



International
Piezoelectric Surgery
Academy

*BYLAWS
AND
REGULATIONS*

*Version 19th February
2020*

BYLAWS AND REGULATIONS

Introduction

Piezoelectric Bone Surgery was devised and developed from the scientific-technological work of Mr. Tomaso Vercellotti, Mr. Ferdinando Bianchetti and Mr. Domenico Vercellotti.

Article 1 Name

A Scientific Academy is established under the name "International Piezosurgery Academy" (IPA). The name was then changed to "**INTERNATIONAL PIEZOELECTRIC SURGERY ACADEMY**" (IPA) by resolution of the extraordinary general meeting held on 28/04/2017. IPA's Regulations are an integral part of these Bylaws. The Academy is a non-political, non-party, non-profit association, and does not pursue any trade union protection business. The International Piezoelectric Surgery Academy funds its activities through membership fees and the contributions of both public bodies and private individuals.

Article 2 Purpose and Functions

The Academy aims at favouring and promoting the evolution of bone surgery techniques as well as of healing processes, in order to create surgery protocols which increase therapeutic efficacy and reduce patients' morbidity. The Academy carries out scientific-clinical research and educational activities through professional training courses, conventions, refresher courses, and symposiums. The Academy may also establish competitions, awards and grants, pursue activities of scientific publishing, and enforce any other initiative that can contribute to scientific progress.

It cooperates with national and international competent bodies on specific projects in the above mentioned fields.

Article 3 Office

The Association's registered office is at Segreteria Delegata MV Congressi Spa , Via Marchesi 26/D, 43126 Parma.

5

Article 4 Duration - Financial Means and Financial Year

The duration of the Academy is unlimited.

It can only be dissolved by resolution of the Active Members' Meeting.

Such resolution shall be made with the agreement of at least three quarters of the Active Members with voting rights.

In case of dissolution of the Association, the Active Members' Meeting shall transfer the Association's assets to Institutions, Associations or Companies with similar objectives, and the profit shall not be shared among the members.

The Association meets its financial needs through:

- yearly membership fees as established by the Board of Directors, in different amounts for each Member category. Membership is personal and not transferrable to other subjects;
- voluntary contributions and donations by Members, private and public Institutions, Associations, individuals and legal entities. The financial year of the Association corresponds to the calendar year.

The budget includes income and expenses, pre-emptively classified by scope and nature, related to the following financial year. The financial statements reports on the Association's financial situation and includes all income and expenses related to the previous financial year. The financial statements shall be filed at the Association's operation offices, together with the yearly Report of the Board of Auditors, at least fifteen days before the General Active Members' Meeting is convened. It can be consulted by any Member upon written request to be submitted to the President at the time of the Convention.

It is strictly forbidden for anyone to distribute, directly or indirectly, any economic benefit coming from budgetary profits or surplus.

Article 5 Assets

The Institution's assets are made up of:

- a) movable assets and residual assets resulting from the economic-financial report;
- b) real estate, exclusively for institutional use;
- c) claims, other rights and relations arisen over the association's life;
- d) investments, securities, shares and interests in Companies, consortia, foundations carrying out activities similar, comparable or instrumental to those of the Association, in full compliance with the criteria and limits provided for by the current legislation.

15 Article 6 Members and Governing Bodies

The members of the International Piezoelectric Surgery Academy are divided in Founding Active Members, Active Members, Ordinary Members, New-Graduate Members, Founding President, Honorary Founding Members, Honorary Members, and Life Members. For the two latter categories of Members, no membership fee is due. Titles, qualifications and admission procedures to the different Membership categories are provided for in the Regulations. All Membership categories shall disclose any conflict of interest at the time of registration with the Academy, or timely communicate to the President any conflict of interest that may arise after the registration.

Article 7 Rights and Duties

In addition to the rights below, as for the Meetings and Governing Bodies, all Active, Ordinary, Honorary, and Life Members shall have the right to take part into the Annual Convention, to the cultural events and refresher courses organised by the Academy. Refresher courses and cultural events may be organised for Active Members only. All Members shall pay their fees by the date of the Annual Convention: should any member fail to pay by said date, they will be suspended from their status and from exercising their rights. Defaulting Active Members lose their status. In order to be admitted again, they shall submit a new application, complete with all the documentation as provided for in the Regulations. The new application shall follow the procedure provided by the Regulations (art. 2).

Article 8 *Governing Bodies of the Academy*

- 1) General Meeting
- 2) Active Members' Meeting
- 3) Board of Directors
- 4) Ethics Committee
- 5) Board of Auditors
- 6) Membership Acceptance Committee
- 7) Scientific Committee
- 8) Editorial and Website Committee
- 9) Faculty Training CommitteeCommittee
- 10) Past President CommitteeCommittee
- 11) International CommitteeCommittee
- 12) Regional Representatives

Article 9 *Meetings*

1 - General Meeting

1.5 The General Meeting is an advisory body and shall be convened at least once a year. All Members who are registered with the Academy and who are in good standing with the payment of their membership fees have the right to take part into said Meeting. The Meeting is chaired by the President of the Association or, in their absence, by the Vice-President. Should the latter be also absent, the Meeting will be chaired by the eldest member of the Board of Directors, or, failing this, by one of the Active Members appointed by those present. The Secretary functions are carried out by the Secretary of the Association's Board of Directors who will write the minutes, or, failing this, by an Active Member appointed by the President.

