

**INTERNATIONAL
ASSOCIATION FOR
ORTHODONTICS**

**Constitution
and
Bylaws**

**Revised and Adopted by the IAO General Assembly
April 16, 2010
Hilton Clearwater Beach Resort
Clearwater Beach, Florida USA**

CONSTITUTION

ARTICLE I - NAME

This Association shall be known as the International Association for Orthodontics, hereinafter referred to as “the Association” or “this Association.”

ARTICLE II - PURPOSE

This Association is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501(c) 6 of the Internal Revenue Code. Among its stated purposes are:

- A. To promote the study and disseminate the knowledge of the cause, control, treatment and prevention of malocclusion of the teeth and any possible resulting dysfunctions, such as dysfunction of the temporomandibular joint.
- B. To promote an exchange of ideas and experiences, based on a biomechanical approach, between the various fields of dentistry related to orthodontics.
- C. To promote the establishment and maintenance of the highest ideals in orthodontic practice, research and development throughout the world for the benefit of all orthodontic patients.
- D. To promote the elimination of professional isolationism in orthodontics and thereby create an atmosphere conducive to harmonious relationships between all dental practitioners in orthodontics.
- E. To strongly support its members in all aspects of their orthodontic practices including aesthetic treatment and/or temporomandibular joint disorders.

ARTICLE III - ORGANIZATION

Section 1: Incorporation. This Association is a not-for-profit corporation organized under the laws of the state of Wisconsin. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of liabilities of the corporation, dispose of all assets of the corporation in such manner, or to such charitable, educational, religious, or scientific purposes as shall at the time qualify as an

exempt organization or organizations under Section 501(c) 6 of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed by the appropriate court in the county or jurisdiction of the Association at the time of its dissolution to such organization or organizations, as said court shall determine, which are organized exclusively for such purposes.

ARTICLE IV - OFFICERS

Section 1: Elective Officers. The elective officers of this Association shall be a president, a president-elect, a first vice-president, a second vice president, a secretary, a treasurer, an immediate past president and an editor, each of whom shall be elected by the Executive Board as provided in Chapter V of the Bylaws.

Section 2: Appointive Officer. The appointive officer of this Association shall be known as the Executive Director who shall be appointed by the Executive Board as provided in Chapter VI of the Bylaws.

ARTICLE V - GOVERNMENT

Section 1: Governing and Administrative Body. The governing and administrative body of this Association shall be the Executive Board, which may be referred to as “the Board,” as provided in Chapter III of the Bylaws.

Section 2: Legislative Body. The legislative body of this Association shall be the General Assembly, which may be referred to as “the Assembly,” or “this Assembly,” as provided in Chapter IV of the Bylaws.

ARTICLE VI - ANNUAL MEETING

The annual meeting of this Association shall be conducted in accordance with chapter VII of the Bylaws.

ARTICLE VII - PRINCIPLES OF ETHICS

The principles of ethics of this Association shall be the same as those adopted by the American Dental Association.

ARTICLE VIII - AMENDMENTS

This Constitution may be amended at any annual meeting of this Association by three-fourths (3/4) of those members present and voting, providing that the proposed amendments have been presented to the voting membership at least thirty (30) days prior to the date on which the vote is taken.

BYLAWS

Chapter I – Membership

The changes in these bylaws will grandfather in all who have obtained their Fellow and Board-Eligible membership status but they will be held to the requirements for Diplomate membership status that are in these bylaws with the exception that they will need to present all fifteen (15) cases to the IBO Board.

Section I: Classification. The members of this Association shall be classified as follows:

- | | |
|--------------|--------------------------------|
| A. Associate | D. Diplomate (Board-Certified) |
| B. Active | E. Life |
| C. Fellow | F. Honorary |
| | G. Auxiliary |
| | H. Recognized Auxiliary |
| | I. Vendor |

Section 2: Qualifications.

- A. Associate. A dentist shall be classified as an Associate member of this Association who is a licensed dentist and a member in good standing of the American Dental Association, the National Dental Association, the Canadian Dental Association, the college of Dental Surgeons of Puerto Rico, or a foreign equivalent. Associate members may be enrolled in a one- or two- year program of orthodontic education, or plan to enroll in such a program within six months of joining this Association. Dentists who are not members of the associations identified above shall be given two years to meet that requirement before loss of Association membership.
- B. Active. A dentist shall be classified as an Active member of this Association who meets the basic requirements of Associate membership and has completed at least 150 hours of orthodontic continuing education. Before applying for Fellow status, an Active member must present one (1) IBO type Board case that has been examined and passed by an IAO Education Committee examiner. This examination can take place at an IAO Annual Meeting or exceptions to this policy may be given on an individual basis: examples include mailing cases to the IAO Education Committee or the IAO Education Committee may elect to send an examiner to any meeting that requests their presence.
- C. Fellow. A dentist shall be classified as a Fellow member of this Association who meets the basic requirements of Active membership and has completed at least 300 hours of orthodontic continuing education and has a total of five (5) IBO type Board cases presented and had each case examined and passed by an IAO Education Committee examiner at an IAO Annual Meeting. Exceptions to this policy may be

given on an individual basis: examples include mailing their cases to the IAO Education Committee or the IAO Education Committee may elect to send an examiner to any meeting that requests their presence.

