

Academy of Prosthodontics

OPERATIONS MANUAL FOR COMMITTEES

A. BY-LAWS

The duties of this Committee shall be to: (1) receive and put proposed changes or amendments to the By-Laws in proper form; (2) submit such properly constructed changes or amendments to the By Laws to the Secretary for promulgation to the Fellowship through the Executive Council; and (3) maintain a file of decisions and opinions under the By-Laws for reference so that future opinions and decisions can be made consistent with past opinions and decisions.

GUIDELINES

1. A newly expressed opinion not consistent with past accepted decisions and opinions should be explained with reasons for the inconsistency together with dissenting opinions, if any.
2. It is not the duty of the Committee to initiate changes in the By-Laws nor to proffer opinions that have not been requested.

B. COMMUNICATIONS

The Newsletter and the Web Page shall be the principal responsibility of the Committee Chair who will be appointed by the Executive Council. He/she should coordinate activities and publications with the President and the Secretary-Treasurer.

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1. Contributors and Responsibilities

a. Officers.

- 1) President prepares presidential address and reviews APN drafts;
- 2) Secretary-Treasurer prepares information regarding the business activities of the Academy, provides mailing labels, and reviews APN drafts;
- 3) special reports may be requested by the President or Executive Council from committee chairs, such as the Local Arrangements and Program Committees.

b. Editor.

- 1) Collects and coordinates information from all departments;
- 2) prepares and edits drafts of articles, photographs and graphic art;
- 3) performs "layout" of newsletter and abstracts;
- 4) submits newsletter in draft form to the President, Secretary-Treasurer, Associate Editor and others for comment and proofreading; (
- 5) coordinates printing by printer, and (6) mails the APN.

c. Associate Editor.

- 1) Prepares articles at the direction of the Editor and/or Executive Council;
- 2) proof-reads newsletter draft; and

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- 3) serves as "Interim Editor" in the absence of the Editor.
 - d. Staff Writer.
 - 1) Prepares articles at the direction of the Editor and/or Executive Council, and
 - 2) interviews AP members and prepares "One-on-One" column.
 - e. Academy Fellows.
 - 1) All Fellows are encouraged to submit newsworthy information.
2. Distribution
- a. Timing.
 - 1) Three publications annually: Winter, Spring, Fall;
 - 2) release dates: January 1, March 15 and October 1;
 - 3) information submission dates: December 1, March 1, September 1,
 - 4) issue volume number represents the number of years since the Academy was founded; and
 - 5) issue number represents sequence within year (No. 1= January/Winter).
 - b. Circulation.
 - 1) Academy Fellows;
 - 2) spouses of deceased Fellows;
 - 3) guests and presenters;
 - 4) officers of professional organizations; and
 - 5) others as designated by the Executive Council.
3. Composition
- a. The Newsletter content is determined by the Editor and APN staff with the approval and guidance of the President and/or Executive Council.
 - b. Sections common to all issues.
 - (1) editorial- "Perspectives from the Editor";
 - (2) information regarding Academy business-"Secretary-Treasurer Notes";
 - c. Sections specific to the Winter issue #1.
 - (1) Presidential Address and
 - (2) preview of upcoming meeting by the Program and Local Arrangements Chairs.
 - d. Sections specific to the Spring issue #2.
 - (1) scientific session by the Program Committee Chair;
 - (2) social events by the Local Arrangements Committee Chair; and
 - (3) issue is prepared by Secretary-Treasurer as meeting announcement and registration packet.
 - e. Sections specific to the Fall issue #3.
 - (1)review of the highlights of the scientific session and social events by the Associate Editor and
 - (2) special reports.
 - f. Periodic feature sections.
 - (1) Foundation updates by the AP Foundation President and/or Secretary-Treasurer;
 - (2) special reports by committee chairs;
 - (3) information regarding outreach activities Outreach Programs";
 - (4) information regarding professional activities of the membership-"Fellowship News"; and

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- (5) interview with a selected Fellow of the Academy-"One-on-One".
- (6) announcements; and
- (7) guest commentary.

g. Web Master

- (1) The Web Master is appointed by the President with the help of the Committee Chair
- (2) The web site will contain information regarding the activities of the Academy
 - meeting site-future meeting sites
 - hotel and registration
 - Newsletter in PDF format for download
 - history of Academy
 - Mission of Academy
 - Outreach
 - Committee assignments

C. COMMUNITY OUTREACH

It shall be the duty of the committee to develop and implement Academy projects that will benefit the clinical needs of the community. The committee will interface with the Academy of Prosthodontics Foundation relating to funding and implementation.

