



**Resident Organization of the
American Association of Oral and Maxillofacial Surgeons
(ROAAOMS)**

Operating Guidelines

ARTICLE I: NAME

The name of this organization shall be: The Resident Organization of the American Association of Oral and Maxillofacial Surgeons, hereinafter referred to as the ROAAOMS. The ROAAOMS is an integral component of the American Association of Oral and Maxillofacial Surgeons comprised of residents, and OMS interns enrolled in American Dental Association accredited oral and maxillofacial surgery training programs and dental schools.

ARTICLE II: PURPOSE

The purpose of the ROAAOMS shall be to:

- A.** Introduce oral and maxillofacial surgery residents and interns and affiliate members heretofore referred to as members, of accredited training programs in the United States to the processes of organized dentistry and medicine as a whole with oral and maxillofacial surgery in particular.
- B.** Allow interested individuals to gain experience with governmental, legislative and economic issues that confront the profession of dentistry and the specialty of oral and maxillofacial surgery.
- C.** Provide a mechanism for ideas, suggestions and comments from all members to be voiced at a national level and to provide a forum for discussion of common interests and problems.
- D.** To promote and encourage participation of oral and maxillofacial surgery residents and interns in research projects and fellowships for the advancement of the specialty of oral and maxillofacial surgery.
- E.** To offer educational opportunities, including education, training and contemporary practice, via publication, conferences or other fora, and provide opportunities for social and professional interaction.
- F.** To disseminate information of importance to members from the American Association of Oral and Maxillofacial Surgeons hereinafter referred to as AAOMS.
- G.** To establish liaison with other professional organizations, serve in a consulting capacity, and make recommendations on matters relating to oral and maxillofacial surgery residents and interns and residency training.
- H.** To aid in the recruitment of highly qualified individuals into accredited oral and maxillofacial surgery training programs.
- I.** To assist residents in indoctrination to the specialty of oral and maxillofacial surgery as well as progression through the training process and preparation for board certification.
- J.** To present scope of practice of oral and maxillofacial surgery to dental students, dentists, and other specialties, in order to increase participation in and knowledge of the specialty to enhance the referral base.
- K.** The committee shall present to the AAOMS Board of Trustees recommendations designed to promote and protect the role of oral and maxillofacial surgery residents and interns related to their activities with and within these institutions and organizations

1 **ARTICLE III: ORGANIZATION**

2 **Section 1. Dissolution**

3 If ROAAOMS is dissolved at any time, no part of its funds or property shall be
4 distributed to or among its members. After payment of all indebtedness of the
5 organization, its surplus funds and property shall be reallocated at the discretion of the
6 American Association of Oral and Maxillofacial Surgeons' Board of Trustees.
7

8 **Section 2. Headquarters**

9 The registered office of the ROAAOMS shall be known as the American Association of
10 Oral and Maxillofacial Surgeons headquarters and shall be located at 9700 West Bryn
11 Mawr Avenue, Rosemont, Illinois 60018.
12

13 **Section 3. Membership**

- 14 **A.** The members of the ROAAOMS shall be residents and interns in A D A accredited
15 post-graduate training programs in oral and maxillofacial surgery as stated in
16 Chapter I, Section I of the AAOMS Bylaws.
17
- 18 **B.** The Chairman and immediate past Chairman shall be the only members who may
19 have completed their training programs that may retain membership until expiration
20 of their terms.
21
- 22 **C.** Membership of residents is a standard privilege granted by virtue of enrollment in an
23 accredited postgraduate training program in oral and maxillofacial surgery.
24 Membership of OMS interns is granted upon completion of a ROAAOMS
25 membership application.
26
- 27 **D.** Membership shall be terminated when a member graduates, resigns, or is dismissed
28 from a accredited postgraduate training program in oral and maxillofacial surgery.
29 When dismissed, written notification needs to be sent to the AAOMS by the
30 respective program director. Reinstatement will require re-enrollment in an A D A
31 accredited training program and verification must be provided from the respective
32 program director.
33

