

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

**Article 1 — NAME AND AFFILIATION**

The name of this organization shall be the INTERNATIONAL SOCIETY OF AESTHETIC PLASTIC SURGERY (ISAPS).

**Article 2 — PURPOSES**

The purposes of the society shall be:

1. to provide a forum for the interchange of ideas and knowledge for the advancement of aesthetic plastic surgery among plastic surgeons;
2. to stimulate, promote, and continually update the education and research pertaining to aesthetic plastic surgery among surgeons and trainees;
3. to encourage the highest standards of professional skill and competence of qualified plastic surgeons with an interest in aesthetic surgery in order to ensure the safety of their patients;
4. to promote and encourage the highest ethical standards of personal and professional conduct among qualified plastic surgeons with an interest in aesthetic surgery;
5. to cooperate with other organizations of qualified plastic surgeons with an interest in aesthetic surgery in all parts of the world to establish standards of training and practice to advance the specialty;
6. to develop and maintain significant membership representation from all geographic areas of the world;
7. to place the name and purposes of this society before the scientific body of international medicine in order to promote aesthetic plastic surgery within the field of plastic surgery worldwide.

**Article 3 — ORGANIZATION**

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**SECTION 1: AUTHORITY**

The Membership shall have supreme authority in the management of society business and activities.

**SECTION 2: DELEGATION OF AUTHORITY**

In the interim between meetings of the Membership, and except as provided in Article 10 (Committees), Section 2 (Executive Committee), responsibility for management of the affairs of the society shall be delegated to the Board of Directors. The President has authority to sign legal documents, contracts, and other instruments on behalf of the society. As necessary, more than one officer may countersign any such document.

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

**SECTION 3: OFFICIAL LANGUAGE**

The official language of ISAPS is English.

**Article 4 — MEMBERSHIP**

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Page | 2

**SECTION 1: GENERAL QUALIFICATIONS**

**Membership shall be at the discretion of the society.** Duly licensed and board certified (or the equivalent in countries where there is no official board certification) plastic surgeons with a special interest in aesthetic plastic surgery, being members of an ISAPS-recognized national society of plastic surgeons in the country where they practice at the time of application who agree to comply with the ISAPS Code of Ethics and By-Laws may be admitted to membership in this society as Active Members. This does not apply to Resident, Fellow or Associate member applicants.

The ISAPS-recognized national society of plastic surgery in any country is generally the society for plastic, reconstructive and aesthetic surgery representing officially trained plastic surgeons. When a country has more than one society, multiple societies may be recognized by the ISAPS board.

**SECTION 2: CATEGORIES OF MEMBERSHIP**

The society shall have the following categories of Membership:

A. Founding, B. Charter, C. Active, D. Associate, E. Resident/Fellow, F. Life, and G. Honorary.

**SECTION 3: FOUNDING MEMBERS**

The plastic surgeons who were elected as Founding Members during the organizational meetings of the society are duly noted in the minutes of this society's organizational meetings.

**SECTION 4: CHARTER MEMBERS**

The plastic surgeons who accepted Membership by special invitation immediately following the formation of the society are Charter Members of the society. Charter Members have all the rights and privileges of other Active Members of the society, including eligibility for Life Membership.

**SECTION 5: ACTIVE MEMBERS**

A. Basic Requirements: Applicants shall be current, members in good standing of an ISAPS-recognized national society of plastic surgery preferably in the country where they practice. Members who change their country of practice are required to join the society in the new country of practice within two years. Failure to join the new local society within two years may result in loss of ISAPS membership. "Corresponding", "international", "overseas" or any other

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

form of non-local membership in a country other than the country of practice does not qualify for ISAPS membership.

B. Practice Requirements: An applicant, after completing formal training, must have been in the active practice of plastic surgery for at least three years but in no case less than seven years beyond graduation from medical school to be eligible for membership in ISAPS.

Page | 3

C. Application Procedure: Applicants for Active Membership shall be approved by the National Secretary in their country and sponsored by at least one (1) Active or Life Member in any country preferably other than their National Secretary. In countries with no National Secretary, applicants shall be approved by the Chair of National Secretaries. Completed applications including such documentation and fees determined by the Board of Directors shall be verified by the ISAPS Executive Office. These applications will then be approved by the Membership Committee for admission to the society. Applications must be completed within twelve months of the date of submission. There is no refund for applications that are not completed within this time period.

Group Admission: Aesthetic societies, or aesthetic sections of national societies, may be invited to submit a group of names, contact information, and fees to admit their Active members according to ISAPS guidelines, thus by-passing individual application requirements.

D. The completed application must include the first year's dues and the application fee. The dues will be refunded if the applicant is not elected to membership.

