

*Angle*Southwest

The Edward H. Angle Society of Orthodontists, Inc.
Southwest Component

THE BY-LAWS

CHAPTER I **STATEMENT OF PURPOSE**

ARTICLE 1. The purpose of this Corporation shall be:

The maintenance of a non-profit organization of charitable and educational character, including, but not limited to:

- To promote education standards for the training of the orthodontist.
- To promote research in the art and science of orthodontics and related basic sciences.
- To publish and disseminate the results of such research which will contribute to the advancement of the standards and ideals of the specialty of orthodontics.
- To act as a working unit in carrying out the purposes of the Society and stimulate and encourage the professional efforts of the individual members.
- To function as a study group and to hold meetings for the advancement of its members in scientific attainment and technical proficiency.
- To promote excellence in clinical orthodontics as the hallmark of the Angle Society

CHAPTER II **DUTIES OF THE OFFICERS**

ARTICLE 1. The **PRESIDENT** shall preside at all meetings of the Southwest Component and Executive Board. He Shall:

- a. Fill all vacancies occurring in office unless otherwise provided for in the By-Laws.
- b. Appoint all committees as specified in the By-Laws.
- c. Act as Chief Executive Officer and representative of the Southwest Component.

ARTICLE 2. The **SECRETARY-TREASURER** shall keep the Minutes of all meeting of the Southwest Component and Executive Board. He is a voting member of the Board. He shall also:

- a. Conduct all correspondence of the Southwest Component insofar as possible.

- b. Maintain all papers, correspondence copies, books, membership files, attendance records, membership lists, and furnish these papers to the officers of the Southwest Component as requested.
- c. He shall notify the Executive Board at all regular meeting on attendance problems, correspondence and on all actions taken by the Secretary since the last meeting.
- d. Collect all dues and assessments and manage those monies in a fiscally responsible manner as determined by the Board. A financial report shall be presented to the Executive Board and then to the Active membership at the first regular business meeting of each year.
- e. Pay all bills and disburse funds as necessary to conduct the business of the Southwest Component and as may be determined by the Executive Board.
- f. He will notify all members of the Southwest Component of the time and place of scheduled meeting at least thirty (30) days in advance of said meetings.
- g. The Secretary shall give written notice by mail to each member of the Executive Board at least ten (10) days in advance of any meeting.
- h. A report will be sent to the general membership annually giving a resume of the Southwest Component activity, a review of Board actions, a list of current officers and committees, and a roster of the membership that shows membership status and categories.

ARTICLE 3. The **VICE-PRESIDENT** shall act as chairman and president of the Southwest Component in the President's absence. He shall also:

- a. Act as Program Chairman for those meeting during his term of office.
- b. Assist the Secretary in matters as specified by the Executive Board.
- c. Attend all Executive Board meeting as scheduled by the Society. He shall be a voting officer of that board.

ARTICLE 4. The **EXECUTIVE BOARD** shall act as the governing body of the Southwest Component and have the power to conduct the usual and customary business of the Southwest Component that cannot be brought to the attention of the entire Component Active Membership for action.

- a. There shall be a majority attendance of the Board necessary to constitute a quorum. If a quorum is not present, the President shall

appoint Active members to the vacant board positions temporarily. However, in no case shall the appointees pro-tem exceed two (2).

- b. The Executive Board shall review, determine and authorize all expenditures of monies from the Southwest Component's funds.
- c. Appoint from the regular membership, person or persons to fill vacancies on the Board by reason of death, resignation, disqualification or from any other cause; however, at the next regular meeting of the Southwest Component, the Active membership shall elect a member to fill that vacancy.
- d. Any Executive Board member that is absent from two (2) consecutive meeting of the Board without adequate notice to the Secretary will constitute prima facie non-attendance resignation from the Board.
- e. The Executive Board shall set all requirements for the categories of membership in the Component Society, except as provided in Article III, Section B: 3.f. (Honorary Members) of the EHASO By-Laws.
- f. All proposals for membership shall first be submitted to the Executive Board for approval before being put to a vote by the Active membership of the Southwest Component. Should any member of the Executive Board object to the election of a candidate to Affiliate or Active membership, the Active membership shall so be advised that the candidate did not receive unanimous approval of the Board.
- g. The Executive Board may refer, by majority vote, any question to the next regular membership meeting for action.
- h. The Active membership of the Southwest Component, by a majority vote of those in attendance, may over-ride any action of the Executive Board.
- i. The Executive Board shall either appoint a Nominating Committee consisting of the Immediate Past-President and three (3) Living and/or available past-presidents or act themselves as a nominating committee if the former is not practical or possible.
- j. Meeting of the Executive Board shall be at the call of the President or by written request of three (3) members of the Executive board with adequate time provided for the meeting's arrangement.
- k. The Executive Board shall also carry out other such responsibilities and activities as may be specified in these By-Laws or at Active membership mandate.

