

**CANADIAN ACADEMY OF ORAL
AND MAXILLOFACIAL RADIOLOGY**

**ACADEMIE CANADIENNE DE
RADIOLOGIE BUCCALE ET
MAXILLOFACIALE**

Constitution and By-Laws

(Enacted January 15, 1973)
(Revised August 21, 1983)
(Revised August 20, 1994)
(Revised August 26, 1995)
(Revised December 1, 1999)
(Revised October 1, 2004)
(Revised September 11, 2010)

CONSTITUTION

Article I - Name

The name of this organization shall be the Canadian Academy of Oral and Maxillofacial Radiology, Academie Canadienne de Radiologie Buccale et Maxillofaciale, hereinafter called "the Academy" or "this Academy".

Article II - Object

It shall be the object of this Academy to advance the art and science of oral and maxillofacial radiology, and thereby, maintain and improve the health of the public.

Article III - Organization and Dissolution

This academy is a non-profit corporation organized under the laws of Canada.

If this corporation is dissolved at any time, no part of its funds, or property shall be distributed to, or among, its members but, after the payment of all indebtedness of the corporation, the remainder funds or properties shall be used to foster the art and science of oral and maxillofacial radiology in a manner to be determined by the then governing body of the corporation.

Article IV - Membership

The membership of this Academy shall consist of dentists and other persons whose qualifications and classifications shall be as established in Chapter I of the By-Laws.

Article V - Dues and Fees

The dues and fees of the Academy shall be established in Chapter IV of the By-Laws.

Article VI - Government

Section 1. Legislative Body. The legislative and governing body of this Academy shall be the General Assembly as provided in Chapter II of the By-Laws.

Article VII - Officers

Elective Officers: The elective officers of this Academy shall be the Immediate Past President, a President and President-Elect, a Secretary and a Treasurer. One person may serve as both Secretary and Treasurer. All of these officers shall be elected under the provisions of Chapter III of the By-Laws.

Article VIII - Annual Session

The Annual Session of the Academy shall be composed of the annual session of the General Academy as provided in Chapter II of the By-Laws, and the annual scientific session as provided in Chapter V of the By-Laws.

Article IX - Principles of Ethics

Section 1. The principles of ethics of this Academy shall be the principles of current version of the Code of Ethics of the Canadian Dental Association and shall govern the professional conduct of the members of this Academy.

Article X - Amendments

This Constitution may be amended at any annual session on two-thirds vote of the members of the General Assembly present and voting, provided that the proposed amendment has been submitted in writing to all active members at least sixty (60) days prior to the date on which the vote is taken.

This Constitution also may be amended at any annual session on unanimous vote of the members of the General Assembly present and voting, provided that the proposed amendment has been presented in writing at a previous meeting of said session.

Article XI - Insignia

The official insignias of the Academy shall each be an intertwined white circle and black triangle with a central caduceus and either the words "Canadian", "Academy", and "Oral & Maxillofacial Radiology", or the words "Academie", "Canadienne", and "Radiologie Buccale et Maxillofaciale" concentrically placed about the periphery of the circle, as shown below.



BY-LAWS

Chapter I - Membership

Section 1. Classification:

The members of this Academy shall be classified as follows:

- (a) Active Members;
- (b) Associate Members;
- (c) Retired Members;
- (d) Honorary Members, and;
- (e) Student Members.

Section 2. Qualifications:

The qualifications for the various classifications of membership shall be as follows:

- (a) Active Member:

A dentist who is a member in good standing with their provincial regulatory authority or another nationally recognized dental association; and a certified oral radiologist or an oral radiologist who has earned recognition in oral and maxillofacial radiology by graduate or post-graduate training which satisfies the Committee on Membership, or is devoting at least 75% of her or his time to the practice or teaching of oral and maxillofacial radiology; or another professional whose major work and interest is within the scope of oral and maxillofacial radiology, who has demonstrated appreciable achievement in the field of oral and maxillofacial radiology and who has been recommended by the Committee on Membership, may be classified as an Active Member on election by majority decision of the Elective Officers.