In the Meeting, the President of the Association shall present the yearly activity of the Association, the achieved results and the plans for the future. During the Meeting, any issue for which the Board of Directors may consider appropriate to ask for the Members' opinion, can be brought up. At the General Meeting, any

Member can be represented by another Member upon release of written proxy. Every Member is authorised to represent a maximum of one other Member. The General Meeting, convened by a single call, shall be deemed valid regardless of the number of attendees and members represented by proxy.

2 - Active Members' Meeting

The Active Members' Meeting is made up of the Active and Founding Members of the Association.

It is chaired by the President of the Association or, in their absence, by the Vice-President. Should the latter be also absent, the Meeting will be chaired by the eldest member of the Board of Directors or Honorary Member, or, failing these, by one of the Active Members appointed by those present. The Secretary of the Board of Directors shall carry out the Secretary functions, and write the minutes of the Meeting. Should the Secretary be absent, the President of the Active Members' Meeting will appoint for the role one of the Active Members, who will carry out their functions. The Meeting shall be convened at least once a year, upon the President's call notice. The call notice, which shall include the agenda, place and time of the first and second call (that may be on the same day), shall be sent to all Active Members at least thirty days before the appointed date via registered mail with return receipt, or via telegram, fax, or e-mail at least fifteen days before the appointed date for the meeting. The Meeting can be convened at any time following the above guidelines, every time the Board of Directors considers it appropriate, or if any necessity arises as pursuant to these Bylaws. The Active Members' Meeting shall also be convened following the above guidelines at any time upon request of at least half of the Active Members, in good standing with the payment of their membership fees. In this case, the requesting Members shall send the President a written request for the convening of the Meeting, together with their proposed agenda and the signatures of all applicants. Every three years, the Active Members' Meeting shall be convened for the election of the Board of Directors, as well as of the other elective offices as provided for in these Bylaws.

The Active Members' Meeting shall:

- discuss and approve the annual report as presented by the President of the Association and referring to the carried out activities and to the future plans;

.5

- discuss and approve the annual report as presented by the President Elect of the Association and referring to the carried out activities and to the future plans;
- discuss and approve the financial statements and the budget of the Association, presented by the Treasurer and previously approved by the Board of Auditors;
- discuss and approve any amendments to the Bylaws and Regulations;
- discuss and approve all subjects submitted by the Board of Directors, Board of Auditors, Scientific Committee, Membership Acceptance Committee and at least half of the Active Members;

- discuss and approve, based on scientific evidence, all guidelines and criteria to be followed in the clinical practice as for the use of Piezoelectric Surgery;
- designate, among its Active Members, the members of the Board of Directors, the President and the members of the Membership Acceptance, Scientific, Faculty, and Editorial Committees, as well as of the Board of Directors and of the Ethics Committee, and the President Elect among the candidates named by the Past President Committee;
- approve the appointment of the Secretary, appointed by the President of the Association and chosen among its Active Members;
- validate the admission of new Active Members, as approved by the Membership Acceptance Committee;
- approve the admission of Honorary Members;
- resolve on the issues submitted by the Board of Directors;
- resolve on the possible dissolution of the Academy.

In the first call, all resolutions shall be passed by the absolute majority of the Active Members. In the second call, all resolutions shall be passed by the simple majority of the attending Active Members, except for all decisions regarding any amendments to the Bylaws and Regulations, or the dissolution of the Academy.

Both in the first and second call, all resolutions are passed by open voting as decided by the President of the Meeting - by roll-call, show of hands or acclamation - except for resolutions concerning the election of Association bodies, for which a secret ballot shall be used.

It is the President's role to:

- ascertain the regular constitution of the Meeting;
- direct the course of the Meeting, by setting the duration of speaking time, granting the right to speak to those who request it, withdrawing such right and inviting the speaker to wrap up their speech whenever they deem it appropriate, and suspending the meeting whenever they deem it appropriate, also declaring the duration of the suspension.
- announce the results on each item on the agenda;
- appoint the Electoral Committee in the case of a secret ballot. The Electoral Committee shall be composed of one President, one Secretary, and one or more Scrutineers.

!5 The Active Members' Meeting is validly convened, in the first call, with the presence, in person or by proxy, of at least half the entitled members, and, in the second call, regardless of the number of the attendees and/or proxies. As for any decision regarding the amendment of the Bylaws - Regulations, the meeting shall be deemed valid, in the first call, with the attendance of at least three-quarters of the entitled members (in person or by proxy), or, in the second call, with the attendance (in person or by proxy) of at least half of the entitled members.

As for resolutions regarding the dissolution of the Academy, the Meeting shall be deemed valid, in the first or second call, only with the attendance of at least three quarters of the entitled members (in person or by proxy). Under no circumstances shall an Active Member, entitled to participate to the Meeting, hold more than one

proxy. Every Active Member is entitled to one vote in addition the one of the proxy, if any.

The Meeting's minutes, written by the Secretary, are undersigned by the Secretary and by the President of the Meeting.