ARTICLE 5. The **COMPONENT DIRECTOR** shall be the Southwest Component Society Representative to the EHASO and serve for seven (7) years. He is elected by the Active membership of the Component Society in the year after hosting the International Biennial Meeting of the EHASO and in the following order: 2007 Angle East, 2009 Angle Southwest, 2011 Angle North Atlantic, 2013 Angle Northwest, 2015 Angle Southern California 2017, Angle Midwest 2019, Angle Northern California.

- a. The Director shall serve on the Executive Board of the Southwest Component during his term of office as a voting member.
- b. The Component Director shall give a report to the Southwest Component at the first meeting of the Active membership on the activities and mandates of the Board of Directors of the EHASO. Should pertinent information for the membership come up that needs to go out to the membership prior to a scheduled meeting, he may arrange for a mailing to the membership through the Southwest Component Secretary.
- c. In the event of illness, death, incapacitation or resignation, the President of the Southwest Component shall assume the duties of Component Director until such time as the Active membership can elect his replacement.
- d. The Component Director shall submit any amendment involving changes in the organizational form of the Component Society to the Board of Director of the EHASO for approval.

CHAPTER III NOMINATION AND ELECTION

ARTICLE 1. The Executive Board shall appoint a Nominating Committee consisting of the three (3) Past Presidents.

- a. This committee shall be selected and charged at the regular meeting of the Southwest Component approximately one (1) year prior to the election.
- b. The Nominating Committee shall be chaired by the Immediate Past-President of the Southwest Component.
- c. The Nominating Committee shall report in writing to the Secretary at least thirty (30) days prior to the election and must have secured prior consent from those candidates for office.

ARTICLE 2. In the event it is not possible or practical to appoint a Nominating Committee from the past-presidents, the Executive Board may act as the Nominating Committee.

ARTICLE 3: Nominations may be made from the floor prior to voting at the time of slate presentation to the Active membership, the prior consent for the Nominee having been secured.

ARTICLE 4: Election shall be by ballot of the Active membership if more than one (1) candidate is presented for election. Otherwise a voice or hand vote may be taken unless a request by the membership is otherwise.

- a. Election shall require a majority of those present at a regular meeting of the Southwest Component, a quorum being necessary for election. If a quorum is not present, a mail ballot must be held.
- b. The term of office shall begin at the close of the meeting at which the election is held.

CHAPTER IV QUORUM

ARTICLE 1. A quorum shall consist of one-third of the Active membership of this Southwest Component.

CHAPTER V MEETINGS

ARTICLE 1. The Southwest Component shall conduct at least one (1) regular meeting annually at a time and place determined by the Executive Board or by the membership.

ARTICLE 2. Special meetings may be held by the following procedures:

- a. By a written request to the Executive Board by one-third (1/3) of the Active membership.
- b. By a call from the President or Executive Board, a majority of the Executive Board approving.
- c. By call from the EHASO.

ARTICLE 3. Rules Governing Guests at Meetings

- a. Active members may invite a guest for any regular meeting of the

Southwest Component, unless specified otherwise in advance by the Executive Board.

- b. The Active member must obtain a guest form from the Secretary of the Southwest Component and return it to the Secretary completely filled out with the guest's professional and personal qualifications at least sixty (60) days prior to the meeting the guest is being invited to attend signed by two (2) Active members, one of whom will be designated a sponsor.
- c. The Secretary and President shall have the final authority to approve/disapprove guest invitations.
- d. The Secretary will extend the invitation and meeting information packet to the prospective guest or send a letter of regret to the sponsor.
- e. The same individual shall not be invited as a guest more than one time without full Executive Board approval.
- f. Guests will not be charged by the Southwest Component for the meeting registration fee to attend the initial regular meeting.
- g. Only Active and Affiliate members of the Society may attend the Biennial International meeting of the EHASO. Guests may not be invited except through the National Secretary as specified in the Standing Rules of the EHASO.

CHAPTER VI DUES AND ASSESSMENTS

ARTICLE 1. Dues for membership are established by the Executive Board and with the approval of the Active membership.