- (b) Associate Member:

A dentist who is a member in good standing with their provincial regulatory authority or another nationally recognized dental association and who is devoting part of her or his practice, or part of her or his teaching and research program to oral and maxillofacial radiology, or another worker in oral and maxillofacial radiology who has demonstrated interest in oral and maxillofacial radiology and has been recommended by the Membership Committee, may be

classified as an Associate Member on election by majority decision of the Elective Officers.

(c) Retired Member:

A member in good standing for ten years of this Academy who shall have been compelled to retire from active practice on account of ill health or age and who shall have made a contribution to this Academy may be classified as a Retired Member upon the nomination by the Elective Officers and election by the General Assembly. This time period may be waived upon recommendation of the Elective Officers and majority vote of members present and voting.

(d) Honourary Member:

A person who has made outstanding contributions to the art and science of oral and maxillofacial radiology may be classified as an Honourary Member on nomination of the Elective Officers and on election by the General Assembly.

(e) Student Member:

A dentist who is a student in an accredited graduate or postgraduate program in oral and maxillofacial radiology may be classified as a Student Member upon majority decision of the Elective Officers. Student Membership will expire the year of withdrawal from or completion of the program.

Section 3. Nomination and Election to Membership:

Applications for Active and Associate membership shall be presented to the Chair of the Committee on Membership on the regular form furnished by the Academy. An application for Active Membership must be supported by letters of reference from two specialists in oral and maxillofacial radiology who are members in good standing in their national specialty organization, or in the International Association of Dento-Maxillo-Facial Radiology. An application for Associate membership must be supported by a single letter of reference from a specialist in oral and maxillofacial radiology who is a member in good standing in his national dental specialty organization, or in the International Association of Dento-Maxillo-Facial Radiology. The letter/letters must give detailed information concerning the character, methods of practice and qualifications of the candidate. The completed application form and the letter/letters shall be sent to the Chair of the Committee on Membership. This committee will check and verify the candidate's application. Approval of the application by the Committee on Membership shall make a candidate eligible for membership in the Academy. Membership will be granted on majority decision of the Elective Officers.

If a candidate's application is rejected by the Committee on Membership, her or his application must then be brought before the General Assembly for a final decision.

Nominations for Retired and Honourary Membership shall be made by the Elective Officers to the General Assembly where a three-fourths affirmative vote of Active Members present and voting shall be necessary for election.

Applications for Student Membership shall be presented to the Chair of the Committee on Membership by a letter from the director of the graduate/postgraduate program. The letter must give detailed information concerning the character and qualifications of the candidate. The Committee on Membership will check and verify the candidate's application. Approval of the application by the Committee on Membership shall make a candidate eligible for membership in the Academy. Membership will be granted on majority decision of the Elective Officers.

Founding members only shall be classified as to category without a vote required. Any dispute shall go through regular channels.

A recipient of an invitation to membership in the Academy shall be eligible for the privileges of membership on the payment of the annual dues.

Section 4. In Good Standing:

A member of this Academy who is not under final sentence of suspension or expulsion and whose dues for the current calendar year have been paid shall be considered as a "member in good standing". Each Active Member shall be required to attend one Annual Meeting in a five-year period in order to remain in good standing.

Section 5. Privileges of membership

(a) Active Members:

Shall have all the privileges of the Academy, including the right to vote, to make nominations and to hold office.

(b) Associate Members:

Shall have all the privileges of an Active Member except the right to vote, to make nominations and to hold office.

(c) Retired Members:

Shall have all privileges granted to their former classification of membership.

(d) **Honorary Members:**

Shall have all the privileges of Active Membership except the right to vote, to make nominations and to hold office provided that honorary membership shall not withdraw privileges previously held by an Active Member.

