

# EUROPEAN ASSOCIATION FOR CRANIO- MAXILLO-FACIAL SURGERY



## CONSTITUTION

### I. ARTICLES OF THE ASSOCIATION

#### Article 1 Title

The name of the organisation is the *European Association for Cranio-Maxillo-Facial Surgery*.

#### Article 2 Legal Status

The Association was founded on 19th March 1970 in Zurich Switzerland where it is registered.

#### Article 3 Objectives of the Association

The objectives of the Association are to promote Cranio-Maxillo-Facial surgery in theory and practice and to attempt to establish uniform training requirements for this in Europe and encourage these worldwide.

This Association continues to support the need for the acquisition of professional registerable qualifications in both medicine and dentistry, followed by core and specialist surgical training as stipulated within EU Directive 2005/36/EC, and its Annexes.

The training should comply with the prevailing standards published from time to time by the UEMS for Oro-Maxillo-Facial Surgery.

Academic and Professional Authorities within Member States should be encouraged to take into account prior learning obtained during the acquisition of the first professional qualification, either medicine or dentistry, and make an assessment of the educational credit to be given toward the second degree. Given the substantial overlap between the syllabi for undergraduate courses in medicine and dentistry, this Association believes that this should normally enable the second course to be shortened by two years.

#### Article 4 Organisation

**4.1 Active Members** shall be those persons working in the field of cranio-maxillo-facial surgery normally residing in Europe; the territorial limits of which shall include those countries listed within the regulations of the World Health Organisation (Ref. Reg. 1.2.3).

**4.2.** Other categories of membership exist (Ref. Reg. 1.1).

**4.3** The official language shall be English.

#### 4.4 Headquarters Office

This shall be designated by the Secretary General in consultation with the Executive Committee.

## Article 5 Government

**5.1 Legislative and governing authority** shall reside in the General Assembly which will consist of the Executive Officers, Honorary Members, Founder, National Councillors and Active Members present.

The General Assembly has the following particular responsibilities:

- Ratification of election of Executive Officers, Executive Advisers, and National Councillors
- Approval of amendments to the Articles and Regulations of the Association
- Approval of reports of the Executive Officers
- Approval of the account and budget
- Ratification of applications for membership of the Association
- Ratification of termination of membership of the Association
- Approval of the annual subscription

**5.2 Administrative authority** shall reside in the Executive Committee and the administrative work as required shall be carried out by the Secretary-General.

**5.3 The Council** will act as an advisory body to the Executive Committee and the General Assembly.

The Council will be comprised of:

- National Councillors elected by each recognised European National Association.

The following will attend as non-voting members:

- The Executive Advisers
- Trainee Representatives
- Permanent Administrative Secretary

Council will elect Executive Advisers and the President Elect subject to ratification by the General Assembly.

All voting Council members must hold Active membership status before being permitted to vote.

**5.4 The Executive Committee** shall be composed of the following:

- The President
- The Immediate Past President
- The Senior President Elect
- The Junior President Elect
- The Secretary General
- The Assistant Secretary
- The Treasurer
- The Editor-in-Chief
- The Education and Training Officer
- The Media Development Officer
- The Research Officer
- Up to three Executive Advisers (non-voting capacity)

## **Article 6 The Officers**

The Officers are:

- The President
- The Immediate Past President
- The Senior President Elect
- The Junior President Elect
- The Secretary General
- The Assistant Secretary
- The Treasurer
- The Editor-in-Chief
- The Education & Training Officer
- The Media Development Officer
- The Research Officer

## **Article 7 Congresses**

The Association shall hold a Congress every two years and consist of a Scientific Meeting, a Council Meeting, and a General Assembly. Extraordinary Meetings may be convened either at the discretion of the Executive Committee or upon receipt by the Secretary General of a written request signed by not less than twenty Active or Honorary Members.

## **Article 8 Amendments to the Articles**

The present Articles may be amended by a three quarters majority of the voting members of the General Assembly provided that the Council and the members have been informed of any proposals a minimum of 14 days prior to the General Assembly.

## **Article 9 Financial Arrangements of the Association**

The Association receives finance from Members' subscriptions (according to Regulation 1 as varied from time to time with the approval of the General Assembly), contributions by Friends of the Association and other benefactors, income associated with the Journal of the Association (according to Regulation 6), monies received from organising committees of biennial Congresses of the Association, income from investments made by the Treasurer on behalf of Members of the Association, income from miscellaneous sales, returns from educational endeavours, and regulated sponsors.