- a. The monies for dues are to be paid within thirty (30) days of the date of billing by the Treasurer.
- b. Dues monies are delinquent after 31 December of the year in which the billing was made.
- c. A late charge, as determined by the Executive Board, may be made to those members paying dues after January 1.
- d. Dues payment received after 1 February must be accompanied by a letter of explanation to the Executive Boards in addition to the late charge that is applicable.

- e. Dues not fully paid prior to the delivery of the first issue of The Angle Orthodontist are delinquent and may be cause for suspension and termination of membership in the EHASO.
- f. The Treasurer must have all monies due to the EHASO along with a detailed membership roster by 15 February of each year.

ARTICLE 2. Assessments. All assessed expenses of the EHASO or the Southwest Component shall be prorated among the Southwest Component membership as determined by the Executive Board.

- a. Assessments are due and payable at the time of billing. Payment must be made to the treasurer of the Society within thirty (30) days.
- b. Assessments include, but are not limited to:
Meeting expenses, journal expenses, activities of the Southwest Component and other such expenses as determined by the Executive Board.

ARTICLE 3. EHASO Expense

- a. The Secretary-treasurer of the Southwest Component shall collect the monies, as determined by the EHASO, from the Southwest Component membership and comply with the monies submission requirements as set forth by the EHASO prior to 15 February of each year.

CHAPTER VII PARLIAMENTARY AUTHORITY

ARTICLE 1. Procedures: The Standard Code of Parliamentary Procedures by Sturgis shall govern all business procedure unless otherwise provided in the bylaws of the EHASO.

ARTICLE 2. Communications: All written communications of the EHASO and the Southwest Component shall be by postal mail or electronic means (facsimile, e-mail) or a combination of these methods unless otherwise provided.

CHAPTER VIII VOTING

ARTICLE 1. All voting power of the Southwest Component of the EHASO shall be vested in the Active membership of the Southwest Component, a quorum required for official actions.

CHAPTER IX
ORGANIZATION AND BY – LAW AMENDMENTS

ARTICLE 1. The Southwest Component shall draw up its own form or organization which in no way shall conflict with the Articles of Incorporation and Bylaws of the EHASO.

ARTICLE 2.

- a. Amendments may be made to these By-Laws following the same procedures as specified for changes in the Southwest Constitution.
- b. No amendment may be made that conflicts with the Articles of Incorporation and By-Laws of the EHASO. Any amendment involving changes in the organizational form of the Southwest Component must be submitted to the Board of Directors of the EHASO for approval before implementation.

CHAPTER X
MEMBERSHIP

ARTICLE 1. Membership in The Southwest Component of EHASO shall be divided into five (5) categories: Affiliate, Active, Active Member-At-Large, Senior and Honorary.

ARTICLE 2. AFFILIATE MEMBERSHIP shall be established in conformity with Article III Section B: 3 of the EHASO By-Laws.

- a. AFFILIATE membership shall be by invitation only and such invitation shall be issued by two Active members of the Southwest Component in writing to the Executive Committee or other appropriate body under the following guidelines:
 - 1) Prospective Affiliate members shall be actively engaged in the legal and exclusive practice of Orthodontics within the boundaries of the Southwest Component of the EHASO as specified in Article II of the Southwest Component Constitution. Geographical exceptions exist as spelled out in the By-Laws of the EHASO.
 - 2) Prospective Affiliate members must have been a guest at a regularly scheduled meeting in accordance with Chapter IV, Article 3 of these By-Laws.

- 3) Prospective Affiliate members must be knowledgeable of and subscribe to the objectives and purposes of the Angle Society in accordance with Article IV of the Southwest Component Constitution.
- 4) Prospective Affiliate members shall complete a membership application form in its entirety. Said form is supplied by the Secretary. The form must be signed by two sponsoring Active members of the Southwest Component.
- 5) Prospective Affiliate members shall meet all other requirements for membership as established by the EHASO and the Southwest Component.