(e) **Student Members:**

Shall have the privilege to attend the annual business and scientific sessions, but will not have the right to vote, to make nominations or to hold office. Attendance of student members during portions, or all, of the business session will be at the discretion of the Elective Officers.

Section 6. Transfers:

A member may transfer from one classification of membership to another classification if he or she is qualified for the classification of that membership on recommendation of two Active Members. Such application is made to the Secretary on the application form furnished by the Academy. The completed form with other credentials substantiating her or his qualifications shall be sent to the Chair of the Committee on Membership. This committee will check and verify the candidate's application. Approval by the Committee on Membership shall make a candidate eligible for transfer within the Academy. Membership will be granted on majority decision of the Elective Officers.

Chapter II - General Assembly

Section 1. Name and Composition:

The governing body of this Academy shall be the General Assembly. The General Assembly shall be composed of all Active Members of this Academy.

Section 2. Powers:

The General Assembly shall have the following powers:

It shall

- (a) be the supreme legislative body of this Academy;
- (b) have the power to enact, amend and repeal the Constitution and By-Laws of this Academy;
- (c) have the power to elect all members of the Academy;
- (d) have the power to approve all memorials resolutions and recommendations made in the name of the Academy;

- (e) have the power to elect the Elective Officers;
- (f) have the power to elect members of committees and boards not otherwise provided for in these By-Laws, and;
- (g) serve as final court of appeal from decisions of the Executive Council on any disciplinary action taken against any member of the Academy.

Section 3. Sessions:

The General Assembly shall meet at least annually at a time and place determined by the Elective Officers. The annual session of the General Assembly may be postponed provided that written notice of such postponement is sent to all members of the Academy immediately following the action of the Elective Officers.

Section 4. Quorum:

One third of the voting members of the General Assembly shall constitute a quorum for the transaction of business. A proxy system may be used for voting and shall count toward the quorum.

Section 5. Name and Number of Committees:

The General Assembly shall have four standing committees designated as follows:

1. Committee on Constitution and By-Laws;
2. Committee on Membership;
3. Committee on Annual and Scientific Sessions, and;
4. Committee on History of the Academy

Section 6. Special Committees:

Special committees of this Academy shall be appointed on authorization of the President. The terms of all members of special committees will lapse at the annual session following which they were appointed, unless re-authorized by vote of the General Assembly. All special committees shall be composed of Active Members.

Section 7. Composition and Term of Standing Committees:

All standing committees of the Academy shall be composed of an Active Member as Chair and committee members of any classification. Committee members shall be selected by the Chair for terms the same as that of the Chair. The term of Chair shall be two years for the first two years of the Academy's existence, and thereafter three years.

Section 8. Officers:

The Chair of any standing or special committee shall be appointed by the Elective Officers unless otherwise provided in these By-Laws.

Section 9. Vacancy:

Any vacancy in the chair of a standing or special committee shall be filled by the President who shall appoint a successor until the next session of the General Assembly which shall then elect a successor for the remainder of the unexpired term.

Section 10. Nominations and Elections of Standing Committees:

All Chairs of standing committees (except for the chair of the Committee on Nominations) shall be nominated by the Committee on Nominations or a petition signed by five Active Members, presented at the first business meeting of the Annual session. A majority vote of Active Members present and voting shall constitute election.

Section 11. Duties of Standing Committees:

The following shall be the duties of the standing committees of this Academy:

(a) Committee on Constitution and By-Laws:

Shall examine the Constitution and By-Laws and, from time to time, make such suggestions for amendment as are necessary to increase the administrative efficiency of the Academy. The committee shall consider all proposed amendments and shall submit them to the Elective Officers for review before presenting them to the General Assembly for action.

(b) Committee on Membership:

- (i) Shall conduct a program, subject to the direction of the Elective Officers, for the maintenance of membership and shall examine credentials and record the roll.
- (ii) Shall check and verify applications for membership or transfer of membership classification, and approve or deny such applications.

