



WORLD FEDERATION OF ORTHODONTISTS

BYLAWS OF THE WORLD FEDERATION OF ORTHODONTISTS

ADOPTED, May 15, 1995
SAN FRANCISCO, CALIFORNIA, USA

REVISED, APRIL 30, 2000
AMENDED, SEPTEMBER 10, 2005
AMENDED, FEBRUARY 4, 2010
AMENDED, SEPTEMBER 26, 2015

**ORIGIN AND HISTORY OF THE
INTERNATIONAL ORTHODONTIC CONGRESS (IOC)
AND ORIGIN OF
THE WORLD FEDERATION OF ORTHODONTISTS (WFO)**

The 1st International Orthodontic Congress (IOC) was held in New York in August 1926. This was the first world-wide congress held by a dental specialty. The 2nd IOC was held in London in July 1931. The 3rd IOC was also held in London in August 1973 under the joint sponsorship of the European Orthodontic Society (EOS) and the American Association of Orthodontists (AAO). The 4th IOC was held in San Francisco in May 1995 under the sponsorship of the AAO.

The Bylaws of the WORLD FEDERATION OF ORTHODONTISTS were confirmed in San Francisco during the 4th IOC. The first official meeting of the Council of the WORLD FEDERATION OF ORTHODONTISTS took place April 29-May 3, 2000 in Chicago, Illinois, USA during the 5th IOC in conjunction with the 100th anniversary celebration of the AAO. The 6th IOC was held September 10-14, 2005, in Paris, France, under the sponsorship of Societe Francaise d'Orthopedie Dento-Facial (SFODF) and Syndicat des Specialistes Francais en Orthopedie Dento- Facial (SSFODF) and the WFO. The 7th IOC convened in Sydney, Australia, February 6-9, 2010, under the sponsorship of the Australian Society of Orthodontists (ASO) and the WFO. The 8th IOC was held in London, England, United Kingdom, September 27-30, 2015, under the sponsorship of the British Orthodontic Society (BOS) and the WFO. The 9th IOC is scheduled to be held in Yokohama, Japan under the sponsorship of the Japanese Orthodontic Society.

Meetings of the WORLD FEDERATION OF ORTHODONTISTS will be held every five years during the INTERNATIONAL ORTHODONTIC CONGRESS in conjunction with the host country's national association meeting. Sites for these meetings will be determined by the Executive Committee of the WFO as described in these Bylaws.

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WORLD FEDERATION OF ORTHODONTISTS EXECUTIVE COMMITTEE
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**BYLAWS OF THE
WORLD FEDERATION OF ORTHODONTISTS**

ARTICLE 1: NAME

The name of the Federation shall be the "WORLD FEDERATION OF ORTHODONTISTS", hereinafter referred to as the "WFO" or the "Federation."

ARTICLE 2: PURPOSE

The purpose of the Federation shall be to advance the art and science of orthodontics throughout the world.

ARTICLE 3: OBJECTIVES

Consistent with its purpose, the chief objectives of the Federation shall be to:

- 3.1 encourage high standards in orthodontics throughout the world;
- 3.2 encourage and assist in the formation of national associations and societies of orthodontists when requested;
- 3.3 encourage and assist in the formation of national and regional certifying boards in the field of orthodontics when requested;
- 3.4 promote orthodontic research;
- 3.5 disseminate scientific information;
- 3.6 promote desirable standards of training and certification for orthodontists; and
- 3.7 organize the International Orthodontic Congress (IOC) to be held at least once every five years.

ARTICLE 4: MEMBERSHIP

The members of this Federation shall be classified as fellows, honorary fellows, patrons, academic, student, or retired.

4.1 Fellows

- 4.1.1 To be a "fellow", an orthodontist shall be either (a) a full member of a national or regional association of orthodontists affiliated with the WFO and reside within the jurisdiction of such association; or (b) subject to Article 4.1.3, below, if an orthodontist, by virtue of his or her residence, is

not eligible to belong to a national or regional association or society affiliated with the WFO, he or she may apply in writing to the Executive Committee requesting membership in the WFO as a fellow in accordance with Article 4.1.2.

- 4.1.2 Any orthodontist applying per Article 4.1.1(b), above, must have educational credentials equivalent to other fellows of the WFO in order to receive favorable consideration by the Executive Committee, as determined by the Executive Committee in its sole and absolute discretion. Namely, the applicant should have completed appropriate orthodontic training in accordance with requirements recognized by the Executive Committee (i.e., in accordance with the requirements of governing law), and be authorized by such or other relevant law to hold himself/herself out to the public as an orthodontist, and limit his/her practice exclusively to orthodontics. In all cases the decision of the Executive Committee shall be final.
- 4.1.3 If, subsequent to acceptance as a fellow, a national association or society from the same country in which the fellow practices becomes an affiliate of the WFO, such fellow must join such national association or society within three (3) years of the date of the affiliation of the national association or society with the WFO, or the date of renewal of the fellow's membership following affiliation by the organization, whichever is earlier. If any fellow fails to comply with this requirement, the fellow shall be ineligible to be a member of the WFO.
- 4.1.4 In the event that a dues paying fellow belongs to more than one organization affiliated with the WFO, membership representation of said fellow will be determined as follows: The fellow may designate which organization shall be counted for purposes of his/her membership. If the fellow makes no designation following request by the Executive Committee, the representation will be split (1/2- 1/2, etc.) between or among the organizations, and if one organization is a regional organization and the other is a national organization (as determined by the Executive Committee in its sole discretion), the representation shall belong to the national organization.

