

# WISCONSIN SOCIETY OF ORAL & MAXILLOFICAL BYLAWS

## ARTICLE I. NAME

The name of this Society shall be the Wisconsin Society of Oral and Maxillofacial Surgeons, Inc. (hereafter the "Society").

## ARTICLE II. OBJECTIVE & DEFINITIONS

The objectives of this Society shall be to advance the art and science of Oral and Maxillofacial Surgery, to encourage research, to strive for the highest standards of excellence in surgical instruction, to promote fraternal relationships among its members, and to uphold the code of ethics of the American Association of Oral and Maxillofacial Surgeons.

### *DEFINITIONS OF THE SOCIETY*

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

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

## ARTICLE III. MEMBERSHIP

### *SECTION 1.*

The membership of this Society shall be composed of Active, Out-of-State Associate, In-State Associate Provisional, Life/Retired, Honorary and Resident Members. Charter Membership shall be granted to those members who were qualified for membership at the time of organization and who participated in the organization of the Society.

### *SECTION 2. Active Members.*

Requisites for Active Membership must be submitted, verified, and approved by the Membership and By-Laws Committee.

- A. (1) Graduate from an accredited dental school; (2) Completion of an ADA accredited oral and maxillofacial surgery training program; and (3) Possession of a current Wisconsin license in dentistry or medicine and oral and maxillofacial surgery specialty license (if enacted by the State of Wisconsin).
- B. Hold membership in the American Association of Oral and Maxillofacial Surgeons.
- C. Practice and/or reside within the geographic boundaries of the State of Wisconsin.
- D. Be of high ethical and moral standing in his/her profession and in his/her community and be a member in good standing of his/her Local, State, and American Dental Associations.

**E.** Must have completed an evaluation in their offices both orally and clinically on their anesthesia procedures and emergency preparedness. The office anesthesia evaluation shall be based on A.A.O.M.S. office anesthesia evaluation program or required applicable state regulations provided they meet the A.A.O.M.S. office anesthesia guidelines. Office anesthesia re-evaluation every 5 years is required for Active membership.

**F.** Active members enjoy all rights and privileges of membership including the right to hold office and serve in the House of Delegates (if a Fellow in AAOMS)

**G.** Active and limited practice of oral and maxillofacial surgery at time of application except as noted in Article X, Section 3 regarding multiple specialties.

### ***SECTION 3. Out-of-State Associate Members.***

**A.** Out-of-State Associate Members must satisfy the same qualifications as those required by Active Members except that practice within the State of Wisconsin is not required.

**B.** Out-of-State Associate Members shall have the same rights and privileges of the Society but shall not have the right to vote, hold office, or take part in the business meetings of the society.

**C.** Out-of-State Associate members shall comply with the AAOMS anesthesia evaluation program requirements in their state.

### ***SECTION 4. In-State Associate Members***

**A.** To be eligible for In-State associate membership, an applicant must have completed all of the requirements for active membership in this Society, including the office anesthesia evaluation program and the educational requirements for membership in the American Association of Oral and Maxillofacial Surgeons, but he/she need not be a member of the American Association of Oral and Maxillofacial Surgeons.

**B.** Should an In-State associate member of this Society become a member of the American Association of Oral and Maxillofacial Surgeons, he/she shall be automatically elevated to active membership in this Society.

**C.** In-State Associate Members shall not have the right to vote or hold office.

### ***SECTION 5 . Life/Retired Members.***

Life/Retired Membership may be attained by any Active Member of this Society in good standing who has retired from active practice and has sent a letter requesting Life/Retired Membership to the Secretary of the Society. The request will be granted upon approval of the Membership and By-Laws Committee and a majority vote of the Active Membership at the next business meeting. Life/Retired Members pay no dues. They will enjoy all rights and privileges of active membership.

### ***SECTION 6. Honorary Members.***

Honorary Membership may be granted to members of the dental or medical profession or to members of allied sciences not eligible under the By-Laws for Active or Associate Membership, but who have made outstanding contributions to the advancement of oral and maxillofacial surgery. Honorary Members pay no dues and may not vote or hold office.

### ***SECTION 7. Resident Members.***

Resident membership may be obtained by those residents in training in an American Dental Association's (ADA) Commission on Dental Accreditation (CODA) accredited training program in Oral and Maxillofacial Surgery in the United States and Canada and be a member of the Resident Organization of the American Association of Oral and Maxillofacial Surgeons (ROAAOMS). Membership in ROAAOMS is granted by virtue of enrollment in an accredited postgraduate training program in oral and maxillofacial surgery. Membership shall be terminated when a resident completes training, resigns, or is dismissed from an accredited postgraduate training program in oral and maxillofacial surgery. Residents in their senior year shall be allowed to begin their application process in the component society prior to graduation from their training program. The application process shall be the same as for active membership. Office anesthesia evaluation will be required to elevate to active membership upon graduation from residency.