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- 1. Propose projects that benefit the community following suggestions of the Executive Council and the Fellowship.
- 2. Develop teams to implement these **projects** involving Fellow and guest technicians and other volunteers who are appropriate.
- 3. Develop the budgets for projects to be submitted to the Executive Council for approval and funding.
- 4. Maintain contact with appropriate individuals at current and past project sites.
- 5. Initiate contact with appropriate individuals at future sites. With them develop plans that benefit underserved segments of the population.
- 6. Make a site visit to a new site as approved by the Executive Council.
- 7. Interface with the Academy of Prosthodontics Foundation to exchange funding and implementation of projects.

D. CORPORATE LIAISON

It shall be the duty of the Corporate Liaison Committee to establish communication between the Academy and corporate sponsors and procure financial support for the Annual Scientific Session and sponsored outreach programs. Whereas all requests for support to the Academy shall be through the Corporate Liaison Committee, the chair is not to be the sole person for procurement but to coordinate the efforts of the members of the Academy who shall open and initiate dialogue, transferring the negotiations to the chair. Once secured, the Secretary-Treasurer will continue the financial and registration procedures.

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GUIDELINES

I. The committee shall:

- establish liaison between the Academy and corporate sponsors.
- procure financial support for the annual scientific meeting.
- solicit support for the Academy activities such as, but not limited to exhibits, general sponsorship, printing of the program, coffee breaks, cocktails, luncheons, outings, dinner meetings, spouses hospitality, outreach, and research projects.

II. The committee shall consist of;

- A Chair appointed for three years
- A Vice-Chair appointed in the third year of the Chair's term
- Four members with regional representation
- The Local Arrangements Chair
- Consultants as needed could be the past Chair and Senior Councilor

III. The committee chair shall receive well in advance from:

- the local arrangements chair, the social and other events, the approximate budget that will be required for each event, available space for exhibitors, and the timing of the meeting events, contacts for potential local corporate support, such as schools, laboratories, dental supply industry.
- the program chair, contacts for the proposed speakers that might be able to encourage corporate support for the meeting, the time set aside for the program, the theme of the program.
- the members of the corporate liaison committees, Academy Fellows, other committee chairs, names of close contacts to establish lines of communication with the Academy.
- the community outreach chair with information regarding materials and products that would be helpful and needed for the voluntary programs that they participate in.

IV. The timeline for committee efforts and communications with contacts should follow:

1. Initial request letters should be sent out as soon as requests and leads are received.
2. request that previous contacts and new contacts consider sponsorship for the next or future years. (April - June)
 - Suggest the location of the next two or three meetings so the contact can begin preparation for future budgets. Some Corporations are restricted regionally.
 - Some plan their budgets several years in advance.
3. A formal letter (August-September) following confirmation of the Local Arrangements and Program chair with definitive schedule of events and budget. Previous sponsors should be given the first opportunity to refuse or accept. Letters and enclosures will include:
 - List of sponsorship levels and approximate event requirements.
 - List of special events that need sponsorship.
 - List of Academy's guidelines for sponsors.
 - List events that they will be invited to participate
4. A follow-up phone contact by one of the committee members who volunteer to call from the list: (October - November)
 - Confirm that indeed they received the letter and that the appropriate person received the correspondence to make the decision.
 - Confirm that they are interested in continuing sponsorship and at what level they are considering. Perhaps combining amounts for event and unrestricted grants. (December-January)
5. Letter of confirmation of the level and amount of the contribution by the Chair. The amount of support is necessary so the sponsors can get full benefit in publications and communications for the Academy to include in pre-meeting publicity in February.
6. The committee will send each sponsor a hotel amenity basket or fruit to be distributed prior to the arrival of registered sponsors.
7. Gifts are not recommended due to the added expense and variability of the donations. The benefit to the donor should be in the meeting attendance itself and meeting the officers of the Academy.

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8. Every effort should be made to introduce the sponsors at each event, at the Welcome Dinner, and President's Installation Banquet.

9. Each member of the Committee shall be assigned to host several sponsors. Their responsibility will be to:

- Introduce the sponsors and the representatives to the membership and guests.
- Encourage members and guests to attend the exhibits.

10. Following the Annual Session:

- Correspondence of appreciation for support of the meeting and confirming satisfaction and continued future relations with the Academy.
- Update and maintain a list of corporations, contacts, and vital information for future years.
- Update and maintain sample letters for each phase of the sponsorship process.
- Begin and maintain a history of each sponsor with the Academy.