4.2 Honorary Fellows

- 4.2.1 The Executive Committee, upon receipt of nomination(s) from Council members for honorary fellowship may by two-thirds affirmative vote elect any one or all nominees provided that there shall not be more than twenty (20) living honorary fellows at any one time.
- 4.2.2 Individuals recommended for election to honorary fellowship in the Federation shall be orthodontists or others who, in the discretion of the Executive Committee, have rendered outstanding service to orthodontics.

4.2.3 The salutation for an honorary fellow of the Federation shall be "Hon. WFO."

4.3 Patrons

4.3.1 Individuals other than fellows of the WFO, organizations other than national associations or societies of orthodontists affiliated with the WFO, and commercial companies and other entities who promote the purposes and objectives of the WFO may be elected patrons of the WFO.

4.3.2 The Executive Committee of the WFO may by unanimous ballot elect patrons of the WFO.

4.3.3 Patrons of the WFO shall be elected for a period of five years and shall be eligible for re-election if they satisfy the provisions of Article 4.3.1 at the time of re-election.

4.4 Academic

4.4.1 To be an academic member, applicant must meet the following requirements:

4.4.1.1 Be a non-orthodontist engaged in full-time education or research relating to orthodontics at an accredited institution as defined by a regional or national affiliate organization

4.4.1.2 Be certified by the dean, program director, person of equivalent academic rank and by the president of the national or regional association of orthodontists affiliated with the WFO as fulfilling requirement 4.4.1.1 at the time of application and renewal.

4.5 Student

4.5.1 To be a student member, applicant must meet the following requirements:

4.5.1.1 Be enrolled as a full time student in an accredited orthodontic program as defined by a recognized national or regional affiliate organization.

4.5.1.2 Be certified by the dean, program director, person of equivalent academic rank and by the president of the national or regional association affiliated with the WFO as fulfilling requirement 4.5.1.1 at the time of application and upon renewal.

4.5.2. Student membership shall be limited to a total of five years. Student status shall be verified initially and at the time of renewal, if any.

4.6 Retired

4.6.1. To be a retired member, applicant must meet the following requirements:

4.6.1.1 Be retired from active practice of orthodontics and/or from full-time teaching or research.

4.6.1.2 Status must be certified by the president of the national or regional association affiliated with the WFO as fulfilling this requirement.

4.7 Application for all classes of membership shall be made on the form prescribed by the WFO and submitted to the Secretary-General. Where applicable, the president of the national or regional association of orthodontists affiliated with the WFO shall certify the applicant's qualifications for membership. Any applicant for membership whose application is denied may reapply not earlier than one year following the date of rejection. If the second application is denied, the applicant may file a final reapplication not earlier than two years after the date of rejection of the second application. If the third application is rejected, the applicant may not thereafter reapply for membership in the WFO.

ARTICLE 5: TERMS OF MEMBERSHIP

5.1 Except as otherwise set forth in these *Bylaws* and policy statements of the Federation, all members shall be entitled to all services and privileges applicable to their membership classification.

5.2 Dues

5.2.1 Annual dues, payable in United States for Fellows and Academic members shall be \$ 40.00 payable for a period of three years (\$120.00) at the inception of membership and on every third yearly anniversary thereafter. Fellows and Academic members may pay dues for five (5) years in advance. A discount of 8% will be applied [$\$200.00 \times 0.92$] = \$ 184.00

5.2.2 Annual dues for Student members shall be 50% of Fellowship dues (\$20.00) payable at inception for the length of time an individual is a student not to exceed five years. Student membership includes Gazette subscription.

5.2.3 Annual dues for retired members shall be 50% of Fellowship dues (\$20.00) payable for three years (\$60.00) at inception of membership and every third yearly anniversary thereafter without Gazette subscription; or by 75% of Fellowship dues (\$30.00) payable for three years (\$90.00) at inception and every third yearly anniversary thereafter including Gazette subscription.

- 5.2.4 The dues may be changed periodically upon recommendation of a majority of the Executive Committee and approved by a majority of the Council. Changes in dues will take effect at a time designated by the Council.
- 5.3 Dues are delinquent six months past the due date. Membership in the Federation shall be terminated at that time.
- 5.4 The dues for patrons shall be as established from time to time by the Executive Committee and the Council in like manner.

ARTICLE 6: AFFILIATION OF NATIONAL OR REGIONAL ASSOCIATIONS AND SOCIETIES OF ORTHODONTISTS.