b. Admission to Affiliate Membership

- 1) Two (2) Active members of the Southwest Component shall submit written requests to the Executive Board that an invitation to apply for Affiliate membership be approved for the prospective Affiliate member.
- 2) When the Affiliate membership is approved, two Active members will be assigned as sponsors. In the event that it is not possible, the Secretary will assign sufficient sponsors so the prospective Affiliate member will have two (2) sponsors.
- 3) The prospective Affiliate member must, upon approval of the Board, satisfy all of the requirements of these By-Laws.
- 4) The prospective Affiliate member, having satisfied all other requirements, is then recommended in writing by the Membership Committee (or not recommended) to the Executive Board for approval to Affiliate membership.
- 5) Upon unanimous approval of the Executive Board and approval by a three-fourths ($\frac{3}{4}$) mail ballot vote of the Active membership, the prospective Affiliate member is invited to Affiliate membership and is so notified in writing by the Secretary.
- 6) Failing unanimous approval of the Executive Board, the Active member or members proposing the prospective Affiliate member, may ask for consideration of the candidate by the membership of the Component. Upon an affirmative three-fourths ($\frac{3}{4}$) majority of a mail ballot of the Active members, the candidate shall be notified of his election or rejection to Affiliate

membership. (This procedure is in accordance with the EHASO By-Laws.) The membership shall be informed that this ballot is without unanimous approval of the Executive Board.

- c. The Duties and Privileges of Affiliate Members shall be in conformity with the EHASO By-Laws.
 - 1) The Principles and Objectives of the Society, as contained in The Articles of Incorporation, Preamble and By-Laws of the EHASO shall be explained to the Affiliate member and he must subscribe thereto.
 - 2) The minimum period of Affiliate membership shall be for two (2) years. The maximum period of Affiliate membership shall be for five (5) years.
 - 3) The Affiliate member shall submit during the period of his Affiliate membership, a written contribution acceptable to The Component Society and suitable for consideration for publication in The Angle Orthodontist Journal.
 - 4) The Affiliate member shall be required to meet all scientific and clinical requirements as set forth by the Component Society.
 - 5) The Affiliate member shall be expected to attend all meeting except in the case of an Affiliate who is a candidate for Active Member-At-Large. In that instance because of geographical remoteness of the candidate to the meeting place, the Southwest Component may waive or establish special attendance requirements.
 - 6) Nothing contained herein shall prevent the Southwest Component or the EHASO from giving such tests, written, oral or practical as may be deemed necessary to determine the qualifications for membership of any candidate.
 - 7) An Affiliate member may not vote or hold office.
 - 8) Affiliate membership may be terminated by resignation or from any cause which is deemed sufficient by a simple majority vote of the Active membership present at any regular meeting, a quorum being necessary to vote.

ARTICLE 3. ACTIVE MEMBERSHIP shall be established in conformity the EHASO By-Laws.

- a. The following eligibility requirements for Active membership apply in this society.
 - 1) The prospective Active member must have been an Affiliate member for a minimum of two (2) years and have met the requirements as set forth herein before a five (5) year period of Affiliate membership elapses.
 - 2) The prospective Active member must complete all of the requirements for Regular membership as determined by the Executive Board of the Southwest Component and EHASO.
- b. Admission to Active Membership Status.
 - 1) Upon the completion of all requirements for Active membership, the Written Contribution Committee shall submit a written report to the Executive Board recommending or not recommending the Affiliate member to Active membership status.
 - 2) The Executive Board of The Component Society shall examine the recommendations of the Written Contribution Committee and make a determination of eligibility to the Active membership.
 - 3) Upon a majority recommendation of the Executive Board, The Affiliate member shall be proposed for Active membership at a meeting of the Active Membership Business Meeting. Voting shall be by written ballot with a three-fourths ($\frac{3}{4}$) majority of the entire Active membership required for approval of the Affiliate to Active membership.
 - 4) Failing a majority approval by the Executive Board, the Active membership is so informed of said action at the next Active Membership Business Meeting. A vote for Active membership must then be requested by the prospective Active member or by one or both of his sponsors. The vote then proceeds in conformity to the EHASO By-laws. The membership shall be informed the ballot is submitted without Executive Board approval.
- c. The Duties and Privileges of Active Members shall be in conformity with Article III Section C of the EHASO By-Laws.
 - 1) It shall be the duty of each Active member of the EHASO to subscribe to the principles of membership as set forth in the Articles of Incorporation, the Constitution, and the By-Laws of the EHASO and to uphold the honor and dignity of The Society,

to discharge his professional and personal duties in such a manner as to bring no reproach upon himself, the EHASO or his profession.

- 2) All Active members shall be expected to attend all Components and National meeting of the Society and failure to attend three (3) consecutive meetings without notice of any kind to the Society shall be sufficient cause for termination of membership.
- 3) Active members shall be required to make a contribution to the profession, acceptable to the Component Society at least every three (3) years, per EHASO By-laws.
- 4) Only Active members may hold office and vote in the business affairs of the Society.

ARTICLE 4. ACTIVE MEMBER-AT-LARGE membership may be granted in accordance with Article III Section B: 3.d. under the provisions of Article III Section A: 2 b. of the EHASO.

