



# European Society of Lingual Orthodontics

## BYLAWS 2008

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# ESLO 2008 New Bylaws Project

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## **PREAMBLE – ORIGIN, MISSION AND VISION TO THE FUTURE**

The great evolution of Lingual Orthodontics and ESLO's Organization in the last 15 years (1992 to 2007), opens new chances and horizons in Europe and in the World of lingual Orthodontics. In our modern World research and continuous improvement change things so quickly that ESLO has to initiate his own change management.

The aim of giving ESLO New Bylaws in 2008 is to recognize as well:

- On one hand the ESLO tradition from the very beginning of the founding philosophy status in 1992 (French and Italian Members).
- On the other hand adapting ESLO to the fact of growing Lingual Orthodontics to other Nations of the E.U. and the increasing number of new Countries joining the E.U.
- ESLO's important chance to give a positive response to the great demand and feedback of non Europeans to ESLO's Actions and Congresses.
- ESLO's opportunity to fix measurable goals to develop Lingual Orthodontics in Europe in line with ESLO's Vision, ESLO's philosophical issues and Values, ESLO's Mission Statement and Strategy published for the first time in the 2006-2008 Council President Alain DECKER's ESLO Newsletter<sup>1</sup>, August 2007.

### **ESLO VISION 2020**

- ESLO Policy Statement 2020:
  - 4 years' Strategy Planning for Congress Continuity and Sustainability.
  - Strategically Development of office position in ESLO Council.
  - Strategically Development of Active ESLO Members as speakers.
  - Result Orientation: Leading ESLO Active Members to proven Excellence in Lingual Orthodontic Results.
- ESLO Leadership Statement 2020:
  - Past-President's teaching the transition to Successor President of ESLO Council: 4 years 'Adopt – Adapt – Improve' program in line with ESLO's Vision.
  - Presidents' 2 years training program for ESLO Council, ESLO Board, ESLO Scientific Committee, ESLO Case Evaluation Committee, in line with ESLO's Vision, Mission & Values.
- ESLO Growth Statement 2020:
  - ESLO Membership development in the 25 E.U. Countries.
  - Biennially goals to increase number of ESLO Active Members.
- ESLO Vision & Bylaws Improvement Statement 2020:

Every 4 years ESLO bylaws and vision are reviewed (2012, 2016 and 2020 a.s.o.).

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## **ESLO MISSION STATEMENT**

- No competing with other scientific societies in lingual orthodontics, but involving them in the implementation process.
- Listening to suggestions of ESLO Active Members and all stakeholders to adapt the ESLO Organization by gradual improvement.
- Providing measurable assistance to lingual orthodontics by providing high-quality conferences and selected top-flight speakers on all existing techniques in worldwide lingual orthodontics.
- Creating a step by step document of written rules for case presentation: Procedure for new ESLO active membership.

## **ESLO 3 PHILOSOPHICAL ISSUES**

- Does it conform to reality?
- Is it fair in all respects/to all parties?
- Is it profitable and useful to all parties involved?

## **ESLO 4 KEY CONCEPTS & VALUES**

- Science & Research.
- Training & Competence Development.
- Loyalty, Collegial Approach.
- Transparency, Traceability.

The bylaws describe and define the responsibilities of the leaders and the members of ESLO. It outlines its structure, rules, governance of each type of membership, and the principles which guides its activity as a Society, whose objectives are the advancement of Lingual Orthodontics and guided by the ESLO Vision & Mission Statement, the ESLO 3 Philosophical Issues and the ESLO 4 Key Concepts & Values.

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It shall be the duty of all ESLO members to uphold the honor and dignity of the Society and to conduct themselves, both professionally and personally, in such a manner as to bring no reproach upon themselves, the Society or the profession of Orthodontics.

The Vision gives a guide for successful governance to the ESLO, a star to aim far away from us. It is the way to follow, to reach ESLO's long term goals.

## **WBLO World Board in Lingual Orthodontics**

As decided by the 2008 General Assembly, the responsibility for the World Board of Lingual Orthodontics management and deployment is allocated to the World Society of Lingual Orthodontics (WSLO) under the ownership of its current President.

ESLO Society nominates the current Board Deployment Officer as representative in the WBLO to be created.

The application to the WBLO by ESLO Active and Titular Members is defined by the Internal Regulations edited by the ESLO Council.

## **CHAPTER 1 - GENERAL**

### **Section 1.1. : NAME**

The name of the organization is the "European Society of Lingual Orthodontics" (E.S.L.O.).

### **Section 1.2. : SEAT:**

ESLO has its seat in Paris 11<sup>o</sup> FRANCE, COLLOQUIUM Society: 12 rue Croix FAUBIN.

### **Section 1.3. : PURPOSES:**

The objectives of ESLO are the following:

- To hold Lingual Orthodontics meetings in the 25 Countries of the E.U for the advancement of its members in scientific attainment and excellent result orientation in clinical treatment.
- To promote Lingual Orthodontics in the 25 Countries of the E.U.

