FACIAL PLASTIC SURGERY™
AMERICAN ACADEMY OF FACIAL PLASTIC AND RECONSTRUCTIVE SURGERY, INC.

The AAFPRS

ITS HISTORY
The American Academy of Facial Plastic and Reconstructive Surgery (AAFPRS) was founded in 1964 and represents more than 2,700 facial plastic and reconstructive surgeons throughout the world. The AAFPRS is a National Medical Specialty Society of the American Medical Association (AMA). The AAFPRS holds an official seat in the AMA House of Delegates and on the American College of Surgeons board of governors.

ITS MEMBERS
The majority of AAFPRS members and fellows are certified by the American Board of Otolaryngology-Head and Neck Surgery, which includes examination in facial plastic and reconstructive surgery procedures, and the American Board of Facial Plastic and Reconstructive Surgery. Other AAFPRS members are surgeons certified in ophthalmology, plastic surgery, and dermatology.

ITS PURPOSE
The AAFPRS was founded in 1964 as an autonomous professional society representing the specialty of facial plastic surgery. The mission of the AAFPRS is:

- To promote the highest quality facial plastic surgery through education, dissemination of professional information, and the establishment of professional standards;

- To achieve understanding and recognition of the specialty of facial plastic surgery by the medical profession, hospitals, and other medical care entities, legislative and regulatory bodies, and the public at large;

- To define facial plastic surgery as a specialty that requires intensive training and competence, embodies high ethical standards, artistic ideals, commitment to humanitarian service, and a desire to enhance the quality of human life;

- To serve as the public's information source on facial plastic surgery; and

- To assist members in the practice of facial plastic and reconstructive surgery, guiding them in the delivery of high quality, cost-effective medicine and surgery.

With over 2,700 members, the Academy is the world's largest international association of facial plastic surgeons and the only organization dedicated solely to the advancement of facial plastic and reconstructive surgery.

AAFPRS Leadership and Committees 2003-2004

EXECUTIVE COMMITEE

The year indicates the expiration of term as a board member.

Keith A. LaFerriere, MD, President (2005)
Dean M. Toriumi, MD, Immediate Past President (2004)
Steven J. Pearlman, MD, President-elect (2006)
Peter A. Hilger, MD, Secretary (2005)
Donn R. Chatham, MD, Treasurer (2004)
Daniel E. Rousso, MD, Group VP for Education (2006)
Robert M. Kellman, MD, Group VP for Membership & Society Relations (2004)
William E. Silver, MD, Group VP for Public & Regulatory Affairs (2005)
H. Devon Graham, III, MD, Group VP for Research, Awards, & Development (2006)
Richard D. Gentile, MD, Treasurer-elect (2007)+
Kriston J. Kent, MD, Group VP for Membership and Society Relations-elect (2007)+

BOARD OF DIRECTORS

The Board also includes all those listed under the Executive Committee.

Kevin Shumrick, MD, Director-at-Large (2004)
Joseph K. Wong, MD, Canadian Regional Director (2005)
Thomas Romo, III, MD, Eastern Regional Director (2004)
Lawrence J. Marentette, MD, Midwestern Regional Director (2005)
Edward H. Farrior, MD, Southern Regional Director (2005)
Jonathan M. Sykes, MD, Western Region Director (2004)
Philip J. Miller, MD, Young Physician Representative (2005)
William H. Truswell, MD, Eastern Region Director-elect (2007)*
Corey S. Maas, MD, Western Region Director-elect (2007)*
Stephen C. Duffy, Executive Vice President+

* Non-voting member
\+ Ex-officio, non-voting member of the Executive Committee

PAST PRESIDENTS

Dean M. Toriumi, MD 2002
Shan R. Baker, MD 2001
Russell W.H. Kridel, MD 2000
Devinder S. Mangat, MD 1999
Stephen W. Perkins, MD 1998
G. Richard Holt, MD 1997
Peter A. Adamson, MD 1996
Wayne F. Larrabee, Jr., MD 1995
Roger L. Crumley, MD 1994
H. George Brennan, MD 1993
J. Regan Thomas, MD 1992
Fred J. Stucker, MD 1991
Norman J. Pastorek, MD 1990
Ted A. Cook, MD 1989
Frank M. Kamer, MD 1988
John R. Hilger, MD 1987
E. Gaylon McCollough, MD 1986
Robert L. Simons, MD 1985
Richard L. Goode, MD 1984
Howard W. Smith, MD, DMD 1983
M. Eugene Tardy, Jr., MD 1982
Charles J. Krause, MD 1981
Sidney S. Feuerstein, MD 1980
Jerome A. Hilger, MD 1979
George A. Sisson, MD 1978
Leslie Bernstein, MD, DDS 1977
*Richard C. Webster, MD 1976
*Carl N. Patterson, MD 1975
*Trent W. Smith, MD 1974
G. Jan Beekhuis, MD 1973
Walter E. Berman, MD 1972
*Jack R. Anderson, MD 1971
*William K. Wright, MD 1970
*Ira Tresley, MD 1969
*Morey L. Parkes, MD 1968
Richard T. Farrior, MD 1967
*John J. Conley, MD 1966
*John T. Dickinson, MD 1965
*Irving B. Goldman, MD 1964
*Deceased

2003-2004 COMMITTEES

The year indicates expiration of term as committee members or chairs. Staff liaisons are noted after each committee roster.

AUDIT COMMITTEE

2004 William J. Binder, MD, Chair
2004 Donn R. Chatham, MD
2005 Tom D. Wang, MD
Richard D. Gentile, MD, Ex-officio
Lisa Sarrge, Staff Liaison

ENDOWMENT INVESTMENT COMMITTEE

2006 Harrison C. Putman, III, MD, Chair
2004 Donn R. Chatham, MD
2005 John W. Pate, Jr., MD
Richard D. Gentile, MD, Ex-officio
Lisa Sarrge, Staff Liaison

CREDENTIALS COMMITTEE

2004 Gregory H. Branham, MD, Chair, Midwestern Region
2005 Daniel E. Rousso, MD, Southern Region
2006 John F. Hoffmann, MD, Western Region
2007 Donna J. Millay, MD, Eastern Region
2008 Joseph K. Wong, MD, Canadian Region
Fatima Porter-EL, Staff Liaison

ETHICS COMMITTEE
Dean M. Toriumi, MD
Shan R. Baker, MD
Stephen W. Perkins, MD
Robert L. Simons, MD
Ronald J. Caniglia, MD
Keith A. LaFerriere, MD
Paul S. Nassif, MD
2004 Gregory H. Branham, MD
2004 Edward H. Farrior, MD
Donna J. Millay, MD
2006 Lee Smith, MD
Steve Duffy, Staff Liaison

NOMINATING COMMITTEE
Dean M. Toriumi, MD, Chair
2004 David A.F. Ellis, MD
E. Gaylon McCollough, MD
Edwin F. Williams, MD
2005 Donn R. Chatham, MD
Devinder S. Mangat, MD
Fred J. Stucker, MD
Steve Duffy, Staff Liaison

MEMBERSHIP/RESIDENCY RELATIONS COMMITTEE
Mimi S. Kokoska, MD, Chair
Corey S. Maas, MD, Sr. Advisor
John M. Hodges, MD, Sr. Advisor
Eugene Alford, MD, Sr. Advisor
Vito C. Quatela, MD, Sr. Advisor
2004 Stephen C. Adler, MD
Jolene E. Andryk, MD
Mark M. Beaty, MD
Charles M. Boyd, MD
J. Madison Clark, MD
2005 Maria S. Chand, MD
Albert W. Chow, MD
Richard E. Davis, MD
Grant Gillman, MD
Mark Hamilton, MD
Jennifer Parker Porter, MD
Arvind Prabhat, MD
John Rhee, MD
Deborah Watson, MD
2006 Manoj T. Abraham, MD
Edward W. Chang, MD
Elbert Cheng, MD
Craig Cupp, MD
Dean G. Davis, MD
Stephen A. Goldstein, MD
John M. Hilinksi, MD
Roger Horioghu, MD
Timothy F. Kelley, MD
David Kim, MD
Corey C. Moore, MD
Marc S. Zimbler, MD
Maria Atkins, Staff Liaison

MULTIMEDIA COMMITEE
Brock D. Ridenour, MD, Chair

ELECTRONIC MEDIA SUBCOMMITTEE
(Part of Multimedia Committee)
Brock D. Ridenour, MD, Chair
Keith A. LaFerriere, MD, Sr. Advisor
Arlen D. Meyers, MD, Sr. Advisor
2004 Roman P. Bukachevsky, MD
Robert A. Guida, MD
Jon Mendelsohn, MD
2006 Sam Lam, MD
Sam Most, MD
Bernard L. Pacella, Jr., MD
David M. Powell, MD
Brook M. Seeley, MD
Wyatt C. To, MD
Rita Chua Magness, Staff Liaison

EDITORIAL REVIEW SUBCOMMITTEE
(Part of Multimedia Committee)
2004 Wayne F. Larrabee, Jr., MD
David Reiter, MD, DMD
2005 William E. Silver, MD, Chair
2006 Daniel E. Rousso, MD
Jim E. Gilmore, MD
Mimi S. Kokoska, MD
Steven J. Pearlman, MD
Steven R. Mobley, MD
Rita Chua Magness, Staff Liaison

PUBLICATIONS SUBCOMMITTEE
(Part of Multimedia Committee)
Jim E. Gilmore, MD, Chair
Richard D. Gentile, MD, Sr. Advisor
Sherard A. Tatum, III, MD, Sr. Advisor
2004 Thomas Funcik, MD
David F. LaPatka, MD
Wyatt C. To, MD
2005 Andrew C. Campbell, MD
Robert W. Dolan, MD
Joseph J. Moravec, MD
2006 Terry L. Donat, MD
J. Filipe Garcia, MD
J. Randall Jordon, MD
Maureen A. Muecke, MD
Edward H. Szachowicz, II, MD
Suzanne W. Yee, MD
Rita Chua Magness, Staff Liaison

WORLDWIDE WEB SUBCOMMITTEE
(Part of Multimedia Committee)
Stuart H. Bentkover, MD, Chair
Philip J. Miller, MD, Sr. Advisor
Peter A. Hilger, MD, Sr. Advisor
2004 Manoj T. Abraham, MD
Jon Mendelsohn, MD
David C. Pearson, MD
2005 John Hilinksi, MD
James Jordan, MD
2006 Andrew C. Campbell, MD
David A.F. Ellis, MD
Richard D. Gentile, MD
Theda Kontis, MD
Sam Lam, MD
Arlen D. Meyers, MD
Sam Most MD
Brock D. Ridenour, MD
Raj P. TerKonda, MD
Rita Chua Magness, Staff Liaison

PUBLIC INFORMATION COMMITTEE
Ronald J. Caniglia, MD, Chair
J. George Smith, Jr., MD, Sr. Advisor
Donn R. Chatham, MD, Sr. Advisor
Philip J. Miller, MD, Sr. Advisor
2004 Robert A. Guida, MD
Mark Hamilton, MD
Pamela S. Henderson, MD
Keith A. LaFerriere, MD
Maureen A. Muecke, MD
Ernest B. Robinson, MD
James L. Rossiter, MD
2005 Andrew C. Campbell, MD
Maria S. Chand, MD
J. Filipe Garcia, MD
Richard D. Gentile, MD
Raj P. Kanodia, MD
Steven R. Mobley, MD
Stuart G. Selkin, MD
2006 Mark M. Beaty, MD
Neil A. Gordon, MD
Paul E. Kelly, MD
Paul S. Nassif, MD
Edward H. Szachowicz, II, MD
Marc S. Zimbler, MD
Rita Chua Magness, Staff Liaison

REGULATORY AND SOCIOECONOMIC AFFAIRS COMMITTEE
Ross A. Clevens, MD, Chair
David Reiter, MD, DMD, Sr. Advisor
2004 Robert del Junco, MD
John M. Hodges, MD
Sam Naficy, MD
Michael Setzen, MD
2005 Khalid Chowdhury, MD
Gary Churchill, MD
Jeffrey J. Joseph, MD
Mary Lynn Moran, MD
Joseph J. Moravec, MD
Deborah Watson, MD
2006 Roger A. Allcroft, MD
Babak Azzizadeh, MD
Elbert Cheng, MD
Mark J. Glasgold, MD
Neil A. Gordon, MD
Kriston J. Kent, MD
Corey S. Maas, MD
Steven R. Mobley, MD
Steve Duffy, Staff Liaison

YOUNG PHYSICIANS COMMITTEE
Paul S. Nassif, MD, Chair
David Sherris, MD, Sr. Advisor
Philip J. Miller, MD, Ex-officio
2004 J. Madison Clark, MD
Suzanne K. Doud Galli, MD
Tanveer A. Janjua, MD
Sam Naficy, MD
Jennifer Parker Porter, MD
Kurtis A. Waters, MD
Elizabeth Whitaker, MD
2005 Robert McLaughlin, MD
2006 Stephen C. Adler, MD
Min Ahn, MD
Oneida A. Arosarena, MD
Ben Bassichis, MD
Mark M. Beaty, MD
Charles M. Boyd, MD
Paul E. Kelly, MD
Jefferson Kilpatrick, MD
Matthew Kienstra, MD
Matthew Mingrone, MD
Steven R. Mobley, MD
Eric Moore, MD
David B. Rosenberg, MD
Brook Seeley, MD
Mark S. Zimbler, MD
Steve Duffy, Staff Liaison