(c) Committee on Annual and Scientific Sessions:

Shall be in charge of all arrangements for the annual session and other scientific programs, subject to the approval of the Elective Officers. The Committee may appoint the following sub-committees:

1. Subcommittee on essay program.
2. Subcommittee on clinic program.
3. Subcommittee on arrangements.
4. Other subcommittees upon the approval of the Elective Officers.

(d) Committee on History of the Academy:

Shall maintain historical documents and archives of the Academy that reflect its growth and development, and shall make these documents or copies available at reasonable cost to members or other individuals or organizations who require these for historical purposes. The Chair of this committee shall be designated the Academy Historian.

(e) Committee on Nominations:

Shall present a slate of candidates for elective office, for each election of Elective Officers. This committee shall have as its Chair the Immediate Past-President.

Section 12. Quorum:

A majority of the total number of members of any committee shall constitute a quorum for the transaction of business.

Section 13.

A vote taken by mail or electronic mail, under the direction and control of the Secretary, has the same authority as a vote taken at a duly arranged meeting. The same restrictions and rules shall govern as with any other vote authorized in the Constitution.

CHAPTER III - Elective Officers

Section 1. Name and Number:

The Elective Officers of this Academy shall be as designated in Article VII of the Constitution of the Academy.

Section 2. Eligibility:

Only an Active member, a Retired member, qualified by her or his previous classification as an Active Member, or Honourary member, qualified by her or his previous classification as an Active Member, may serve as an Elective Officer of this Academy.

Section 3. Duties:

It will be the duty of the Immediate Past-President to (a) serve as chair of the Committee on Nominations, (b) present a slate of candidates for the next regularly scheduled election of Elective Officers of the Academy, (c) serve in the place of the President at the request of or in the absence of the President, (d) assume the presidency in the event of the President's incapacitation.

It will be the duty of the President to (a) provide effective leadership in achieving the Academy's purposes and goals; (b) preside at all meetings of the Executive Council, Annual Business Meeting of the Academy, and any special meetings that may be called; (c) appoint members and chairs of all committees not otherwise provided for; (c) serve as the Academy's official representative to other organizations, businesses and concerns, or delegate these duties to other officers as appropriate; and (d) perform such duties as are customary to this office.

It will be the duty of the President-Elect to (a) initiate such preparatory measures as are implied by the title of office, including, but not limited to, re-appointment or replacement of members and chairs of committees whose terms expire coincident with the expiration of the President-Elect's term in office; (b) update the Operations Manual; (c) serve in the place of the President in the absence of the President and Immediate Past-President; (d) assume the presidency at the end of the term of office as President-Elect, or sooner in the event of the President's and Immediate Past-President's incapacitation.

It will be the duty of the Secretary to (a) keep accurate minutes of all meetings of the General Assembly or Elective Officers, (b) answers and mail (standard or electronic) dealing with routine business of the Academy, (c) ensure that all notices of meeting, elections or are sent at the appropriate time to members of the Academy, (d) draft agendas for duly constituted meetings, in consultation with and at the direction of the President, and (e) perform such duties as are customary to this office.

It will be the duty of the Treasurer to keep all moneys belonging to the Academy and pay out same, provided the money is in hand; upon the presentation of a properly approved voucher, furnish a bond, at the expense of the Academy for an amount designated by the Executive Council; make an accurate annual report of the Academy's financial condition; turn over to his/her successor all records, books, or other properties relating to this office within thirty (30) days of vacating this office; perform all other duties pertinent to this office.

Section 4. Term of Office:

All officers shall hold office for a term of three years from the annual session at which they were elected, or until their successors are duly elected and installed, provided, however, that the President-Elect shall succeed to the office of President and the President to the office of Immediate Past-President without further election.