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- To facilitate scientific co-operation between clinicians, teachers and researchers, in the 25 Countries of the E.U.
- Make efforts to improve the health, beauty and smile harmony in the 25 Countries of the E.U. and of humanity in general, in the aspect of Lingual Orthodontics.
- Promote educational help for adequate training in all aspects of modern Lingual Orthodontics.

## **Section 1.4. : BYLAWS REGISTRATION:**

The new ESLO 2008 bylaws of the Society will be registered by Colloquium in the **Register of .....**

## **Section 1.5. : LEGISLATIVE BODY:**

The Legislative Body of ESLO is the General Assembly, including all active Members attending or represented at the Biennial General Assembly (B.G.A.).

## **Section 1.6. : EXECUTIVE BODY:**

The Executive Body of E.S.L.O. is the Council.

## **Section 1.7. : ADMINISTRATIVE SEAT:**

ESLO's Administrative seat: Paris 11<sup>o</sup> FRANCE, COLLOQUIUM S.A.: 12 rue Croix FAUBIN.

## **Section 1.8. : OFFICIAL LANGUAGE:**

Official language written and spoken is English.

## **CHAPTER II – MEMBERSHIP**

### **Section 2.1. : SOCIETY COMPOSITION:**

Following types of Members:

Founding Members, Past-Presidents Members  
Regular Members, Active Members and Titular Members  
Honorary Members

Excellence certificate is pending until consent with WSLO.

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## **Section 2.2. : MEMBERS:**

### 2.2.1.: E.S.L.O. founding members & Past Presidents

ESLO recognizes 6 Lingual Orthodontists who personally contributed to create the Organization and signed the foundation act and the first bylaws of ESLO in 1992:

- Gérard ALTOUNIAN
- Didier FILLION
- Giovanni B. GARINO
- Jean-François LECLERC
- Giorgio NIDOLI
- Massimo RONCIN

ESLO recognizes 8 Lingual Orthodontists who personally contributed to serve the Organization as Council Presidents:

- 1993 Venice: Massimo RONCHIN
- 1996 Monaco: Gérard ALTOUNIAN
- 1998 Rome: Giuseppe SCUZZO
- 2000 Bruxelles: Jean-François LECLERC
- 2002 Berlin: Dirk WIECHMANN
- 2004 Barcelona: Pablo ECHARRI
- 2006 Venice: Stefano VELO
- 2008 Cannes: Alain DECKER

ESLO founding members & Past Presidents have the right to receive the European Journal of Lingual Orthodontics (EJLO), attend all meetings, to vote, to be eligible to vote and hold official positions, if elected.

ESLO founding members & Past Presidents are subject to payment of dues and assessments.

### 2.2.2.: ESLO Regular Members

All Regular Members of ESLO are orthodontists, dentists or medical doctors, fulfilling the following requirements:

- a. Adequate training in Orthodontics. Education: successful completion of the full curriculum of an accredited orthodontic program, as deemed by the council. Adequate training and ability in the efficient clinical use of the lingual appliance technique. ESLO Regular Members are in good standing with legacy and obligations of their country. ESLO Regular Member's Practice is limited to Orthodontics and has set goals to maintain or increase Lingual Orthodontics in his treatment methodology.
- b. The applicant to ESLO Regular Membership, pays a registration fee of 50€, at registration as a candidate.

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- c. Regular ESLO Members have the right to receive the European Journal of Lingual Orthodontics (EJLO) and attend all meetings but are not allowed to vote, neither to be eligible to vote nor to hold official positions.
- d. Active ESLO Members are subject to payment of dues and assessments.

### 2.2.3.: ESLO Active Members

All active Members of ESLO are orthodontists, dentists or medical doctors, fulfilling the following requirements:

- e. Introduced by 2 Active, Titular, Founding or Past-President Members as their individual mentor.
- f. Adequate training in Orthodontics. Education: successful completion of the full curriculum of an accredited orthodontic program, as deemed by the council. Adequate training and ability in the efficient clinical use of the lingual appliance technique. ESLO Active Members are in good standing with legacy and obligations of their country. ESLO Active Member's Practice is limited to Orthodontics and has set goals to maintain or increase Lingual Orthodontics in his treatment methodology.
- g. The applicant to ESLO Active Membership, pays a registration fee of 75€, at registration as a candidate.
- h. Each ESLO Active Member has shown 2 totally treated lingual cases (one of the 2 cases must be an extraction case), in line with the requirements and result outcome validated by adequate commission (subordinated to ESLO Excellence Board).  
The requirements are subject to changes by the council of ESLO, according to the evolution of science and methods of treatment.  
The Evaluation Commission and Scientific Committee propose and report their decision to the Council.
- i. Active ESLO Members have the right to receive the European Journal of Lingual Orthodontics (EJLO), attend all meetings, to vote, to be eligible to vote and hold official positions, if elected.
- j. Active ESLO Members are subject to payment of dues and assessments.