WOMEN IN FACIAL PLASTIC SURGERY COMMITTEE
2004 Donna J. Millay, MD, Chair
Robin Brody, MD
Jacqueline T. Cheng, MD
Suzanne K. Doud Galli, MD
Cynthia M. Gregg, MD
Pamela S. Henderson, MD
Theda S. Kontis, MD
Amy Lai, MD
Mary Lynn Moran, MD
Jennifer P. Porter, MD
Maryann P. Wall, MD
Deborah Watson, MD
Elizabeth Whitaker, MD
Michelle R. Yagoda, MD
Suzanne W. Yee, MD
2005 Stacie D. McClane, MD
Krista Olson, MD
2006 Amita Bagal, MD
Maria S. Chand, MD
Caryl Herrington, Staff Liaison

AAFPRS 2003-2004 Official Delegates and Representatives

Accreditation Association for Ambulatory Health Care (AAAHC)
Gerald G. Edds, MD

American Academy of Otolaryngology-Head and Neck Surgery (AAO-HNS)
David Reiter, MD, DMD, Governor
David A. Sherris, MD, Legislative Representative to Board of Governors
Steven J. Pearlman, MD, Public Relations Representative to Board of Governors

American Board of Otolaryngology (ABOto)
Roger L. Crumley, MD, Liaison

American College of Surgeons (ACS)
Peter A. Hilger, MD, Governor
Dean M. Toriumi, MD, RRC Representative

American Medical Association (AMA)
Russell W.H. Kridel, MD, Delegate
Gregory H. Branham, MD, Alternate Delegate
Charles M. Boyd, MD, Delegate to Young Physicians Section
Brian P. Maloney, MD, Alternate Delegate to Young Physicians Section
Kenneth W. Anderson, MD, Delegate, Resident Physicians Section
Wayne F. Larrabee, Jr., MD, Editor, *Archives of Facial Plastic Surgery*
David Reiter, MD, DMD, Clinical Quality Improvement Representative
Mark V. Connelly, MD, CPT-4 Advisory Committee Representative
Edward H. Farrior, MD, CPT-4 Advisory Committee Alternate Representative
Lee E. Smith, MD, Delegate, Relative Value Update Committee
Theda C. Kontis, MD, Alternate Delegate, Relative Value Update Committee
John "Mac" Hodges, MD, Domestic Violence Project

AAFPRS Committee Charges 2003-2004

The charges for each committee are those provided in the Bylaws or established as standing charges by virtue of past actions of the Academy Board of Directors.

AUDIT COMMITTEE
Reviews the audited statements of the Academy and performs inquiries and reviews as it deems appropriate to ensure itself of the proper use of Academy funds.

CREDENTIALS COMMITTEE
Verifies the qualifications of applicants to become fellows, members, and international members and conducts investigations, personal interviews, or inquiries it deems necessary.

ETHICS COMMITTEE
Responsible for complaint and grievance review regarding moral and ethical issues. All complaints or requests for disciplinary action shall be made in writing and addressed to the executive vice president of the Academy. The committee shall consist of the immediate past president as chair, as well as three other past presidents, two AAFPRS board members and two other fellows appointed by the president, chairs of committees governing credentials, public information and young physicians.

MEMBERSHIP/RESIDENCY RELATIONS COMMITTEE
Reviews new members and retention statistics and makes recommendations to the Academy Board of Directors regarding membership goals; reviews membership promotions program, including international membership; and makes suggestions to staff and Board of Directors as appropriate.

Maintains continuing communication with residency training directors and facial plastic contacts; encourages teaching of facial plastic surgery in residency programs; recommends to the Foundation Board of Directors videotapes that should be offered to residency programs at a discount; and promotes Academy membership and benefits to residents.

MULTIMEDIA COMMITTEE

Electronic Media Subcommittee. Makes recommendations to the Academy Board of Directors regarding future topics for the John Dickinson Memorial Library, and videotapes that should be withdrawn; identifies and helps solicit commercial support for the development of videotapes; may make recommendations to the Academy Board of Directors concerning the development of audiovisual materials for instructional or marketing purposes; reviews the use of the Learning Center and may make recommendations regarding its staffing, equipment, refurbishing, and funding. Recommendations are forwarded from the Academy Board to the Foundation Board, as appropriate.

Editorial Review Subcommittee. Reviews and approves storylines and timelines in advance for both *Facial Plastic Times* and *Facial Plastic Surgery Today*; reviews copy for *Facial Plastic Surgery Today* to ensure content accuracy.

Publications Subcommittee. Reviews and suggests updating of patient brochures, as well as new titles; recommends editorial policy for *Facial Plastic Times* and *Facial Plastic Surgery Today;* oversees direction of Academy's pages in the *Archives of Otolaryngology-Head and Neck Surgery*; and oversees publication of other printed communications as directed by Academy Board of Directors. Recommendations are forwarded from the Academy Board to the Foundation Board, as appropriate.

Worldwide Web Subcommittee. Reviews all matters related to the structure and content of the AAFPRS Web site. Recommends to the Board of Directors policies to govern this communications and public information medium.

NOMINATING COMMITTEE
Nominates two persons each year for each position vacant on the Nominating Committee. It must nominate at least two candidates for all other vacant positions.

PAST PRESIDENTS COUNCIL
Functions as an advisory body to the Academy President, may be asked to advise the Academy's Ethics Committee, and collects materials for Academy archives.

PUBLIC INFORMATION COMMITTEE
Develops overall strategy for public information programs, including FPSIS, for approval by Academy Board of Directors; recommends programs and budget for public information activities to Board of Directors; and establishes a reciprocal liaison with AAO-HNS Public Information Committee.

REGULATORY AND SOCIOECONOMIC AFFAIRS COMMITTEE
Provides guidance to Academy representatives to the Accreditation Association for Ambulatory Health Care (AAAHC) Board of Directors and recommendations to the AAFPRS Board in regard to policies and programs concerning ambulatory health care. Monitors medical-related activities of federal and state legislatures and state boards of medicine, and socioeconomic developments at all levels that affect facial plastic surgeons and, as appropriate, recommends action(s) to the Academy Board of Directors; recommends presentations and topics to program chairmen and to publications committee; maintains liaison with appropriate AAO-HNS committee(s) as well as with committees of other organizations; works to build stronger alliances with other specialty groups in support of mutual goals; makes recommendations to the appropriate education committee regarding interspecialty programs; and provides guidelines and suggests policies for issues related to all aspects of a facial plastic surgery practice.

WOMEN IN FACIAL PLASTIC SURGERY
Provides support to female members; recruits and encourages women to pursue careers in facial plastic surgery; and encourages participation by our female members in research, education, and leadership roles in the AAFPRS and the medical community.

YOUNG PHYSICIANS COMMITTEE
The Young Physicians Committee will function within AAFPRS as a vehicle to formulate and present to the Board of Directors matters of concern to young physicians. Its members will also serve as mentors to their peers and help increase visibility and enhance the education process among AAFPRS younger peers as to the expertise and training of facial plastic and reconstructive surgeons.

BYLAWS
of the American Academy of Facial Plastic and Reconstructive Surgery

Article I
NAME

The name of the Academy shall be the American Academy of Facial Plastic and Reconstructive Surgery.

Article II
OBJECTIVES AND PURPOSES

The objectives and purposes of the Academy shall be as stated in the Articles of Incorporation.

Article III
MEMBERSHIP PROCEDURES
Section 1. Nature of Membership

Membership in the Academy is a privilege which shall be extended only to professionally competent, licensed physicians with MD or DO degrees who continually meet the qualifications, standards and requirements for membership established by the Academy and as contained in the Articles of Incorporation, Bylaws, fellowship pledge, rules and regulations, and policies adopted by the membership or the board of directors. Only those individuals who can document to the satisfaction of the Academy their background, training, experience, reputation, character, ethics, and health will be granted Academy membership. No individual shall, as a matter of right, be entitled to membership solely on the basis of board certification, admission to any other professional organization or society, years of service, or hospital clinical privileges. No persons shall be elected or remain members of the Academy without adequately demonstrating that they are of good reputation and standing within their community and of high ethical character and professional repute.

Section 2. Categories of Membership

There shall be ten categories of membership in the Academy, namely, Fellows, Members, Resident Members, Associate Members, International Members, Emeritus Members, Honorary Members, Retired Members, Inactive, and Presidential Members.

Section 3. Application

Applications for membership shall be submitted on forms provided by the Academy and shall designate the category for which application is made. All applications for membership shall be supported by sponsors as stated by criteria adopted by the board of directors.

Section 4. Procedure for Consideration

Applications for resident members and emeritus members shall require the approval of the secretary only. Resident members may be automatically advanced to members upon proof of certification by an appropriate examining board. Applications for fellows, members, and international members who have not previously been resident members shall be forwarded to the credentials committee, which shall investigate the qualifications and eligibility. Such investigation may include an interview with the candidate by one or more members of the credentials committee, or a designee. The credentials committee, upon completing its deliberations and investigations, shall make a recommendation to the board of directors concerning the candidate's qualification for membership.

Section 5. Board Action

The board of directors shall act upon all recommendations by the credentials committee. An affirmative vote of two-thirds of the directors present at a meeting shall be required for approval for membership in the Academy. In the event of an adverse recommendation by the credentials committee or an adverse action by the board of directors, in recognition of the fact that membership in the Academy is honorary in nature and no candidate shall be entitled to question the decision by way of a hearing or otherwise.

Section 6. Fellowship Pledge

All candidates for membership must sign the fellowship pledge as set out in Article XVIII of these bylaws before their election to membership is complete.

Section 7. Suspension of Requirements

The board of directors shall, in its sole discretion, have authority to suspend any or all of the general or specific requirements for membership.

Article IV
SPECIFIC REQUIREMENTS FOR EACH CATEGORY OF MEMBERSHIP
Section 1. Fellows

(a) Fellows shall be diplomates of (1) a recognized American examining board of medical specialists in a specialty applicable to the head and neck area or its equivalent; (2) fellows of the American College of Surgeons or fellows of the Royal College of Surgeons (C), or diplomates of the American Board of Facial Plastic and Reconstructive Surgery (ABFPRS); and (3) citizens or residents of the United States or Canada.

(b) Fellows must have training and experience in facial plastic and reconstructive surgery and shall have been actively engaged in such practice for a period of three years prior to application to be eligible for this membership status.

(c) Candidates to become fellows must submit a detailed report of thirty-five major facial plastic and reconstructive surgical procedures performed within a 12-month period in accordance with the criteria for such procedures established by the board of directors. In addition, candidates shall submit a listing and brief description of every surgical procedure performed in the same 12-month period prior to application.

(d) Fellows shall enjoy all the privileges, rights, duties, and obligations of fellowship in the Academy.

Section 2. Members

(a) Members shall be diplomates of a recognized American examining board of medical specialists in a specialty applicable to the head and neck area or its equivalent, have the requisite training and experience in facial plastic and reconstructive surgery as determined by the board of directors, and be citizens or residents of the United States or Canada.

(b) Members, after a period of three years, are encouraged to seek to upgrade to fellow membership status by applying for promotion to fellow membership status and submitting evidence that they are qualified for promotion.

(c) Candidates for membership must submit a list of every

surgical procedure performed within the twelve-month period prior to application.

(d) Members shall enjoy all the privileges, rights, duties, and obligations of membership, except the right to hold an elective office, chair a committee, or serve as a member of an elected committee. A member may, however, serve as the young physician representative to the board of directors.

Section 3. Resident Members

(a) Resident members shall be physicians who are in residency training and who are interested in facial plastic surgery. They may retain their membership for up to two years after completion of residency training with the expectation that during this time they will become board-certified by a recognized American examining board of medical specialties in a specialty applicable to the head and neck area or its equivalent.

(b) Resident members will be automatically advanced to members upon proof of certification by an appropriate examining board.

(c) Resident membership may be terminated four years after completion of residency training or proof of certification by an appropriate examining board has been submitted in accordance with these bylaws. An exception may be granted by the board of directors in extenuating circumstances, such as military service. Any termination will be without entitlement to question the decision by way of hearing or otherwise.

(d) Resident members shall enjoy all the privileges, rights, duties, and obligations of membership except the right to vote at membership meetings or hold an elective office, chair a committee or serve as a member of an elected committee. They may, however, serve on committees.

Section 4. Associate Members

(a) Associate members shall be physicians who have completed residency and who are interested in facial plastic surgery. They may retain their membership for up to four years after completion of residency training with the expectation that during this time they will become board-certified by a recognized American examining board of medical specialties in a specialty applicable to the head and neck area or its equivalent and upgrade to member status.

(b) Associate members will be automatically advanced to members upon proof of certification by an appropriate examining board and paying an application fee to the Academy. The amount of the fee is determined by the board of directors.

