

**BY-LAWS OF THE INTERNATIONAL SOCIETY
OF CRANIOFACIAL SURGERY**

2013

**ARTICLE I
Name, Purpose, Scope**

- Section 1.** The name of the Society shall be The International Society of Craniofacial Surgery.
- Section 2. The purposes shall be:**
- A.** to furnish leadership and foster advances in craniofacial surgery.
 - B.** to afford a forum for the exchange of knowledge pertaining to the practice of the above.
 - C.** to stimulate research, investigation and teaching in the methods of preventing and correcting congenital and acquired craniofacial deformities.
 - D.** to enhance the study and practice of craniofacial surgery.
 - E.** to afford recognition to those who have contributed to craniofacial surgery by extending to them membership in the Society.
- Section 3.** Craniofacial surgery is that specialty in medicine which includes the investigation, preservation and restoration of craniofacial form and function by medical and surgical means.

**ARTICLE II
Membership**

- Section 1.** There shall be nine classes of membership in the Society: Founding, Active, Associate, Corresponding, Honorary, Research, Craniofacial Orthodontists and Life.
- Section 2.** Membership in the Society is by invitation. Membership is a privilege and not a right, and it is contingent upon continuing compliance with the by-laws of the Society. No person shall be elected or remain a member of the Society unless he or she is of good moral character and adheres to accepted principles of medical ethics.
- Section 3.** Membership in the Society shall be limited, and the candidates to be nominated for membership shall be determined at the Society Meeting by the Officers and Council members.
- Section 4. Founding Members**
- The Founding members numbering 18, have all of the rights and duties of Active Members.
- Section 5. Active Members**
- A. Qualifications: Active Members**
- 1. Shall be legally qualified, reputable practicing surgeons who are active in craniofacial surgery and who have made worthwhile contributions in this field of endeavor and
 - 2. shall have had at least six months training in craniofacial surgery (Craniofacial Fellowship, Paediatric Craniofacial Neurosurgery, or a demonstrable equivalent) at a program or institution recognized by the Society
 - 3. Shall have been in active practice of craniofacial surgery as part of a multidisciplinary team for a minimum of five years.
 - 4. Have submitted a list of craniofacial operations and the operative reports performed in the previous two years which have been approved by the Society. A certain percentage of these should have been of the appropriate intracranial type; 18 or more in two years is an appropriate number (see Appendix A).
 - 5. Have submitted a list of members of their multidisciplinary clinical team.
 - 6. Shall have published at least two papers on the subject of craniofacial surgery.
 - 7. Shall be an active member of a major medical specialty society serving their specialty in their respective country.
 - 8. Membership is not restricted to citizens of any specific country.
 - 9. Under exceptional circumstances, the above requirements may be waived by the Officers and Council.

B. Rights and Duties: Active Members

1. May vote, hold office and serve on committees of the Society.
2. If absent for two consecutive meetings, they shall be dropped from the membership roster unless the absence is excused by the Officers and Council.
3. After retirement from active practice they shall not be required to pay dues or attend meetings. However, they shall pay a registration fee in the amount determined by the Council for meetings which they attend. They may become Life members (see Article II, section 11A for application)

Section 6. Associate Members

A. Qualifications: Associate Members

1. Shall be individuals who have contributed to the understanding and/or treatment of disorders of the craniofacial region. They need not necessarily be actively engaged in the practice of craniofacial surgery. However, in many instances membership in this category will be considered a necessary step before becoming an active member.
2. Surgical candidates shall be legally qualified, practicing surgeons who:
 - a. have had at least six months training in craniofacial surgery (Craniofacial Fellowship, Paediatric Craniofacial Neurosurgery, or a demonstrable equivalent) at a program or institution recognized by the Society
 - b. Have submitted a list of craniofacial operations with the operative reports performed in the previous two years.
 - c. Have submitted a list of members of their multidisciplinary clinical team.
 - d. Shall be an active member of a major medical specialty society serving this specialty in their respective country.
 - e. Submit a list of publications and scientific contributions including full CV.
 - f. Membership is not restricted to citizens of any specific country.
 - g. Under exceptional circumstances, some of the above requirements may be waived by the Officers and Council.

