

CANADIAN ACADEMY OF ORAL AND MAXILLOFACIAL RADIOLOGY

ACADÉMIE CANADIENNE DE RADIOLOGIE BUCCALE ET MAXILLOFACIALE

Constitution and Bylaws

(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)
(Revised October 27, 2018)
(Revised September 26, 2020)

CONSTITUTION

Article I - Name

The name of this organization shall be the Canadian Academy of Oral and Maxillofacial Radiology, Académie 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. After the payment of any and 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 Elective Officers 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 Bylaws.

Article V - Dues and Fees

The dues and fees of the Academy shall be established in Chapter IV of the Bylaws.

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 Bylaws.

Article VII - Officers

Elective Officers: The Elective Officers of this Academy shall be the Immediate Past-President, President, President-Elect, and Secretary-Treasurer. All of these officers shall be elected under the provisions of Chapter III of the Bylaws.

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 Bylaws, and the Annual Scientific Session as provided in Chapter V of the Bylaws.

Article IX - Principles of Ethics

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 active 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 be represented by the acronym "CAOMR", with or without the words "Canadian Academy of Oral and Maxillofacial Radiology" inscribed below, or by the acronym "ACRBM", with or without the words "Académie Canadienne de Radiologie Buccale et Maxillofaciale" inscribed below.



BYLAWS

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) Honourary Members, and;
- (e) Student Members.

Section 2. Qualifications:

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

- (a) Active Member:
 - 1) A dentist who is a member in good standing with their provincial regulatory authority or another nationally recognized dental association, and one of the following:
 - i) A certified oral and maxillofacial radiologist or an oral and maxillofacial radiologist who has earned recognition in oral and maxillofacial radiology by graduate or post-graduate training that satisfies the membership requirements of the Elective Officers, or
 - ii) A dentist who is devoting at least 75% of their time to the practice or teaching of oral and maxillofacial radiology, and who satisfies the membership requirements of the Elective Officers; or
 - 2) A professional whose major work and expertise is within the scope of oral and maxillofacial radiology and who satisfies the membership requirements of the Elective Officers.
- (b) Associate Member:
 - 1) 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 their practice, teaching, and/or research program to oral and maxillofacial radiology, and who satisfies the membership requirements of the Elective Officers; or

2) An individual who is devoting less than 75% of their time working in the field of oral and maxillofacial radiology, and who has demonstrated interest in oral and maxillofacial radiology and satisfies the membership requirements of the Elective Officers.

(c) Retired Member:

An Active or Associate Member in consecutive good standing for ten (10) years in this Academy who retires from active practice and who shall have made a significant contribution to this Academy during their tenure, may be classified as a Retired Member.

(d) Honourary Member:

A person who has made outstanding contributions to the art and science of oral and maxillofacial radiology and satisfies the membership requirements of the Elective Officers may be classified as an Honourary Member.

(e) Student Member:

1) A student in an accredited graduate or post-graduate program in oral and maxillofacial radiology with a supporting letter from the director of the graduate/post-graduate program and satisfaction of the membership requirements of the Elective Officers; or

2) A student in an accredited undergraduate dentistry program who has demonstrated appreciable interest in the field of oral and maxillofacial radiology, in conjunction with a supporting letter from an active CAOMR member and satisfaction of the membership requirements of the Elective Officers; or

3) A student in an accredited undergraduate or graduate program that is deemed by the Elective Officers to be within the scope of oral and maxillofacial radiology, in conjunction with a supporting letter from an active CAOMR member and satisfaction of the membership requirements of the Elective Officers.

For both graduate/post-graduate or undergraduate students, Student Membership will expire the year of completion of, or withdrawal from, the program.

Section 3. Membership Procedures:

(a) Active Member:

Application for Active membership shall be presented to the Secretary-Treasurer 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 of their national specialty organizations, or in the International Association of Dento-Maxillofacial Radiology. The letters must give detailed information concerning the character, methods of practice, and qualifications of the candidate. The completed application form and the letter(s) shall be sent to the Secretary-Treasurer. The Secretary-Treasurer will check and verify the candidate's application, and the application will be distributed to the Elective Officers for review. Active Member status will be granted on majority decision of the Elective Officers. If a candidate's application is rejected by the Elective Officers, their application will be brought before the General Assembly for a final decision and measures will be taken to ensure that the applicant is unaware of the vote. A vote by the General Assembly will be carried out by mail or an electronic ballot. A three-fourths affirmative vote shall be necessary for election.