(c) Associate membership may be terminated four years after completion of residency training if proof of certification by an appropriate examining board has not been submitted in accordance with these bylaws. An exception may be granted by the board of directors in extenuating circumstances, such as military service. Any termination will be without entitlement to question the decision by way of hearing or otherwise.

(d) Associate members shall enjoy all the privileges, rights, duties and obligation of membership except the right to vote at membership meetings or hold an elective office, chair a committee or serve as a member of an elected committee. They may, however, serve on committees.

Section 5. International Members

(a) International members shall be physicians who are not citizens or residents of the United States or Canada but who meet all the other requirements for membership.

(b) International members shall enjoy all the privileges of membership in the Academy, except the right to vote at membership meetings, hold an elective office, chair a committee or serve as a member of an elected committee. They may, however, serve on committees.

Section 6. Emeritus Members

(a) Fellows, members, and international members in good standing, who by reason of physical infirmity or retirement from practice after the age of 70, perform no surgery, or those age 65 who have been dues-paying members for 25 years, may be granted emeritus membership status by the secretary upon written request. A fellow who thereby attains emeritus status shall become an emeritus fellow. A member who attains emeritus status shall become an emeritus member. An international member who attains emeritus status shall become an emeritus international member.

(b) Emeritus fellows and emeritus members shall enjoy all the membership privileges of members in the Academy but shall not be required to pay dues or assessments. Emeritus international members shall enjoy all the privileges of international members but shall not be required to pay dues or assessments.

Section 7. Honorary Members

(a) Honorary members shall be persons of outstanding achievement who have been approved by the board of directors.

(b) Honorary members shall enjoy all the rights and privileges of membership except the right to vote at membership meetings, hold an elective office, or serve on a committee. They shall not pay dues, registration fees, social fees, or any other assessments.

Section 8. Presidential Members

(a) Emeritus members who have shown distinguished service to the Academy may be specifically honored by the board of directors through nomination by the president and approval of the board of directors.

(b) Presidential members shall enjoy all the membership privileges of members in the Academy, but shall not be required to pay dues or assessments.

Section 9. Retired Members

A member, fellow, or international member who has retired from active practice and is not eligible for emeritus membership may become a retired member or fellow upon request to the board of directors and approval of that request by a majority vote of the board of directors. Retired members or fellows shall enjoy all of the privileges and responsibilities of members. Retired members or fellows shall pay a nominal fee as determined from time to time by the board of directors.

Section 10. Inactive Members

A member, fellow, or international member who is no longer engaged in the active practice of medicine by reason other than retirement may become “inactive” upon request to the board of directors and approval of that request by majority vote of the board of directors. Reinstatement as a member shall be at the discretion of the board of directors upon submission of an application or other information and the payment of such fees and

assessments as the board of directors may determine to be equitable. Inactive member status shall be subject to annual review. Inactive members are exempt from paying dues but shall pay a nominal fee as determined from time to time by the board of directors. Inactive members shall forfeit membership privileges to vote, hold committee membership, serve as a committee chair, or hold elected office.

Section 11. Criteria for Continued Membership

The board of directors shall adopt criteria for eligibility for continued membership for each category of membership from time to time; such criteria may include, but are not limited to, evidence of continued medical education. Failure to comply with such criteria as adopted shall result in termination of membership.

Section 12. Board of Directors' Authority Regarding Membership Privileges

Notwithstanding anything else in these bylaws, the board of directors may limit the use of the Academy's trademarks and service marks (whether or not registered) and participation in certain Academy activities to a specified category or categories of membership.

Article V
CONFIDENTIALITY OF ACTION

The entire contents of any application for membership in the Academy for whatever category, shall be privileged and confidential and shall not be subject to publication or public dissemination whether voluntary, involuntary, or by operation of law. Said application shall be forwarded only to appropriate individuals in the Academy, including the credentials committee and the board of directors for consideration. Any investigation or inquiries made or responses received by these individuals shall likewise be privileged and confidential. Candidates shall at no time be permitted to review or copy the contents of their application files. Publications to the members of the Academy of a list of candidates for membership and of a list of newly elected members or of current members shall not be considered to be a disclosure of the contents of the application file.

Article VI
DISCIPLINE
Section 1. Forms of Disciplinary Action

All disciplinary actions shall be taken by the board of directors. The board may censure, reprimand, suspend, expel, or otherwise discipline members.

Section 2. Automatic Expulsions

Loss of unlimited medical license or board certification shall result in automatic expulsion from Academy membership. The following may result in automatic expulsion from Academy membership:

(a) Failure to attend one regional or semi-annual scientific meeting of the Academy or an Academy-sponsored course during a three-year period without good cause as determined by the board of directors.

(b) Failure to pay dues.

Section 3. Grounds for Disciplinary Action

A member may be disciplined for any of the following reasons:

(a) Failure to comply with the requirements contained in the Articles of Incorporation, Bylaws, fellowship pledge, or the rules, regulations, and policies of the Academy as adopted by the membership of the board of directors.

(b) Continued failure to comply with the applicable requirements for membership.

(c) Any professional or personal conduct which adversely reflects on the Academy.

Section 4. Complaints and Procedures

All complaints or requests for disciplinary action shall be made in writing and addressed to the executive vice president of the Academy.

The Ethics Committee shall meet to consider the matter. If it determines that the alleged offense would potentially warrant suspension or expulsion from Academy membership, it shall schedule a meeting with the member in question. The member in question shall be notified at least thirty days in advance of the date, place, and time of the meeting as well as the nature of the complaint. The member may appear before the Ethics Committee to discuss the concerns. The purpose of the meeting shall be to provide an intra-professional forum for the resolution of the concerns specified. An adversarial proceeding is not contemplated and the involvement of legal counsel is discouraged so as not to impede the intra-professional nature of the meeting. However, should the member wish to have an attorney present, the member shall notify the Ethics Committee in advance. The role of legal counsel shall be limited to advising a client, and no formal participation shall be permitted. The Academy may, in such case, also request that its attorney be present. The Ethics Committee shall submit written recommendations to the board of directors. If the recommendations are for suspension or expulsion, written notice shall be sent to the affected member not less than thirty days prior to the scheduled date of the meeting of the board of directors at which the matter is to be considered, informing the individual that a written submittal to the board of directors may be made. A copy of the recommendation of the Ethics Committee shall be included in such written notice. The member in question may submit any written materials the member wishes up until ten days before meeting.

Disciplinary action of a member of the Academy shall require the affirmative vote of not less than two-thirds of the directors voting at a meeting. Notice of the final decision shall be sent to the affected member.

Section 5. Status During Proceedings

The status of a member involved in disciplinary proceedings shall remain unaltered during such proceedings, except in the case of automatic terminations.

Article VII
RESIGNATION
Section 1. Written Notice

Any member may resign by filing a written resignation with the Academy. Resignation does not relieve that member of the obligation for charges accrued and unpaid.

Section 2. Return of Membership Certificate

Upon resignation or removal from membership by action of the board of directors, the Academy membership certificate shall be returned to the Academy immediately.

Article VIII
BOARD OF DIRECTORS

Section 1. General Powers

The board of directors shall be the overall policymaking body for the Academy and shall have overall responsibility for the programs and business of the Academy.

Section 2. Composition and Term

(a) The board of directors shall be composed of the officers of the Academy, the immediate past president, the regional directors, and the young physician representative, and an at-large director.

(b) All directors shall serve with vote except the secretary-elect, treasurer-elect, vice-presidents-elect, and executive vice president, who shall serve as non-voting, ex-officio members of the board.

(c) Directors shall serve terms concurrent with their terms of office except for regional directors, who shall serve staggered three-year terms. The young physician representative and regional directors are not eligible for election to consecutive terms.

(d) The young physician representative will serve one, three-year term. For purposes of this section, the young physician representative is defined consistent with section 7.52 of the Constitution and Bylaws of the American Medical Association.

(e) Regional Directors

Five regional directors shall reside in and represent each of the following geographic areas:

Eastern		
Connecticut	Maryland	New York
Delaware	Massachusetts	Pennsylvania
District of Columbia	New Hampshire	Rhode Island
Maine	New Jersey	Vermont
Midwestern		
Illinois	Michigan	North Dakota
Indiana	Minnesota	Ohio
Iowa	Missouri	South Dakota
Kansas	Nebraska	Wisconsin
Southern		
Alabama	Mississippi	Tennessee
Arkansas	North Carolina	Texas
Florida	Oklahoma	Virginia
Georgia	Puerto Rico	Virgin Islands
Kentucky	South Carolina	West Virginia
Louisiana		
Western		
Alaska	Idaho	Oregon
Arizona	Montana	Utah
California	Nevada	Washington
Colorado	New Mexico	Wyoming
Hawaii		
Canadian	All Provinces	

They shall serve staggered three-year terms and shall not be eligible to succeed themselves in office for one additional term. They shall be elected to office by their respective regional members as stated in Article XI, Section 2.

(f) The immediate past president, regional directors, young physician representative, and at large director may only serve one term in their respective offices.

Section 3. Vacancies

A vacancy on the board of directors because of death, resignation, refusal to act, removal or disqualification, or otherwise, shall be filled as follows:

(a) If the director had served by virtue of an elective office, and if a successor in office has been elected, then the successor in office shall fulfill the term as director.

(b) If the director had served by virtue of being the immediate past president, then no one shall be elected or appointed to fulfill his term as director. In this instance, the number of directors shall be reduced by such vacancy for purposes of determining a quorum.

(c) If the director held an office for which no successor has been elected, or of the director had been a regional director or the Young Physician Representative, then a successor director shall be elected in accordance with these bylaws.

(d) If a vacancy in office is temporarily filled under these bylaws, the office filling that vacancy shall also act as a director, if the holder of that office is a director under these bylaws.

(e) If there is an unfilled vacancy on the Board of Directors, the number of directors shall be reduced by such vacancy for purposes of determining a quorum.

Section 4. Regular Meetings

Three regular meetings of the board of directors shall be held, one in conjunction with the annual meeting of the Academy. The board of directors may provide by resolution the time and place to hold additional regular meetings of the board without other notice than such resolution.

Section 5. Special Meetings

Special meetings of the board of directors may be called by the president or by a majority of the directors. The person or persons authorized to call special meetings of the board may fix the time and place to hold any special meetings of the board called by them.

Section 6. Notice

Notice of any regular, special or telephone meeting of the board of directors shall be sent to each director not less than fifteen days before such meeting. Notice may be waived in writing by a director either before or after a meeting. Neither the business to be transacted at nor the purpose of any regular or special meeting of the board need be specified in the notice or waiver of notice of such meeting.

Section 7. Quorum and Manner of Acting

A majority of the board of directors shall constitute a quorum. A majority of the quorum at any meeting of the board shall constitute action by the board unless otherwise provided by law or by these bylaws.

Section 8. Informal Action by Directors

Any action required or permitted to be taken at a meeting of the board of directors may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by all directors entitled to vote.

Section 9. Telephone Meetings

Meetings may be conducted by telephone provided that all directors participating in such telephone meeting may communicate with each other. A majority of directors shall constitute a quorum for telephone meetings, and the act of the majority of the quorum shall constitute action by the board.

Section 10. Compensation

Directors shall not receive compensation for their services, but by any action of the board of directors, expenses may be allowed for attendance at meetings of the board or for official representation of the Academy.

Section 11. Executive Committee

The executive committee of the board shall consist of the president, immediate past president, president-elect, secretary, treasurer, group vice president for membership and society relations, and group vice president for public and regulatory affairs. The secretary-elect, vice president-elect for regulatory and public affairs, vice president-elect for membership and society relations, group vice president for education, group vice president for research, development, and awards, and executive vice president shall serve as ex-officio members without votes and without being counted to determine a quorum. The executive committee shall act for the board between meetings. Four members of the executive committee shall constitute a quorum. All actions taken by the executive committee must be reported to the board at the next duly convened meeting of the board.

Section 12. Indemnification

The corporation shall indemnify any and all of its present and former directors, officers, employees, agents, committee members, or any person who may have served at its request or by election as a director or officer of another corporation or association in accordance with policies adopted from time to time by the board of directors.

Section 13. Removal or Suspension from Office

The board of directors may remove from office any officer or director who is convicted of any criminal offense, who pleads guilty or *nolo contendere* to any criminal offense, or who suffers disciplinary sanctions from any medical or regulatory disciplinary board or organization or who fails to perform the duties of that office. The board of directors may suspend from active service as an officer or director any member who is charged with criminal activity or who is charged with a disciplinary violation.

Article IX
OFFICERS
Section 1. Officers

The officers of the Academy shall be as provided in this article.

Section 2. Qualifications

Only fellows in good standing shall be eligible for election as officers. Past presidents shall not be eligible to hold any office other than regional vice president or at-large member of the board.