Trustees will be comprised of the following:

- Treasurer
- Secretary General
- President
- Past President
- Senior President Elect
- Representative of Mutual Consulting Establishment – Lichtenstein

## Foundation Members

- Treasurer
- Previous Treasurer
- Secretary General
- Representative of Mutual Consulting Establishment – Lichtenstein

## Article 10 Dissolution of the Association

The Association may be dissolved either by a mail ballot with a three-quarters majority or in accordance with the provisions detailed in Article 8. Any financial funds remaining at the time of dissolution must be transferred to an independent non-profit making medical institution with no direct relationship with Members of the Association.

## II. REGULATIONS

### Regulation 1 Membership

#### 1.1 Classification

The members of the Association shall be classified as:

- Founder Members
- Honorary Members
- Active Members
- Specialist Trainee Members
- Junior Trainee and Undergraduate Student Members
- Associate Members
- Provisional Members
- Retired Members

Only Officers, Founder and Active Members shall have the right to vote. Honorary and paying Retired Members shall have the right to vote if they were previously Founder or Active Members.

#### 1.2 Qualification of Membership

**1.2.1 Founder Members** were elected at the inauguration of the Association and were required to fulfil all the criteria of an Active Member. No further additions to this category are permitted.

**1.2.2 Honorary Members** shall be limited to twenty-five at any one time and be practitioners of great eminence who have made major contributions to cranio-maxillo-facial surgery\*. Any Active Member may nominate an individual supported by a curriculum vitae submitted to the Councillor responsible for the appropriate region and then forwarded to the Secretary-General. The application will be included in the agenda of the next Council Meeting and any decision by the Council to recommend such an application for consideration by the General Assembly must be unanimous. The name will then be submitted to the General Assembly and must be approved by a three-quarters majority. Honorary Members will be exempt from both Annual Subscriptions and Congress Registration fees.

**1.2.3 Active Members** shall be persons normally residing in Europe undertaking the major part of their work in a range of cranio-maxillo-facial surgery and have satisfied the education and training requirements of this for the country in which they practice.

**1.2.4 Founder or Active Members** who move to professional posts outside the confines of Europe may apply to the Secretary General for retention of their present Membership status.

### **1.2.5 Specialist Trainee Members**

The definition of a specialist trainee may vary from country to country. Specialist trainees certified on European training programmes complying with the European guidelines for specialist training in cranio-maxillo-facial surgery will be eligible for this category of membership if their application is supported by the Councillor for their region and the Secretariat. The maximum term of specialist trainee members is 5 years but can be extended on request to the Secretary General. They shall not have the right to vote at the General Assembly.

**1.2.5.1** When Trainee Members have completed their training and satisfied the criteria of Reg. 1.2.3, they will not be entitled to continue as a trainee member but should then apply for their membership category to be changed to either Active or Associate Membership.

### **1.2.6 Junior Trainee and Undergraduate Student Membership (JTUS)**

Membership will be available in this category to any medical or dental graduate aspiring to become a specialist in cranio-maxillo-facial surgery. This category of membership is also available to medical or dental undergraduate students. Eligibility for membership in this category will be determined by self-declaration of status by the applicant, The Councillor for the region will be notified of all applications, from within the region for which they are responsible. JTUS members who become specialist trainees, or specialists, will not be entitled to continue as a JTUS member, but should apply for their membership category to be changed as appropriate to their status (see above). The maximum term of JTUS members is 5 years but can be extended on request to the Secretary General.

**1.2.7 Associate Members** shall be OMFS graduates residing and working outside the confines of Europe. Healthcare professionals involved with Cranio-Maxillo-Facial surgery who reside or work either inside or outside the confines of Europe may also apply for Associate Membership. Associate Members shall not have the right to vote at the General Assembly and they are not eligible for Executive Committee election.

**1.2.8 Associate Trainee Members** shall be Specialist Trainees certified on training programmes in Cranio-Maxillo-Facial surgery outside the confines of Europe. Candidates will be eligible for this category of membership if their application is supported by their Head of Department and the Secretary General/Assistant Secretary. They shall **not** have the right to vote at the General Assembly and are not eligible for Executive Committee or Trainee Representative election. This type of membership should only be maintained for the duration of the specialist training. When Associate Trainee Members have completed their training, they can apply for their membership category to be changed to Associate Membership.

### **1.2.9 Provisional Members**

See Regulation 1.3, paragraph 1.3.4

### **1.2.10 Retired Members**

Founder Members, Active Members and Associate Members who have retired from surgical practice may, at their written request to the Secretary-General, be nominated as Retired Members. Such members may attend all functions of the Association. Retired Members may upon payment of an appropriate fee receive the Journal of the Association and may at their request have their names retained on the list of Members of the Association under the retired category. They will not however have the right to vote at the General Assembly unless they have been former Founder or Active members.

