

CONSTITUTION OF THE EUROPEAN CLEFT PALATE - CRANIOFACIAL ASSOCIATION

As of (Date)

ARTICLE 1 – NAME AND COMPOSITION

The name of the organization shall be the “The European Cleft Palate – Craniofacial Association”

1.1”. It shall be comprised of national associations in Europe

ARTICLE 2 – OBJECTIVES

2.1 To promote and facilitate the management of cleft lip and palate deformities, and related craniofacial anomalies, in Europe by

(A) Organizing a multi-disciplinary European Congress held once every four years for dissemination of experience and knowledge in this field.

(B) Assisting and encouraging the establishment of European agreed standards and methods of assessment and documentation that would permit comparison of results of different methods of treatment worldwide.

(C) Facilitating the establishment of multi-center trials and research projects.

(D) Promoting and encouraging multidisciplinary education and surgical support in the areas of the world where cleft care is not yet comprehensive or universal.

ARTICLE 3 – MEMBERSHIP

3.1 The Membership of the The European Cleft Palate – Craniofacial Association shall normally be through national cleft/craniofacial associations. These bodies should be registered with the International Office and database. Cleft professionals who are unable to join a national body should apply to become members of another national organization within their region.

3.1.1 Active Members – All European healthcare professional and others involved in the multi-disciplinary management of cleft lip and palate deformity, and related craniofacial anomalies.

3.1.2 Honorary Member – This honor may be bestowed by the Executive Committee on certain individuals by virtue of his/her professional distinction, having made outstanding contributions to the treatment of cleft lip and palate and related craniofacial anomalies, and who has significantly contributed to the objective and activities of the Association.

3.2 Only Active Members are entitled to vote at the Business Meeting

ARTICLE 4 – ORGANIZATION

4.1 The Official Language shall be English

4.2.1 The President of the Association shall be the President of the Congress.

4.2.2 The succeeding President shall be elected by members of the host country for the next Congress.

4.2.3 The President shall take office at the conclusion of the previous Congress.

4.3.1 A General Business meeting shall be held at the time of the quadrennial Congress, when the business of the Association will be conducted by the Members.

4.3.2 The Chairman of the Business meeting shall be the President of the Congress at that time.

4.3.3 The Agenda for the General Business meeting shall be distributed to all delegates at the commencement of the Congress

4.4.1 The President of the current Congress shall be the Chairman of the Executive Committee. The Chairman shall vote only in the event of a tie.

4.4.2. An Executive Committee shall be comprised of up to 11 members. The Chairman of the Committee (President of the current Congress) shall appoint 3 members from his/her country or region. The Presidents of the previous Congress and the future Congress (if available) shall serve on the Executive Committee and shall nominate 2 additional members from their country to insure that each region is represented by 3 members. If the Presidents from past Congresses are not available, a designee from that country will be appointed by the Chairman of the Executive Committee. The Chairman will also insure that the committee composition is in compliance with the Constitution. The three members from each region shall include, as far as possible representatives from different disciplines involved in cleft/craniofacial care (medicine/surgery, dentistry, speech/audiology, psycho/social, nursing, etc). Vacancies shall be filled by the Chairman of the Executive Committee in consultation with members of the country needing to fill a vacated position.

4.4.3 The Executive Committee will consider the business that is to be presented at the General Business Meeting, and will make recommendations to the Meeting, particularly in regard to the suitability of applicants to host the next Congress(es). A representative for the bid country/countries should be invited to attend the Executive Committee meeting of the Congress in order to make a short presentation and answer initial questions.

4.5 Voting

(A) At the General Business Meeting voting shall be on the basis of country. 1 delegate= 1 vote, 2 delegates = 2 votes, 3 or more delegates = 3 votes (maximum of 3 votes). A country is defined as a national Cleft Lip and Palate Association or is a member of the United Nations. Delegates from each country shall select representatives who will record their country's vote. This should be representative of the specialties coming from that country. If a country has not decided on a delegate for their country, then the Congress Chairman can and may appoint a delegate from that country. The Chairman will have a casting vote.