V. The Committee shall establish support levels and evaluate them annually for increases:

1. Grants are used to defray costs to guests for specific events or meeting registration.
2. Educational Grants in unrestricted utilization by the Academy
3. The Academy should provide a separate person(s) to register the sponsors.
4. Programs - possible future links to the web site.
5. Signage to identify the event and sponsor(s)

6. Donor Levels:

Platinum - \$7,500 and up (2 tickets to all social events, spouse is included in sponsored event)

Gold - \$5,000 and up (1 ticket to all social events with spouse included in sponsored event)

Silver - \$3,000 and up (1 ticket to Welcome & Installation Banquet)

Bronze - \$2,000 and up (1 ticket to Welcome & Installation Banquet)

7. Event Sponsorship:

- Specific dollar amounts are discouraged. Badge by donor level (Platinum, Gold, Silver, Bronze, Meeting Supporter)
- Distribution of prepackaged literature at Registration
- Spouse and Guest Hospitality Room; Display table for pre, break, & post meeting exhibits.
- Installation Banquet begins at \$10,000 - \$12,000
- Welcome Dinner - \$7,500 - \$10,000
- Social Outings, Cocktail Parties, Special Events - \$5,000 - \$8,000
- Morning Spouse and Guest Hospitality Room - (4 days) - \$4,000
- Member's Welcome Breakfast - \$2,500 - \$3,000
- Continental Breakfast and Refreshment Breaks - Meeting - \$2,000
- Back page of registration materials is set at \$5,000

E. EDITORIAL AND PUBLICATIONS

It shall be the duty of this Committee to serve as liaison between the Academy of Prosthodontics and the JOURNAL OF PROSTHETIC DENTISTRY. One of the members shall be elected by the Executive Council annually to serve as the Academy's representative to the Editorial Staff of the JOURNAL OF PROSTHETIC DENTISTRY.

GUIDELINES

1. At the Interim Council Meeting, the **Organization Liaison** shall obtain from the Program Chair names of essayists presenting papers at the next Annual meeting of the Academy.
2. The Organization Liaison shall confirm with the Program Chair that essayists are provided information on preparation of manuscripts for publication in the JOURNAL OF PROSTHETIC DENTISTRY.

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3. The Organization Liaison shall send a letter to the essayists approximately three (3) months prior to the Annual meeting to inform them that a manuscript suitable for publication is expected at the Annual meeting, and to offer to advise the essayist on manuscript preparations, if requested.
4. The Organization Liaison shall collect and evaluate the quality of the manuscripts to determine if they are prepared according to the Guide to Preparing Articles for the JOURNAL OF PROSTHETIC DENTISTRY. A reviewer's report is prepared on those manuscripts that qualify, and the manuscript and report are transmitted to the Editor, JOURNAL OF PROSTHETIC DENTISTRY for publication. Decisions on acceptability for publication rests with the Editor of the Journal.
5. The Chair, upon receiving the Annual Report of the Editorial Council, shall review the report for matters of sufficient importance to require consideration by the Executive Council of the Academy, and transmit this information to the Secretary-Treasurer of the Academy. This will permit the Executive Council to advise the Academy representatives to the Editorial Council on these matters before the Editorial Council Meeting.

F. EDUCATION and RESEARCH

The duties of the Committee shall be to: (1) examine constantly any educational guidelines for predoctoral and post-doctoral programs in prosthodontics which are or may be proposed or implemented by any professional or governmental body; (2) make recommendations to the Executive Council concerning any such guidelines or educational matters; (3) undertake the organization for Academy sponsorship, of continuing education courses in prosthodontics and related topics either as part of or in addition to the Annual meeting, subject to the Executive Council's consent, (4) develop a program of self-assessment testing in prosthodontics and related topics, (5) suggest worthwhile projects for the Academy to undertake and convey them to the Fellowship through the Executive Council, (6) establish a compendium of current research in prosthodontics similar to, but not duplicate of, the "Report of the Committee on Scientific Investigation of the American Association of Dental Research," which is currently published in the JOURNAL OF PROSTHETIC DENTISTRY, (7) contribute to the efforts of the Academy of Prosthodontics Foundation in carrying out its objectives, (8) organize a clearinghouse for research in prosthodontics where ideas and needs for research would be gathered from various sources and serve as a stimulus for research by practitioners, teachers, and students; and (9) survey interests and current active research in various centers, with distribution to interested parties.

GUIDELINES

1. The Committee should work in close liaison with the American Dental Association, American Association of Dental Schools, and any other group, which could contribute to the functions of this Committee.
2. Develop proposals and suggest guidelines to involve the Academy of Prosthodontics Foundation in continuing education courses sponsored by the Academy.
3. Have a concern for and interest in advanced education programs related to recruitment, quality, and quantity in order to influence these factors in advanced education in prosthodontics.
4. Make suggestions to the Program Chairman of research presentations to be considered for the annual scientific meeting.
5. Work with groups interested in prosthodontics to develop cooperative projects.

