

RULES & REGULATIONS
OF
AMERICAN ACADEMY OF OTOLARYNGIC ALLERGY, INC.
(a District of Columbia nonprofit corporation)
As amended
June 2018

ARTICLE I. Committees of the AAOA (types (i) to (iii))

Section 1.01. Committee designation

The Bylaws of the AAOA establish four categories of committees: (i) a committee to exercise the authority of the Board of Directors (i.e., the Executive Committee), (ii) other committees designated and appointed by the President and confirmed by the directors, (iii) ad hoc committees, and (iv) six named committees to be defined in Article II.

Section 1.02. Executive Committee (Bylaws type (i) committee)

There shall be an Executive Committee of the Board which shall have authority to act for the Board between meetings of the Board. The Executive Committee shall be the only committee of the corporation that may exercise the power of the Board of Directors. The Executive Committee shall consist of not fewer than five nor more than seven directors, who, consistent with District of Columbia law, shall be designated and appointed by majority vote of the Board of Directors, provided, however, that consideration shall be given to electing to the Executive Committee the following: the President, President-elect, Immediate Past President, Immediate Past President's Predecessor as President, Secretary, Treasurer, and Coordinator of Education. The Executive Committee shall elect its Chair and Secretary. The minutes of meetings of the Executive Committee shall be circulated to all members of the Board of Directors promptly after each meeting, and the Executive Committee shall report all of its actions to the Board at the next succeeding meeting of the Board. The Executive Committee may meet at the call of the Chair or any three members. The presence of fifty percent of the members of the Executive Committee shall constitute a quorum. The Executive Director, as the CEO of the Academy, shall attend all meetings of the Executive Committee and participate in its activities, but the Executive Director shall not vote on the Executive Committee nor attend nor participate in executive sessions evaluating the performance of the Executive Director. Seven days written notice of a meeting must be given, provided, however, that an Emergency Meeting may be called on 3 days notice given by telephone, telefax, or in person, provided, however, that an emergency meeting to be held by conference telephone may be called upon three hours notice. For an Emergency Meeting, the notice shall include the matter(s) to be discussed; matters discussed shall be limited to the matters in the notice of the meeting.

Section 1.03 Bylaws Committee (Bylaws type (ii) committee)

The Bylaws Committee shall be made up of at least three members that shall include at least one existing Board member. The Bylaws Committee shall review the Articles of Incorporation, the Bylaws, and the Rules & Regulations periodically and make recommendations for amendments consistent with the form, function, and growth of the organization. The Bylaws are generally handled by the Secretary of the AAOA, but this committee would convene at the President's discretion to make more substantive changes.

Section 1.04. Audit Committee (Bylaws type (ii) committee)

The Audit Committee shall consist of three voting Fellows or Members of the AAOA who are not members of the Board elected by the voting members to staggered three-year terms. The most senior

member (in terms of current years of service on this committee) shall serve as chair. This committee shall review the auditor's report and perform inquiries and review as it deems appropriate and shall give an annual report to the Board and the membership at the annual meeting.

Section 1.05. Finance Committee (Bylaws type (ii) committee)

Chaired by the AAOA Treasurer, committee has oversight of finances and related funding issues; includes oversight of budget development/operations, corporate development, and investments.

Section 1.06. Investment Committee (Bylaws type (ii) committee)

The Investment Committee will monitor investment decisions to ensure they fulfill the investment objectives as delineated in the Investment Policy. The Investment Committee will also consider any proposed revisions to the investment policy and recommend any appropriate action to the Finance Committee.

Section 1.07. Corporate Development Committee (Bylaws type (ii) committee)

This committee is tasked with working with industry to align common interests in a mutually beneficial and ethical manner.

Section 1.08. Ad Hoc Committees and Task Forces (Bylaws type (iii) committees)

The President shall appoint such ad hoc committees and task forces, and the chairs thereof, as he or she deems necessary for the effective and efficient administration of the AAOA's policies and programs. A Task Force involves two or more strategic areas (such as education, advocacy, research). A Work Group is assigned a strategic or issue-based project either to define and report back to the Board with recommendations for consideration or to implement within the parameters of the task charged.