### 2.2.4.: ESLO Titular Members

ESLO Titular Members are Active ESLO Members fulfilling the following additional requirements:

- a. Introduced by 2 Active, Titular, Founding or Past-President Members as their mentor.
- b. Adequate training in Orthodontics. Education: successful completion of the full curriculum of an accredited orthodontic program, as deemed by the council.
- c. Adequate training and ability in the efficient clinical use of the lingual appliance technique. ESLO Titular Members are in good standing with legacy and obligations

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- of their country. ESLO Titular Member's Practice is limited to Orthodontics and has set goals to maintain or increase Lingual Orthodontics in his treatment methodology.
- d. The applicant to ESLO Titular Membership, pays a registration fee of 150€, at registration as a candidate.
  - e. Each ESLO Titular Member has shown 5 totally treated lingual cases in respect with the global ESLO Excellence Board prescriptions. The records prove outcome stability 1 year after treatment outcome. The proven result outcome is validated by adequate commission (subordinated to ESLO Excellence Board).
  - f. The requirements are subject to changes by the Council of ESLO, according to the evolution of science and methods of treatment. The Evaluation Commission and Scientific Committee propose and report their decision to the Council.
  - g. Titular ESLO Members have the right to receive the European Journal of Lingual Orthodontics (EJLO), attend all meetings, to vote, to be eligible to vote and hold official positions, if elected.
  - h. Titular ESLO Members are subject to payment of dues and assessments.

## 2.2.4. Honorary Members

This status may be conferred upon any individual deemed worthy of such honor, by a 2/3 of majority vote of present or represented active members at the ESLO B.G.A.

- a. Honorary ESLO Members attend all assemblies, but they do not vote and are not eligible at B.G.A.
- b. Honorary ESLO Members have the right to receive the European Journal of Lingual Orthodontics (EJLO), attend all ESLO Congresses and may give a contribution to the Scientific Committee.
- c. Honorary ESLO Members are required to pay dues and assessments.

Based on ESLO honorary membership or evidence to be in line with the scientific evaluation criteria of active membership case presentation, the Council of ESLO can pronounce "ESLO active membership" to a lingual orthodontic professional without the obligation to apply, pending submission of 2 complete lingual orthodontic cases in accordance with requirements for case presentation.

The President of the ESLO Council makes the announcement during ESLO B.G.A.

The new "ESLO Active Member" is subjected to payment of dues and assessments.

## **Section 2.3. : DUES AND ASSESSMENTS**

### 2.3.1.: Payment

All dues, application fees, and assessments are payable in "€" euro, E.U. currency. All dues are payable at beginning of the year and latest July.



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On December of each year, the Treasurer of ESLO send the invoice to each Member for the current year to come.

Invoice is sent in December of year-1. Any Active Member failing to pay their annual dues and assessments, within July of the current year lose their ESLO Membership.

All the Active ESLO Members who regularly pay annual fee have a fee reduction in the meetings organized by ESLO.

The payable fee for receiving the 6-monthly European Journal of Lingual Orthodontics (EJLO) is provided for in the Internal Regulations.

All the Active ESLO Members who regularly pay annual fee have a fee reduction in the meetings organized by ESLO.

## 2.3.2.: Dues

a. Are indicated for the first time year 2008. The amount due will be revised at B.G.A. every two years written on agenda and voted by a majority of General Assembly.

b. Founding Members & Past Presidents:

Active Members, Titular Members and Regular Members:

Honorary Members:

Annual dues 100€, to be paid latest July, 1<sup>st</sup> of each year - except for the year 2008 whereby ESLO accepts October, 1<sup>st</sup> as the final deadline, after receiving invoice from ESLO treasurer.

## 2.3.3.: Assessments

The funds so obtained may be used only for the purpose for which the assessment is made.

## **Section 2.4. : MEMBERSHIP APPLICATIONS**

### 2.4.1. General Application Rules for ESLO Membership

Application for all classes of Membership will be made on the form prescribed. Application forms for all categories of Membership (except honorary Members) can be requested from the ESLO Secretary.

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## 2.4.2. Application for ESLO Regular Membership

The ESLO Society charges an application fee of 50€ per regular member applicant, this amount can be modified and readapted by the Council.

Applications for Active ESLO Membership are accompanied by the required application.

The payable fee for receive the European Journal of Lingual Orthodontics (EJLO) by Regular Members is provided for in the Internal Regulations.

## 2.4.3. Application for ESLO Active Membership

The ESLO Society charges an application fee of 75€ per active member applicant, this amount can be modified and readapted by the Council.

Applications for Active ESLO Membership are accompanied by the required application  
The payable fee for receive the European Journal of Lingual Orthodontics (EJLO) by Active Members is provided for in the Internal Regulations.

## 2.4.4. Application for ESLO Titular Membership

The ESLO Society charges an application fee of 150€ per Titular member applicant, this amount can be modified and readapted by the Council.

Applications for Titular ESLO Membership are accompanied by the required application fee.  
The payable fee for receive the European Journal of Lingual Orthodontics (EJLO) by Titular Members is provided for in the Internal Regulations.

## 2.4.5. Reapplication for ESLO Regular, Active and/or Titular Membership:

Any applicant for regular, active and/or titular Membership whose application is not validated may reapply at the next meeting of ESLO.

ESLO Society charges a renewal application fee of 50€ for regular, 75€ for active and 150€ for titular member reapplication, this amount can be modified and readapted by the Council.

