



ARTICLE I - Name, Purpose, Scope

- Section 1.** The name of the Society shall be: International Society of Craniofacial Surgery.
- Section 2.** The purposes shall be:
- A.** To provide leadership and foster advances in craniofacial surgery.
 - B.** To afford a forum for the exchange of knowledge pertaining to the practice of craniofacial surgery.
 - 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
- Section 4.** The Society will support the fees of an appropriately recruited management company appointed following formal ratification of proposals and costs by the Council.

ARTICLE II - Membership

- Section 1.** There shall be nine classes of membership in the Society:
- 1. Active
 - 2. Associate
 - 3. Craniofacial Orthodontists
 - 4. Resident/Fellow/Registrar
 - 5. Corresponding
 - 6. Research
 - 7. Life
 - 8. Honorary
 - 9. Founding
- Section 2.** Membership in the Society is by invitation, is a privilege not a right, is not denied to citizens of any specific country, and is contingent upon continuing compliance with the By-Laws and Code of Ethics of the Society. No person shall be elected as 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. Active Members**
- A. Qualifications**
- 1. Shall be legally qualified reputable practicing surgeons who are active in craniofacial surgery and who have made worthwhile contributions in this field.
 - 2. Shall have had at least six months' training in craniofacial surgery (Craniofacial Fellowship, Pediatric Craniofacial Neurosurgery, or a demonstrable equivalent) at a program or institution recognized by the Society.
 - 3. Shall be in active practice of craniofacial surgery as part of a multidisciplinary team for a minimum of five years. The team should include:
 - a. at least one neurosurgeon and one craniofacial surgeon (plastic surgeon or maxillofacial surgeon with the correct training), preferably two per specialty if the team performs more than twenty-five cases per year;
 - b. a pediatric anesthesiologist and the hospital must have a pediatric ICU;
 - c. a psychologist, pediatrician, ophthalmologist, speech pathologist, orthodontist, clinical geneticist, and otolaryngologist (recommended).



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4. Shall have submitted a list of members of their multidisciplinary clinical team and confirmation of a pediatric ICU in the member's hospital of practice.
5. Shall have submitted a list of craniofacial operations performed in the previous two years as approved by the Society. A certain percentage of these should have been of the appropriate intracranial type; eighteen or more procedures in two years is an appropriate number (See Appendix A).
6. Shall have submitted letters of sponsorship by two Active members of the Society.
7. Shall have submitted their CV including publications with evidence of at least two papers published about craniofacial surgery.
8. Shall be an active member of a major society serving their specialty in their country.
9. Under exceptional circumstances, the Membership Chair may waive one or more of the above requirements.

B. Rights and Duties

1. May vote, hold office, and serve on committees of the Society.
2. Shall pay annual dues set by the Executive Committee.
3. Shall be classified as a Former Member if the annual fee is not paid by the end of February.
4. After retirement from active practice, shall not be required to pay dues; shall pay a registration fee for meetings attended.
5. May request a change to Life member status (See Article II, section 14B).
6. Active members still in practice but no longer working in craniofacial surgery may continue their membership as an Associate member upon notice to the Membership Chair.

Section 4. Associate Members

A. Qualifications

1. Shall be individuals who have contributed to the understanding and/or treatment of disorders of the craniofacial region. They need not be actively engaged in the practice of craniofacial surgery. In some instances, membership in this category will be considered a necessary step before becoming an Active member.
2. A surgical candidate shall be a legally qualified reputable practicing surgeon who:
 - a. Shall have had at least six months' training in craniofacial surgery (Craniofacial Fellowship, Pediatric Craniofacial Neurosurgery, or a demonstrable equivalent) at a program or institution recognized by the Society;
 - b. Shall have submitted a list of craniofacial operations performed in the previous two years (See Appendix A);
 - c. Shall have submitted a list of members of their multidisciplinary clinical team which should include:
 - i. at least one neurosurgeon and one craniofacial surgeon (plastic surgeon or maxillofacial surgeon with the correct training), preferably two per specialty if the team performs more than twenty-five cases per year;
 - ii. a pediatric anesthesiologist and the hospital must have a pediatric ICU;
 - iii. a psychologist, pediatrician, ophthalmologist, speech pathologist, orthodontist, clinical geneticist, and otolaryngologist (recommended).
 - d. Shall have submitted their CV including publications with evidence of at least two papers published about craniofacial surgery.
 - e. Shall be an active member of a major society serving their specialty in their country.
 - f. Shall have submitted a letter of sponsorship from two Active members of the Society.
3. Under exceptional circumstances, the Membership Chair may waive one or more of the above requirements.