Section 3. President

The president shall serve a one-year term and shall not be eligible for re-election. The president shall be the chief spokesperson for the Academy. The president's authority and duties shall include, but not be limited to: presiding at all meetings of the Academy, the board of directors, and the executive committee; appointing committee members and chairmen of committees, with the approval of the board, where permitted by these bylaws; selecting, with approval of the board of directors, individuals to serve as liaisons to appropriate organizations, as needed or desired; serving as an ex-officio member without vote on all committees of the Academy, except the credentials and nominating committees; filling vacancies in office or committees between annual meetings where permitted by these bylaws; acting in the event of an emergency or to correct any violations of these bylaws; and performing all duties incident to this office and such other duties as may be prescribed by the board of directors from time to time.

Section 4. President-Elect

In the absence of the president or in the event of the president's death or inability or refusal to act, the president-elect shall perform the duties of the president and when so acting shall have the powers of and be subject to all the restrictions upon the president. The president-elect shall succeed to the office of president at the close of the next annual meeting following election as president-elect, or in the event of the death or inability or refusal to act of the president. In the event the president-elect succeeds to the office of the president by reason other than natural succession, the president-elect shall serve for the remaining unfulfilled term of the current president and an additional one-year term of office as president. The president-elect shall be an ex-officio member, without vote, of all committees of the Academy, except the credentials and nominating committees.

Section 5. Executive Vice President

The board of directors shall employ an executive vice president to manage the Academy's programs and business. The executive vice president shall be given the necessary authority and be held responsible for the direction, administration, and coordination of the Academy in all of its activities, subject only to such policy as may be adopted and such orders as may be issued by the board of directors. The executive vice president shall have a continuing term of office until resignation or termination by the board of directors. The executive vice president shall be an ex-officio member, without vote, of all committees of the Academy, except the Credentials Committee.

Section 6. Group Vice President for Education

The group vice president for education shall be responsible for the supervision and direction of all educational activities and shall provide liaison to the AAFPRS Foundation in those fields.

The group vice president for education shall serve a three-year term and may only serve one term in this office.

Section 7. Group Vice President for Public and Regulatory Affairs

The group vice president for public and regulatory affairs shall be responsible for the supervision and direction of the Academy's public and regulatory affairs and shall coordinate the activities related to multimedia, regulatory and socioeconomic affairs,

marketing, public information and relations.

The group vice president for public and regulatory affairs shall serve a three-year term and may only serve one term in this office.

Section 8. Group Vice President for Research, Awards, and Development

The group vice president for research, awards, and development shall be responsible for the supervision and direction of all activities in the areas of research, awards, and development and shall provide liaison to the AAFPRS Foundation in those fields. The group vice president for research, awards, and development shall serve a three-year term and may only serve one term in this office.

Section 9. Group Vice President for Membership and Society Relations

The group vice president for membership and society relations shall be responsible for the supervision of the Academy's membership and public relations and shall coordinate the activities relating to membership and residency relations, societies relations and young physician's section.

The group vice president for membership and society relations shall serve a three-year term and may only serve one term in this office.

Section 10. Treasurer

The treasurer oversees the administration of all funds, securities, and assets of the Academy and shall report regularly to the executive committee, board of directors, and membership on the Academy's financial status. The treasurer shall present an annual budget to the board of directors for its review and adoption. The treasurer shall perform other duties incident to the office as may be prescribed by the board of directors or president. The treasurer shall serve a three-year term and may only serve one term in this office.

Section 11. Treasurer-Elect

At the annual meeting preceding the expiration of the term of office of the current treasurer, a treasurer-elect shall be elected to serve for a one-year term of office. The treasurer-elect shall succeed to the office of treasurer upon the expiration of the incumbent treasurer's term of office, or upon the treasurer's death, resignation, or removal. The treasurer-elect, in the absence of the treasurer or in the event of the treasurer's inability or refusal to act, shall perform the duties of and be subject to all restrictions upon the treasurer. The treasurer-elect shall serve as an ex-officio member of the board of directors without vote and executive committee without vote.

Section 12. Secretary

The secretary ensures that accurate minutes are kept of all meetings of the Academy, board of directors, and executive committee; ensures that all notices are duly given in accordance with the provisions of these bylaws or as required by law; oversees the keeping of a register of the address of each member; and directs the publication and mailing of the list of nominees for officers, directors, and committees prepared by the nominating committee.

The secretary shall perform all duties incident to the office and such other duties as from time to time may be assigned by the president or the board of directors. Upon the death of both the president and the president-elect, the secretary shall assume the office of president for the remainder of the term. The secretary shall serve a four-year term of office and may only serve one term in this office.

Section 13. Secretary-Elect

At the annual meeting preceding the expiration of the term of office of the current secretary, a secretary-elect shall be elected to serve for a one-year term of office. The secretary-elect shall succeed to the office of secretary upon the expiration of the incumbent secretary's term of office, or upon the secretary's death, resignation, or removal. The secretary-elect, in the absence of the secretary or in the event of the secretary's inability or refusal to act, shall perform the duties and be subject to all restrictions upon the secretary. The secretary-elect shall serve as an ex-officio member of the board of directors and executive committee without vote.

Section 14. Vice-Presidents-Elect

At the annual meeting preceding the expiration of the terms of office of the group vice presidents, vice-presidents-elect shall be elected to serve for a one-year term of office, one designated for each of those group vice presidencies. Each vice-president-elect shall succeed to the respective office of group vice president upon the expiration of that group vice president's term of office, or upon that group vice president's death, resignation, or removal. The vice president-elect, in the absence of the group vice president or in the event of the group vice president's inability or refusal to act, shall perform the duties and be subject to all restrictions upon the group vice president. The vice presidents-elect shall serve as ex-officio members of the board of directors and executive committee without vote.

Section 15. Vacancies

A vacancy in any office, except that of president-elect, secretary-elect, treasurer-elect, vice president-elect, or immediate past president because of death, resignation, refusal to act, removal or disqualification, or otherwise, may be filled by appointment by the president until the next annual meeting, unless otherwise provided by these bylaws. At the next annual meeting, the Nominating Committee will present nominees to fill any such vacancies for consideration in accordance with these bylaws. A vacancy in the office of president-elect shall be filled in accordance with these bylaws.

Section 16. Timely Performance of Duties

All officers shall discharge their duties in a timely fashion.

Article X
ELECTED COMMITTEES
Section 1. Classification

The credentials committee, audit committee, and nominating committee members shall be elected by the membership.

Section 2. Nominating Committee

The nominating committee shall consist of seven fellows, six of whom shall be elected, and the seventh being the immediate past president of the Academy, who shall serve as committee chairman.

Nominating committee members shall serve two-year staggered terms with three members elected each year. Nominating committee members may serve two terms, but those terms may not be consecutive. The immediate past president's service on the committee as chair ex-officio may not count against the two-term limit.

Section 3. Credentials Committee

The credentials committee shall consist of six members, including five elected members representing each of the regions, who have been fellows in the Academy for at least three years. Members shall serve staggered five-year terms. In addition, the chairman of the credentials committee shall be designated by the board of directors and may serve for three terms of two years each. The chairman must have served three years on the committee to qualify as chairman. The credentials committee shall be responsible for verifying the qualifications of applicants to become fellows, members, and international members, and shall conduct whatever investigations, personal interviews, or inquiries it deems necessary. Each member of the credentials committee shall treat all applications and information obtained during any interview or inquiry as privileged and confidential and shall not make any public disclosure or publication of said information except to the board of directors as heretofore provided.

Section 4. Audit Committee

The audit committee shall consist of five members, three of whom must be elected, and the treasurer and executive vice president shall serve ex-officio without vote. Elected members shall serve three-year staggered terms with one member elected each year. The function of the audit committee shall be to review the audited statements of the Academy and perform inquiries and reviews as it deems appropriate to ensure itself of proper use of Academy funds. The audit committee shall report annually to the board.

Section 5. Vacancies

If a member of either of these committees is unable to fulfill his term of office for any reason, the president shall appoint a successor to serve until the next annual meeting.

Article XI
ELECTIONS
Section 1. Nominations

(a) Nominations for office can be made only by the nominating committee, or by petition.

(b) The nominating committee shall prepare a slate of nominees for the various offices, committees, and directorships, and any vacancies. The slate shall contain at least two names for each vacancy. The nominating committee will propose at least two eligible candidates each year for the positions on the nominating committee to be vacated that year. Their report will be mailed to voting members by May 1 of the year of the annual meeting.

(c) Additional nominations for the various offices may be made with prior written consent of the nominees by one or more written petitions of ten voting members in good standing received by the secretary by June 1 prior to the annual meeting. By August 1 notice of additional nominees will be mailed to the members.

Section 2. Voting

(a) Elections of officers, directors, and elected committee members shall be held by ballot of those members present and eligible to vote and by those members eligible to vote who have cast mail ballots in accordance with the procedure described in these bylaws. The candidate with the most votes will fill the office or place. If more than two candidates for election to the nominating committee each receive majority votes, the places shall be filled by the two receiving the largest number of votes.

(b) Regional directors shall be elected by members of their respective regions.

(c) Credentials committee members representing their respective regions shall be voted on by the total membership.

Section 3. Commencement of Term

The term of office or services for those elected at an annual meeting shall commence at the close of said meeting.

Article XII
STANDING COMMITTEES
Section 1. Past Presidents Council

The past presidents council shall consist of all past presidents of the Academy and shall be chaired by the immediate past president.

Section 2. Ethics Committee

The Ethics committee shall be responsible for complaint and grievance review regarding moral and ethical issues. The committee shall consist of the immediate past president as chair, as well as three other past presidents, two AAFPRS board members and two other fellows appointed by the president, chairs of committees governing credentials, public information and young physicians and shall receive advice as needed from legal counsel.

Section 3. Duties

The duties and responsibilities of committees relating to the areas of governance of membership, residency relations, international young physicians section, socioeconomic affairs, multimedia, marketing and public information and relations shall be structured and defined by the board of directors if not specified in these bylaws. Unless otherwise specified by the board of directors, actions by committees are in the nature of advice to the board of directors and do not represent the policies of the Academy unless and until adopted.

Section 4. Appointment

The group vice presidents for education and public and regulatory affairs shall make recommendations to the president-elect for members and chairs of committees under their jurisdiction. The chairs shall have served at least one full year on their respective committees and shall be fellows of the Academy. The president-elect shall submit a list of proposed candidates for committee members and committee chairs for those terms about to expire at the fall meeting of the board for its approval.

Section 5. Terms

All committee members, unless otherwise specified herein, may serve two three-year staggered terms. In addition, committee chairs may serve an additional three-year term. Terms of committee chairs will be staggered.

Section 6. Ad Hoc Committees

Ad hoc committees may be created by the board of directors for a one-year period, unless otherwise specified. The president, with concurrence of the board, shall appoint the members and designate the chairs of such committees. An ad hoc bylaws committee shall be appointed by the president, with approval of the board, at least every four years to conduct an overall review of the bylaws.

Section 7. Composition

The size of each standing or ad hoc committee, unless otherwise specified herein, and the duties of each committee shall be determined by the board of directors. At each regular meeting of the board of directors, the chair of each standing committee shall deliver the committee's report.

Section 8. Removal of Committee Members

The board of directors may remove any appointed committee members for any reason at the discretion of the board of directors. Elected committee members, officers, and directors may be removed under Article VIII, Section 13 of these bylaws.

Article XIII
MEETINGS OF THE MEMBERSHIP
Section 1. Annual Meeting

The annual meeting of the Academy shall occur at such time and place as designated by the board of directors. Notice of the annual meeting shall be sent to all members at least thirty days in advance. The president shall appoint a qualified parliamentarian, who need not be a member of the Academy, to advise him at the meeting.

Section 2. Quorum and Voting

A quorum shall consist of those members present and eligible to vote at any regular or special meeting of the Academy, but in no event shall a quorum consist of less than 40 members. Except as otherwise provided in these bylaws, a majority of votes of a quorum shall constitute action of the membership.

Section 3. Special Meetings

Special meetings of the members may be called by the president of the Academy, by resolution of the board of directors, or by written petitions signed by at least five percent of those members eligible to vote at such meetings. The petitions of the members shall be submitted to the executive vice president. The president shall fix a date for said special meeting, which shall be not less than forty-five days nor more than ninety days from date of receipt of petition by the secretary. The time, place, and location of said meeting shall be fixed by the president of the Academy. Notice of any special meeting shall be sent to all voting members at least fourteen days in advance thereof, informing the members of the date, place, time, and purpose of said meeting.

Section 4. Resolutions

Proposed resolutions must be submitted at least 120 days before the annual business meeting. The president may refer any such proposed resolution to the appropriate reference committee appointed by the president to study the proposals and make recommendations to the membership. Resolutions adopted at the annual meeting shall be referred to the board of directors for appropriate implementation. In circulating the proposals to the membership, brief statements of the rationale proposed for adoption (as presented by their proponents) and the basis for the recommendations shall be included.

Article XIV
VOTING
Section 1. Application

Voting rights at membership and committee meetings, unless otherwise specified by these bylaws, shall be in accordance with this article.

Section 2. Procedure

(a) Voting rights at membership and committee meetings, unless otherwise specified by these bylaws, shall be exercised by the member in person. No proxy voting is allowed. Cumulative voting, to place all votes for a particular candidate or a particular issue, is specifically prohibited. Whenever, within these bylaws, a member of a committee is specified to be ex-officio, it is specifically understood that said ex-officio member shall not have the right to vote unless otherwise specified by these bylaws. Only committee members duly elected or appointed shall be eligible to vote at committee meetings.