The minutes shall record all the items discussed and the resolutions made, as well as the number of votes in favour or against each resolution. Every Member has the right to have their vote, their declaration of vote, and, in summary, their opinion on specific issues on the agenda, immediately recorded in the minutes.

All Active Members are required to attend the Active Members' Meetings. Shall an Active Member not attend three consecutive Active Members' Meetings in person without valid justification, they will lose their status as Active Members.

The attendance at the Meeting by named proxy is allowed. The proxy shall be sent or submitted to the Secretary by the delegate Active Member at the beginning of the meeting.

The fulfilment of the requirements for Active Members shall be reviewed yearly by the Ethics Committee.

Article 10 Board of Directors

The Board of Directors is composed of 8 members, specifically:

The President

The Vice-President

The Secretary

The Treasurer

The President Elect

3 Board Members

The members of the Board of Directors remain in office for three years until the end of the financial year, and perform their duties without remuneration, except for the reimbursement of the documented expenses, if any, that might have incurred in the interest of the Association and pursuant to the guidelines established by the Board of Directors. Their election is carried out by secret ballot.

The elected and eligible members of the Board of Directors may not have any past criminal convictions related to the Academy's activity that have become final.

The necessary requisites to become President Elect are: at least two years of membership as an Active Member, in good standing with the payment of the membership fee; a degree in Medicine and Surgery and/or Dentistry, and the authorisation to the practice of the dental profession, while for the other offices the candidate shall have been an Active Member for at least two years and be in good standing with the payment of their membership fee. There is no election for the President, as the office is automatically taken by the President Elect.

The President cannot be re-elected for the same office for at least four years.

The Vice-President cannot be re-elected for the same office for at least four years from the end of their term of office.

The Treasurer can be re-elected for the same office for no more than two terms (six years). At the end of their term of office, the Treasurer supports the newly appointed Treasurer for six months, solely with advisory powers. The Board of Directors meets at least twice a year upon call notice of the President via registered mail (with a minimum of fifteen days' notice), or via telegram, fax or e-mail (with a minimum of fifteen days' notice). The call notice, which includes the meeting's agenda, place and time, is sent by the Secretary to the members of the Board of Directors.

Also, the Board of Directors shall meet every time the President deems it necessary, or upon request of at least five members of the Board.

A meeting of the Board of Directors is validly convened when the majority of its members (five) is in attendance; no proxy is admitted. Resolutions are passed by the majority of the votes.

In case of a tie, the vote of the President shall prevail.

In case of an urgency, the President may request the opinion and the vote of the other members of the Board of Directors via post, telephone, or telematic means. In this case, the resolution only is valid if all members of the Board of Directors reply. The Secretary shall ask for a confirmation of the received votes. All meetings and resolutions made via videoconference shall be deemed valid.

The Board of Directors meeting's minutes, written by the Secretary, shall be undersigned by the Secretary and the President. The minutes record all participants, the items discussed and the resolutions made, as well as the number of votes in favour or against each resolution. Every Member of the Board of Directors has the right to have their vote, or their declaration of vote, and/or, in summary, their opinion on specific issues, immediately recorded in the minutes.

The Board of Directors has all powers of ordinary and extraordinary administration which these Bylaws don't assign to other Bodies, guides the activities of the Association towards the achievement of institutional objectives, organises the annual convention and the refresher course(s).

Moreover, the Board of Directors:

1. sees to the implementation of the resolutions made by the Active Members' Meeting;
2. in case of an urgency, under its own responsibility and subject to ratification by the Active Members' Meeting, can make resolutions on matters of the latter's competence;
3. supervises the observance and the application of the statutory and regulatory provisions;
4. makes resolutions that are not reserved to other Association's bodies;
5. discusses and defines the yearly programme of the Association, as proposed by the President and to be submitted to the Active Members' Meeting;
6. discusses and unanimously submits to the Active Members' Meeting the ratification of the admission of Honorary Members into the Association;

7. discusses and submits to the Active Members' Meeting any proposal of amendment to the Bylaws and Regulations;
8. supervises and manages the assets of the Association, which is merely liable for the obligations undertaken in accordance with its Bylaws;
9. approves the budget and financial statements, and sees to their submission to the Active Members' Meeting for discussion and final approval;
10. supports, together with the Scientific Committee, the President and the President Elect in the definition of the programme of scientific and cultural activities of the Association;
11. defines the annual membership fees, based on the Association's financial needs;
12. establishes and installs Panels or Working Committees, where not provided by these Bylaws and Regulations, as it deems necessary or useful, and whose members shall be chosen among the Active Members. At the achievement of the set goals, such Committees are disbanded upon resolution of the Board of Directors. All Committees are disbanded in any case at the renewal of the Board of Directors;
13. coordinates the work of all the Committees;
14. can propose new Committees, yet cannot dissolve existing ones without the favourable opinion of the Active Members' Meeting;
15. appoints Regional Representatives.