Before applying for Fellow status, it is mandatory to present one (1) completed case for examination with all documentation to the IAO Education Committee. This case can be presented at the an IAO Annual Session or by transmitting their cases to the IAO Education Committee or the IAO Education Committee may elect to send an examiner to any meeting that requests their presence.

Further, a Fellow is encouraged to prepare an article for publication on an orthodontic topic suitable for publication as approved by the Editor of the *International Journal of Orthodontics* (IJO).

- D. Diplomate (Board-Certified). A dentist shall be classified as a Diplomate or Board-Certified member of this Association who meets the basic requirements of the International Board of Orthodontics, as defined in Chapter XII, Section 4 of these Bylaws.
- E. Life. A dentist shall be classified as a Life member of this Association providing that he or she has maintained active membership in this Association for 15 consecutive years, has attained the age of sixty-two (62) years and has submitted an application for Life membership status.
- F. Honorary. A dentist or member of an allied profession may be classified as a Honorary member of this Association in recognition of their support of the aims and goals of the Association. Honorary members shall be elected to this classification by the Executive Board.
- G. Auxiliary. A dental hygienist, dental assistant, dental laboratory technician or orthodontic supplier shall be classified as an Auxiliary member of this Association providing that he or she is recommended for membership by any dentist member of the Association. The Auxiliary member must be involved with dentists in the provision of orthodontic services to patients and must support the overall purposes of this Association.
- H. Recognized Auxiliary: A dental hygienist, dental assistant or dental laboratory technician shall be classified as a Recognized Auxiliary who meets the basic requirements as established by the International Board of Orthodontics subject to the approval of the Executive Board or Executive Committee.
- I. Vendor: A person who is not a dentist and also who does not meet the requirements of an Auxiliary or Recognized Auxiliary member. The Vendor member can be affiliated with an IAO journal advertiser, an IAO annual meeting exhibitor or with

any other commercial interest that relates to orthodontics and the profession of dentistry.

All educational requirements to meet those established for membership categories A through E shall be determined by the Education Committee.

Section 3: Privileges.

A. Associate. An Associate member of this Association shall receive the following as direct benefits of membership:

- A membership certificate presented upon initial acceptance to membership;
- All official publications of the Association;
- An annual membership card upon payment of annual dues;
- An annual record of continuing education experience upon payment of annual dues;
- An annual membership directory and referral guide;
- Discount tuitions for all Association-sponsored educational programs;
- Access to the Association's toll-free telephone number (US and Canada), fax number, and e-mail address.
- Other member benefit programs.

In addition, an Associate member shall have full privileges to vote for elective officers, to vote in the General Assembly and to vote at special meetings as called.

B. Active. An Active member of this Association shall receive all benefits and privileges assigned to Associate members and shall also have the privilege of holding any elective office in the Association. A certificate recognizing achievement of active membership shall be presented to members attaining this membership tier.

C. Fellow. A Fellow member of this Association shall receive all benefits and privileges assigned to Active members, including a certificate recognizing achievement of this membership tier. This certificate and other recognition shall be presented at the annual meeting of the Association. The member has to attend the annual meeting within three years after achieving Fellow membership.

D. Diplomate (Board-Certified). A Diplomate member of this Association shall receive all benefits and privileges assigned to Fellow members. Upon achieving Diplomate (Board-Certified) the member shall receive a plaque signifying Diplomate membership and sapphire lapel pin at the annual meeting following a successful examination.

E. Life. Life members of the Association shall have all the privileges assigned to Active members and shall receive a permanent Life membership identification card.