(b) The following procedure will govern voting by mail:

(i) Voting by mail is only allowed for elections under these bylaws.

(ii) Mail votes must be received by the Academy office by the date prescribed by the secretary. In no event, however, shall a mail vote be required to be submitted in less than 2 weeks from the date for casting the vote is sent to the member from the Academy office.

Article XV
FEES AND DUES
Section 1. Application Fees

Application fees for members shall be determined from time to time by the board of directors.

Section 2. Annual Dues

Annual dues in such amounts as determined by the board of directors shall be paid by January of each year for the various classifications of members, unless otherwise provided by these bylaws. If annual dues are still unpaid by April 1 of any year, the delinquent member's name will be presented for appropriate action. Members whose dues remain unpaid will be dropped from membership no later than the fall meeting of the board of directors.

Section 3. Exemption from Dues

Exemption from dues may be made by the board of directors.

Section 4. Registration Fees

Registration and social fees shall be as determined by the board of directors.

Article XVI
FISCAL YEAR
The fiscal year of the Academy shall be the calendar year.

Article XVII
RULES OF ORDER
In the absence of any provision in these bylaws, all meetings of the Academy, the board of directors, and duly appointed or elected committees shall be governed by the latest edition of *Robert's Rules of Order, Newly Revised*.

Article XVIII
FELLOWSHIP PLEDGE
Each member of the Academy must adhere to and uphold the fellowship pledge, as stated below.

I agree to abide by the Articles of Incorporation and Bylaws of the Academy and by such rules and regulations as may be enacted from time to time, and to advance and extend the ideals and principles of the Academy.

I pledge to pursue the practice of surgery with scientific honesty and to place the welfare of my patients above all else, to advance constantly in knowledge, and to render willing help and teaching to my colleagues in medicine and seek their counsel when in doubt as to my own judgment.

I agree to abide by the guidelines on advertising which are adopted by the Academy in order to promote legitimate and ethical advertising of physicians' services and to avoid the occasion of unprofessional conduct through false or misleading advertising.

I declare that I will not practice the division of fees, either directly or indirectly, and that I will make my fees commensurate with the services rendered.

Finally, I declare that on revocation or resignation of membership, I shall return my membership certificate to the Academy.

Article XIX
AMENDMENTS TO THE BYLAWS OR TO THE ARTICLES OF INCORPORATION
Proposed amendments to these bylaws or to the Articles of Incorporation of the Academy must be submitted in writing from at least three fellows or members to the executive vice president not less than 120 days prior to the next annual meeting. The president shall refer the proposed amendments to the Board of Directors or the executive committee for review and recommendation to the membership. A copy of the proposed amendments and recommendations, together with a brief statement of the rationales for the proposed amendments (as presented by their proponents) and recommendations, shall be sent to each member at least 45 days preceding the annual meeting at which the proposed amendments will be voted on. At the annual meeting, the proposed amendments shall be submitted for a vote. Amendments to these bylaws or to the Articles of Incorporation of the Academy may be adopted by an affirmative vote of two-thirds of those members present and eligible to vote.

Adopted, October 19, 1985
Amended, September 13, 1986
Amended, September 24, 1988
Amended, September 22, 1989
Amended, October 1, 1993
Amended, September 24, 1994
Amended, September 16, 1995
Amended, September 27, 1996
Amended, September 5, 1997
Amended, September 11, 1998
Amended, September 24, 1999
Amended, September 22, 2000
Amended, September 7, 2001
Amended, September 20, 2002
Amended, September 19, 2003

FACIAL PLASTIC SURGERY

EDUCATIONAL AND RESEARCH FOUNDATION FOR THE AMERICAN ACADEMY OF FACIAL PLASTIC AND RECONSTRUCTIVE SURGERY

We need your help ...

☛ Have you transferred any stocks lately to the AAFPRS Foundation?

☛ Have you told your patients about the AAFPRS Foundation? You would be surprised how willing they are to donate to your cause!

☛ Are you attending the AAFPRS 40th Anniversary Celebration in New York City on Thursday, Sept. 23, 2004?

☛ Would you like to host a FACE TO FACE event in your hometown?

☛ Have you paid off your AAFPRS Capital Campaign Pledge?

☛ Who are your corporate friends? Wouldn't they love to make a donation to a worthy cause?

☛ Are you an 1887 member?

☛ Would you like to go on a FACE TO FACE trip to China, Russia, Vietnam, Cuba, or Haiti?

☛ Is your name on the FACE TO FACE surgeon participant list for The National Domestic Violence Project and/or the international trips?

☛ Do you know the history behind the Founders Club?

Visit FACE TO FACE Web site at: www.facetofacesurgery.org.

The AAFPRS Foundation

In 1974, the Educational and Research Foundation for the American Academy of Facial Plastic and Reconstructive Surgery (AAFPRS Foundation) was created to address the medical and scientific issues and challenges which confront facial plastic surgeons. The AAFPRS Foundation established a proactive research program and educational resources for leaders in facial plastic surgery. Through courses, workshops, and other scientific presentations, as well as a highly respected fellowship training program, the AAFPRS Foundation has consistently provided quality educational programs for the dissemination of knowledge and information among facial plastic surgeons.

In the early 1990s, FACE TO FACE humanitarian programs were established so that AAFPRS members could use their skills and share their talent in helping the less fortunate individuals here and abroad.

FACE TO FACE: International brings AAFPRS members to third world countries where they treat children with facial birth defects and anomalies. FACE TO FACE: The National Domestic Violence Project allows AAFPRS members to perform surgery on survivors of domestic abuse who have received injuries to their faces.

The AAFPRS Foundation has developed creative ways to get members to participate in fundraising activities to support all AAFPRS Foundation programs including the humanitarian programs.

To offer your talents, services, and enthusiasm, please contact Ann Holton, Director of Development at aholton@aafprs.org or at (703) 299-9291 ext. 229.

AAFPRS Foundation Leadership and Committees 2003-2004

EXECUTIVE COMMITEE

The year indicates the expiration of term as a board member.

Keith A. LaFerriere, MD, President (2005)
Dean M. Toriumi, MD, Immediate Past President (2004)
Steven J. Pearlman, MD, President-elect (2006)
Peter A. Hilger, MD, Secretary (2005)
Donn R. Chatham, MD, Treasurer (2004)
Daniel E. Rousso, MD, Group VP for Education (2006)
Robert M. Kellman, MD, Group VP for Membership & Society Relations (2004)
William E. Silver, MD, Group VP for Public & Regulatory Affairs (2005)
H. Devon Graham, III, MD, Group VP for Research, Awards, & Development (2006)
Richard D. Gentile, MD, Treasurer-elect (2007)+
Kriston J. Kent, MD, Group VP for Membership and Society Relations-elect (2007)+
Stephen C. Duffy, Executive Vice President+

+ Ex-officio, non-voting member of the Foundation Board of Directors

2003-2004 AAFPRS FOUNDATION COMMITTEES

The year indicates expiration of term as committee members or chairs. Staff liaisons are noted after each committee roster.

AWARDS COMMITTEE

J. David Kriet, MD, Chair
2004 Dean G. Davis, MD
Alwyn R. D'Souza, MD
Mark A. Erlich, MD
Thomas Funcik, MD
David A. Hendrick, MD
John A. Standefer, Jr., MD
2005 Emil Garjian, MD
Edwin H. Moreano, MD
2006 Ted A. Cook, MD
Stacie McClane, MD
John Hilinski, MD
William W. Shockley, MD
Fatima Porter-EL, Staff Liaison

CME COMMITTEE

Michael J. Sullivan, MD, Chair
Devinder S. Mangat, MD, Fall Program Co-Chair
Philip J. Miller, MD, Fall Program Co-Chair
Stuart Bentkover, MD, WWW Chair, Ex-officio
Richard D. Gentile, MD, Spring Program Co-Chair
Russell W. H. Kridel, MD, Spring Program Co-Chair
Jim E. Gilmore, MD, Publications Chair, Ex-officio
2004 David B. Hom, MD
Wayne F. Larrabee, Jr., MD
Stephen W. Perkins, MD
William W. Shockley, MD
Kathy Rollet, RN, OFPSA Chair, Ex-officio
E.A. Fred Aguilar, MD
Mark A. Armeni, MD
Daniel G. Becker, MD
Maria S. Chand, MD
Carla C. Graham, MD
David A. Hendrick, MD
David J. Kriet, MD
William H. Truswell, MD
Mark K. Wax, MD
2005 Steven M. Connelly, MD
R. James Koch, MD
Mary Lynn Moran, MD
Anthony P. Sclafani, MD
Edwin F. Williams, MD
2006 Arthur N. Falk, MD
John L. Frodel, Jr., MD
Stephen A. Goldstein, MD
Andrew A. Jacono, MD
Matthew Mingrone, MD
Paul A. Sabini, MD
S. Randolph Waldman, MD
Suzanne W. Yee, MD
Seth A. Yellin, MD
Caryl Herrington, Staff Liaison

EXHIBIT ADVISORY COMMITTEE

William H. Truswell, MD, Chair
Thomas Romo, III, MD, Sr. Advisor
Michael J. Sullivan, MD, Sr. Advisor
Kathy Rollet, RN, OFPSA, Ex-officio
2004 Robert A. Guida, MD
Todd Lane, Byron Medical
Sam Naficy, MD
Adam D. Stein, MD
Edwin F. Williams, MD
2005 Diane Brooks-Covington, Karl Storz
Bud Parris, W.L. Gore and Associates
Joel Pickering, LifeCell Corporation
Janis Saunier, Medtronics Xomed
Jeff Surginor, United Imaging
2006 Jeffrey Chien, MD
Jeptha Cole, MD
Andrew J. Miller, MD
Todd Petrucciani, Anthony Products
Charles Shih, MD
Angie U. Song, MD
Marc S. Zimbler, MD
Jennifer Kersanty, Staff Liaison

FACE TO FACE COMMITTEE

Mary Lynn Moran, MD, Chair
John M. Hodges, MD, Sr. Advisor
2004 Jolene E. Andryk, MD
Patrick J. Byrne, MD
Jeffrey S. Carithers, MD
Maurice M. Khosh, MD
Edward H. Szachowicz, II, MD
2005 John F. Hoffmann, MD
Mario J. Imola, MD, DDS
John Rhee, MD
Rudolph J. Triana, MD
Linda Gage-White, MD
Matthew A. Kienstra, MD

2006 Paulino E. Goco, MD
John L. Frodel, Jr., MD
Edward W. Chang, MD
James Kallman, MD
Stacie D. McClane, MD
Edmund A. Pribitkin, MD
William H. Truswell, MD
Michelle R. Yagoda, MD
Ann Holton, Staff Liaison

FELLOWSHIP COMMITTEE
Richard E. Davis, MD, Chair
Edward H. Farrior, MD, Sr. Advisor
J. Regan Thomas, MD, Fellowship Review Chair, Ex-officio
2004 Mark A. Armeni, MD
Stephanie A. Joe, MD
J. David Kriet, MD
Corey S. Maas, MD
Stephen S. Park, MD
2005 Deborah Watson, MD
2006 Eugene L. Alford, MD
Karl J. Eisbach, MD
John L. Frodel, Jr., MD
Mark J. Glasgold, MD
Stephen A. Goldstein, MD
Theda C. Kontis, MD
Keith A. LaFerriere, MD
Donna J. Millay, MD
Craig S. Murakami, MD
Ira D. Papel, MD
Daniel E. Rousso, MD
Fatima Porter-EL, Staff Liaison

FELLOWSHIP CURRICULUM SUBCOMMITTEE
(Part of Fellowship Committee)
Theda C. Kontis, MD, Chair
2004 Maria S. Chand, MD
Ross A. Clevens, MD
Mario J. Imola, MD, DDS
Brian S. Jewett, MD
Raymond J. Konior, MD
J. David Kriet, MD
Elizabeth Whitaker, MD
2005 Minas Constantinides, MD
Julio F. Gallo, MD
Jeffrey J. Joseph, MD
Mary Lynn Moran, MD
John Rhee, MD
Mark K. Wax, MD
2006 David B. Hom, MD
David Kim, MD
R. James Koch, MD
J. Gregory Staffel, MD
Fatima Porter-EL, Staff Liaison

FELLOWSHIP RESEARCH REVIEW SUBCOMMITTEE
(Part of Fellowship Committee)
Kevin C. Lunde, MD, Chair
Stephen S. Park, MD, Sr. Advisor
Wm. Russell Ries, MD
2004 Ramsey Alsarraf, MD
2005 Peter D. Costantino, MD
Yadranko Ducic, MD
David B. Hom, MD
David Kim, MD
R. James Koch, MD
Mark A. Petroff, MD
Mark F. Rounds, MD
Mark Zimbler, MD
Fatima Porter-EL, Staff Liaison