34 **Section 4. Benefits of Membership**

- 35
- 36 **1.** Members may attend the AAOMS Annual Meeting free of charge. Additional
37 clinics are available to members who pay the full participation fee.
38 Participation in free clinics is available 15 minutes prior to their
39 commencement, based upon available seating.
40
- 41 **2.** Members may attend free of charge the Resident Organization Annual
42 Business Meeting and Program and related events held in conjunction with
43 the AAOMS Annual Meeting free of charge.
44
- 45 **3.** Resident members have access to all AAOMS products and services at the
46 levels and prices offered to all other categories of members. This shall
47 include access to the AAOMS Website, , Career Line and Member
48 Information Line.
49
- 50 **4.** All ROAAOMS members registered with the AAOMS receive the monthly
51 electronic email broadcast, *Resident E-News*, which is a newsletter dedicated

1 to resident issues and the bi-monthly, *AAOMS Today*, a newspaper which
2 highlights current activities of the Association.

- 3
4 **5.** Residents may become members of the OMSF by contributing \$10 to the
5 foundation. The Oral and Maxillofacial Surgery Foundation is dedicated to
6 research and training within the specialty.
7
8 **6.** Residents may become members of the OMSPAC by voluntarily contribution.
9
10 **7.** Residents may contact AAOMS Headquarters to obtain information such as:
11 hospital privileges, research opportunities, anesthesia issues, education,
12 training and scope of practice, practice management, reimbursement,
13 governmental activities, membership inquiries, employment and continuing
14 education opportunities.
15
16 **8.** Residents will obtain a Resident Membership Directory and Resident
17 Handbook and OMS Reference Guide.
18
19 **9.** Chief Residents will obtain a membership packet in the Fall of their final year
20 with important information regarding transferring from resident member to
21 candidate status in the AAOMS.
22
23 **10.** First year residents will receive a welcome packet including their membership
24 ID number and card prior to first day of OMS residency.
25

26 **ARTICLE IV: GOVERNMENT**

27 The legislative and administrative body of the ROAAOMS shall be the Executive
28 Committee.
29

30 **ARTICLE V: OFFICERS**

31 **Section 1. Executive Committee**

32 The officers of the ROAAOMS who also serve on the Executive Committee are
33 Chairman, Vice-Chairman, and Immediate Past-Chairman. Additionally, the Executive
34 Committee shall include six District Representatives elected by vote of the membership
35 of each district at the annual meeting of the ROAAOMS. In addition to the elected
36 officers, the Executive Committee shall include one (1) staff liaison who will serve as the
37 executive committee coordinator. Vice Chairman and Chairman shall succeed to their
38 respective offices by virtue of prior election. Reimbursement for expenses incurred in
39 performing one's duties as a committee member shall be in accordance with AAOMS
40 policies.
41

42 **Section 2. Appointed Officers**

43 The appointed officers of the ROAAOMS shall be at the discretion of the Executive
44 Committee.
45

46 **ARTICLE VI: ANNUAL MEETINGS**

47 Annual meetings of the ROAAOMS shall be conducted in conjunction with the annual
48 meeting of the American Association of Oral and Maxillofacial Surgeons.
49

50 **ARTICLE VII: CODE OF ETHICS AND PROFESSIONAL CONDUCT**

51 The Code of Ethics and Professional Conduct and Pledge of the ROAAOMS shall be
52 consistent with that of the American Association of Oral and Maxillofacial Surgeons and

1 shall govern the professional conduct of all members. Members of this organization shall be
2 governed in ethical matters by the AAOMS Code of Ethics and Professional Conduct.
3

4 **ARTICLE VIII: AMENDMENTS**

5 These Operating Guidelines may be amended by a two-thirds (2/3) affirmative vote of voting
6 members present at any annual business meeting, provided the proposed amendment shall
7 have been presented in written form to the Executive Committee at least thirty (30) days
8 prior to the annual meeting. Amendments must have final approval by the AAOMS Board of
9 Trustees. These Operating Guidelines may also be amended without prior presentation at
10 any annual meeting by the unanimous vote of voting members. A quorum is twenty-five
11 percent (25%) of the resident members eligible to vote who are present at the annual
12 meeting.
13