- a. The following eligibility requirements for Active Member-At-Large are applicable:
 - 1) The applicant must satisfy all requirements for Active membership as in The Component Society By-Laws except for the attendance requirement.
 - 2) The applicant for Active Member-At-Large must submit a written request for such member category to the Executive Board of the Society. Such request must list the reasons for such a request in as much detail as possible.
 - 3) The applicant must appear before the Executive Board as soon as practical after the Board has received the written requests prepared for interview.
- b. The Duties and Privileges of Active Member-At-Large are the same as those of Active members per these bylaws.

ARTICLE 5. SENIOR MEMBERSHIP shall be classified and defined in accordance with the EHASO Bylaws, which state:

SENIOR MEMBERS are those members who have been so elected at the discretion of the individual Component Societies. To be eligible for such membership, the recipient must have been

a Active member for twenty-five (25) years or have reached the age of sixty-five (65). Members in this status may attend scientific or other sessions, taking part if asked or if they so desire but are not otherwise obligated to do so. Senior members shall have the right to vote and hold office. There are two categories of senior membership:

SENIOR ACTIVE: Members who are still in active practice (full or part time and/or engaged in orthodontic education with significant remuneration). They shall pay dues, assessments, contribute to the Memorial fund and subscribe to the Angle Orthodontist Journal the same as regular members, and be identified as senior active in the Component rosters.

SENIOR RETIRED: Members who are fully retired from the active practice of Orthodontics with no significant remuneration from teaching or other allied professional activities shall not pay dues, assessments or contribute to the Memorial fund. Subscriptions to The Angle Orthodontist may/may not be continued through their Component Society.

a. Senior Membership may be granted at the discretion of The Component Society in accordance with the EHASO By-laws.

- 1) The request for Senior membership must be in writing to the Secretary of the Southwest Component at least thirty (30) days prior to a regular business meeting of the Society. The qualifications of the applicant will be examined by the Board and if qualified, will in turn, be recommended by Board action for Senior membership.
- 2) The granting of Senior membership will commence on the first (1st) day of the year following action-election.

b. Application for Senior membership may be made by retiring Active members or for physical or health reasons.

- 1) The request for Senior membership must be in writing to the Secretary of the Component at least thirty (30) days prior to a regular business meeting of the Component Society.
- 2) The Component Society must, after approval, petition the EHASO Board of Directors for approval if the criteria of Chapter IX, Article 5.a has not been met. The conferring of Senior membership cannot be accomplished without EHASO approval unless the applicant is sixty-five (65) years of age and/or been a Active member twenty-five (25) years.

- c. The Duties and Privileges of Senior members in accordance with The Central Body are:
 - 1) Senior members have no attendance or participation requirements.
 - 2) Senior members may attend any and all meeting of the Southwest Component and the EHASO.
 - 3) Senior Active members shall pay dues, assessments, contribute to the Memorial fund and subscribe to the Angle Orthodontist Journal the same as Active members, and be identified as Senior Active in the Component rosters per the EHASO By-laws.
 - 4) Senior Retired members shall not pay dues, assessments or contribute to the Memorial fund per EHASO By-laws. The Senior Retired member will pay, at the discretion of the Executive Board, his subscription to The Angle Orthodontist Journal.

ARTICLE 6. HONORARY MEMBERSHIP must be conferred in accordance with the EHASO By-Laws.

- a. Honorary membership may be bestowed only by the EHASO.
- b. Honorary membership may be proposed to the Board of Directors of the EHASO at any Regular Biennial meeting of The Society.
 - 1) The candidate shall be elected by a three-fourths (3/4) majority by mail or electronic ballot set to voting EHASO members, following recommendations by the Board of Directors.

ARTICLE 7. NON-DISCRIMINATION STATEMENT Nothing contained in the By-Laws of The Southwest Component shall be construed so as to operate against the eligibility for membership on the grounds of color, race, sex, religion, national origin or political affiliation.

ARTICLE 8. TERMINATION and REINSTATEMENT

- a. Termination and Reinstatement shall be in accordance with Article VIII of the Constitution of the Southwest Component.
- b. Notification of Removal from Membership Rolls will be sent by the Secretary at the direction of the Executive Board and shall contain the following information:
 - 1) Notices of Removal from Membership Rolls.

