken by the Council, under any provision of law, may be taken without meeting, if all voting members of the Council shall individually or collectively consent in writing or via electronic communication to such action. Such written consent shall have the same force and effects as the unanimous vote of the Council members.

SECTION 10. Non-liability of Council Members.

No member of the Council shall be personally liable for the debts, liabilities or obligations of the Academy.

**CHAPTER IV
GENERAL MEMBERSHIP MEETINGS**

SECTION 1. Annual Meetings. There shall be an annual meeting of the Academy for the election of officers, the transaction of business, the presentation of essays and papers on professional subjects, the presentation of clinics, and for such other purposes as may be determined by the Council. The time and place of the Annual General Membership Meeting and any special meetings shall be determined by the Council, and members notified thereof.

SECTION 2. Interim Meetings. Interim meetings may be scheduled by the Council if necessary. The time and place shall be determined by the Council.

SECTION 3. Admission to Meetings. Admittance to all Essay and Clinic Meetings shall be by current membership registration or as a duly registered guest. Registration Fee to be determined by the Council.

SECTION 4. Quorum and Voting. The Quorum for an official General Membership Meeting necessary to conduct the business of the Academy shall be ten percent 10 % of the total

Academy members eligible to vote. All members with voting privileges as determined by the Academy bylaws and in good standing with the Academy shall be entitled to vote on matters brought before the Academy. In case of a tie, the Presiding Officer shall cast the deciding vote. Please see Chapter XIII for rules governing the amending of these bylaws.

SECTION 5. Emergency Provision. It shall take a majority vote of Council to declare that an emergency exists. During a declared emergency, the officers and elected members of Council shall remain in office until the emergency is ended. During the declared emergency, it shall be the duty of the Council to develop methods of procedure for the continuance of the Academy and its activities. The Council shall determine the feasibility of holding a meeting and shall prescribe the type of meeting to be held during such emergency.

CHAPTER V OFFICERS

SECTION 1. President.

- (a) The President shall preside at all meetings of the Academy
- (b) The President shall appoint all committees.
- (c) The President shall have general supervision of the work of all committees and shall be ex-officio member thereof.
- (d) The President shall perform such duties as appertain to his office by custom.

During the President's tenure as Secretary, the President shall have authority to appoint a Program Chair and Program Committee to function during the 3 to 4-year period concluding with his/her term as President.

SECTION 2. President-Elect.

- (a) The President-Elect shall assume the duties of the President in the absence of the President.
- (b) The President-Elect shall Chair the Budget Committee which develops the ensuing year's annual budget.

SECTION 3. Treasurer.

- (a) The Treasurer shall take charge of all monies of the Academy, keep an account of the same and pay bills approved by the Council, present an official audit of the financial affairs of the Academy each year and report the same to the Academy at the Annual General Membership Meeting. It is understood that the Treasurer shall include the Secretary's expense account in this report.
- (b) The Treasurer shall be a member of the Budget Committee which shall develop an itemized budget for the Academy's ensuing fiscal year for approval by Council.

SECTION 4. Secretary. The Secretary shall record all official proceedings and decisions of the Council, and a copy of the minutes shall be provided to the members of Council within thirty (30) days of each meeting, unless a more immediate response is required.

- (b) The Secretary shall keep a record of the Academy General Membership Meetings and of the Council Meetings. The Secretary shall notify members of meetings, nominations for membership and similar matters, and prepare official ballots for election of officers and members of the Council, keep a list of members delinquent in the payment of dues, keep current copies of the Constitution and Bylaws on hand at all times and poll the Council on all matters of policy and in an emergency.
- (c) The Secretary is entitled to adequate monetary allowance as determined each year by the Council.
- (d) The Secretary shall be responsible for maintaining the Policies and Procedures Manual of the Academy. This shall include establishing and administering a time line for activities and events in coordination with the President, the Council, and the Chair of all Academy Committees as well as monitoring and overseeing the activities of the Central Office in the timely performance of these tasks.
- (e) The Secretary shall be a member of the Bylaws Committee to facilitate compliance with the Bylaws and to maintain the Bylaws as a living document through timely updates and necessary changes. The Secretary shall obtain recommendations for updates and changes from the Chair of each Academy Committee, and the Secretary shall subsequently present these recommendations to the Bylaws Committee for consideration.
- (f) The Secretary shall receive a copy of all correspondence of the Academy. Academy correspondence shall be directed to the Secretary with copy to the Central Office.

