

SOCIETY FOR CRANIOFACIAL GENETICS AND DEVELOPMENTAL BIOLOGY

Mission: *SCGDB is a professional society committed to advancing the knowledge, health care and prevention of craniofacial disorders through education and research.*

Vision: *Decrease the incidence of birth defects involving the craniofacial region.*

Constitution

Amended by Executive Committee and approved by Membership on August 4, 2016

Article I

The organization shall be known as the Society of Craniofacial Genetics and Developmental Biology, Inc. to be known hereafter in this document as the Society.

Article II

Definition

The name of the Society emphasizes the importance of craniofacial structures to the research, teaching and patient care efforts of our membership and specifically delineates the craniofacial complex as our area of expertise.

Furthermore, the designation of genetics in the title of the Society emphasizes the use of interdisciplinary methodology and knowledge of genetics for study of the craniofacial complex.

The addition of developmental biology to our name in 2011 reflects the integration of genetics, embryogenesis, growth and development.

Article III

Objectives

The objectives to the Society shall be:

1) To promote understanding of the genetics, anatomy and biology of the craniofacial structures in the health sciences and in the practice of health delivery.

- 2) To promote teaching of craniofacial genetics and developmental biology in the health sciences. This includes an explicit evolutionary perspective enabling the informed use of animal models in the pursuit of knowledge and development of therapeutics.
- 3) To promote basic and clinical research efforts in craniofacial genetics and developmental biology.
- 4) To provide a forum for interdisciplinary communication among professionals interested in craniofacial anomalies and normal development and function of craniofacial structures.
- 5) To provide a focus for application of research results in craniofacial genetics to clinical care and management of patients with such problems.

Article IV

Officers

The officers of the Society shall consist of the President, Vice President, Treasurer and Secretary.

Article V

Board of Directors

The Board of Directors of the Society shall consist of the immediate past Society President, either the immediate past Society Secretary or immediate past Society Treasurer (whoever has most recently stepped down following elections), and two American Association for Anatomy representatives that will be appointed by the American Association for Anatomy Board of Directors.

Article VI

Membership

The general membership of the Society shall consist of individuals engaged in training, teaching, research, or patient care involving anatomy, genetics, developmental biology and other biological sciences relevant to the craniofacial complex. Each dues-paid member shall be a voting member.

Article VII

Amendments

The Constitution and By-Laws may be amended at the annual meeting by a 2/3 vote of dues-paid members in attendance at that meeting, provided that a copy of the proposed changes are circulated by mail to the membership at least 30 days prior to that meeting.

By-Laws

Article 1

Duties of Officers

Section 1.

The President shall preside at all official meetings of the Society. He/she shall be a member of all standing committees. He/she shall appoint the members and the chairperson of each of the standing and ad hoc committees. In the event that an officer or committee chairperson of the Society is incapacitated or resigns his/her post as officer, the President shall appoint a replacement who shall perform the duties of that office until the next annual meeting. He/she shall perform all duties that pertain to the Office of the President. The usual length of the Presidency is two years.

Section 2.

The Vice President shall preside at meetings in the absence of the President and shall succeed to the office of President at the end of the President's term. In the event that the president is incapacitated or resigns his/her position as President, the Vice President shall automatically succeed to that office. The usual length of the Vice Presidency is two years, followed by a two-year role as President.

Section 3.

The Treasurer shall have those duties that typically pertain to that Office. The Treasurer shall have a supervisory and custodial role over all aspects of financial management, working closely with other members of the Executive Committee to safeguard the organization's finances. The Treasurer is responsible for general financial oversight of the Society, financial reporting, planning, banking, book keeping and record keeping. The usual term of the Treasurer is two years

Section 4.

The Secretary shall have those duties that typically pertain to that office. The Secretary shall keep detailed notes of all executive committee meetings and the annual meeting as well as standing committee activities. The Secretary will work closely with the to maintain current list of members and awareness of website notifications and updates. The usual term of the Secretary is two years.