- 2) The reason for termination and reference to the appropriate By-Laws.
 - 3) Date termination is effective.
 - 4) Appeal procedures.
 - 5) Authority of the Termination.
- c. The Notice of Termination shall be sent by receipted mail.
- d. REINSTATEMENT to Membership shall comply with the following:
- 1) A letter and Application for Membership (as provided by the Secretary) must be submitted to the Secretary within thirty (30) days of receipt of “Notice of Membership Termination” and at least thirty (30) days prior to the next regular business meeting of the Southwest Component.
 - 2) The Secretary will present the member’s full record along with the Letter for Reinstatement and Application for Membership to the Executive Board for action.

CHAPTER XI JUDICIAL PROCEDURE

ARTICLE 1. DISCIPLINE of MEMBERS

- a. Discipline of Members
1. The Angle Society reserves the right to punish or discipline any member who shall conduct himself in a manner detrimental to the advancement of Orthodontics or to the best interest of this Society or who fails to comply with the Articles of Incorporation, the Constitution, the By-Laws or Standing Rules of this Society.
 2. Any action calling for discipline or punishment shall originate in the Component Society of which the accused is a member, except in the case of a Senior Retired member, an Active Member-at-large, or an Honorary member. The proceedings of these three classes of membership shall originate at the EHASO level (Board of Directors).
- b. Types of Discipline and Punishment.
- 1) Reprimand
 - 2) Censure
 - 3) Suspension
 - 4) Expulsion

c. Disciplinary Procedures

- 1) The following procedures shall be followed by the Southwest Component or the EHASO, whichever shall be preferring the charges:
 - a. Hearing: The accused member shall be entitled to a hearing before the Component Executive Board, at which time, he shall be given every opportunity to present his defense on all charges brought against him.
 - b. Notice: The accused member shall have been notified in writing of the charges brought against him and be so notified by receipted mail addressed to his last listed address with the Society. This notification shall also contain the time and place of the hearing and be delivered to the accused member at least thirty (30) days prior to said hearing.
 - c. Decision: Every decision resulting in reprimand, censure, suspension or expulsion shall be delivered to the accused member by receipted mail within thirty (30) days of Executive Board action and shall contain the following information:
 1. Charges made against the member
 2. Facts which substantiate the charges
 3. Verdict rendered
 4. Penalty imposed
 5. Appeal procedures
 - d. An accused member under sentence for any offense of which he has been found guilty, shall have the right of appeal to the Active membership of the Southwest Component and to the Board of Directors of the EHASO in accordance with Article XII Section C: 1.d. of The EHASO By-Laws. Their decision shall be final.
 - e. Every member of The Southwest Component of the EHASO does acknowledge and agree to waive the EHASO, the Southwest Component, the Executive Board, Officers, Members and Employees free of responsibility for any damage, pecuniary or otherwise, in case of his conviction and punishment from disciplinary proceedings against him/her.

CHAPTER XII
COMMITTEES

ARTICLE 1. MEMBERSHIP COMMITTEE (Qualifying Committee) shall consist of four (4) members serving four (4) year staggered terms. The final year of serving on this committee shall be as Chairman.

- a. This committee shall be appointed by the President from the Active membership of the Society. One new member shall be selected each year and shall begin his term at the close of the meeting at which elected.
- b. The duties of the Membership Committee shall be:
 - 1) To examine applicants for Affiliate membership on their professional qualifications as set forth and determined by the Executive Board.
 - 2) To make recommendations to the Executive Board on the eligibility of prospective Affiliate members after examination.
 - 3) To prepare and maintain a membership requirement notebook that is utilized by the Secretary in providing membership requirements information to prospective Affiliate members. Any changes in format, application, requirements and administration of these requirements shall require approval of the Executive Board before implementation.
 - 4) A copy of the membership requirements shall be attached to the Standing Rules of the Southwest Component.

ARTICLE 2. The WRITTEN CONTRIBUTION COMMITTEE shall consist of three (3) members serving staggered terms of five (5) years each. Each member shall serve as Chairman his final two (2) years. Election of one replacement on this committee shall occur every odd-numbered year.

- a. This committee shall be appointed by the President from the Active membership of the Southwest Component (prior consent obtained). The new member will begin his term at the close of the meeting at which he is selected.
- b. The Duties of the Written Contribution Committee shall consist of:
 - 1) To establish guidelines and criteria for the examination of Affiliate members' scientific paper requirements that are prerequisite for election to Active membership.