### ***SECTION 8. Provisional.***

A Provisional member must meet all requisites for active membership except the fulfillment of an office on-site anesthesia evaluation. The Provisional member must have an active application for an on-site office anesthesia evaluation with the WSOMS or with the state regulatory agency, whichever is applicable that is not greater than two (2) years in duration. Provisional membership should only apply for a two-year period. If an on-site office anesthesia evaluation is not fulfilled within this two-year period, the Provisional membership is concluded and the individual must re-apply for provisional status unless an exemption is granted for special circumstances as defined by the Membership & Bylaws Committee.

A Provisional member shall enjoy all the privileges of an active member except the right to serve in the House of Delegates, hold office, or vote.

Upon successful completion of the office on-site anesthesia evaluation the Provisional member shall automatically be transferred to the Active membership.

### ***Section 9. Inactive Members.***

An inactive member is one who derives no income from the active practice of oral and maxillofacial surgery. Active practice is the performance of any activities requiring licensure or permit in dentistry or medicine in the state or oral and maxillofacial surgery specialty licensure, where applicable. An inactive fellow or inactive member shall not have the privileges of a member, except that he may retain his/her membership certificate.

An inactive member shall pay no dues or assessments. An inactive member may be considered for reinstatement to active status upon filing a written request and upon payment of current year's dues and assessments.

### ***Section 10. Changing of Practice Location.***

AAOMS fellows and members changing the location of their primary practice to Wisconsin shall apply for membership in the WSOMS and must complete all requirements, including the office anesthesia evaluation, within two years of the relocation of their primary practice.

Following the two-year period, those who have applied for membership in the WSOMS but have not completed their office anesthesia evaluation program shall be transferred to provisional member status.

## **ARTICLE IV. ELECTION OF MEMBERS**

### ***SECTION 1. Procedure for Application and Voting.***

**A.** Forms for application to any class of membership are available upon request to the Secretary-Treasurer.

**B.** Election to any category of membership shall be by a majority of the members present and voting at any business meeting of the Society. The Membership Committee and Executive Council shall review all applications and shall present them to the membership with their recommendations within one year of their receipt.

### ***SECTION 2. Rejection of Applicants.***

**A.** Upon rejection of an applicant by the Membership Committee of the Wisconsin Society of Oral and Maxillofacial Surgeons, the applicant has the right to appeal but must do so within ninety (90) days. The WSOMS must notify the candidate of his right of appeal.

**B.** When membership is denied and the applicant appeals, the WSOMS will be required to set up a Peer Review Committee comprised of three WSOMS members (excluding those on the membership committee) or an appropriate body within the WSOMS to evaluate the applicant within six (6) months. A detailed and documented evaluation of allegations made against the candidate shall be conducted by the component society's peer review committee to determine validity of said allegations. All component society members will be notified to submit written concerns regarding the candidate to the peer review committee during the six month evaluation period. After evaluation, should allegations presented prove to be unsubstantiated, component membership shall be granted.

After evaluation, if membership is again denied, the Review Committee is required to report (by way of the Component State Society Notice of Appeal Form) on the applicant denied membership to the American Association of Oral and Maxillofacial Surgeons Committee on membership. The WSOMS must notify the Candidate/Provisional at that time of his right to appeal to the AAOMS Candidate Notice of Appeal Form.

**C.** An applicant denied membership after an appeal to the WSOMS has the right to appeal that decision to a National Review Committee. The candidate has ninety (90) days to file a written appeal to the AAOMS Committee on Membership through the Candidate Notice of Appeal Form). Within six (6) months, the AAOMS Committee will establish a four member Review Committee which will be composed of the Chairman of the AAOMS Committee on Membership as moderator and three (3) voting members; one individual of the American Association of Oral and Maxillofacial Surgeons Membership Committee, one individual from the WSOMS Membership Committee, and a third voting member as a neutral arbitrator. The candidate may have an advisor present to assist and speak on his/her behalf. The proceedings shall be non-adversarial and not subject to cross-examination. A verbatim transcript shall be made of the national review committee meeting, the cost to be borne by AAOMS. Copies of the transcript will be provided to the respondent upon request at his/her expense. All costs associated with component Society and candidate representation during the appeals process will be borne by the component society and the candidate respectively. This AAOMS/WSOMS Review Committee will interview and evaluate the applicant, make the determination of the individual's eligibility with the decision of the Review Committee binding on both the AAOMS and the Wisconsin Society of Oral and Maxillofacial Surgeons.