**CHAPTER III – ORGANIZATION**



The executive body of ESLO Organization is the ESLO Council.

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## **Section 3.1.: The ESLO COUNCIL**

### 3.1.1.: Election and Term of Office of ESLO Council

#### ESLO Council

The Council Members must be ESLO Active Members and are elected for the periods below:

- The President (elect) 2 years (former preference position is the Nominated President or if not possible any other office position in any other former ESLO Council, except former President)
- The Past-President 2 years (automatic, no vote necessary in General Assembly)
- The Nominated President (Successor of ESLO Council President), 2 years
- The General Secretary & ESLO Archives' responsible: 2 years
- The Board Deployment Officer : 4 years
- The General Treasurer: 2 years
- The Professional & Public Relation Officer (PPRO): 2 years
- The Bylaws Review Officer (elected every 4 years)

#### ESLO Financial Controlling

Controlling & Reporting:

- 1<sup>st</sup> Account Reviewer 2 years
- 2<sup>nd</sup> Account Reviewer 2 years

### 3.1.2.: Rules

- a. The Council &/or Committee Members cannot be elected to the same office for consecutive terms except by decision of ESLO G.A.
- b. Proposals for Council Members are sent to the Secretary at least 6 weeks before the B.G.A. The proposals are made known to the current Council by the Secretary at least 4 weeks prior to the general assembly and latest at opening of G.A. to the attendees of the G.A.
- c. Proposals for the Congress location in a 4 years forward planning are sent to the Secretary at least 6 weeks before the B.G.A. The proposals are made known to the current Council by the Secretary at least 4 weeks prior to the general assembly and latest at opening of G.A. to the attendees of the G.A.
- d. Any Council Member may be removed by a 2/3 majority vote of the A.G.M.
- e. A Council Member shall take office three months after the election. The retiring Member must complete all relevant business during this time.

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- f. After taking office the Council nominates the Chairman of the Congress Organization Committee. 2 Members of Council are represented in the Committee.
- g. The Committee reports every 4 month to the Council, if the organization intermediate results are still in line with the business plan of congress.

## 3.1.3.: ESLO Council Daily Dealing:

- a. The Council acts as the executive body of ESLO, with powers to put proposals governing the ESLO policies to the General Assembly.
- b. The Council legally represents the Society towards any third party. The right of signature is ruled as follows: signature of the President. If the financial amount is higher than 2.500€, Presidents signature, joined by a second signature of Treasurer or Chairman (priority order) or one of the other Members of the Council.
- c. A majority of the Council shall constitute a quorum.
- d. In principle the Council will meet at the B.G.A. The Council may also meet at call of the President or upon request of the majority of the Council Members.
- e. If the Council is evenly divided, the vote of the acting President is decisive.

## 3.1.4.: ESLO Council Strategically Planning:

- a. Review ESLO mission, strategy, values are still in line with the vision.
- b. Council proposes to the B.G.A., the date, location and topic of next B.G.A. and X<sup>th</sup> Congress
- c. Council proposes to the B.G.A., the amount of dues and assessments.
- d. The admission or exclusion of Members
- e. Council validates the requirements for case presentation (rules of case presentation subject to Internal Regulations)
- f. Council proposes to the B.G.A., Honorary Members
- g. Agenda guideline for General Assembly to be sent at least 4 weeks before the General Assembly:
  - i. Approval of the Agenda
  - ii. Registration of Active Members
    - o Validation of Voting Cards
    - o Validation of Voting Cards by Proxy
  - iii. Speech of the President
  - iv. Activity and Management Report – Secretary
  - v. Treasury Report, Treasurer
  - vi. Assessments and dues to fix
  - vii. Discharge to the Council
  - viii. Nomination of Election Committee and presentation of candidates
  - ix. Questions & Answers

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- x. Elections of the ESLO Council
- xi. Elections of 2 Account Reviewers
- xii. Designation of the location for next ESLO Congress
- xiii. Designation of X+2 ESLO Council President elect and host Country for ESLO Congress on 4 years

Rules for proxy authorizations and G.A. Process are defined in the Internal Regulations.

## 3.1.5.: Duties of ESLO Council members

### The President

1. Presides at all meetings of the ESLO and the Council
2. Assumes the legal responsibility of the ESLO, during his mandate
3. In the absence of the President, the Past-President is appointed Acting President.
4. In the absence of the President and the Past-President is appointed Acting Chairman.
5. In the position "President" he has an impartial attitude to lingual orthodontic industry and is opened to all lingual orthodontic systems.
6. Present a general report at the General Assembly
7. Assumes presence in National and World Congresses to promote ESLO Biennial Congress.

### The Past-President

1. Trains the Council, with his experience and watch for continuity.
2. Gives opinion and advice to the ESLO Council.
3. Assumes the duties of the President at his temporary absence, at the President's request.
4. Assumes the duties of the President in case of interim need until next B.G.A.
5. Assume presence in National and World Congresses to promote ESLO Biennial Congress.

