

BRITISH ASSOCIATION FOR THE STUDY OF COMMUNITY DENTISTRY

ARTICLE 1 : Name

The name of the Association shall be “**THE BRITISH ASSOCIATION FOR THE STUDY OF COMMUNITY DENTISTRY**”. Community dentistry is that philosophy and practice covering aspects of dental care for and in the community. This relates to the needs of populations and groups in society and is concerned with preventing and controlling oral diseases and conditions.

ARTICLE 2 : Objectives

The objectives of the Association shall be:

- (1) The promotion of oral health in the community
- (2) The maintenance of a body with expert knowledge of, and experience in, all aspects of dental public health.
- (3) The study of the provision of oral health care for the community.
- (4) The development of teaching of dental public health.
- (5) The study of relevant aspects of community dental practice.

ARTICLE 3 : Memberships

Section 1: Classes of Membership

Membership shall be of the following classes:

- (a) Members
- (b) Honorary Members
- (c) Retired Members

Section 2 : Eligibility for Membership

This Association is specifically and exclusively dedicated to the objectives stated in Article 2 and therefore membership is available to any person having a special interest in community dentistry and who has a dental or medical qualification registrable in the United Kingdom, or another qualification approved by Council.

Section 3: Application for Membership

Application for membership must be sponsored by two members and submitted to the Honorary Secretary on the appropriate application form. New members will be announced at the next meeting of the Association.

Section 4 : Consideration by Council

The Honorary Secretary shall present the names of candidates for membership to

the Council for its consideration where applicants do not automatically meet the requirements of section 2.

Section 5 : Honorary Membership

Honorary membership may be conferred on the nomination of Council upon any person, by a two thirds majority vote of those members present and voting at the Annual General Meeting. Honorary members shall be limited to ten at any one time and shall have all the privileges of membership of the Association.

Section 6 : Retired Membership

Members who are not currently in paid employment may elect to become retired Members, who will be eligible for a reduced subscription.

Section 7 : Resignation of Membership

Any member of the Association may resign his/her membership by notifying the Secretary in writing.

ARTICLE 4 : Officers

Section 1: Designation of Officers

The Officers of the Association shall be the President, the Immediate Past President, the President-Elect, the Honorary Secretary, the Honorary Treasurer and the Honorary Assistant Secretary.

Section 2 : Duration of Office

The President, Immediate Past President and President-Elect shall hold office for one year. The Immediate Past President will not be eligible for re-election to Council for a period of three years. The Honorary Secretary, the Honorary Treasurer and the Honorary Assistant Secretary will hold office for one year and will be eligible for re-election to the same position up to a maximum of five years, following which the Honorary Secretary, Honorary Treasurer, and the Honorary Assistant Secretary are not eligible for re-election to that office for a period of one year.

Section 3 : Election of Officers

The Election of Officers shall take place by ballot, if necessary, at the Annual General Meeting.

Section 4 : Nomination of Officers

Nomination of Officers, except for the President and Immediate Past President, for the succeeding year must be proposed and seconded by members in writing and received by the Honorary Secretary 7 days prior to the Annual General Meeting.

Nominations may be made by Council and these nominations shall be circulated to the members prior to the Annual General Meeting.

Section 5 : Resignation of Officers

An Officer of the Association may resign from office by notifying the Secretary in writing.

Section 6 : Vacancies

If any office falls vacant, the Council shall be empowered to fill the vacancy until the next Annual General Meeting.

ARTICLE 5 : Duties of Officers

Section 1 : Duties of the President

The **President** shall preside at all meeting, decide upon questions of order, interpret the Bye-Laws of the Association if necessary, sign the Minutes for all meetings and be Chairman of the Council. In the absence of the President, the Immediate Past President or President-Elect, a Chairman shall be appointed by the meeting. The President shall, ex officio, be a member of all committees.