- F. Honorary. An Honorary member of this Association shall have a certificate of Honorary membership and all Association official publications. The Honorary member shall also have the privilege of attending any annual meeting of the Association.
- G. Auxiliary. An Auxiliary member of this Association shall receive the following as direct benefits of membership:
- A membership certificate, presented upon initial acceptance into Auxiliary membership;
 - All official publications of the Association;
 - An annual membership card upon payment of annual dues;
 - An annual record of continuing education experience;
 - Discount tuition at all Association-sponsored educational programs.
- H. Recognized Auxiliary: A Recognized Auxiliary member of the association shall receive all benefits and privileges assigned to Auxiliary members. Upon achieving Recognized Auxiliary membership, the member shall receive a certificate signifying Recognized Auxiliary membership and a lapel pin at the annual meeting following a successful examination by the International Board of Orthodontics.
- I. Vendor: A Vendor member of this association shall receive the following as direct benefits of membership:
- A membership certificate presented upon initial acceptance into Vendor membership.
 - All official publications of the association.
 - An annual membership card upon payment of annual dues.

Section 4: Duties. All dentist members in categories A through D. shall participate in at least 75 hours of orthodontic continuing education courses every three years or lose all voting privileges.

Section 5: Dues and Reinstatement.

- A. Membership categories A through D. The dues of these members shall be established by the Executive Committee and shall be due January 1st each year. Members who have not paid their annual dues by March 31st of each year shall be suspended from membership. Members so suspended may seek reinstatement as provided in item G of this Section of the Bylaws.
- B. Life. Life members shall be exempt from payment of annual dues.
- C. Honorary. Honorary members shall be exempt from payment of annual dues.

- D. Auxiliary. The dues of Auxiliary members shall be established by the Executive Committee and shall be due on January 1st each year. Auxiliary members who have not paid their annual dues by March 31st of each year shall be suspended from membership. Members so suspended may seek reinstatement as provided in item G of this Section of the Bylaws.
- E. Recognized Auxiliary: The dues of Recognized Auxiliary members shall be established by the Executive Committee and shall be due on January 1st of each year. Recognized Auxiliary members who have not paid their dues by March 31st of each year shall be suspended from membership. Members so suspended may seek reinstatement as proved in item G of this section of the Bylaws.
- F. Vendor: The dues of Vendor members shall be established by the Executive Committee and shall be due on January 1st of every year. Vendor members who have not paid dues by March 31st of each year shall be suspended from membership. Members so suspended may seek reinstatement as provided in item G of this section.
- G. Reinstatement. A member who has been suspended for non-payment of annual dues may apply for reinstatement through the Headquarters Office upon payment of a reinstatement fee as determined by the Executive Committee, plus current annual dues.

Section 6: Loss of Membership. Any member of this Association may suffer loss of membership by:

- Non-payment of annual dues;
- Expulsion from membership for infraction of the Principles of Ethics or non-adherence to the ideals and principles of this Association;
- Not meeting the membership requirements as defined in Chapter I, Section 2 of these Bylaws.

Every member shall have the right to appeal to the Executive Board when suffering an expulsion and, if reinstated, shall meet the rule governing reinstatement of membership as defined in Chapter I, Section 5 of these Bylaws.

Section 7: Payment of Back Dues. Any member who has reinstated his or her membership in the Association shall have the privilege of paying all back dues owed to maintain consecutive membership privileges.

Section 8: Good Standing. Any member who has not suffered loss of membership shall be considered in good standing.

Chapter II - Constituent Societies

Section 1: Organization. Official constituent societies of this Association shall be known as Sections. Membership of each constituent shall be limited to dentists practicing within the territorial jurisdictions of the Section, although members residing in Border States of two sections may elect to join whichever section they choose. At present, the Association is composed of, but not limited to, Sections with the following defined territorial limits:

Middle Atlantic: Delaware, Maryland, New Jersey, Pennsylvania and Washington, DC.

New England: Connecticut, Massachusetts, Maine, New Hampshire, New York Rhode Island and Vermont.

Southeast: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia.

North Central: Illinois, Indiana, Michigan, Ohio and Wisconsin.

West Central: Minnesota, Montana, North Dakota, South Dakota and Wyoming.

Mid-Continent: Iowa, Kansas, Missouri and Nebraska.

Southwest: Arkansas, Louisiana, New Mexico, Oklahoma and Texas.

Western: Arizona, California, Colorado, Hawaii, Nevada and Utah.

Pacific

Northwest: Alaska, Idaho, Oregon and Washington.

Puerto Rico: The Island of Puerto Rico and other Caribbean nations, including Bermuda, Haiti, Netherlands Antilles, etc.

Quebec: The Province of Quebec in Canada.

Ontario: The Province of Ontario in Canada.

Maritimes: The Provinces of New Brunswick, Newfoundland, Nova Scotia and Prince Edward Island in Canada.

West Canada: The Provinces of Alberta, British Columbia, Manitoba, Northwest Territories, Saskatchewan and Yukon in Canada.