### The President elect (successor):

1. Learns to be the successor of the ESLO Council President
2. In case of unplanned circumstances, has the responsibility to propose an alternative active ESLO Member co-opted by Council, during 2 years, candidate to succeed the current ESLO Council President
3. Gives G.A. a Vision of the next and over next Congress (Organization and Location).

### The ESLO General Secretary & ESLO Archive responsible:

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1. Keeps a record of the proceedings at all meetings of both the Society and the Council
2. Collects and keeps all history of data from ESLO Foundation year 1992 into the future.
3. Keeps current records showing Members of the Society with their addresses
4. Conduct all correspondence for the ESLO
5. Keeps a roll call of Members present at all meetings
6. Present a general Report at General Assembly
7. The General Secretary ESLO is Archives' responsible and is in charge of a documented history of ESLO organization in cooperation with Past-President, President & Nominated President.
8. If elections are to be held, the Secretary will announce the vacant positions and the proposed names.
9. Assume presence in National and World Congresses to promote ESLO Biennial Congress.

### The General Treasurer:

1. Takes in charge all money and pay all bills relative to the general Meeting
2. Notifies all Members of dues and assessments payable and control their payment
3. Keeps adequate records of receipts and expenditures
4. Deposits Society Funds in such Banks as the Council may direct
5. Supervises the disbursement of funds as the Council may direct
6. Is open for Account reviewers nominated by ESLO G.A.
7. Presents a Financial Report at the General Assembly

### The Board Deployment Officer:

1. Co-presides the AM / TM Case Evaluation Commission with the President of this Commission
2. Negotiates and updates regularly the rules of WBLO with the President of WSLO
3. Is the representative of ESLO in the WBLO.

### The Professional & Public Relation Officer:

1. Takes in charge all ESLO Council relationships with the Congress Organizing Committee
2. Assumes ESLO relationship with European & World Lingual Scientific Societies
3. Takes best promotion initiatives of ESLO in public, orthodontic, dental and medical profession.
4. Assumes ESLO relationship with Sponsors, Exhibitors and Lingual Orthodontic Industry.

### The Bylaws Review Officer:

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1. Is responsible for giving opinion to the Council if ESLO bylaws are respected by the organization.
2. Reviews bylaws and gives proposals for amendments to the President and the Council

## **Section 3.2.: The ESLO CONGRESS ORGANIZATION**

### ESLO Congress Organization Committee

The ESLO Congress Organization Committee Members defined from point 1. to 5. must be European ESLO Active Members and are nominated by the ESLO Council for the periods below:

- 1. The Chairman: 2 years
- 2. The Vice-Chairman: 2 years
- 3. The Secretary: 2 years
- 4. The Treasurer: 2 years
- 5. The Ambassador for Relationship WSLO, JLOA & European Lingual Societies: 2years
- 6. President of Scientific Committee \*(Nominated by ESLO Council President) 2 years
- 7. Any consultant Members\*: 2 years (until maximum of 10 members for this Committee, )

\*Consultant members and \*President of Scientific Committee must not be ESLO Active Members at the moment of their nomination. They have to be a member of a National Lingual Society. They sign the application form and pay in advance the fee for candidate to New ESLO Active Membership to be presented at the Congress they organize with the Committee. ESLO Congress location is a European Country, except  $\frac{3}{4}$  decision of General Assembly.

### Structure of the ESLO Congress Organization Committee

- The Chairman \_\_\_\_\_
- The Vice-Chairman \_\_\_\_\_
- The Secretary \_\_\_\_\_
- The Treasurer \_\_\_\_\_
- The President of Scientific Committee \_\_\_\_\_
- The Ambassador for Relations WSLO, JLOA & ELS \_\_\_\_\_
- Any consultant Members \_\_\_\_\_



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## Duties of the ESLO Congress Organization Committee members:

### The Chairman

1. The Chairman is (if possible) a national of the next Congress location country.
2. In agreement with the ESLO Council he nominates the additional co-opted members to ESLO Council (until 14 allowed), in line with needs with the location of the ESLO Congress Organizing.
3. In agreement with the ESLO Council, he assumes responsibility and management of ESLO Biennial Meeting and Congress Organization.
4. Assume duties in relation with the Congress Organization at the President's request.
5. Not later than 3 month after B.G.A. and elections, the Chairman presents a Business Plan, limited to Congress Organization, to the ESLO Council. Deviations from the plan are to be measured, evaluated and reported to the Council. Actions have to be proposed to the Council. Performance of these actions is discussed.
6. In the position "Chairman" he has an impartial attitude to lingual orthodontic industry.
7. The Chairman assumes presence in National and World Congresses to promote ESLO Biennial Congress.

### The Vice-Chairman

1. The Vice-Chairman (if possible) is a national of the next Congress location country.
2. Assume the duties of the Chairman at his temporary absence, at the President's request.
3. Assumes the duties of the Chairman in case of interim need until next B.G.A.
4. The Vice-Chairman assumes presence in National and World Congresses to promote ESLO Biennial Congress.