### **1.3 Application for Membership**

**1.3.1** When applying for Active, Trainee, JTUS or Associate Membership, the applicant will promise to support the objects and aims of the Association as set out in Article 3 and will endeavour to promote cranio-maxillo-facial and oral surgery as an independent specialty.

#### **1.3.2 Active Members and Associate Members**

Applications may be made online via the website of EACMFS.

**1.3.3** A list of applicants applying for membership shall be provided by the Secretary General for all voting members at the General Assembly during each Congress. They must have been checked and accepted by the Secretary General and Councillor of the applicant's country and approved by the Council on the recommendation of the Executive Committee.

**1.3.4 Provisional Acceptance** of Membership shall be decided by the Secretary-General and the proposals will be brought before the Executive Committee and Council who shall in turn make recommendations to the next General Assembly for final confirmation. The Secretary-General or Assistant Secretary shall submit names of applicants within three months of their receipt either to the members of the Executive Committee or to Council whichever is the most expeditious. The names of those persons provisionally accepted for membership shall constitute the list submitted to the membership for consideration at the General Assembly (1.3.3.). Any subsequent applications following acceptance by Council shall be submitted directly to the General Assembly for final confirmation. However, should an application for membership in any category be rejected the applicant or the sponsors shall have the right of appeal to the General Assembly.

**1.3.4.1** On acceptance by the Executive Committee on a provisional basis or following election by the General Assembly each person shall pay an initial annual subscription. In the event that a provisionally approved application is not confirmed by the General Assembly all annual subscriptions previously paid shall be refunded in full.

### **1.4 Termination of Membership**

**1.4.1** Membership may be terminated on a motion of Council or by a submission from ten Founder or Active Members provided that such a course of action is approved by a three quarters majority at the General Assembly. Membership shall be automatically terminated at the end of each year if subscriptions are in arrears despite monthly email reminders.



## Regulation 2 Friends of the Association

### 2.1 Friends of the Association

Persons or organisations who support the objectives of the Association with contributions may be registered by the Council as Friends of the Association. These persons or a representative from an organisation may attend Congresses of the Association but are not entitled to a vote.

## Regulation 3 Officers of the Association

**3.1 The General Assembly** shall be the supreme legislative and governing body of the Association and is responsible for the following duties:

- Ratification of Officers of the Association
- Amendment of the Articles of Regulations
- Approval of the acceptance and termination of membership as recommended by the Secretariat
- Approval of the Reports of the Secretary General, Treasurer, Editor-in-Chief, and other Officers
- Approval of the Accounts and Annual Budget
- Ratification of the Annual Subscription

### 3.2 Ballots

The Executive Committee may decree a paper or secure independent electronic ballot on matters of their choice. Members must receive notification of the ballot at least fourteen days prior to the voting date. Only eligible voters (Active Members, Honorary and paying retired members) may vote.

### 3.3 Council and Executive Committee

#### 3.3.1 Responsibilities

**The President (P)** shall preside over the General Assembly, the meetings of the Council, and the Executive Committee, and shall organise the biennial Congress.

**The Immediate Past-President (IPP)** shall preside in the absence of the President.

**The Senior President Elect (SPE)** shall preside in the absence of the President or Immediate Past-President.

The **Secretary General (SG)** shall preside in the absence of the President, Immediate Past-President, or Senior President Elect.

**The Assistant Secretary** shall in the absence of the Secretary-General or at his request perform the duties of the office. The Assistant Secretary shall in the event of a vacancy in the office of the Secretary-General temporarily assume the duties of that office until the Executive Committee shall have filled the vacancy for the unexpired term. The Assistant Secretary shall assist the Secretary-General in the performance of the duties in such a manner as the Secretary-General shall direct.

**The Treasurer** shall be responsible for all financial business of the Association and shall submit a report to each meeting of the Executive Committee, the Council, and the General Assembly at each Congress. The Treasurer shall provide an update on the developments within the Educational Foundation.

**The Editor-in-Chief** shall be responsible to the Executive and Council for the overall policy of the Journal. The Editor-in-Chief shall submit a report to each meeting of the Executive Committee, the Council and General Assembly at each Congress.

**The Education & Training Officer** shall be responsible for the promotion and co-ordination of postgraduate courses for the Association and shall submit a written report to each meeting of the Executive Committee, the Council and General Assembly at each Congress.

**The Media Development Officer** shall be responsible for the maintenance and progressive development of the educational and other facilities offered electronically by the Association and shall submit a written report to each meeting of the Executive Committee, the Council and General Assembly at each Congress.

