

EUROPEAN ASSOCIATION OF ORAL MEDICINE

CONSTITUTION November 2004

1. Name and Registration of the Association

The name will be: European Association of Oral Medicine (EAOM).

The EAOM will be registered in London.

2. Objectives

The objectives of the EAOM will be to:

- a. Improve clinical care in the field of Oral Medicine, which is that area of special competence concerned with the health and diseases of the oral and peri-oral structures, especially the oral manifestations of systemic diseases and the oral and dental care of patients with special needs.
- b. Promote education and research in Oral Medicine in Europe
- c. Promote interest in education and research in Oral Medicine at institutions, professional associations and industries
- d. Inform governments and other official institutions of the significance of Oral Medicine for oral and systemic health, and the recognition, prevention and treatment of oral diseases
- e. Promote exchange of scientific information.

3. Membership

Any person related to practice, teaching, or investigation of Oral Medicine, can become a Member of this Society. This person must show interest in promoting and communicating any aspect of Oral Medicine.

- a. Definition of active members: an active member is any person who fulfils the criteria for membership of the EAOM and who has paid all appropriate dues.
- b. Retired members: members shall be eligible and may apply for retired membership when no longer in full-time employment, having been an active member for at least 5 years or such term as defined in the by-laws. Retired members need pay no annual membership and shall be eligible for reduced conference fees.
- c. Honorary member: honorary membership of the Association may be conferred by the Council on any individual who has contributed significantly to Oral Medicine but who is not an active member of the Association. Names must be proposed and seconded by active members.
- d. Standing of membership: Membership of EAOM may be withdrawn by the Board if the actions of any member should bring the Association into disrepute. Should any Board

member be unable to fulfil his/her duties to the Association, the Board reserves the right to appoint an alternative Regional Board member or an alternative executive board member, the latter until the next formal election.

- e. Subscriptions: Subscriptions shall be fixed by the General Assembly on the recommendation of the Board. Any Member or Society who owes more than eleven months dues, will cease membership of the Association and will not be permitted re-entry without payment of outstanding fees at a rate amounting to the current annual fee for every year or part of a year of unpaid fees.

4. Executive Committee

a. Composition

The Executive Committee shall consist of the following

- The President
- The President Elect
- The immediate Past President
- The Secretary General
- The Treasurer

b. Duties

President – the president leads the Association. He/she is responsible for the overall strategy of the Association and oversees all activities for the Association. He/she will chair Executive Committee, Board and General Assembly meetings.

President Elect – the President Elect shall review and develop the strategy of the Association in consultation with the President and Past-President.

Immediate Past-President - The immediate Past-President shall act as auditor/controller of the activities of the Association. He/she will review the functioning and duties of all Board members and make recommendations to the President, Executive Committee and Board.

Treasurer - The Treasurer shall serve as custodian of all monies, securities and other financial assets of Association prepare an annual budget of income and expenditures; report annually to the Executive Committee and every two years to the General Assembly, such reports to be circulated in advance; collect membership fees and dues; and provide the Secretary General with an annual list of Active Members.

Secretary General - The Secretary General shall serve as secretary of General Assembly, Board and Executive Committee and advise the President. He/she shall. prepare all official minutes; maintain a list of members of Association and officers; assist with and co-ordinate the preparation and organisation of the annual scientific meeting, the meeting of the Executive Committee, Board and the committee meetings.

There is no financial remuneration attached to these positions.

c. Terms of Office and Elections

The terms of office for members of the Executive Committee shall be:

- The President - 2 years
- The President Elect - 2 years
- The immediate Past President - 2 years
- The Secretary General - 4 years
- The Treasurer - 4 years

The Executive officers (Secretary-General and Treasurer) will be elected by the General Assembly. Nominations must be received by the Secretary-General, at least 4 weeks in advance of the General Assembly.

The President Elect will be elected by ballot of the whole membership.

5. Board

a. Composition

The Board shall consist of President, Elect President, immediate Past-President, Secretary General and Treasurer and one board member from each region (5).

b. Duties

The Board will be responsible for implementation of the policies and activities of the Association, for the development and implementation of the Association's strategy and recommendations of constitutional changes to the General Assembly. It will control the economy of the Society, and will promote relations between laboratories, organisations or people that would like to become a sponsor.

A Board Meeting should be held at least annually. Any business for the agenda must be received by the Secretary-General, at least 4 weeks in advance of the Meeting.

The Board may also delegate to any Member, the organisation of specific meetings or any other activities.

Regional Board members shall be responsible for promoting oral medicine in their region, for informing the Board about any regional oral medicine matters pertinent to Board discussions and for the promulgation of board decisions to their region.

c. Terms of Office and Elections

Regional Board members are appointed for a two- year term, which can be extended by the Board for one further two-year term only.

Regional Board members shall be elected by all Active Members of each region.

6. General Assembly

a. Composition

The General Assembly shall consist of Active Members present at a duly convened meeting.

b. Duties

The General Assembly will be ultimately responsible for fulfilling the aims, the economy and the constitution of the Association, and shall promote international cooperation. Changes to the by laws may be made by the General Assembly and come into immediate effect.

The General Assembly shall approve the accounts, the administration and the management of the Association by the Executive Committee and the Board.

The General Assembly shall decide the annual dues and approve the budget.

c. Session

A General Assembly should be held at least every two years. Any business for the agenda must be received by the Secretary-General, at least 4 weeks in advance of the Meeting. General Assembly should be held where possible at the time of a Congress of the Association.

7. Subscriptions and benefits of membership

It is intended that membership of EAOM will entitle the Member to

- participate in EAOM activities including the General Meetings
- become automatically a Member of the International Federation for Oral Medicine (IFOM)
- benefit from reduced fees at EAOM congresses
- benefit from reduced subscription rates for affiliated journals.

8. Sub-Committees

Subcommittees shall be formed by the Board as required for specific tasks and can be dissolved on completion of those tasks.

9. Language

English will be the spoken language.

10. Amendments

The constitution shall be agreed by the whole membership. Proposed changes to the constitution shall be agreed by the Board and thereafter circulated to all members to be voted upon. Changes to the constitution agreed by the membership shall come into effect immediately following the General Assembly approval by a two-thirds majority.

11. Commencement of EAOM

Membership and all other matters relating to the above date from January 1 1999.