B. Rights and Duties

1. May attend all scientific meetings and social functions of the Society.
2. Shall pay annual dues set by the Executive Committee.
3. May not serve on committees of the Society.
4. May not vote, hold office, or attend meetings of the Council.
5. After retirement from active practice, shall not be required to pay dues; shall pay a registration fee for meetings attended.
6. May request a change to Life member status (See Article II, section 14B).



Section 5. Craniofacial Orthodontic Members

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

B. Qualifications

1. Shall have received accredited training as an orthodontist.
2. Shall hold a DDS, DMD, or other advanced academic degree related to the field of orthodontics.
3. Shall have published at least two research papers related to craniofacial orthodontics.
4. Shall have been in active practice in craniofacial orthodontics for a minimum of five years.
5. Shall submit a list of orthognathic and craniofacial procedures that they performed in the previous two years.
6. Should be associated with a craniofacial team and submit a list of its members.
7. Shall submit a letter of recommendation from an Active member of the Society and a second letter from the director of their craniofacial team.
8. Shall be an active member of a major orthodontics society in their country.
9. Under exceptional circumstances, the Membership Chair may waive one or more of the above requirements.

C. Rights and Duties

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. Shall pay annual dues set by the Executive Committee.

Section 6. Resident/Fellow/Registrar Members

A. Qualifications

1. Shall be currently enrolled in a recognized training program in plastic surgery, neurosurgery, maxillofacial surgery, otolaryngology, or orthodontics.
2. Shall have:
 - a. submitted a signed Program Director's Affirmation (See Appendix B)
 - b. submitted their CV including a list of publications.
 - c. submitted one letter of sponsorship from an Active or Life member of the Society.
3. At the conclusion of all training, Resident/Registrar/Fellow members must reapply for Associate membership to continue membership in the Society.
4. Under exceptional circumstances, the Membership Chair may waive one or more of the above requirements.

B. Rights and Duties

1. May register for and attend all scientific meetings and social functions of the Society at the Resident/Fellow/Registrar rate.
2. May not vote, hold office, or attend meetings of the Council unless invited.
3. Shall pay a reduced annual fee set by the Executive Committee.

Section 7. Corresponding Members

- A.** This category includes 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.
- C.** Shall have submitted a letter of sponsorship by an Active member of the Society.
- D.** Shall pay annual dues set by the Executive Committee.
- E.** Corresponding membership may be considered a preliminary step before applying for other membership categories.

Section 8. Research Members

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

B. Qualifications

1. Shall be legally qualified according to the following standards indicative of a serious interest in craniofacial research.
2. Shall hold a PhD, MD, DVM, DDS, or DO degree or other advanced academic degree(s) in a field related to craniofacial research.
3. Shall have published at least two research papers on craniofacial biology or craniofacial surgery.



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4. Shall have presented a paper or a poster during at least two previous ISCFS meetings
5. Shall have submitted a letter of sponsorship by an Active member of the Society.
6. Under exceptional circumstances, the Membership Chair may waive one or more of the above requirements.

C. Rights and Duties

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. Shall pay annual dues set by the Executive Committee.