### **SECTION 3. Certificate of Membership.**

The Secretary-Treasurer will present to each Active and Associate Member, a certificate of membership, to be retained as long as the member remains in good standing, but returned in the event of resignation or expulsion.

### **SECTION 4. Election of Honorary Members.**

Nominations for Honorary Membership must be made to the Chairman of the Membership and By-Laws Committee at least sixty days prior to a regular business meeting, and signed by three Active Members. The Membership and By-Laws Committee will acquire sufficient factual information about each nominee.

A certificate of Honorary Membership will be sent by the Secretary-Treasurer.

## **ARTICLE V. DIRECTORS**

### ***SECTION 1. Powers.***

Subject to the limitations of the Articles of Incorporation of the Corporation, these By-Laws and the Laws of the State of Wisconsin, the affairs of the Society shall be managed by the Board of Directors.

### ***SECTION 2. Number.***

The Board of Directors shall consist of four members, namely the President, President-elect, Secretary-Treasurer, and also the immediate Past President. They shall serve until their successors are elected and installed.

### ***SECTION 3. DUTIES***

- A.** To determine the time of the annual meeting and special meetings of the membership.
- B.** To administer the affairs of this Society as prescribed by the membership in relation to Section 1. of this Article.
- C.** To conduct disciplinary action and conduct hearings involving termination of membership.
- D.** To cause all accounts of the Society to be audited as the council shall determine.
- E.** To recommend to the membership nominees to any category of membership.
- F.** To create or abolish standing committees as set forth in Article VIII of these Bylaws.
- G.** To approve all awards, honors, or other special commendations given in the name of the Society.
- H.** To perform such other duties as prescribed in these Bylaws.

### ***SECTION 4. SESSIONS***

- A.** Regular sessions: There shall be two regular sessions of the Executive Council annually, the times being at the discretion of the President.
- B.** Special sessions: Special sessions may be called at any time by the President or by two members of the council on ten days notice.

## **ARTICLE VI. OFFICERS & DELEGATES**

### ***SECTION 1. Designation.***

The officers of this Society shall be as follows: President, President-elect, and Secretary-Treasurer. The WSOMS also will elect delegates and alternates for the House of Delegates of the AAOMS.

### ***SECTION 2. Election of Officers & Delegates.***

Officers and delegates shall be elected annually by the Society and shall serve until their successors have been elected and installed. Delegates shall be elected biannually by the Society and shall serve until their successors have been elected and installed. The Nominating Committee will present to the membership the name of one candidate for each office to be filled and for each delegate and alternate authorized by the AAOMS House of Delegates, but additional nominations may be made from the floor. Voting will be by written ballot, if so requested by an eligible voting member. In each case, the candidate receiving the majority of the votes cast shall be declared elected.

The election and installation of officers and delegates shall be the last order of business at the meeting in which such election is held; provided that notice of the election of officers shall have been included in the call of such meeting.

The secretary of the WSOMS will submit the names of the delegates and alternates to the secretary of the AAOMS House of Delegates by June 1.

### ***SECTION 3. Duties of the Officers.***

#### **A. President.**

The President shall preside at all meetings of the Society. He/She shall act as an advisor and ex-officio member of all committees. He/she shall appoint the regular standing committees of the Society and such other committees as the Society shall authorize. He/she shall perform such other duties as usually pertain to this office. In case of death, resignation, or removal of the President-elect or the Secretary-Treasurer, the President shall appoint a successor for the unexpired term.

#### **B. President-elect.**

The President-elect shall cooperate with the President and make every effort to familiarize himself with the duties of that office. He/She assumes the duties of President in the absence of the President and he further assumes the office of President upon the election of the new President-elect. The President-elect shall be responsible for continuing education programming.

#### **C. Secretary-Treasurer.**

The Secretary-Treasurer shall attend all meetings of the Society, and shall keep minutes of their proceedings. He/She shall be the custodian of all records and papers belonging to the Society, and shall keep account of all funds of the Society that come into his hands. He/She shall publish the scientific program for each meeting, which he/she shall mail to each member. He/She shall notify Candidates, Life, and Honorary Members of their election to membership, furnishing them with a copy of the By-Laws. He/She shall keep a correct list of the members of the Society and their standing. He/she shall carry on all correspondence of the Society, and shall pay all bills and keep a correct account of the same.