- 6.1 Any national or regional association or society of orthodontists may apply in writing to the Executive Committee for affiliation with the WFO, which shall be accepted upon receiving a two-thirds (2/3) vote of approval by the Executive Committee, and upon satisfaction of all of the following requirements:
- 6.1.1 The Bylaws of the national or regional association or society shall have a category of full membership that is only available for orthodontic specialists. Full members of the association or society shall be entitled to all the privileges of membership, in that organization, including the right to hold office and vote.
- 6.1.2 Membership in the national or regional association or society must be open to all qualified orthodontists within the geographical jurisdiction of the association or society, without regard to orthodontic technique used or philosophy of orthodontic practice.
- 6.1.3 National or regional organizations must not be recognized or perceived by the Executive Committee, in its sole and absolute discretion, as a study club or as an organization formed to promote or advance a particular modality of orthodontic treatment.
- 6.1.4 The Bylaws of the national or regional association or society should provide for sponsorship of or affiliation with a national or regional certifying board or agency in the field of orthodontics.
- 6.1.5 In those countries where an official accrediting agency or commission exists, only the national or regional association or society recognized by the official accrediting agency or commission as the representative organization of the specialty of orthodontics shall be eligible for affiliation.

6.1.6 The national or regional association or society must, in the opinion of the Executive Committee, as determined in its sole and absolute discretion, promote and advance standards consistent with the purposes and objectives of the WFO and/or its affiliated organizations and societies.

6.1.7 National and regional associations are distinct and separate. Members of a WFO-affiliated national association must be educationally qualified and recognized to be orthodontic specialists by governing law, and/or national association bylaws compliant with WFO bylaws, within said country. WFO-affiliated regional associations are organizations composed of two or more WFO-affiliated national associations. WFO-affiliated regional association membership may not include national organizations that are not WFO-affiliated, and no derived group (society, chapter, local organization, *etc.*) of members of a WFO-affiliated regional association is eligible to become a WFO-affiliated national organization.

6.2 The WFO may immediately terminate the affiliation of any association or society of orthodontists previously accepted as an affiliated organization if the national or regional association or society no longer satisfies any of the requirements of Article 6.1. Any such action shall be taken in accordance with Article 12.

6.3 National or regional associations and societies of orthodontists affiliated with the WFO shall be required to pay an annual affiliation fee on a pro-rata basis in proportion to the number of members of their association or society that they represent (see Article 4.1.5) and who are dues paying fellows of the WFO. Initially, the affiliation fee will be \$1.00 per dues-paying member who is a fellow of the WFO, with a minimum annual affiliation fee of \$50.00 for any national or regional association or society. The amount of the annual affiliation fee may be changed periodically upon the unanimous recommendation of the Executive Committee and approval by a majority vote of the Council. Any national or regional association or society that fails to pay the affiliation fee within four years from the due date shall be ineligible to be a member of the WFO, and its affiliation with the WFO shall be terminated. Any association or society that has failed to pay its WFO affiliation fee by the due date shall not be entitled to representation on the WFO Council

unless and until payment of the past due affiliation fee is received by the WFO. If the membership of any national or regional society is terminated by virtue of this provision, its members shall be required to meet the eligibility requirements of Section 4.1.1.

- 6.4 Each regional association or society, and subject to Section 6.7, each national association or society, of orthodontists affiliated with the WFO shall have the right to nominate one representative, who must be a fellow of the WFO, to serve on the Council, which shall be sent to the Secretary-General, along with the term of service for such representative. Subject to the provisions of these *Bylaws*, any such representative may be changed only upon written notification to the Secretary-General by the association or society that appointed the representative.
- 6.5 In addition to the councilors provided for in Article 6.4., forty (40) additional councilors, who must be fellows of the WFO, will be elected every five years by affiliated national or regional associations or societies on a pro-rata basis in proportion to the number of their members who are dues-paying fellows of the Federation, provided no single organization be represented by more than seven (7) of these forty councilors. In the event multiple WFO-affiliated organizations exist within a single country, the total number of councilors for that country may not exceed seven (7). The affiliated organizations shall send the names of the representatives to the Secretary-General prior to the regular meeting of the Council. Such representatives' terms shall commence at the first regular Council Meeting occurring immediately after their election and shall end immediately prior to the next regular Council meeting. Subject to the provisions of these *Bylaws* any such representative may be changed only upon written notification to the Secretary-General by the organization that appointed the representative.
- 6.6 Notwithstanding the foregoing, any councilor may serve more than one, but not more than three, separate or consecutive terms.
- 6.7 In the event that more than one association or society representing the same country should be elected to affiliation by the Executive Committee, that country shall have only one representative on the Council as contemplated by Article 6.4. Said representative will be mutually determined by the national associations or societies concerned. If the organizations are unable to reach mutual agreement, the Executive Committee may, in its sole discretion, determine which organization shall appoint a representative to the Council.

- 6.8 National and regional associations and societies of orthodontists affiliated with the WFO shall be seated according to alphabetical order at all meetings of the Council and General Assembly unless the President directs otherwise.