The Board of Directors can resign and dissolve if a resolution is passed by at least 5/8 (five eighths) of its members. Shall the position of the President Elect and/or Secretary and/or Treasurer become vacant for any reason during the three-years office of the Board of Directors, the Active Members' Meeting will be convened within the following thirty days in order to decide upon the filling of the vacant offices within the Board of Directors. Shall the office of the President become vacant, the Vice-President will take up their duties until the end of the three-years term. Shall the office of the Vice-president become vacant, their duties will be taken up ad interim by the Secretary. Shall both the positions of President and Vice-President become vacant within the three-years of office, even if not at the same time, the entire Board of Directors is dissolved, and the Active Members' Meeting shall be convened within the following thirty days in order to appoint a new Board of Directors, that will stay in office for three years and in which the President Elect shall take up the office of the President. The office of President and the other elective offices of the Academy are not subject to remuneration. The Board of Director can agree on reimbursements. Shall the Board of Directors, or the President, or the President Elect resign, the eldest member of the Board of Directors shall convene, within thirty days, the Active Members' Meeting in order for new elections to be held. Shall the Vice President, or the Secretary, or the Treasurer, or the Board Member(s) resign, the Board of Directors can invite one of the Active Members to cover the office, upon communication to the Active Members. Such provisional office shall be confirmed or replaced by another Active Member appointed by the Active Members' Meeting during the first regularly convened meeting. The co-opted Member shall take up the office and its functions immediately and

in full.

Any member of the Board of Directors who, with no justified reason, fails to participate in three consecutive meetings of the Board itself, shall lose their office.

The President can legally represent the Association, and may be a party in legal proceedings if duly given special power of attorney by the Board of Directors.

a. The President

1. can legally represent the Association;
2. supervises the observance and the application of the statutory and regulatory provisions;
- 3.promotes all the activities of the Association and the coordination among its bodies, by supervising their activities;
4. defines the strategic guidelines of the Association and pursues them with the collaboration of all the members of the Board of Directors;
5. develops the cultural programme for the three years of their office, in collaboration with the Scientific Committee and the Board of Directors;
6. submits an annual report of the carried out activities to the Active Members' Meeting;
7. establishes and supervises the relations with the "sponsors" of the Academy for the three years of their office, and informs the Board of Directors of their aspects;
8. has the power to perform binding acts for the Association, upon resolution of the Board of Directors, in the case of extraordinary administration acts;
9. convenes, chairs and supervises the Board of Directors' meetings;
10. convenes, chairs and supervises, pursuant to these Bylaws, the Active Members' Meetings;
11. convenes, at the end of the office terms, the election for the association offices;
- 12.handles the relations between the Association and similar Associations and Organisations in Italy and abroad.
13. undersigns, together with the Treasurer, the budget and the financial statements;
14. hires, seconds or dismisses the Association's employees, if any;
15. carries out all other activities and functions as designated by the Board of Directors or by the Active Members' Meeting, or by these Bylaws.
16. decides upon the number of members of the Committees, depending on the necessities.
17. shall not carry out any entrepreneurial activity or take part in such.

In case of the absence or temporary hindrance of the President, their functions shall be carried out by the Vice-President.

b. President Elect

The President Elect remains in office for three years. At the end of the term, the President Elect automatically becomes the President, and the Active Members' Meeting appoints the other members of the Board of Directors as provided by these Bylaws and Regulations.

The President Elect defines the strategy of their office by oral communication to the Board of Directors, and by a report addressed to the Active Members' Meeting;

The President Elect can hold temporary or permanent proxies within Associations or Organisations on behalf of the President;

The President Elect actively participates in pursuing the objectives set by the Board of Directors in office, with duties and functions as appointed by the President;

The President Elect devises the cultural programme for the three years of their office, in collaboration with the Scientific Committee and the Board of Directors. The President Elect establishes and supervises the relations with the "sponsors" of the Academy for the three years of their presidency, and informs the Board of Directors of their aspects.

c. Vice-President

The Vice-President supports the President in managing the Association's activities, and substitutes for them in case of an absence or of any hindrance.

The Vice-President can be delegated by the President to both representative and operational tasks. The Vice-President remains in office for three years.

d. The Treasurer

1. manages the Association's assets following guidelines and limits as established by the Board of Directors as well as by these Bylaws;
2. coordinates and supervises the economic, financial, and accounting activities of the Association;
3. annually prepares the budget and the financial statements, and submits them to the Board of Auditors, Board of Directors, and Active Members' Meeting for approval;
4. supports the President in solving any issue related to the administration of the Association;
5. opens and manages, as duly mandated by the President, bank or post accounts, or savings accounts in the Association's name.
6. The Treasurer remains in office for three years.

e. Secretary

The Secretary is proposed by the President, and their appointment is approved by the Active Members in the Active Members' Meeting having the renewal of the Board of Directors' offices on its

agenda.

The Secretary:

1. is responsible for the administrative functions during the General Meeting, at the Active Members' Meeting, and at the Board of Directors' meetings, and writes the minutes;
2. keeps the list of Members up to date, timely registering all new Members;
3. safeguards all the Association's minutes until the end of their office.

The Secretary remains in office for three years, and can be re-elected for three more years.

f. Board Members

Each Board Member takes part in the activities of the Board of Directors, and has the right to vote.

Article 11 *Legal representation*

The legal representative of the Association is the President.