Article II

Executive Committee

The routine business of the Society between annual meetings shall be conducted by the Executive Committee. This Committee shall consist of the President, the Vice President, Treasurer and Secretary. If necessary, the immediate Past-President and either immediate past Secretary or immediate past Treasurer (whoever has most recently stepped down following elections) may join this committee for briefings. Members of the

Executive Committee cannot hold more than one office on the Executive Committee simultaneously.

Article III

Standing Committees

Standing committees will be used when the membership is of sufficient numbers to require them for the planning of the annual meeting and for carrying out the normal annual tasks of the Society. In the event that they are needed, the Standing Committees of the Society shall be:

Committee on Nominations

Committee on Membership

Committee on Program and Local Arrangements

Article IV

Meetings and Election of Officers

Section 1.

The Society will have one business meeting annually. Election of officers will take place during the annual meeting. Additional meetings may be scheduled by the Executive Committee with 60 days written notice to the membership.

Section 2.

The President shall serve for two years, from the end of the annual meeting at which elected to the end of the second subsequent annual meeting, at which time he/she shall become the immediate Past President.

Section 3.

The Vice President shall serve for two years, from the end of the annual meeting at which elected to the end of the second subsequent annual meeting when he/she shall succeed the President.

Section 4.

The Treasurer shall serve for 2 years, from the end of the annual meeting at which he/she is elected to the end of the second sequential annual meeting, at which time he/she shall become the immediate Past Treasurer.

Section 5

The Secretary shall serve for 2 years, from the end of the annual meeting at which elected to the end of the second sequential annual meeting, at which time he/she shall become the immediate Past Secretary.

Section 6.

Nominations for the offices of President, Vice President, Treasurer and Secretary, will be sought by announcement to the membership by email and on the Society website. Nominations may be made by dues-paid members by email to the Executive Committee prior to the annual meeting, or from the floor. Nominations will be presented at the annual meeting. A simple majority of dues-paid members, present and voting, shall suffice for election to office.

Section 7.

All officers shall be dues-paid members.

Article V

Board of Directors

The Society shall have a Board of Directors composed as described in Article V of the Constitution. All four members shall have voting rights identical to those given to all members of Society as described in Article VI of the Constitution. Should one of the Society representatives resign from the Board of Directors during their term, the Executive Committee shall appoint another Society member to fulfill the remaining term of the representative who has stepped down.

Article VI

Annual Dues

Section 1.

Membership in the Society will require joint membership in the American Association for Anatomy (AAA). Annual dues for the Society shall be assessed on each member and paid as part of the membership registration with AAA through the AAA website. ~~on a calendar year basis and are payable via the website by an annual date (usually midsummer) for the following calendar year.~~ Upon payment of dues, an individual shall be a member of AAA and the Society in good standing, entitled to all membership rights and benefits of both organizations. AAA/Society membership statements will be emailed by the website AAA annually. The amount of dues shall be determined by a simple majority vote of the dues-paid members present at the annual meeting.

Section 2.

Failure to remit dues automatically cancels voting privileges and status as an elected officer. Payment of dues will result in reinstatement.

Article VII

Membership

Section 1.

Applicants for membership shall submit their fee via the Society website. All new members will have access to the Constitution and By-Laws via the website.

Article VIII

Governing Rules

Section 1.

The Constitution and By-Laws shall be the governing documents for all business of the Society.

Section 2.

Robert's Rules of Order shall be employed in the conduct of all Society meetings. A simple majority of dues-paid members present shall determine the outcome of all voting matters except as specified in Article VII of the Constitution and in Article VIII of the By-Laws.

Article IX

Dissolution

Section 1.

Dissolution of the Society may only occur with approval, in an email ballot, of two thirds (2/3) of the dues-paid members who respond within 30 days of emailing of notice to the members. Dissolution should be considered if the membership drops to less than that required to operate the Society and its annual meeting, or if the membership feels that the Society cannot fulfill the objectives in Article III of the Constitution.

Section 2.

In the event of dissolution, all remaining assets, after payment of expenses, will be given to a charitable, teaching, or scientific organization.

Section 3.

A simple majority of dues-paid members shall determine the recipients of the remaining assets of the Society.