



Constitution and Bylaws

Current IAO Constitution and Bylaws were revised and adopted by the IAO General Assembly, March 28, 2014 at the Gaylord Palms Resort and Convention Center, Kissimmee, Florida USA.

IAO CONSTINTUTION AND BYLAWS

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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 California. 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, 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 described in these bylaws with the exception that they will need to present all ten

(10) cases to the IBO Board. Upon recommendation of the IBO, any member with Board-Eligible status shall be considered for advancement to Diplomat status.

Section 1: Classification. The members of this Association shall be classified as follows:

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

Section 2: Qualifications.

A. Associate. A dentist shall be classified as an Associate member of this Association who is a licensed dentist and is encouraged to be 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 are encouraged to enroll in a continuing orthodontic education program.

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 an IAO Education Committee Examiner 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 an IAO Education Committee Examiner or the IAO Education Committee may elect to send an examiner to any meeting that requests their presence.

Although it is not required, a Fellow may 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 a total of 30 years.

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. Vendor. A person who is not a dentist and also who does not meet the requirements of an 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.

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;
- Access to the Association's toll-free telephone number (US and Canada), fax number, and e-mail address.
- 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;
- Inclusion in the "Find a Doctor" online listing;
- 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, except where otherwise defined in these Bylaws. 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 is encouraged to attend the Annual Meeting within three years of 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 receive 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. 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: Dues and Reinstatement. For membership categories Associate, Active, Fellow and Diplomate, 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 this Section of the Bylaws.

- A. Life. Life members shall be exempt from payment of annual dues.
- B. Honorary. Honorary members shall be exempt from payment of annual dues.
- C. 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 this Section of the Bylaws.
- D. 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 this Section of the Bylaws.
- E. 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.

Section 5: 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 these Bylaws.

Each member shall have the right to appeal to the Executive Board his or her suspension, expulsion, and/or loss of membership and, if reinstated, shall meet the rule(s) governing reinstatement as defined in these Bylaws.

Section 6: 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 7: 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:

<i>Middle Atlantic:</i>	Delaware, Maryland, New Jersey, Pennsylvania and Washington, DC.
<i>New England:</i>	Connecticut, Massachusetts, Maine, New Hampshire, New York, Rhode Island and Vermont.
<i>Southeast:</i>	Alabama, Florida, Georgia, Kentucky, Mississippi, and North Carolina, South Carolina, Tennessee, Virginia and West Virginia.
<i>North Central:</i>	Illinois, Indiana, Michigan, Ohio and Wisconsin.
<i>West Central:</i>	Minnesota, Montana, North Dakota, South Dakota and Wyoming.
<i>Mid-Continent:</i>	Iowa, Kansas, Missouri and Nebraska.
<i>Southwest:</i>	Arkansas, Louisiana, New Mexico, Oklahoma and Texas.
<i>Western:</i>	Arizona, California, Colorado, Hawaii, Nevada and Utah.
<i>Pacific Northwest:</i>	Alaska, Idaho, Oregon and Washington.
<i>Puerto Rico:</i>	The Island of Puerto Rico and other Caribbean nations, including Bermuda, Haiti, Netherlands Antilles, etc.
<i>Quebec:</i>	The Province of Quebec in Canada.
<i>Ontario:</i>	The Province of Ontario in Canada.
<i>Maritimes:</i>	The Provinces of New Brunswick, Newfoundland, Nova Scotia and Prince Edward Island in Canada.
<i>West Canada:</i>	The Provinces of Alberta, British Columbia, Manitoba, Northwest Territories, Saskatchewan and Yukon in Canada.
<i>Mexico:</i>	Mexico
<i>Poland:</i>	Poland
<i>Philippines:</i>	Philippines
<i>Brazil:</i>	Brazil

<i>India:</i>	India
<i>Spain:</i>	Spain
<i>Australia:</i>	Australia
<i>New Zealand:</i>	New Zealand
<i>South Korea:</i>	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 Section is encouraged to:

- A) Organize its members into component (study club) societies as described in this Chapter of the Bylaws;
 - a) 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;
 - b) Hold an annual meeting and elect Officers as provided in this Chapter of these Bylaws.

- B) 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 this Chapter of these Bylaws.

