

The American Board of Craniofacial Pain Bylaws

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I. NAME

The name of the corporation shall be the American Board of Craniofacial Pain. The lettered designation "ABCP" can be used to abbreviate the name of the corporation.

II. DEFINITION

Craniofacial pain is the area of dentistry that includes the assessment, diagnosis and may include the management of complex acute and chronic craniofacial pain disorders including neuropathic craniofacial pain disorders, neurovascular craniofacial pain disorders, chronic regional pain syndrome, complex masticatory and interrelated cervical neuromuscular pain disorders, headache disorders, temporomandibular joint disorders, craniofacial dyskinesia and dystonias, craniofacial sleep disorders and other disorders causing persistent pain and dysfunction of the craniofacial structures.

III. STATUS

The ABCP is organized and shall operate as an Illinois Nonprofit Corporation.

IV. PURPOSE

The purpose of the ABCP is to conduct certification examinations in the field of Craniofacial Pain.

V. MISSION STATEMENT

The American Board of Craniofacial Pain will assist the public by certifying that individuals who have the designation of "Diplomate of the American Board of Craniofacial Pain" have passed a certifying examination and are subject to periodic recertification.

VI. GOALS AND OBJECTIVES

The goals and objectives of the ABCP are:

1. To maintain a list, at its central office, of individuals who are certified as Diplomates of the American Board of Craniofacial Pain,
2. To determine whether candidates qualify to take certifying examinations under the stated requirements of the ABCP and the American Dental Association (ADA),
3. To create, maintain, and administer certifying examinations to evaluate such candidates,
4. To issue certificates and award the status of "Diplomate, American Board of Craniofacial Pain" to those candidates who are found to be qualified under the stated requirements of the American Board of Craniofacial Pain and the American Dental Association,

- 50 5. To communicate to program directors of U.S. university-based or hospital-based craniofacial pain
51 advanced education programs, the scope and topic proportions on current ABCP examinations,
52 6. To provide information to the public, professional organizations, healthcare agencies, and regulatory
53 bodies regarding certification in craniofacial pain.
54

55 **VII. ELIGIBILITY**

56 The Board of Directors may, from time to time, modify existing criteria or impose additional criteria for
57 eligibility.
58

59 **Written Exam**

60 Dentists who have accrued at least 500 hours of continuing education in topics specifically related to
61 craniofacial pain and completed the diagnosis and treatment of 100 craniofacial pain patients through
62 Phase I care and have practiced the diagnosis and treatment of craniofacial pain for at least two (2) years
63 are considered board eligible and may sit for the written portion and/or oral portion of the ABCP
64 certifying examination. Dentists enrolled in a full-time U.S. university or hospital-based residency
65 program in craniofacial pain may be considered board eligible and apply to sit for the written exam upon
66 formal conveyance by the program director to the ABCP that the dentist has successfully completed at
67 least one year of the program. Dentists who have previously taken the written examination unsuccessfully
68 may retake the examination upon reapplication.
69

70 **Oral Exam**

71 Board eligible dentists may sit for the written and oral portions of the ABCP certifying examination
72 during the same testing session. Dentists who have previously taken the oral examination unsuccessfully
73 may retake the oral examination one more time. After two times of failing the oral examination,
74 candidates are required to take the written examination again before taking the oral examination again.
75

76 **VIII. CERTIFICATION**

77 Board eligible dentists must pass both the written and oral examinations in an inclusive 5 year period of
78 time to receive the designation of Diplomate-elect. The entire examination process is supervised by and
79 passing scores are statistically determined by an independent testing service. Upon receipt by the
80 Executive Director of a signed agreement to abide by the ABCP Code of Conduct, the Board of Directors
81 shall award to the Diplomate-elect the status of Diplomate of the American Board of Craniofacial Pain.
82 The Diplomate shall receive a certificate that bears the Diplomate's name, degree(s) conferred by a
83 university, the ABCP seal, certification number and date of the certification. The Diplomate is then
84 entitled to all rights designated by the ABCP.
85
86

87 **Life Diplomate**

88 Individuals who have been Diplomates in good standing for at least 5 years may, upon permanent
89 disability or retirement, apply to the Board of Directors to be "Life Diplomate of the American Board of
90 Craniofacial Pain." A Life Diplomate shall retain all privileges of Diplomate status, but need not pay
91 annual fees.
92

93 **IX. THE BOARD OF DIRECTORS**

94 **General Powers of the Board of Directors**

- 95 (1) The ABCP shall be governed by its Board of Directors who shall have full authority to manage its
96 affairs, including but not limited to the power to establish policies, rules, regulations, examination
97 candidacy requirements, requirements for certification, recertification and other examinations within
98 the scope of craniofacial pain.
99