Section 2 : Duties of the Honorary Secretary

The **Honorary Secretary** shall be responsible for all business of the Association and shall act as Secretary to the Council. He/she shall be responsible for Minutes of all meetings, conduct the correspondence and prepare a report upon the work of the Association for the Annual General Meeting. He/she shall, ex officio, be a member of all committees.

Section 3 : Duties of the Honorary Assistant Secretary

The **Honorary Assistant Secretary** will assist and may deputise for the Honorary Secretary in conducting the business of the Association.

Section 4 : Duties of the honorary Treasurer

The **Honorary Treasurer** shall receive all subscriptions and other moneys payable to the Association and discharge all accounts with the approval of the Council. He/she shall prepare for the Annual General Meeting a balance sheet of the finances of the Association, which shall be submitted previously to the Council and audited by two Honorary Auditors. He/she shall, ex officio, be a member of all committees.

ARTICLE 6 : Auditors

Two members of the Association are to be elected **Honorary Auditors** at the Annual General Meeting. They shall serve for a period of one year and shall be eligible for re-election up to a maximum of three years.

ARTICLE 7 : The Council

Section 1 : Membership of Council

The authority of the Association shall be vested in a Council consisting of the Officers of the Association, the Editor of the Journal of the Association, the Chairman of any Specialty Group of the Association and six other members of the Association elected by ballot (two per year) at the Annual General Meeting.

Section 2 : Retirement of membership by rotation

Two of the elected members of Council shall retire annually and shall not be eligible for re-election for one year.

Section 3 : Nomination to Council

Nomination from members for Council members other than Officers must be received by the Secretary in writing 7 days prior to the Annual General Meeting. Nominations may be made by the Council and these nomination shall be circulated to members prior to the Annual General Meeting.

Section 4 : Voting

All decisions requiring a vote shall be passed by a majority vote of those present. In the event of equality, the President shall have a casting vote in addition to an ordinary vote.

Section 5 : Vacancies

If a vacancy occurs in the Council, Council shall be empowered to fill the vacancy for the remainder of the current year.

Section 6 : Resignation of members of Council

A member of the Council of the Association may resign from the Council by notifying the Secretary in writing.

Section 7 : Co-option of members

The Council shall have the power to co-opt a maximum of two members to Council. Each of these persons shall serve for a maximum of two years.

ARTICLE 8 : Duties of the Council

Section 1 : Functions and frequency of meeting

The Council shall arrange the meetings and conduct the affairs of the Association. The Council shall meet on such occasions as it may deem necessary, not less than twice a year.

Section 2 : Quorum

A quorum shall consist of one third of the officers and elected members of Council.

Section 3 : Committees

The Council shall have the power to appoint such committees as it may deem necessary for the efficient transaction of the business of the Association. No committee shall have the power to incur any expenses without the sanction of the Council.

ARTICLE 9 : Sections

Council shall have authority to establish sections of the Association when these are deemed appropriate, subject to ratification by an Annual General Meeting or an Extraordinary General Meeting of the Association.

ARTICLE 10 : Specialty Groups

Section 1 : Establishment and function of groups

Where a group is recognised for NHS Specialty purposes within community dentistry, it will be approved by Council but will have specific powers in respect of Specialty activities. The Group will represent the Specialty on behalf of the Association, to the Royal Colleges, the Departments of Government, and other organisations and institutions. Examples of Specialty matters are maintaining quality standards in the Specialty, development of the Specialty, maintaining adequate recognition of the Specialty and Higher training.

Section 2 : Membership of the Group

All Consultants or those enrolled in higher training programmes in the Specialty, who are members of the Association shall be deemed to form the Group of that Specialty.

Section 3 : Conduct of Groups

Each Group will

- (a) Be represented on Council by the elected Chairman of that Group
- (b) Present the minutes of the group to the next meeting of Council.
- (c) Not incur costs to the Association without the prior approval of Council.

BYLAWS : ARTICLE 1 : Meetings

Section 1 : Annual General Meeting

The Annual General Meeting shall normally be held between the period March to May. Thirty days notice of the meeting will be given. It will be held once a year on a date to be fixed by Council.