E. Rights and Privileges: Active Members shall have all the rights and privileges of the society, including the right to attend all Membership Meetings, to vote, to hold office, and to serve on committees of the society. A subscription to the ISAPS Journal, *Aesthetic Plastic Surgery*, is a benefit of membership for Active members.

F. Resignation: Active Members may resign by submitting a written statement to the Executive Director of the society.

G. Automatic Termination: Active Members are automatically terminated if their annual dues are not paid by the annual deadline. Membership will also be terminated if a member no longer belongs to an ISAPS recognized national society of plastic surgeons.

H. Reinstatement: Active Members who resigned in good standing may be reinstated upon payment of current dues and a reinstatement fee determined by the Board of Directors as long as the request for reinstatement occurs within five years of the last dues payment.

**SECTION 6: ASSOCIATE MEMBERS**

A. Basic Requirements: Associate Members shall have completed all training but will have been in practice less than three years.

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

B. Application Procedure: Applicants for Associate Membership shall be approved by the National Secretary in their country and sponsored by one (1) Active, Associate or Life Member in any country preferably other than their National Secretary. In countries with no National Secretary, applicants shall be approved by the Chair of National Secretaries. Completed applications including such documentation and fees determined by the Board of Directors shall be verified by the ISAPS Executive Office. These applications will then be approved by the Membership Committee for immediate admission to the society. Applications must be completed within twelve months of the date of submission. There is no refund for applications that are not complete within this time period.

Group Admission: Aesthetic societies, or aesthetic sections of national societies, may be invited to submit a group of names, contact information, and fees to admit their Associate members according to ISAPS guidelines, thus by-passing individual application requirements.

C. The completed application must include the first year's dues and the application fee. The dues will be refunded if the applicant is not elected to membership.

D. Rights and Privileges: Associate Members shall not have the right to attend biennial business meetings, to hold office, to sponsor applicants for membership, or to serve on committees of the society. A subscription to the ISAPS Journal, *Aesthetic Plastic Surgery*, is a benefit of membership for Associate members.

E. Transition to Active Membership: Associate Members automatically become Active Members three years after completion of all training and with Executive Office verification of current membership in an ISAPS recognized national society.

F. Automatic Termination: Associate Members are automatically terminated if their annual dues are not paid by the annual deadline.

**SECTION 7: RESIDENT/FELLOW MEMBERS**

A. Basic Requirements: Resident/Fellow Members must be current Residents or Fellows in an official plastic surgery training program in their country.

B. Application Procedure: Applicants for Resident/Fellow Membership shall be approved by the National Secretary in their country and sponsored by one (1) Active or Life Member in any country preferably other than their National Secretary. In countries with no National Secretary, applicants shall be approved by the Chair of National Secretaries. Completed applications including such documentation and fees determined by the Board of Directors shall be verified by the ISAPS Executive Office. These applications will then be approved by the Membership Committee for immediate admission to the society. Applications must be completed within twelve months of the date of submission. There is no refund for applications that are not complete within this time period.

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

Group Admission: Aesthetic societies, or aesthetic sections of national societies, may be invited to submit a group of names, contact information, and fees to admit their Resident/Fellow members according to ISAPS guidelines, thus by-passing individual application requirements.

C. The completed application must include the first year's dues and the application fee. The dues will be refunded if the applicant is not elected to membership.

Page | 5

D. Rights and Privileges: Resident/Fellow Members shall not have the right to attend biennial business meetings, to vote, to hold office, to sponsor applicants for membership, or to serve on committees of the society. A subscription to the ISAPS Journal, *Aesthetic Plastic Surgery*, is a benefit of membership for Resident/Fellow members.

E. Transition to Associate Membership: Resident/Fellow Members automatically become Associate Members after verifying completion of all training.

F. Automatic Termination: Resident/Fellow Members are automatically terminated if their annual dues are not paid by the annual deadline.

**SECTION 8: LIFE MEMBERS**

A. Requirements: Upon written request to the Executive Office, Life Membership may be conferred upon Active Members in good standing in the society who have reached age sixty-five (65). Life Membership can also be conferred upon Active Members in good standing who have retired from the active practice of plastic surgery. In all cases, members must have at least three (3) consecutive years of Active Membership when Life Membership is conferred. Under special circumstances, the Board of Directors may, upon written request, grant Life Membership to members who do not meet these requirements.

B. Rights and Privileges: Life Members shall enjoy all the rights and privileges of the society, except they shall not pay dues or assessments and may not hold office other than of Historian, Parliamentarian, or Trustee. They retain the right to vote and to serve on committees of the society. The ISAPS Journal subscription is no longer a privilege of Life membership but may be purchased at a reduced rate. Life Members attending the Biennial Meeting shall be charged a reduced fee.

**SECTION 9: HONORARY MEMBERS**

A. Requirements: Honorary Membership may be conferred upon eminent physicians or other individuals whom the society desires to honor because of their achievements and contributions.