Mexico: Mexico

Poland Poland

Philippines: Philippines

Brazil: Brazil

India: India

Spain: Spain

Australia: Australia

New Zealand: New Zealand

South Korea: South Korea

Section 2: Name. A section shall take its name from the geographic territory in which it is organized.

Section 3: Powers and Duties.

A. A Section shall have the power to:

- Approve its members for tier advancement;
- Organize its members into component (study club) societies as described in Section 11 of this Chapter of the Bylaws;
- Provide for its own financial support and to establish bylaws, rules and regulations to govern its members, provided they are not in conflict with these Bylaws;
- Discipline any of its members as provided in Section 6, Chapter I of these Bylaws;
- Hold an annual meeting and elect officers as provided in Sections 6 and 7 of Chapter II of these Bylaws.

Duties of Sections shall be to encourage and stimulate professional and social contact among members, to encourage the exchange of orthodontic knowledge and training through seminars, and to promote the aims and goals of this Association. When a Section has been dissolved in any manner, all its properties and effects become the property of this Association.

Section 4: Dues. Sections may establish their own dues rates for members, which shall be collected through the Section independent of this Association's annual dues.

Section 5: Membership. All members of this Association shall also be members of their constituent Section. Section membership shall be limited to dentists and auxiliaries practicing within the territorial jurisdiction of each Section as defined in Section 1, Chapter II of these Bylaws.

Section 6: Officers. The officers of a Section shall be the president, secretary, treasurer and such other officers as may be proscribed in the Section Bylaws.

Section 7: Meetings. Each Section shall hold an annual meeting, to elect officers, review financial records and prepare annual reports for submission to this Association for presentation at the annual meeting of the Executive Board.

Section 8: Constitution and Bylaws. Each Section shall adopt and maintain a constitution and bylaws which shall not be in conflict with, or limit, the Constitution and Bylaws of this Association, and shall file a copy thereof, and any changes which may be made thereafter, with the Executive Director of this Association.

Section 9: Ethics. The Section code of ethics shall meet the Principles of Ethics as defined in this Association's Constitution.

Section 10: Charters. A Section charter shall be granted as provided in these Bylaws upon application to the Executive Board. Approval of the Executive Board for a charter requires a two-thirds vote of Board members present. The charter of any Section may be revoked for failure to adhere to the Constitution and Bylaws or Principles of Ethics of this Association. Revocation requires a two-thirds vote of the Executive Board members present and voting. When a Section charter has been revoked and not reinstated, all its properties and effects become the property of this Association.

Section 11: Component Societies. Official study clubs of this Association may become component societies, organized through the Section. All such study club members must be members in this Association in good standing. Such study clubs shall be formed to encourage and stimulate educational experiences of members. Membership should derive from a common geographical locale and should participate in regularly scheduled educational programs. The Study Club Committee shall develop guidelines for the organization and operation of official study clubs and the Education Committee shall develop guidelines for educational programs for study clubs. When a study club has been dissolved in any manner, all its properties and effects shall become the property of this Association.

Chapter III - Executive Board

Section 1: Composition. The composition of the Executive Board shall be as follows:

- Elected and appointed officers of this Association;
- President of a Section - or his or her designate - and one alternate who may vote

- only when the official delegate is absent from the meeting;
- Chair of the Education Committee.
- The President of the International Board of Orthodontics (IBO) is an ex-officio member.

Section 2: Certification. The secretary of each Section shall certify the one delegate and one alternate from the Section and shall notify the Headquarters Office of this Association of these appointments no later than 30 days prior to each annual meeting.

Section 3: Power and Duties. The Executive Board shall have all administrative and governing powers and duties except as otherwise limited in these Bylaws. These powers and duties shall include, but not be limited to, the following:

- A. The Board shall appoint the appointive officer of the Association.
- B. The Board shall conduct an annual meeting to elect officers, name members of committees, adopt an annual budget for the forthcoming year, review and recommend legislative actions on policy for consideration by the General Assembly and consider any other matters placed before it.
- C. The Board shall grant and revoke charters of Sections.
- D. The Board, through the Executive Committee, shall determine all dues rates for membership.
- E. The Board shall act as a court of final appeal in cases involving expulsion from membership.
- F. The Board shall adopt and amend the constitution and Bylaws of this Association, subject to final approval of the General Assembly.
- G. The Board, through the Executive Committee, shall grant honorary memberships and shall select a candidate for the Leon J. Pinsker Merit Award, subject to provisions in these Bylaws.
- H. The Board shall approve the site of the annual meeting.
- I. The Board, through the Executive Committee, shall administer the Reserve Fund and Educational Funds.
- J. The Board shall conduct all other such matters as they pertain to the Association's administration and government.