FELLOWSHIP REVIEW COMMITTEE
2004 J. Regan Thomas, MD, Chair
Ted A. Cook, MD, Sr. Advisor
Richard E. Davis, MD, Fellowship Chair, Ex-officio
2004 Wallace K. Dyer, II, MD
2006 David A.F. Ellis, MD
John L. Frodel, Jr., MD
Richard L. Goode, MD
Keith A. LaFerriere, MD
Wayne F. Larrabee, Jr., MD
Stephen W. Perkins, MD
William E. Silver, MD
Caryl Herrington, Staff Liaison

FRIENDS OF FACE TO FACE COMMITTEE
Diane Romo, Co-chair
Margaret Ancira, Co-chair
Ann Holton, Staff Liaison

NEW TECHNOLOGIES AND DEVICES COMMITTEE
Mark Hamilton, MD, Chair
Paul J. Carniol, MD, Sr. Advisor
2004 Eric T. Adler, MD
James C. Alex, MD
Eugene L. Alford, MD
Ramsey Alsarraf, MD
Richard D. Gentile, MD
Monte O. Harris, MD
Jon Mendelsohn, MD
Harry Mittelman, MD
John M. Morehead, MD
2005 Elbert Cheng, MD
Paul S. Nassif, MD
Christopher J. Tolan, MD
Milton Waner, MD
2006 Ben Bassichis, MD
Charles M. Boyd, MD
Jeffrey Cousin, MD
Stephen A. Goldstein, MD
Neil A. Gordon, MD
Roger Horioglu, MD
John Kang, MD
Marc M. Kerner, MD
Lee A. Kleiman, MD
Sam Lam, MD
Sam Naficy, MD
David W. Santos, MD
Scott J. Trimas, MD
Brian JetFei Wong, MD
Caryl Herrington, Staff Liaison

RESEARCH COMMITTEE
Mark K. Wax, MD, Chair
Peter D. Costantino, MD, Sr. Advisor
David B. Hom, MD
2004 James C. Alex, MD
Ramsey Alsarraf, MD
Edward W. Chang, MD
Timothy Doerr, MD
David A. Hendrick, MD
2005 John Rhee, MD
Brendan C. Stack, Jr., MD
Roger A. Allcroft, MD
2006 Leslie Bernstein, MD, DDS
Daniel G. Danahey, MD
Richard E. Gliklich, MD
J. Randall Jordan, MD
David Kim, MD
Stephen S. Park, MD
David A. Sherris, MD
Fatima Porter-EL, Staff Liaison

SPECIALTY SURGERY COMMITTEE
Mark K. Wax, MD, Administrative Chair

CLEFT LIP/CLEFT PALATE SUBCOMMITTEE
(Part of Specialty Surgery Committee)
Karl J. Eisbach, MD, Chair
Jonathan M. Sykes, MD, Sr. Advisor
Tom D. Wang, MD, Sr. Advisor
2004 Patrick J. Byrne, MD
Edward W. Chang, MD
Kalid Chowdhury, MD
J. Madison Clark, MD
Duane O. Hartshorn, MD
John L. Frodel, Jr., MD
E. Bradley Strong, MD
2005 Timothy Lian, MD
2006 Oneida A. Arosarena, MD
John R. Coleman, Jr., MD
Robin A. Dyleski, MD
David D. Hamlar, MD, DDS
James Kallman, MD
Becky L. McGraw-Wall, MD
Charles W. Shih, MD
Thomas O. Wildes, MD
Ann Holton, Staff Liaison

CRANIOFACIAL SUBCOMMITTEE
(Part of Specialty Surgery Committee)
Mario J. Imola, MD, DDS, Chair
Sherard A. Tatum, III, MD, Sr. Advisor
2004 Timothy Doerr, MD
Duane O. Hartshorn, MD
Lee A. Kleiman, MD
John Y. Kim, MD
2006 Khalid Chowdhury, MD
Daniel G. Danahey, MD
Brian E. Emery, MD
John F. Hoffmann, MD
Kasey K. Li, MD
Andrew Goldman, MD
Sina Nasri, MD
E. Bradley Strong, MD
Ann Holton, Staff Liaison

MICROVASCULAR AND RECONSTRUCTIVE SURGERY SUBCOMMITTEE
(Part of Specialty Surgery Committee)
Mark K. Wax, MD, Chair
2004 Patrick J. Byrne, MD
Timothy Doerr, MD
Mario J. Imola, MD, DDS
John Y. Kim, MD
2005 Brendan C. Stack, Jr., MD
2006 Daphne A. Bascom, MD
Ann Holton, Staff Liaison

STRATEGIC DEVELOPMENT COMMITTEE
Harrison C. Putman, III, MD, Chair
Devinder S. Mangat, MD, Sr. Advisor
Robert L. Simons, MD, Sr. Advisor
2004 Marc S. Zimbler, MD
2005 Wallace K. Dyer, II, MD
John W. Pate, Jr., MD
Thomas Romo, III, MD
Fred J. Stucker, MD
J. Regan Thomas, MD
Edwin F. Williams, MD
2006 Peter A. Adamson, MD
Babak Azzizadeh, MD
Fred G. Fedok, MD
John "Mac" Hodges, MD
Paul S. Nassif, MD
David B. Rosenberg, MD
Ann Holton, Staff Liaison

AAFPRS Foundation Committee Charges 2003-2004

The charges for each committee are those provided in the Bylaws or established as standing charges by virtue of past actions of the Foundation Board of Directors.

AWARDS COMMITTEE
Recommends criteria for all awards to the Foundation Board; works with staff to publicize awards; selects award recipients; coordinates with the Fellowship Research Review subcommittee for recommendation of the Roe and Gillies awards; and may make recommendations concerning other new awards to Foundation or Academy Board of Directors.

CME COMMITTEE
Reviews the overall CME program; sets CME educational standards; makes recommendations to the Foundation Board for courses to be scheduled; designs and evaluates individual courses to be offered for CME credit each year; assesses educational needs and creates objectives for CME activities; reviews financial statements from courses and the CME program as a whole; recommends policies to the Foundation Board regarding the CME program; sets location and dates of courses; seeks course directors and faculty members as appropriate to the topic and content of individual courses; and reviews member proposals for courses.

EXHIBIT ADVISORY COMMITTEE
Reviews and develops appropriate programs and benefits for exhibitors, suppliers, and vendors at meetings and courses; identifies prospective exhibitors; serves to facilitate open lines of communication.

FACE TO FACE COMMITTEE
Develops recommendations and programming which offer the services of AAFPRS members on a pro bono basis; works with the Cleft Lip/Cleft Palate, Craniomaxillofacial and Microvascular committees regarding outreach programs.

FELLOWSHIP COMMITTEE
As a full committee and via recommendations of its two subcommittees (Fellowship Curriculum and Fellowship Research Review), the committee recommends overall policies and procedures of the Fellowship Program to the Foundation Board of Directors; encourages participation in the fellowship program; and recommends to the Foundation Board of Directors a curriculum for the fellowship program. The Fellowship Research Review Subcommittee reviews all fellowship abstracts and papers and selects the winners for the John Orlando Roe and Sir Harold Delf Gillies Awards. The Fellowship Curriculum Subcommittee reviews and produces up-to-date study materials for the end-fellowship exam.

FELLOWSHIP REVIEW COMMITTEE
As a full committee, it recommends policies and procedures for review of all fellowship programs; recommends directors to the Foundation Board of Directors; reviews the work of all directors; and provides documentation as needed to pursue accreditation for the fellowship program in conjunction with the Fellowship Committee.

FOUNDERS CLUB
Helps support the creation of an international education and training program; helps collect, retain, and display historical memorabilia instructive on the subject of the development of facial plastic surgery; and helps support fund raising for the AAFPRS Foundation and other projects and tasks which are consistent with the Foundation's programs.

FRIENDS OF FACE TO FACE
The organization is comprised of spouses, corporate, and lay people willing to support and promote the AAFPRS Foundation's FACE TO FACE activities both in the United States and abroad.

NEW TECHNOLOGIES AND DEVICES COMMITTEE
Reviews and disseminates information on innovations in treatment, surgical procedures, implants and other devices; recommends policies relating to surgical techniques and devices in the interest of providing the best possible care for patients.

RESEARCH COMMITTEE
Recommends to Foundation Board of Directors criteria, encourages entries, and selects winners for the Resident Research, Investigator Development, and the Bernstein Research Grants; oversees all research activities and encourages research in facial plastic surgery at all levels; identifies research topics in facial plastic surgery and makes recommendations to the Foundation or Academy Board of Directors.

SPECIALTY SURGERY COMMITTEE
Cleft Lip/Palate Subcommittee. Develops recommendations for programming that result in providing cleft lip and palate training; works with the FACE TO FACE committee to identify possible outreach programs.

Craniomaxillofacial Subcommittee. Develops recommendations and programming to provide training in craniofacial anomalies, skull base surgery and other maxillofacial procedures; works with the FACE TO FACE committee to identify potential outreach programs to exchange information and technology and to provide opportunities for surgical experience; develops a working relationship with the Surgical Workshop Studies Committee.

Microvascular and Reconstructive Subcommittee. The charge of this subcommittee is to provide a more formalized forum and outlet for microvascular and major reconstructive head and neck surgery issues within the AAFPRS community and beyond.

STRATEGIC DEVELOPMENT COMMITTEE
This committee works in partnership with the AAFPRS and the AAFPRS Foundation Board. The Board is responsible for ensuring that the organization's mission is carried out, and of necessity, the Strategic Development Committee finds the resources to do so.

Fellowship Program

The fellowship program of the Educational and Research Foundation for the American Academy of Facial Plastic and Reconstructive Surgery is widely respected by the medical community and represents the finest post-graduate program in the world for the training of facial plastic surgeons. Since its beginning in 1969, this program has prepared more than 500 highly specialized experts to be educators and leaders in facial plastic surgery. These individuals and their fellowship directors have performed a tremendous service to the Academy and the specialty through the development and dissemination of new procedures, improvement of patient care, refinement of surgical techniques, and the promotion of confidence in and respect for the specialty.

Fellowship directors are recognized authorities in the teaching and practice of facial plastic surgery. They are private practitioners, academicians, or a combination of both. Applicants are encouraged to choose directors whose practice and teaching best supplement their residency training and future practice plans and teaching interests. Although the clinical experience may vary according to individual director's interest and experience, the fellowship criteria and curriculum, including videotapes, provide a common base for the program. Applicants indicate to which directors they want their applications sent and are encouraged to directly contact the directors who have received their applications. As directors review applications, they contact applicants directly to set interviews.

All programs follow a standard curriculum. Oral and written examinations are administered after the completion of a 12-month fellowship. To be eligible, applicants must have completed a residency in otolaryngology or plastic surgery that is approved by the Accreditation Council for Graduate Medical Education or be board-certified by the American Board of Otolaryngology or the American Board of Plastic Surgery.

Contact the Academy office (703) 299-9291, ext. 228 for more information regarding the following fellowship directors and their programs.

Fellowship Directors

Peter A. Adamson, MD, Toronto, Ontario
Shan R. Baker, MD, Ann Arbor, MI
William H. Beeson, MD, Indianapolis, IN
Mack L. Cheney, MD, Boston, MA
Minas Constantinides, MD, New York, NY
Ted A. Cook, MD, Portland, OR
Roger L. Crumley, MD, Orange, CA
Richard E. Davis, MD, Miami Beach, FL
Wallace K. Dyer, II, MD, Atlanta, GA
Karl J. Eisbach, MD, Albuquerque, NM
David A.F. Ellis, MD, Toronto, Ontario
Edward H. Farrior, MD, Tampa, FL
William H. Friedman, MD, St. Louis, MO
Alvin I. Glasgold, MD, Highland Park, NJ
Richard L. Goode, MD, Los Altos, CA
Peter A. Hilger, MD, Edina, MN
Calvin M. Johnson, Jr., MD, New Orleans, LA
Sheldon S. Kabaker, MD, Oakland, CA
Frank M. Kamer, MD, Beverly Hills, CA
Gregory S. Keller, MD, Santa Barbara, CA
Robert M. Kellman, MD, Syracuse, NY
R. James Koch, MD, Stanford, CA
Russell W.H. Kridel, MD, Houston, TX
Keith A. LaFerriere, MD, Springfield, MO
Wayne F. Larrabee, Jr., MD, Seattle, WA
William Lawson, MD, DDS, New York, NY
Corey S. Maas, MD, San Francisco, CA
Devinder S. Mangat, MD, Cincinnati, OH
Lawrence J. Marentette, MD, Ann Arbor, MI
E. Gaylon McCollough, MD, Gulf Shores, AL
Harry Mittelman, MD, Menlo Park, CA
Craig S. Murakami, MD, Seattle, WA
Stephen W. Perkins, MD, Indianapolis, IN
Vito C. Quatela, MD, Rochester, NY
Joram Raveh, MD, DMD, Bern, Switzerland
Gregory J. Renner, MD, Columbia, MO
Daniel E. Rousso, MD, Birmingham, AL
William E. Silver, MD, Atlanta, GA
Robert L. Simons, MD, N. Miami Beach, FL
Fred J. Stucker, MD, Shreveport, LA
Jonathan M. Sykes, MD, Sacramento, CA
Sherard A. Tatum, III, MD, Syracuse, NY
J. Regan Thomas, MD, Chicago, IL
Dean M. Toriumi, MD, Chicago, IL
Tom D. Wang, MD, Portland, OR
Mark K. Wax, MD, Portland, OR
Edwin F. Williams, MD, Albany, NY

Grants and Awards

Coordinated by the Research Committee of the Educational and Research Foundation for the American Academy of Facial Plastic and Reconstructive Surgery. The year 2002 was the first time the AAFPRS Foundation participated with the AAO-HNS' Centralized Otolaryngology Research Efforts (C.O.R.E.)