- 2) To make recommendations to the Executive Board on the eligibility to Affiliate members for election to Active membership. They shall aid the applicant in having his written contribution adequately prepared for publication and monitor its organization and manner of presentation.
- 3) They shall determine that the preparation of the written contribution is in compliance with Article III Section B: 3.b.3. of the EHASO.
- 4) Preparing and maintaining a written publication that may be provided to prospective Activer members outlining the requirements of their committee. It shall contain the written contribution requirements, method of preparation and submission to the Society and the time requirements involved. This publication must be approved to the Secretary of the Society for dissemination to the membership upon request. This publication is to be attached to the Standing Rules for reference.

ARTICLE 3. SPECIAL COMMITTEES may be appointed as necessary by the President upon approval of the Executive Board for the orderly and timely conduct of business for the Society.

a. These special committees may include, but are not limited to:

- 1) Meeting Site Selection Committee
- 2) Local Arrangements Committee
- 3) Program Committee
- 4) By-Laws Committee
- 5) Public Relations Committee
- 6) Various Ad-Hoc Committees
- 7) Historical Committee
- 8) Special Services Committee

STANDING RULES

These rules may be amended or rescinded at any regular meeting by a two-thirds ($\frac{2}{3}$) vote of the Active membership, a quorum being necessary for action. They may be suspended by a majority vote. If notice of proposed action has been given at a previous meeting, they may be amended or rescinded by a simple majority vote at a regularly called meeting.

1. The Secretary-Treasurer shall be authorized to order and obtain a plaque or other suitable memento for the retiring President and retiring Secretary-Treasurer.

2. An Executive Secretary may be retained to operate the Component business. The term and salary of said secretary shall be set by The Executive Board and approved by the membership. In the event that no Executive Secretary is employed, The Secretary-Treasurer shall receive a stipend of \$500.00 per calendar year to defray his costs in lieu of vouchers and reimbursement procedures.
3. The Secretary-Treasurer shall be excluded from the membership requirements as stated in Chapter IX, Article 3:c.,3.
4. Case displays shall be left on display throughout the meeting unless excused from doing so by the Examining Committee for extenuating circumstances.
5. Active members are to bring two (2) treated cases for display at each meeting
 - a. One recently treated case.
 - b. Preferably one case 10 years post-retention
 - c. Records on both cases are to be taken within the last 12 months.
 - d. No specified manner of display or write-up is required.
 - e. A 3"x5" card with each case that gives significant and/or interesting information about the case should be provided.
6. Officers and Committee men may submit vouchers to the Secretary-Treasurer for expense incurred in the carrying out of assigned duties for the Society. These expenses shall be approved by the Board for payment.
7. Honorariums for guest speakers will be determined by the Board on a "case by case" basis and any such honorarium or travel expenses for such speakers must be approved by a majority vote of the board.
8. In compliance with Chapter IX Article 2.,c., and Chapter IX, Article 3., c.– those forms and publications of the Membership and Written Contribution Committees are herewith attached.
 - a. Requirements for Affiliate Membership.
Revised July 2004 and adopted July 2004– Telluride, CO
Case requirements for Affiliate Membership revised and adopted May, 2017 by electronic ballot of the Executive Board, see Appendix A
 - b. Requirements for Active Membership
Revised March, 1982, edited and approved by the Executive Board, By-Laws Committee and the Active Membership, June, 1982, Santa Fe, New Mexico.
 - c. Policy and Operation Statements of The Southwest Component of the EHASO.
 - 1) Guidelines for the Written Contribution Committee.
 - 2) Guidelines for the Membership Committee.

- 3) Information for prospective members of The Southwest Component of The Edward H. Angle Society of Orthodontists.
- 4) Various forms used by the Component Society:
 - a) Guest form
 - b) Application for Membership
 - c) Membership Activity Form

9. Meeting attendance/payment:

- 1) 1st time guest – Paid in full by Component, dinner for spouse paid for by Component.
- 2) Residents – No charge for scientific session. Dinner, cocktail party and lunches will be paid by each individual Resident if they choose to attend. If resident chooses to take meals and breaks they will pay a registration fee equal to the estimated costs of breaks, lunches and associated service charges and taxes.
- 3) Returning Guests – Pay all meeting fees.
- 4) Local doctors – Pay all meeting fees.
- 5) Senior Retired doctors- Shall pay a reduced meeting registration fee equal to the estimated costs of breaks, lunches and associated service charges and taxes. Estimated charges for AV, speaker's fees and travel expenses and other expenses will not be used in the calculation of registration fees for Senior Retired doctors. If Senior Retired doctors choose to attend the Cocktail party or Dinner they shall pay full fee for those events.

10. Affiliate Member requirement:

Affiliate members are required to attend at least one Biennial meeting, prior to becoming a Regular member.