ARTICLE 7: FINANCES

- 7.1 The WFO shall be supported by dues from fellows, donations of patrons, affiliation fees, any profits from meetings of the IOC, grants, gifts and bequests.
- 7.2 The financing of the IOC shall be the responsibility of the host country. A loan from WFO funds may, in the sole discretion of the Executive Committee, be made to the host country to initiate the organization of the IOC. The loan shall be repaid in full when all accounts for the IOC have been settled.
- 7.3 In the event that income from an IOC exceeds expenditure, the surplus shall be remitted to the WFO. Properly audited accounts must be submitted by the host country to the Secretary-General as soon after the IOC as is practical. After approval of the accounts by the Executive Committee, 50 percent of the net profit shall be awarded to the national or regional association hosting the IOC with the balance going to the WFO.
- 7.4 The financial year of the WFO shall be from January 1 to December 31 inclusive. A statement of the accounts of the Federation and a budget for the forthcoming year shall be prepared by the Secretary-General at the end of each fiscal year, and shall be submitted for approval to the Executive Committee by April 1 of the next fiscal year.
- 7.5 The budget shall be forwarded to all councilors for submission to their respective association or society of orthodontists for information.
- 7.6 The Executive Committee may appoint a qualified accountant in connection with the preparation of financial statements and budgets.
- 7.7 Subject to the provisions of Article 7.8, the Secretary-General, in consultation with the Executive Committee, shall be authorized to allocate funds at his discretion, but will be required to present to the Executive Committee a financial statement showing the allocation of such funds. Officers entitled to reasonable expenses under the provisions of Articles 8.3.4, 9.1.3, and 14.4 shall be encouraged to obtain funding from other sources whenever feasible.

7.8 Under no circumstances shall the funds of the WFO be used to finance the attendance of councilors or delegates at meetings of the Council or IOC, respectively.

ARTICLE 8: GOVERNANCE

The governance of the WFO shall be composed of the General Assembly, the Council and the Executive Committee.

8.1 General Assembly

8.1.1 The General Assembly shall consist of all fellows who are present at the IOC, which shall meet once every five years.

8.1.2 Subject to the provisions of Article 15.3, fellows of the WFO who are unable to attend the General Assembly may not participate by proxy.

8.1.3 The General Assembly will meet at least once during the IOC. The Council may, for good cause, convene a special meeting of the General Assembly between meetings of the IOC. The notice to fellows shall specify the business for which the meeting is to be convened, and the date, time and place of the meeting. Such date shall be not more than 90 nor less than 30 days after the date of the notice. The business of the special meeting shall be limited to that stated in the notice, except other business may be considered upon a three quarters (3/4) vote of the General Assembly.

8.1.4 The General Assembly shall have the power to:

8.1.4.1 receive reports from the Council on the work of the WFO in the intervening period between meetings of the Council;

8.1.4.2 receive information regarding the financial condition of the Federation from the Secretary-General and/or the Executive Committee;

8.1.4.3 receive decisions of the Council regarding the appointment of the President, the Vice-President, the members of the Executive Committee, chairmen of committees and any other officers for the ensuing five years;

8.2 Council

8.2.1 The Council shall consist of:

8.2.1.1 national and regional representatives appointed pursuant to the terms of Article 6.

8.2.1.2 The Secretary-General shall be an ex-officio member of the Council (without the right to vote).

8.2.2 The Council shall have the power to:

8.2.2.1 receive and approve changes to these *Bylaws* and policy statements of the Federation;

8.2.2.2 receive and approve reports from the Executive Committee on the work of the WFO since the last meeting;

8.2.2.3 receive and approve financial statements prepared by the Secretary- General;

8.2.2.4 elect 10 members of the Executive Committee in accordance with the following procedures:

8.2.2.4.1 The composition of 10 members of the Executive Committee shall be from the six major areas of the world as follows: Africa & Middle East, Australia- Indonesia-Malaysia- New Zealand-Philippines- Singapore, Central and East Asia, Central and South America, Europe, North America, and all members of the Executive Committee shall also be fellows of the WFO. At least 18 months prior to the regular meetings of the Council, the Executive Committee shall, in its sole discretion, allocate the 10 positions among the foregoing regions proportionately to the number of fellows in good standing from such areas and advise the affiliated organizations of such allocation

8.2.2.4.2 Any affiliated organization may submit names of qualified candidates to the Nominating Committee of the Executive Committee for members of the Executive Committee. The names must be submitted to the Nominating Committee at least one year prior to the next regular meeting of the Council.

8.2.2.4.3 Nominations and recommendations of the

Nominating Committee of the Executive Committee for members of the Executive Committee shall then be submitted to the Council at least four months prior to the regular meetings of the Council.

8.2.2.4.4 The Council shall receive the report of nominations and recommendations from the Executive Committee and may accept the recommendations of the Nominating Committee, in whole or in part by majority vote, or may, subject to Section 8.2.2.4.1, by two-thirds (2/3) vote per candidate, nominate and elect candidates to serve on the Executive Committee.