To accomplish the objective of educating investigators to prepare competitive grant applications we will be abiding by C.O.R.E.'s standards and application guidelines. Please refer to www.entnet.org/grants.html#grant8 for the grants and application form.

The LESLIE BERNSTEIN GRANTS PROGRAM

RESIDENT RESEARCH GRANT
Two resident research grants up to $5,000 each may be awarded to residents who are AAFPRS members. The purpose of this grant is to stimulate resident research in projects that are well conceived and scientifically valid. Awards will be made prior to July 1 of each year. Residents are encouraged to enter early in their training so that their applications may be revised and resubmitted if not accepted the first time. Residents at any level may apply, even if the research work will be done during their fellowship year. The Resident Research Grant may be integrated with other funding to complete a project.

INVESTIGATOR DEVELOPMENT GRANT
The Investigator Development Grant supports the work of a young faculty member in facial plastic surgery conducting significant clinical or laboratory research and the training of resident surgeons in research. The applicant must be an AAFPRS member. The one-year, $15,000 grant is awarded in July.

THE BERNSTEIN GRANT
This $25,000 research grant may be presented annually to an AAFPRS Fellow member to undertake research that will advance facial plastic and reconstructive surgery. The award is endowed by a grant from Leslie Bernstein, MD, DDS. The research must be original and grants may be used as seed-money for research projects.

Coordinated by the Awards Committee of the Educational and Research Foundation for the American Academy of Facial Plastic and Reconstructive Surgery

BEN SHUSTER MEMORIAL AWARD
The Ben Shuster Memorial Award is presented for the most outstanding research paper by a resident or fellow in training on any clinical work or research in facial plastic and reconstructive surgery delivered at a national meeting (or its equivalent) between March 1 and the following February 28. Each entrant must be the sole or senior author and an AAFPRS member. Studies prepared during the first year after completion of residency training will be considered, provided research was conducted during the author's residency or fellowship. A certificate and an award of $1,000 are presented.

For more information concerning guidelines and research and awards requirements, deadlines and application forms please go directly to the Academy's Web site www.AAFPRS.org and click on Awards & Grants under the Physician's section.

All nominations for the Community Service, F. Mark Rafaty Memorial, John Dickinson Teacher, and William K. Wright Awards may be submitted by AAFPRS members to the Awards Committee no later than February 28.

IRA TRESLEY RESEARCH AWARD
The Ira Tresley Research Award recognizes the best original research in facial plastic surgery by an AAFPRS member who has been board certified for at least three years. Papers presented at a national meeting (or its equivalent) between March 1 and the following February 28, are eligible for this award. A certificate and an award of $1,000 are presented.

JOHN ORLANDO ROE AWARD*
A certificate and an award of $1,000 will be presented each year to the graduate fellow who submits the best clinical research paper written during fellowship.

SIR HAROLD DELF GILLIES AWARD*
A certificate and an award of $1,000 will be presented each year to the graduate fellow who submits the best basic science research paper written during fellowship.

*The Roe and Gillies Awards are automatically selected from papers submitted by Academy fellows during their fellowship year.

WILLIAM WRIGHT AWARD
This award may be presented each year to an AAFPRS member who has made outstanding contributions to facial plastic and reconstructive surgery.

COMMUNITY SERVICE AWARD
This award may be presented annually to an AAFPRS member who has distinguished himself/herself by providing and/or making possible free medical service to the poor in his/her community.

F. MARK RAFATY MEMORIAL AWARD
This award may be presented each year to an AAFPRS member who has made outstanding contributions to facial plastic and reconstructive surgery.

JOHN DICKINSON TEACHER OF THE YEAR AWARD
This award honors an AAFPRS fellow member for sharing knowledge about facial plastic and reconstructive surgery with the effective use of audiovisuals in any one year. The Awards Committee seeks nominations from the Electronic Media Subcommittee each year.

RESIDENCY TRAVEL AWARD
The $1,000 Residency Travel Award is presented to the most outstanding paper in facial plastic and reconstructive surgery primarily authored by a resident or medical student in training. The paper must be submitted by June 1 for consideration, and to be presented at the Annual Fall Meeting.

Coordinated by the Awards Committee in cooperation with the International Symposium Committee and the AAFPRS Foundation Board of Directors.

EFRAIN DAVALOS AWARD
The Efrain Davalos Award is an international award which may be presented every four or five years in conjunction with the Foundation's International Symposia. The award recognizes those outside the U.S. and Canada who have made a significant contribution to facial plastic surgery.

The AAFPRS Foundation may choose not to award certain grants and awards in a particular year.

BYLAWS
of the Educational and Research Foundation of the American Academy of Facial Plastic and Reconstructive Surgery

Article I
OBJECTIVES AND PURPOSES

The purposes of the Foundation, in addition to the purposes and limitations contained in its Certificate of Incorporation, are exclusively to foster, promote, support, augment, develop, and encourage investigative knowledge and charitable and humanitarian application of facial plastic and reconstructive surgery; to encourage the teaching and education of this medical specialty by developing, publishing, and copyrighting educational materials to promote specialized training for medical personnel in facial plastic and reconstructive surgery; to foster, promote, support, augment, develop and encourage education of non-medical personnel engaged in scientific endeavors relating to the field of facial plastic and reconstructive surgery; exclusively to foster, promote, support, develop; and encourage educational, charitable, humanitarian, and scientific purposes, provided, however, no part of the net earnings of the Foundation shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of the Foundation is carrying on propaganda or otherwise attempting to influence legislation; and the Foundation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. The Foundation shall possess all powers which a corporation organized under the Federal Not-For-Profit Corporation Act of the State of Illinois, as the same from time to time may be amended, shall possess; all powers which are not in conflict with the previously mentioned purposes for which the Foundation is organized, including but not limited to the power to purchase, take, receive, lease as lessee or lessor, take by gift, devise or bequest, or otherwise acquire, own, hold, use, invest in, and otherwise deal in and with any real or personal property or any interest therein situated in or out of the State of Illinois; sell, convey, pledge, mortgage, assign, and otherwise transfer or dispose of all or any part of its property and assets; from time to time to use, distribute, contribute, expend, donate, apply and appropriate all of its property and assets, and all proceeds and avails thereof and income and profit derived therefrom exclusively for charitable or scientific purposes; provided, however, the Foundation shall not engage in any business which would disqualify it from being exempt from taxation under Sections 501(a) or (c)(3) of the Internal Revenue Code of 1954, as amended, or any subsequent law of the United States of America.

Article II
MEMBERSHIP
Section 1. Members

The board of directors may establish membership categories and criteria for membership. For purposes of these bylaws, members of the American Academy of Facial Plastic and Reconstructive Surgery (hereinafter "the Academy") shall also be considered members of the Foundation and shall adhere to all the requirements and categories of membership of the Academy.

Section 2. Resignation

A member may resign at any time by written resignation filed with the secretary of the Foundation, and a member may be removed for cause by the affirmative vote of a majority of the whole board of directors.

Article III
BOARD OF DIRECTORS
Section 1. General Powers

The corporate powers, property, and affairs of the Foundation shall be exercised, conducted, and controlled by its board of directors. The board of directors shall be the overall policy making body of the Foundation and shall have overall responsibility for the programs and business of the Foundation.

Section 2. Structure

The board of directors shall consist of the following officers of the American Academy of Facial Plastic and Reconstructive Surgery (hereinafter "the Academy"): the president, immediate past president, president-elect, secretary, treasurer, group vice president for education and group vice president for research, awards and development, and one public member appointed by the board. The group vice president for membership and society relations, the group vice president for regulatory and public affairs, and the executive vice president of the Academy shall be members of the Foundation's board of directors without vote.

Section 3. Board Selection and Tenure

The terms of office for directors from the Academy shall be for the duration of their terms as officers in those capacities of the Academy. The public member shall be appointed to a term of one year and may be re-appointed for two additional one-year terms.

Section 4. Regular Meetings

Three regular meetings of the board of directors shall be held each year in conjunction with Academy executive committee meetings. The board of directors may provide by resolution the time and place to hold additional regular meetings of the board without other notice than such resolution.

Section 5. Special Meetings

Special meetings of the board of directors may be called by the president or by a majority of the directors. The person or persons authorized to call special meetings of the board may fix the time and place to hold any special meetings of the board called by them.

Section 6. Notices

Notice of any regular, special, or telephone meeting of the board of directors shall be sent to each director not less than fifteen days before such meeting. Notice may be waived in writing by a director either before or after a meeting. Neither the business to be transacted at nor the purpose of any regular or special meeting of the board need be specified in the notice or waiver of notice of such meeting.

Section 7. Quorum

A majority of the board of directors shall constitute a quorum. A majority of the quorum at any meeting of the board shall consti-

tute action by the board unless otherwise provided by law or by these bylaws.

Section 8. Offices and Place of Meeting
The directors may hold their meetings and have one or more offices and keep the books and records of the Foundation at any office of the Foundation or at such place or places as the board of directors may from time to time determine, either within or without the state of Illinois.

Section 9. Vacancy
Any vacancy occurring in the board of directors shall be filled by the Foundation.

Section 10. Compensation
Directors shall not receive compensation for their services, but by action of the board of directors, reimbursement of expenses may be allowed for attendance at meetings of the board or for official representation of the Foundation.

Section 11. Action Without Meeting
Any action required or permitted to be taken at a meeting of the board of directors may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by all directors entitled to vote.

Section 12. Telephone Meetings
Meetings may be conducted by telephone provided that all directors participating in such telephone meetings may communicate with each other. A majority of directors shall constitute a quorum for telephone meetings, and the act of the majority of the quorum shall constitute action by the board.

Section 13. Indemnification
The Foundation shall indemnify any and all of its present and former directors, officers, employees, agents, committee members, or any person who may have served at its request or by election as a director or officer of another corporation or association in accordance with policies adopted from time to time by the board of directors.

Article IV
OFFICERS
Section 1. Number and Identification of Officers — Election, Term of Office, and Removal
The officers of the Foundation shall be a president, president-elect, treasurer, secretary, group vice president for education, group vice president for research, awards, and development, executive vice president, and such other officers as the board of directors may from time to time determine. The president, president-elect, secretary, treasurer, group vice president for education, group vice president for research, awards, and development, and executive vice president of the Academy shall serve as president, president-elect, secretary, treasurer, group vice president for education, group vice president for research, awards, and development, and executive vice president of the Foundation by virtue of their offices.

Section 2. President
The president shall be the chief spokesperson for the Foundation. The president shall preside at all meetings of the board of directors when he is present and perform all duties incidental to the office of the president and such other duties as may be prescribed by the board of directors from time to time.

Section 3. President-Elect
The president-elect, in the absence or disability of the president, shall perform the duties and exercise the powers of the president, and shall perform such other duties as the board of directors shall prescribe.

Section 4. Executive Vice President
The Academy's executive vice president manages the Foundation's programs and business. The executive vice president shall be given the necessary authority and be held responsible for the direction, administration, and coordination of the Foundation in all its activities, subject only to such policy as may be adopted and such orders as may be issued by the board of directors.

Section 5. Group Vice President for Education
The vice president for education shall be responsible for the supervision and direction of the Foundation's educational activities and shall coordinate the activities of the following committees:
(a) CME
(b) Fellowship
(c) Fellowship Review
(d) Specialty Surgery

Section 6. Group Vice President for Research, Awards, and Development
The group vice president for research, awards, and development shall be responsible for the supervision and direction of the Foundation's activities in the areas of research, awards, and development and shall coordinate the activities of the following committees:
(a) Awards
(b) Exhibit Advisory
(c) FACE TO FACE
(d) Friends of FACE TO FACE
(e) New Technologies and Devices
(f) Research
(g) Strategic Development

Section 7. Secretary
The secretary ensures that accurate minutes are kept of all board of directors meetings, ensures that all notices are given as required by the Foundation or required by law, and oversees the keeping of a register of the address of each member. The secretary shall perform all duties incidental to the office and such other duties as from time to time may be assigned by the president or board of directors.

Section 8. Treasurer
The treasurer oversees the administration of all funds, securities, and assets of the Foundation and reports regularly to the board of directors on the Foundation's financial status. The treasurer shall present an annual budget to the board of directors

for its review and adoption. The treasurer shall perform other duties incidental to the office as may be prescribed by the board of directors or president.

Article V
COMMITTEES

The board of directors may create standing or special committees with such powers and duties as the board of directors may determine.