(B) At the Executive Committee, voting will be on an individual basis. The Chairman shall have the casting vote.

4.6 Finance

4.6.1 The newly appointed Congress host organization shall be responsible for the costs of publication and information dissemination to members relevant to the functions of the Association during the four year period leading up to the next Congress.

4.7.1 Web Site. Maintenance and updating of the Confederation's website is the responsibility of the next hosting country unless a webmaster has been appointed by the Executive Committee. The host country is responsible for any financing required unless funds are available from profits from the preceding Congress. The Web Site should include information about the History, Past and Future Congresses, Constitution, Current Organization and Links to other websites including the next Congress and other related organizations. It should also provide for dissemination of information for cleft professionals on relevant topics, events and other happenings in the cleft/craniofacial world.

4.8 Committees, Task Forces and Special Interest Groups

4.8.1 A number of committees and task forces may be appointed by the Executive Committee or the host country of the current or future Congresses to represent the Association in international bodies and to formulate guidelines and policies of the

Association and to empower the Association to fulfill its objectives (B), (C), and (D) see above.

4.8.2 Special interest groups, committees and task forces should publish an annual report and/or prepare a formal report for the next Congress's Executive Committee for possible distribution to the Membership

ARTICLE 5 – INTERNATIONAL CONGRESS

5.1.1 An European Congress on Cleft Lip and Palate and Related Craniofacial Anomalies should be held every four years.

5.1.2 The site of the Congress subsequent to the next Congress shall be selected by the delegates at a General Business Meeting at the time of the Congress.

5.1.3 Successive Congresses shall be held, as far as possible, in a different European country than either the current or previous three Congresses.

5.1.4 Applications to host the next quadrennial Congress should be made and lodged with the President in office no less than six months before the opening of the current Congress.

5.1.5 The application must be in the name of the national cleft/craniofacial association of the country submitting the bid. If none is available the bid must be in the name of a national cleft/craniofacial association within the same region as the country submitting the bid. The bid must include: (1) name of the current President of the national cleft/craniofacial association supporting the bid and a letter of support from that President; (2) name and contact information of the person submitting the bid; (3) name of the proposed city and explanation as to its appropriateness for hosting the Congress (travel accessibility, tourist safety, hotels, attractions); and (4) description of the cleft/craniofacial association's history, membership, financial status, and experience in planning scientific conference

5.1.6 The organization, scientific program content and all costs associated with Congress shall rest entirely with the host organization. Losses incurred from a Congress will be the responsibility of the host organization. Profits from a Congress shall be divided equally between the host organization of that Congress and the host organization of the next Congress.

5.1.7 In order not to disadvantage less affluent countries, financial assistance for speakers to attend the Congress shall be limited to eminent scientists or clinicians from disciplines not directly involved in the treatment of cleft lip and palate and craniofacial anomalies.

5.2.1 Scientific Program – Every effort shall be made to encourage a high standard of presentation of lectures. Papers are to be documented by statistics or presentation of consecutive cases.

5.2.2 Transactions: The Organizing Committee of the Congress may publish (printed or electronic) the Transactions of the Congress which will be distributed during or after the Congress at no additional costs to the registered delegates.

5.2.3 Post-Congress Reports – Within 6 months of following completion of a Congress the President of the Congress will submit a Post-Congress Report to the President of the succeeding Congress. The Report shall include all pertinent Congress data such as a financial statement of revenue and expenses, meeting planning details, scientific program data, and reports of any Task Forces or Special Committees, etc. in order to assist the President and the Organizing and Program Committees of the next Congress in preparations.

ARTICLE 6 – AMENDMENT OF CONSTITUTION

6.1 This Constitution may be amended at a General Business Meeting by a two-thirds majority vote of those delegates present.