14 **ARTICLE IX: ELECTION / APPOINTMENT / TERM OF OFFICE**

15 **A. District Representatives**

16 District Representatives are elected by voting members from their geographic district at
17 the annual session of the ROAAOMS and serve a one (1) year term commencing with
18 the adjournment of the annual session at which they are elected and ending with the
19 adjournment of the subsequent annual session. Representatives have the option of
20 running for another term. District Representatives must have eighteen (18) months of
21 oral and maxillofacial surgery training remaining. Districts are the same geographically
22 as AAOMS Trustee Districts.
23

24 **B. Vice-Chairman**

25 The Vice-Chairman is elected by a majority vote of voting members at the annual
26 session of the ROAAOMS. This officer serves a one year term commencing with the
27 adjournment of the annual session at which elected and ending with the adjournment of
28 the subsequent annual session, at which time the Vice-Chairman will assume the
29 responsibilities of Chairman of the ROAAOMS. The Vice-Chairman must have a
30 minimum of eighteen (18) months of oral and maxillofacial surgery training remaining. In
31 the event that the vice-chairmanship becomes vacant, the Chairman shall appoint the
32 duties of Vice-Chairman to a District Representative.
33

34 **C. Chairman**

35 The position of Chairman will be filled by the Vice-Chairman elected the previous year
36 and will assume responsibility as Chairman upon the election of a new Vice-Chairman.
37 The term will be one year and upon completion of this term the Chairman will assume
38 the role of Immediate Past-Chairman. In the event that the chairmanship becomes
39 vacant, the Vice-Chairman shall assume the duties of the Chairman.
40

41 **D. Immediate Past Chairman**

42 The position of Immediate Past Chairman will be filled by the previous Chairman upon
43 the installation of the new Chairman.
44

45 **E. Program Liaison**

46 The position of Program Liaison will be seated by each district representative within their
47 respective districts. One (1) Program Liaison will be chosen per accredited oral and
48 maxillofacial surgery program. The Program Liaison acts as the voting member for the
49 individual training program.
50

51 **F. Faculty Section Liaison**

The position of Faculty Section Liaison will be appointed by the ROAAOMS Chairman to serve a one (1) year term. One (1) Faculty Section Liaison will serve as the liaison between the OMS Faculty Section and the ROAAOMS executive committee.

ARTICLE X: NOMINATIONS

Nominations for the offices of Vice-Chairman and District Representative shall be by application to AAOMS at least thirty (30) days prior to the ROAAOMS annual business meeting. This shall include a written explanation of the applicants' reasons for desiring the position, as well as their qualifications. These items will be available for review by voting members. Should no written platforms for elected positions of the organization be received prior to the annual meeting, nominations from the floor will be accepted at the time of the meeting. Those candidates not elected to vice-chairmanship may run for District Representative. The District Representative elections are conducted informally among each district's attendees following the Vice-Chairman election.

ARTICLE XI: RESTRICTIONS TO OFFICE

No member shall hold more than one elective office during any one year.

ARTICLE XII: DUTIES OF THE OFFICERS AND MEMBERS

A. Chairman

It shall be the duty of the Chairman:

1. To serve as an official representative of the ROAAOMS in cooperation with the AAOMS in its contacts with governmental, civic, business and professional organizations for the purpose of advancing the objectives and policies of the ROAAOMS and AAOMS.
2. To serve as Chairman and preside at all sessions of the Executive Committee and at the annual business meeting.
3. To serve as one of the two non-voting resident delegates to the AAOMS House of Delegates in accordance with Article XV of these guidelines.
4. To appoint committee members or other required positions, subject to majority approval of the Executive Committee, except as otherwise provided in these Operating Guidelines, where applicable.
5. To develop the order of business for all sessions of the Executive Committee of the ROAAOMS.
6. To announce the results of any action taken by vote to members present at the annual meeting of the ROAAOMS.
7. To serve as an ex-officio member with the right to cast a tie-breaking vote on all committees of the ROAAOMS.
8. To re-appoint any vacancy in the Executive Committee and to re-appoint all other vacancies not provided for in these Operating Guidelines.
9. To make an annual report in writing of the activities of the ROAAOMS to the AAOMS Board of Trustees.
10. To serve as Immediate Past-Chairman following completion of the term as Chairman for a period of one year.
11. To perform such other duties as may be provided in these Operating Guidelines and the adopted parliamentary authority.
12. Write monthly articles, Thoughts from the Chair, for the newsletter, *Resident E-News*.
13. To serve as the ROAAOMS liaison to the Committee on Membership.

B. Vice-Chairman

1 It shall be the duty of the Vice-Chairman:

- 2 1. To assist the Chairman as required.
- 3 2. To actively serve as a member of the Executive Committee.
- 4 3. To function as Chairman in the event of the Chairman's absence or vacancy.
- 5 4. To assume the office of Chairman at the completion of the term as Vice-Chairman for
- 6 a period of one year.
- 7 5. To serve a one year term on the OMSPAC Board that begins the following January 1
- 8 after election and ends December 31.
- 9 6. To serve as the ROAAOMS liaison to the Committee on Governmental Affairs
- 10 7. To perform such other duties as may be provided in these Operating Guidelines and
- 11 the adopted parliamentary authority.
- 12 8. Assist in development of monthly electronic newsletter, *Resident E-News*, to be sent
- 13 to all ROAAOMS members.
- 14 9. To serve as one of the two non-voting resident delegates to the AAOMS House of
- 15 Delegates in accordance with Article XV of these guidelines.

16
17 **C. Immediate Past-Chairman**

18 It shall be the duty of the Immediate Past-Chairman:

- 19 1. To assist the Chairman as required.
- 20 2. To actively serve as a member of the Executive Committee.
- 21 3. To perform such other duties as may be provided in these Operating Guidelines and
- 22 the adopted parliamentary authority.

23
24 **D. District Representatives**

25 It shall be the duty of the District Representatives:

- 26 1. To assist the Chairman as required.
- 27 2. To actively serve as a member of the Executive Committee.
- 28 3. To provide representation on the Executive Committee for the ROAAOMS
- 29 membership of the AAOMS geographical district they represent.
- 30 4. To maintain active liaison with training programs and constituent members in the
- 31 representative's respective district.
- 32 5. To determine, along with the other Executive Committee members, an interim
- 33 ROAAOMS policy in emergency situations between annual session of the
- 34 ROAAOMS.
- 35 6. To perform such other duties as may be provided in these Operating Guidelines and
- 36 the adopted parliamentary authority.
- 37 7. To present on the contemporary practice of oral and maxillofacial surgery to dental
- 38 students, dentists, and other specialties, in order to increase participation,
- 39 knowledge and to enhance patient treatment through appropriate referrals.

40
41 **E. Program Liaison**

42
43 Each program liaison must be a resident in good standing with their oral and maxillofacial

44 surgery training program with a minimum of eighteen (18) months left in training. It shall be

45 the duty of the Program Liaison:

- 46
47 1. To improve and enhance communication among residents within respective
- 48 programs.
- 49 2. To disseminate pertinent information to residents within respective programs
- 50 each quarter.
- 51 3. To disseminate activities to residents within their respective programs.

4. To encourage attendance and involvement of residents and faculty at the annual meeting.
5. To attend the annual business meeting and represent their program
6. To be responsible for:
 - a. Determination of ROAAOMS policy.
 - b. Amendment of these Operating Guidelines.
 - c. Adoption of rules governing their own procedures.
 - d. Election of the Vice-Chairman and District Representative from their geographical district.
 - e. Review of ROAAOMS programs and activities.