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G. FELLOWSHIP and ASSOCIATES Subcommittee

The membership of this Committee shall consist of the three (3) most senior members of the Executive Council, the President and President-Elect. The most senior member of the Executive Council shall be its chair. It should be the duty of the Fellowship Committee to investigate and evaluate the eligibility of all nominees (Associate, prospective Associate) for Active and Associate Fellowship in the Academy and report its findings of each such nominee to the Executive Council. This Committee is further charged to develop and carry out yearly orientation sessions for Associate and new Active Fellows, informing them of their rights and responsibilities of membership in the Academy. It shall also be the duty of this Committee to develop, initiate, and undertake such procedures that guests of the Academy are made to feel "welcomed" through the annual meetings socially and professionally.

It shall be the duty of the Fellowship Committee to investigate and evaluate the eligibility of all nominees (Associate, Active, Life and Honorary) for Fellowship in the Academy and report its findings to the Executive Council. This committee is further charged to develop and carry out yearly orientation sessions for Associate and new Active Fellows, informing them of their obligations and privileges as Fellows of the Academy.

It shall also be the duty of this Committee to develop, initiate, and undertake such procedures that guests of the Academy are made to feel "welcomed" socially and professionally throughout the Annual meeting.

GUIDELINES

1. The Committee shall establish methods to be used in the introductory evaluation of nominees for Fellowship in the Academy. However, such methods must adhere to Article III of the By-Laws.
2. It is the responsibility of the Fellows in each geographic region to identify individuals in their area who possess the qualities desirable for Fellowship in the Academy.
3. The Committee will report its findings and recommendations to the Executive Council regarding the eligibility of nominees for Fellowship.
4. A recommendation by the Fellowship Committee to defer consideration of a nominee shall not be considered a rejection as referred to in Chapter III of the By-Laws.
5. The Committee shall be responsible for the conduct of the nomination process and the election to Fellowship as detailed in the guidelines that follow:

I. ASSOCIATE FELLOWS

A. The provisions of the Academy of Prosthodontics By-laws (Article III) apply to the election of Associate Fellows.

B. Nomination

1. Any Active or Life Fellow may suggest an individual for Associate Fellowship by nomination in writing to the Secretary during any Annual meeting, or not later than six (6) months prior to the next Annual meeting. The nomination will be prepared on forms provided by the Secretary, and should be accompanied by:
 - a. A curriculum vita in a form used by universities in the nominee's area.

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- b. Recent frontal full-face photograph of the nominee in the form of a 35 mm color slide and a black and white 5 x 7 glossy print.
 - c. Letters of support from the nominator and seconder regarding the qualification of the nominee. Additional support letters from Fellows outside the geographic area of the nominee's residence are desirable.
2. Eligibility and consideration for Fellowship is not restricted by national origin, race, religion, or gender.
 3. The Program Chair for each scientific program should review the list of participants for possible nominees for Fellowship to insure that no one is overlooked, and check with possible nominators in the participant's geographic area concerning those not nominated.
 4. It is the responsibility of the Fellows to counsel individuals about Fellowship when they are proposed as presenters for the scientific session of the Annual meeting. A prospective nominee should be informed of the quality of presentation expected on the Academy programs, and it is helpful if a prospective nominee can attend an Academy meeting as a guest before presenting. The nominator should preview the prospective nominee's presentation, and conduct a critique, if possible. The nominee must be informed by the nominator of the criteria for election to Associate Fellowship. Nominees should be invited to attend the meeting as a guest when considered for Fellowship.

C. Criteria for Associate Fellowship

1. In order of priority the nominee shall:
 - a. Presented at least one essay during scientific sessions of the Annual Meeting of the Academy
 - b. Presented a paper suitable for publication, or have recently submitted a manuscript or recently published a manuscript on the topic presented at the annual meeting in a journal listed in the Cumulative Index Medicus.
 - c. Have made significant contributions to the science and/or practice of prosthodontics, and demonstrated leadership and/or the potential for leadership in prosthodontics by accomplishments in research, teaching, publications and participation in national and/or international prosthodontic activities.
 - d. Preferably be a Diplomate of the American Board of Prosthodontics and have completed an accredited program of advanced education in prosthodontics, or at a minimum have demonstrated a principal interest in prosthodontics.
2. Lack of qualifications in one of the above areas does not disqualify an individual, but must be balanced by strengths in other areas.
3. Research presentations made during the scientific session of the Annual meeting of the Academy shall be evaluated with reference to the following:
 - a. Was the topic timely and valuable?
 - b. Was the problem clearly stated?
 - c. Was the method sound?
 - d. Was bias controlled?
 - e. Were the conclusions clearly presented and justified on the basis of the research?
 - f. Was the research reported based upon the individual's own work?
4. Clinical presentations made during the scientific session of the Annual meeting of the Academy shall be evaluated with reference to the following:

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- a. Is the presented material new and does it represent an innovation devised by the individual?
 - b. Will the presentation have an impact on the treatment of prosthodontic patients?
 - c. Are the proposed methods or approaches based on sound scientific principles?
5. A presentation which is not research or clinical in nature during the scientific session of the Annual meeting of the Academy shall be evaluated with reference to the following:
- a. Do the presenter's ideas represent original and logical thought?
 - b. Are the ideas of value to the specialty and discipline of prosthodontics?
6. The quality of the presentations made during the scientific session of the Annual Meeting of the Academy shall be evaluated with reference to the following:
- a. Did the presenter speak clearly and at a proper pace for easy understanding?
 - b. Were the slides or other audiovisuals legible to the total audience?
 - c. Were the audiovisual materials attractive and enhancing to the presentation?
 - d. Was proper reference made to material used which was not the presenter's own?
 - e. Was the presenter's podium manner effective?
 - f. Did the presenter adhere to time limits?
 - g. Were questions answered effectively?
 - h. Was a completed manuscript presented to the Program Chair?
7. Fellowship potential shall be evaluated with regards to the following:
- a. Does an individual conduct herself/himself according to high moral and ethical standards?
 - b. Is the individual highly regarded by fellow dentists in his/her own community?
 - c. Was the individual personable and friendly?
 - d. Did the individual attempt to meet Academy Fellows?
 - e. Did the individual attend the entire meeting?
 - f. Was the individual responsive to the requirements of submitting the paper for review before the Annual meeting?
 - g. Did the individual respond in a timely manner in making reservations for meeting events?
- D. Procedures for nominees who are not presented to the Fellowship for consideration as Associate Fellows.
1. The Chair of the Fellowship Committee shall contact the nominator of those who are not presented to the fellowship for election, and shall outline the reasons for such action. It shall then be the responsibility of the nominator to counsel the nominee as to possible actions, if appropriate, to improve the individual's qualifications for fellowship.

II. ACTIVE FELLOWS

A. The provisions of the Academy of Prosthodontic By-laws (Article III.) apply to the election of Active Fellows.

B. Nomination

1. Associate Fellows must fulfill the requirement for length of service stated in By Laws Chapter III, Sec. 3b and Chapter IV, Sec. 5 before they can be considered for Active Fellowship.

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C. Criteria for Active Fellowship

1. The Associate Fellow shall have:

- a. Presented at least two essays during scientific sessions of the Annual Meeting of the Academy
- b. Have published one original manuscript in a journal listed in the Cumulative Index Medicus. This includes either publication of the original essay manuscript or any manuscript published between associate fellow and fellow..
- c. Attended an orientation meeting conducted by the Fellowship Committee.
- d. Attended all Annual meetings since election to Associate Fellowship, unless granted an excused absence.
- e. Participated actively in annual scientific sessions and social activities of Annual meetings, and have contributed to committee activities when assigned to them.
- f. Submitted an updated curriculum vita to the Secretary six months prior to the Annual meeting when they are eligible for consideration for Active Fellowship.

2. Criteria listed above under: I.C. 3-7. Criteria for Associate Fellowship are also applicable for elevation to Active Fellow. Information relating to the criteria can be transmitted by Fellows to the Fellowship Committee prior to the voting at the Annual business meeting.

III. LIFE FELLOWS

A. The provisions of the Academy of Prosthodontics By-Laws Article III, Sec. 3.2.2 apply to the election of Life Fellows.

B. Nomination

1. Active Fellows may request nomination for Junior Life Fellowship when they satisfy the criteria established by the Fellowship.

2. An Active Fellow who has been in good standing in the Academy for a period of twenty-five (25) years will automatically become a Senior Life Fellow.

C. Criteria for Junior Life Fellowship

1. Active Fellows are eligible for Junior Life Fellowship when they have:

- a. Served as a member of the Academy for a period or twenty (20) years or more. In calculating the years of membership, the years of Associate Fellowship are included.
- b. Served less than twenty (20) years and by a special request to the Executive Council and by approval of the Fellowship Committee, the Executive Council and the Fellowship at an Annual business meeting.
- c. Served as President of the Academy and Chair of the Fellowship Committee.
- d. Reached age sixty-five (65) and are no longer actively involved in the practice of dentistry or teaching, and are not receiving primary income from same.