Section 9. Life Members

- A. Members who are retired from active practice may transfer to this category by written request sent to the Secretary-Treasurer of the Society. (See Article II, section 14B).
- B. Life members may have previously been in any membership category.
- C. New applicants for membership may not join the Society as Life Members. A minimum of five years as a member is required for transfer to Life membership.
- D. If members in this category were previously Active members, they may attend business meetings, but may not vote or hold office.
- E. No member in this category is required to pay dues; however, they will be required to pay registration fees for meetings they attend.

Section 10. 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. They shall be sponsored by two Active members after favourable approval of candidacy by the Council.
- C. Winners of the Tessier Medal shall be automatically awarded the status of Honorary member.

Section 11. Founding Members

The eighteen founding members of the society as shown in the History section of the website.

Section 12. Election of Members

A. Process for Applicants

1. All applicants must have submitted documents as described in ARTICLE II – Membership, Sections 4-11.
2. Applicants for Resident/Registrar/Fellow membership shall be approved by the Membership Chair.
3. Active, Craniofacial Orthodontic, and Research Members will vote electronically to admit new members with a quorum determined by the Membership Chair. No other membership category may vote.
4. Votes to elect new members shall be taken twice annually.

B. Process for Honorary Members

1. Candidacy for Honorary membership must be proposed by two Active members.
2. Prior to being submitted for membership vote, the proposal must be confirmed by a majority vote of the Council.
3. A three-quarter affirmative vote of Active, Craniofacial Orthodontic, and Research Members voting electronically shall be required for election.

Section 13. Application for Membership

- A. Completed electronic applications for membership provided on the website must be received by the Secretary-Treasurer/Membership Chair and Society Administration for action.
- B. Active and Associate members must submit a written request to the Secretary-Treasurer for transfers to other membership categories. There shall be no fee for this change.

Section 14. Notification to New Members

All new Active members shall be sent a certificate of membership signed by the President and Secretary-Treasurer with links to the By-Laws and Code of Ethics on the website.

ARTICLE III – Officers

Section 1. Officers

- A.** The nine Officers of the Society shall include:
 - a. the President, Vice-President, and Secretary-Treasurer as Executive Officers;
 - b. five elected Council members, one of whom must be a Research or Orthodontic Member and one must be a Neurosurgeon to serve as Neurosurgical Advisor;
 - c. the Immediate Past President.
- B.** An additional non-voting Council member will serve as Elected Parliamentarian/Electoral Officer to oversee By-Laws amendments and co-ordinate the biennial elections of Council members in a fair and impartial way. The Elected Parliamentarian/Electoral Officer shall serve a term of four years, may be re-elected once, and may not hold any other office.
- C.** A member of the Society may be appointed by the President as Historian/Archivist through a call for volunteers. The term shall be two years with an option to extend for recurring terms at the discretion of the Council. This position can be held by a sitting Council member concurrently, but a non-Council member in this position may not vote in Council meetings.
- D.** The President and the Vice-President must each have been Active members of the Society for at least five years prior to assuming either position on the Council.
- E.** 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 Biennial Congress where they are elected.
- F.** The Secretary-Treasurer may be elected for a second four-year term.
- G.** All other Council members shall serve terms of four years and can be re-elected for a second four-year term.
- H.** A candidate for each open office shall be nominated by the Council prior to the Congress where elections will occur. Additional nominations may be made from the floor at the Biennial Business Meeting.
- I.** Election of officers shall be by ballot of the voting members in attendance at the Biennial Business Meeting, or by proxy for voting members who cannot attend, and a majority shall elect.
- J.** In the event of the death, resignation, or incapacity of the President, the Vice-President automatically becomes the President to complete the remainder of the term, or until an incapacitated President is able to resume his role.

Section 2. Duties of Officers, Executive Committee and Council

A. The President

1. Shall serve as an Executive Officer and shall preside at all meetings of the Society.
2. Shall appoint 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 any vacancies that may occur on committees between meetings unless otherwise provided for in the By-Laws.
4. Shall deliver an address at the Biennial Meeting.
5. 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 serve as an Executive Officer and shall provide back-up for any matter in which the President might need assistance.
2. Shall chair the Nominating Committee in order to avoid any conflict of interest for another member on the Nominating Committee and may be assisted in this task by the President.