8.2.2.5 make recommendations to the Executive Committee for election to honorary fellowship. Such nominations must be made eighteen (18) months prior to the next IOC;

8.2.2.6 establish such committees as shall be required or recommended by the Executive Committee and appoint committee chairmen;

8.2.2.7 approve changes in standing orders and policies governing the work of the Executive Committee;

8.2.2.8 report its decisions under Articles 8.2.2.3, 8.2.2.4, 8.2.2.5 and 8.2.2.8 to the General Assembly.

8.2.3 The Council shall meet at least once during each IOC.

8.2.4 The Executive Committee may, at any time by a two-thirds (2/3) vote, and the Secretary-General shall upon the request of one-half of the affiliated national or regional associations or societies of orthodontists, convene a special meeting of the Council between regular meetings of the Council. Any such request shall specify the business for which the meeting is to be convened, and the date, time and place of the meeting. Such date shall be not more than 90 nor less than 30 days after the date of the notice. The business of the special meeting shall be limited to that stated in the notice, except that other business may be considered upon three-fourths (3/4) vote of the Council.

8.2.5 The business of Council shall be conducted by correspondence

and other legally acceptable means of communication during the intervening periods between regular and special meetings.

8.2.6 The Council shall delegate responsibility for conducting the business of the Federation between regular and special meetings of the Council to the Executive Committee, provided that reports be submitted to the Council at regular intervals.

8.3 Executive Committee

8.3.1 The Executive Committee shall consist of thirteen (13) members, which includes the 10 members referenced in Section 8.2.2.4.1, the President, the Secretary-General, and one member who shall be a representative of, and elected by, the association or society affiliated with the WFO that will be the host organization for the next IOC. The Secretary-General will serve as an ex-officio member (without the right to vote) of the Executive Committee.

8.3.2 In addition to other duties set forth in these *Bylaws*, the Executive Committee shall have the power to:

8.3.2.1 determine the site for the next IOC;

8.3.2.2 advise the host country on all aspects of the organization of the IOC, and establish policies for the organization, and supervise the production, of the IOC;

8.3.2.3 elect nominees to honorary fellowship in the Federation.

8.3.2.4 approve the budget submitted by the Secretary-General;

8.3.2.5 approve changes in standing rules governing the duties of the President, the Vice-President, the Secretary-General and other officers;

8.3.2.6 approve additional regional or national organizations for affiliation; and

8.3.2.7 receive, consider and nominate candidates from those submitted by affiliated organizations for election to the Executive Committee, and provide the list of these nominations to the Council at least four months prior to the Council's meeting.

8.3.3 The Executive Committee should hold meetings in the interval between meetings of the IOC. The reasonable expenses of such

meetings may be defrayed by the WFO if so provided in the approved annual budget of the Federation.

- 8.3.4 In the intervening period between meetings, the business of the Executive Committee shall be conducted by correspondence and other legally acceptable means of communication.
- 8.3.5 Members of the Executive Committee shall be eligible to serve on the Executive Committee for no more than two consecutive terms unless they are serving in an ex-officio capacity or unless they have been elected President of the Federation.
- 8.3.6 In the event that the office of President, Vice-President, Secretary-General, or any seat on the Executive Committee or other committee should become vacant, the Executive Committee shall appoint an individual to fill the unexpired term of office; provided, that such person shall not automatically succeed to the office for which such person was appointed to fill.
- 8.3.7 Members of the Executive Committee shall serve on the Nominating Committee, which shall be appointed by the President. This Nominating Committee shall have the responsibility to review nominations from the affiliated organizations for positions on the Executive Committee and to submit nominations for Executive Committee members to the Council. The report of the Nominating Committee shall be reviewed and accepted by the entire Executive Committee prior to presentation to the Council.

8.4 Standing Committees

8.4.1 Bylaw and Policy Committee

8.4.1.1 Shall consist of three Executive Committee members elected by the Committee to serve a term of five years or until replaced

8.4.1.2 Duties

8.4.1.2.1 Periodically review the Bylaws and Policy manual and recommend changes as necessary

8.4.1.2.2 Assist in drafting proposed bylaw amendments for language and content consistent with the existing bylaws

8.4.2 Awards Committee

8.4.2.1 Shall consist of the current members of the Executive Committee and the Secretary-General. The President shall serve as chair of the Committee; the Secretary-General shall be a member of this committee without the right to vote.

8.4.2.2 Duties

8.4.2.2.1 The purpose of this committee shall be to recognize those persons who have rendered distinguished service to the WFO and to the specialty of orthodontics.

8.4.2.2.2 The Awards Committee shall have the authority to develop named awards, appropriate to this Association, and shall develop the policy required to administer all aspects of these awards.

ARTICLE 9: OFFICES OF PRESIDENT, VICE-PRESIDENT, SECRETARY-GENERAL

9.1 President

9.1.1 The President shall be nominated by the Executive Committee (i.e., prior to the IOC meeting) from among its then-existing members and the members of the immediately-prior Executive Committee. The President shall be elected for a term of five (5) years by a simple majority of the Executive Committee. No President elected pursuant to this provision shall be eligible for re-election to that office. The President will preside over the next IOC, meetings of the Executive Committee, meetings of the Council and meetings of the General Assembly that may be held during his/her term.