2. An officer of the Academy shall not be considered for Life Fellowship until the year in which he or she is the Junior Past President even though otherwise eligible.

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D. Criteria for Senior Life Fellowship

1. Junior Fellows are eligible for Senior Life Fellowship when they have:
 - a. Served as a member of the Academy for a period of twenty-five (25) years. In calculating the years of membership, the years of Associate Fellowship apply. Elevation to Senior Life Fellow is automatic.
 - b. Served less than twenty-five years and by special request to the Executive Council and by approval of the Fellowship Committee, the Executive Council and the Fellowship at an Annual business meeting.

E. Obligations and Privileges of Life Fellowship

1. Junior Life Fellows shall pay one-half the annual dues paid by Active Fellows.
2. Senior Life Fellows are exempt from all dues except, if they attend an Annual meeting, they shall pay dues as determined by the Executive Council. Dues may be in the form of a contribution to the Academy of Prosthodontics Foundation.
3. Junior and Senior Life Fellows shall be obligated to pay the cost of an annual subscription to the Journal of Prosthetic Dentistry.
4. Life Fellows are entitled to hold office and vote.

IV. HONORARY FELLOWS

A. The provisions of the Academy of Prosthodontics By-laws (Article III.) apply to the election of Honorary Fellows.

B. Nomination

1. Any Active or Life Fellow may present the name of a candidate for Honorary Fellowship by placing the candidate's nomination with the Secretary in writing on forms furnished by the Secretary during any Annual meeting, or not later than six (6) months prior to the next Annual meeting.

C. Criteria for Honorary Fellowship

1. Any person whose attainments have been deemed to be distinguished in any line of investigation which may contribute to the advancement of prosthodontics and who presents the results of such investigations before the Academy may be elected an Honorary Fellow.

D. Election to Honorary Fellowship

1. The election shall require a three-fourths (3/4) secret vote of the Executive Council and of the Active and Life Fellows present and voting at an Annual business meeting.

E. Obligations and privileges of Honorary Fellow

1. Honorary Fellows are exempt from all fees and may not hold office or vote.

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2. If they choose to subscribe to the Journal of Prosthetic Dentistry through the Academy, they shall pay the cost of the subscription to the Academy.

H. FINANCE

It shall be the duty of this committee to review the annual financial statement of the Secretary-Treasurer and the annual audit of a professional auditor.

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1. Consult with the Secretary-Treasurer so that assistance in preparing the annual statement may be offered and an annual audit be undertaken prior to the Annual business meeting of the Academy.
2. Make appropriate recommendations to the Executive Council concerning Academy finances.

I. HISTORY and RECORDS, and PHOTOGRAPHIC SUBCOMMITTEE

This committee will consist of five (5) members of which two (2) will be appointed to the Photography Subcommittee. The Committee Chair will also be known as the Historian. The duties of the committee shall be to: (1) maintain the historical records of the Academy; (2) ensure the proper storage and archiving of the Academy's historical records so as to protect and preserve the photographic and written documents; (3) catalog the Academy historical materials so that a detailed record is maintained and available, providing easy identification and accessibility, and (4) provide photographic documentation of the Academy's activities.

GUIDELINES

1. Coordinate with the Secretary-Treasurer and Academy committees to maintain and preserve the following records on an annual basis as part of the Academy's permanent records:

- Minutes of Executive Council meetings
- Committee minutes, reports and materials
- Minutes of the Annual business meeting
- Annual financial reports
- Annual program
- Membership roster and guest list
- By-Laws
- Photo album and materials of historical interest from the Annual Meeting
- Academy Newsletters
- Outreach Program information and photographs
- Biographical sketches and necrology reports
- Oral histories
- Brochures
- Videos
- Awards and certificates
- Other Academy activities of note

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2. Provide the Academy membership with access to historical materials at the Annual meeting. This will include (1) annual display of selected historical materials, and (2) recommendations to the Executive Council on a periodic basis for a short oral presentation on historical notes of the Academy.
3. The Photography Subcommittee will prepare photographic documentation of the Annual meeting. The pictures will be organized in an album format, which will be presented to the membership at the next Annual meeting of the Academy. The album will then be archived with the Academy's historical records.
4. The Photography Subcommittee will ensure that current membership roster photographs are maintained.