(b) Associate Member:

Application for Associate membership shall be presented to the Secretary-Treasurer on the regular form furnished by the Academy. 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 of their national dental specialty organization, or in the International Association of Dento-Maxillofacial Radiology. The letter must give detailed information concerning the character, methods of practice, and qualifications of the candidate. The completed application form and the letter shall be sent to the Secretary-Treasurer. The Secretary-Treasurer will check and verify the candidate's application, and the application will be distributed to the Elective Officers for review. Associate Member status will be granted on majority decision of the Elective Officers. If a candidate's application is rejected by the Elective Officers, their application will be brought before the General Assembly for a final decision and measures will be taken to ensure that the applicant is unaware of the vote. A vote by the General Assembly will be carried out by mail or an electronic ballot. A three-fourths affirmative vote shall be necessary for election.

(c) Retired Member:

Retired membership status requires prior Active or Associate Membership, and as such, a transfer of membership status is required. An Active or Associate

Member wishing to transfer their status to Retired Member requires submission of a letter to the Secretary-Treasurer stating they are no longer actively practicing within the scope of oral and maxillofacial radiology. The letter must outline the individual's contributions to this Academy during their tenure, including, but not limited to, service as an Elective Officer and/or participation in Academy committees. The request for status change will be distributed to the Elective Officers for review. Retired Member status will be granted on majority decision of the Elective Officers.

(d) Honourary Member:

Nomination for Honourary Membership shall be made by a letter from an Active Member to the Secretary-Treasurer. The letter must outline the reasons for nomination of Honourary Member status based on the description in Chapter I, Section 2(d) of these Bylaws. The Secretary-Treasurer will check and verify the nominee's credentials, and the nomination letter will be distributed to the Elective Officers for review. Honourary Member status will be granted on majority decision of the Elective Officers. If a candidate's application is rejected by the Elective Officers, their application will be brought before the General Assembly for a final decision. If the nominee is a member with active voting status, they will not participate in the voting, and measures will be taken to ensure that the nominee is unaware of the vote. A three-fourths affirmative vote shall be necessary for election.

(e) Student Member:

Application for Student Membership shall be presented to the Secretary-Treasurer by either a letter from the director of the graduate/postgraduate oral and maxillofacial radiology program for a graduate/post-graduate student, or by a letter from an active member of the CAOMR for an undergraduate dental student. The letter must give detailed information concerning the character and qualifications of the candidate. The Secretary-Treasurer will check and verify the candidate's application, and the application will be distributed to the Elective Officers for review. Student Member status will be granted on majority decision of the Elective Officers.

A recipient of an invitation to membership in the Academy shall be eligible for the privileges of membership, provided payment of annual membership dues and maintenance of good standing status.

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".

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 the Academy, except the right to vote, to make nominations, and to hold office.

(c) Retired Members:

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

(d) Honourary Members:

Shall have all privileges of the Academy, including the right to vote, to make nominations, and to hold office, provided the individual was an Active Member of the Academy and in good standing at the time of being granted Honourary Membership and maintains the qualifications for an Active Member as described in Chapter I Section 2(a). If an individual is not an Active Member at the time of being granted Honourary Membership, or if an Honourary Member retires or otherwise no longer maintains the qualifications for an Active Member, they shall have all privileges of the Academy, except the right to vote, to make nominations, and to hold office.

(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:

An Active Member may transfer to Associate Member status by directly contacting the Secretary-Treasurer and requesting a change in membership status. The request for status change will be distributed to the Elective Officers for review. Change in membership status will be granted on majority decision of the Elective Officers.

An Associate or Student Member wishing to transfer their status to Active Member requires completion of an application as described in Chapter I, Section 3(a) of the Bylaws.