Section 6: Officers. The Officers of a Section shall be the President, Secretary, Treasurer and such other Officers as may be prescribed in the Section Bylaws.

Section 7: Meetings. Each Section may 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 is encouraged to 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 (2/3) vote of Board members present and voting.

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. The Education Committee shall develop guidelines to aid educational programs development 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.

Section 12: Voting Power at the Executive Board Meetings. To possess voting power at the Executive Board Meetings, a Section Representative must represent a Section that contains at least one (1) IAO Study Club comprised of a minimum of (10) IAO Members.

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.
- President of the International Board of Orthodontics (IBO)

Section 2: Certification. Section Members shall be volunteers who certify among themselves the one delegate and one alternate from the Section and shall notify the Headquarters Office 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 employ the Executive Director of the Association.
- B) Each year, the Board shall elect Chairs of Standing Committees and Officers, name members of Committees, adopt an annual budget for the forthcoming year, review and recommend actions 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, through the Executive Committee, shall approve the site of the Annual Meeting.
- I) The Board, through the Executive Committee, shall administer the Reserve Fund and Educational Fund.
- 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 majority of the positions filled on the Executive Board shall constitute a quorum.

Section 7: Parliamentary Authority. Meetings of the Executive Board and all committees shall be governed by the current edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure, where it is applicable and not in conflict with 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 Executive Board and Executive Committee meetings.
- 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: Standing Committees. Standing Committees of the IAO are Executive, Annual Budget and Finance, Annual Meeting, Board Development, Constitution and Bylaws, Education, Membership, Peer Review, Strategic Planning and Marketing, and Study Club.

The General Assembly, Executive Board and the Executive Committee may establish other standing committees as needed.

- A. All Standing Committees shall be composed of up to four (4) members, plus the chair, (a minimum of two members) unless otherwise provided for in these Bylaws.
- B. The President and Executive Committee shall nominate and the Executive Board shall elect the members of these committees unless otherwise provided for in these Bylaws.
- C. The term of all Standing Committee members shall be five (5) years, unless otherwise noted in these Bylaws. A person who serves more than one half of a term is considered to have served a full term on that committee.
- D. Each Committee will elect its own chair each year, unless otherwise provided in these Bylaws, as approved by the Executive Committee.
- E. For Standing Committees, which do not meet regularly, the President shall appoint the Committee Chair.
- F. Term Limits. Once a member has served his or her five (5)- year term, he or she must sit out for at least one (1) year before being eligible for election to the same committee, unless otherwise provided in these Bylaws. The limit of terms served shall be three (3) terms or fifteen (15) years on the same committee.
- G. Filling a vacancy. The member selected to fill a vacancy by the Executive Board shall serve the remainder of the original term.
- H. Recall. A Standing Committee Member may be recalled by a recommendation of the Committee Chair, Executive Committee or Executive Board. A vote on recall will be

then made by the Executive Board and a 2/3 (two-thirds) vote of those present and voting is required for approval. The Committee member shall have the right to appeal to the Executive Board his or her recall.

- I. Subcommittees of Standing Committees. Subcommittees may be established by a Standing Committee by a majority vote of those present and voting. The Standing Committee Chair shall appoint the chair and members of the subcommittee. The rules for terms and term limits for Standing Committees shall apply to subcommittees.
- J. IAO Standing Committee Descriptions:
 - i. Executive Committee. There shall be an Executive Committee composed of the following members: President, President-Elect, First Vice-President, Second Vice-President, Secretary, Treasurer, Editor, Immediate Past President, Chair of the Education Committee, and the IBO President. This Committee shall act as an ad-interim committee of the Executive Board, shall have all the duties and responsibilities of the Executive Board, and shall report all actions to the Executive Board for confirmation at its next scheduled meeting. The Executive Director shall serve as an advisor to this Committee.
 - ii. Annual Budget and Finance Committee. The Committee shall be comprised of the Treasurer, who shall be Chair; President, President Elect, Vice President, and one additional member at large in good standing. The Committee shall oversee all financial transactions of the Association. The Executive Director shall serve as a non-voting member of the Committee. The Committee shall meet at the Summer Meeting to review the previous and current year's operating budgets and to prepare and recommend to the Executive Committee the forthcoming year's operating budget, in consultation with the Executive Director.
 - iii. Annual Meeting Committee. This Committee shall meet once a year during the Annual Meeting to recommend to the Executive Committee location, theme, speakers, session topics and budget for the Annual Meeting. The Committee shall include the President, President-Elect, First Vice-President, Second Vice-President, Treasurer, Immediate Past President and Education Committee Chair, and any additional members as mandated by American Dental Association (ADA) Continuing Education Recognition Program (CERP) regulations for continuing education planning committees. The Chair of this Committee shall be the President. The Executive Director and the Meeting Planner shall serve as advisors to the Committee.
 - iv. Board Development Committee. This Committee shall be composed of three Executive Board members, specifically the Immediate Past President, the President and the President-Elect. It shall have the responsibility of recruiting and recommending members in good standing to serve in vacant elective offices of the Association except as otherwise provided in these Bylaws. 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.