SECTION 5. Secretary Elect.

The Secretary-Elect shall be a full voting member of the Council and Executive Committee. He/she shall assume the responsibilities of the Secretary in his/her absence.

- (a) The prerequisites for the office of Secretary-Elect shall be the same as for Secretary.
 - (1) Candidates for the Office of Secretary-Elect must have been on a standing committee for at least three (3) years and served as Chair of a standing committee for at least one term.
 - (2) The responsibilities of the Secretary-Elect are to assume those of the Secretary as the need arises.

SECTION 6. Term of Office. The term of office for each elected official shall be for approximately one year and span the period between General Membership Meetings. Officers will be elected by the General Membership at the annual meeting of the Academy.

SECTION 7. The Executive Director. The Executive Director shall be selected by the Executive Committee and shall be reimbursed according to written contract approved by the Council. The duties of the Executive Director are delineated in detail in the policy and procedures manual and can be changed by vote of council from time to time reflecting current needs of the Academy.

CHAPTER VI COMMITTEES

SECTION 1. Establishment of Standing Committees. The power to establish, revise or disband standing committee shall be vested in the Academy Council and such actions taken by the Council to modify Chapter VI of these bylaws shall not require a formal “amendment of the bylaws” process to be initiated and adhered to as outlined in Chapter XII. The Academy Council shall have the authority to amend Chapter VI of the Constitution and Bylaws with respect to standing committees via the affirmation of 2/3 of those Council members in attendance, a quorum of the Council having been established.

SECTION 2. Executive Committee.

- (a) **Composition.** The Executive Committee shall be composed of the President, President-Elect, Treasurer, Secretary, Secretary-Elect, Chair of the Council, and Vice Chair of the Council. The Executive Director shall be an ex-officio member of the Executive Committee.
- (b) **Duties if the Committee.** The duties of the Executive Committee shall be to contract with an Executive Director, and to advise and facilitate the activities of the Academy.

SECTION 3. Continuing Education Oversight Committee

Duties and Composition of the Committee. The Continuing Education Oversight Committee (CEOC) will be responsible for overseeing all continuing education activities of the Academy including the planning, arranging and conducting the: Annual Scientific Meetings of the Academy, Interim Educational Symposia as they arise, Online Continuing Education & any other program as determined by the Council.

- (a) The Continuing Education Oversight Committee will coordinate with the central office to ensure that the Academy maintains its status as an approved continuing education provider.
- (b) The Continuing Education Oversight Committee will meet at least semi-annually including in person at the annual scientific meeting. All other meetings may be electronic or coincide with other meetings as opportunities arise.