Section 4: Meetings. The Board shall meet at least once annually.

Section 5: Special Meetings. A special meeting of the Board may be called at any time in addition to the annual meeting, providing that not less than one-third of its members have petitioned the president for the special meeting. The president, at his or her discretion, may call a special meeting of the Board, providing at least 30 days' notice is given to all members of the Board.

Section 6: Quorum. A simple majority of the board members present at any meeting shall constitute a quorum.

Section 7: Rules and Order. Meetings of the Executive Board and all agencies of the Association shall be governed by the current edition of Sturgis Standard Code of Parliamentary Procedure in all cases in which they are applicable and not in conflict with standing rules of these Bylaws.

Section 8: Order of Business. The following shall be included, but not limited to, as the order of business at the annual meeting of the Executive Board:

- A. Call to order by president.
- B. Approval of minutes of previous meeting.
- C. Reports of committees.
- D. Reports of officers.
- E. Reports of sections.
- F. Unfinished business.
- G. Election of officers.
- H. New business.
- I. Adjournment.

Section 9: Committees. All standing committees of the Association shall be composed of four members, plus the chair, unless otherwise provided in these Bylaws. Unless otherwise specified, the term of each committee member shall be for two years and may not exceed four years. The chairs of all standing and special committees shall be appointed by the president unless otherwise provided in these Bylaws. There shall be nine (9) standing committees of this Association.

- A. Executive Committee. There shall be an executive committee composed of the following voting members: president, president-elect, first vice-president, second vice-president, a secretary, a treasurer, an editor, an immediate past president and chair of the education committee. This committee shall act as an ad-interim committee of the Executive Board and shall have all the duties and responsibilities of the Board, providing it reports all actions to the Board at its next scheduled meeting. The executive director shall be a non-voting member of the executive committee.
- B. Education Committee. This committee shall meet at least two times each year (once during the annual meeting) to select and approve locations, clinicians, courses and topics to be presented under Association auspices. It shall specify educational

requirements for tier membership, as well as Certified Instructors and any other educational recognition determined by the Executive Board. It shall determine a professional, appropriate form of recognition for members who meet educational recognition requirements. This committee shall direct activities of any of its sub-committees. The chair of this committee shall serve as a member of the Executive Board and Executive Committee. The Chair of the Education Committee shall be elected for a 4-year term and may be re-elected for one additional term. The President of the International Board of Orthodontics (IBO) will be an ex-officio member of this Committee.

- C. Annual Budget/Finance Committee. This committee shall be comprised of the Treasurer, who shall act as Chair, the President, President-elect, Vice President, and one additional member at large in good standing with the IAO. Members shall serve only during their term of office. The committee shall meet once a year, prior to the annual meeting, to review and recommend an operating budget for the Association for the forthcoming year. The committee shall oversee all financial transactions of the Association. The executive director shall serve as a non-voting member of this committee.
- D. Committee on Annual Meeting. This committee shall be appointed by the president for a one-year term. It shall be in charge of scientific activities for the annual meeting, subject to the approval of the Executive Committee. Committee chair shall be the president.
- E. Nominating Committee. This committee shall be composed of three Executive Board members, specifically the Past-President, the President and the President-elect. It shall have the responsibility of selecting members in good standing to serve in vacant elective offices of the Association. Members of the committee may be eligible for nomination to office and nominations for officers may also come from any member of the Association. Members of this committee shall supervise all elections as directed by the president.
- F. Peer Review Committee. This committee shall administer the Association's national system of peer review and shall assist sectional peer review committees in setting up their programs and adjudicating appeals. Members of the committee may serve as expert reviewers for cases of individual members of the Association that are in litigation or peer review. Among the committee duties shall be examination of all dental care programs to eliminate any discrimination against general or pediatric dentists providing orthodontic services. It shall also routinely develop, review and update standards for assessment of quality and formulating policy on peer review and dental care programs for submission to the General Assembly and Executive Board. Members of this committee may act as an appeals agency for members referred by sections for review.

- G. Membership Committee. The committee shall be responsible for developing programs of membership recruitment and selecting the annual winner of the Duane W. Stanford award to the member or study club that has recruited the most new members to the Association. The committee shall also work with the Headquarters Office to resolve any problems involving membership and to develop additional membership benefits as the need arises. The committee shall identify “developing nations” for a lower dues rate.
- H. Study Club Committee. This committee shall be responsible for developing programs and materials for study clubs; shall establish criteria for study club advisors and case presentation examiners; develop programs of recognition for study clubs, and shall review on a timely basis, all Association policy and programs for study clubs.
- I. Strategic and Marketing Committee. This committee shall have the responsibility to determine and recommend Association activities in the future, for one year, five years and 10 years. Membership of the committee shall include one past president and one member of the education committee.
- J. Special Committees. Special committees may be appointed by the president to perform duties not otherwise assigned by these Bylaws. The terms of these committees shall expire at the annual meeting following their creation.