B. Procedure: Based on their achievements and contributions, individuals considered for Honorary Membership may be proposed and approved by the Board of Directors.

C. Rights and Privileges: Active or Life Members elected to Honorary Membership shall enjoy all

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

the rights and privileges of Active or Life Membership, except they shall not pay dues or assessments. Non-members elected to Honorary Membership by the society shall not pay dues, may not hold office, vote, serve on Standing Committees, or attend Business Meetings of the society. Honorary Members attending the biennial congress shall be charged a reduced fee.

Page | 6

**Article 5 — BOARD OF DIRECTORS**

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**SECTION 1: BOARD OF DIRECTORS**

The Board of Directors shall consist of all elected officers, the Historian, the Parliamentarian, the Chair of the Education Council, the Vice-Chair of the Education Council, the Chair of the National Secretaries, and the Executive Director.

The voting members of the Board of Directors are: President, President-Elect, three (3) Vice-Presidents, Secretary, Treasurer, Immediate Past President, two (2) Trustees, Historian, the Chair of National Secretaries, and the Chair of the Education Council.

**SECTION 2: OFFICERS**

The officers elected at the Biennial Business Meeting shall be: President-Elect, three (3) Vice-Presidents, Secretary, Treasurer, Historian and two (2) Trustees

**SECTION 3: ELIGIBILITY AND TERM OF OFFICE**

Any Active Member in good standing shall be eligible for election or appointment to any office of this society except as otherwise defined in these By-Laws. A Life Member shall only be eligible to serve as a Trustee, Historian, or Parliamentarian. The President-Elect shall succeed to the Presidency at the conclusion of the President's term.

The President, President-Elect, Vice Presidents, Historian and the Trustees shall serve single two-year terms. The Secretary and Treasurer shall serve two-year terms and may be re-elected to additional two-year terms. The terms of the EC Chair, the EC Vice-Chair, and the Parliamentarian coincide with the term of the President who made the appointments. No officer, elected or appointed, shall hold more than one (1) office at the same time.

**SECTION 4: VOTING & QUORUM**

Voting at meetings of the Board of Directors shall follow standard parliamentary procedure as described by Sturgis. Seven voting members shall constitute a quorum which is necessary for the transaction of business at any meeting of the board.

**SECTION 5. DUTIES OF OFFICERS (V indicates Voting Position)**

A. **President: (V)** The President may preside at the meetings of the membership of the society, and of the Board of Directors, or may appoint at any meeting a member of the Board of Directors as Interlocutor to conduct that meeting, in which case the President assumes the right to initiate motions. The President appoints the Parliamentarian and the Chair and the Vice-Chair of the Education Council and may create *ad hoc* committees as may be necessary to carry out

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

the functions of the society. These appointments must be approved by the Board of Directors. The President appoints all committee chairs.

**B. President-Elect: (V)** The President-Elect shall attend all meetings of the membership of the society, and of the Board of Directors, and shall succeed to the Presidency upon the conclusion of the President's term. Additional duties may be delegated to the President-Elect by the Board of Directors, or by the President. When the President is unable to act, or so requests, the President-Elect shall perform the duties of the President. In the event the President and the President-Elect cannot serve, the First Vice President shall temporarily assume the duties of the Presidency.

Page | 7

**C. Vice-Presidents: (V)** The First, Second, and Third Vice-Presidents, shall be responsible for such duties as are assigned by the Board of Directors or by the President and shall oversee the activities of assigned committees.

**D. Secretary: (V)** The Secretary is responsible for recording the minutes of all board and biennial business meetings and other duties as assigned by the Board of Directors or by the President.

**E. Treasurer: (V)** The Treasurer is responsible for the society's funds and for overseeing such funds in banks, other depositories, and/or investments as approved by the Board of Directors. The Treasurer shall report the status of the society's accounts at each meeting of the Board of Directors. Records and accounts shall be available at all times for examination by the Board of Directors or their approved representative.

**F. Immediate Past President (V)** The Immediate Past President serves as a voting member of the Board of Directors, as an advisor to the President, and as Chair of the Nominating Committee.

**G. Trustees: (V)** Trustees are elected from among Active and Life members in the general membership. Trustees are not required to have previously served on the board.

**SECTION 6: ADDITIONAL BOARD MEMBERS**

Additional Board members include the Historian, Parliamentarian, the Chair and Vice-Chair of the Education Council, the Chair of National Secretaries and the Executive Director.

**A. Historian: (V)** The Historian shall be an elected member of the Board with historical knowledge of the society.

**B. Parliamentarian:** The Parliamentarian's term coincides with the term of the President who made the appointment. The Parliamentarian shall attend all meetings of the Board of Directors without the right to vote and shall rule on questions of parliamentary procedure. The President shall designate an alternate Parliamentarian from among the members of the board when the Parliamentarian is not present.