Article 12 *Committees*

The elected and eligible members of all Committees may not have any past criminal convictions related to the Academy's activity that have become final.

7 (seven) Committees are established

1) Membership Acceptance Committee

The Membership Acceptance Committee is composed of 3 Members (1 President and 2 Members), all appointed by the Active Members' Meeting among its Members with at least two years of seniority, plus two alternate members.

The Members of the Membership Acceptance Committee cannot be part of other direction bodies.

The first meeting of the Membership Acceptance Committee shall be convened by the president of the Committee, and the election of the Secretary shall be carried out. All subsequent meetings shall be convened by the President of the Committee.

The minutes of all meetings of the Membership Acceptance Committee, written by the Secretary, shall be undersigned by the Secretary and by the President.

5 If, for any reason, one or more members failed during the three years of office, they shall be substituted for by the alternate members.

The Membership Acceptance Committee shall check, analyse and discuss with the candidates to Active Membership all submitted documents, as provided for in the **Regulations (art. 5)**

The Committee is validly constituted with the presence of at least three of its members.

The Membership Acceptance Committee resolutions, made by the majority of votes or unanimously if three members are present, are irrevocable and shall be approved by the Active Members' Meeting. In case of a tie, the President's vote shall prevail.

The President of the Membership Acceptance Committee shall submit an annual report on the carried out activities to the Active Members' Meeting. No member can be re-elected in the following three years.

2) Scientific Committee

Is composed of 5 members (1 President and 4 Members), appointed by the Active Members' Meeting among its Constituents. The Scientific Committee supports the President and the President Elect in organising and selecting the cultural, training, and refresher activities of the Association, and in research and scientific publishing. The Committee shall validate the quality of the scientific production of the Academy members, using scientific productivity and bibliometric indicators that have been validated by the international scientific community.

Its members can be re-elected in the same Committee for two three-year terms only. If, for any reason, one or more Members failed during the three years of office, the President of the Committee shall appoint their substitutes, chosen among the Active Members, and they shall remain in charge until the end of the Committee office term.

The President of the Scientific Committee shall write an annual report on the carried out activities, to be submitted to the Board of Directors, and shall inform the Active Members' Meeting of the work done. In case of a conflict of interest and on the advice of the Board of Directors, the members of the Scientific Committee can be substituted for by the members of the other appointed Committees. The Committee shall also evaluate the scientific work submitted for the International Piezoelectric Surgery Academy Award, as well as the promotion and participation in the publication of original and/or translated documents on the Association's website. During the first meeting, the President and the Secretary shall be appointed. All subsequent meetings shall be convened by the President of the Committee. The minutes of all meetings of the Scientific Committee, written by the Secretary, shall be undersigned by the Secretary and by the President. In case of a tie at the election, the President's vote shall prevail.

3) Editorial and Website Committee

The Committee is composed by 3 Active Members (1 President and 2 Members), appointed by the Active Members' Meeting. The Committee coordinator may be invited to participate in the Board of Directors' meetings in order to work with them in a more direct and efficient manner. The Committee's duty is to handle relations with National and International scientific journals, as well as to promote the diffusion and knowledge of Piezoelectric surgery on journals and on the Internet, and to be in charge of the Academy's website. If one or more Members failed during the office, the President of the Academy shall appoint their substitutes, and they shall will remain in charge until the end of the Committee office term. The Committee, in agreement with the scientific Committee, shall publish all figures related to the scientific activity of the IPA members, keeping them up to date. Moreover, in agreement with the Treasurer and the Board of Auditors and after the assembly's approval, it shall publish on the Academy's website the budget and financial statements together with the remunerated offices.

4) Cultural Committee

This Committee has been incorporated into the Scientific Committee.

5) Faculty Training Committee

The Committee is composed by 3 Active Members (1 President and 2 Members), appointed by the Active Members' Meeting. They remain in office for three years and can be re-elected. All Faculty Training members must have at least 5 years of seniority as Active Members. This Committee is focused on scientific and practical training in the field of Piezoelectric Surgery, and on choosing tutors for Continuing Education

6) Past President Committee

It is constituted by a permanent Committee, made of the Past President, the President in office and the President Elect. This Committee, convened upon request of the President in office with specific objectives, is due to devise ideas and suggestions, thus contributing to the planning of the Association's policies.

7) International Committee

The Committee is composed by 2 Active Members (1 Chairman and 1 Co-Chairman), appointed by the Active Members' Meeting. They remain in office for three years and can be re-elected. The International Committee has a mandate for international relations, both institutional and with universities, societies and scientific associations, in the interest of the International Piezoelectric Surgery Academy.

Article 13 Regional Representatives

The Board of Directors appoints, in every Italian region or foreign State where members of the Academy are present, a regional representative. The regional representative must be a member of the Academy in good standing with the payment of their membership fees, and may not have any past criminal convictions related to the Academy's activity that have become final. The regional representative, in office until the end of the term of the Board of Directors that has nominated them, acts as a representative of IPA in their region, taking care of the relationships with local dentists, both in the public and in the private health care system. All resolutions to be made, or activities to be carried out at a local level with reference to the Academy's activities must be previously agreed upon by the Regional Representative with the Board of Directors, and authorised by the latter.