### The Secretary:

1. If the Secretary is a national of the Congress location country the ESLO Council President involves him in the Congress Organization.
2. Assume the duties of Congress Organization Secretary, shared with the ESLO General Secretary and reporting to Chairman and President and by a temporary absence of General Secretary.
3. The Secretary assumes presence in National and World Congresses to promote ESLO Biennial Congress.

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The Treasurer:

1. Keeps adequate records of receipts and expenditures of the Congress organization
2. Supervises the disbursement of funds of Congress organization
3. Is open for reporting to Council Treasurer and Account reviewers nominated by ESLO G.A.
4. Presents a Financial Report of Congress Organization

The President of the Scientific Committee:

1. In agreement with the ESLO Council President, nominates the members of the ESLO Scientific Committee.
2. Preside at all meetings of Scientific Committee.
3. The responsibility for the nomination of the AM-TM-WBLO Commission members is in partnership with the Council President.
4. In agreement with the ESLO Council President and the Chairman, he prepares a plan for the scientific part of ESLO Congress Organization and submits a proposal for criteria and evaluation of Congress application for speakers, posters a.s.o.
5. In agreement with ESLO Council President and Chairman, he presides the Scientific Committee meeting for the final validation of speaker and poster board validation.
6. Assume presence in National and World Congresses to promote ESLO Biennial Congress.

The Ambassador for Relationship WSLO, JLOA & European Lingual Societies

1. In agreement with the ESLO Council President, he assumes relationship with JLOA and European Orthodontic Societies to promote ESLO Biennial Congress.
2. Assume presence in National and World Congresses to promote ESLO Biennial Congress.
3. He assumes responsibility for Communication and Website Management, in relation with the Congress Organization.

The Consultant Member:

In agreement with the ESLO Council, he assumes specific tasks defined by the Committee Chairman, which are in line with organization and location of the ESLO Congress. The tasks and responsibilities are management of participants, speakers, poster boards, program, sponsors, trade exhibition, events, catering, and facilities' management.

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## **Section 3.3.: The PRE and POST CONGRESS ORGANIZATION COMMITTEE**

The President is the Chairman of the Organization Committee.

## **Section 3.4.: The ESLO CONGRESS SCIENTIFIC COMMITTEE**

### 3.2.1.: Composition of the Scientific Committee

The Scientific Committee is composed of:

- The Scientific Committee President
- The Scientific Committee Members

The Chairman and Members of the Scientific Committee are designated by the ESLO Council among the Active ESLO Members.

### 3.2.2.: Duties of the Scientific Committee

- a. The Scientific Committee proposes and helps organizing the Biennial ESLO Congress in different E.U. Countries in agreement with the Council.
- b. The Scientific Committee helps the Council selecting lectures, speakers and scientific sessions and topics.
- c. The Scientific Committee participates with the Council and the designated assessors, to evaluate each candidate for active Membership according to the Bylaws of the ESLO. The ESLO Council President designates as many competent assessors as necessary to help the Council and Scientific Committee.
- d. The Scientific Committee reports an identified record of the cases examined and the decisions and recommendations made to the President of ESLO Council. The report of the Scientific Committee is confidential and only made available to the Council.
- e. The Committee's decisions are taken by a majority vote of the Members present. In case of equal number of votes, the Council's President is a priority.

## **Section 3.5.: CASE EVALUATION COMMISSION for ACTIVE MEMBERS (AM) and TITULAR MEMBERS (TM) APPLICATIONS**

- a) The AM / TM Case Evaluation Commission President is nominated by the ESLO Council.  
The Board Deployment Officer (BDO) is a leading member of the Commission to support the President actions.

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The President and the BDO are assisted by 3 deputies, all Titular Members designated by the President of ESLO Council.

The structure of the Commission therefore lies as follows: President of Commission, Board Deployment Officer and 3 deputies.

The 5 responsible persons listed above have to be all Titular Members by the 2014 latest.

The President of ESLO Council designates the number of assessors in line with the number of candidates applying for Active and Titular ESLO Membership.

- b) Regarding the Active Members (AM), the goal of the Commission is to :
- register the candidates applying for Active ESLO Membership, as forwarded by the General Secretary
  - examine the presentation of 2 cases treated, as submitted by the candidate during an ESLO meeting (rules of case presentation subject to Internal Regulations)
  - Advise the ESLO Council on the possible admission of the candidate as ESLO Active Member.
  - The Evaluation Form is currently adapted and published on the ESLO website
- c) Regarding the Titular Members (TM), the goal of the Commission is :
- examine the presentation of 5 treated cases, as submitted by the candidate for ESLO titular (rules of case presentation subject to Internal Regulations)
  - advise the ESLO Council on the possible titular of the candidate
  - The Evaluation Form is currently adapted and published on the ESLO website

The Commission meets every two years during the B.G.A. meeting.

## **Section 3.6.: ESLO COMMUNICATION : website and European Journal of Lingual Orthodontics (EJLO)**

The Editor and Editorial Board are responsible for the design, update and management of all communication tools used by ESLO, i.e.: the web site and the 6-monthly European Journal of Lingual Orthodontics (EJLO).

The Editor and the Editorial Board are both nominated by the ESLO Council for a duration of 4 years extendable for fixed 4-year periods.