- (c) The Continuing Education Oversight Committee will review the annual scientific meeting evaluation summary within five (5) months of the completed meeting.
- (d) The Continuing Education Oversight Committee will explore and implement options for modernizing the Academy's annual meeting by utilizing current technology to enhance the attendee experience.
- (e) Will coordinate with the program chairs and poster chair to develop and present a continuing education program at each year's annual scientific meeting.
- (f) The **Committee's Composition** shall include Two Co-Chairs who shall be the President-Elect of the current fiscal year and one appointed member for a term of three (3) years. Additional members will include chairs and members listed under sections (g) and (h).
- (g) The yearly **Program Committees** shall function as independent committees but under the oversight of the CEC co-chairs and in cooperation with the other program committees as follows:
 1. The **Program Co-Chairs** of the next four (4) annual scientific meetings who shall be appointed by the individual (Secretary-Elect) who shall be President in the respective year of the meeting.
 2. Program Committees shall be responsible for submitting a preliminary planned program and faculty to the Council for approval twenty four (24) months before the scheduled scientific meeting and shall submit their proposed planned program and faculty to the Executive Council eighteen (18) Months before the meeting is to take place for final approval.
 3. Reviewing and updating the annual scientific meeting Integrated Action Plan (IAP) on a monthly basis during the years preceding their meeting and as the IAP dictates in prior years.
 4. Program Co-Chairs shall submit their reports directly to the CEOC Co-Chairs who will intern submit their report to the AAOP Council.
 5. The yearly Program Co-Chairs at their discretion may add members to their program committees who shall function under their direction as members of that year's program committee.
- (h) **Additional members** of the Continuing Education Committee shall include:
 1. The **Poster Chair** who will be appointed by the CEOC co-chairs and at least three (3) committee members to assist in the solicitation review and selection of scientifically appropriate poster displays at the annual scientific meeting.
 3. The **Online Education Chair** who will be appointed by the CEOC co-chairs and at least three (3) committee members to assist in the development of an online education program.
 4. Additional members may be appointed at the discretion of the CEOC co-chairs provided they are assigned specific tasks in accordance with the overall committee IAP.
 5. The **Industry Relations Chair** will select one member of the Industry Relations Committee to serve as an ex-officio member of the CEOC.

SECTION 4. Nominating Committee.

(a) **Nominating Committee.**

(a) **Composition.** The Nominating Committee shall be composed of the President, President-Elect, Treasurer, Chair of the Council, Vice Chair of the Council who shall serve as Chair of the Nominating Committee, two (2) past president members elected by the General Membership, one each per successive year and two members at large to be appointed by the president. Each elected past president shall serve a term of two (2) years.

(b) **Duties of the Nominating Committee.** The duties of the Nominating Committee are:

- (1) To conduct balloting procedures for the nomination and election of candidates for Officers of the Academy and at-large Council and committee representatives as specified in the Bylaws for the upcoming fiscal year at the annual business meeting of the General Membership.
- (2) To propose to Council a slate of candidates for the immediate subsequent fiscal year following the upcoming year for the election of the Secretary-Elect, two (2) new members of the Council, one (1) new member of the Nominating Committee, and a Past President to be Chair of the Sister Academy Liaison Committee. After approval by Council, the slate is presented by the Nominating Committee Chair to the General Membership at the annual business meeting.
- (3) To solicit and identify new potential leaders from the Academy's membership and make recommendations for their placement upon committees.
- (4) To conduct annual leadership orientation for Academy directors, committee chairs and committee members.
- (5) The meeting of the Nominating Committee shall be closed to all non-committee members. All Nominating Committee communications shall be considered confidential.

SECTION 5. International Journal Liaison

(a) **Composition.** The International Journal Liaison Committee shall be composed of a Chairperson and two additional members appointed at the discretion of the President.

(b) **Duties of the Committee.** The Chair and one committee member shall represent the interests of the American Academy at any deliberations of, or business conducted by, the International Journal Committee. Representatives of each of the sister Academies are invited to sit on International Journal Liaison Committee ex-officio.

SECTION 6. Membership Committee.

(a) **Composition.** The Membership Committee shall consist of a chair or co-chairs appointed by the president and at least 5 additional members one of which shall be the Secretary-Elect.

- (b) **Duties of the Committee.**
 - (1) Review all applicants for Membership in the Academy and notify Council and Ethics/Grievances committee of any discrepancies or possible reasons for denying membership to an applicant.
 - (2) Review the applications for Fellow Status in the Academy and make recommendations for approval to Council.
 - (3) Review the applications for Life Member Status in the Academy and make recommendations for approval to Council.
 - (4) Develop and implement a marketing plan or work directly with any ad-hoc committee or task force in order to do same
 - (5) Review and revise as needed the Academy membership application.
 - (6) Attempt to contact all expired members by June 30th of each year.
 - (7) Conduct the annual New Member and New Fellow orientation at the annual meeting.

SECTION 7. Committee on Constitution and Bylaws.