C. The Secretary-Treasurer

1. Shall serve as an Executive Officer and shall carry out official correspondence of the Society.
2. Shall keep records of the proceedings of all Society meetings.
3. Shall oversee a roster of the Society's members as maintained by staff.
4. Shall present a report of the Society's activities to the membership at the Biennial Congress.
5. Shall issue notices of meetings to Council and Society members and shall conduct such other correspondence as requested or required, or direct staff in these efforts.
6. Shall notify committee members of their appointments.
7. Shall notify applicants of their election to membership and shall prepare and distribute certificates of membership and a copy of the Society's By-Laws and Code of Ethics to new Active members, or direct staff in these efforts.

8. Shall receive all funds and deposit them in such bank, or banks, as may be designated by the Council, or direct staff in these efforts.
9. Shall pay all bills of the Society and keep an itemized account of receipts and expenditures, or direct staff in these efforts.
10. Shall keep a record of all dues-paying members and notify Council of those delinquent in payment of dues.
11. Shall be custodian of any saleable properties of the Society and shall submit an inventory of these properties to the Council annually.
12. Shall oversee annual US tax return preparation and have the accounts of the Society periodically audited by a Certified Public Accountant and reported to the membership.

D. The Executive Committee and Council

1. The President, Vice-President, and Secretary-Treasurer constitute the Executive Committee of the Society.
2. The Council includes the Executive Committee, six elected Council members and the Parliamentarian.
3. The Council shall serve as the administrative authority of the Society and shall consider all its activities and determine its policies.
4. 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.
5. The Council shall be empowered to accept, reject, or defer an application for membership in the Society.
6. Council members shall be elected for four years in staggered terms and may be re-elected to the same position once.
7. The Immediate Past President shall be a member of Council for the two years following completion of his/her Presidency.
8. The Council, when acting in good faith and excluding any fraudulent activity, will not be held personally or collectively responsible for any financial loss arising from their involvement in the Society.

ARTICLE IV - Committees

The President may appoint committees for the transaction of certain business.

ARTICLE V – Biennial Congress and Other Meetings

Section 1. Biennial Congress

A Biennial Congress of the Society shall be held at the time and place designated by the Council. The Biennial Congress shall consist of a meeting of the Council and a Biennial Business Meeting of the voting members with a scientific and social program.

Section 2. Elections

Elections of Council members shall be held at the Biennial Business Meeting.

Section 3. Special Meetings

Special membership meetings may be called by the Council. Notices with an agenda must be sent to all members at least sixty (60) days prior to any Special meeting.

Section 4. Quorum

At least 50% of members eligible to vote constitutes a quorum for the transaction of business at a meeting. Proxies by voting members who cannot attend are allowed.

Section 5. Executive Committee Business

An Executive Committee Meeting may be held at 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 vote to accept minutes of previous meeting
- B. Report of the President
- C. Report of the Secretary-Treasurer
- D. Committee Reports
- E. Election of Officers
- F. Installation of President
- G. Unfinished Business
- H. New Business

ARTICLE VI - Dues and Fees

- Section 1.** The application fee for new members shall be determined by the Council.
- Section 2.** Annual membership dues amounts shall be determined by the Council.
- Section 3.** The Secretary-Treasurer shall notify members in arrears in their annual fee payments, or direct staff in these efforts. Members delinquent for more than two months shall be dropped from membership by action of the Membership Chair.
- Section 4.** Reinstatement of former members so requesting is by payment of all unpaid dues up to five years. After five years, reinstatement is by re-application for membership.
- Section 5.** Registration fees for the Biennial Congress shall be determined by the President subject to approval by the Executive Committee.
- Section 6.** A special assessment may be recommended by the Council. It must be voted upon at a Council meeting and must be approved by two-thirds before it can be levied on the members of the Society.