**C. Chair of Education Council: (V)** The Chair of the Education Council is appointed by the President with Board approval and is a voting member of the Board.

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

- D. Vice-Chair of Education Council:** The Vice-Chair of the Education Council is appointed by the President with Board approval. In the absence of the Chair of the Education Council, the Vice-Chair will assume the Chair's voting privileges.
- E. Chair of National Secretaries: (V)** The Chair of National Secretaries is elected by the National Secretaries at each Biennial Congress and is a voting member of the board.
- F. Executive Director:** Serves under contract, periodically renewed by the Board of Directors, to provide management services to ISAPS. It is the responsibility of the Executive Director and staff to:
1. maintain a roster of the membership and such member data as directed by the Board;
  2. attend all Board of Directors' meetings;
  3. distribute agendas as approved by the President and minutes as prepared by the Secretary;
  4. manage the membership application process;
  5. supervise the activities of Executive Office staff and consultants;
  6. oversee the production of the Biennial Congress;
  7. manage the Endorsed Course application process;
  8. produce the Newsletter;
  9. maintain the website and journal app;
  10. contribute to journal production activities;
  11. oversee public relations activities;
  12. maintain the official seal and archives of the society;
  13. coordinate the activities of the National Secretaries;
  14. collect membership dues, donations and application fees;
  15. file annual tax returns;
  16. draft the annual operating budget for the Treasurer;
  17. maintain Directors & Officers and General Liability Insurance coverage;
  18. provide the Treasurer with semiannual financial reports;
  19. manage the Global Sponsor and Global Alliance programs;
  20. perform any other duties as outlined in the contract for the management of the Executive Office.

**SECTION 7: RESIGNATIONS, TERMINATIONS AND VACANCIES**

**A. Resignations:** A Board member may resign his or her office at any time with written notice to the Board of Directors.

**B. Terminations:** The Board may terminate a Board member for due cause subject to majority vote.

**C. Vacancies:** Vacancies in any elected office, other than the office of the President or the President-Elect, may be filled for the balance of the term by the Board of Directors. The office of the President shall be filled automatically by the President-Elect, First, Second, or Third Vice-



**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

President, in that order. Persons elected by the Board of Directors to fill a vacancy shall be eligible to serve a full term, if subsequently nominated, and elected by the Membership.

**Article 6 — NATIONAL SECRETARIES**

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National Secretaries represent ISAPS members in their country. The Board recognizes the National Secretaries as an autonomous group. However, the Board retains the right to intercede when situations demand Board action.

Page | 9

**SECTION 1: NATIONAL SECRETARY ELIGIBILITY AND ELECTIONS**

Countries with at least three (3) ISAPS members are eligible to elect a National Secretary for a four-year term. This National Secretary may be re-elected for a second four-year term. National Secretaries must be members of the society in the country they represent and must have been Active Members of ISAPS for at least two years.

**SECTION 2: ASSISTANT NATIONAL SECRETARY ELIGIBILITY AND ELECTIONS**

Countries with at least 50 ISAPS members are eligible to elect one or more Assistant National Secretaries for a four-year term at the discretion of the National Secretary. The Assistant National Secretary may be re-elected for a second four-year term. National Secretaries must be members of the society in the country they represent and must be Active Members of ISAPS.

**SECTION 3: VOTING & QUORUM**

Active and Life ISAPS members are eligible to vote to elect a National Secretary, or an Assistant National Secretary, every four years. Only ISAPS members may elect a National Secretary or Assistant National Secretary.

The Executive Office manages the nomination and election process by requesting nominations and distributing electronic ballots. National Secretaries and Assistant National Secretaries may be nominated by any Active or Life ISAPS member in their country. Members may also nominate themselves. Countries with 10 or fewer members may use their own process to elect their National Secretary. A valid election requires that 51% of Active and Life members in that country participate.

**SECTION 4: CONTESTED ELECTIONS**

If any voting irregularities are reported and verified, the election will be invalidated, and a new election will be held. An election may be carried out at any time by the Executive Office upon the request of the Board.

**SECTION 5: SPECIAL ELECTIONS**

Under special circumstances, as determined by the Board of Directors or the National Secretaries Chair, the Board may request a special election to replace an existing National Secretary or Assistant National Secretary.

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

**SECTION 6: CHAIR OF NATIONAL SECRETARIES**

The Chair of National Secretaries must be an Active Member and a current National Secretary. Candidates for the position of Chair must have served as National Secretary or Assistant National Secretary for at least two years. The Chair is elected for a two-year term by a majority of the National Secretaries present and voting at each Biennial Congress and may be re-elected for a second two-year term. The National Secretaries Chair is a member of the Board of Directors with the privilege of voting. The Chair serves as the liaison between the National Secretaries and the Board of Directors.

