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POLICIES

APPROVED MAY 17, 1999

INTRODUCTION

The Policies of the Academy of Prosthodontics are to guide the membership, establish procedures, and to explain more fully the methods the Fellows, Executive Council, and Officers will follow to achieve the Academy's aims and goals. The policies may be altered only by the Executive Council. Annually, the Policy Committee reviews the policies and solicits suggestions from the Fellowship for needed additions, alterations, and deletions. Any recommendations proposed by the Policy Committee are forwarded to the Executive Council for consideration. Policies are grouped as they apply to the following categories:

A. OFFICERS

1. The Vice-President will inform the Officers Committee of his/her plans and recommendation for the Scientific Program for the next Annual meeting prior to September 1st of the preceding year.
2. The President and Secretary-Treasurer will be provided with complimentary quarters at each Annual meeting
3. The President will review with each Committee Chair the guidelines for his/her Committee, and the charges or special projects to be completed by the Committee during the current year. This formal communication shall be within sixty (60) days following the close of the annual meeting.

B SECRETARY TREASURER

1. The Secretary will be responsible for keeping a current record of the Academy Policies, and will publish the policies for the membership in the Operations Manual.
2. Speaker evaluation information collected by the Secretary during the Annual Session will be sent to the Chair of the Fellowship Committee within a reasonable time after the Annual meeting (May of each year).
3. The Secretary, in consultation with the President, is empowered to make a discretionary decision when necessary to sign a hotel contract to ensure space at a favorable rate for future Academy meetings.
4. To insure a smooth transition, the progression of a Fellow to Secretary-Treasurer should include a prior term of at least two years as Recording Secretary. The term of service as Secretary-Treasurer will be three years, and may be

extended by the Executive Council, when appropriate.

5. The speaker evaluation form collected by the Secretary during the Annual meeting will include a section for Policy suggestions by the membership to be considered by the Policy Committee.
6. In planning meals associated with meetings of the Academy, the Secretary should observe special dietary requests and needs of members and guests.
7. The Secretary-Treasurer will provide the Auditing and Finance Committee with the financial records of the Academy at least two weeks prior to the Annual meeting.

C. RECORDING SECRETARY

1. A Recording Secretary is nominated by the Executive Council and approved by the Fellowship. The term shall be determined by the Executive Council.
2. The Recording Secretary shall assist the Secretary-Treasurer.
3. The Recording Secretary shall be directly responsible to the Secretary-Treasurer and through the Secretary-Treasurer to the Executive Council and Fellows in general.

D. EXECUTIVE COUNCIL

1. The Executive Council will meet the day preceding the Annual meeting.
2. Committee meetings can be called after the first Executive Council Meeting.
3. The Executive Council Meeting is open to the Fellowship.

E. COMMITTEES

1. Assignments of Fellows to Committees should be distributed as equitably as possible to insure active involvement of the Fellowship.
2. No Fellow will serve as Chair of more than one Committee annually except in unusual circumstances.
3. Members of the Program Committee may not serve as Clinicians or Essayists on the Annual Scientific Program except by approval of the Executive Council.
4. Committee reports must be brief, pertinent and submitted at a date to be designated by the Secretary-Treasurer.
5. Each committee may have one or more consultants appointed by the President or Executive Council. Life, Active, and Associate Fellows may serve as consultants to any committee.
6. Each Associate Fellow will be assigned to at least one Committee of the Academy and shall be entitled to full participation in committee activities (except Fellowship).
7. Each Committee Chair will provide background information to all new Committee members on the duties and responsibilities of the Committee so they may better serve the Academy.

F.FELLOWSHIP

1. Prior to the membership balloting the Chair of the Fellowship Committee will make available to the voting Fellows an up-to-date biographical sketch of all candidates being considered for Active or Associate Fellowship. The means by which this shall be done will be at the discretion of the Fellowship Committee.
2. Any individuals from outside the United States and Canada should be evaluated using the same standards as those used for individuals from within the United States and Canada.
3. The induction ceremony will be conducted using a prepared ceremonial plan, which is fittingly impressive and in

keeping with the dignity attached to the honor and responsibility of being a Fellow of the Academy of Prosthodontics.

4. The ceremonies for elevation of Associate Fellows to Active Fellowship, induction into Associate Fellowship, and granting Life Fellowship in the Academy shall be conducted at the first session of every Annual meeting.
5. There should be no special category of Fellows in lieu of prosthodontic credentials.

G. GUESTS

1. A contributing guest, who is not a member of the dental profession or not a potential candidate for fellowship may receive an allowance for travel, housing, and meals for the time involved in his/her service to the Academy. This allowance will be offered at the time of invitation.
2. The Academy will grant non-contributing guest privileges to current students/residents of an Advanced Education Program in Prosthodontics accredited by the American Dental Association or the Canadian Dental Association, at a minimal fee except for social activities, including dinners, breakfasts, and luncheons planned as part of the Annual meeting.
3. There is no limitation on the number of Academy meetings that a guest may attend.
4. There is no limitation on the number of guests invited to Academy meetings unless there are restrictions on available seating.
5. Potential Associate Fellows of the Academy should be encouraged to attend the Annual meeting as guests the year prior to a possible presentation and the year after they have presented.
6. The participation of spouses of deceased Fellows at Annual meetings and related functions is welcomed and encouraged by the Fellowship. (Coordinate with Foundation)
7. Fellows are expected to seek and invite guests to the Annual meeting.

