

**AMERICAN BOARD OF
CRANIOFACIAL DENTAL SLEEP MEDICINE**

Bylaws

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I. NAME

The name of the corporation shall be the American Board of Craniofacial Dental Sleep Medicine. The lettered designation “ABCDSM” can be used to abbreviate the name of the corporation.

II. DEFINITION

Craniofacial Dental Sleep Medicine is the area of dentistry that focuses on the management of sleep-disordered breathing (SDB) associated with the craniofacial complex including, but not limited to, snoring, Upper Airway Resistance Syndrome (UARS) and Obstructive Sleep Apnea (OSA). SDB can be isolated or it can coexist with other respiratory, nervous, cardiovascular and endocrine issues. A multifactorial understanding of the nature of sleep is, therefore, essential to achieving optimal outcomes from Craniofacial Dental Sleep Medicine protocols that may range from extremely conservative measures of weight loss and sleep position change to variations of Oral Appliance Therapy (OAT) or combination therapy [i.e., blending OAT with Continuous Positive Airway Pressure (CPAP) or blending OAT with surgery]. SDB diagnosis must be determined by a board-certified sleep physician. Management of SDB patients who are candidates for dental management with OAT (and its variations), which involves the selection, fabrication, fitting, and calibration of oral devices worn during sleep that reposition the mandible and/or tongue to maintain airway patency, should be performed by qualified dentists who have knowledge and experience in overall oral health, the craniofacial complex, the temporomandibular joint and associated oral structures, and dental occlusion.

III. STATUS

The ABCDSM is organized and shall operate as a Virginia Non-Profit Corporation.

IV. PURPOSE

The purpose of the ABCDSM is to conduct credentialing examinations in the field of Craniofacial Dental Sleep Medicine.

V. MISSION STATEMENT

The American Board of Craniofacial Dental Sleep Medicine will assist the public by certifying that individuals who have the designation of “Diplomate of the American Board of Craniofacial Dental Sleep Medicine” have passed a credentialing examination and are subject to periodic recertification.

VI. GOALS & OBJECTIVES

The goals and objectives of the ABCDSM are:

1. To maintain a list, at its Executive Office, of individuals who are credentialed as Diplomates of the American Board of Craniofacial Dental Sleep Medicine,
2. To determine whether candidates qualify to take credentialing examinations under the stated requirements of the ABCDSM and the American Dental Association (ADA),
3. To create, maintain and administer credentialing examinations to evaluate such candidates,
4. To issue credentials and award the status of “Diplomate, American Board of Craniofacial Dental Sleep Medicine” to those candidates who are found to be qualified under the stated requirements of the American Board of Craniofacial Dental Sleep Medicine and the American Dental Association,
5. To communicate to program directors of U.S. university-based or hospital-based Craniofacial Dental Sleep Medicine advanced education programs, the scope and topic proportions on current ABCDSM examinations,
6. To provide information to the public, professional organizations, healthcare agencies, and regulatory bodies regarding credentialing in Craniofacial Dental Sleep Medicine.

VII. ELIGIBILITY

The Board of Directors may, from time to time, modify existing criteria or impose additional criteria for eligibility.

1. **Written Examination**

Dentists who: a) hold, at a minimum, a dental degree (DDS or DMD) or its equivalent, b) possess an active and unrestricted license to practice dentistry; and, c) have been personally involved as a primary care provider in assessment and management of sleep-disordered breathing for at least two (2) years immediately

VII. ELIGIBILITY

1. Written Examination (*continued*)

preceding their application, experience gained while earning a DDS or DMD degree (or its equivalent) notwithstanding, may sit for the written ABCDSM credentialing examination.

Dentists enrolled in a full-time U.S. university or hospital-based residency program in Craniofacial Dental Sleep Medicine may apply to sit for the ABCDSM written credentialing examination upon formal conveyance by the program director to the ABCDSM that the dentist has successfully completed at least one year of the program.

