

# 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 levels.
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: Membership

#### 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 BASCD 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 BASCD Council**

The Membership Secretary shall present the names of candidates for membership to the BASCD 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 BASCD 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: BASCD Structure**

#### **Section 1: BASCD Council**

BASCD Council will include members of the BASCD Executive Group, the Editor of the Journal of the Association, the BASCD Epidemiology Scientific Advisor and Service Co-ordinator(s), the representative of the Dental Public Health Trainees Group and the Section Leads. The role of BASCD Council will be to set the overall policy and strategic direction of BASCD. A full list of all the BASCD Council positions, terms and conditions of office and structural diagram is provided in Appendix 1.

#### **Section 2: BASCD Executive Group**

BASCD Executive Group shall be the main officers of the Association, including the President, the Immediate Past President, the President-Elect, President-Designate, the Secretary, the Membership Secretary, the Treasurer and the Chair of the Consultants and Specialists Group. The role of the BASCD Executive Group will be to manage the day to day functions of BASCD and oversee activity relevant to the objectives of BASCD.

#### **Section 3: BASCD Epidemiology Group**

The BASCD Epidemiology Group shall be responsible for providing recommendations advice and resources to support consistent methodology for the national dental epidemiology/inspection programmes across the UK. The BASCD Epidemiology Group will work with UK dental epidemiology leads and stakeholders in the different countries to quality assure the programmes to support comparability of data within and between countries. The Group will review and update the methodology and processes on a regular basis to ensure it continues to be fit-for-purpose. The BASCD Scientific Advisor and BASCD Service Co-ordinator(s) will have overall responsibility for the leadership of the BASCD Epidemiology Group and sit as members of Council providing regular feedback to the BASCD Executive Group and Council.

#### **Section 4: Section Leads**

The Section Leads (Research; Teaching and Training; Oral Health Improvement; Service Development and Delivery) should lead and communicate regularly with their sections of BASCD providing regular feedback to the BASCD Executive Group. The Section Leads will be members of the Programme Planning Committee and assist in the coordinating consultation responses in relation to their section area; liaising with members; and providing reports to both the BASCD Council and AGM. BASCD 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.

#### **Section 5: Journal Editor**

The Editor of the Journal shall be responsible for all editorial duties in relation to the Journal; liaising with colleagues from European Association of Dental Public Health (EADPH) around Journal issues; providing reports to BASCD Council, EADPH Executive Board and AGMs; and liaising with the Treasurer in terms of finances relating to the Journal.

#### **Section 6: Members**

All BASCD members are encouraged to actively contribute to the Association through the various Groups, Section Leads or directly with Council Members.

### **ARTICLE 5: Specialty Groups**

#### **Section 1: Establishment and function of Specialty Groups**

Where a group is recognised for NHS Specialty purposes within community dentistry, it will be approved by BASCD 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 BASCD 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 BASCD Council by the elected Chairman of that Group.
- (b) Present the minutes of the Group to the next meeting of BASCD Council.
- (c) Not incur costs to the Association without the prior approval of BASCD Council.

## **ARTICLE 6: Office bearers**

### **Section 1: The President**

The President is a member of the BASCD Executive Group and shall preside at all meetings, decide upon questions of order, interpret the Byelaws of the Association if necessary, sign the Minutes for all meetings and be Chairman of the BASCD Council. In the absence of the President, the Immediate Past President or President-Elect, an acting 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: The President-Elect**

The President-Elect is a member of the BASCD Executive Group and Programme Planning Committee and is responsible for leading the planning of conferences during their presidential year.

### **Section 3: The Immediate Past President**

The Immediate Past President is a member of the BASCD Executive Group shall be responsible for chairing the Programme Planning Committee and the annual Community Dental Health Journal business meeting.

### **Section 4: The President-Designate**

The President-Designate is a member of the BASCD Executive Group. Call for nominations for the President-Designate should be proposed and seconded by members in writing in time for AGM two years prior to the year they will stand as president.

### **Section 5: Duration of Presidential roles**

The President, Immediate Past President and President-Elect and President-Designate shall hold office for one year. The Immediate Past President will not normally be eligible for re-election to an officer role of BASCD Council for a period of three years.

### **Section 6: The Secretary**

The Secretary is a member of the BASCD Executive Group and shall be responsible for all business of the Association and shall act as Secretary to the BASCD Council. They 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. They shall, ex officio, be a member of all committees. The Secretary holds office for

three years and will be eligible for re-election to the same position up to a maximum of five years, following which are not eligible for re-election to that office for a period of one year.

### **Section 7: The Treasurer**

The Treasurer is a member of the BASCD Executive Group and shall receive all subscriptions and other moneys payable to the Association and discharge all accounts with the approval of the BASCD Council. They shall prepare for the Annual General Meeting a balance sheet of the finances of the Association, which shall be submitted previously to the BASCD Council and audited by two Honorary Auditors. They shall, ex officio, be a member of all committees. The Treasurer holds office for three years and will be eligible for re-election to the same position up to a maximum of five years, following which are not eligible for re-election to that office for a period of one year.

### **Section 8: The Membership Secretary**

The Membership Secretary is a member of the BASCD Executive Group and shall be responsible for maintaining the accuracy of the membership databases, responding to new requests for membership and resignations from the Association. They will be responsible for providing members' contact information for the Journal Publishers and for any mailings to the membership as may be deemed necessary by BASCD Council. They 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 BASCD Council. In addition, the Membership Secretary will be responsible for linking with EADPH as BASCD members may hold joint membership of the two associations; They will be responsible for providing reports to both the BASCD Council and AGM. The Membership Secretary holds office for three years and will be eligible for re-election to the same position up to a maximum of five years, following which are not eligible for re-election to that office for a period of one year

### **Section 9: Nomination of Officers**

Nominations for Officers may take place at any point in the year. Calls for nominations will be circulated by the Secretary and must be proposed and seconded by members in writing. Voting, if necessary, will take place by electronic ballot or at the Annual General Meeting.