H. MEETINGS (ANNUAL MEETING)

1. The Executive Council will make every effort to avoid time conflicts with meetings of State Dental Societies in its recommendations to the Academy for future meeting dates.
2. A President's Reception shall be held during the Annual meeting with all Fellows, Essayists, Clinicians and Guests of the Academy at a time convenient to the Social Program.
3. At least one-half day will be available at each Annual meeting for Committees to meet and review the Executive Council actions or recommendations on the reports of the Committee.
4. The taping of scientific sessions is prohibited.
5. Smoking in scientific meeting rooms is prohibited.
6. Associate Fellows are encouraged to attend the business meetings of the Academy of Prosthodontics excluding those matters pertaining to Fellowship issues.
7. Spouses/Guests of Fellows and Guests can attend any scientific session of the Academy unless there are restrictions on available seating.
8. If the spouse/guest of a guest is a dentist and desires to attend all the scientific session, a regular registration fee must be paid by the spouse/guest.
9. Ceremonies should all be retained, because they are important. Every effort should be made to keep them brief.
10. Absences from any portion of the Academy Meeting because of one's religious doctrine will be excused.
11. Any anecdotes or statements which could be perceived as offensive to any Fellow or Guest on the basis of race,

national origin, age, sex, or creed are inappropriate at any assembly of the Academy and must be avoided.

12. The Academy of Prosthodontics will not discriminate against any person because of race, color, religion, sex, national origin, ancestry, age, marital status or handicap. This non-discrimination policy applies to admission, participation, and access to Academy programs and activities as defined elsewhere in the Policies, Constitution and By-Laws of the Academy.

13. Financial support for Annual meetings or other Academy activities may be encouraged from commercial companies whose methods of operation and ethics are in accord with Academy principles. Funds received will be given to the Academy of Prosthodontics Foundation, and transferred to the Academy through appropriate grant application from the Academy to the Foundation. Funds designated by the donor for a particular speaker or purpose will be acknowledged in the printed program. The Foundation will also include these names in an acknowledgment of all Foundation donors included with the program.

14. Appropriate complimentary registration and event tickets may be awarded to representatives of commercial donors, but they should be limited to two complimentary registrations and two tickets to the Welcoming Dinner. Spouses or guests who accompany the representative may also be awarded tickets to the Welcoming Dinner and Breakfast.

15. Essayists who are non-members will be provided complimentary registration and tickets to the social events. Spouses/companions accompanying contributing guests to the meeting will be required to pay social events fees for those events, which they may elect to attend. Spouses/companions who are dentists and wish to attend the scientific sessions will also be required to pay the guest registration fee.

16. Table Clinicians participating in the Annual meeting will be provided complimentary registration and tickets to the Welcoming Dinner and Breakfast.

17. Members of the Local Arrangement Committee who are non-members of the Academy will be provided complimentary registration and tickets to all social events of the Annual meeting. Spouses or guests who accompany the LAC member will also receive complimentary tickets to the social events.

18. Presidents of Regional Prosthodontic Societies, or the State Dental Society in the State in which the Annual meeting is held will be provided complimentary registration.

19. The Dean and Chair of the Department of Prosthodontics of a Dental School in the state in which the Annual meeting is held will be provided complimentary registration.

20. Deviations from policy statements #14-20 dealing with invitations and complimentary registrations and events may be made by the Secretary-Treasurer in consultation with the President and Program Chair.

21. Scientific presentations or table clinics may be presented by representatives of commercial companies who are dentists or have a proper scientific background. These presentations should be presented under the individual's name, not under the name of the commercial company. They shall be presented during a regular scientific or table clinic session of the Annual meeting. Presentations must be presented in a professional manner, and avoid the use of brand names, anecdotal data or unsubstantiated claims. Orders for materials and products must not be solicited or accepted during the meeting.

I. PAPERS (SCIENTIFIC PRESENTATIONS)

1. Papers which have been selected by the Program Chair for discussion by a Fellow of the Academy must be in the possession of the discussor at least one month prior to the presentation. Following the presentation, the presiding Fellow will introduce the discussor for his/her comments, which should adhere to the established guidelines.

2. Guidelines for the Discusser:

- Five minutes will be allotted to each discussor following the completion of the presentation
- Each discussor is urged to be in contact with their presenter early and often. That process should be in place as a copy of the email sent to each presenter names the discussor.
- The Executive Council would like to suggest that the discussor present observations and possible issues of concern or a view into the future regarding the presentation without posing any specific question or questions to the presenter. The bulk of the time should be devoted to bringing scientific and personal expertise to the Fellowship regarding the presentation in the hope of stimulating some spontaneous questions from the audience. It should be likened to what response the discussor would have had when reading the article or hearing the presentation for the first time. This might take you 2-3 minutes at most.
- Each discussor will then open the floor for questions in the hope of stimulating floor response.
- It will be the responsibility of the discussor to control the floor response in terms of the appropriateness of the questions and available timing.
- Should there be no questions, the discussor is welcome to ask one or two questions that are **not previously known to the presenter**, and make any other observations needed to transition to a conclusion within the allotted five minute period.

J. ACADEMY FOUNDATION

1. The Academy will actively support the Academy of Prosthodontics Foundation.
2. The Academy will make a contribution to the Academy of Prosthodontics Foundation for any deceased Fellow and/or spouse of a Fellow.

K. PUBLICATIONS

1. The AP Newsletter will be mailed to spouses of deceased Fellows if they so desire.