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.

ARTICLE II - Membership

Section 1. There shall be nine classes of membership in the Society: Founding, Active, Associate, Resident/Fellow, Corresponding, Honorary, Research, Craniofacial Orthodontists and Life.

Section 2. Membership in the Society is by invitation, is a privilege not a right, and 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. The candidates to be nominated for membership shall be determined at a Society meeting by the Officers and Council members.

Section 4. The eighteen Founding members shall have all the rights and duties of Active Members.

Section 5. 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 of endeavor.
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);
   b. preferably two per specialty if the team performs more than twenty-five cases per year;
   c. the hospital has a pediatric ICU and pediatric anesthesiologists; and
   d. the participation of a psychologist, pediatrician, ophthalmologist, speech pathologist, orthodontist, clinical geneticist, and otolaryngologist is recommended.
4. Shall have submitted a list of craniofacial operations 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; eighteen or more in two years is an appropriate number (see Appendix A).
5. Shall have submitted a list of members of their multidisciplinary clinical team.
6. Shall have submitted their CV including publications with evidence of at least two papers published about craniofacial surgery.
7. Shall be an active member of a major society serving their specialty in their country.
8. Membership is not restricted to citizens of any specific country.
9. Under exceptional circumstances, these requirements may be waived by the Officers and Council.
B. Rights and Duties

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 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 for meetings that they attend. They may become Life members (see Article II, section 12A).
4. If an Active member is still in active practice but no longer working in craniofacial surgery, they may continue their membership as an Associate member.

Section 6. 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 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. A surgical candidate shall be legally qualified, 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;
   d. Shall have submitted their CV including publications; and
   e. Shall be an active member of a major society serving their specialty in their country.
3. Membership is not restricted to citizens of any specific country.
4. Under exceptional circumstances, some of the above requirements may be waived by the Officers and Council.

B. Rights and Duties

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 unless the absence is excused by the Offices 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 for meetings that they attend. They may become Life members (see Article II, section 12A).

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.
C. Corresponding membership may be considered a preliminary step before applying for research membership or craniofacial orthodontist membership.

Section 8. Honorary Members

A. Honorary members shall be individuals 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 both the Officers and Council and the Past-Presidents Council (Majority).
C. Winners of the Tessier Medal shall be awarded the status as Honorary member.
Section 9. Research Members

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.

A. 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.
4. Shall have presented a paper or a poster during at least two 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. 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.
4. If absent for two consecutive meetings, shall be dropped from the membership 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

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 two 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

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 Council.
4. If absent for two consecutive meetings, shall be dropped from the membership unless the absence is excused by the Officers and Council.

Section 11. 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.
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 or hold office.

D. No member in this category is required to attend meetings or pay dues; however, they will be required to pay registration fees for meetings they attend.

Section 12. Resident, Registrar or Fellow 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 letter from their educational program director stating:
      i) institution in which the trainee is enrolled;
      ii) field of study;
      iii) that the trainee is in good standing; and
      ii) expected date of graduation from the program;
   b. submitted their CV including a list of publications.

3. At the conclusion of all training, Resident/Fellow members must reapply for Associate membership to continue membership status in the Society.

4. Membership is not restricted to citizens of any specific country.

5. Under exceptional circumstances, some requirements may be waived by the Officers and Council.

B. Rights and Duties

1. May register for and attend all scientific meetings and social functions of the Society at the Resident/Fellow rate.

2. Must pay the Resident/Fellow registration fee for meetings they attend.

3. May not vote, hold office, or attend meetings of the Officers and Council unless invited.

4. Shall pay a reduced annual fee as determined by the Officers and Council.

5. Shall be dropped from membership if absent for two consecutive meetings unless an absence is excused by the Offices and Council.

Section 13. 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 the primary sponsor for more than one candidate for membership at any biennial meeting.

3. Each candidate must submit the following to the Secretary-Treasurer:
   a. A completed application.
   b. An overview with numbers of all craniofacial procedures performed in the twenty-four months preceding the date of the application. (see Appendix A)
   c. A list of clinical team members.
   d. A curriculum vitae including a list of publications and scientific contributions.
   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 recommending the applicant be granted membership.
   g. A certificate of membership in a relevant major national society of his or her country, if applicable.
   h. Proof of active craniofacial practice for five years in case of active membership.

4. The Council and Officers 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 be required for election. Voting members who cannot attend the Business Meeting may give their proxy in writing to another voting member who is present.
B. Research Members
1. Each candidate must submit to the Secretary-Treasurer:
   a. Completed application
   b. Curriculum vitae including a list of publications
2. A candidate for research membership must be sponsored by at least one active member of the Society and seconded by a supporting scientist.
3. The Council and Officers 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:
   a. Completed application;
   b. Certification of accredited training as an orthodontist (DDS, DMD, or other advanced academic degree related to the field of orthodontics);
   c. Complete CV including a list of publications including at least two research papers related to craniofacial orthodontics;
   d. Proof of active practice in craniofacial orthodontics for a minimum of five years;
   e. A list of orthognathic and craniofacial procedures and numbers that they treated in the previous two years;
   f. A list of the craniofacial team members;
   g. 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
   h. A certification of active membership of the major orthodontic society in their country, if applicable.
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 a primary sponsor for more than one candidate for new membership at any Biennial Congress.
3. Each candidate must submit the following to the Secretary-Treasurer:
   a. Completed application;
   b. A list of the clinical craniofacial team members;
   c. A complete curriculum vitae with a list of publications and scientific contributions.
4. The Officers and Council 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 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 at the Biennial Business Meeting, the proposal must be confirmed by a majority vote of both Officers and the Past-President Council (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.