- 101 (2) Decisions of the Board of Directors shall require a majority vote of the Board of Directors with the
102 exception of the following, which will require a $\frac{3}{4}$ majority vote (currently 8 out of 10 votes):
103 election of the Examination Committee Chair, filling an unfilled position of President-elect or
104 President, making changes to these Bylaws, impeaching a Diplomate, revising the examination
105 blueprint, and rejecting a recommendation of the Examination Committee. Should there be a need to
106 fill the position of Immediate Past President the position must be filled by the next most recent past
107 president.
108
- 109 (3) The Board of Directors authorizes the President and Secretary to award a Diplomate certificate to a
110 Diplomate-elect to hold himself or herself up as a "Diplomate of the American Board of Craniofacial
111 Pain." Since Craniofacial Pain is not currently an ADA approved specialty of dentistry, the
112 Diplomates must abide by their own state laws regarding the designation of Diplomate status on
113 stationary, etc.
114
- 115 (4) The Board of Directors may retain an accounting firm, a legal firm specializing in certification law,
116 an independent testing service, an executive director, a parliamentarian, and other professionals as
117 may be needed from time to time. The individuals and companies filling these positions, as well as
118 the amount of compensation they are to receive, must be confirmed by the Board of Directors.
119
- 120 (5) The Board of Directors shall write, update, administer, and govern a formal Code of Ethics subject to
121 restrictions imposed by law. Each Diplomate-elect shall be provided with a copy of the ABCP Code
122 of Ethics. Signed acceptance of the Code of Ethics by the Diplomate-elect must be received by the
123 Executive Director of the ABCP in order to receive full and official Diplomate status.
124
- 125 (6) The Board of Directors shall determine fees to take certifying examinations and to renew
126 certification.
127
- 128 (7) The Board of Directors may maintain an insurance policy for the purpose of protecting officials of
129 the Board of Directors from civil liability.
130

131 **Composition and Tenure of the**
132 **Board of Directors**

- 133 (1) The officers of the ABCP shall consist of the President, the Immediate-past President, the President-
134 elect, the Secretary and the Treasurer. The Secretary and Treasurer will be two of the rotating six
135 Directors.
136
- 137 (2) There shall be an automatic rotation of offices from President-elect, to President and to Immediate
138 Past President. In the event that the President-elect, or any other officer, cannot ascend to the next
139 position, or chooses not to ascend, the Nominating Committee shall recommend a replacement to be
140 confirmed by a $\frac{3}{4}$ majority of the Board of Directors
141
- 142 (3) The term of all offices of the ABCP will begin on September 1 and terminate on August 31. The
143 term of office of the President, President Elect, and Immediate Past President shall be two years. The
144 term of office of the Examination Committee Chair and Vice Chair will be a minimum of two years
145 and a maximum of 4 years. The term for the examination Committee Chair and vice Chair may be
146 renewed once. The term of office of Directors shall be four years with three Directors rotating off of
147 the Board of Directors every two years. Directors may serve more than one term provided those
148 terms do not run consecutively.
149

- 150 (4) The number of voting Directors shall be ten. These voting Directors are the Immediate Past
151 President, President, President-elect, and seven Directors (of whom one will be Secretary and one
152 will be Treasurer). All voting Directors must be Diplomates of the ABCP.
153
- 154 (5) Non-voting officials shall be the Examination Committee Chair and Vice-Chair who must be
155 Diplomates of the ABCP and one representative from selected organizations that the ABCP
156 determines are dedicated to the field of craniofacial pain and whose input would enhance the ABCP
157 mission. These representatives may or may not be Diplomates. Representatives from other
158 professional organizations serve a two-year term.
159
- 160 (6) The Executive Director of the ABCP is not a formal member of the Board of Directors but attends
161 the meetings, is responsible for the day-to-day business of the ABCP, and is available to officers for
162 assistance in performing their responsibilities.
163

164 **The Nominating Committee**

165 The Nominating Committee shall be composed of the Immediate Past President, the President, and the
166 President Elect. The Immediate Past President shall serve as Chair. The committee is charged with
167 nominating the President-Elect, Secretary, Treasurer, Exam Committee Chair, seven directors, vacancies
168 on the Board of Directors, and additional seats to the Board of Directors or Examination Committee. A
169 nominee will be confirmed by a 2/3 vote of the Nominating Committee. Should nominees of the
170 Nominating Committee fail to be confirmed by a majority of the Board of Directors, additional
171 nominations can be made by members of the Board of Directors.
172
173

174 **General Powers and Responsibilities of Officers of the**
175 **Board of Directors**
176

177 **1. President**

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

- 180 (a) Representing the public and professional interests of the ABCP,
181 (b) Writing and editing journal announcements for certification examinations,
182 (c) Choosing journals and other formats in which examinations are to be publicized with the approval of
183 the Board of Directors,
184 (d) Setting the date and location of certifying examinations with approval of the Board of Directors
185 (e) Presiding over the resolution of disputes between a potential candidate, or candidate, and the ABCP
186 with approval of the Board of Directors,
187 (f) Calling at least one annual Board of Directors' meeting to conduct the affairs of the ABCP,
188 (g) Setting the agenda for the Board of Directors' meetings,
189 (h) Setting the budget of the ABCP in consultation with the Treasurer and authorizing loans and
190 payments of debts with the approval of the Board of Directors,
191 (i) Conferring regularly with the Examination Committee Chair,
192 (j) Being an ex-officio member of all committees appointed by the Board of Directors and the
193 Examination Committee,
194 (k) Appointing committees, and committee Chairs, all of whom must be Diplomates of the ABCP, to
195 perform tasks on behalf of the ABCP,
196 (l) Selecting a time and method of updating the ABCP Blueprint with consultation of the Examination
197 Committee Chair, and the Independent testing service followed by the majority approval of the Board
198 of Directors,