- (a) **Composition.** The Chair of the Constitution and Bylaws Committee shall be appointed by the President. The Committee on Constitution and Bylaws shall consist of at least three (3) members.
- (b) **Duties of the Committee.**
 - (1) The Committee shall study the Constitution and Bylaws and recommend to the Council any changes which appear desirable at least thirty (30) days prior to the Annual Council Meeting.
 - (2) Upon approval by the Council, the Committee Chair shall present the Committee's recommended Bylaws changes to the General Membership for approval. For ratification see Chapter XIII section 2.
 - (3) The Chair shall be responsible to verify that Bylaws changes ratified by the General Membership have been duly added to the most current Official copy of the Bylaws, as kept by the Secretary at the Academy Central Office, no later than thirty (30) days after each General Membership Meeting.
 - (4) The Committee is authorized to correct article and section designation, punctuation, spelling, gender reference, and cross references as may be necessary to reflect the intent of the Academy without Membership approval.

SECTION 8. Ethics and Grievance Committee.

- (a) **Composition.** The Chair of the Ethics and Grievance Committee shall be appointed by the President. The Chair shall select other members to serve on the Committee.
- (b) **Duties of the Committee.**
 - (1) The Ethics and Grievance Committee shall adopt a Code of Ethics for the Membership subject to Council approval.

- (2) The Committee shall investigate and report to Council any member complaint or violation of the Code of Conduct.
- (3) The Committee shall adopt a due process procedure for investigative and disciplinary action with continuous review to insure fairness in all investigations.

SECTION 9. Resident/Academic Training Committee.

- (a) **Composition.** The President shall appoint a Chair or Co-Chairs to the Committee. The Chair of the Guidelines Committee shall be an ex-officio member of the Committee. The Resident/Academic Training Committee *may* consist of two (2) standing sub-committees appointed by the President: the Pre-Doctoral Subcommittee, the Post-Doctoral Subcommittee. There shall be a Review Course coordinator. Other members may be appointed as needed.
- (b) **Duties of the Committee.**
 - (1) The Pre-Doctoral Subcommittee shall be responsible for monitoring and recommending pre-doctoral dental school curricula pertaining to orofacial pain and temporomandibular disorders.
 - (2) The Post-Doctoral Subcommittee shall be responsible for monitoring and recommending post-doctoral dental school curricula pertaining to orofacial pain and temporomandibular disorders and shall develop and operate an accreditation protocol for such programs.
 - (3) The Review Course Coordinator shall be responsible for developing, arranging and holding continuing education review courses on orofacial pain and temporomandibular disorders on behalf of the Academy.
 - (4) Contact all course directors and residents of Post-doctoral Orofacial Pain programs in the United States.
 - (5) Represent to council the specific interests of new members, recent graduates and participants of Post-doctoral Orofacial Pain programs.

SECTION 10. Research Grant Committee.

- (a) **Composition.** The President shall appoint a Chair and members of the Research Grant Committee.
- (b) **Duties of the Committee.**
 - (1) The Research Grant Committee shall select grant recipients according to the Committee's accepted protocol and determine the amount of each grant for qualified research in the field of orofacial pain and temporomandibular disorders. Said protocol and guidelines are available upon request from the Executive Director.
 - (2) The Committee will be responsible for obtaining agreement by each grant recipient that they will make a poster presentation at each Academy Annual Meeting during the term of their grant.

SECTION 11. **Guidelines Committee.**

- (a) **Composition.** The Chair of the Guidelines Committee will be appointed by the President and will serve for the entire term of publication preparation for each edition of the Academy Guidelines. The Committee members will also serve throughout the revision period for each edition of the Guidelines unless determined otherwise by the Chair. After publication of the current edition of the Guidelines, the Chair will continue to serve as a Committee Member for one year under the new Committee Chair to accommodate transition for the subsequent edition of the Guidelines.
- (b) **Duties of the Committee.** The Guidelines Committee is responsible for revision of each edition of the Academy Guidelines publications on Orofacial Pain and Temporomandibular Disorders.