Article 14 Ethics Committee - Disciplinary sanctions

The elected and eligible members of the Ethics Committee may not have any past criminal convictions related to the Academy's activity that have become final.

The Ethics Committee is made up of one President and two members appointed by the Active Members' Meeting, and remains in office for six years. The office of a member of the Ethics Committee is incompatible with any office within the Board of Directors, and is restricted to Active Members who have previously filled the position of President of the Academy. Should there not be enough candidates, all Active Members will be

eligible for the office of member of the Ethics Committee.

The Ethics Committee verifies on a yearly basis that the requisites for being a member of the Association are maintained, and applies the provided sanctions if they are not fulfilled.

Any Member infringing the rules provided for by the Bylaws and Regulations, behaving in discordance with the purposes of the Academy, or infringing the professional ethics, shall be liable to the following sanctions:

- 1) censure,
- 2) temporary suspension,
- 3) loss of the Active Member status,
- 4) exclusion from the Association.

Article 15 *Policy violation reports*

Reports to the Ethics Committee shall be submitted in writing to the President of the Committee through the Secretary. The Committee can also proceed on its own initiative, and shall, in all cases, invite the charged Member to present their reasons, in person or in writing. The Committee decides by majority, and the resolution, justified in writing, shall be sent by the President of the Committee to the President of the Academy, to be forwarded to the concerned Member via registered mail.

Article 16 *Board of Auditors*

The elected and eligible members of the Board of Auditors may not have any past criminal convictions related to the Academy's activity that have become final.

!5 The Board of Auditors:

1. supervises the economic, financial, and accounting management of the Association, with a right to access, examine and analyse any document concerning the association's economic management.
2. prepares an annual report on the management of the Association and on the financial statements, to be submitted to the Board of Directors. Such report shall be filed at the Association office at least fifteen days before the date of the General Active Members' Meeting;
3. gives its opinion on the Association's economic issues, upon request of the Board of Directors.

The Board of Auditors is composed by three members, appointed by the Active Members' Meeting among its components. The Auditors remain in office for three years; they can be immediately re-elected for the same office, for no more than one three-year term. Membership in this Board is incompatible with any other office within the association. The Auditors shall have no right to take part in the Board of Directors' meetings.

The Board of Auditors shall be convened for their first meeting by the member who has received the highest number of votes or, in case of a tie, by the eldest member. During the first meeting, the President and the Secretary shall be appointed. All subsequent meetings shall be convened by the President of the Board. The minutes of all meetings of the Board of Auditors, written by the Secretary, are undersigned by the Secretary

and by the President. The Board is validly constituted with the presence of all members. If, for any reason, one or more Members failed during the three years of office, the Board of Directors will appoint their substitute(s), chosen among the Active Members not filling any other office within the association, who will remain in charge until the end of the Board's office term. The Board of Auditors oversees the legal and formal congruence of the Association's financial dealings, their compliance with the approved budget, as well as the conformity of the financial statements with the carried out transactions, and writes a report to be transmitted to the Board of Directors. Should the Board of Auditors, while carrying out the above mentioned duties of control and verification, find any irregularities, it shall ask the Treasurer for the necessary clarifications, and inform the Board of Directors as well as the Active Members' Meeting.

Article 17 *Financial Statements and Reserves*

The financial statements shall be approved by the Active Members' Meeting by June every year. Up to 20% of any operating surplus shall be allocated to a Non-distributable Reserve, and the remaining sum to an Distributable Reserve. The Non-distributable Reserve may be used, upon resolution of the Active Members' Meeting, exclusively for the coverage of any deficits. The Distributable Reserve may be allocated to the budget, upon resolution of the Board of Directors.

15 **Article 18 *Legacies, inheritances and donations***

Should the Academy be beneficiary of any legacy, inheritance, donation and the like from individuals or organisations, acceptance shall take place in accordance with the relevant legal-financial regulations, and the sums shall be allocated to the Non-distributable Reserve, save as otherwise provided by the testator or donor.

Article 19

Any matters not governed by these Bylaws shall be governed by the Italian Civil Code and by the other relevant laws in force.

Article 20

Any dispute that may arise with reference to the interpretation and application of these Bylaws

between the Academy, its Bodies and Members shall be referred to the Ethics Committee, that will act as an arbitrator and judge.

Article 21 Logo

The Logo is owned by the International Piezoelectric Surgery Academy

REGULATIONS

These Regulations are an integral part of the Bylaws

Article 1 Titles and qualifications for the admission as a Member

In order to become Members of the International Piezoelectric Surgery Academy (IPA), the following titles and qualifications are required for each category.

Founding Members

The category of the Founding Members includes all members who have participated in the foundation of the Piezosurgery Academy, later denominated International Piezosurgery Academy (IPA), and now International Piezoelectric Surgery Academy (IPA). They are comparable to Active Members, maintaining the status as Founding Members for life. Mr. Tomaso Vercellotti, first President of the Association, bears the title of Founding President of the International Piezoelectric Surgery Academy.

Active Members

This category includes anyone who has the academic or working requirements for their profession: in the case of medical practice, this is limited to subjects holding a university degree and an academic qualification that is legally acknowledged in Italy and abroad for the exercise of the medical/dental profession.