### **Section 10: Resignation of Officers**

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

### **Section 11: 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.

### **Section 12: Vacancies**

If any office falls vacant, the Secretary will begin the nomination process immediately unless the vacancy falls within eight weeks of the AGM in which case the nomination call will go out with the notification of the AGM. The tenure of all posts shall be deemed to run from the date of the nearest AGM.

## ARTICLE 7: Honorary 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.

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## BYELAWS: 1. Meetings

### Section 1: BASCD Executive Group

The BASCD Executive Group will meet virtually at regular intervals (4-6 weekly) to oversee the functions of the Association. A finance update will be a regular feature of this meeting.

### Section 2: BASCD Council

BASCD Council will meet at least annually virtually or face to face prior to the AGM to set the overall policy and strategic direction of BASCD. 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. A quorum shall consist of one third of the officers and one third of the elected members of BASCD Council.

The BASCD 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 BASCD Council.

### Section 3: Annual General Meeting

The Annual General Meeting shall normally be held between the period March to May. The AGM will take place on a date agreed by BASCD Council. The meeting may be held virtually or face to face. A period of 20 days' notice will be given.

### Section 4: Extraordinary General Meetings

Extraordinary General Meetings may be called by the BASCD Council, or upon a requisition in writing to the 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 5: Changes to the Constitution

Any proposed change in the Constitution and Byelaws of the Association shall be submitted in writing to the Secretary. The 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 6: 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 7: Transaction of Business and voting**

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. With the exception of the expulsion of a member which shall be passed by a majority of two thirds of the members present and voting at the meetings.

Voting for election to posts or on any resolution, changes to the Constitution, byelaws or the expulsion of a member may take place by electronic means.

## **Section 8: 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.

A quorum for BASCD Council shall consist of three members of the BASCD Executive Group and five other Council members.

## **BYELAWS: 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 Secretary.
3. Report of the Treasurer.
4. Report of the Membership Secretary.
  - a. Announcement of New Members.
5. Report of the Editor.
6. Report of the Section Leads.
7. Report of the BASCD Epidemiology Group.
8. Report of the Chair of the Consultants and Specialists Group.
9. Reports from members of BASCD Council as agreed with Secretary.
10. Election of Officers for the coming year.
11. Election of Members of BASCD Council.
12. Election of Auditors.
13. Other Business.

### **Section 2: Order of Business of Extraordinary General Meetings**

The normal order of business for Extraordinary General Meetings shall be:

1. Discussion on the object for which the meeting is called.
2. Other Business.

## **BYELAWS: 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 BASCD 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 Retired, International and Undergraduate members and those on lower incomes**

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 BASCD Council shall have the power to terminate his/her membership.

## **BYELAWS: 4. Expulsion**

The BASCD 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 BASCD 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 BASCD Council may request the resignation of any member of the BASCD 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 BASCD Council. A two-thirds majority of the BASCD Council will be necessary to request resignation.

## **BYELAWS: 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 BASCD Council. The BASCD 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 BASCD Council.



## APPENDIX 1.

### BASCD Council positions, terms and conditions of office

Position	Term of Office	Conditions	Member of BASCD Executive Group
President	1 year		Yes
President-Elect	1 year		Yes
President-Designate	1 year		Yes
Immediate Past President	1 year	Not normally eligible re-election to BASCD Council for 3 years at end of term	Yes
Treasurer	3 years	Eligible for re-election up to a maximum of 5 years.	Yes
Secretary	3 years		Yes
Membership Secretary	3 years		Yes
Editor – Community Dental Health Journal	As per contract	As per contract	No
Chair – Consultants and Specialists Group (CSG)	As per CSG constitution	As per CSG constitution	Yes
BASCD Epidemiology Scientific Advisor†	3 years	Eligible for re-election with no maximum term of office	No
BASCD Epidemiology Service Co-ordinator(s)†	3 years	Eligible for re-election with no maximum term of office	No
<b>BASCD Section Leads</b>			
a. Teaching and Training	3 years	Eligible for re-election up to a maximum of 5 years.	No
b. Research	3 years		No
c. Service Development and Delivery	3 years		No
d. Oral Health Improvement	3 years		No
Ordinary Council member (early career)*	3 years		No
Dental Public Health Trainee Rep	Rotational	Designated by Dental Public Health Trainees Group	No

† BASCD Epidemiology Scientific Advisor and Service Co-ordinator(s) require specific expertise and a level of corporate memory.

\*Early career BASCD members are those from academic and non-academic institutions in their early careers e.g. undergraduates, clinical fellows, trainees and those undertaking Masters and PhD degrees. This includes dentists, DCPs and any other groups with an interest in public health.

### BASCD Meetings and Committees\*

Title	Frequency of meetings	Type
BASCD Executive Group	6-8 weekly	Virtual/face to face
BASCD Council	1-2 per year	Virtual/face to face
Annual General Meeting	1 per year	Virtual/face to face
Programme Planning Committee	6-8 weekly	Virtual/face to face
Community Dental Health Journal Business Committee	1 per year	Face to face/virtual
Community Dental Health Journal Editorial Board	1 per year	Face to face/virtual

\*BASCD Consultants and Specialists Group meetings are not included as these are determined by their own constitution.

### Overview of BASCD structures