SECTION 12. **International Academy Liaison Committee.**

- (a) **Composition.** The International Academy Liaison Committee shall be composed of at least three (3) members: a Chair, the current Secretary, and at least one (1) other Academy Member appointed by the President.
- (b) **Duties of the Committee.** The International Academy Liaison Committee shall coordinate all interaction between the American Academy of Orofacial Pain and International Academies focused on orofacial pain.

SECTION 13. **Strategic Plan Steering Committee.**

- (a) **Composition.** The Strategic Plan Steering Committee is selected immediately after the completion of a strategic plan renewal which is customarily every 3-5 years and remains in place for the duration of the current strategic planning cycle. The Chair is appointed by the president with council approval during the initial year of the cycle. Membership shall include the current officers for each year in the cycle and at least 3 members appointed for the duration of the cycle. The Executive Director serves ex-officio.
- (b) **Duties of the Committee.** The Strategic Plan Steering Committee shall implement revisions to the current Academy Strategic Plan and develop a new plan for the ensuing three-year period. This committee will also monitor the committee IAPs and update the strategic plan accordingly

SECTION 14. **Budget Committee.**

- (a) **Composition.** The Budget Committee shall consist of the President, President-Elect, Treasurer and Secretary; the President-Elect shall serve as Chair. The Council Chair, Continuing Education Oversight Committee Co-Chairs, and the Executive Director serve ex-officio.
- (b) **Duties of the Committee.** The Budget Committee is responsible for developing a detailed budget proposal for the Academy's ensuing year. The Committee is to present their proposed itemized budget for Council approval, 30 days prior to the Annual Meeting.

SECTION 15. Publications Committee.

- (a) **Composition.** The Publications Committee Chair shall be appointed by the President and shall act as the Editor of the Academy Newsletter, The AAOP News, and shall oversee other official Academy Publications as determined by Council. Other members shall be appointed to support the undertakings of the Committee.
- (b) **Duties of the Committee.** The Publications Committee oversees all Academy Publications except the *Journal of Oral and Facial Pain and Headache* and the Academy Guidelines. The Publications Committee shall develop, design, write, solicit and edit the Official Academy Newsletter and other Official Academy Publications and communications as deemed appropriate by Council.

SECTION 16. Professional Relations Committee

- (a) **Composition.** The Professional Relations Committee Chair shall be appointed by the President. The committee members will include all official AAOP liaisons to other organizations which are appointed by the president and/or AAOP Council, the Industry Relations Chair, Sister Academy Liaison Committee Representative and Access to Care Chair. The Chair shall appoint additional members to the committee.
- (b) **Duties of the Committee.** The Professional Relations Committee develops and oversees relations and liaisons with other professional organizations. The committee will develop means of cooperation and common ground with other organizations. The committee will make regular reports to the Academy Council and seek Council approval before officially endorsing any agreements or liaisons with other organizations.

SECTION 17. Industry Relations Committee

- (a) **Composition.** The Industry Relations Committee Chair shall be appointed by the President. The committee members will include the Research Grants Committee Chair, Professional Relations Committee Chair & Budget Committee Chair. The Chair shall appoint additional members to the committee.
- (b) **Duties of the Committee.** The Industry Relations Committee develops and oversees relations and liaisons with other companies that have an interest and/or market share in the scientific field of health care and specifically dentistry with a focus on orofacial pain and temporomandibular disorders. The committee will coordinate the annual exhibits program and any sponsor programs or solicitations originating within the Academy. The committee will make regular reports to the Council and seek Council approval before officially endorsing any agreements or liaisons with other organizations.

SECTION 18. Access to Care Committee.

- (a) **Composition.** The Chair of the Access to Care Committee shall be appointed by the President. The Chair shall select other members to serve on the Committee. In addition, there may be ex-officio members invited by the Academy from appropriate organizations who can provide useful information and assistance to the Committee. The Access to Care Committee shall consist of three (3) standing sub-committees, with Chairs appointed by the President: the Insurance Subcommittee, the Legislative Subcommittee, and the Advocacy Subcommittee.
- (b) **Duties of the Committee.**
 - (1) The Insurance Subcommittee shall be responsible for the development of a working relationship with third parties and issues involving ICD and CPT codes, and the subcommittee shall develop and maintain an updated ICD/CPT codes brochure pertaining to orofacial pain and temporomandibular disorders for the Academy.
 - (2) The Legislation Subcommittee shall be responsible for monitoring and recommending legislation on a state-by-state and federal level necessary to establish appropriate access to care pertaining to orofacial pain and temporomandibular disorders.
 - (3) The Advocacy Subcommittee shall be responsible for interactions with patient advocacy groups pertaining to orofacial pain and temporomandibular disorders and for incorporating the Academy's expertise with other groups' political endeavors.

