

Byelaws of the European Academy of Facial Plastic Surgery

Article 1

Name and Headquarters

- 1) The association is named: “European Academy of Facial Plastic Surgery“ (EAFPS).
- 2) EAFPS is listed in the register of associations at the municipal court in Lübeck, Germany under the registration number VR 2458 HL (Amtsgericht Lübeck - VR 2458 HL).
- 3) EAFPS headquarters will be based in Lübeck.
- 4) The headquarters can be relocated to another European city if deemed beneficial to EAFPS’s purposes by the Executive Board (article 11) in consultation with the Advisory Board (article 15).

Article 2

Mission Statement

It is a particular concern in the rehabilitation of patients with defects and malformations in the facial region that newly acquired scientific knowledge is put into practice as quickly as possible. This requires contacts on a European and International level. Information, presentations, courses and congresses have proven to be a successful means for the exchange of knowledge as well as for education and further training. Therefore, the above-mentioned corporation will be founded as a registered non-profit association to facilitate the organisation of such events for the promotion of education, the dissemination of medical knowledge and research in facial plastic and reconstructive surgery. In doing so, EAFPS is committed to promoting an open and inclusive culture with no discrimination on the basis of gender, skin colour, race, sexual orientation or other.

Article 3

Scope of EAFPS

- 1) EAFPS solely and directly pursues non-profit purposes in compliance with the section “tax-privileged purposes” of the revenue code. The purpose of the association is the promotion of science and research as well as the promotion of public health through further education.
- 2) The scope of these Byelaws will be realised by scientific events with presentations (courses, congresses, fact-finding missions), by the implementation of research projects, the allocation of research assignments and grants and the publishing of journals and brochures as well as by information on the internet and through other media. Additionally, these Byelaws will also be realised via coordinated education and leadership efforts with other organisations worldwide to advance the knowledge, training and quality practice of facial plastic surgery within EAFPS and globally.

3) EAFPS shall promote attainment of surgical and factual skills through coordinating training fellowships approved by the Education Director (and via utilising internationally recognised standardised fellowship training standards and guidelines) and supporting facial plastic surgery examinations in partnership with the relevant examining boards.

Article 4 **Activities of EAFPS**

1) EAFPS is a charitable non-profit organisation. It does not pursue its own commercial purposes as its primary objective.

2) EAFPS funds are only to be used for purposes which correspond and are in keeping with the Byelaws of the association. For this purpose, EAFPS will receive donations and congress fees from members of EAFPS and/or third parties as well as membership fees. Except for the reimbursement of proven expenses, members of EAFPS shall not receive any payments from the funds of EAFPS.

3) No one shall benefit from payments which do not comply with the purpose of EAFPS.

4) In the event of a dissolution or annulment of EAFPS or the discontinuation of its present purpose, the assets of EAFPS will pass over to the possession of the International Federation of Facial Plastic Surgery Societies, a non-profit corporation based in Alexandria, Virginia, USA.

Article 5 **Becoming a Member**

1) Only competent licensed clinicians may become members.

2) Preconditions for admission to EAFPS are:

a- compliance with the objectives of EAFPS as set out in these Byelaws and a satisfactory ethical status.

b- medical licence according to the guidelines of the respective European or other member countries.

c- proven interest in the area of facial plastic surgery.

3) Membership results from joining EAFPS.

4) Declaration of admission can be made in writing.

5) The application for admission will be made on the EAFPS website or by direct submission of the application form to the General Secretary. It must be seconded by two guarantors who are members of EAFPS and supplemented by the curriculum vitae of the applicant. The Membership Committee (Article 17) shall determine whether the applicant fulfils the requirements of membership. A statement of the national or international delegate may be obtained. The admission becomes effective with the handing over of the written declaration of admission.

6) Membership fees will be collected on the first of January of every calendar year and on registering as a new member.

Article 6

Categories of membership

EAFPS shall have the following categories of members: Full members, Junior members, Senior members, Honorary members.

1) Full members

Members of EAFPS who are certified in Otolaryngology, Plastic, Maxillofacial holding an MD degree, Ophthalmic surgery, Dermatology or equivalent by a nationally recognised authority in Europe or elsewhere. Full members may vote during General Meetings and on online voting. Full members from any European country, who are board certified by the European and/or International Boards of Facial Plastic Surgery, are eligible to hold official positions (President, General Secretary, Treasurer, Director of Education and Director of Media) on the Boards of EAFPS.