He/She shall make a full and detailed report of the financial affairs of the Society at the meeting at which his/her term of office expires, and shall submit his/her accounts to such examination as the Society shall direct. All funds and securities shall be deposited in the name of the society in a

responsible bank. At the expiration of his/her term of office, he/she shall deliver to his/her successor all funds, securities, papers, books, and other records relating thereto. He/she shall perform such duties as usually appertain to the Office of Secretary-Treasurer. He/she shall act as public relation liaison officer with the American Society of Oral and Maxillofacial Surgeons. All of these duties may be coordinated with an executive secretary as provided under Article XI, Section 5.

## **ARTICLE VII. MEETINGS**

### ***SECTION 1.***

The Society shall hold one or two regular meetings of the membership during each year. The annual meeting of the Board of Directors shall immediately follow the first annual meeting of the members. The President, with the approval of the Directors, may call such additional meetings of the membership or Directors as may be deemed necessary.

### ***SECTION 2.***

The place and time of the meetings shall be determined by the President with the aid of the proper committees. The members shall be so advised by the Secretary-Treasurer not less than three weeks in advance of the meeting date.

### ***SECTION 3. Order of Business.***

Roberts' Rules of Order shall govern the deliberation and meetings of this Society when not in conflict with this Constitution, and the order of business meetings of the membership shall be as follows:

- A.** Reading of minutes.
- B.** Reports of officers.
- C.** Unfinished business.
- D.** New business.
- E.** Scientific program.

## **ARTICLE VIII. COMMITTEES**

### ***SECTION 1. Standing Committees.***

Immediately after his/her election, the President shall appoint five Standing Committees, to be known as: Membership and By-Laws Committee, Nominating Committee, Anesthesia Committee, Professional Conduct Committee, Legislative Committee.

**A.** Membership and By-Laws Committee. The Membership and By-Laws Committee shall be composed of three members, one to be appointed for one year, one for two years, and one for three years. Thereafter, each year the President shall appoint one new member whose term of service shall be three years. Multiple terms of service may be allowed. The senior committee member shall be the chair. The Membership and By-Laws Committee shall carefully investigate the personal and professional standing of all candidates for membership and carry out such duties relating to election or rejection of candidates for the various classes of membership as are set forth in Article III and IV of these By-Laws.

**B. Nominating Committee.** The Nominating committee shall be composed of three members; one to be appointed for one year, one for two years, and one for three years. Thereafter, each year the President shall appoint one member whose term of service shall be three years. The senior committee member shall be the chair. The Nominating Committee will meet prior to the annual meeting and will present to the membership the name of one candidate for each office to be filled. The Nominating Committee shall include A.A.O.M.S. Delegate and Alternate in their nominations.

**C. Anesthesia Committee.** The Anesthesia Committee shall be composed of members representing various areas of the state with two co-chairpersons to be appointed by the President. The co-chairpersons will enlist other members of the Society to this committee. The term of co-chairpersons is three years. Multiple terms of service may be allowed. The Committee's purpose is to evaluate the membership and new applicants in the use of intravenous sedation, general anesthesia and emergency preparedness.

**D. Professional Conduct Committee.** The Professional Conduct Committee shall be composed of three members including a chairperson to be appointed by the President. The Committee's purpose is to evaluate matters involving conflict between patient-doctor and inter-doctor relationship and peer review.

This committee shall also conduct such investigations and hearings relating to discipline of members as are outlined and prescribed in Article X of the Constitution. Members of this committee serve staggered three-year terms.

**E. Legislative Committee.** The Legislative Committee and chairperson are to be appointed by the President and deal with legislators, legislative measures and report to the members on matters concerning them.

## ***SECTION 2. Temporary and Special Committees.***

The President shall appoint, as may be deemed necessary, such committees as Auditing, [By-laws] and Insurance, etc. Such committees shall be discharged by the President upon completion of their assignment and submission of their report to the membership.

## **ARTICLE IX. DUES AND FEES**

### ***SECTION 1. Initiation Fee.***

The initiation fee for Active and Associate Membership shall be one hundred dollars, which shall include the dues to the end of that fiscal year for the Society.

### ***SECTION 2. Dues.***

The annual dues for all members, excluding Honorary and Life Members, shall be increased or decreased as is determined by the Board of Directors with the majority of the members agreeing via a mail vote or a vote taken at a regularly scheduled meeting of the W.S.O.M.S. with a majority of active members present agreeing. These dues shall be payable on January first. Any member who is delinquent in the payment of dues for more than two years shall be dropped from membership without notice. However, any member so dropped may be reinstated within one year of being dropped by payment of past dues and dues for the current year. If more than one year has elapsed since the member



was dropped, the member must make application on the same terms and in like manner as an original candidate.