SECTION 19. **Physical Therapy Committee.**

- (a) **Composition.** The Physical Therapy Committee Chair shall be appointed by the President. Other members will be selected to facilitate the various Committee activities. The membership of the committee shall be composed of, but not limited to five (5) of the total Physical Therapist Members of the Academy.
- (b) **Duties of the Committee.** The Committee shall represent and project the interests of the Academy on issues related to the activities of physical therapists within the Academy.

SECTION 20. **Website Committee.**

- (a) **Composition.** The Website Committee Chair shall be appointed by the President, shall act as the Editor of the Academy Website and shall oversee the official Academy Website and its contents as determined by Council. Other members shall be appointed to support the undertakings of the Committee.
- (b) **Duties of the Committee.** The Website Committee shall develop, design, write, solicit and edit the Official Academy Website and as deemed appropriate by Council.

SECTION 21. **Sleep Medicine Committee**

- (a) **Composition.** The committee shall be composed of a least five (5) members, including the Chair appointed by the president. The Chair may select others to

serve on the committee. The committee shall consist of two (2) subcommittees: 1) the Sleep Education Subcommittee and 2) the Practice Parameters Subcommittee. Furthermore, because of the nature of this committee's work, a Medical Advisory Board may be created and appointed by the President in consultation with the Chair.

(b) Duties of the Committee.

- 1) The Sleep Education Subcommittee will function to promote the education of sleep and sleep related issues germane to the Academy membership, both in an advisory and cooperative manner with the Academy's Program Co-Chairs.
- 2) The Practice Parameters Subcommittee will establish evidence-based guidelines as they apply to the dentist's role in sleep medicine.

SECTION 22. Special Meetings. Special Meetings shall proceed according to an agenda as proposed by the Chair of the committee and proceedings shall be recorded and become part of that committee's annual report to Council. Special Meetings are defined as any meeting in addition to the regularly scheduled committee meeting conventionally held immediately prior to the annual scientific session.

SECTION 23: Mentorship committee.

(a) Composition. The Mentorship Committee Chair shall be appointed by the President. Other members shall be selected by the chair to support the undertakings of the Committee.

(b) Duties of the Committee. The Mentorship Committee shall develop, promote, initiate, conduct and supervise the AAOP Mentorship Program on an annual basis as deemed appropriate by Council.

CHAPTER VII FEES AND DUES

SECTION 1. Initiation Fee for New Active Members. The initiation fee for new Members shall be determined by the Council.

SECTION 2. Annual Dues for Members of the Academy. Annual dues for all membership categories shall be determined by the Council after consultation with the Academy Treasurer and Budget Committee. Any Life Member may, for personal reasons, appeal to the Council in writing for an exemption from part of, or the entire dues requirement.

SECTION .3. Forfeiture of Membership Because of Non-Payment of Dues. Any Member delinquent in the payment of dues shall automatically forfeit membership in the Academy on April 1, provided notice of this delinquency shall have been served upon the Member by postal mail.

SECTION 4. Reinstatement for Non-Payment of Dues. Reinstatement for a Member who has been dropped for non-payment of dues may be made at the discretion of the Council.

SECTION 5. Dues Suspension. The Council may suspend any member's dues obligation when special circumstances prevent the member from normal active participation in their profession.

CHAPTER VIII VACANCIES

SECTION 1. Vacancies Among Officers and Members of the Council. In the event of an unexpected vacancy of one of the elective offices, it shall become the Council's responsibility to fill the vacancy for the unexpired term. It will be the responsibility of the Nominating Committee to resolve any vacancy within the progression of Officers leading to the Office of President.