Page | 10

**SECTION 7: ASSISTANT CHAIR OF NATIONAL SECRETARIES**

The Assistant Chair of National Secretaries must be an Active Member and a current National Secretary. Candidates for the position of Assistant Chair must have served as National Secretary for at least two years. The Assistant Chair is elected for a two-year term by a majority of the National Secretaries present and voting at each Biennial Congress and may be re-elected for a second two-year term. The Assistant Chair may be invited to attend Board meetings in the absence of the Chair with the privilege of voting.

**SECTION 8: RESPONSIBILITIES**

The National Secretaries will:

- encourage and approve applications for membership in their country;
- support ISAPS Board initiatives;
- serve as liaison between their members and the officers of the society, the Executive Director, and the Chair of National Secretaries;
- assist the National Secretaries Chair and Executive Office in the performance of their duties including the collection of annual dues; and
- relay to the National Secretaries Chair any issues they or their members wish brought to the attention of the board.

**SECTION 9: TERMINATION OF A NATIONAL SECRETARY**

The Board of Directors has the right to terminate and replace a National Secretary for not fulfilling the requirements of the position as outlined in the National Secretaries Handbook for reasons including illness, failure to attend two consecutive Biennial National Secretaries meetings without appropriate justification, failure to respond to correspondence by the Chair or Executive Office, or substantial validated complaints by their members. The Chair of National Secretaries will bring internal disputes to the attention of the Board of Directors for resolution.

**Article 7 — EDUCATION COUNCIL**

The Education Council (EC) shall control scheduling, scientific content, and faculty selection for all ISAPS courses and the Biennial Congress. The Chair of the EC will approve all applications for program endorsement and all requests for ISAPS Symposia.

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

The scientific program for the Biennial Congress shall be managed by an EC Subcommittee, the chair of which shall be selected by the President. The Chair of a second EC Subcommittee shall be appointed by the EC Chair as industry liaison to promote exhibit and sponsorship sales at the Congress and all courses. Local arrangements for each ISAPS Course shall be managed by a local organizer to be named by the EC Chair.

Page | 11

The Chair and Vice-Chair of the EC shall be appointed by the President and confirmed by the Board of Directors. The Chair and Vice-Chair are members of the Board of Directors. The Chair has the privilege of voting. In the absence of the Chair, the Vice-Chair may vote.

The President shall appoint at least five (5) additional members to serve on the EC. The President, President-Elect, and Executive Director serve on the EC as *Ex Officio* members.

**Article 8 — MEETINGS OF MEMBERS AND VOTING**

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**SECTION 1: BIENNIAL MEETINGS**

The Biennial Congress and Business Meeting shall be held at such time and place as the Board of Directors determines. Members shall be notified of the date, location and time at least forty-five (45) days in advance.

**SECTION 2: OFFICIAL LANGUAGE**

The official language of the society, its publications, and all Scientific and Business Meetings is English.

**SECTION 3: ORDER OF PROCEDURE**

The customary agenda at the Biennial Business Meeting shall be:

1. Quorum Announced by the Parliamentarian
2. Approval of the Minutes of the previous Biennial Business Meeting
3. Reports of Officers and Standing Committee Chairs
4. Election of Officers
5. Unfinished and New Business

**SECTION 4: SPECIAL MEETINGS**

Special Meetings of the Membership of the society may be called by the Board of Directors or by the President upon written request of twenty percent (20%) of the Active and Life Members of the society. The request for a Special Meeting shall be mailed no less than forty-five (45) days before the appointed time for such a meeting.

**SECTION 5: QUORUM**

A quorum of ten percent (10%) of ISAPS members registered for the Biennial Congress must be present at the Business Meeting for the transaction of business. For a Special Meeting, a quorum of ten percent (10%) of the total ISAPS voting membership must vote for the transaction of business.

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

**SECTION 6: VOTE**

Voting shall be by show of hands. In the event of a dispute, paper ballots will be used and counted by the Secretary, Parliamentarian and Executive Director. If any of these individuals is not in attendance at the time of voting, the President will appoint an alternate from among the members of the board. All business shall be determined by a majority of legal votes cast.

Page | 12

**SECTION 7: VOTING BY EMAIL**

With the exception of the election of officers and members of the Nominating Committee, the Board of Directors may submit proposals to all voting members for a vote by email. Members eligible to vote shall have 10 days to respond to the vote by fax or email to the Executive Office.

Email votes require that twenty percent (20%) of all Active and Life Members cast a ballot to constitute a valid action, and a majority of those voting shall determine the action. Any vote properly taken by email ballot shall have the same force and effect as action taken at a meeting of the society.

**Article 9 — PUBLICATIONS**

*Aesthetic Plastic Surgery* is the official journal of the society. Editorial and operational management is the responsibility of the Editor-in-Chief, the Publisher and the Journal Operations Committee.