An Active or Associate Member wishing to transfer their status to Retired Member requires submission of a letter to the Secretary-Treasurer as described in Chapter I, Section 3(c) of the Bylaws.

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 voting 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 Bylaws of this Academy;
- (c) have the power to approve all memorials, resolutions, and recommendations made in the name of the Academy;
- (d) have the power to elect the Elective Officers;
- (e) have the power to elect members of committees and boards not otherwise provided for in these Bylaws; and
- (f) 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 either the General Assembly at an Annual General Meeting of an Annual Session, or by the Elective Officers as per Chapter V, Section 1 of these Bylaws. The Annual General Meeting may be held via an online forum as an alternative to a physical meeting, should the Elective Officers deem it pragmatic to do so. 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. In the event of an online Annual General Meeting, an electronic voting system will be utilized and will be subject to conventional quorum requirements.

If and when warranted, the Elective Officers may decide to hold an electronic vote not in association with an Annual General Meeting. Based on the issue in question, a reasonable timeline ranging between one week and one month will be decided upon by the Elective Officers for electronic voting response. One reminder e-mail following the initial prompt to vote will be provided by the Secretary-Treasurer to all potential voting members. The electronic vote will be held via a computer ballot system, and will be under the direction and control of the Secretary-Treasurer. As per conventional quorum requirements, response to the electronic ballot by one third of the voting members of the General Assembly is required.

Section 5. Voting:

Provided quorum requirements are satisfied, a majority vote is considered binding, unless directly expressed as otherwise within this document.

A vote taken by mail or electronic ballot, under the direction and control of the Secretary-Treasurer, has the same authority as a vote taken at the Annual General Meeting. The same restrictions and rules shall govern, as with any other vote authorized in the Constitution and Bylaws.

Section 6. Special Committees:

Special committees of this Academy shall be formed as warranted. Committee members will be appointed by the General Assembly at an Annual Meeting, or with authorization of the Elective Officers as needed throughout the year. All special committees shall be composed of at least two members, including the Chair. The committee Chair must be an

Active Member, and the remainder of the committee members may be of any membership classification. The Chair of any special committee shall be appointed by the Elective Officers. The terms of all members of special committees will lapse upon completion of the committee's mandate.

Section 7. Vacancy of Committees:

Any vacancy in a special committee shall be filled by an individual appointed by the Elective Officers, or an individual appointed by the General Assembly at the following Annual Meeting.

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 or a qualifying Honourary Member as described in Chapter I, Section 5(d) 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 in the place of the President at the request of or in the absence of the President;
- (b) assume the presidency in the event of the President's incapacitation;
- (c) act as the Academy representative for the Canadian Dental Specialties Association when said position requires filling, which is a two-year tenure that may be held for consecutive terms depending upon when the Immediate Past-President commences serving in this role;
- (d) act as the committee Chair for a review of the Academy's Constitution and Bylaws, which shall be as reviewed every five years or sooner if deemed necessary by the General Assembly.

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;
- (d) serve as the Academy's official representative to other organizations, businesses and concerns, or delegate these duties to other officers as appropriate;
- (e) act as the Academy representative for the Canadian Dental Specialties Association if said position requires filling, depending upon when the Immediate Past-President commences serving in this role;
- (f) assume the role of the Immediate Past-President at the end of the term of office as President; and
- (g) perform such duties as are customary to this office.

It will be the duty of the President-Elect to:

- (a) serve in the place of the President in the absence of the President and Immediate Past-President;
- (b) assume the role of President 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;
- (c) assist the Secretary-Treasurer and President in their roles as required.