SECTION 2. Vacancies on Committees. Vacancies on Committees shall be filled by the President.

CHAPTER IX QUORUM

The Quorum for an official General Membership Meeting of the Academy shall be ten percent (10%) of the total Academy Members who are eligible to vote.

CHAPTER X SUSPENSION OF THE BYLAWS

The Bylaws may be suspended by unanimous vote of Members present and eligible to vote.

CHAPTER XI PROCEDURE AT ANNUAL AND INTERIM MEETINGS

Robert's Rules of Order, Current Edition, shall govern at all Academy business meetings on points not otherwise herein provided for.

CHAPTER XII AMENDMENT TO THE BYLAWS

SECTION 1. Effective Date. These Bylaws shall become effective immediately upon their adoption. Amendments to these Bylaws shall become effective immediately upon their adoption or such later date as specified in the Amendment.

SECTION 2. **Amendments.** Upon recommendation of the Council, the Bylaws of the Academy may be amended at any General Membership Meeting by the affirmative vote of not less than two-thirds (2/3) of the Members of the Academy who are eligible to vote and who shall vote at the General Membership Meeting either in person or via Written Ballot, provided that the Members of the Academy are notified in writing of such proposed changes at least thirty (30) days prior to the Meeting. Written Proxy Ballot must be received by the Office of Record no later than ten (10) day prior to the General Membership Meeting.

SECTION 3. **Certification and Inspection.** The original, or a copy, of these Bylaws as amended or otherwise altered to date, certified by the Secretary of the Academy, shall be recorded in a book and on a computer disc and kept in the principal office of the Academy, and an Official Copy shall be available for inspection by Academy Members at all reasonable times.

CHAPTER XIII CORPORATE RECORDS

SECTION 1. **Minutes of Meetings.** The Academy shall keep at its principal office, or at a place the Council may determine, a book of the minutes of all meetings of the Council and all General Membership Meetings, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice given, the names of those present at Council Meetings, the number of Members present at General Membership Meetings, and the proceedings thereof.

SECTION 2. **Inspection of Records.** Any member of the Council shall have the right at any reasonable time to inspect all Academy books, records, and documents of every kind. The books of account and minutes of meetings of the Council, the members, and committees shall be open to inspection at any reasonable time on the written demand of any Academy Member.

SECTION 3. **Special Meetings.** Special or Extraordinary Meetings of Council or General Membership shall proceed according to an agenda as proposed by the Presiding Officer and shall be recorded and become part of the Annual Report to Council.

CHAPTER XIV LIMITATIONS AND RESTRICTIONS

SECTION 1. **Prohibited Transactions.** No Member, Director, Officer, employee, or other person connected with the Academy, or any other private individual, shall receive at any time, any of the net earnings or pecuniary profit from the operations of the Academy. This provision shall not prevent payment of reasonable compensation to any person for services rendered to or for the Academy in effecting any of its purposes as shall be fixed by resolutions of the Council; and no person or persons shall be entitled to share in the distribution of, and shall not receive any of the corporate assets on dissolution of, or winding up of affairs of the Academy, whether voluntary or involuntary. The assets of the Academy then remaining in the hands of the Council

after all debts have been satisfied shall be distributed as required by the Articles of Incorporation of the Academy, and not otherwise.

SECTION 2. The Officers and Council of the Academy shall make no binding, long term alliances with any other professional academies, organizations or groups, without fulfilling the following:

1. Notify the membership by written or electronic means of the proposed action at least thirty (30) days prior to the General Membership meeting
2. Request an on-line dialogue concerning the proposal at least thirty (30) days prior to the General Membership meeting
3. Require a majority vote by the General Membership that requires the presence of a minimum of 25% of members participating in the voting process, or authorize a vote by written or electronic means requiring a vote of at least 25% of active members prior to acceptance.

SECTION 3. **Other Limitations and Restrictions.** Notwithstanding any other provision in these Bylaws, the Academy shall adhere to all relevant US laws governing non-profit organizations.

END OF BYLAWS