Section 10: Elections. The elective officers of the Association shall be chosen from the candidates recommended by the nominating committee or from candidates recommended by individual members. Candidates shall be declared by a simple majority of votes of Executive Board members present and voting. In the event of a tie, the president shall cast the deciding ballot. Elections shall be supervised by the nominating committee.

Section 11: Attendance of Non-Members. Association members who are not members of the Executive Board may attend meetings of the Board, Executive Committee and any standing committee as observers. Should a non-Board member wish to present a matter for consideration by the Board, the matter shall be submitted in writing to the president at least 15 days prior to the scheduled date of the Board meeting.

Chapter IV - General Assembly

Section 1: Composition. The General Assembly shall be composed of all members of the Association in good standing. Voting privileges are extended to all members in Categories A through E, unless otherwise noted in the Bylaws.

Section 2: Powers. The powers of the General Assembly shall be legislative in nature to establish policy on matters of interest to the Association. Resolutions or recommendations referred to the Assembly may originate with individual members, sections, study clubs, committees or the Executive Board. Resolutions or recommendations to be considered by the Assembly must be submitted to the Executive

Board or Executive Committee for review, prior to transmittal to the Assembly, not later than thirty (30) days prior to the annual meeting of the Executive Board.

Section 3: Meetings. The General Assembly shall meet once a year, in conjunction with the annual meeting of the Executive Board.

Section 4: Special Meetings. Special meetings of the General Assembly may be called by the president, by one-third of the Executive Board or on petition of two-thirds of the voting members of the Assembly. Notice of the special meeting must be made to the membership at least fifteen (15) days prior to the meeting and state the purpose for which the meeting was called. No business may be transacted at a special meeting other than that for which the meeting was called. There shall be no absentee ballots.

Section 5: Quorum. A quorum shall constitute twenty-five (25) members in good standing in the Association.

Section 6: Rules of Order. Meetings of the General Assembly shall be governed by the current edition of Sturgis Standard Code of Parliamentary Procedure in all cases in which they are applicable and not in conflict with standing rules or these Bylaws.

Section 7: Order of Business. The following shall be included as, but not limited to, the order of business at the annual meeting of the General Assembly:

- A. Call to order by president.
- B. Approval of minutes of the previous meeting.
- C. Reports of committees.
- D. Reports of officers.
- E. Consideration of resolutions and recommendations.
- F. Unfinished business.
- G. New business.
- H. Installation of new officers.
- I. Adjournment.

Chapter V - Elective Officers

Section 1: Titles. The elective officers of this Association shall be president, president-elect, first vice-president, second vice-president, secretary, treasurer, editor and immediate past president as provided in Article IV of the Constitution.

Section 2: Eligibility. All Active, Fellow, Board-Eligible, Diplomate and Life members of this Association, who are in good standing, shall be eligible for elective office.

Section 3: Nominations. Nominations for elective office in this Association shall be in accordance with Chapter III, Section 9 of these Bylaws.

Section 4: Elections. Elections for elective officers shall be held as provided in Chapter III, Section 10 of these Bylaws.

Section 5: Term of Office. The elective officers of this Association shall serve for a term of one (1) year or until their successors are elected and installed. Both the first vice-president and second vice-president cannot serve for more than three (3) consecutive terms.

Section 6: Installation. The elective officers shall be installed at the conclusion of business at the annual meeting of the General Assembly.

Section 7: Vacancies. 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 the president-elect was elected. In the event the office of president-elect becomes vacant, the first vice-president shall serve as president-elect for the unexpired term only. In the event the office of first vice-president, second vice-president, secretary, treasurer or editor becomes vacant, the president shall appoint a successor to fill the unexpired term only.

Section 8: Duties.

- A. President. The president shall serve as presiding officer at all regular and special meetings of the Executive Board, Executive Committee and General Assembly. He or she shall nominate members to all standing and special committees at the fall executive board meeting for the next association year, subject to approval of the Executive Board or Executive Committee. He or she shall serve as chair of the annual meeting committee to plan the meeting that will be held at the end of his or her term as president. He or she shall be a non-voting member of all committees, the Executive Board, Executive Committee and General Assembly, although he or she shall cast the deciding vote in the event of a tie. In all cases where authority and power is not vested elsewhere, the same is given to the president. He or she shall perform such other duties as are assigned by these Bylaws.
- B. President-elect. The president-elect shall assist the president in performing the duties of that office. He or she shall maintain contact with the delegates of the sections and act as their advisor. He or she shall succeed to the office of president in the event a vacancy occurs in that office prior to his or her installation as president. The president-elect shall succeed to the office of president when the current president's term expires.
- C. First Vice-President. The vice-president shall assist the president and president-elect in performing the duties of their offices and shall succeed to the office of president-elect in the event a vacancy occurs in that office.