Section 1.09. Committee Chairs

Committee Chairs whom the Bylaws designate as such shall be elected by the membership for a term of one (1) year. Those not named to be elected in the Bylaws shall be nominated by the President and elected by a majority vote of the Board of Directors for a term of one (1) year.

Section 1.10. Interim Replacement of Committee Chair

(a) Replacement of a committee chair due to resignation, death, or health reasons shall be accomplished by a majority vote of the Board of Directors or, if it shall meet earlier, the Executive Committee.

(b) Replacement of a committee chairs due to failure to perform their duties shall be accomplished by a two-thirds vote of the Board, except those committee chairs elected by the Board may be replaced by majority vote of the Board.

Section 1.11. Committee Members

The chairs of committees shall nominate members for their committees to the President, who shall appoint committee members for terms of one year, subject to approval of the Executive Committee and Board of Directors.

ARTICLE II. Committees of the AAOA (Bylaws type (iv))

Section 2.01. Composition of Named Committees (Bylaws type (iv) committees)

As set forth in the Bylaws of the AAOA, the four named committees are: Education Committee, Socioeconomic Committee, Patient and Professional Relations Committee, and Nominating Committee.

Section 2.02. Education Committee

The Education Committee shall be chaired by the Coordinator of Education. It shall consist of the Coordinator of Education, the Director of Educational Programs, the Director of Educational Assessment, the CME activity (course) directors within the prior or following year, the Immediate-Past Coordinator of Education, President Elect of the AAOA, the Executive Director of the AAOA, and up to four appointees.

The Education Committee will be responsible for AAOA endeavors that fulfill the CME mission or extend education to allied providers. The committee will identify educational practice gaps of the AAOA's active and potential membership to develop and oversee educational activities. The Education Committee will initiate, oversee, and coordinate educational assessment and educational program activities.

CME Mission Statement

Purpose

The American Academy of Otolaryngic Allergy (AAOA) is committed to improving public health and welfare through the provision of high-quality continuing medical education (CME) to our members. The overall objective of the AAOA CME program is to provide CME activities to support the following goals:

- To encourage ethical and professional standards in the delivery of patient care
- To provide a platform for lifelong learning.
- To maintain standards of evidence-based education.
- To disseminate current basic science and clinical research findings that impact the diagnosis and treatment of inflammatory disorders of the airway and related structures of the head and neck.
- To provide a forum for the exchange of ideas and knowledge related to inflammatory disease of the airway and related structures of the head and neck.

Target Audience

The AAOA CME efforts are primarily focused upon the current and potential member base of the organization. Selected activities are also made available to physicians in related specialties as well as Nurse Practitioners, Physician Assistants, and allied health care professionals who may benefit from such education.

Types of Activities Provided

In order to accomplish the goals of the AAOA CME program, AAOA will offer courses and meetings, all based upon adult learning principles, to allow for different learning styles and take into consideration the expected outcomes of each activity. The AAOA will offer courses and meetings and may offer other educational formats based on the educational needs of the learners.

Content

The content of the AAOA CME program centers around clinical issues related to the care of allergic, immunologic, and inflammatory diseases of the airways and systems related to the head and neck. The AAOA also strives to respond to the educational needs of our members that are not being met by other organizations.

Expected Results

The goal of the AAOA CME activities is to advance physician competence or performance and to result in improved patient care outcomes.

Educational Activities

The Education Committee may initiate educational activities. The Director of Education will supervise and assist in each educational activity. An activity director(s) will be assigned by the Education Committee. Planners and instructors will be recommended by the activity director(s) and approved by the Education Committee. Unexpected changes in instructors or planners can be approved by the Director of Educational Programs representing the Education Committee. Each educational activity offering CME is required to be ACCME compliant and submit all required documentation.