B. Rights and Duties: Associate Members

1. May attend all scientific meetings and social functions of the Society.
2. May not serve on committees of the Society.
3. Cannot vote, hold office or attend meetings of the Officers and Council.
4. If absent for three consecutive meetings, shall be dropped from the membership roster unless the absence is excused by the Officers and Council.
5. After retirement from practice they shall not be required to pay dues or attend meetings. However, they shall pay a registration fee in the amount determined by the Council for meetings which they attend. They may become Life members (see Article II, section 11A for application)

Section 7. Corresponding Members

- A.** This category shall be reserved for those individuals who are members of a craniofacial team but are not involved in surgery.
- B.** Rights and Duties are identical to those described for associate members in Article II Section 6B.
- C.** In many instances, membership in this category might be considered as a preliminary step before applying for research membership or craniofacial orthodontist membership.

Section 8. Honorary Members

- A.** Honorary members shall be individuals whom the Society deems worthy of special honor because of notable contributions in the field of craniofacial surgery or because of long activity in the interests of the Society. They are not required to attend meetings or pay dues, and they cannot vote or hold office in the Society.
- B.** Shall be sponsored by two Active members after favourable approval of candidacy by both Officers Council and Past-presidents Council (Majority)

Section 9. Research Members

Members shall be individuals who have contributed to craniofacial research in the field of craniofacial biology including orthodontics morphology, genetics, therapeutics, anthropology or related disciplines.

A. Qualifications: Research Members

1. Shall be legally qualified according to the following standards indicative of a serious interest in craniofacial research.
2. shall hold a Ph.D., M.D., D.V.M., D.D.S., or D.O. degree or other advanced academic degrees in a field related to craniofacial research
3. Shall have published at least 2 research papers on craniofacial biology or craniofacial surgery.
4. shall have presented a paper or a poster at least at 2 previous ISCFs meetings
5. membership is not restricted to citizens of any specific country
6. Under exceptional circumstances, the Officers and Council may waive the above requirements.

B. Right and Duties: Research Members

1. may attend all scientific meetings and social functions of the Society
2. may vote, hold office and serve on committees of the Society
3. Members pay annual dues set by the Executive Committee.
4. If absent for two consecutive meetings, shall be dropped from the membership roster unless the absence is excused by the Officers and Council.

Section 10. Craniofacial Orthodontic Members

Members shall be individuals who contribute to craniofacial surgery in the field of orthodontics.

A. Qualifications: Craniofacial Orthodontists

1. have received accredited training as an orthodontists
2. shall hold a DDS, DMD, or other advanced academic degree related to the field of orthodontics
3. shall have published at least 2 research papers related to craniofacial orthodontics
4. shall have been in active practice in craniofacial orthodontics for a minimum of 5 years
5. shall submit a list of orthognathic and craniofacial cases which they treated in the previous 2 years
6. should be associated with a craniofacial team and list the members
7. shall submit 2 letters of recommendation from members of the society and one from the director of their craniofacial team
8. shall be an active member of a major orthodontics society in their country
9. membership is not restricted to citizens of any specific country
10. under exceptional circumstances, the above requirements may be waived by the Officers and Council

B. Rights and Duties: Craniofacial Orthodontists

1. May attend all scientific meetings and social functions of the Society.
2. May vote, hold office and serve on committees of the Society.
3. members shall pay annual dues set by the Executive Committee
4. If absent for 2 consecutive meetings, shall be dropped from the membership roster unless the absence is excused by the Officers and Council.

Section 11. Life Membership

- A.** Members who are retired from active practice may be transferred to this category upon application to the Secretary-Treasurer of the Society.
- B.** Life members may have previously been of any membership category.
- C.** If members in this category were previously active members, they may attend business meetings but may not vote.
- D.** Any member in this category need not attend meetings or pay dues but will be required to pay registration fees for meetings they attend. In addition, they cannot hold office.

Section 12. Election of Members

A. Active and Associate members

1. A candidate for Active or Associate membership must be sponsored by at least two active members.
2. An active member cannot be primary sponsor for more than one candidate for new membership in any biennial meeting.
3. Each candidate must submit the following to the Secretary-Treasurer
 - a. a completed application
 - b. copies of operative reports of all craniofacial procedures performed in the 24 months immediately preceding the date of the application

- c. a list of clinical team members
 - d. a list of publications and scientific contributions including full curriculum vitae
 - e. a certificate of a six months fellowship or equivalent training and experience in a recognized training program or institution
 - f. a letter of sponsorship from two active members
 - g. a certificate of membership in the a relevant major national society of his country
 - h. must have been in active craniofacial practice for 5 years in case of active membership
4. The Council and Offices shall consider nominations for membership at the Executive Meeting.
 5. The voting members attending the Business Meeting shall vote by ballot on the nominees and a three-quarter affirmation vote of those present shall elect.