9.1.2 The office of the President shall be held without a stipend.

9.1.3 Funds shall be made available after consultation with the Executive Committee to defray the reasonable expenses of the President or his or her designee in connection with such activities undertaken on behalf of WFO.

9.2 Vice-President

- 9.2.1 A Vice-President shall be nominated from among the members of the most recently elected Executive Committee (i.e., following the IOC meeting), who must be elected by a simple majority of the seated Executive Committee and shall serve for a term of five (5) years.
- 9.2.2 The Vice-President shall not automatically succeed the President, but shall be eligible for election to that or any other office.
- 9.2.3 The Vice-President shall assume the duties of the President either at the President's request or in the President's temporary absence.
- 9.2.4 The Office of Vice-President shall be held without a stipend.

9.3

Secretary-General

- 9.3.1 A Secretary-General shall be nominated and appointed by a simple majority of the Executive Committee for a term of five years.
- 9.3.2 The Secretary-General shall serve as the chief executive officer and shall be responsible for the day-to-day administration of the WFO, the General Assembly, the Council, the Executive Committee, and the administrative operation of the IOC.
- 9.3.3 The Secretary-General shall report at regular intervals to the Executive Committee
- 9.3.4 The Secretary-General shall be responsible for the collection, supervision and allocation of all WFO funds. He/she shall be required to submit statements of income and expenditure and budgets annually to the Executive Committee.
- 9.3.5 The Secretary-General shall be responsible for the Secretariat and shall have the power to employ such secretarial assistance as he/she considers necessary, the salaries of such staff being borne by the WFO. Any expenses incurred by the Secretary-General, or by any member of the Secretariat on his behalf, in connection with the business of the WFO shall be paid by the WFO.
- 9.3.6 The Secretary-General shall be responsible for ensuring that the WFO *Newsletter* is published semi-annually and disseminated to all fellows.
- 9.3.7 The Office of Secretary-General shall be a paid position with the

salary and the terms of the contract set by the Executive Committee.

ARTICLE 10: SECRETARIAT

The headquarters of the WFO and the Secretariat shall be at a location designated by the Executive Committee in its discretion.

ARTICLE 11: OFFICIAL LANGUAGE

The official language of the WFO shall be English, and all correspondence or meetings of the Federation shall be conducted in English. Meetings of the IOC shall be conducted in English and, at the discretion of the host country, the host country's language. Notwithstanding this provision, simultaneous translations of scientific sessions of the IOC to other languages as feasible is recommended.

ARTICLE 12: DISCIPLINARY AND TERMINATION PROCEEDINGS

12.1 Grounds for Action

12.1.1 The WFO, on its own volition or upon receipt of a written complaint from any other person, reserves the right to discipline any of its fellows and to terminate the affiliation of any affiliated organization. Disciplinary action of a fellow may include reprimand, suspension or expulsion. Violation of these *Bylaws* or any lawful rule of practice duly adopted by this Federation or any other conduct prejudicial to the interests of this Federation, shall constitute sufficient cause for disciplinary or termination action hereunder.

12.1.2 Each fellow and affiliated organization hereby expressly waives the right to hold the Federation, Executive Committee, Council, officers, fellows, councilors, delegates, employees, and any of its affiliated organizations responsible for any damage, pecuniary or otherwise, as a result of disciplinary or termination proceedings against any member or affiliated organization.

12.2 Disciplinary Proceedings

12.2.1 Jurisdiction: This Federation has jurisdiction to bring disciplinary proceedings against a fellow and termination proceedings against an affiliated organization, which shall be conducted by the Executive Committee.

12.2.2 Investigation: The President shall select three of its

members (the "Investigating Committee") to investigate any complaints against a fellow or whether the affiliation of an affiliated organization should be terminated. The Investigating Committee may conclude, in its sole discretion and based upon a preliminary review of any complaint, that the complaint contains insufficient information on which to base an investigation, or is patently frivolous or inconsequential. In such case, the matter may be disposed of by written notice to the complainant. If the Investigating Committee concludes that a complaint constitutes a valid and actionable inquiry, the Investigating Committee shall conduct a confidential investigation in order to determine whether disciplinary action or termination may be warranted.

Such an investigation shall include contacting the accused fellow or affiliated organization, as the case may be, and the complainant, if any, and gathering all relevant facts. The Investigating Committee shall file its report and recommendations with the President within a reasonable time after notification of the complaint. If the Investigating Committee determines that no disciplinary action is warranted, or that termination of the affiliated organization is unwarranted, it shall notify the accused fellow, or the affiliated organization, as the case may be, President, and Secretary-General of this Federation. The notice to the accused fellow or the affiliated organization shall be in writing and sent via certified mail- return receipt requested (or other similar means).

12.2.3 If the Investigating Committee determines that disciplinary action against a fellow is warranted, or that termination of the affiliated organization is warranted, the Executive Committee shall follow the procedures set forth below:

12.2.3.1 Notice: The accused fellow or organization, as the case may be, shall be notified in writing of the charges and his/her/its right to a hearing before three members of the Executive Committee selected by the President who shall not be members of the Investigating Committee (the "Hearing Committee"). Such notification shall be sent by mail, with return receipt requested (or other similar means), to the member's or organization's address of record. The accused fellow or organization shall be notified that he/she/it may request

a hearing before the Hearing Committee in order to appear and may present evidence, and that he/she may be represented by legal counsel, if desired, at his or her expense.