Assessment Activities

The Education Committee may initiate educational assessment activities. Each assessment activity will be supervised by the Director of Educational Assessment. The structure of the workgroup assigned to an educational assessment activity will be determined by the Director of Educational Assessment.

Section 2.05. Socioeconomic Committee

The Socioeconomic Committee shall be made up of the Chair, CPT Representative, AMA Delegates (delegate, alternate, Young Physician, and Resident), AAOHNS SSAC Representatives and Board of Governors Representatives (Governor, Legislative Representative, PR Representative). This committee shall have the following tasks:

(a) Regulatory Agency Advocacy.

The committee shall monitor, collaborate, and react to issues/actions of the CMMS, RUC, PERC, CPT, FDA, OSHA, and related government agencies; report key policy/issues to the leadership and membership; define necessary action and take lead on Board-approved implementation plans. This committee shall also advocate on scope of practice, fair and reasonable payment/compensation, practice expense and relative value issues, as well as all other related issues. Interspecialty outreach with JCAAI and related specialty interests will be developed,

(b) PERC, RUC, CPT project:

The committee shall create and lead Practice Expense Task Force; create pool of members for data collection; educate pool on survey tools and project implications/objectives; undertake/direct surveys and data evaluation; liaison with JCAAI and AAO-HNS PERC/RUC/CPT representatives; evaluate and collate data; define PERC/RUC recommendations. Define methodology for working with multispecialty panel on PE definitions.

(c) Payor Education

This committee shall engage in proactive and reactive outreach to educate carriers (payors) on scope of practice and training of otolaryngic allergists, diagnostic and therapeutic techniques, payment, and referral issues.

(d) Member One-on-One Advocacy

The committee shall define position statements based on regulatory and payor education efforts, AAOAF-funded research, and current scientific literature. The committee shall also define and implement methods of using specialty-based materials and positions to educate payors in local carrier/reimbursement issues. This committee shall also evaluate, define, and draft position statements as needed based on literature, scope of practice data, current AAOA course curricula, and AAOAF-funded research results. This committee shall also define/recommend AAOA positions on regulatory and federal agency issues, including those tied to AMA CPT, RUC, and PERC.

(e) Otolaryngology/Intraspecialty Advocacy

The committee shall define and implement otolaryngic allergy agenda within otolaryngology – head and neck surgery in line with strategic plan. This committee shall identify current and future AAOA leaders in key intraspecialty roles such as AAOHNS SSAC delegates, BOG delegates, ABOto guest examiners and Board candidates, and related otolaryngology – head and neck surgery society nominated leadership positions. This committee shall make use of key leaders to promote AAOA issues and policies.

Section 2.06. Patient & Professional Relations Committee

(a) Patient Education:

The committee shall be responsible for development and review of website patient content; physician/office management website tools; website physician member directory (print version defunct); patient leaflets (now on web, so separate product defunct); media outreach and related marketing tool development

(b) Member Education/Programs:

This committee shall be responsible member communication tools such as; *AAOA TODAY* (member newsletter); www.aoaf.org website content, email blasts, and other social media tools as they evolve.

Section 2.07. Nominating Committee

The Nominating Committee shall consist of the two (2) Immediate Past Presidents, one (1) at-large member of the Board selected by the full Board, and two (2) Fellow members of the AAOA nominated by the President and elected by the Board of Directors. The at-large member of the Board shall act as Chair. This committee shall make nominations for President-Elect, Secretary, Treasurer, Coordinator of Education, Director of Educational Programs, Director of Educational Assessment, Board members at large, and committee chairs elected by the membership. Nominations for elected positions may be made by petition in accordance with the Bylaws. Where appropriate, based on the organizations to which they serve as delegates, delegation positions may be considered for Board or Presidential appointment on a majority vote by the membership. The Nominating Committee should strive for balance between private and academic members of the Board.

ARTICLE III.
Membership

Section 3.01. Other U.S. Otolaryngology Certifying Boards and Residency Training Program Accrediting Agencies.