*ISAPS News* is the official newsletter of the society. The production of the newsletter is the responsibility of the Managing Editor.

**Article 10 — COMMITTEES**

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**SECTION 1: STANDING COMMITTEES**

The society shall have the following Standing Committees: Executive; Nominating; Membership; By-Laws; Communications, Branding and Public Relations; Patient Safety; Journal Operations; Finance and Investment; Newsletter; Residents and Fellows; and ISAPS Women Plastic Surgeons.

Except as prescribed in these By-Laws, all standing and *Ad Hoc* committee chairs shall be appointed by the President. All members of ISAPS Committees shall be current members of ISAPS. Additional members may be selected by the Chair and approved by the President.

**SECTION 2: EXECUTIVE COMMITTEE**

The Executive Committee shall include the President, President-Elect, Secretary, 1<sup>st</sup> Vice President, Treasurer, the Education Council Chair, and the Executive Director. The Committee shall serve in an advisory capacity to the President and shall meet as needed in person or by conference call to manage the day-to-day affairs of the society and shall be responsible for management of the affairs of the society in the interim between meetings of the Board of Directors.

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

**SECTION 3: MEMBERSHIP COMMITTEE**

The Membership Committee shall consist of a Chair appointed by the President and three or more committee members representing various regions of the world selected by the Chair. The National Secretaries Chair and the Executive Director are *ex officio* members. National Secretaries will serve in an advisory capacity as needed.

Page | 13

The committee will:

- Adjudicate any questionable applications forwarded by the Executive Office. Decision after formal vote of the committee is final. There is no appeal process for denied applications.
- Interact with the National Secretaries to insure proper admission criteria are followed.
- Inform the Board of any recommended actions involving the continued eligibility of current members.
- Investigate complaints against members and refer them to the board, if necessary.
- Resolve objections to recently admitted new members and initiate investigation with the National Secretary, if necessary.
- Approve Fast Track group admissions.

**SECTION 4: NOMINATING COMMITTEE**

The Nominating Committee shall consist of the Past President (Chair), the President, the President-Elect, and the Executive Director (*Ex Officio*). In addition, two members and two alternates shall be elected at the Biennial Business Meeting.

No active member of the Committee may accept nomination for office. A member of the Committee may, however, resign from the Committee in order to be considered for nomination. The first alternate member of the Committee then replaces the resigning member. The Nominating Committee shall submit its slate of candidates for each elective office to the Board of Directors for approval no later than the spring Board Meeting held prior to the Biennial Congress. The final slate shall be submitted to the Executive Office in time for distribution to the membership at least forty-five (45) days before the scheduled election date. Any person listed on the slate proposed by the Committee must have given prior consent to serve.

**SECTION 5: BY-LAWS COMMITTEE**

The By-Laws Committee Chair is appointed by the President and may include up to three Active or Life members. The Committee shall review the By-Laws periodically and make recommendations to the Board. Amendments can be proposed by members and submitted to the Committee, which shall review and accept or reject the suggested changes.

By-Laws changes reviewed and approved by the Board shall be circulated to the membership at least forty-five (45) days prior to the Biennial Business Meeting. By-Laws amendments must be approved by a simple majority of members present and voting at the Biennial Business Meeting.

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

**SECTION 6: COMMUNICATIONS, BRANDING AND PUBLIC RELATIONS COMMITTEE**

The Communications, Branding and Public Relations Committee appointed by the President shall consist of as many Active or Life Members as the President deems advisable. The function of the Committee is to provide information to the public and to the media and to establish carry out the Communications Program of the society.

Page | 14

**SECTION 7: FINANCE AND INVESTMENT COMMITTEE**

The Finance and Investment Committee shall be chaired by the Treasurer and include the President, President-Elect, 1<sup>st</sup> Vice President, and the Executive Director. The committee will provide general oversight and advice with regards to financial issues concerning the society's assets.

**SECTION 8: PATIENT SAFETY COMMITTEE**

The Patient Safety Committee shall consist of a Chair appointed by the President and additional members selected by the Chair and approved by the President. The Committee will monitor global efforts to improve the safety of plastic surgery patients and help promote initiatives to educate the public.

**SECTION 9: JOURNAL OPERATIONS COMMITTEE**

The Journal Operations Committee will consist of a Chair appointed by the President, the Editor-in-Chief, two representatives of the Publisher, the President, the Executive Director, and one or two additional members appointed by the President. The Committee shall be responsible for negotiating contracts with the Publisher and with the Editor and for general oversight of the journal.

**SECTION 10: NEWSLETTER COMMITTEE**

The Editor-in-Chief of the newsletter is appointed by the President and serves as the Chair of the Committee. Additional members selected by the Editor serve as the Editorial Board and include the Chair of the Communications Committee and the Executive Director as Managing Editor.