- 199 (m) Interviewing candidates to fill the positions of Independent testing service and Executive Director, as
200 needed, and present at least two choices to the Board of Directors for their consideration and
201 approval.
202 (n) Providing documentation necessary to show compliance with the American Dental Association rules
203 and regulations,
204 (o) Preside over the impeachment process in the event that the Immediate Past President is the subject of
205 allegations or violations of the ABCP Code of Conduct.
206 (p) Participating as a member of the nominating committee.
207

208 **2. President-elect**

209 In the absence of the President, or in the event of the President's inability to act, the President-elect shall
210 perform the duties of the President. When so acting, the President-elect shall have all the powers of and
211 be subject to all of the restrictions of the President. The President-elect shall perform additional duties
212 assigned by the Board of Directors from time to time. The President-elect is a member of the nominating
213 committee.
214

215 **3. Immediate Past President**

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

- 217 (a) Providing counsel to the President,
218 (b) Presiding over meetings of the Nominating Committee,
219 (c) Participating as a member of the nominating committee.
220 (d) Contacting nominees to ensure that the nominee is willing to serve, if confirmed,
221 (e) Presiding over allegations of violations of the ABCP Code of Conduct by a Diplomate,
222 (f) Presiding over impeachment of an official of the Board of Directors, an official of the Examination
223 Committee, or a Diplomate for actions prejudicial to the best interests of the ABCP,
224 (g) Reviewing and recommending to the Board of Directors updates to the Code of Conduct,
225 (h) Performing additional duties assigned by the Board of Directors from time to time.
226

227 **4. Secretary** (also one of the six directors)

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

- 229 (a) Maintaining a historical record of the ABCP, including names and positions of all ABCP officials and
230 their dates of tenure, and providing a yearly update of these records to the Executive Director of the
231 ABCP,
232 (b) Recording the proceedings of the Board of Directors meetings, maintaining records of the
233 Examination Committee meetings and committee meetings,
234 (c) Maintaining records of the ABCP Blueprint and the means by which the Blueprint was determined,
235 (d) Maintaining lists of candidates who have passed, failed, requested hand scoring of examinations, and
236 those who are Board eligible,
237 (e) Consulting with the President regularly,
238 (f) Reporting yearly to the Board of Directors.
239 (g) Perform additional duties assigned by the Board of Directors from time to time.
240

241 **5. Treasurer** (also one of the six directors)

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

244 The Treasurer shall have responsibility for:

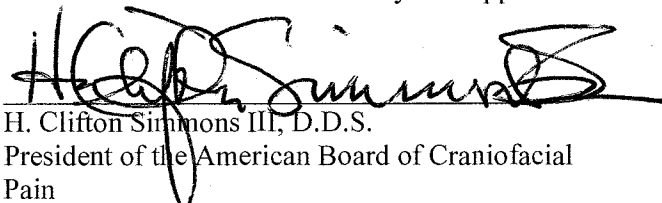
- 245 (a) Performing all duties incident to the office and other duties as from time to time may be assigned by
246 the President and the Board of Directors,
247 (b) Overseeing the management of bank accounts and investment accounts in consultation with the
248 President the Board of Directors regarding changes in investment strategies,

- 249 (c) Signing disbursement checks presented by the Executive Director, or alternately, signing and faxing
- 250 an approval to the Executive Director to sign and disburse funds for specific amounts to specific
- 251 parties. In the event that the Treasurer is unable to perform this function, the President-elect and
- 252 President shall be authorized to institute the disbursement of funds,
- 253 (d) Reviewing and signing tax documents prepared by the ABCP's accounting firm,
- 254 (e) Conferring quarterly with the President,
- 255 (f) Reporting yearly to the Board of Directors,
- 256 (g) Supervise the sending out of annual fee statements to Diplomates of the ABCP,
- 257 (h) Perform additional duties assigned by the Board of Directors from time to time.

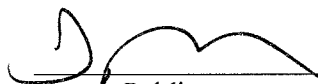
X. THE EXAMINATION COMMITTEE

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

I certify that this is a true and correct copy of the American Board of Craniofacial Pain Bylaws approved on December 12, 2013.

Signed 
 H. Clifton Simmons III, D.D.S.
 President of the American Board of Craniofacial Pain

State of Tennessee
 Acknowledged before me, this 27th day of June, 2014.


 Notary Public

My commission expires: 1-11-17