- v. Constitution and Bylaws Committee. This Committee shall be responsible to evaluate and recommend proposed Constitution and Bylaw amendments and/or a Bylaws Revision, and to monitor compliance with the Bylaws and bring discrepancies to the attention of the Executive Committee and/or Executive Board. Proposed Constitution and Bylaws amendments may be proposed by a member, a Section, a committee, the Executive Committee, the Executive Board, or the General Assembly. The Constitution and Bylaws Committee may secure the assistance of a professional parliamentarian.
- vi. Education Committee. The Committee shall meet two times each year (once during the Annual Meeting) to recommend to the Executive Committee locations, clinicians, courses and topics for meetings under Association auspices. The Committee shall specify educational requirements for each member tier, with the exception of the IBO Diplomat, and each level of Certified Instructor, and develop guidelines for educational programs for study clubs, and any other educational recognition determined by the Executive Committee. The Committee shall determine a professional, appropriate form of recognition for members who meet educational recognition requirements with approval of the Executive Committee. The Committee shall direct the activities of any of its subcommittees, including the Education Committee Examiners and Summer Meeting Subcommittees. The Committee Chair shall be an IBO Diplomat or IAO Fellow, and shall serve as a member of the Executive Board and Executive Committee. The Committee Chair shall be elected for a four (4)- year term, to be ratified each year by the Executive Committee and may be re-elected for a second consecutive four (4)-year term before having to sit out at least one (1) year to again be eligible to be elected to the same position. The Board Development Committee shall be responsible for vetting and nominating the Chair of the Education Committee. A member of the Education Committee, if elected as Chair, shall be eligible to serve two (2) terms as Chair. The IBO President shall be a member of this Committee.
- vii. Membership Committee. The committee shall be responsible for developing programs of membership recruitment and selecting the membership awards. 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.
- viii. Peer Review Committee. This committee shall administer the Association's international system of peer review and shall assist Sectional peer review committees in setting up the Section peer review programs.

- ix. Strategic Planning and Marketing Committee. This committee shall have the responsibility to determine and recommend Association activities into the future for one (1) year, five (5) years and ten (10) years. Membership of the committee shall include one past president and one member of the education committee.
- x. Study Club Committee. This committee shall be responsible for developing programs and materials for study clubs; shall establish criteria for study club advisors; develop programs of recognition for study clubs; and shall review on a timely basis all Association policy and programs for study clubs.
- xi. Special Committees. Special Committees may be established by the General Assembly, Executive Board, Executive Committee, or by the IAO President with approval of the Executive Committee.

Chairs and members of Special Committees shall be appointed by the IAO President for up to a one (1)-year term with approval of the Executive Committee, with the term ending at the Annual Meeting following the establishment of the Special Committee.

Chairs and members of Special Committees may be reappointed for up to one (1) additional one-year term. After a Special Committee chair or member has served two terms, he or she shall sit out for at least one year before being eligible for reappointment to the same committee.

Subcommittees of Special Committees – Subcommittees may be established by a Special Committee by a majority vote of those present and voting. The Special Committee Chair shall appoint the chair and members of the subcommittee. The rules for terms and term limits for Special Committees shall apply to subcommittees.