It will be the duty of the Secretary-Treasurer to:

- (a) keep accurate minutes of all meetings of the General Assembly or Elective Officers;
- (b) provide accurate and timely correspondence to members of the Academy dealing with routine business of the Academy;
- (c) ensure that all notices of meetings or electronic ballot are sent at the appropriate time to members of the Academy;
- (d) draft Annual General Meeting agenda in consultation with and at the direction of the President, followed by dispersal of the agenda to members of the Academy;
- (e) provide members of the Academy with Continuing Education letters for attendance at an Annual Session, following the consultation with and at the direction of the President regarding the number of qualified hours;
- (f) keep all moneys belonging to the Academy and pay out same, provided the money is in hand;
- (g) dispersal of annual dues invoices to members, and collection of said dues
- (h) 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;
- (i) make an accurate annual report of the Academy's financial condition;
- (j) turn over to his/her successor all records, books, or other properties relating to this office within thirty (30) days of vacating this office;
- (k) maintain an accurate role of Academy members with current contact information;
- (l) provide candidates for Academy membership with a current application form;
- (m) check and verify candidate membership applications and forward applications to the remainder of the Elective Officers for voting;
- (n) notify candidate of the results of their application for membership;
- (o) assume the role of the President-Elect at the end of the term of office as Secretary-Treasurer; and

(p) perform such duties as are customary 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 that the President shall succeed to the office of Immediate Past-President, the President-Elect shall succeed to the office of President, and the Secretary-Treasurer shall succeed to the office of President-Elect without further election. In the event an officer fails to perform their described duties as per the Bylaws, a replacement officer may be nominated pro tem by the remainder of the existing Elective Officers, or elected by the General Assembly at the proceeding Annual General Meeting as described in Chapter III, Section 5.

Section 5. Nominations and Elections:

The election of a new Secretary-Treasurer, and/or any other officers required in the event of incapacitation of an existing officer unless otherwise prescribed in this document, shall be carried out by nominations from the floor at the Annual General Meeting of the Academy. In the event that the Annual Session is held via an online forum, a list of eligible members will be circulated to the General Assembly and officer nominations must be submitted to the Elective Officers. A thirty (30) day period will be provided for nominations, and nominations will close at least fourteen (14) days prior to the meeting date. In the event of multiple nominees for the same office, a vote by the General Assembly at the Annual General Meeting will determine the successful candidate.

Section 6. Vacancy of Office:

- (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 they were elected. In the event that the President is temporarily unavailable to chair a meeting or fulfill their duties, the President-Elect shall act on their 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 Bylaws.
- (c) In the event the office of Secretary-Treasurer 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 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. The Secretary-Treasurer will provide invoices for annual membership dues to all members on January 1. Dues shall be established from time to time by majority vote of members of the General Assembly at the Annual Session, provided that proposed fee changes have been submitted in writing to all potential voting members at least sixty (60) days prior to the date on which the vote is taken, or by electronic ballot as described in the Bylaws in Chapter II, Section 5. If the proposed changes to annual membership dues are not provided to the potential voting members in advance, no changes are authorized at the Annual Session at which such amendment is introduced, unless by unanimous consent of all voting members in attendance.
- (b) Dues must be paid within sixty (60) days of invoice dispersal. Late payment of membership dues will result in a financial penalty as established by the Academy. A waiver of this provision may be granted by the Elective Officers for extenuating circumstances.
- (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-Treasurer and approved by the majority vote of General Assembly present at the next Annual Session, for waiver of this provision. Such waiver will normally only be granted for extenuating circumstances.
- (d) A reinstatement fee as shall be established from time to time by majority vote of members of the General Assembly at the Annual Session, 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 graduate or post-graduate Student Member applies to become an Active or Associate Member at the time of completion of their 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 Session**Section 1. Time and Place:**

The Annual Session of the Academy shall consist of the Annual General Meeting and a Scientific Session, which may be conducted via either a physical meeting or an online forum. The Scientific Session shall be developed and administered by the organizer(s) of the Annual Session, in consultation with the Elective Officers. The Annual Session shall be held at such time and place as determined by the General Assembly at an Annual General Meeting. Should the time and place of the proceeding Annual Session not be formalized at an Annual General Meeting, or should a change in the time and place of the proceeding Annual Session be required, this shall fall under the direction of the Elective Officers. In the event of a declaration of extreme emergency in accordance with the provisions of Chapter II of these Bylaws, under the direction of the Elective Officers, the Annual Session shall not be held for the duration of the extreme emergency.

Chapter VI - Amendments

These Bylaws 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 amendments have been submitted in writing to all potential voting members at least sixty (60) days prior to the date on which the vote is taken.