ARTICLE VII – Equity, Diversity, Ethics and Discipline

Section 1. Society Statement on Diversity and Equity

- A. The Society is founded on, and totally supports, the principals of complete equity and diversity.
- B. The Society will ensure at all times that no discrimination or disadvantage arises for any members for any reason.
- C. The timing of activities of the Society will be planned to ensure that no members are disadvantaged by date conflicts with their important activities or religious holidays.

Section 2. Disciplinary action

Any disciplinary action against any member shall be conducted by the Council which may censure, reprimand, suspend, expel, or otherwise discipline a member.

Section 3. Reasons for disciplinary action

- 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 interests or inconsistent with the purposes of the Society.
- F. Unethical behavior in research with reference to the ISCS Code of Ethics.

Section 4. Complaints and Procedures

- A. Any complaint 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.
- B. If fewer than three-fourths of Council members 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 Council members 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 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 Council members, at their sole discretion, decide and they may limit the amount of time allotted to any person appearing at the hearing.



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- E. If at least three-fourths of the Council members 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. Such notice shall be sent by 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

- A. Any Council member may withdraw from their position with written notice of such intention to the Secretary-Treasurer. This notice shall be presented to the Council at the first meeting following its receipt. The Council may accept or reject the resignation. There are two options for Council member replacement.
 - 1. The Council may replace a resigning member with the individual who had the second most votes in the previous election.
 - 2. The Council may replace a resigning member with the person who held that position prior to the last election.
- B. Members who resign either in writing or by failure to pay annual fees shall be moved to the Former section of the member database. (See Article VI, Section 4 for rules of reinstatement.)

ARTICLE IX - Dissolution

In the event of dissolution or final liquidation of the Society, all 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 Council.

ARTICLE X - Regional Chapters

Regional chapters may be organized and must conform to these By-Laws.

ARTICLE XI – Amendments

- Section 1.** Any proposed amendment to the By-Laws must be signed by three voting members and submitted to the Secretary-Treasurer of the Society at least six months prior to the next Biennial Congress.
- 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 Congress. The proposed amendment shall be posted on the website two months before the Biennial Business Meeting.
- Section 3.** The By-Laws may only be amended by a two-thirds affirmative vote of the voting members, or those represented by proxy, or by secret ballot at the Biennial Business Meeting.

APPENDIX A – RELEVANT CASE TYPES FOR MEMBERSHIP APPLICATION

CRANIUM

Frontal Advancement
Occipital expansion
Biparietal expansion
Combination of frontal, occipital and/or parietal
Stripcraniectomies

- 1. with helmet
- 2. with springs or distractors (internal or external)

Monobloc/facial bipartition
Reconstruction of skull defect

- 1. full thickness skull with bone graft or other material
- 2. onlay to skull with bone graft or other material

Endoscopic ventriculostomy/ventriculoperitoneal shunt
Foramen magnum decompression
Tumor resection
Acute trauma



ORBIT

Osteotomies

1. intracranial
2. subcranial

Reconstruction

1. inlay with bone graft or with other material
2. onlay with bone graft or with other material

Tumor resection

Acute trauma

MAXILLA

Osteotomies

1. Le Fort III
2. Le Fort II
3. Le Fort I
4. Segmental

Reconstruction

1. inlay with bone graft or with other material
2. onlay with bone graft or with other material

Tumor Resection

Acute Trauma

MANDIBLE

Osteotomies

1. conventional
2. with distraction

Reconstruction

1. inlay with bone graft or with other material
2. onlay with bone graft or with other material

Tumor Resection

Acute Trauma

APPENDIX B – RESIDENT/FELLOW/REGISTRAR PROGRAM DIRECTOR'S AFFIRMATION



Program Director's Affirmation

Kindly provide this form to the Resident/Fellow/Registrar to attach to his/her membership application.

Name of Resident/Fellow/Registrar:

Institution:

Field of Study:

Expected date of program completion:

I affirm that this trainee is in good standing.

Name of Program Director:

Signature: _____ Date: _____