- D. Second Vice-President. The second vice-president shall assist the president, president-elect and the first vice-president in performing the duties of their offices.
- E. Secretary. The secretary treasurer shall review and cause to become official records of the Association all minutes and transactions of the Executive Board, Executive Committee, and General Assembly as prepared by the Executive Director.
- F. Treasurer. The treasurer shall oversee all income and disbursements of the Association, including investments for the Association. He or she shall serve as chair of the Committee on Annual Budget, to review the previous year's budget and to prepare, upon consultation with the Executive Director, the forthcoming year's anticipated operating budget.
- G. Editor. The editor shall serve as editor-in-chief of all official publications of the Association. Subject to policies established by the Executive Board or General Assembly, he or she shall exercise full editorial control of official publications.
- H. Immediate Past President. The president shall succeed to this office upon completion of his or her term as president and shall carry out any duties assigned by the Executive Board, Executive committee or General Assembly.

Chapter VI - Appointive Officer

Section 1: Title. The appointive officer of this Association shall be the executive director, as provided in Article IV of the Constitution.

Section 2: Term of Office and Salary. The Executive Board shall approve the salary and tenure of the executive director. The Executive Committee will negotiate the Executive Director's salary and tenure.

Section 3: Duties. The executive director shall be the executive and administrative head of the Headquarters Office. He or she shall engage all employees unless provided otherwise in these Bylaws. He or she shall supervise and coordinate activities of all committees, the Executive Board, Executive Committee and General Assembly. He or she shall keep an accurate record of all income and disbursements of the Association. He or she shall perform any other functions as directed by the Executive Board or Executive Committee.

Chapter VII - Annual Meeting

Section 1. The annual meeting of the Association shall be held in conjunction with the annual meetings of the Executive Board and the General Assembly.

Section 2. The annual meeting shall consist of scientific sessions, social events and spouse activities as determined by the Committee on Annual Meeting working with the executive director.

Chapter VIII - Publications

Section 1. Name and Frequency.

- A. The Association shall publish an official newsletter, titled *IAO Straight Talk*, containing news of interest for and about members. It shall be issued at least quarterly.
- B. The Association shall publish an official scientific journal, titled *International Journal of Orthodontics*, which shall contain articles, case reports, book reviews and other scientific items of interest to the members as determined by the editor. It shall be published quarterly.
- C. The Association shall publish an annual Membership Directory and Referral Guide.
- D. The Executive Board or Executive Committee shall develop other official publications at any time. All official publications shall be provided as benefits of membership.

Chapter IX - Finances

Section 1: Fiscal Year. The fiscal year of the Association shall begin January 1 of each calendar year and end December 31 of the same year.

Section 2: General Fund. The general fund shall consist of all monies received other than those specifically allocated to other funds in these Bylaws. This fund shall be used for defraying all expenses incurred by this Association not otherwise provided for in these Bylaws. The general fund may be divided into operating and reserve divisions at the direction of the Executive Board or Executive Committee.

Section 3: Other Funds. The Association may establish other funds, at the direction of the Executive Board or Executive Committee, for activities and programs requiring separate accounting records to meet governmental and administrative requirements. Two such funds currently exist:

- A. Reserve Fund. This fund was established in 1999 and is designed for excess funds collected that are not designated for the General or Education Funds. The Reserve Fund is administered by the Executive Committee who may determine the fund's use.

Some of the Reserve Fund monies may be used to support the association's Legal Defense Program and must conform to the Internal Revenue Service's guidelines for Section 501 (C) 6 exempt organizations. The Executive Committee will be responsible for adopting the association's Legal Defense Program's purpose and guidelines.

- A. **Education Fund.** This fund was established in 1995 to provide funding for special scientific events at annual meetings, to assist study clubs in developing educational programs and to provide funds to subsidize scientific seminars and events for members. The fund is administered by the Executive Committee. Contributions to this fund are voluntary and may come from members and others supportive of orthodontic education.

Section 4: Treasurer. The treasurer, in concert with the executive director, shall bear responsibility for management of all Association funds. He or she shall cause to be printed an annual audit of all funds to be presented to the Executive Board at its annual meeting.