B. Research Members

1. each candidate must submit to the Secretary – Treasurer:
 - a) Completed application signed by the sponsors
 - b) A list of publications including full curriculum vitae
2. a candidate for research must be sponsored by at least one active member of the Society and seconded by a supporting scientist
3. the Council and Offices shall consider nominations for membership at the Executive Meeting
4. The voting members attending the Business Meeting shall vote by ballot on the nominees and a three-quarter affirmation vote of those present shall be required for election.

C. Craniofacial orthodontics Members:

1. Each candidate must submit to secretary-Treasurer:
 - i. A completed application
 - j. A certification of accredited training as an orthodontist (DDS, DMD, or other advanced academic degree related to the field of orthodontics)
 - k. A list of publication including complete CV with at least 2 research papers related to craniofacial orthodontics
 - l. Must have been in active practice in craniofacial orthodontics for a minimum of 5 years
 - m. A list of orthognathic and craniofacial cases which they treated in the previous 2 years
 - n. A list of the craniofacial team members
 - o. Two letters of recommendation from members of the society, one of them being a craniofacial orthodontist and one from the director of their craniofacial team
 - p. A certification of active membership of the major orthodontic society in their country
2. The Council and Officers shall consider nominations for membership at the Executive Meeting.
3. The voting members attending the Business Meeting shall vote by ballot on the nominees and a three-quarter affirmation vote of those present shall be required for election.

D. Corresponding members

1. A candidate for corresponding membership must be sponsored by at least two active members.
2. An active member cannot be primary sponsor for more than one candidate for new membership in any biennial meeting.
3. Each candidate must submit the following to the Secretary-Treasurer
 - a. a completed application
 - b. a list of the clinical craniofacial team members
 - c. a list of publications and scientific contributions including complete curriculum vitae
 - d. the Council and Officers shall consider nominations for membership at the Executive Meeting.
 - e. the voting members attending the Business Meeting shall vote by ballot on the nominees and a three-quarter affirmation vote of those present shall be required for election.

E. Honorary members

1. Candidacy for Honorary membership must be proposed and sponsored by two Active members.
2. Prior to being submitted to general vote ate Business meeting Assembly, the proposal must be confirmed by both Officers or past-president Councils (Majority).
3. the voting members attending the Business Meeting shall vote by ballot on the nominees and a three-quarter affirmation vote of those present shall be required for election.

Section 13. Application for Membership

- A.** Completed applications for Active and Associate membership must be submitted to the Secretary-

Treasurer by a date three months before the Executive Business Meeting.

- B. Active and Associate members may submit a request in writing to the Secretary-Treasurer for transfers of membership categories.

Section 14. Notification of Members

All new members shall be sent a certificate of membership signed by the President, Secretary-Treasurer and Council and a copy of the By-Laws of the Society.

ARTICLE III Officers and Duties

Section 1. Officers

The Officers of the Society shall be the President, Vice-President, Secretary-Treasurer, Five elected Council members (One of whom must be a Research or Orthodontic Member), and the past President as Council Member.

A Society member will be recruited/appointed as Society Historian/Archivist by the president through a call for volunteers. This would be for an initial period of 2 years with an option of extension for recurring terms at the discretion of the Council. This position can be held by a sitting Council member concurrently.

- A. Both the president and the Vice-President must have been active member of the Society for at least five years (this does not pertain to the Founding members).
- B. The President and the Vice-president are elected for two years, and the Secretary-Treasurer for four years. A term of office shall begin at the close of the next Biennial Meeting.
- C. The President, Vice-President, and Secretary-Treasurer may not serve more than two consecutive terms in the same office.
- D. For the original Council only two members will be appointed for four year and two for six year terms. Subsequently, Council members will serve terms of four years each. The Research or Orthodontic Member will hold office for 4 years.
- E. At the Executive Meeting a candidate shall be nominated for each office. Additional nominations may be made from the floor.
- F. Election of officers shall be by ballot of the voting members in attendance at the meeting and a majority shall elect.
- G. In the event of the death, resignation, or incapacity of the President, the Vice-President automatically becomes the President to fill out the remainder of his term.

Section 2. Duties of the Officers

A. The President

1. shall preside at all meetings of the Society and shall serve as the Executive Officer.
2. shall appoint all committees not otherwise provided for in the By-Laws and shall be an ex-officio member of all committees.
3. shall make all appointments to committees and fill all vacancies which occur on committees between meetings unless otherwise provided for in the By-Laws.
4. should deliver an address at the Biennial Meeting.
4. shall be empowered to act for the Society in the event of any contingency not covered by the By-Laws.