J. LOCAL ARRANGEMENTS and REGISTRATION SUBCOMMITTEE

Members shall be appointed when the site is selected. The Committee shall be composed of at least five (5), but not more than seven (7), dentists and their spouses who reside within the meeting area. Meetings outside of the Continental U.S. may have variations in composition of the Committee. The duties of this Committee will be to initiate and carry out such procedures that: (1) announcements of specific activities (programs, projects, workshops, accomplishments or other non-program activities) be placed in state or national journals, news media or other organizations; (2) the professionals, public, and legislators will be cognizant of the various projects of the Academy in advancing the science of prosthodontics, i.e. Glossary of Prosthodontics Terms, etc., (3) the news media be informed before, during and after the Academy's annual program; and (4) the attendance of professionals in the geographic location of the meeting be encouraged.

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Publicity Surrounding Annual Meeting

1. The publicity surrounding the annual session related specifically to the scientific portion of the program should be handled by the Local Arrangements Committee.
2. Information about program content or participants will be provided by the Chair of the Program Committee to the Local Arrangements Committee.

Invitations to Professionals

3. Appropriate local professionals to be invited to the annual session are identified by the Local Arrangements Committee and forwarded to the Executive Council.
4. The Executive Council activates any list, then adds other professionals as appropriate.
5. The total lists of professionals are transmitted to the Secretary of the Academy who will extend the invitations on behalf of the Academy and conduct all appropriate correspondence with invited guests.
6. Cooperate with the President, President-Elect, and Secretary in providing the necessary facilities and entertainment for conducting the Annual meeting of the Academy.
7. Committee members shall be privileged to attend the scientific and social functions of the Academy at the one (1) meeting and shall pay no guest fee.
8. Information about program content or participants will be provided by the Chair of the Program Committee to the Local Arrangements Committee.
9. The Local Arrangements Committee will arrange for Annual meeting registration with the Secretary-Treasurer.

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K. NOMENCLATURE

The membership of this Committee shall consist of six (6) Fellows. The duties of this Committee shall be to continually examine the definitions listed in the Glossary of Prosthodontic Terms with the view toward recommending changes, revisions and additions.

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1. Active solicitation for possible changes or additions should be sought from other societies and individuals so that the Glossary of Prosthodontic Terms may be representative of the thinking of the profession.
2. The annual report by the Chair should include the proposed addition of new terms and proposed revision of existing terms in the year prior to publication of any revision.
3. Committee activities should be ongoing in nature and a revised Glossary should be submitted to the Executive Council and the Editor of THE JOURNAL OF PROSTHETIC DENTISTRY once every (5) five years.
4. The Committee should provide advice and counsel to the Executive Council on all matters concerning nomenclature in Academy publications and activities.

L. OFFICERS

The members of this committee shall be the President, President-Elect, Vice President, Secretary-Treasurer, Recording Secretary and the Immediate Past President. Other Fellows of the Academy and Members of the Executive Council may be invited to committee meetings when appropriate or useful. The general duties of the Committee are to (1) plan Academy activities for the coming year and (2) ensure that actions of the Executive Council and Committees are properly delegated so that they can be instituted. This planning is essential to ensure that the objectives of the Academy are met.

GUIDELINES

1. The meeting will be held at a time and place decided by the President in consultation with those who will be attending. The meeting time should be no later than 90 days following the annual meeting.
2. Any topic which needs planning or clarification should be considered at the meeting. The following general topics should be included on the agenda, but others will be added as appropriate. The agenda will be prepared by the Secretary-Treasurer in consultation with the President.
 - a. The actions of the Executive Council and the Fellowship at the Business Meeting at the last Annual meeting should be reviewed, and appropriate delegation of duties should be decided so that they will be implemented. These decisions shall be used by the President in writing letters to Committees spelling out Committee charges.
 - b. The assignments to Committees of the Academy will be reviewed and made final.
 - c. The Vice President shall present plans and seek input for the next scientific session.
 - d. The Secretary-Treasurer will review the financial status of the Academy and suggest measures that need to be taken to ensure that Academy operations are financially sound.
 - e. The President and Secretary-Treasurer will review the plans for the local arrangements for the next meeting.
3. The Officers Committee should contact the Academy of Prosthodontics Foundation concerning the availability of Foundation funds for program support. This contact may be written or by the appearance of the President and/or Secretary-Treasurer of the Foundation at the Officers Meeting.

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4. The Committee Members will only be reimbursed for travel if air travel is necessary to reach the site, and such reimbursement shall be limited to the round-trip air coach fare only. The President of the Academy may rent a van or other appropriate vehicle to aid in transporting Committee members to the meeting site.