**The Research Officer** shall be responsible for facilitating collaboration with research teams/departments and the establishment of a European Research Network in Cranio-Maxillo-Facial Surgery.

**Executive Advisers** shall have a responsibility to make recommendations to the Executive Committee in relation to the Objectives of the Association according to Article 3.

### **3.3.2 Election and Tenure of the President, Executive Officers, Executive Advisers, Councillors and Trainee Representative**

The President shall be elected by the Council and ratified by the General Assembly.

The President will serve two years in each of the following roles: Junior President Elect, Senior President Elect, President and Immediate Past President (total of 8 years).

Other than the President(s), the Executive Officers will be elected by the Executive Committee and ratified by the General Assembly every two years.

Other than the President(s), Executive Officers will serve for a maximum of six years.

Up to three Executive Advisers shall be elected by the Council. The Executive Officers will not vote for the Executive Advisers. The election of the Executive Advisers will be ratified by the General Assembly every two years.

Executive Advisers will serve a maximum of four years with no voting rights in this capacity.

National Councillors shall be elected by their National Association and ratified by the General Assembly.

National Councillors will serve for a maximum of six years.

Where an Executive Officer, Adviser or National councillor demits before completion of their full term of office, the Executive Committee may co-opt a replacement until an election can be



conducted and ratified by the General Assembly. A co-opted member will be entitled to stand for election and serve the full six-year term.

### **Election of the Trainee Representative**

The election of the Trainee Representative is undertaken during the biennial Professor John Lowry Trainee Session. Only Trainee members are eligible to vote. The Trainee Representative will serve two years as Deputy Trainee Representative followed by two years as Trainee Representative.

The Tenure of Office for the President shall be restricted to two years, that of Executive Officers and Councillors to six years.

### **3.3.3 Quorum**

At any Council Meeting there shall be a quorum consisting of the President or the Immediate Past President or a President Elect; the Secretary General or the Assistant Secretary; the Treasurer or a deputy appointed by the Treasurer, and not less than three Councillors who do not hold any other office on the Council; a minimum of twelve persons.

At any Executive Committee Meeting there shall be a quorum consisting of the President or the Immediate Past President or a President Elect; the Secretary General or the Assistant Secretary; and the Treasurer or a deputy appointed by the Treasurer for the occasion; a minimum of four persons.

At any General Assembly, a quorum should consist of not less than twenty Active Members present and voting in person.

### **3.4 A Professional Congress Organiser**

The Executive Committee will appoint from time to time a Professional Congress Organiser to support the President(s) in the organisation of the Congress.

The Executive Committee will review after each Congress the performance of the Professional Congress Organiser and may, from time to time, undertake a competitive tendering process.

### **3.5 Secretaries for the General Assembly**

Two tellers and one Secretary shall be appointed at each Congress. They will be required to supply the Secretary General with a Report of the Proceedings.

## **Regulation 4 Committees**

The Executive Committee may appoint Committees for the transaction of certain business.

## **Regulation 5 Congresses**

**5.1** The Congress, which will be held every second year, shall be composed of a Scientific Meeting, a General Assembly and at least one meeting of the Council.

**5.2** The proposals for each Scientific Congress will be presented to the General Assembly by the President Elect for ratification.

**5.3** The President shall establish Local Organising and Scientific Committees to support the organisation of the Congress. Members of the Executive Committee are entitled to attend relevant meetings.

#### **5.4 Languages**

Congresses and General Assemblies will be conducted in English (Art 4.3 refers).

**5.5** The detailed Congress accounts must be submitted to the Executive Committee no longer than 6 months after conclusion of the Congress. The Executive Committee may, subject to the advice of the Treasurer, commission a professional audit of the Congress accounts.

**5.6** Any profits shall be transmitted within 12 months to the Treasurer of the Association.

### **Regulation 6 Publications**

**6.1** The Association shall publish its own Journal which unless otherwise decreed will be entitled *Journal of Cranio-Maxillo-Facial Surgery*.

#### **6.2 Direction and Editorship**

The Editor-in-Chief shall be responsible to the Council for the overall policy of the Journal. An Editorial Committee shall be formed to assist the Editor.

### **Regulation 7 Amendments to the Regulations**

The Regulations may be amended by a three quarters majority vote of the voting members provided that the Council and the members have been informed of any proposals a minimum of 14 days prior to the General Assembly.

### **Regulation 8 Proposed Agenda Items**

Any Active member may propose matters for discussion at the General Assembly by informing the Secretariat in writing prior to the General Assembly. Any National Councillor may propose matters for discussion at the Council meetings by providing the item to the Secretariat in writing no less than six weeks prior to the Council meeting.