(a) Pursuant to Section 2.02(a)(1) and 2.02(b)(1) of the AAOA bylaws, in addition to the American Board of Otolaryngology, the following U.S. otolaryngology certifying Board is approved and, accordingly, individuals certified by the following Board shall be deemed to meet the requirement for Fellow or Associate membership in the AAOA set forth in Section 2.02(a)(1) and 2.02(b)(1) respectively:

American Osteopathic Board of
Ophthalmology and Otolaryngology – Head and Neck Surgery

(b) Pursuant to Section 2.02(c)(1) of the AAOA Bylaws, in addition to an Otolaryngology Residency Training Program accredited by the Accreditation Council on Graduate Medical Education, the following U.S. Otolaryngology Residency Training Program accrediting organization is approved, and, accordingly, individuals in an Otolaryngology Residency Training Program accredited by the following accrediting organization shall be deemed to meet the requirement for Resident membership in the AAOA set forth in Section 2.02(c)(1):

American Osteopathic College of Ophthalmology
and Otolaryngology – Head and Neck Surgery
Council on Medical Education

Section 3.02. Additional Criteria for Membership

(a) Fellow Membership,

- (1) Pursuant to Section 2.02(a) of the Bylaws, an applicant for Fellow membership must:
- i. Be Board certified by the American Board of Otolaryngology-Head and Neck Surgery or the American Osteopathic Board of Ophthalmology and Otolaryngology-Head and Neck Surgery.
 - ii. Within the preceding 5 years of taking the oral portion of the AAOA Fellow examination:
 1. Attend an AAOA Basic Course in Allergy & Immunology
 2. Attend an AAOA Advanced Course in Allergy & Immunology
 3. Attend at least one AAOA Annual Meeting prior to taking the oral portion of the AAOA Fellow examination
 4. Attend one additional AAOA-sponsored live CME activity (the annual meeting the year of the fellow exam may count)
 5. Attest active engagement in the direct management of at least 10 immunotherapy patients
 - iii. Pass the AAOA Fellow examination.

Applicants who were working toward Fellow membership under prior (2014) criteria may use the prior criteria but must complete the oral portion of the AAOA Fellow Examination by 2020.

- (2) To maintain Fellow status thereafter, a Fellow must, in the most recent rolling five-year period, attend two courses, meetings, or other CME programs of the AAOA.
- (3) American Board of Otolaryngology and American Osteopathic Board of Ophthalmology and Otolaryngology – Head and Neck Surgery diplomate status certifies the ability to practice within the scope of Otolaryngology.

(b) Associate Membership.

Pursuant to Section 2.02(b)(3) of the Bylaws, an applicant for Associate membership in the AAOA need not complete a CME requirement, but must, after attaining Associate membership status, over the most recent rolling five-year period attend two courses, meetings, or other CME programs of the AAOA.

(c) Emeritus Membership

The Board of Directors may elect a Fellow Member to Emeritus Membership in recognition of that Fellow Member's 30 years of membership. Emeritus Members may vote but are relieved from payment of dues. Applicants must submit a letter to the secretary requesting this change in status.

Section 3.03. Application Process

The AAOA Secretary reviews all membership applications and makes recommendations for consideration to the AAOA Board of Directors and, subsequently, the AAOA voting members. During the AAOA's Annual Meeting, the AAOA voting members convene to vote on new member candidates. In order to be considered, applications must be complete 45 days prior to the annual business meeting (*estimate* July 31st). Once a complete application is processed, new member candidates will be eligible for member discounts while the application is under consideration. Application fees are non-refundable and must be received (US dollars only) prior to consideration.

Section 3.04. Reinstatement

If a member's membership in the AAOA shall lapse because he or she has failed to maintain the requirements for membership, he or she may be reinstated by the Board of Directors if and when he or she shall fulfill the requirement for membership that he or she has failed to maintain. For example, if a members' membership in the AAOA shall have lapsed for failure to complete a CME requirement, he or she may be reinstated after he or she has completed the required CME requirement. Notwithstanding the above, if a member's membership in the AAOA has lapsed for nonpayment of dues, the member may be reinstated upon payment of the current year's dues and the prior year's dues.