Dues for members unable to attend meetings because of temporary military service, illness, or justifiable cause may be cancelled by a vote of three fourths of the Active Members present or a majority vote of the Executive Committee.

### ***SECTION 3. Assessments.***

Special assessments may be made at any regularly scheduled meeting by vote of three-fourths of the Active members. Or voting may be conducted via mail or electronic methods with a minimum of 50% of the Active membership voting.

## **ARTICLE X. ETHICS, RESIGNATIONS, AND DISCIPLINE**

### ***SECTION 1. Ethics.***

The code of the American Association of Oral and Maxillofacial Surgeons shall be the code of ethics for this Society.

### ***SECTION 2. Resignation.***

Any member may resign and have his/her resignation accepted, providing his/her dues are paid through the current year and he/she is a member in good standing at the time. Should the dues be in arrears, his/her resignation shall not be accepted, and when he/she becomes delinquent in the payment of dues for one year, he/she shall be dropped from membership without notice.

### ***SECTION 3. Termination of Specialty Practice.***

If any Active or Associate Member shall discontinue the specialty of Oral and Maxillofacial Surgery, the Society shall take appropriate action to drop the member. On resuming the specialty at any future time and again seeking membership, he/she shall apply as any new member. (See Article III, Section 2). An exemption to this rule will be made if an individual is practicing one or more specialties in addition to oral and maxillofacial surgery for which full specialty training has been completed.

### ***SECTION 4. Discipline.***

Any member who is guilty of unethical or gross misconduct, either as a professional [man] or a citizen, or who violates any of the provision set forth in these By-Laws, shall be liable to censure, suspension, or expulsion, and while under suspension, he/she shall not be allowed to vote.

No punitive action against any member shall be taken until and unless specific charges against him/her in writing have been filed with the Secretary-Treasurer of the Society.

On receipt of the charges, the Secretary-Treasurer shall immediately send a complete and accurate copy of the same to the accused and one to the Chairman of the Membership and By-Laws Committee and one to the Professional Conduct Committee.

After having been furnished with a copy of the charges, the Professional Conduct Committee shall set a time and place for the hearing of charges. At all such hearings, the accused shall have the privilege of being present and of presenting proper evidence and testimony in his/her own defense. The accused shall be entitled to be represented by an attorney or another person of his/her choice.

After the close of the hearing, the Committee shall carefully weigh the evidence and shall present a written report of its findings to the membership at a meeting called for this purpose. The Committee shall give the accused reasonable notice of the date of the meeting at which it is to present its report on the case. The accused may be present at the meeting during the reading of the report, and should he/she be dissatisfied with the findings or recommendations of the Committee, he/she may then and there make an appeal to the Society directly. A three-fourths vote of the Active members present may accept, reject, or overrule the recommendations of the Professional Conduct Committee.

## **ARTICLE XI. AMENDMENTS AND MISCELLANEOUS PROVISIONS**

### ***SECTION 1. Amendments.***

These By-Laws and any part thereof may be amended or repealed and new By-Laws adopted by a written ballot of three-fourths of the Active Members present at any annual business meeting, or by mail ballot, provided the proposed amendment, signed by five Active Members of the Society in good standing, shall have been presented in written form to the officers and active members of the Society at least two weeks before the meeting or mail ballot at which such action is contemplated.

### ***SECTION 2. Fiscal Year.***

The fiscal year of the Society shall be the calendar year.

### ***SECTION 3. Quorum.***

When not otherwise specified in these By-Laws, a quorum shall consist of the Active Membership present at any regular scheduled meeting, and a majority vote of such members shall carry a motion. A majority of the Directors in office shall constitute a quorum for the transaction of business at a meeting of Directors and a majority vote of such Directors shall carry a motion.

### ***SECTION 4. Delegates.***

Delegate(s) shall serve for three years and may serve consecutive terms. Alternate(s) shall be elected annually and may serve consecutive terms.

### ***SECTION 5. Executive Secretary.***

The Board of Directors shall have the right to contract for an executive secretary if it is deemed necessary to provide for essential services to the Society.

### ***SECTION 6. Seal.***

The Board of Directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the names of the corporation and the words "WISCONSIN" AND "CORPORATE SEAL".

*Amended April 2009*  
*Timothy B. Durtsche*  
*Chair-Membership and Bylaws Committee*