2) Junior members

Junior members are doctors training in Facial Plastic Surgery fellowships, Otolaryngology, Plastic, Maxillofacial holding an MD degree, Ophthalmic surgery, Dermatology or equivalent who have interest in facial plastic surgery. They must provide written evidence of training status. They will have the same benefits and rights as full members, save for the following;

- a) they cannot vote, and
- b) they cannot hold official positions on the Boards of EAFPS.

Junior Members will be offered a reduced membership fee. They may serve on EAFPS Junior committees and a representative voted by the committee will be invited to attend at least one Executive Board meeting per year. At the end of training, they must apply for full membership status.

3) Senior Members

Full members, who have retired, may apply for senior membership. The application will be informal by letter to the General Secretary. He/she will have the same benefits and rights as full members however they cannot hold official positions on the Boards of EAFPS. A Senior Member will be offered a reduced membership fee.

4) Honorary Members

Members who have dedicated themselves to the support of the objectives of EAFPS for a long period of time may, at the recommendation of the Executive Board, be awarded Honorary Membership. An Honorary Member is not required to pay membership fees. The decision on awarding Honorary Memberships shall be at the absolute discretion of the Executive and Advisory Boards. Honorary Members will have the same benefits and rights as full members but will not have any voting rights. They cannot hold official positions on the Boards of EAFPS.

Article 7

Resigning from Membership

- 1) Members are entitled to resign from EAFPS.
- 2) Resignations must be submitted in writing to the Executive Board at European Academy of Facial Plastic Surgery, c/o Mrs Gabi Behncke, Nibelungenstr. 87, D-23562 Lubeck, Fax: +49 4515824 9981, Email: contact@eafps.org.
- 3) full membership fees will remain due and payable for the calendar year of resignation.
- 4) If such resignation is not received on or before the end of the calendar year the member shall be liable to pay the membership fee for the following year.
- 5) A resigned member who wishes to re-join EAFPS must complete a new member application and his/her application will be assessed in the usual way by the Membership Committee.

Article 8

Exclusion from Membership

- 1) Membership may be terminated through exclusion.
- 2) Exclusions may be made in the following circumstances;
 - a) loss of medical license, and/or
 - b) Any professional or personal conduct which adversely reflects on the Academy and/or
 - c) failure to comply with these Byelaws.
- 3) The Executive Board shall determine whether an exclusion will be applied, and the relevant member will be notified in writing to his/her registered address within the EAFPS database that such consideration is being undertaken. The Executive Board decision must constitute a quorum with two thirds majority vote. The member shall have the right of appeal within 3 months of the decision. The Ethics Committee (Article 17) shall consider the appeal and schedule a meeting with the member in question to discuss the matter.
- 4) Members who are in default with their membership fees for 6 months from the first of January in the calendar year will be excluded after two reminders have been sent and the member remains in default.
- 5) Members who do not attend at least one annual scientific meeting of EAFPS or an EAFPS - sponsored course within a three-year period without good cause, as determined by the Executive Board may be excluded.

Article 9
Membership Fees

- 1) A membership fee has to be paid; an admission fee will not be charged.
- 2) The Advisory Board shall determine the subscription fees for all grades of membership fees based on the recommendation of the Executive Board except when indicated otherwise in these Byelaws. The membership will be notified in advance of any change of membership fees.
- 3) At the recommendation of the Executive Board, the Advisory Board may reduce /waive the fees for particular members on the strength of social circumstances or acquired merits in connection with the objectives of EAFPS. This decision shall be at the discretion of the Advisory Board.
- 4) Beyond that, EAFPS finances itself by donations, congress fees and payments.

Article 10
Bodies of the EAFPS

Governing Bodies of EAFPS consists of:

- 1) The Executive Board (Article 11)
- 2) The Advisory Board (Article 14)
- 3) The General Meeting (Article 15)

The Executive Board and Advisory Board of EAFPS shall have a meeting, which is separate from the General Meeting (article 16), at least twice a year.