Section 1. Standing Committees

There shall be the following standing committees:

(a)Endowment Investment Committee. The endowment investment committee shall consist of the treasurer, treasurer-elect, the executive vice president, who shall serve ex-officio, an Academy fellow, and a chair appointed by the Foundation board. The chair and Academy fellow serves a three-year term and may be re-appointed. The committee shall report at least annually to the board.

(b)coordinated by the group vice president for education:

(i) CME
(ii) Fellowship
(iii) Fellowship Review
(iv) Specialty Surgery

(c) coordinated by the group vice president for research, awards, and development:

(i) Research
(ii) Awards
(iii) New Technology and Devices
(iv) FACE TO FACE
(v) Strategic Development
(vi) Exhibit Advisory
(vii) Friends of FACE TO FACE

Section 2. Duties

The duties and responsibilities of standing committees shall be defined by the board of directors if not specified in these bylaws. Unless otherwise specified by the board of directors, actions by the committees are in the nature of advice to the board of directors and do not represent the policies of the Foundation unless and until adopted.

Section 3. Appointment

The group vice presidents for education and research, awards, and development shall make recommendations to the president-elect for members and chairs of committees under their jurisdiction. The chairs shall have served at least one full year on their respective committees and shall be fellows of the Academy. The president-elect shall submit a list of proposed candidates for committee members and committee chairs for those terms about to expire at the fall meeting of the board for its approval.

Section 4. Terms

All committee members, unless otherwise specified herein, may serve two, three-year staggered terms. In addition, committee chairmen may serve an additional three-year term. Terms of committee chairs will be staggered. The CME chair serves a two-year term and may be reappointed at the discretion of the Board.

Section 5. Ad Hoc Committees

Ad hoc committees may be created by the board of directors for a one-year period, unless otherwise specified. The president, with concurrence of the board, shall appoint the members and designate the chair of such committees.

Section 6. Composition

The size of each standing or ad hoc committee, unless otherwise specified herein, and duties of each committee shall be determined by the board of directors. At each regular meeting of the board of directors, the chair of each standing committee shall deliver the committee's report.

Article VI
ANNUAL REPORT

The Foundation shall prepare an annual report for publication and distribution to the members and other interested persons and organizations.

Article VII
SEAL

The board of directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the Foundation in the outer circle and the word "seal" in the inner circle.

Article VIII
OFFICES

The Foundation shall have such offices in Illinois or elsewhere as may be determined by the directors from time to time.

Article IX
AMENDMENTS

These bylaws may be amended, altered, or repealed, in whole or in part, either

(a) by vote of two-thirds of the members of the board of directors at any regular or special meeting of such board, if written notice of such meeting shall be given as required under the applicable provisions of Article III of these bylaws and if such notice also shall set forth the action proposed with respect to these bylaws, or

(b) by the action taken under the provisions of Section 11 of Article III.

Amended, January 9, 1986
Amended, January 14, 1987
Amended, October 2, 1993
Amended, September 21, 1994
Amended, September 13, 1995
Amended, September 5, 1997

American Board of Facial Plastic and Reconstructive Surgery (ABFPRS)

115C South St. Asaph Street
Alexandria, VA 22314
Phone: (703) 549-3223; Fax: (703) 549-3357
Web site: www.abfprs.org; E-mail: tshill@abfprs.org

The American Board of Facial Plastic and Reconstructive Surgery (ABFPRS) certifies surgeons exclusively in facial plastic and reconstructive surgery. A surgeon eligible for ABFPRS certification:

- Has completed an approved residency in one of the two surgical specialties that include identifiable training in all aspects of facial plastic surgery (otolaryngology/head-and-neck surgery or plastic surgery);
- Is double boarded, having earned prior certification in one of those specialties through the American Board of Medical Specialties or the Royal College of Physicians and Surgeons in Canada;
- Has successfully completed a two-day examination;
- Has submitted for peer-review an acceptable record of at least two years' clinical experience, including operative reports of a minimum 100 facial plastic surgeries; and
- Holds proper licensure and subscribes to the ABFPRS Code of Ethics.

The ABFPRS examination also is a component of the AAFPRS Foundation Fellowship Program.

EXECUTIVE COMMITTEE
Devinder S. Mangat, MD, President
Fred J. Stucker, MD, Vice President
Ira D. Papel, MD, Secretary
Peter A. Hilger, MD, Treasurer
Wayne F. Larrabee, Jr., MD, Immediate Past President

BOARD OF DIRECTORS
William J. Binder, MD
Mark V. Connelly, MD
David B. Hom, MD
Robert M. Kellman, MD
Kriston J. Kent, MD
Theda C. Kontis, MD
Russell W. H. Kridel, MD
Keith A. LaFerriere, MD
Stephen W. Perkins, MD
Harrison C. Putman, III, MD
Lee E. Smith, MD
Dean M. Toriumi, MD

STAFF
T. Susan Hill, Executive Director
Laurie Wirth, Managing Director
Missy Harp, Finance and Administration Manager

Fellowship Examination Dates

All surgeons who participate in the Fellowship Program of the Educational and Research Foundation for the AAFPRS must take an oral and written examination, which is administered by the American Board of Facial Plastic and Reconstructive Surgery. Passing the examination is not only a requirement for completion of a fellowship, but also one requirement for certification by the ABFPRS. For details about the ABFPRS examination and certification programs, visit: www.abfprs.org.

Fellowship Completion Date	Examination Date	Location
June 2004	June 26-27, 2004	Washington, DC
June 2005	June 18-19, 2005	Washington, DC
June 2006	June 24-25, 2006	Washington, DC

International Federation of Facial Plastic Surgery Societies (IFFPSS)

Facial plastic surgery is the surgical specialty, which focuses upon treatment of all defects of the face and neck: congenital, traumatic, neoplasm related, or results of the aging process. The International Federation of Facial Plastic Surgery Societies (IFFPSS) is a group of societies of facial plastic surgeons from various countries around the world. This Federation was formed in 1997 after extensive discussions initiated by the American Academy of Facial Plastic and Reconstructive Surgery. The member societies of the IFFPSS are:

- American Academy of Facial Plastic and Reconstructive Surgery (AAFPRS)
- Australasian Academy of Facial Plastic Surgery (AAFPS)
- Brasilian Society of Rhinology and Facial Plastic Surgery (BSRFPS)
- Canadian Academy of Facial Plastic and Reconstructive Surgery (CAFPRS)
- Colombian Society of Facial Plastic Surgery and Rhinology (CSFPSR)
- European Academy of Facial Plastic Surgery (EAFPS)
- Mexican Society of Rhinology and Facial Surgery (MSRFS)

The activities of the IFFPSS are governed by the Board of Directors, which meets on a semi-annual basis. Each member society is represented by two delegates to the Board of Directors, usually its current president and one other delegate. The ongoing efforts are coordinated by the Executive Committee of the Board of Directors.

The present members of the Executive Committee are:

President	Ted A. Cook, MD (AAFPRS)
Past President	Dr. Fernando Pedroza C. (CSFPSR)
Vice President	Dr. Jaime Fandino I. (MSRFS)
Secretary	Gilbert J. Nolst-Trenite, MD (EAFPS)
Treasurer	Roxana Cobo, MD (CSFPSR)

AAFPRS Staff Contact List

Executive Office
Stephen C. Duffy, Executive Vice President (scduffy@aafprs.org) ext. 231

Development and Humanitarian Programs
Ann K. Holton, Director (aholton@aafprs.org) ext. 229

Membership Services
Maria Pettiford Atkins, Manager (matkins@aafprs.org) ext. 225

Publications and Marketing
Rita Chua Magness, Director (rcmagness@aafprs.org) ext. 227
Kim Middleton, Marketing and Information Services Coordinator (kmiddleton@aafprs.org) ext. 234

CME and Fellowship Review
Caryl Herrington, Director (cherrington@aafprs.org) ext. 238
Jennifer Kersanty, Manager of Education and Meetings (jkersanty@aafprs.org) ext. 237
Kristina Thomas, Administrative Assistant (kthomas@aafprs.org) ext. 239

Fellowship Program, Credentials, and Research
Fatima Porter-EL, Fellowship Records and Credentialing Manager (fporter-el@aafprs.org) ext. 228

Finance
Lisa A. Sarrge, Consultant (lsarrge@aafprs.org) ext. 233

ACTIVITIES AND PROGRAMS	STAFF LIAISON
Accounts receivable	Lisa Sarrge
Accounts payable	Lisa Sarrge
Awards committee	Fatima Porter-EL
Bank deposits	Lisa Sarrge
Banking relations	Lisa Sarrge
Board of Directors - AAFPRS	Steve Duffy
Board of Directors - ERF	Steve Duffy
BOD monthly report	Steve Duffy
BOD and ERF minutes	Steve Duffy
Certificate orders for Fellows, Members, and International Members	Maria Pettiford Atkins
Certificate orders for completed fellowships	Fatima Porter-EL
CME certificates and documentation	Kristina Thomas
CME committee/subcommittee support	Caryl Herrington/Jennifer Kersanty
CME compliance	Caryl Herrington
CME documentation	Caryl Herrington/Jennifer Kersanty
Committee organization	Steve Duffy
Computer management	Caryl Herrington
Courses	Jennifer Kersanty
Curriculum Compendium	Fatima Porter-EL
Development/Fund raising	Ann Holton
Directory	Rita Chua Magness
Domestic Violence	Ann Holton
Ethics Issues	Steve Duffy
Executive Committee - AAFPRS	Steve Duffy
FACE TO FACE	Ann Holton
Fall meeting	Caryl Herrington/Jennifer Kersanty
Fall program	Caryl Herrington
Financial statements and matters	Lisa Sarrge
FPSIS	Kim Middleton
FPST editorial	Steve Duffy/Rita Chua Magness
FPST promotion, production	Rita Chua Magness
FPST subscription and fulfillment	Kim Middleton/Rita Chua Magness
FPT editorial	Steve Duffy/Rita Chua Magness
FPT advertising and production	Rita Chua Magness
Fellowship applications and information	Fatima Porter-EL
Fellowship director application and information	Caryl Herrington
Fellowship program coordination	Fatima Porter-EL

ACTIVITIES AND PROGRAMS	STAFF LIAISON
Founders Club	Ann Holton/Steve Duffy
Friends of FACE TO FACE	Ann Holton
Fund raising/Development	Ann Holton
Government and regulatory affairs (Federal or State)	Steve Duffy
Grants and Awards	Fatima Porter-EL
Humanitarian Program	Ann Holton
International Federation of FPSS	Ann Holton/Steve Duffy
International programs (FACE TO FACE)	Ann Holton
International Symposia logistics	Caryl Herrington/Jennifer Kersanty
International Symposia program content	Caryl Herrington/Jennifer Kersanty
Learning Center	Rita Chua Magness
Legislative Network	Steve Duffy
Loans, Fellowship	Fatima Porter-EL
Loan Payment	Lisa Sarrge
Mailing list requests	Maria Pettiford Atkins
Media outreach: contacts, inquiries, releases	Steve Duffy/Rita Chua Magness/PR Firm
Meeting abstracts	Jennifer Kersanty/Caryl Herrington
Meeting badges, registration packets, supplies	Jennifer Kersanty
Meeting evaluation forms	Jennifer Kersanty
Meeting and course billing	Caryl Herrington/Jennifer Kersanty
Meeting and course brochure production	Rita Chua Magness/Jennifer Kersanty
Meeting and course budget	Caryl Herrington
Meeting and course confirmation and cancellation letters	Kristina Thomas
Meeting and course CME compliance	Caryl Herrington/Jennifer Kersanty
Meeting and course exhibitor contact and marketing	Jennifer Kersanty/Rita Chua Magness
Meeting and course marketing	Rita Chua Magness/Caryl Herrington
Meetings and course monitoring for CME	Caryl Herrington/Jennifer Kersanty
Meeting and course promotional mailings	Rita Chua Magness
Meeting and course registration	Kristina Thomas
Meeting and course status reports	Jennifer Kersanty
Membership application requests	Maria Pettiford Atkins
Membership dues and invoicing	Maria Pettiford Atkins
Membership services	Maria Pettiford Atkins
Membership status verification	Maria Pettiford Atkins
Membership credentialling	Fatima Porter-EL
Office administration	Kim Middleton
Order fulfillment (publications and videotapes)	Kim Middleton
Organization of Facial Plastic Surgery Assistants Program	Caryl Herrington/Maria P. Atkins
Past Presidents Council	Steve Duffy
Personnel	Steve Duffy/Lisa Sarrge
Public relations	Steve Duffy/Rita Chua Magness/PR Firm
Publications oversight	Steve Duffy/Rita Chua Magness
Reception	Kim Middleton/Jennifer Kersanty
Research program	Fatima Porter-EL
Socioeconomic issues	Steve Duffy
Spring meeting	Caryl Herrington
Spring program	Caryl Herrington
Supply inventory and ordering	Kim Middleton
Telephone maintenance	Kim Middleton
Videotapes fulfillment	Kim Middleton
Videotapes production and promotion	Rita Chua Magness
Web Site	Rita Chua Magness