B. The Vice-president

1. shall provide back-up for any matter that the president might need assistance for.
2. shall chair the nominating committee in order to avoid any conflict of interest for another member, on the nominating committee. He may be assisted in this task by the president or the past-presidents council.

C. The Secretary-Treasurer

1. shall carry on all official correspondence of the Society and shall keep records of the proceedings of all Society meetings.

2. shall keep a roster of the members of the Society and a record of members' attendance at the Biennial Meetings.
3. shall present a report of the Society's activities to the membership at the Biennial meeting.
4. shall send out notices of meetings to Society members and shall conduct such other correspondence as requested.
5. shall notify all committee members of their appointments.
6. shall notify candidates of their election to membership and shall prepare and distribute certificates of membership and a copy of the Society By-Laws to all new members.
7. shall receive all funds and deposit them in such bank, or banks, as may be designated by the Officers and council.
8. shall pay all bills of the Society and keep and itemized account of receipts and expenditures.
9. shall keep a record of all dues-paying members and notify Council of those delinquent in payment of dues and in attendance of meetings.
10. shall be custodian of all saleable properties of the Society and shall submit an inventory of these properties to the Officers and Council annually.
11. shall have the accounts of the Society audited by a Certified Public Accountant biennially and reported to the membership at each meeting.
12. The Society will support the financial costs incurred for running the secretariat through an audited stipend to the Secretary-Treasurer directly, or the fees of an appropriately recruited management company appointed following formal ratification of proposals and costs by council.

C. The Council

1. the Council shall serve as the administrative authority of the Society and shall consider all its activities and determine its policies.
2. the Council shall receive and consider the reports of committees and review their activities and shall direct the Secretary-Treasurer to prepare a biennial report to be submitted to the membership of the Society reviewing the work of the previous years.
3. the Council (and Officers) shall be empowered to accept, reject, or defer an application for membership in the Society.
4. the Council, along with the President, Vice President and Secretary-Treasurer, constitute the Executive Committee of the Society.
5. Council members shall be elected for four years in staggered terms. That is, two of the four Council members shall be elected at each biennial meeting. The Research or Orthodontic Member will be elected every second biennial meeting.
6. the immediate past president shall be a member of Council for the two years following completion of his term in office, to be succeeded by the next immediate past president.

**ARTICLE IV
Committees**

The President may appoint committees for the transaction of certain business if so proposed by the Executive Committee of the Society.

**ARTICLE V
Biennial Meeting**

Section 1. A Biennial Meeting of the members of the Society shall be held at the time and place designated by the Officers and Council. The Biennial Meeting shall consist of a meeting of the Executive Committee and a meeting of the voting members with scientific, business, and social program.

Section 2. Elections

All elections shall be held at the Biennial Business Meeting unless otherwise specified by the By-Laws.

Section 3. Special Meetings

Special meetings may be called by the Officers and Council and notices must be sent by mail to all members at least 60 days prior to the date of the meeting. Business to be transacted at a special meeting will be stated in the notice.

Section 4. Quorum

At least 50% of members eligible to vote constitute a quorum for the transaction of business at a meeting.

Section 5. Executive Business Meeting

An Executive Business Meeting shall be held any time at the discretion of the President.

Section 6. Parliamentary Procedure

All meetings of the Society shall be conducted according to these By-Laws and Parliamentary Procedures according to Robert's Rule of Order, Revised.

Section 7. Suggested order of Business for the Biennial Business Meeting

- A. Presentation and acceptance of minutes of previous meeting
- B. Report of Secretary-Treasurer
- C. Committee Reports
- D. Election of Members
- E. Election of Officers
- F. Installation of President
- G. Unfinished Business
- H. New Business

**ARTICLE VI
Dues and Fees**

Section 1. The entrance fee for new members shall be determined by the Officers and Council.

Section 2. Biennial dues for members and the method of payment shall be determined by the Officers and Council.

Section 3. The Secretary-Treasurer shall notify all members in arrears of dues. Members delinquent for more than two years may be dropped from membership by action of the Officers and Council.

Section 4. Guest fees and registration fees for the Biennial Meeting shall be determined by the Executive Council.

Section 5. A special assessment may be recommended by the Executive Committee. It must be voted upon at an Executive Business Meeting and must be approved by two-thirds before it can be levied on the members of the Society.

**ARTICLE VII
Ethics and Discipline**

Section 1. Form of disciplinary action

All disciplinary actions of members shall be by the Officers and Council which may censure, reprimand, suspend, expel, or otherwise discipline a member.