Article 11
Executive Board

The Executive Board consists of the President, Immediate Past President, President-Elect, General Secretary, Treasurer, Director of Education and Director of Media. All members of the Executive Board are entitled to vote, and four members constitute a quorum. The Executive Board shall hold at least three regular meeting every year that must have a quorum in attendance. The Executive Board shall be responsible for overall policymaking, programmes and other businesses of the Academy. All decisions taken by the Board must be reported to the Advisory Board in the first scheduled meeting.

1) The President

The President shall serve for a two-year term with no re-election and shall be the chief spokesperson for EAFPS. The President must be board certified in facial plastic surgery and in good standing with the relevant national professional societies. The President shall preside at all meetings of EAFPS, the Executive Board and the Advisory Board. Special committees not provided for in these Byelaws can be appointed by the President to meet

the specific needs of EAFPS. The President and Secretary are responsible for the supervision of EAFPS's Central Office.

2) The Immediate Past President

The Immediate Past President shall assume this role immediately upon ending his/her presidency for a two-year term. In case of death, resignation, refusal to act, removal, disqualification, or otherwise the position will remain vacant.

3) The President-Elect

The President Elect shall automatically succeed the presidency for a two-year term upon expiration of the President's term at the Annual General Meeting. The President Elect must be board certified in facial plastic surgery and in good standing with the relevant national professional societies. In the absence or on the request of the President, The President-Elect shall perform the duties of the President and in so doing will have the powers and be subject to all restrictions upon the President.

4) The General Secretary

The General Secretary shall serve for a two-year term and shall not be eligible for re-election. The General Secretary must be board certified in facial plastic surgery and in good standing with the relevant national professional societies. The Secretary shall be responsible for maintaining minutes of the General Meetings (article 16), Executive Board and other committee meetings. The General Secretary shall give notices and maintain the reports of such meetings. He/she shall maintain a record of the names of the members, notify applicants of their election to membership and inform members of their appointments to committees. The Secretary shall perform other duties as assigned to him/her by the Executive Board.

5) The Treasurer

The Treasurer shall serve for a two-year term and can be re-elected for another term. The Treasurer must be board certified in facial plastic surgery in good standing with the relevant national professional societies. The Treasurer will oversee the administration of all funds and assets of EAFPS. He/she shall submit an annual financial report to the General Meeting.

6) Director of Education

The Director of Education shall serve for a two-year term and can be re-elected for another term. The Director of Education must be board certified in facial plastic surgery and in good standing with the relevant national professional societies. He/she is responsible for the supervision and direction of all educational activities including EAFPS fellowships.

7) Director of Media

The Director of Media shall serve for a two-year term and can be re-elected for another term. The Director of Media must be board certified in facial plastic surgery in good standing with the relevant national professional societies. He/she is responsible for the supervision and direction of all media activities including multimedia, website and newsletter.

Article 12

Elections

- 1) Elections for vacant posts in the Executive Board will be held every two years.
- 2) Nominations can be made by nominating committee or by petition.
- 3) A Nominating Committee shall be presided over by the Immediate Past President, who shall collect suggestions and coordinate the nomination. The immediate past president will invite members of the Committee, who shall consist of one national delegate from each of the 31 European countries represented in EAFPS, to submit nominations. In case of death, resignation, refusal to act, removal or disqualification, or otherwise of the Immediate Past President, the President shall assume this role.
- 4) The Immediate Past President will be the last retired President.
- 5) The Nominating Committee shall be responsible for recommendations relating to nominations for the Executive Board. Positions that that considered for nominations are: President-Elect, General Secretary, Treasurer, Director of Education and Director of Media. At least two nominees for each position, except for the General Secretary, should be submitted. Factors for the selection of the nominee candidates for the Executive Board shall be the technical and ethical profile of the candidate, the commitment with respect to EAFPS, the international recognition, organisational skills and the management potential.
- 5) The Chair of the Nominating Committee shall be responsible for informing the membership of incoming vacancies three months prior to the General Meeting and a deadline of six weeks for applications must be clearly indicated. Nominations must be submitted to the Chair within the deadline and must include short curriculum vitae of the nominee.
- 6) Nominations can be made by the Nominating committee or by petitions submitted by Academy members. Petitions must be consented by the nominees with the signed endorsement of at least 10 voting members of good standing.
- 7) The President-Elect will be automatically appointed President upon expiration of the President's term at the Annual General Meeting.
- 8) At the direction of the Executive Board, the President-Elect is entitled to put forward a candidate for the position as General Secretary to the Nominating Committee. In the event that no candidate is available, the Executive Board shall suggest another long-term member as candidate.
- 9) An online voting system involving full and senior members who are not in arrears of their annual subscription fees for more than six months will be used for the election of the Executive Board. Names of the candidates and their credentials will be emailed to the membership at least 4 weeks prior to the General Meeting. Results will be announced in the

General Meeting. The Executive Board will serve for a period of 2 years. It shall remain in office until the statutory appointment of the next Executive Board.