Chapter X - Certificates and Awards

Section 1: Membership Certificates. Certificates of membership shall be presented to all Associate, Fellow, Advanced, Board-Eligible, Diplomate, Life, Auxiliary and Honorary members at the time of their acceptance to the membership status achieved.

Section 2: Leon J. Pinsker Merit Award. This award will be presented to any member of the Association who has performed exceptional and meritorious service in furthering the aims and purposes of this Association. Selection of the recipient of this award shall be made by the Executive Committee.

Section 3: Duane W. Stanford Membership Award. This award will be presented by the Membership Committee to the member or group of members who recruits the highest number of new members to the Association within a calendar year.

Section 4: Other Awards. Other awards or certificates may be developed by the Executive Board or Executive Committee.

Chapter XI - Continuing Education

Section 1: Courses. This Association, and its Sections and Study Clubs, shall present annually courses in orthodontic education that will enhance the capabilities of members to provide the highest professional service to their patients. These courses shall be designed to help members meet requirements to achieve Tier Advancement membership categories.

Section 2: Certificates. Upon completion of an Association course, each participant will receive a certificate signifying participation in the course.

Section 3: Recognition. Members meeting standards set by the Education Committee as defined in Chapter III, Section 9 of these bylaws will receive special recognition from the Association.

Section 4: Records. A cumulative record of a member's education experience, as submitted by the member, will be kept at the Headquarters Office and will be issued annually to the individual member upon payment of annual dues.

Chapter XII - International Board of Orthodontics

Section 1: Name. The official certifying body of the International Association for Orthodontics shall be the International Board of Orthodontics (IBO).

Section 2: Membership. The Board shall consist of eight (8) (Diplomate/Board-Certified) members nominated by the IBO Board to serve for a period of three (3) years with the ability to serve two more three year terms with a maximum of nine years total on the IBO Board. Seven of these members will be examiners and one will be the president, who will be a non-examining member. These members will be confirmed by the IAO Executive Committee. At the discretion of the IBO President, when the number of candidates does not allow the existing IBO examiners sufficient time to grade IBO cases, the IBO President may choose as many temporary IBO examiners as he feels is necessary from the IAO Education Committee examiners.

Section 3: Officers. Officers shall be elected annually by the IBO Board. The president and secretary-treasurer shall be elected by the IBO Board from all the members of the board.

Section 4: Duties. Members of the International Board of Orthodontics must:

- A. Administer the examinations for the Diplomate candidate when serving as examiners.
- B. Determine the application fees for Diplomate candidates, subject to approval by the Executive Committee.
- C. Accept any other duties or responsibilities assigned by the Executive Board or Executive Committee.

Section 5: Requirements for Certification.

- A. In order to apply for Diplomate, a member of this Association must have achieved Fellow status and must be a member for at least three years in good standing.

- B. All applicants, except as otherwise noted, for Diplomate must have accumulated at least 500 hours in orthodontic continuing education.
- C. All applicants must present to the IBO Board Examiners fifteen (15) completed orthodontic cases, of which ten (10) cases must be two years out of active treatment and in some form of retention. All 15 cases must comply and be presented to the Diplomate Examination.
- D. An applicant must take examinations approved and prepared by the IBO Board Examiners.
- E. A Diplomate candidate who is a certified specialist in orthodontics must meet all requirements for certification except as follows:
 - 1. The accumulation of 500 hours in continuing orthodontic education shall be waived.
 - 2. The candidate shall have been an IAO member for at least one year.
 - 3. The candidate need not be Fellow before being considered for certification.
- F. An orthodontist who is Board Certified in good standing with the American Association of Orthodontists (AAO) may become an IBO Diplomate with the approval of the IBO Board and the Executive Committee without presenting 15 cases or taking the written examination. The candidate is asked to write a paper for publication in the *International Journal of Orthodontics* prior to receiving their IBO Diplomate.

Section 6: Certification. Upon successful completion of all requirements and examinations for Diplomate, the candidate shall receive a certificate signifying his Board-Certified status of Diplomate, and a jeweled lapel pin. Members so certified are permitted to use the initials IBO in ethically approved professional publications as long as they are IAO members in good standing.

Chapter XIII - Oath of Office

All elective officers of the Association shall be required to state the following oath of office upon assumption of elective office:

I (give full name) solemnly swear that I will faithfully and impartially perform the duties of the (name of office) and will, to the best of my ability and understanding, preserve, protect and defend the Constitution and Bylaws of the International Association of Orthodontics.

Chapter XIV - Amendment

These Bylaws may be amended at any annual meeting of the General Assembly by a two-thirds (2/3) vote of the members present and voting provided that said amendment(s) has been presented to voting members at least thirty (30) days prior to the annual meeting.