Section 10: Election of Officers. The Officers shall be elected from candidates recommended by the Board Development Committee or from candidates recommended or nominated by an individual member.

Officers shall be elected by majority vote of the Executive Board Members present and voting at the Annual Executive Board Meeting. The President may vote to break a tie.

The election shall be supervised by the Board Development Committee.

Section 11: Attendance of Non-Members. Association members who are not members of the Executive Board may attend meetings of the Executive Board, Executive Committee and any Standing Committee as observers. A non-Board member may present a matter for consideration by the Executive Board, Executive Committee and any Standing Committee. The matter must be submitted in writing to the appropriate Chair at least fifteen (15) days prior to the scheduled date of a Board or Committee 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, at the Annual Meeting.

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 fifty (50) members in good standing in the Association.

Section 6: Parliamentary Authority. Meetings of the General Assembly and all Committees shall be governed by the current edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure, where it is applicable and not in conflict with 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 - Officers

Section 1: Titles. The 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 (Board Certified), and Life members of this Association, who are in good standing, shall be eligible for office.

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

Section 4: Elections. Elections for Officers shall be held as provided in Chapter III of these Bylaws.

Section 5: Term of Office. The Officers of this Association shall serve for a term of one (1) year or until their successors are elected and installed at the Annual Meeting Banquet. Both the First Vice-President and Second Vice-President cannot serve for more than three (3) consecutive terms.

Section 6: Vacancies. In the event the office of President becomes vacant, the President-Elect shall assume the office of President and shall serve as President for the unexpired term. The President-Elect may, in addition, serve his or her full term as President. 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 7: 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 may nominate members to all standing and special committees. He or she shall be a non-voting member of the General Assembly, Executive Board, Executive Committee, and all Committees. He or she may vote to break a tie at General Assembly, Executive Board or Executive Committee meetings. 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 First 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 shall keep or cause to be kept the minutes of all General Assembly, Executive Board, and Executive Committee meetings as prepared from the audio recording made by a staff member. In addition, the Secretary shall keep or cause to be kept the official records and minutes of the organization.
- F. Treasurer. The Treasurer, in concert with the Executive Director, shall manage all of the Association's funds. The Treasurer shall oversee all income and expenditures, including investments for the Association. He or she shall serve as Chair of the Annual Budget and Finance Committee. He or she shall cause to be completed an audit of all funds whenever the Executive Director is replaced or at any other time deemed necessary by the Executive Committee. During interim years, or at any time ordered by the Executive Committee, a financial review shall be completed by the Annual Budget and Finance Committee to be presented to the Executive Committee and the Executive Board. The financial review shall be completed by an IAO member or non-member, with the assistance of a Certified Public Accountant (CPA). The person shall be nominated by the Annual Budget and Finance Committee, and approved by the Executive Committee.
- G. Editor. The editor shall serve as Editor-in-Chief of the *International Journal of Orthodontics* 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 contract of the Executive Director. The Executive Committee will negotiate the Executive Director's salary and contract.

Section 3: Duties. The Executive Director shall be the executive and administrative head of the Headquarters Office. He or she shall engage all staff, including a Meeting Planner, unless otherwise provided 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, spouse/partner activities and other activities as determined by the Annual Meeting Committee, working with staff and with budget approval of the Executive Committee.

Chapter VIII - Publications

Section 1: 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.

Section 2: The Association shall publish an official 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.

Section 3: The Association shall publish an annual Membership Directory and Referral Guide.

Section 4: The Executive Board or Executive Committee may 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 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 policies to keep the Association's 501(c)6 tax exempt status.

- B. **Education Fund.** This fund is 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.

Chapter X - Certificates and Awards

Section 1: Membership Certificates. Certificates of membership shall be presented to all Associate, Active, Fellow, Diplomate (Board Certified), Life, Auxiliary, Honorary and Vendor members at the time of their acceptance to the membership status achieved.

Section 2: 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, may 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 of these bylaws shall 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 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. 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 the IBO cases, the IBO President may choose as many temporary IBO examiners as he or she feels is necessary from the IAO Education Committee Examiners.

Section 3: Officers. The IBO officers shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall serve a one-year term and may be reelected. Officers shall be elected annually by a majority vote of the IBO Board members present and voting.