10) In the case of an early retirement of the current President, the President-Elect shall terminate the current term in office as President and also assume the next term in office as President without further appointment.

11) Where not otherwise stipulated in the Byelaws, an appointment as President for a second term in office shall be excluded.

12) Past Presidents, other than the Immediate Past President, are not part of the Executive Board and are not entitled to vote.

13) Four members of the Executive Board are entitled to represent EAFPS and form a quorum. The President-Elect shall also act as deputy president.

14) A vacancy in the positions of the General Secretary or the Treasurer because of death, resignation, refusal to act, removal or disqualification, or otherwise may be filled by appointment by the President on consultation with the Executive Board until the next General Meeting unless otherwise provided by these Byelaws.

Article 13

Removal or suspension from office

An officer of EAFPS may be removed from his/her position by a two-third vote of the Executive Board present and voting if there is just cause, such as unresolved conflicts of interest, ethical violations or loss of Board certification, and in consultation with the Ethics Committee. Written notice of resignation may be submitted to the Executive Board at any time.

Article 14

The Advisory Board

1) The Advisory Board consists of National and International Delegates who are elected by the members of the association from their respective countries. The Advisory Board will be chaired by The President.

2) Every European country may depute up to two national delegates to the Advisory Board.

3) Non-European countries with more than ten members are entitled to propose one international delegate.

4) The appointment of a National Delegate may be recommended by a retiring delegate from the Advisory Board or a representative in consultation with the members of EAFPS of the respective country. National representatives from a country without preceding Delegates shall be elected by the members of the association of the country under its own responsibility. A National or International Delegate shall be appointed for a term in office of three years which is extendible once.

5) A National and International Delegate shall be an experienced facial plastic surgeon who has distinguished him/herself in teaching and organisational skills in this area. He/she must have been a regularly paying member of this Academy for at least the last three consecutive years. Every newly elected Delegate must submit short curriculum vitae to the General Secretary. In case of insurmountable differences within the respective National/International group, the Executive Board shall decide on the appointment of a National/International Delegate. The Advisory Board must approve the nomination of a National/International Delegate.

6) The National/International Delegates are obliged to submit an annual report to the Executive Board. It shall include their personal activities for the promotion of EAFPS, the membership figure of their respective country and their educational activities.

7) The meeting of the Advisory Board shall be summoned,
a) if the interest of EAFPS demands it,
b) but at least twice a year.
c) the minutes of the meeting will be forwarded to the Executive Board.

8) The meeting of the Advisory Board shall be convened in writing or via e-mail by the Executive Board by notice of no less than two weeks and can be held online. The notice shall include the agenda. The Notice Period will commence on the day of the posting of the invitation to the last known address of a member.

9) Voting takes place by a show of hands provided that not even one Delegate has requested a written vote, in which case ballot paper or online poll must be arranged. The majority of votes will decide in the decision-making.

10) The Advisory Board is not entitled to decide on modifications of the scope or the dissolution of EAFPS. This right is reserved for the General Meeting.

11) Minutes of the decisions of the meeting must be taken and signed by the Executive Board.

Article 15 General Meeting

1) The General Meeting shall be convened,
a- if the interests of EAFPS demand it,
b- but at least every year.

2) The General Meeting shall be convened by 6 weeks' notice in writing or via e-mail given by the Executive Board. The notice shall include the agenda for the General Meeting. The notice shall commence on the day it is posted/emailed to the last known address of a member.

3) Every duly summoned General Meeting requires a quorum of a minimum of thirty members.

4) In exceptional circumstances the General Meeting can be held online and requires the attendance of at least an average of the number of members who attended the General Meetings in the previous three years.