Dentists who successfully complete the written examination shall receive the designation “Board-Eligible.” Dentists who have previously taken the ABCDSM written credentialing examination unsuccessfully may retake the examination upon reapplication.

2. Supplementary Requirements

Candidates for Diplomate status may submit documentation of completion of supplementary requirements a) upon application, b) at the time of the written examination, or c) within one (1) year of taking the written examination.

To satisfy the supplementary requirements, dentists must document that they have a) accrued a minimum of fifty (50) hours of continuing education in topics specifically related to Craniofacial Dental Sleep Medicine, b) completed at least ten (10) hours of on-site sleep medicine observation that must include a minimum of five (5) hours witnessing the operations of an accredited sleep laboratory, and c) managed at least fifteen (15) sleep-disordered breathing patients in the immediate five (5) years prior to the date of application. Dentists must also submit two (2) letters of recommendation, which may be obtained from a board-certified sleep physician (i.e., MD, DO or PhD), a Diplomate of the American Board of Craniofacial Dental Sleep Medicine, a Diplomate of the American Board of Dental Sleep Medicine, or a Diplomate of the American Board of Craniofacial Pain.

VIII. CERTIFICATION

Board-Eligible dentists must pass the written ABCDSM credentialing examination and submit satisfactory documentation of completion of all supplementary requirements to receive the designation “Diplomate-Elect.” The entire examination process is supervised by, and passing scores are statistically determined by, an independent testing service.

VIII. CERTIFICATION (continued)

Upon receipt by the Executive Director of a signed agreement to abide by the ABCDSM Code of Conduct, the Board of Directors shall award to the Diplomate-Elect the status of Diplomate of the American Board of Craniofacial Dental Sleep Medicine. The Diplomate shall receive a certificate that bears the Diplomate's name, degree(s) conferred by a university, the ABCDSM seal, certification number and date of the certification. The Diplomate is then entitled to all rights designated by the ABCDSM.

Life Diplomate

Individuals who have been Diplomates in good standing for at least five (5) years may, upon permanent disability or retirement, apply to the Board of Directors to be "Life Diplomate of the American Board of Craniofacial Dental Sleep Medicine." A Life Diplomate shall retain all privileges of Diplomate status, but need not pay annual fees.

IX. THE BOARD OF DIRECTORS

General Powers of the Board of Directors

1. The ABCDSM shall be governed by its Board of Directors who shall have full authority to manage its affairs including, but not limited to, the power to establish policies, rules, regulations, examination candidacy requirements, requirements for credentialing, re-credentialing and other examinations within the scope of Craniofacial Dental Sleep Medicine.
2. Decisions of the Board of Directors shall require a majority vote of the Board of Directors with the exception of the following, which will require a $\frac{3}{4}$ majority vote: election of the Examination Committee Chair, filling an unfilled position of President-Elect or President, making changes to these Bylaws, impeaching a Diplomate, revising the examination blueprint, and rejecting a recommendation of the Examination Committee. Should there be a need to fill the position of Immediate-Past President, the position must be filled by the next most recent past president.
3. The Board of Directors authorizes the President and Secretary to award a Diplomate certificate to a Diplomate-Elect to hold himself or herself up as a "Diplomate of the American Board of Craniofacial Dental Sleep Medicine." Since Craniofacial Dental Sleep Medicine is not currently an ADA-approved specialty of dentistry, the Diplomates must abide by their own state laws regarding the designation of Diplomate status on stationery, etc.

IX. THE BOARD OF DIRECTORS

General Powers of the Board of Directors (continued)

4. The Board of Directors may retain an accounting firm, a legal firm specializing in certification law, an independent testing service, an executive director, a parliamentarian, and other professionals as may be needed from time to time. The individuals and companies filling these positions, as well as the amount of compensation they are to receive, must be confirmed by the Board of Directors.
5. The Board of Directors shall write, update, administer and govern a formal Code of Ethics subject to restrictions imposed by law. Each Diplomate-Elect shall be provided with a copy of the ABCDSM Code of Ethics. Signed acceptance of the Code of Ethics by the Diplomate-Elect must be received by the Executive Director of the ABCDSM in order to receive full and official Diplomate status.
6. The Board of Directors shall determine fees to take credentialing examinations and to maintain Diplomate credentialing.
7. The Board of Directors may maintain an insurance policy for the purpose of protecting officials of the Board of Directors from civil liability.