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 Examiners ten (10) completed orthodontic cases, of which five (5) must be two years out of active treatment and in some form of retention. A cases must pass and comply with the established case presentation protocol to fulfill the clinical part of the Diplomate Examination.
- D. All applicants for Diplomate must present and pass the written examination approved and prepared by the IBO 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 in his or her country of practice may become an IBO Diplomate with the approval of the IBO and the Executive Committee. Prior to receiving IBO Diplomate status, a candidate must present to the IBO for review and approval at least one (1) passing IBO-type case. Although it is not required, the candidate is encouraged to write a paper for publication in the International Journal of Orthodontics to receiving his or her IBO Diplomate.

Section 6: Certification. Upon successful completion of all requirements and examinations for Diplomate, the candidate shall receive a certificate signifying his/her 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 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 – Standing Rules and Policies

Section 1: Definitions.

- A. Bylaws. Bylaws are the rules adopted and maintained by an association to define and direct its internal structure and management.
- B. Standing Rules. Standing Rules are rules relating to procedure of the organization. The current standing rules include the topics Definition and Adoption Procedure. IBO Standing Rules are compiled in a separate document, written and adopted by the IBO.
- C. Policies. Policies define the beliefs and philosophy of an organization; formulated to meet recurring problems that come up for decision. The current policies include the topics Definition, Adoption Procedures, Electronic Meetings, IAO Certified Instructors, and Publicity for a Vacant Section Representative.

Section 2: Procedure for adopting, amending, or abolishing standing rules and policies:

- A. New Standing Rules and Policies may be proposed by a member, Section, committee, Executive Committee, Executive Board, or General Assembly.

- B. Amendments to the Standing Rules and Policies may be proposed by a member, Section, committee, Executive Committee, Executive Board, or General Assembly.
- C. Abolishing one or more Standing Rules or Policies may be proposed by a member, Section, committee, Executive Committee, Executive Board, or General Assembly.
- D. New, amendments to, and abolishment of Standing Rules and Policies shall be considered by the Executive Committee at any regular or special meeting without prior notice.
- E. Adoption: Standing Rules – New Standing Rules shall be adopted by a majority vote of the Executive Committee members present and voting without notice. A motion to amend or abolish one or more of the Standing Rules shall be adopted by a two-thirds vote of the Executive Committee members present and voting without prior notice.
- F. Policies – Policies may be adopted, amended, or abolished by a majority vote of the Executive Committee members present and voting without prior notice.

Policies of the IAO shall supplement and implement these Bylaws and shall provide for the administrative details of the organization. Policies shall stand as the action of and be binding upon the organization.

Chapter XV – Electronic Meetings

All Boards and Committees, except the General Assembly, may hold regular, annual, special and adjourned meetings by telephone or other electronic means (e-meetings) as long as all members of the group participating in the meeting can hear and communicate with each other and that a roll call is taken or other means used to the establish and confirm which members are participating in the meeting, and that a quorum is present; all such members shall be deemed to be present in person at such meeting. The IAO Executive Committee shall adopt Special Rules or Policies for the conduct of such meetings.

Chapter XVI - Amendments

Section 1: Process for Bylaws 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.

Section 2: Proposed Bylaw Amendments. Proposed Bylaws amendments may be proposed by a member, a Section, committee, Executive Committee, Executive Board, or the General Assembly. A proposed Bylaw amendment shall be submitted to the Constitution and Bylaws Committee in writing or electronically no later than Jan. 1 of each year for consideration by the General Assembly. The proposed Bylaw amendment shall be edited and prepared by the Constitution and Bylaws Committee. Similar proposals may be combined. The proposed Bylaws

amendment shall be sent to members by US Mail or electronically no later than 30 days prior the General Assembly meeting when the proposed amendment is to be considered.

Section 3: 9/10th Rule. At a General Assembly meeting, a proposed Bylaw amendment may be offered by a member, Section, committee, Executive Committee, or Executive Board. A 9/10th vote in the affirmative shall be necessary for the proposed amendment to be considered. If a 9/10th vote in the affirmative is achieved, the proposed Bylaw amendment shall be considered under the rules for amendment of the Bylaws in Chapter XVI – Amendments.