- 5 All candidates to Active Membership must have been Ordinary Members of IPA for at least 2 years, and be in good standing with the payment of their membership fees. Active Members lose their status if they fail to participate in at least one IPA event in three consecutive years. Every Active Member has the opportunity to invite one student to the Convention, at no charge. The Active Member's contact data may be shared with the institutional Sponsors of IPA

Ordinary Members

This category includes anyone who has the academic or working requirements for their profession: in the case of surgeons, this is limited to subjects holding a university degree and an academic qualification that is legally acknowledged in Italy or abroad for the exercise of the medical and/or dental profession, and can hold the title of Fellow or Expert:

(Fellow) The title of Fellow recognises any ordinary member who has had two-year University training in Piezoelectric Bone Surgery in collaboration with IPA.

(Experts) The title of Expert recognises any ordinary member who has obtained a diploma by following a complete training course within the Piezoelectric Bone Surgery Continuing Education programme of IPA.

New Graduate Members

This category includes all newly graduated ordinary members up to three years since obtaining their degree.

Life Members

This category includes all Active Members who, for personal reasons or age limits, cease their professional activity, and who have been Active Members of the International Piezoelectric Surgery Academy for at least 10 years. Life Members are not required to pay a membership fee. Life Members may take part in the Annual Convention and in the Active Members' Meeting, but lose their right to vote. Active Members who wish to become Life Members shall send a detailed request to the secretary, who will submit it to the Board of Directors for approval.

Honorary Members

People who, with their scientific work, have contributed to the prestige or development of Piezoelectric Surgery, can be invited to become Honorary Members. The proposal for the nomination of an Honorary Member is put forward by the Board of Directors, that submits it to the Active Members' Meeting for approval. Honorary Members are not required to pay a membership fee. Honorary Members can take part to the Annual Convention and to the Active Members' Meeting, but have no right to vote.

Honorary Founding Members

Mr. Domenico Vercellotti and Mr. Ferdinando Bianchetti are honorary founding members, and have the right to vote in the Active Members' Meeting.

Supporting Members

15 This category includes any natural or legal person who financially supports the International Piezoelectric Surgery Academy

Students

Students have the right to take part in the events and initiatives organised by the International Piezoelectric Surgery Academy at preferential conditions.

Article 2 Admission to the International Piezoelectric Surgery Academy

Admissions are regulated, for each membership category, as follows:

Active Members

Candidates shall send their admission request to the Secretary of the International Piezoelectric Surgery Academy 3 months before the Annual Convention, as pursuant to article 5.

People who, in alternative to the presentation of clinical cases, can prove their research activity in the field of piezoelectric surgery, may be accepted as Active Members; in this case, they shall provide appropriate scientific documentation.

The Board of Directors (BoD) can propose the candidacy to Active Member to a colleague with at least 10 published and indexed articles on Pubmed, of which at least one on Piezoelectric Surgery. The candidate will be proposed by the BoD, and the Membership Acceptance Committee will evaluate them.

The Secretary of the Academy will promptly submit to the Membership Acceptance Committee all documents submitted by the candidates.

Candidates who meet the necessary requirements will be invited to present and discuss in person the submitted documentation (scientific-cultural curriculum and clinical cases) in front of the Membership Acceptance Committee. Should a candidate not be deemed suitable, they can resubmit their application.

Ordinary, Supporting, and Life Members

Applications shall be accompanied by the necessary documentation, and addressed to the Secretary who, if necessary, scrutinises and presents it to the Board of Directors, that shall give their final approval.

Article 3 Meetings

All regularly registered Members, in good standing with the payment of their yearly fees, are entitled to participate to the [Meetings](#). At the [Meetings](#), any Member can be represented by another member of the same category upon release of written proxy.

Every Member is authorised to represent a maximum of one other Member.

Ballots

Candidacy is free, and Active Members can express, on their voting papers, only one preference for each office.

!5 The candidates who have obtained the highest number of votes shall be appointed for each office.

The voting papers for the Board of Directors shall not include the President office, since it is automatically filled by the previous President Elect.

Article 4 Committees

Each Active Member can recommend to the Board of Directors the names of potential candidates for the Committees. The Board of Directors, in consideration of the recommendations and having heard the people concerned, lays out the lists of candidates. Active Members that have been appointed for similar offices in other Scientific Associations, or who have a conflict of interests with the cultural, scientific, and institutional activity of the International Piezoelectric Surgery Academy, cannot be part of the Committees.

The Board of Directors is entrusted with guaranteeing compliance with this principle towards Active Members. Presidents or Coordinators, as well as the members of the Committees, are appointed at the Elective Meeting, and shall naturally lapse at the end of the office term of the Board of Directors that has installed them. The Presidents of the Committees can be appointed for two three-year terms. The presidents of the Committees can substitute one or more Committee members if not suited to the office. The members of the Committees can be re-elected and be part of other Committees. The Board of Directors can establish and install other Working Committees, the members of which shall be chosen among the Associations' members; however, they cannot dissolve any previously existing Committee without the approval of the Active Members' Meeting. The Committees and the international representatives or spokespersons of the International Piezoelectric Surgery Academy shall submit to the board of Directors, at least once a year, a written report on the carried out activities.

