

BRITISH ASSOCIATION FOR THE STUDY OF COMMUNITY DENTISTRY CONSTITUTION

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

BASCD is an alliance of individuals with an interest in population oral health, working together to

1. Provide a set of principles for the improvement of oral health and the development of oral health care and promote their dissemination
2. Influence policy at international, national, regional and local level.
3. Support members widely with training, development, partnership working, networking and advocacy.
4. Hold, develop and communicate a sound body of knowledge and evidence to facilitate their work.

ARTICLE 3: Memberships

Section 1: Classes of Membership

Membership shall be of the following classes:

- (a) Members
- (b) Honorary Members
- (c) Retired Members
- (d) International 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 registerable in the United Kingdom, or other member who is approved by Council.

Section 3: Application for Membership

Application for membership must be submitted to the Membership Secretary on the membership 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 gain membership under 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 receiving a professional income may elect to become retired Members, who will be eligible for a reduced subscription.

Section 7: International Membership

Members in this category pay a reduced subscription rate and receive only on-line access to the Community Dental Health Journal. All other privileges of membership as stated in the membership pack will apply.

Section 8: Resignation of Membership

Any member of the Association may resign his/her membership by notifying the Membership 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 Membership Secretary, the Honorary Treasurer, the Editor, the NHS Scientific and Service Epidemiology coordinators, and the Chair of the Consultants in Dental Public Health Group. In addition 'core function' leads will be officers of Council.

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 an officer role of Council for a period of three years. The Honorary Secretary, Membership Secretary, Honorary Treasurer and Core Function Leads will hold office for three years and will be eligible for re-election to the same position up to a maximum of five years, following which the Honorary Secretary, Membership Secretary, Honorary Treasurer and Core Function leads are not eligible for re-election to that office for a period of one year. The NHS Scientific and Service Epidemiology coordinators require specific expertise and the roles require corporate memory, therefore the duration of office for these officers will be three years and they will be eligible for re-election with no maximum period of tenure. The duration of office of the Editor will be in line with the terms of the job description for the office of Editor of the Community Dental Journal as decided by Council.

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 Honorary 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 meetings, 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 for the meeting by those committee members in attendance. 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 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.

Section 4: Duties of the Membership Secretary

The **Membership Secretary** shall be responsible for maintaining the accuracy of the membership databases, responding to new requests for membership and resignations from the

Association. He/She is responsible for providing members' contact information for the Journal Publishers and for any mailings to the membership as may be deemed necessary by Council. He/she shall liaise with the Bankers of the Association and the members in regard to setting up, amending and cancelling Direct Debits for subscription payments and produce an annual report for Council. In addition, the membership secretary will be responsible for linking with EADPH as BASCD members may hold joint membership of the two associations; he/she will be responsible for providing reports to both the Council and AGM.

Section 5: Duties of the Editor

The **Editor** of the Journal shall be responsible for all editorial duties in relation to the Journal; liaising with colleagues from EADPH around Journal issues; providing annual reports to both the Council and AGM; and liaising with the Treasurer in terms of finances relating to the Journal.

Section 6: Duties of the NHS Epidemiology Scientific and Service Coordinators

The Epidemiology Coordinators shall be responsible for: delivering and developing a BASCD-NHS Dental Epidemiology / Inspection Programme which is fit for purpose across the UK; working together with the coordinators in the devolved countries, and with NHS stakeholders; and reporting to BASCD Council, the AGM and the BASCD Consultants in Dental Public Health Group.

Section 7: Duties of the Core Function Leads

The **Core Function Leads** shall be responsible for inputting into the Conference Programme Sub-committee; coordinating consultation responses in relation to their core function area; liaising with members; and providing reports to both the Council and AGM.

Section 7: Duties of the Immediate Past- President

The **Immediate Past-President** shall be responsible for chairing the Conference Programme Sub-committee.

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 Chair of identified 'core function' groups of the Association and three other members of the Association elected by ballot (normally one 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 nominations 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 Honorary 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 or videoconference 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 one third of the 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: Core Function Groups

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

Each core function group will be represented on Council by the elected Chair of that group.

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 Specialty Groups

The specialty groups will have their own constitution agreed by Council, that describe their membership and officers, all who are members of BASCD and 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: 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.

BYLAWS: 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) Report of the Honorary Secretary.
- (3) Report of the Honorary Treasurer.
- (4) Report of the Membership Secretary.
- (5) Announcement of New Members.
- (6) Report of the Editor.
- (7) Report of the Chairman of Core Function Groups.
- (8) Report of the NHS Epidemiology Scientific and Service Coordinators
- (9) Report of the Chair of the Consultants Group
- (10) Reports from members of Council as agreed with Honorary Secretary.
- (11) Election of Officers for the coming year.
- (12) Election of Members of Council.
- (13) Election of Auditors.

(14) 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.

BYLAWS: 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: Reduced subscription rates for those earning below a threshold, for example: Retired Members, early career, DCPs, students

These members shall pay either two-thirds or one third of the member's subscription depending on their income threshold.

Members in this category receive only on-line access to the Community Dental Health Journal.

Section 4: Arrears in Subscription

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

BYLAWS: 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 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.

The Council may request the resignation of any member of the Council if two Consecutive Council meetings have been missed in the absence of extenuating circumstances. Such a request will be made only after discussion with the President. The member will have the right of appeal to the Council. A two thirds majority of the Council will be necessary to request resignation.

BYLAWS: 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.