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## **Section 3.7.: FIRST ESLO COUNCIL AFTER VOTE of NEW BYLAWS 2008:**

### ESLO Council

- The President (elect) Germain BECKER
- The Past-President Alain DECKER
- The Board Deployment Officer Lorenzo FAVERO
- The President elect (successor) Thomas DRECHSLER
- The General Secretary Sarah HEPBURN
- The Treasurer Michel STEIL
- The Professional & Public Relation Officer Balvantrai PARMAR
- The Bylaws Reviewer Andrea THALHEIM

### ESLO Financial Controlling

- 1<sup>st</sup> & 2<sup>nd</sup> Account Reviewers
  1. Gérard Altounian
  2. Pablo Eccharri

## **Section 3.8.: STANDARD GUIDELINE FOR GENERAL ASSEMBLY :**

The Standard Guideline for General Assembly are included in the Internal Regulations.

## **CHAPTER IV – CASE PRESENTATION**

The requirements for the case presentation are provided for in the Internal Regulations.

## **CHAPTER V – FINANCES**

### **Section 5.1.: FISCAL YEAR**

The fiscal year (2 years = Biennial) of ESLO begins January 1<sup>st</sup> of each calendar year and end December 31<sup>st</sup> of the following calendar year.

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## **Section 5.2.: GENERAL FUND**

The general fund consists of all monies received other than those specifically allocated to other funds by these Bylaws. The ESLO fund is used to meet all expenses incurred by the ESLO not otherwise provided for in these Bylaws. The general fund may be divided into operating and reserve divisions at the discretion of the Council.

## **Section 5.3.: AUDITING OF ACCOUNTS:**

All accounts of ESLO are audited by 2 account reviewers designated by the B.G.A. every 2 years and the first time July 5<sup>th</sup> 2008 at B.G.A. in Cannes French Riviera.

The audit of accounts is at least biennially the first time in June 2010 at B.G.A.

The 2 account-reviewers briefly report every 2 years, their objective and independent audit control of treasurer's office responsibility, reports and accounts, directly to the Assembly of Active ESLO Members and for the first time in June 2010 at B.G.A.

## **Section 5.4.: FINANCIAL RESERVES**

The ESLO is a Non-Profit Organization. ESLO maintains reserve funds to manage and limit financial risk of the organization and actions.

## **CHAPTER VI – ESLO LOGO**

An ornamental logo is designed and recognized as official “banner” within ESLO. This logo is officially accepted by the Association used by the ESLO Council and all the ESLO Organization, for official communications on paper forms, E-mails and Website. Any modification of the design to the ESLO - Logo is developed and applied by the Council.



## **CHAPTER VII – AMENDMENTS TO THE BYLAWS**

The Responsible ESLO Bylaws Review Officer, reports to General Assembly every 4 years to adapt and improve Bylaws to changes that have eventually occurred.

ESLO Bylaws amendments are voted by a  $2/3$  majority vote of the Active and Titular Members attending or represented at Extraordinary General Assembly (E.G.A.) or at Biennial General Assembly (B.G.A.).

All the Active and Titular Members have to be invited (according to the rules written in ESLO bylaws), to (E.G.A.) or (B.G.A.) and the agenda has to announce clearly the text of ESLO bylaws amendments' as one of the points on the program of the agenda.

Proposals must be submitted to the Bylaws Review Officer. Copy to the Secretary at least six weeks in advance of the General Assembly and circulated to the active and titular ESLO Members no less than 4 weeks before the General Meeting. Each member wishing to comment has to comment by Mail to the Bylaws Review Officer not later than 1 week before the A.G.

If an ESLO Bylaws amendments proposal is not voted by a  $2/3$  majority vote of the Active and Titular Members attending or represented Biennial General Meeting (B.G.A.), the E.S.L.O. Council may invite all Active and Titular Members to a Second Extraordinary General Meeting (S.E.G.A.). The agenda has to announce clearly the text of ESLO bylaws amendments' as one only single limited point on the program of the agenda. ESLO Bylaws amendments are voted by a majority vote of the Active and Titular Members attending or represented at Second Extraordinary General Assembly (S.E.G.A.).

## **CHAPTER VIII – DISSOLUTION OF ESLO**

ESLO may be dissolved by a  $2/3$  majority vote of the Active and Titular Members attending an Extraordinary General Assembly Meeting. All the Active and Titular Members have to be invited according to the rules to that meeting and the agenda has to announce clearly this dissolution point and the modalities of dissolution and liquidation. Any remaining fund will be contributed to charity.

## ESLO 2008 New Bylaws Project

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If an ESLO dissolution is not voted by a  $2/3$  majority vote of the Active and Titular Members attending or represented Biennial General Assembly (B.G.A.), the E.S.L.O. Council may invite all Active and Titular Members to a Second Extraordinary General Meeting (S.E.G.A.). The agenda has to announce clearly the text of ESLO dissolution aim as one only single limited point on the program of the agenda. ESLO dissolution is voted by a majority vote of the Active and Titular Members attending or represented at Second Extraordinary General Assembly (S.E.G.A.).