ARTICLE XIII: POWERS

- A. The Executive Committee shall be the administrative body of the ROAAOMS, vested with full power to conduct all business of the organization subject to the laws of the State of Illinois, the Operating Guidelines, and approval by AAOMS Board of Trustees.
- B. The Executive Committee shall have the power to establish rules and regulations consistent with these Operating Guidelines to oversee its organization, procedure and conduct.
- C. To provide thirty (30) days prior to the annual meeting an annual report of the Executive Committee to the ROAAOMS membership which shall embrace activities of the committee since the previous annual meeting following approval by the AAOMS Board of Trustees at its June meeting-
- D. To review the annual reports of all committees and to take appropriate action as deemed necessary.

ARTICLE XIV: SESSIONS

A. Regular Sessions

There shall be at least two (2) regular sessions of the Executive Committee. Each committee member shall be given at least thirty (30) days notice. One (1) shall be at the annual meeting of the AAOMS and one (1) preferably six months following. Additional sessions of the Executive Committee may be scheduled as required.

B. Special Sessions

Special sessions may be called at any time by the Chairman or upon request of any six (6) members of the Executive Committee with approval by the AAOMS Board of Trustees. Each committee member shall be given at least thirty (30) days notice of any such session.

C. Conference Calls

Telephone conference calls may be used in addition to regular and special sessions of the committee provided due notice is given to each member of the committee at least seven (7) days prior to the conference call.

D. Quorum

A majority of the voting members of the Executive Committee shall constitute a quorum.

ARTICLE XV: AAOMS HOUSE OF DELEGATES REPRESENTATION

1 The AAOMS Resident Organization may be represented in the AAOMS House of
2 Delegates by two (2) non-voting resident delegates. The Chair and Vice Chair of the
3 Resident Organization of the AAOMS shall be ex-officio members of the AAOMS House
4 of Delegates with access to the floor and the privilege of speaking, but without the right
5 to vote, and may be seated in a special section in the House of Delegates. They may
6 also participate in debate at the caucus level. Resolutions originating in the AAOMS
7 Resident Organization shall be submitted to the Board of Trustees, who may forward
8 such resolutions to the House of Delegates at its option.
9

10 **ARTICLE XVI: COMMITTEES**

11 **A. Name, Composition, Term of Appointments**
12

13 All committees, except as otherwise provided for in the Operating Guidelines,
14 shall be composed of at least two (2) members. Each member must have at least one
15 (1) year of training remaining and shall serve a term of one (1) year. All committee
16 members shall be limited to serving tenure of up to two (2) consecutive terms.
17 Appointment shall be by the Chairman, with appointment contingent on majority approval
18 of the Executive Committee. Should an appointee not receive a majority vote, the
19 Chairman must propose additional appointees until majority approval of the Executive
20 Committee is obtained. Vacancies shall be filled by the Chairman only for the remainder
21 of the term.
22

23 **B. Duties Common to all Committees**

24 In addition to the aforementioned duties outlined in this chapter, each committee shall
25 submit to the Executive Committee semi-annual written reports. The reports shall
26 embody such resolutions as are deemed proper by the committee. The reports shall be
27 included in Executive Committee meeting agendas and distributed to the Executive
28 Committee thirty (30) days before the next Executive Committee meeting.
29

- 30 1. Committee on Membership
- 31 2. OMSPAC Board
- 32 3. Faculty Section Executive Committee Liaison
- 33 4. Committee on Governmental Affairs
34

35 **ARTICLE XVII: PARLIAMENTARY AUTHORITY**

36 The current edition of *Sturgis Standard Code of Parliamentary Procedure* shall govern this
37 organization in all parliamentary situations that are not provided for in the Operating
38 Guidelines of the ROAAOMS.
39

40 *These Operating Guidelines, herewith stated, shall have effect immediately upon adoption and*
41 *all conflicting laws, chapters, sections, articles and parts of sections of these Operating*
42 *Guidelines shall stand repealed.*