ARTICLE IV. Dues & Assessments

Section 4.01. Dues

The amount of dues payable shall be determined by the Board of Directors and shall be payable at such time as the Board of Directors shall determine. Nonpayment of dues shall result in the revocation of membership at such time as the Board of Directors determines.

Section 4.02. Assessments

Additional fees may be assessed by the Board of Directors for any purpose deemed necessary by the Board of Directors. Assessments shall be payable at such time as the Board of Directors shall determine. Assessments are considered mandatory. Non-payment may result in revocation of member benefits.

ARTICLE V. Membership Categories

Section 5.01. Fellow

In order to attain the status of Fellow, a candidate must pass a rigorous oral and written exam, demonstrating his/her knowledge in the field of immunology and otolaryngic allergy. To be eligible to sit for the exam, one must be Board certified by the American Board of Otolaryngology or other American Otolaryngology Boards as determined in the AAOA's Rules and Regulations; have a practice limited to otolaryngology; and have completed 1 AAOA Basic Course, 1 AAOA Advanced Course, 1 AAOA Annual Meeting prior to taking the oral portion of the AAOA Fellow examination, and one course, meeting or CME program of AAOA (the annual meeting the year of the fellow exam may count) – within the previous five years. The Fellow Exam Application Deadline is April 1st annually.

Section 5.02. Associate

Open to American Board of Otolaryngology certified/eligible otolaryngologists or other American Otolaryngology Boards as determined in the AAOA's Rules & Regulations, who have an active practice in otolaryngology.

Section 5.03. Academic Associate

Open to American Board of Otolaryngology certified/eligible otolaryngologists or other American Otolaryngology Boards as determined in the AAOA's Rules & Regulations. In addition, the applicant must verify full-time Academic status at an ACGME accredited Otolaryngology or Osteopathic training program.

Section 5.04. Military Associate

Open to American Board of Otolaryngology certified/eligible otolaryngologists or other American Otolaryngology Boards as determined in the AAOA's Rules & Regulations. In addition, the applicant must provide documentation of active military status. A letter from the applicant's superior officer is required with the application.

Section 5.05. Resident

Open to residents currently enrolled in an ACGME/American Board of Otolaryngology-approved or American Board of Osteopathy-approved otolaryngology residency program or other approved training programs as outlined in the Rules & Regulations. A letter of recommendation from the training program director is required with the application.

Section 5.06. Advanced Practitioner

Open to individuals who currently work for an active AAOA physician member as an otolaryngic allergy physician's assistant or nurse practitioner at the time of their application and every year thereafter.

Section 5.07. Allied Health

Open to individuals who currently work for an active AAOA physician member as an otolaryngic allergy technician, administrator, or other paramedical personnel at the time of their application and every year thereafter.

ARTICLE VI. Appointed Positions

Section 6.01. Parliamentarian

This position shall be appointed by the President. His/her duty shall be to aid in clarification of meeting procedures.

Section 6.02. Historian

This position shall be appointed by the President. His/her duty shall be to collect, maintain and perpetuate the history of this organization.

ARTICLE VII. Disciplining and Expelling Members

A member may be disciplined or expelled for the following reasons:

Nonpayment of dues

Failure to maintain the requirements for membership

Conduct unbecoming a member or detrimental to the AAOA or its subsidiaries.

Loss of unlimited license or discipline by a state regulatory authority.

The Board of Directors shall notify the member in writing by first class mail of its intention to discipline or expel him or her. The member shall then have thirty days from the date of mailing of said notice to file an objection to the proposed action of the Board of Directors. If the member shall fail to file an objection within thirty days, the proposed action of the Board of Directors shall become final. If the member shall file an objection, the Board shall implement fair and reasonable procedures to consider the member's objection and decide if discipline or expulsion is to be applied.