**APPENDICES - FORMS**



- **ESLO Regular Membership Application Form**

**Xth ESLO Congress**

**Please, return this form to:  
ESLO General Secretary and Copy to ESLO Council President.**

**FIRST NAME: FAMILY NAME:  
PHONE: FAX:  
E-MAIL:  
POSTAL ADDRESS:**

**The candidates for Regular Membership must send their application in writing to the  
ESLO General Secretary (email address: \_\_\_\_\_) with copy to the ESLO  
Council President (email address: \_\_\_\_\_)**

<p><b>ESLO General Secretary</b></p> <p><b>Postal Address:</b></p>	<p><b>ESLO Council President</b></p> <p><b>Stamp and Signature :</b></p>
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# ESLO 2008 New Bylaws Project

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○ **ESLO Active Membership Application Form**

**Xth ESLO Congress**

**Please, return this form to:  
ESLO General Secretary and Copy to ESLO Council President.**

**FIRST NAME: FAMILY NAME:**

**PHONE: FAX:**

**E-MAIL:**

**I AM REGISTERED TO THE CONGRESS:**

**YES**  **NO**

**I have paid a ESLO Active Member Candidate fee of 50€**

**I PRESENT:**

**2 full lingual cases respecting ESLO page index (Website), including 1 extraction case**

**The candidates to AM, TM, CEM, must send their application 3 weeks before the Biennial Congress, -----, – absolute deadline. The application should be forwarded by Recorded Delivery postal mail to Dr \_\_\_\_\_, ESLO General Secretary.**

<b>ESLO General Secretary</b>  <b>Postal Address:</b>	<b>ESLO Council President</b>  <b>Stamp and Signature :</b>
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# ESLO 2008 New Bylaws Project



- **ESLO Titular Membership Application Form**

## **Xth ESLO Congress**

**Please, return this form to:  
ESLO General Secretary and Copy to ESLO Council President.**

**FIRST NAME: FAMILY NAME:**

**PHONE: FAX:**

**E-MAIL:**

**I AM REGISTERED TO THE CONGRESS:**

**YES**    **NO**   **I have paid a ESLO Titular Member Candidate fee of 100€**

**I PRESENT:**

**5 full lingual cases respecting ESLO page index (Website), + stability documentation**

**The candidates to AM and TM must send their application 3 weeks before the Biennial Congress, -----, – absolute deadline. The application should be forwarded by Recorded Delivery postal mail to Dr \_\_\_\_\_, ESLO General Secretary.**

<b>ESLO General Secretary</b>  <b>Postal Address:</b>	<b>ESLO Council President</b>  <b>Stamp and Signature :</b>
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# ESLO 2008 New Bylaws Project

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- **ESLO Council Member Candidate Application Form**

**ESLO COUNCIL APPLICATION FORM**

**O PRESIDENT   O SECRETARY   O TREASURER**

**O BOARD DEPLOYMENT OFFIER   O PRESIDENT ELECT**

**O BYLAWS REVIEW OFFICER**

**Date: .....**

**NAME OF THE CANDIDATE:**

**Postal address :**

**Email address:**

**Nationality:**

**EXPERIENCE IN LEADING POSITIONS AND MANAGERIAL SKILLS:**

**ACTIVE ESLO MEMBERSHIP since:**

**PREVIOUS ESLO ORGANISATIONAL ACTIVITIES:**

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**RECOMMENDATION BY ANOTHER ESLO ACTIVE MEMBER:**

**INTERNATIONAL REPUTATION AND RECOGNITION:**

**ADDITIONAL FOREIGN LANGUAGES ABILITIES: (English compulsory)**

**UNIVERSITY TEACHING EXPERIENCE:**

**EXPERIENCE IN IMPROVEMENT METHODOLOGIES:**

**CURRENT AND FUTURE COMMITMENT TO APPLY AND TRANSMIT ESLO VISION, VALUES AND PHILOSOPHICAL ISSUES:**

**ANY OTHER ADDITIONAL ADVANTAGES OF YOUR APPLICATION (Example: experience in setting quality standards or Benchmarking activities, etc.):**

## ESLO 2008 New Bylaws Project

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**IN THE EVENT OF YOUR ELECTION AT THE ESLO GENERAL MEETING:**

- **WHAT WOULD BE YOUR PROPOSAL AS TO THE LOCATION OF THE x<sup>TH</sup> ESLO CONGRESS IN ---- YEAR?**
  
- **DESCRIBE THE BENEFITS OF YOUR PERSONAL CONTRIBUTION TO THE ESLO ORGANIZATION AND THE ADDED VALUE OF YOUR ACTIONS:**

**Name and signature of the applicant**

**The candidates to any of the position Council must send their application 6 weeks before the Biennial General Assembly (B.G.A.) and Congress, -----, – absolute deadline. All applications should be forwarded by Recorded Delivery postal mail to Dr -----, ESLO General Secretary, with copy to the ESLO President of Council, Dr -----.**

**Contact details:**

<b>ESLO General Secretary</b>  <b>Postal Address:</b>	<b>ESLO Council President</b>  <b>Stamp and Signature :</b>
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