Composition and Tenure of the Board of Directors

1. The officers of the ABCDSM shall consist of the President, the Immediate-Past President (starting in 2015), the President-Elect, the Secretary, the Treasurer and the Examination Committee Chair. The Secretary, Treasurer and Examination Committee Chair will be three of the rotating six Directors.
2. There shall be an automatic rotation of offices from President-Elect, to President and to Immediate-Past President. In the event that the President-Elect, or any other officer, cannot ascend to the next position, or chooses not to ascend, the Nominating Committee shall recommend a replacement to be confirmed by a $\frac{3}{4}$ majority of the Board of Directors.
3. The term of all offices of the ABCDSM will begin on September 1 and terminate on August 31. The term of office of the President, President-Elect and Immediate-Past President shall be two years. The term of office of the Examination Committee Chair will be a minimum of two (2) years and a maximum of four (4) years. The term for the Examination Committee Chair may be renewed once. The term of office of

IX. THE BOARD OF DIRECTORS

General Powers of the Board of Directors (continued)

3. Directors shall be three (3) years, with two Directors rotating off of the Board of Directors every two (2) years. Directors may serve no more than two consecutive terms. Upon the conclusion of two consecutive terms, a Director may be elected to serve as an ABCDSM officer or rotate off the Board. Directors who rotate off the Board may be reelected after completing at least one term – that is, 3 years – as a non-ABCDSM officer or director.
4. The number of voting Directors shall be nine (9). These voting directors are the Immediate-Past President (starting in 2015), President, President-Elect, and five (5) Directors (of whom one will be the Secretary, one of whom will be the Treasurer, and one of whom will be the Examination Committee Chair). All voting Directors must be Diplomates of the ABCDSM.
5. Non-voting officials may include one representative from selected organizations that the ABCDSM determines are dedicated to the field of Craniofacial Dental Sleep Medicine and whose input would enhance the ABCDSM mission. These representatives may or may not be Diplomates. Representatives from other professional organizations serve a two-year term.
6. The Executive Director of the ABCDSM is not a formal member of the Board of Directors but attends the meetings, is responsible for the day-to-day business of the ABCDSM, and is available to officers for assistance in performing their responsibilities.

The Nominating Committee

The Nominating Committee shall be composed of the Immediate-Past President, the President, and the President-Elect. The Immediate-Past President shall serve as Chair. The committee is charged with nominating the President-Elect, Secretary, Treasurer, Examination Committee Chair, three (3) directors, vacancies on the Board of Directors, and additional seats to the Board of Directors or Examination Committee. A nominee will be confirmed by a 2/3 vote of the Nominating Committee. Should nominees of the Nominating Committee fail to be confirmed by a majority of the Board of Directors, additional nominations can be made by members of the Board of Directors.

IX. THE BOARD OF DIRECTORS

General Powers and Responsibilities of the Officers of the Board of Directors

1. President

The President shall be the principal executive officer of the ABCDSM and shall in general supervise the affairs of the ABCDSM that include but are not limited to:

- a. Representing the public and professional interests of the ABCDSM,
- b. Writing and editing journal announcements for credentialing examinations,
- c. Choosing journals and other formats in which examinations are to be publicized with the approval of the Board of Directors,
- d. Setting the date and location of credentialing examinations with approval of the Board of Directors,
- e. Presiding over the resolution of disputes between a potential candidate, or candidate, and the ABCDSM with approval of the Board of Directors,
- f. Calling at least one annual Board of Directors' Meeting to conduct the affairs of the ABCDSM,
- g. Setting the agenda for the Board of Directors' meetings,
- h. Setting the budget of the ABCDSM in consultation with the Treasurer and authorizing loans and payments of debts with the approval of the Board of directors,
- i. Conferring regularly with the Examination Committee Chair,
- j. Being an ex-officio member of all committees appointed by the Board of Directors and the Examination Committee,
- k. Appointing committees, and committee chairs, all of whom must be Diplomates of the ABCDSM, to perform tasks on behalf of the ABCDSM,
- l. Selecting a time and method of updating the ABCDSM Blueprint with consultation of the Examination Committee Chair, and the Independent Testing Service followed by the majority approval of the Board of Directors,
- m. Interviewing candidates to fill the positions of Independent Testing Service and Executive Director, as needed, and presenting at least two (2) choices to the Board of Directors for their consideration and approval.
- n. Providing documentation necessary to show compliance with the American Dental Association rules and regulations,
- o. Presiding over the impeachment process in the event that the Immediate-Past President is the subject of allegations or violations of the ABCDSM Code of Conduct.
- p. Participating as a member of the Nominating Committee.

IX. THE BOARD OF DIRECTORS

General Powers and Responsibilities of the Officers of the Board of Directors (continued)

2. President-Elect

In the absence of the President, or in the event of the President's inability to act, the President-Elect shall perform the duties of the President. When so acting, the President-Elect shall have all the powers of and be subject to all of the restrictions of the President. The President-Elect shall perform additional duties assigned by the Board of Directors from time to time. The President-Elect is a member of the Nominating Committee.

3. Immediate-Past President

The Immediate-Past President's responsibilities include but are not limited to:

- a. Providing counsel to the President,
- b. Presiding over meetings of the Nominating Committee,
- c. Participating as a member of the Nominating Committee,
- d. Contacting nominees to ensure that the nominee is willing to serve, if confirmed,
- e. Presiding over allegations of violations of the ABCDSM Code of Conduct by a Diplomate,
- f. Presiding over impeachment of an official of the Board of Directors, an official of the Examination Committee, or a Diplomate for actions prejudicial to the best interests of the ABCDSM,
- g. Reviewing and recommending to the Board of Directors updates to the Code of Conduct,
- h. Performing additional duties assigned by the Board of Directors from time to time.

4. Secretary (also one of the six directors)

The Secretary's responsibilities include but are not limited to:

- a. Maintaining a historical record of the ABCDSM, including names and positions of all ABCDSM officials and their dates of tenure, and providing a yearly update of these records to the Executive Director of the ABCDSM,
- b. Recording the proceedings of the Board of Directors meetings, maintaining records of the Examination Committee meetings and committee meetings,
- c. Maintaining records of the ABCDSM Blueprint and means by which the Blueprint was determined,

IX. THE BOARD OF DIRECTORS

General Powers and Responsibilities of the Officers of the Board of Directors

4. Secretary (*continued*)

- d. Maintaining lists of candidates who have passed, failed, requested hand scoring of examinations and those who are Board-Eligible,
- e. Consulting with the President regularly,
- f. Reporting yearly to the Board of Directors,
- g. Performing additional duties assigned by the Board of Directors from time to time.

5. Treasurer (also one of the six directors)

If required by the Board of Directors the Treasurer shall give a bond for the faithful discharge of his/her duties at a sum and with surety, or sureties, as the Board of Directors may determine.

The Treasurer's responsibilities include but are not limited to:

- a. Performing all duties incident to the office or other duties as from time to time may be assigned by the President and the Board of Directors,
- b. Overseeing the management of bank accounts and investment accounts in consultation with the President and the Board of Directors regarding changes in investment strategies,
- c. Signing disbursement checks presented by the Executive Director, or alternately, signing and faxing approval to the Executive Director to sign and disburse funds for specific amounts to specific parties. In the event that the Treasurer is unable to perform this function, the President-Elect and President shall be authorized to institute disbursement of funds.
- d. Reviewing and signing tax documents prepared by the ABCDSM's accounting firm,
- e. Conferring quarterly with the President,
- f. Reporting yearly to the Board of Directors,
- g. Supervising the sending out of annual fee statements to Diplomates of the ABCDSM,
- h. Performing additional duties as may be assigned by the Board of Directors from time to time.