Section 4: Bylaws Revision. A Bylaws Revision may be ordered by the General Assembly by a two-thirds (2/3) vote of those members present and voting.

Proviso - Following the adoption of this Bylaw Revision, current standing Committee Members shall be eligible for reappointment and the current continuous years of service shall count towards the term limits, except as noted in these Bylaws.

APPENDIX: Standing Rules and Policies

Current Standing Rules and Policies were approved by IAO Executive Committee on August 23, 2014 at the Milwaukee Athletic Club in Milwaukee, Wisconsin USA.

Table of Contents

1. Standing Rules: Definition, Adoption Procedures, Awards, Standing Rules
2. Policies: Definition, Adoption Procedures, Electronic Meetings, IAO Certified Instructors, Publicity for a Vacant Section Representative Position, Recording of Minutes

Standing Rules

Section 1: Standing Rules. Standing Rules are rules relating to procedures of the organization. The Standing Rules are currently Definition, Adoption Procedure, Awards and IBO Standing Rules.

- A. Adoption Procedure. Procedure for Adopting, Amending, or Abolishing Standing Rules.
 - i. New Standing Rules may be proposed by a member, Section, committee, Executive Committee, Executive Board, or General Assembly.
 - ii. Amendments to the Standing Rules may be proposed by a member, Section, committee, Executive Committee, Executive Board, or General Assembly.
 - iii. Abolishing one or more Standing Rules may be proposed by a member, Section, committee, Executive Committee, Executive Board, or General Assembly.
 - iv. New, amendments to, and abolishment of Standing Rules shall be considered by the Executive Committee at any regular or special meeting without prior notice.
 - v. New Standing Rules shall be adopted by a majority vote of the Executive Committee members present and voting without notice. A motion to amend or abolish one or more of the Standing Rules shall be adopted by a two-thirds vote of the Executive Committee members present and voting without prior notice.

- B. Awards. The awards to members and groups of the IAO shall be:
 - i. Leon J. Pinsker Merit Award. This award shall be presented to any Association member who has performed exceptional and meritorious service in furthering the aims and purposes of the Association. Selection shall be made by the Executive Committee.

 - ii. Duane W. Stanford Membership Award. This award shall be presented to the member or group of the members who recruits the highest number of new members to the Association within a calendar year. Selection shall be made by the Membership Committee.

Policies

Section 2: Policies. Policies define the beliefs and philosophy of an organization; formulated to meet recurring problems that come up for decision. Policies are currently Definition, Adoption Procedures, Electronic Meetings, IAO Certified Instructors, Publicity for a Vacant Section Representative Position and Recording of Minutes.

A. Procedure for Adopting, Amending or Abolishing Policies:

- i. New Policies may be proposed by a member, Section, committee, Executive Committee, Executive Board, or General Assembly.
- ii. Amendments to the Policies may be proposed by a member, Section, committee, Executive Committee, Executive Board, or General Assembly.
- iii. Abolishing one or more Policies may be proposed by a member, Section, committee, Executive Committee, Executive Board, or General Assembly.
- iv. New, amendments to, and abolishment of the Policies shall be considered by the Executive Committee at any regular or special meeting without prior notice.
- v. Adoption: Policies – Policies may be adopted, amended, or abolished by a majority vote of the Executive Committee members present and voting without prior notice.
- vi. Policies of the IAO shall supplement and implement these Bylaws and shall provide for the administrative details of the organization. Policies shall stand as the action of and be binding upon the organization. Policies should be reviewed annually.

B. Conduct of electronic meetings (E-Meetings):

- i. Regular, special, annual and adjourned meetings may be held by telephone or electronic means (e-meetings).
- ii. All participants must have access to the necessary equipment for participation in conference call/electronic meetings.
- iii. All participants must be able to simultaneously hear and communicate with each other in order to participate in an e-meeting. A member participating by this means is deemed to be present in person at the e-meeting.