M. PLACE of MEETING

The membership of this committee shall consist of the Vice President, the Secretary-Treasurer, and two (2) members of the Executive Council to be selected by the President. The Secretary-Treasurer shall serve as Chair. It shall be the duty of this Committee to recommend definitive locations for Annual meetings of the Academy to the Executive Council for presentation to the Fellowship.

GUIDELINES

1. The location should provide a pleasant and safe setting, preferably a resort area. Climate and weather conditions at meeting time also must be considered.
2. The site should be easily accessible via commercial airline or automobile. Travel by auto after air travel should be minimal.
3. A number of interesting activities (recreational or cultural) should be available for both men and women. Sight-seeing of historic places, museums or scenic areas in addition to activities like tennis, golf, swimming, or hiking should be available. Adequate opportunity for both organized functions and free time activities for husbands and spouses should be easily available.
4. Academy members should be available to coordinate the local arrangements activities.
5. Hotel accommodations must have adequate meeting rooms to handle the various Academy activities including the banquets.
6. The room rates should be reasonable. Resort areas with off-season rates should rate high consideration. A minimum of 125 rooms must be available to the Academy.
7. The meeting site should be moved to different parts of the country from year to year on a rotational basis. Periodically, it is desirable to meet in a locale where a School of Dentistry is situated so as to take advantage of professional education facilities.
8. Because of hotel availability and variation in seasonal rates, it is desirable that a schedule be arranged to provide for selection of sites at least five (5) years in advance of the meeting date.

N. POLICY

The membership of the Policy Committee shall consist of the three (3) most recent (junior) Executive Council members, the Secretary Treasurer and Life or Active Fellows appointed by the President. The chair shall be the senior member of the Executive Council represented on this committee. It shall be the function of this Committee to act in an advisory capacity to the Executive Council regarding basic policy of the Academy to the end that the objectives of the Academy may be fulfilled and continued.

GUIDELINES

1. Hold annual pre-announced open sessions and annually circulate a form to the members to receive suggestions from the Fellows regarding the future welfare of the Academy.

OPERATIONS MANUAL

2. Receive the President's message, study it thoroughly, make comments and recommendations to the Executive Council and to the Fellowship for action(s) that may be necessary.
3. Assume responsibility for editing and updating annually that section of the By-Laws entitled "Policies Adopted by the Academy of Prosthodontics. "
4. Seek and encourage the assistance of Associate Fellows to be informed of their views, concerns, and recommendations of and about policies of the Academy.

O. PROGRAM

The Program Committee shall consist of the Vice President, who will serve as Chair, and two (2) other Active or Life Fellows. Both members will be appointed by the Program Chair. Additional consultants may be appointed by the President-Elect from the Fellowship. The Committee is charged with the timely preparation of a suitable scientific and social program for the Annual meeting of the Academy.

GUIDELINES

1. Be cognizant of the representation of subdisciplines of prosthodontics among the Fellowship of the Academy to ensure a balanced scientific program.
2. Provide essayists and the Fellowship adequate time in the format of the program for scholarly discussions.
3. Encourage, select, and balance research presentations of high quality for the Annual meeting. The Research and Projects Committee should be consulted for its prospective assistance in this type of planning.
4. Provide timely information regarding the program participants to the Chair, Editorial and Publications Committee.
5. Work closely with Local Arrangements Committee to ensure a smooth, orderly program exhibiting a balance of professional and fellowship activities.
6. Information about program content or participants will be provided by the Chair of the Program Committee to the Local Arrangements Committee.
7. Meeting Budget

Keynote Non-member limited to 1
\$2500 honorarium (speaker expense reimbursement that includes travel),
\$250/ntx2 nts, 4 event tickets at \$310 for total of
\$3,310 if spouse attends total is \$3,620 (4 added events tickets)

Domestic non member-recommend 11-12
250/nt x 2 nts,
speaker reimbursement is \$800,
4 event tickets at \$310
\$1,610 if spouse attends total is \$1,920 (4 added events tickets)

International non-member-limited to 3
\$1,200 speaker reimbursement
\$250/nt x 3 nts,
4 event tickets at \$350
\$2,260- if spouse attends total is \$2,570 (4 added events tickets)

This assumes one keynote speaker, 3 international speakers and 11 domestic speakers. In general there will be 14 non-member speakers.

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Annual meetign budget of \$33,000 will be provided for annual meeting using guidelines provided in discussion.

P. RESOLUTIONS AND REMEMBRANCE

It shall be the duty of this Committee to prepare and present resolutions of the Academy concerning the death of members.

GUIDELINES

1. Initiate and carry out a mechanism whereby information may be exchanged between the Chair of the Committee and the Secretary regarding all matters related to necrology.
2. Prepare written resolutions for preservation in Academy archives.