**SECTION 11: RESIDENTS AND FELLOWS COMMITTEE**

The Residents and Fellows Committee shall consist of a Chair appointed by the President and additional members selected by the Chair and approved by the President. The Committee will actively engage in recruitment of Resident and Fellow members by creating education and other programs specifically designed for young surgeons.

**SECTION 12: ISAPS WOMEN PLASTIC SURGEONS COMMITTEE**

The ISAPS Women Plastic Surgery Committee shall consist of a Chair appointed by the President and additional members selected by the Chair and approved by the President. The Committee will actively engage in recruitment of women plastic surgeons as members by creating education and other programs specifically designed for women members.

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

**SECTION 13: AD HOC COMMITTEES**

The President, with the approval of the Board of Directors, can appoint temporary *ad hoc* committees deemed necessary or appropriate. The charge of an *ad hoc* committee shall be outlined by the President and approved by the Board.

Page | 15

**SECTION 14: TERMS OF COMMITTEE MEMBERS & CHAIRS**

Committee members shall serve from the time of their appointment or election until the next Biennial Congress of the society. Committee members may succeed themselves, but the Chairs may not serve more than two (2) consecutive terms. Unless otherwise provided in these By-Laws, the President shall appoint the Chairs of all committees.

**Article 11 — ELECTIONS**

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Officers of the society shall be elected at the Business Meeting during the Biennial Congress.

A call for nominations will be sent from the Executive Office to all members one year prior to the Biennial Business Meeting. Nominations must be sent to the Nominating Committee no later than two months prior to the Spring Board Meeting where the slate is presented.

The Nominating Committee slate, approved by the board, shall be circulated to voting members no later than 45 days prior to the Biennial Business Meeting. At this time, members have the privilege of suggesting an alternate candidate by sending a letter from the suggested candidate agreeing to serve, with the candidate's qualifications for the position, including past service to ISAPS, no later than two weeks prior to the Biennial Business Meeting. Nominees must have at least two sponsors from among the Active or Life members and must provide a statement documenting past service to ISAPS.

A candidate so nominated must have given prior consent and be present at the time of the election. Paper ballots are required in contested elections. This process eliminates the option of any nomination from the floor at the time of the Biennial Business Meeting.

**Article 12 — FINANCE**

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**SECTION 1: FISCAL YEAR**

The Fiscal Year shall be from January 1 through December 31.

**SECTION 2: MEMBERSHIP APPLICATION FEE**

A membership application fee consisting of a processing charge and the first year's dues shall be required of each applicant.

**SECTION 3: DUES, FEES, AND ASSESSMENTS**

Meeting registration fees recommended by the Executive Director and the Chair of the

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

Education Council shall be approved by the Board of Directors. All dues, other fees, and assessments, and the time of payment thereof, shall be established by the Board of Directors.

**SECTION 4: PAYMENT OF DUES, FEES, AND ASSESSMENTS**

Members' annual dues are payable to the Executive Office. Members who have not paid their dues will be suspended. No member shall be entitled to the rights and privileges of membership after having been suspended for non-payment of current dues.

Page | 16

All funds payable to the society must be paid using an ISAPS-approved credit card or with a check from a US bank or by wire transfer. Members are responsible for all wire transfer fees. The National Secretaries will assist the Executive Office with the collection of dues.

**SECTION 5: REFUNDS**

No dues shall be refunded to any individual whose membership has been terminated for any reason.

**Article 13 — RESIGNATIONS**

Any member in good standing may resign from the society by giving written notice to the Executive Office. Under certain circumstances, members considering resignation may be offered life member status.

**Article 14 — DISCIPLINE**

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The Board of Directors may censure, suspend, expel, or otherwise discipline any member of the society for violation of its Code of Ethics or By-Laws or for any conduct detrimental to the reputation and best interests of the society.

Disciplinary questions by any member of the society shall be submitted in writing to their National Secretary and the Membership Committee. The National Secretary will forward any supporting information to the Membership Committee with a recommendation for action. If it is agreed that there is no violation, the matter may be dropped. If, however, the Membership Committee and/or the National Secretary feel that there is possible violation, pertinent relevant information will be submitted to the Board of Directors, and the member will be notified of the complaint.

The Board of Directors, after reviewing this report and the evidence and defense, if any, shall reach a decision by majority vote. If the Board of Directors determines that there has been a violation, the following course must be taken: The member may receive notice of the Board's decision informing the member of the specific violation, and the necessary course of action to be taken by the member, if disciplinary action is to be avoided.

At the discretion of the Board of Directors, the member shall be notified that appropriate disciplinary action shall be recommended to the membership for written ballot. A motion for



**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

censure shall require a majority vote, suspension a two-thirds vote, and expulsion a four-fifths affirmative vote by the eligible members present and voting at the membership meeting.