Section 2. A member may be disciplined for any of the following reasons:

- A. Failure to comply with the requirements contained in the By-Laws of the Society.
- B. Conviction of a felony.
- C. Suspension or revocation of license to practice medicine.
- D. Unauthorized use of the Society's name, logo, or other symbols on stationery, publications, symposia advertisements, printed material or in any other manner.
- E. Immoral, dishonorable, or unprofessional conduct considered prejudicial to the best interest or inconsistent with the purpose of the Society.

Section 3. Complaints and Procedures

- A. Any complaints against a member, or members, and all requests for disciplinary action against a member, or members, shall be made in writing and addressed to the President of the Society who shall submit such complaints to the Executive Committee at the next scheduled meeting.
- B. If fewer than three-fourths of the Officers and Council at such meeting vote in favor of investigation of the charges for disciplinary action, the complaining member shall be notified that no action will be taken and the matter will be closed.
- C. If at least three-fourths of the Officers and Council present at the meeting vote in favor of the investigation of the charges for disciplinary action, a date shall be set to consider these charges and the Secretary-Treasurer shall notify the member in question by registered/certified mail of the charges against him/her and shall specify the date, place and time of the meeting when the charges will be considered.
- D. Any such hearings may be conducted in a formal or informal manner as the Officers and Council in their sole discretion decide and they may limit the amount of time allotted to any person appearing before it.
- E. If at least three-fourths of the Officers and Council present at the hearing vote in favor of disciplinary action, the Secretary-Treasurer shall notify the member, within five days, of the disciplinary action to be taken by registered/certified mail.
- F. The membership status of any person involved in a disciplinary hearing shall not be altered during the pendency of the proceedings.

ARTICLE VIII Resignations

Any member may withdraw from the Society after fulfilling all obligations and giving written notice of such intention to the Secretary-Treasurer. This notice shall be presented to the Officers and Council at the first meeting following its receipt. The Officers and Council may accept, or reject, the resignation.

ARTICLE IX Dissolution

In the event of dissolution or final liquidation of the Society, all of its assets remaining after payment of its obligations have been made or provided for shall be distributed to and among such corporations, foundations, or other organizations operated exclusively for scientific and educational purposes consistent with those of the Society, and shall be designated by the Officers and Council.

ARTICLE X Regional Chapters

Regional chapters could be organized. They must conform to the By-Laws of the parent organization (International Society of Craniofacial Surgery).

ARTICLE XI Amendments

Section 1. All proposed amendments to the By-Laws must be signed by three voting members and submitted in writing to the Secretary-Treasurer of the Society at least six months prior to the next Biennial Meeting.

Section 2. The Secretary-Treasurer must notify the voting members by electronic mail of the proposed amendment at least two months prior to the next Biennial Meeting. The proposed amendments will also be posted on the website two months before the business meeting

Section 3. The By-Laws may be amended by:

A two-thirds affirmative vote of the voting members by secret ballot at the Biennial Meeting.

APPENDIX A

CRANIUM

Osteotomies

(e.g., in craniosynostosis)

Frontal Advancement

1. unilateral, without orbit
2. unilateral, with partial orbit
3. unilateral, with total orbit
4. bilateral, without orbit
5. bilateral, with partial orbit
6. bilateral, with total orbit

Reconstruction

1. full thickness skull with bone graft
2. full thickness skull with other material
3. onlay to skull with bone graft
4. onlay to skull with other material

Tumor resection

Acute trauma

ORBIT

Osteotomies

1. unilateral, total - intracranial
2. unilateral, partial - subcranial
3. unilateral, partial - intracranial
4. bilateral, total - intracranial
5. bilateral, partial - subcranial
6. bilateral, partial - intracranial

Reconstruction

1. inlay with bone graft
2. inlay with other material
3. onlay with bone graft
4. onlay with other material

Tumor resection

Acute trauma

MAXILLA

Osteotomies

1. Le Fort III - intracranial with forehead advancement
2. Le Fort III - intracranial, without forehead advancement
3. Le Fort III - subcranial
4. Le Fort II
5. Le Fort I
6. Segmental

Reconstruction

1. inlay with bone graft
2. inlay with other material
3. onlay with bone graft
4. onlay with other material

Tumor Resection

Acute Trauma

MANDIBLE

Osteotomies

1. unilateral
2. bilateral
3. segmental

Reconstruction

1. inlay with bone graft
2. inlay with other material
3. onlay with bone graft
4. onlay with other material

Tumor Resection

Acute Trauma