F. Resident, Registrar, or Fellow Members
1. Each candidate must submit a complete application to Secretary-Treasurer:
2. The Council and Officers shall approve or reject nominations for membership at an Executive Meeting.

Section 14. Application for Membership

A. Completed applications for Active and Associate membership must be digitally received by the Secretary-Treasurer at least three months before an Executive Business Meeting.

B. Active and Associate members may submit a non-verbal request to the Secretary-Treasurer for transfers to other membership categories.

Section 15. Notification to New Members

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

ARTICLE III - Officers

Section 1. Officers

A. The Officers of the Society shall be President, Vice-President, and Secretary-Treasurer. Five elected Council members (one of whom must be a Research or Orthodontic Member) and the Immediate Past President serve as Council Members.

B. An additional council member will consist of an Elected Parliamentarian and Electoral Officer to oversee By-Laws amendments and co-ordinate the biennial elections in a fair and impartial way and shall not be eligible for election to the Council in any other position while holding this post. This member will have no voting rights on the Council. The term of this position is four years and may be re-elected once.

C. A member of the Society shall 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.

D. Both the President and the Vice-President must have been active members of the Society for at least five years (this does not pertain to the Founding members).

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 President, Vice-President and Secretary-Treasurer may not serve more than two consecutive terms in the same office.

G. Council members shall serve terms of four years each. The Research or Orthodontic member will hold office for four years.

H. A candidate shall be nominated for each office at the Executive Meeting. Additional nominations may be made from the floor.

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 that 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.

Section 2. Duties of Officers and The Council

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 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 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 or the Past-Presidents' Council.

C. The Secretary-Treasurer
1. Shall carry out all official correspondence of the Society and shall keep records of the proceedings of all Society meetings.
2. Shall maintain a roster of the members of the Society and a record of members’ attendance at the Biennial Congresses.
3. Shall present a report of the Society’s activities to the membership at the Biennial Congress.
4. Shall issue notices of meetings to Society members and shall conduct such other correspondence as requested, or direct staff in these efforts.
5. Shall notify all committee members of their appointments.
6. 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 to all new members, or direct staff in these efforts.
7. Shall receive all funds and deposit them in such bank, or banks, as may be designated by the Officers and Council, or direct staff in these efforts.
8. Shall pay all bills of the Society and keep an itemized account of receipts and expenditures, or direct staff in these efforts.
9. Shall keep a record of all dues-paying members and notify Council of those delinquent in payment of dues and in attendance at Congresses.
10. Shall be custodian of any 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 periodically audited by a Certified Public Accountant and reported to the membership.
12. The Society will support the financial costs incurred in managing the secretariat through a stipend to the Secretary-Treasurer directly, or the fees of an appropriately recruited management company appointed following formal ratification of proposals and costs by the Council.

D. 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 Congress. The Research or Orthodontic Member will be elected every second Biennial Congress.
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.
7. The Officers and 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 if so proposed by the Executive Committee of the Society.

ARTICLE V – Biennial Meeting

Section 1. Biennial Congress
A Biennial Congress of the Society shall be held at the time and place designated by the Officers and Council. The Biennial Congress shall consist of a meeting of the Executive Committee and a meeting of the voting members with a 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 membership meetings may be called by the Officers and Council and notices must be sent to all members at least sixty 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 constitutes a quorum for the transaction of business at a meeting. Proxies by voting members who cannot attend are allowed.

Section 5. Executive Business Meeting
An Executive Business 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 Members
F. Election of Officers
G. Installation of President
H. Unfinished Business
I. New Business

ARTICLE VI - Dues and Fees

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

Section 2. Annual membership dues 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, or direct staff in these efforts. Members delinquent for more than two years may be dropped from membership by action of the Officers and Council.
Section 4. All registration fees for the Biennial Congress shall be determined by the President subject to agreement 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 – 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 to any members for any reason.
C. The activities of the Society, and the timing of such, will be planned to ensure that no group or groups are disadvantaged by date conflicts with their important activities or religious holidays.

Section 2. Form of disciplinary action
Any disciplinary action against any member shall be conducted by the Officers and 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 code of conduct.

Section 3. 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 at the next scheduled meeting.

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

E. If at least three-fourths of the Officers and 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 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 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 may be organized. They must conform to the By-Laws of the parent organization (International Society of Craniofacial Surgery).

ARTICLE XI – Amendments

Section 1. Any proposed amendment 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 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 business meeting.

Section 3. The By-Laws may only be amended by a two-thirds affirmative vote of the voting members, or 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