Members may appeal a ruling by the Board concerning any disciplinary action.

**Article 15 — AMENDMENTS**

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Page | 17

Proposed changes to the By-Laws may be initiated by any voting member, the By-Laws Committee, or the Board of Directors.

By-Laws changes reviewed and approved by the Board shall be circulated to the membership at least forty-five (45) days prior to the Biennial Business Meeting. By-Laws amendments must be approved by a simple majority of members present and voting at the Biennial Business Meeting.

The Board of Directors may, at any Congress, authorize consideration of a change in a previously proposed amendment, without the required forty-five (45) day prior notice. A majority vote is required for such a previously uncirculated change.

The Board of Directors may, at any Congress, authorize consideration of a change to the By-Laws without prior notice. A majority vote is required for such a previously uncirculated change.

Under special circumstances the Board of Directors may authorize voting by email on a By-Laws amendment. No less than twenty percent (20%) of all Active and Life Members must cast a ballot to constitute a valid action, and two-thirds (2/3) of those voting must vote affirmatively to affect a By-Laws change.

**Article 16 — PARLIAMENTARY AUTHORITY**

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All meetings and other proceedings of the society and its committees, except as otherwise provided in these By-Laws, shall be governed by the parliamentary rules and usages contained in the current edition of Sturgis' Standard Code of Parliamentary Procedure.

**Article 17 — INDEMNIFICATION OF DIRECTORS AND OFFICERS**

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The society shall indemnify, to the full extent permitted by law, every present Officer, Director, Committee Member, and the Executive Director and staff of the society. This indemnification shall be against expenses actually and necessarily incurred in connection with defense or settlement of any action, suit, or proceeding to which any of them is made a party as a result of having served in any of the foregoing capacities. This indemnification shall not apply to matters in which the individual is judged liable for willful misconduct and to matters as shall be settled by agreement predicated upon the existence of such liability.

The term expenses shall include attorneys fees, court costs, costs of investigation, cost of preparation for an attendance at trials, the amounts of judgments, fines and penalties, amounts

**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

paid at settlement (unless paid to the society), and other expenses necessarily and reasonably incurred in connection with the defense or settlement of any action or proceeding.

The foregoing right of indemnification shall not be exclusive of any other rights to which the parties may be entitled. This indemnification shall be in addition to any other power or right of the society to indemnify its Officers, Directors, and Committee Members.

Page | 18

The society will purchase insurance against any liability incurred as the result of the first paragraph of this Article.

**Article 18 — DISSOLUTION**

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In the event of dissolution or final liquidation of the society, all assets remaining after payment of obligations shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Board of Directors.

**ADDENDUM – ISAPS Code of Ethics**

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Members of the International Society of Aesthetic Plastic Surgery will:

1. Serve humanity with full respect for the dignity of all persons.
  2. Strive to improve medical skills and make available to patients and colleagues the benefits of professional knowledge.
  3. Practice methods of healing on a scientific basis and not associate professionally with anyone who does not uphold this principle.
  4. Strive to protect the public and the profession against physicians who are incompetent or have a low moral character.
  5. Observe all laws, honor the dignity of the profession, and accept self-imposed discipline.
  6. Expose illegal or unethical conduct of fellow members of the profession.
  7. Render proper service in an emergency.
  8. Charge fees that are fair and just and commensurate with professional services rendered.
  9. Dispense drugs, remedies, and appliances only when in the best interest of the patient.
  10. Seek consultation upon request in doubtful or difficult cases, or if the quality of medical service may be enhanced.
  11. Never reveal the confidence entrusted in the course of medical attendance or deficiencies found in patients, unless required to do so by law.
  12. Honor the ideals of the medical profession and participate in activities that improve the health and well-being of the individual patient.
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**International Society of Aesthetic Plastic Surgery**  
**BY-LAWS**  
**FINAL APPROVED**

- NOTE: The term *Ex Officio* as used in this document pertains to members of the board and/or committees without voting privilege.
- Last revisions: 10 May 2010, 4 May 2012, 10 November 2013, 24 July 2014, March 2016, September 2017
- Last Adopted: By members present and voting at the 21st Congress of ISAPS in Geneva, Switzerland, during the Biennial Business Meeting held on September 5, 2012.
- Last Adopted: By members present and voting at the 22<sup>nd</sup> Congress of ISAPS in Rio de Janeiro, Brazil during the Biennial Meeting held on September 20, 2014.
- Last Adopted: By members present and voting at the 23<sup>rd</sup> Congress of ISAPS in Kyoto, Japan during the Biennial Meeting held on October 26, 2016
- Last Adopted: By members present and voting at the 24<sup>TH</sup> Congress of ISAPS in Miami Beach, Florida, USA during the Biennial Meeting held on November 1, 2018.