5) A decision concerning the dissolution of EAFPS requires the approval of two thirds of members of EAFPS in attendance at the General Meeting. A confirmation by two thirds majority of an online vote of the full and senior membership must approve the decision.

6) Except for the election of the Executive Board which must take place by an online vote, voting for other matters takes place by a show of hands provided that not even one member has requested a written vote (also see 15.4). The majority of the attending members will decide in the decision-making.

7) Minutes of the decisions of the General Meeting must be taken and circulated among the membership to be approved during the following General Meeting.

Article 16 Focus Groups

1) The Focus Groups shall include a selected number of EAFPS members who are known to have special interest in the area covered (see 16.2) and will be headed by a chairperson.

2) Focus groups shall constitute Rhinoplasty, Reconstruction/Trauma, Facial rejuvenation, Facial re-animation, Auricular surgery, Oculoplastic Surgery, Aesthetic Medicine, Surgical Anatomy and Outcomes Research.

3) The functions of the focus groups come under four categories.

a- Organisational: planning and organising annual conference programmes in the area of their interest.

b- Educational: creating specific educational material in their area if interest.

c- Research and publication: promoting research and publications in their area of interest.

d- Promotional: promoting their area of interest in their home countries and internationally.

4) Chair positions are open for applications by members who will be notified when a vacancy has arisen, and the Executive board will hold a vote to select the most suitable candidate. If no applications have been put forward, The Executive Board shall nominate the chairs.

5) Focus group members are limited to five members including the chair except in special circumstances that require a larger group. Members of Focus Groups are selected by Chairs in consultation with the Executive Board.

6) A Chairperson will hold position for three years which is extendible once and is subject to a review by the Executive Board.

Article 17

Standing Committees

1) Past Presidents Committee

Chaired by the Immediate Past President and consists of other Past presidents. The Past Presidents committee's purpose is that of an advisory capacity on various matters concerning EAFPS. In case of death, resignation, refusal to act, removal or disqualification, or otherwise of the Immediate Past President, the Executive Board shall decide on a suitable senior EAFPS member to take this role.

2) Membership Committee

Chaired by the President and consists of three members appointed by the Advisory Board. The membership committee shall be responsible for verifying the qualifications of applicants who wish to become members. The membership committee shall conduct whatever investigation, personal interviews or enquiries it deems necessary. All proceedings of the membership committee will be confidential.

3) Fellowship Committee

Chaired by the Director of Education or another member in consultation with executive Board. Other members are the General Secretary and Treasurer. The Fellowship committee is responsible for all organisational matters of the EAFPS fellowships.

4) Media Committee

Chaired by the Director of Media or another member in consultation with the Executive Board. Members of the Media committee are selected by the chair and include editors of the newsletter, website, social media, distance learning and audio-visual matters.

5) Ethics Committee

Chaired by the Immediate Past President and consists of three members appointed by the Advisory Board. The Ethics committee is responsible for complaints and grievance reviews regarding moral and ethical issues. In case of death, resignation, refusal to act, removal or disqualification, or otherwise of the Immediate Past President, the Executive Board shall decide on a suitable senior EAFPS member to take this role.

4) Audit Committee

Chaired by the President-Elect and consists of three members appointed by the Advisory Board whose purpose is to review and audit EAFPS funds as deemed appropriate by the Executive Board.

The standing committees shall act upon request by the Executive Board or on their initiative as deemed necessary. They shall report in writing or email to the Executive Board.

Article 18

Annual Scientific Meeting

- 1) An annual international scientific conference of the EAFPS is organized as a rule.
- 2) The Advisory Board shall be responsible for coordinating applications from European countries who wish to organise the conference.
- 3) Applicants and programme organisers must be members of EAFPS with good standing.
- 4) Where there is more than one application, presentations from all applicants will be arranged during the General Meeting and a vote will be held. If votes are equal the President will have the casting vote.
- 5) The President-Elect shall represent the Executive Board in the conference organising committee.

Article 19

Amendments to the Byelaws

- 1) Every request for an amendment of the Byelaws must be signed by at least three members and the General Secretary and must be submitted in writing at least three months prior to the next General Meeting.
- 2) An amendment to the Byelaws requires a majority of two thirds of the votes in the General Meeting.
- 3) A regular review of the Byelaws must be instituted by every two years.

Approved by the General Assembly on the 17th of September 2021