12.2.3.2 Hearing: Upon timely written request from the accused fellow or organization, which must be given by certified mail, return receipt requested (or other similar means), to the WFO Secretary- General within thirty (30) days of the notice to the accused fellow or organization of the right to a hearing, the accused fellow or organization shall be entitled to a private hearing before the Hearing Committee at which time he/she/it shall be given the opportunity to present his/her/its response. The hearing shall be conducted in accordance with the procedures adopted by the WFO at a place and time selected by the Hearing Committee in its sole discretion, and the accused fellow or organization shall be given reasonable advance notice of the date, time and place of the hearing. The members of the Hearing Committee shall elect from their number a Hearing Officer, who shall preside at the hearing and issue any appropriate procedural or evidentiary rulings, and summarize the results of the investigation at the hearing for the other members. Formal rules of evidence or civil procedure shall not be required. The Hearing Committee may consider any relevant material.

12.2.3.3 Decision: Every disciplinary decision of the Hearing Committee shall be in writing. Each written decision shall specify the charges made against the fellow, or charges for termination of an organization, as the case may be, the facts which substantiate any or all of the charges, the decision rendered by the Hearing Committee, the penalty imposed or the decision as to termination of affiliation, the fact that the accused fellow or organization has a right of appeal and the time for filing a notice of appeal. Within ten (10) days of the date on which the decision is rendered, a copy thereof shall be sent by mail, with return receipt requested (or other similar means), to the WFO's last known address of each of the following parties: the accused fellow or organization, the secretary of the affiliate

organization of which he/she is a member (in the case of a fellow), the President and the Secretary-General.

12.3 Appeals

- 12.3.1 An accused fellow or organization receiving an adverse decision from the Hearing Committee shall have the right to appeal from such a decision by filing a notice of appeal with the Secretary-General of this Federation.
- 12.3.2 The notice of appeal must be in writing and filed with the Secretary-General of this Federation within thirty (30) days of receipt of the notice of the adverse decision.
- 12.3.3 Each party to an appeal shall be entitled to submit a brief in support of his/her/its position. The accused fellow or organization and the Hearing Committee shall submit his/her or its brief to the Secretary-General of the WFO via certified mail, return receipt requested (or other similar means), within ninety (90) days from when the appeal was filed.
- 12.3.4 No decision shall become final while an appeal therefrom is pending or until the thirty (30) day-period for filing notice of appeal has elapsed.
- 12.3.5 Within thirty (30) days of the receipt of a notice of appeal, the President of this Federation will name and determine their willingness to serve, three members to an Ad Hoc Appeals Panel and three alternates, no one of whom shall have been a member of the Investigating Committee or Hearing Committee. The Secretary-General of this Federation will notify the accused fellow or organization of the names of the three fellows via certified mail, return receipt requested (or other similar means). If the accused fellow or organization shows good cause why any named fellow is unacceptable, an alternate(s) will be selected by the President of the Federation. This selection shall be final. The Panel shall notify the Hearing Committee and the accused fellow or organization of the time and place of the hearing, such notice to be sent by mail, with return receipt requested (or other similar means), to the last known address of the parties to the appeal and mailed not less than thirty (30) days prior to the date set for the hearing.
- 12.3.6 The Panel shall meet within a reasonable time from the time when the appeal was filed. The accused fellow or organization may have one representative appear, at his/her/its expense, before the Panel to make oral or written presentations to, and to respond to questions from, the Panel. The Hearing Officer shall designate a representative to appear before the Panel to support the decision of the Hearing Committee and to respond to

questions of the Panel. Either party may be represented by counsel; however, the proceedings shall be conducted on an informal basis.

12.3.7 The Panel shall be required to review the decision on appeal and determine whether the charges against the accused fellow or organization support the decision or warrant the penalty imposed or the termination of affiliation, as the case may be. The Panel shall not be required to consider additional evidence unless there is a clear and convincing showing that either party to the appeal will be unreasonably harmed by failure to consider the additional evidence.

12.3.8 Every decision on appeal shall be reduced to writing and shall clearly state the conclusion of the Panel and reasons for reaching the conclusion. The Panel shall have the discretion to:

12.3.8.1 Uphold the decision of the Hearing Committee which brought charges against the accused fellow or the affiliated organization;

12.3.8.2 Reverse all or any part of the decision of the Hearing Committee which brought charges and thereby exonerate the accused fellow or the affiliated organization;

12.3.8.3 Deny an appeal which fails to satisfy the requirements of these *Bylaws*;

12.3.8.4 Refer the case back to the Hearing Committee for a new proceeding, if the rights of the accused fellow or the affiliated organization under all applicable *Bylaws* were not accorded him/her/it; or

12.3.8.5 Accept the findings of the Hearing Committee, but impose a different penalty.

12.3.9 Within a reasonable time from the date on which a decision on appeal is rendered, a copy thereof shall be sent by mail, with return receipt requested (or other similar means), to the WFO's last known address of each of the following parties: The accused fellow or the affiliated organization, as the case may be, the President of the affiliate organization of which he/she is a member (in the case of a fellow), the President and the Secretary-General of this Federation.