- iv. A minimum of 48 hours, or two days of notice, shall be provided to all participants in an e-meeting via e-mail, fax, or telephone by the secretary, presiding officer, chairman, or his or her designee. Such notice shall include the agenda and supporting documentation for business to be conducted at the e-meeting. If notice is by e-mail or fax, participants shall be required to check their messages at specified intervals and respond within a specified time whether or not they are able to attend.
 - v. Bylaws/rules of the group shall designate the needed quorum for an e-meeting. Once the quorum is established, members shall be assumed present until the e-meeting is adjourned. Members are deemed present when they respond to the roll call.
 - vi. The Board presiding officer or committee chairman shall call the e-meeting to order at the designated time and call the roll of attendees.
 - vii. Participants shall try, as much as possible, to eliminate background noise during the e-meeting, i.e. radio, television, music, appliances, and side conversations. Participants shall not place their phone on hold if their system has music or messages playing while in that mode.
 - viii. The Board presiding officer or committee chairman shall announce each agenda item in order. Each member may be called upon to speak. The member may speak in debate, offer a motion or pass. After each member has had an opportunity to speak the first time, the Board presiding officer or committee chairman shall call upon each member to speak further in debate, offer a motion, or pass. By unanimous consent, a third opportunity to speak may be offered. Unless unanimous, all votes shall be by roll call.
 - ix. Board procedures for minutes shall be the same for e-meetings as for face-to-face meetings. Committees should designate a member to take and prepare minutes or a memorandum of each e-meeting.
- C. IAO Certified Instructors. The Education Committee shall determine if the following criteria are met in order for an association member to become a specified International Association for Orthodontics (IAO) Certified Instructor:
- i. Assistant Instructor:
 - a. Be an IAO member for at least one year.
 - b. Present a signed recommendation by an IAO Senior Instructor or IAO Master Senior Instructor.
 - c. Attain IAO Active membership status within one year of certification.
 - d. Submit a descriptive written statement to the IAO Education Committee explaining the candidate's philosophy of orthodontic techniques to be

taught.

- ii. Instructor:
 - a. Be an IAO member for at least three years.
 - b. Present a signed recommendation by an IAO Senior Instructor or IAO Master Senior Instructor.
 - c. Present a teaching or course manual that is at least in part created and written by the candidate.
 - d. Attain IAO Active membership status within one year of certification.
 - e. Present and pass one orthodontic case that meets International Board of Orthodontics (IBO) standards to the IAO Education Committee.
 - f. Submit a descriptive written statement to the IAO Education Committee explaining a candidate's philosophy of orthodontic techniques to be taught.

- iii. Senior Instructor:
 - a. Be an IAO member for at least three years.
 - b. Have served as a principal instructor in two or more two-year courses or equivalent study club experience.
 - c. Achieve their IAO Fellow membership status within three years of achieving Senior Instructor designation.
 - d. Present signed recommendations from two IAO Senior Instructors or IAO Master Senior Instructors.
 - e. Present a well-organized course manual independently written and created by the applicant.
 - f. Submit any potential conflicts of interest.
 - g. Submit a descriptive written statement to the IAO Education Committee explaining the candidate's philosophy of orthodontic techniques to be taught.

- iv. Master Senior Instructor:
 - a. Be an IAO member for at least three years.
 - b. Have served as a principal instructor in two or more two-year courses or equivalent study club experience.
 - c. Has already achieved his or her Diplomate membership status.
 - d. Present signed recommendations from two IAO Senior Instructors or IAO Master Senior Instructors.
 - e. Present a well-organized course manual independently written and created by the applicant.
 - f. Submit any potential conflicts of interest.
 - g. Submit a descriptive written statement to the IAO Education Committee explaining the candidate's philosophy of orthodontic techniques to be taught.

Special Circumstances: The IAO Education Committee may accept a candidate in any instructor category, or move an instructor to a higher category, if all the qualifications (or their acceptable equivalents) are met, the IAO Education Committee will make the decision as to which instructor category designation the candidate may be placed. The IAO Education Committee may make a recommendation to the IAO Executive Board. The IAO Executive Board will then make a final determination. The IAO Education Committee may take into account accepted equivalents such as the candidate's credentials, experience as a clinician or lecturer, his or her course manual and the quality of teaching as observed by the Education Committee.

- D. Publicity for a Vacant Section Representative Position. A vacant Section representative position will be publicized to IAO Members through various media including the IAO Newsletter. A list of responsibilities will be included with notice of vacancy.