- Full Time Academician Protocol for Affiliate Membership – Presented and passed - Dallas 2008

CHAPTER XII DISSOLUTION

ARTICLE 1. The corporation may be dissolved by a majority of the directors present at any regular meeting, if at least thirty (30) days written notice is given of intention to dissolve the corporation. Upon the dissolution of this Corporation, assets shall be distributed to The Angle Orthodontist Endowment. If this is not possible, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such

organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

CHAPTER XIV CONFLICT OF INTEREST POLICY

Article I Purpose

The purpose of the conflict of interest policy is to protect this Component Society's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Component Society or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions

- 1) Interested Person- Any director, principal officer, or member of a committee with Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- 2) Financial Interest-A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a) An ownership or investment interest in any entity with which the Component Society has a transaction or arrangement,
 - b) A compensation arrangement with the Component Society or with any entity or individual with which the Component Society has a transaction or arrangement, or
 - c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Component Society is negotiating a transaction or arrangement.Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

- 1) Duty to Disclose- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

- 2) Determining Whether a Conflict of Interest Exists- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- 3) Procedures for Addressing the Conflict of Interest
 - a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c) After exercising due diligence, the governing board or committee shall determine whether the Component Society can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Component Society's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- 4) Violations of the Conflicts of Interest Policy
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV
Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the

proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Component Society for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Component Society for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Component Society, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Component Society is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII Periodic Reviews

To ensure the Component Society operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Component Society's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Component Society may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Revised by Component Director, Dr. Jim Boley, July 2006 to bring into compliance with Central Body Bylaws.

Updated 4/08.

Further revisions by Dr. Daniel Percy April 2009 to bring into compliance with EHASO Bylaws.

Further revisions by Dr. Daniel Percy, May 2012 to bring into compliance with IRS non-profit status guidelines

Further revisions by Dr. Daniel Percy, May 2017 to conform to changes in standing rules as adopted by the Executive Board, Scottsdale, AZ.

Appendix A

Affiliate Membership Case Presentation Requirements, approved and adopted by the Executive Board 5/2017

The case reports for Associate membership for the SouthWest Angle Society include; utilizing the ABO Case Report Examination (CRE) as guidelines:

Candidates must submit three (3) cases with a DI of twenty (20) or greater, and two (2) cases with a DI of ten (10) or greater,

The candidate must present 3 cases from categories a, b, and c; and 2 cases from d, e, f, and/or g,

a. Class I malocclusion - one (1) non-orthognathic surgical case treated with four (4) quadrant extractions that demonstrates effective management of the extraction sites (identified as "Class I Extraction Case"),

b. Class II, Division 1 malocclusion non-extraction - one (1) non-orthognathic surgical case with bilateral end-to-end or greater Class II molar relationships present at the time of appliance placement. A unilateral full-step Class II molar relationship is also acceptable. The final treatment result should exhibit a Class I molar and canine relationship (identified as "Class II, Non-Extraction Case"),

c. Class II, Division 1 malocclusion with the extraction of permanent teeth - one (1) non-orthognathic surgical case with bilateral end-to-end or greater Class II molar relationships present at the time of appliance placement. A unilateral full-step Class II molar relationship is also acceptable. The final treatment result should exhibit a the least a Class I canine relationship (identified as "Class II, Extraction Case"),

d. A Two Phased Case (requiring more than just the extraction of primary and/or permanent teeth and a lower lingual holding arch) necessitating orthodontic appliances during early interceptive treatment phase in the early mixed dentition and demonstrating future orthodontic treatment planning for the permanent dentition resulting in a Class I molar and canine relationship in the permanent dentition following Phase II orthodontic treatment (identified as "Two Phased Case"),

e. One transverse discrepancy malocclusion - demonstrating 3 or more posterior teeth in cross bite, i.e. either unilateral or bilateral posterior crossbites with successful outcome including a Class I molar and canine relationship (identified as "Transverse Discrepancy Case"),

f. Class III malocclusion with an anterior cross bite (identified as "Class III anterior crossbite Case"),

g. Impacted permanent dentition, with at least one permanent tooth requiring surgical exposure treatment (identified as "Impacted permanent dentition Case").

Note: Only one (1) surgical-orthodontic case total may be submitted - No more than one (1) case treated with orthognathic surgery (identified as "Surgical Case"). Note that a surgical case is not required. Any surgical case must include interim (pre-surgical) records.

All other previous requirements for Affiliate Membership Case Requirements to the Southwest Angle Society are eliminated, including the fast track.