Article 5 Admission to Active Membership

Applications to the category of Active Members shall include the following documentation:

- **introduction**, undersigned by **two Active Members** who personally vouch for the actual interest of the candidate in the Association, and for their proven moral standing;
- **portrait photo and scientific-cultural curriculum**, proving their interest in piezoelectric surgery.
- **documentation**, in 5 copies, in English, on **three clinical cases** handled in person with Piezoelectric Surgery, that were deemed suitable by the Membership Acceptance Committee in accordance with the protocol approved by the Board of Directors. No later than 15 days after receiving the application for admission, the Secretary shall submit it to the members of the Membership Acceptance Committee together with the attached documentation. Applications shall be received by the Secretary or by the President of the Membership Acceptance Committee at least 3 (three) months before the National or International Convention. The Committee may, by the following month, ask the candidate for further evidence or clarification to validate the admission requirements, and/or suggest changes to the presentation of the cases. Any admission to Active Member by the Committee shall be approved by the Active Members' Meeting.

Upon approval of their admission, the new Active Member shall pay the membership fee, or the difference from Ordinary to Active, within fifteen days, or else they will immediately lose their status. Only complete cases shall be evaluated, including cases where parts of the treatment have not been handled by the candidate. Any part of the treatment that has not been handled by the candidate must be clearly indicated (the treatment of a

clinical case is defined as therapy-rehabilitation of all existing problems, as opposed to isolate therapy-rehabilitation that doesn't take into account the needs of the entire oral cavity). The three cases must follow different therapy-rehabilitation treatment paths in order to offer the Membership Acceptance Committee a wider evaluation perspective.

The Membership Acceptance Committee shall summon the candidate to Active Member to the **National or International Convention**, in order to orally discuss the treatment and/or to acquire detailed information and clarification regarding the presented cases.

The **clinical cases** shall be presented according to the following scheme:

1. Presentation of the case

- General and site-specific medical history
- Clear pictures, suitably enlarged
- No animation or overlapping of images, and a maximum of 2 images per slide
- Clinical examination
- X-ray examination(s), as suited to the case
- Analysis of the clinical and radiographic situation, with specific reference to the areas of therapeutic and implant rehabilitation interest (endo-oral - panorex + initial and final dental scan)
- Complete and proper photographic documentation, clearly showing the clinical situation before and after the treatment.
- The total number of images shall not exceed 100
- Images of the study models where necessary.

2. Diagnosis

3. Treatment plan

- All phases of the treatment plan shall be listed, together with the motivations that have led to the specific therapeutic-rehabilitation choices.

4. Treatment

- The carried out therapeutic-rehabilitation treatment shall be described with clear images, that also show the clinical outcomes. Videos of the treatment execution phase will be also accepted.

5. Final evaluation of the handled case

(including six months, or preferably one year follow-up).

- One year follow-up X-ray examination(s), as suited to the case.
- Final considerations on the clinical outcomes.

People exclusively or mainly carrying out research activity both in the medical and in the scientific-technological field, may also become Active Members of the International Piezoelectric Surgery Academy. In

this case, the candidate shall present, in alternative to the clinical cases, a detailed curriculum vitae and suitable scientific documentation to allow the members of the Membership Acceptance Committee to make a specific assessment.

The Membership Acceptance Committee has the unquestionable right to ask any Active Member candidate for additional documentation, evidence or clarification to validate the submitted scientific and/or clinical documentation.

Article 6 Patronage

(Regulation of the relations between the International Piezoelectric Surgery Academy and persons outside the Association: requests for sponsorship and relations with the website)

Patronage of the International Piezoelectric Surgery Academy can be exclusively granted to cultural and/or scientific activities or events organised by non-commercial Bodies or Institutions, and not by private entities, in collaboration with the International Piezoelectric Surgery Academy, upon evaluation of the programme and purpose of the event by the Board of Directors and by the Scientific Committee. Collaboration in the organisation of events by the International Piezoelectric Surgery Academy translates into its participation in laying out programs and in the identification of speakers, and in coordinating the event dates so that they don't conflict with the ordinary programme of the Association's scientific activity. Any event organised in collaboration with the International Piezoelectric Surgery Academy can be advertised with the logo of the International Piezoelectric Surgery Academy, explicitly mentioning the collaboration with the Association.

Article 8 WEBSITE: relations with the website

The International Piezoelectric Surgery Academy's website is owned by the Association, and represents an official information medium of the Association. All content published on the website is protected by intellectual property rights. Should any non-private entity, Body or Institution, be interested in cross-linking their website with the one of the International Piezoelectric Surgery Academy, they shall apply to the Coordinator of the Editorial Committee who, after having carried out preliminary evaluation, shall submit the request to the Board of Directors for the necessary approval. Requests shall include a specific self-certification from the manager of the website requesting the cross link, that guarantees the absence of conflict with the institutional activity of the International Piezoelectric Surgery Academy, and with the rules of the Association's Bylaws and Regulations, as well as the absence of conflict with the rules of the Code of Medical Ethics as per Chapter XI.