Section 2 : Ordinary Meetings

The ordinary meetings shall be held at such times as the Council may direct. The business of these meetings shall be restricted to communications, demonstrations or discussion directly concerned with the aims of the Association. Nothing relating to the Constitution, Bye-Laws or management of the Association shall be brought forward.

A member may introduce a guest at ordinary meetings of the Association but may not introduce the same guest on more than one occasion each year.

Section 3 : Extraordinary Meetings

Extraordinary General Meetings may be called by the Council, or upon a requisition in writing to the Honorary Secretary of the Association stating the object for which the meeting is called, signed by 20 members, or one tenth of the membership, whichever is the least. If the meeting so requisitioned is not convened within two months the said members may convene such a meeting.

Section 4 : Changes to the Constitution

Any proposed change in the Constitution and Bye-Laws of the Association shall be submitted in writing to the Honorary Secretary. The Honorary Secretary shall send written notices to all members setting forward the proposed change or changes. All such written notices shall be sent out before the meeting at which the proposed change is to be submitted to the members.

Section 5 : Non receipt of prior notice

Non-receipt of any notice of any meeting by any member shall not invalidate the proceedings at that meeting.

Section 6 : Transaction of Business

All business to be transacted at any meeting of the Association shall be effected by a resolution passed by a majority of members present at the meeting and voting except for alteration of the Constitution or Bye-Laws or the expulsion of a member which shall be passed by a majority of two thirds of the members present and voting at the meetings.

Section 7 : Quorums

A quorum for the Annual General Meeting and Extraordinary General Meeting shall be 40 members or one fifth of the total membership, whichever is the least.

BYELAWS : ARTICLE 2 : Order of Business

Section 1 : Order of Business of the Annual General Meeting

The normal order of business of the **Annual General Meeting** shall be:

- (1) The Adoption of the Minutes of the previous Annual General Meeting.
- (2) Announcement of New Members.
- (3) Report of the Honorary Secretary.
- (4) Report of the Honorary Treasurer.
- (5) Election of Officers for the coming year.
- (6) Election of Members of Council.
- (7) Election of Auditors.
- (8) Induction of President.
- (9) Presidential Address.
- (10) Other Business.

Section 2 : Order of Business of Ordinary Meetings

The normal order of business for **ordinary meetings** shall be:

- (1) Announcement of New Members.
- (2) Communications.

BYELAWS : ARTICLE 3 : Subscriptions

Section 1 : Subscription Rates for Members

The subscription rate for members shall be determined by the Annual General Meeting on the recommendation of Council. The subscription is payable in the month of January. The financial year is the calendar year.

Section 2 : Exemption of Subscription for Honorary Members

The honorary members shall be exempt from payment of annual subscriptions.

Section 3 : Subscription Rates for Retired Members

Retired members shall pay one half of the member's subscription.

Section 4 : Arrears in Subscription

Any member whose subscription is three months in arrears shall be reminded by letter from the Honorary Treasurer. If the subscription is one year or more in arrears Council shall have the power to terminate his/her membership.

BYELAWS : ARTICLE 4 : Expulsion

The Council may request the resignation of any member against whom charges of conduct or practice prejudicial to the interests of the Association are proved to to the satisfaction of the Council. Such a request shall be made to the member in writing and the individual shall have the right to require that the decision be confirmed by a secret ballot of members, at an Annual General Meeting or Extraordinary General Meeting and a two thirds majority of members will be necessary for the expulsion of the member. The member subject to the expulsion will have the right to present his/her case at this meeting either orally, with an adviser if he/she desires or in writing.

BYELAWS : ARTICLES 5 : Dissolution and Liquidation

The decision for dissolution of the Association must be by a two thirds majority vote of members present and voting. The liquidation shall be carried out by the Council. The Council shall decide the deployment of the funds which shall be used for some purpose consistent with the objectives of the Association. The liquidation cannot be accomplished until the accounts of the auditors have been approved by the Council.