12.4 Resignation

12.4.1 If a fellow or affiliated organization who is the subject of a complaint or other disciplinary or termination action by this Federation resigns at any

time during the pending of the proceeding, the matter shall be dismissed and the fellow or organization may not thereafter reapply for any class of membership or for affiliation, as the case may be.

12.5 Reporting Requirement

12.5.1 The WFO shall report any disciplinary information to such agency or agencies as may be required or permitted by any applicable law.

ARTICLE 13: AMENDMENTS TO THE BYLAWS

13.1 Proposals for amendments to these *Bylaws* must be submitted to the Executive Committee not less than five months before the next Council meeting. The Committee will forward the proposed amendments with recommendations to the Council not less than three months before the next Council meeting. Executive Committee recommendations to the Council regarding *Bylaws* require approval by a two-thirds (2/3) affirmative vote of the Committee.

13.2 A two-thirds (2/3) vote of the Council is required to approve the recommended changes to the *Bylaws*, which may occur at regular or special meetings of the Council or by written ballot in the interim.

ARTICLE 14: INTERNATIONAL ORTHODONTIC CONGRESS

14.1 The country in which the next IOC is to be held will be determined by the Executive Committee after consultation with members of the profession in the country selected.

14.2 A Congress Committee in the host country shall be appointed by the President in consultation with the Executive Committee and appropriate officials in the host country. The Congress Committee shall consult with the Executive Committee and the Secretary-General with regard to all arrangements for the IOC.

14.3 The Congress Committee shall be responsible for securing the financial assistance required for the IOC, although an initial sum to commence the work may be advanced by the WFO.

14.4 In the event IOC proceeds are insufficient to cover the reasonable expenses of the President, Vice-President, Secretary-General, and/or Secretariat in attending the International Orthodontic Congress, the same shall be paid by the WFO.

14.5 All fellows shall be eligible to attend the IOC, together with their families, upon payment of the registration fee. Members of their families shall be known as "Accompanying Persons."

- 14.6 Practitioners who are not fellows of the Federation may be permitted to attend the IOC. Such practitioners shall be called "Guests" and shall be required to pay a higher registration fee than that charged to fellows. Members of fellows' families shall receive priority with regard to events scheduled on the programs.
- 14.7 National and regional representatives at the IOC shall be indicated as such.
- 14.8 The Congress Committee shall be required to prepare a report following the IOC and to supply the report and relevant IOC literature and documents to the Secretariat.
- 14.9 The time period of the IOC shall be determined by the Executive Committee, after consultation with the representative national or regional association in the host country, but shall not, in any case, exceed one week in duration.
- 14.10 The date of the IOC shall be determined by the Executive Committee provided it is held within a five-year period from the preceding IOC.
- 14.11 The program for the IOC shall provide for at least one meeting of the Council and at least one meeting of the General Assembly.
- 14.12 The retiring President shall preside over the meeting of the General Assembly, the Council and all other material functions of the IOC.

ARTICLE 15: DISSOLUTION OF THE FEDERATION

- 15.1 The decision to dissolve the WFO can only be made by a three-fourths (3/4) vote of the General Assembly.
- 15.2 In addition, any motion proposing dissolution of the WFO must be submitted by either one-half of the affiliated national or regional associations and societies of orthodontists or by all members of the Executive Committee per the following procedure.
- 15.3 Any motion proposing dissolution must be submitted to the General Assembly by the Executive Committee or the affiliated organizations at least one year before the meeting of the General Assembly at which it is to be decided. Such a motion must be sent to all fellows of the WFO individually, each of whom shall have the opportunity to vote in person or by proxy.
- 15.4 Notwithstanding the foregoing, for dissolution to occur, an absolute majority of all fellows of the Federation must approve the motion.
- 15.5 If, upon dissolution and after all the Federation's debts are settled and all of its liabilities are satisfied, there remains any property or funds, the same shall neither be paid to nor distributed among the Fellows of the WFO. The funds shall, to the extent permitted by law, be transferred either to some institution, institutions or funds having objectives similar to those of the Federation, or used for some other charitable purposes as recommended by a simple majority vote of the Executive Committee and

approved by a majority vote of the Council of the WFO.

ARTICLE 16: INDEMNIFICATION

The Federation shall indemnify to the fullest extent authorized or permitted by law any person made, or threatened to be made, a party to an action, suit or proceeding (whether civil, criminal, administrative or investigative) by reason of the fact that he/she is or was a councilor of, officer of, employee of, or a fellow elected or appointed to any position of responsibility within this Federation.

ARTICLE 17: PARLIAMENTARY AUTHORITY

The current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* shall govern this Federation in all parliamentary situations that are not provided for in the law or in this Federation's corporate charter, Bylaws or adopted rules.