6. Examination Committee Chair (also one of the six directors)

The Examination Chair shall be the principal officer of the Examination Committee and shall be responsible for all activities associated with the ABCDSM examination process.

IX. THE BOARD OF DIRECTORS

General Powers and Responsibilities of the Officers of the Board of Directors

6. Examination Committee Chair *(continued)*

The Examination Committee Chair's responsibilities include but are not limited to:

- a. Supervising the construction and administration of examinations given by the ABCDSM.
- b. Appointing an official of the Examination Committee to serve as the Examination Committee Vice-Chairperson.
- c. Nominating officials of the Examination Committee and securing signed confidentiality forms from each selected official.
- d. Appointing committee(s) and committee chair(s) for a specific purpose and for a specific period of time, all of whom must be Diplomates of the ABCDSM, to assist the Examination Committee Chair in carrying out the responsibilities of the Examination Committee,
- e. Serving as an ex-officio member of all Examination Committee committees,
- f. Updating the ABCDSM Credentialing Bulletin of Information annually, which then must be approved the President of the ABCDSM. When policies of the ABCDSM are changed in the Bulletin of Information, approval must be obtained by a majority vote of the Board of Directors.
- g. Publishing the Bulletin of Information at least six months in advance of each examination,
- h. Setting the agenda for the Examination Committee meetings, choosing the date, time and location of the meetings, and notifying the Independent Testing Service of the meetings to assure that a representative, if necessary, attends the meetings.
- i. Assisting with documentation required by the Independent Testing Service to assure compliance with nationally accepted standards.
- j. Assisting with documentation required by the American Dental Association,
- k. Supervising the review, editing, addition and deletion of questions from the ABCDSM pool of questions with approval of the Examination Committee officials,
- l. Reviewing the examination, as presented by the Independent Testing Service, to assure the quality and quantity of questions assigned to each category, discarding questions deemed inappropriate, selecting replacement questions from the pool of questions and submitting the final examination to the Examination Committee for their editing and approval,

IX. THE BOARD OF DIRECTORS

General Powers and Responsibilities of the Officers of the Board of Directors

Examination Committee Chair (continued)

- m. Editing and approving for recommendation to the Board of Directors the final draft of examinations providing changes are consistent with national testing standards and the ABCDSM blueprint,
- n. Recommending to the Board of Directors the cut-off passing score, should there be a statistical variation,
- o. Reviewing questioned or disputed items with the Independent Testing Service after the administration of each examination and making a final determination, with consultation from the president of the ABCDSM, as to which items, if any, will be deleted from scoring.
- p. Periodically reviewing the Blueprint and recommending to the ABCDSM whether an update is needed,
- q. Reviewing and advising the President of the ABCDSM of financial needs of the Examination Committee.

X. THE EXAMINATION COMMITTEE

General Powers, Composition, Tenure and Qualifications of the Examination Committee are covered in the American Board of Craniofacial Dental Sleep Medicine Policy and Procedure Manual.

XI. FISCAL YEAR

The fiscal year shall start on September 1 and end on August 31.

I certify that this is a true and correct copy of the American Board of Craniofacial Dental Sleep Medicine Bylaws approved on July 1, 2013.

Signed Robert L. Talley, D.D.S.
Robert L. Talley, D.D.S.
President, American Board of Craniofacial Dental Sleep Medicine

State of Oklahoma
Acknowledged before me, this 1st day of July 2013.

Tina V. Blevins
Notary Public

My commission expires: Mar. 27, 2018



Approved by the American Board of Craniofacial Dental Sleep Medicine
July 1, 2013