Section 5. Nominations and Elections:

Immediately following the election of new officers at an annual meeting, a nomination committee shall be established. This committee shall consist of the outgoing president and two (2) Active members who have indicated willingness to serve (but not members of the incoming executive), who shall be elected by the members present.

This committee shall prepare and submit to the Secretary a proposed slate of officers prior to the expiry of the term of the new officers. This slate must be submitted to the Secretary in the year prior to the annual meeting at which nominations and elections will be held, and must be mailed by the Secretary to all active members of the Academy at least sixty (60) days prior to this meeting.

Nominations from the floor at this annual meeting will be accepted, and elections held by closed mail ballot. In the event of absence of additional nominations for one or more offices, the names of the nominated members submitted by the committee shall stand elected, by sole vote of the Secretary.

Section 6. Vacancy:

- (a) In the event the office of President becomes vacant the President-Elect shall serve as President for the unexpired term in addition to serving the full term for which he or she was elected. In the event that the President is temporarily unavailable to chair a meeting or fulfill her or his duties, the President-Elect shall act on her or his behalf.
- (b) In the event the office of President-Elect becomes vacant, the office of President for the ensuing year shall be filled at the next annual session in accordance with the provisions of Chapter II of these By-Laws.
- (c) In the event the office of Secretary becomes vacant, the President shall appoint a successor pro tem to serve until the next session of the General Assembly when a successor shall be elected.
- (d) In the event the office of Treasurer becomes vacant, the President shall appoint a successor pro tem until the next session of the General Assembly when a successor shall be elected.
- (e) In the event the office of Immediate Past President becomes vacant, no successor shall be appointed but the President shall assume the duties of the vacated office.

CHAPTER IV - Fees, Dues and Fiscal Year

Section 1. Fees and Dues:

- (a) Annual membership dues shall be payable at the beginning of each fiscal year. Dues shall be as established from time to time by majority vote of members of the General Assembly at the annual meeting, providing that proposed new fees shall have been submitted in writing to all active members at least sixty (60) days prior to the date on which the vote is taken, or by mail vote as described in the By-Laws in Chapter II, Section 13, or the dues and fees of members of this Academy shall not be changed at the annual session at which such amendment is introduced unless by unanimous consent.
- (b) Dues must be paid within sixty (60) days of Notice of Assessment. Members whose dues are not paid by that time shall be considered delinquent and suspended from membership.
- (c) Failure to pay annual dues for two (2) years in a row shall constitute withdrawal from membership in the Academy, unless application has been made to the secretary, and approved by the majority vote of General Assembly present at the next annual meeting, for waiver of this provision. Such waiver will normally only be granted for extenuating circumstance.
- (d) A reinstatement fee as shall be established from time to time by majority vote of members of the General Assembly at the annual meeting, as well as the dues for the previous year, must be paid to re-establish membership.
- (e) Only Active and Associate Members will pay annual membership dues. However, if a Student Member applies to become an Active or Associate Member at the time of completion of their graduate or postgraduate program and this application is successful, membership fees will be waived during the first year of Active or Associate Membership.

Section 2. Fiscal Year:

The fiscal year of the Academy shall be from January 1st to December 31st.

Chapter V - Annual Scientific Session

Section 1. Time and Place:

The annual scientific session shall be a part of the annual session of this Academy as provided in Article VIII of the Constitution. The annual scientific session shall be held at such time and place as may be determined by the Elective Officers. In the event of a declaration of extreme emergency in accordance with the provisions of Chapter II of

these By-Laws, under the direction of the Elective Officers, the annual scientific session shall not be held for the duration of the extreme emergency.

Chapter VI - Amendments

Section 1.

These By-Laws may be amended at any session of the General Assembly by two-thirds affirmative vote of the members present and voting provided that the proposed amendment shall have been submitted in writing to all active members at least sixty (60) days prior to the date on which the vote is taken, or by mail vote as described in the By-Laws in Chapter II, Section 13.