

Date Adopted:

23 July 2015

**THE BRITISH ASSOCIATION OF DENTAL NURSES
CONSTITUTION**

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1. **INTERPRETATION**

The following definitions and rules of interpretation in this clause apply in this agreement.

“Chairman”	As set out in clause 18
"Chief Executive "	as set out in clause 31
"Education Representative"	As set out in clause 19
"Executive Committee"	as set out in clause 14
"Finance Committee"	as set out in clause 22
"Finance Officer"	as set out in clause 20
"General Meeting"	a meeting of the Members
“Member”	as set out in clause 7 and Members shall be construed accordingly
"Panel of Representatives"	as set out in clause 24
"President/President Elect"	as set out in clause 17
“Special Resolution”	a resolution proposed to the Members to: (a) change the name of the Association; (b) amend this constitution; (c) dissolve the Association
"Student Representative"	as set out in clause 23.1

2. **TITLE**

2.1 The title of the Association is THE BRITISH ASSOCIATION OF DENTAL NURSES.

3. **OFFICE**

3.1 The registered office of the Association will be situated in the United Kingdom.

4. **OBJECTS**

The objects for which the Association is established (“**Objects**”) are:

- 4.1 To develop, encourage, promote, support and protect the professional status of the dental nurse.
- 4.2 To obtain Parliamentary and legal acknowledgement of the status and rights of dental nurses; to help forward any Bill which benefits them; and to defend the status and rights of dental nurses in such a manner as may be considered necessary.
- 4.3 To give consideration to all matters relating to dental nurses and to take the appropriate action.
- 4.4 To continue to maintain and, where necessary, to further develop, nationally recognised standards for dental nursing.
- 4.5 To act as a consultative body to whom reference may be made by interested parties for guidance in connection with the dental nurse profession.
- 4.6 To provide information and advice to all Members of the Association.

- 4.7 To maintain contact with all appropriate bodies in order to achieve these objectives.
- 4.8 To collect, maintain and administer funds for these objectives.

5. POWERS

The Association has the following powers, which may be exercised only in promoting the Objects:

- 5.1 To accept subscriptions, gifts, donations, bequests of any property, maintain and alter any of the same as necessary for any of the objects of the Association and (subject to such consents as may be required by law) sell, lease, mortgage or otherwise dispose of any such property.
- 5.2 To collect, maintain, administer and operate bank and other accounts/funds for these objectives, in the name of the Association.
- 5.3 To pay such person/s to supervise, organise and carry on the work of the society.
- 5.4 To do anything else within the law which promotes or helps to promote the Objects.

6. CONTROL

The business of the Association shall be managed by the Executive Committee, in accordance with any resolutions passed at a General Meeting.

7. MEMBERSHIP

- 7.1 Any person of good character, who has not, at any time preceding the date of application for membership, done anything which would have caused the cessation of membership under Rule 11.1 (and subject to Rule 8), and who fulfils any of the following qualifications, may be eligible for membership of the Association in one of the following categories:

7.1.1 FULL MEMBER:

- (a) **FULL TIME** - this category is open to all registered dental nurses in the UK (including Channel Isle and Isle of Man) working more than 20 hours per week, including those working in non-clinical roles, for example, practice management, reception, treatment co-ordination and those involved in the training or education or management of dental nurses;
- (b) **PART-TIME** – this category is open to all registered dental nurses in the UK (including Channel Isle and Isle of Man) working less than 20 hours per week, including those working in practice management/reception and those involved in the training/education or management of dental nurses;
- (c) **FELLOW** – this category is open to all registered dental nurses who have been continuous Members for 10 years and who fulfil the criteria set out by the Executive Committee at the time of application;

7.1.2 ASSOCIATE MEMBER:

- (a) **STUDENT ASSOCIATE** – this category is open to all student dental nurses currently enrolled on an approved training course or have been accepted on but are waiting to begin a training course leading to a registrable dental qualification;
- (b) **OVERSEAS ASSOCIATE** – this category is open to dental nurses working outside the United Kingdom (not Channel Isles of Isle of Man);
- (c) **RETIRED ASSOCIATE** – this category is open to those who have previously been Full Members but who have retired;
- (d) **HONORARY LIFE ASSOCIATE** – the Executive Committee may award an honorary membership for any persons, whether or not a Member, who have in the opinion of the Executive Committee, given great service to the Association or the profession,

- 7.2 Only Full Members and Student Associate Members may hold office, vote and speak at General Meetings, other Associate Members may not.

8. EXECUTIVE COMMITTEE APPROVAL

The Executive Committee may, provided that a majority of 75% of the Executive Committee agree and in accordance with any policy from time to time, refuse an application for membership of the Association on the grounds that they reasonably believe such person will bring the Association into disrepute, and they shall not, where reasonable, be bound to give any reason for such refusal.

9. RIGHTS ATTACHING TO MEMBERSHIP

- 9.1 All Members of all categories, whose subscription fees are fully up to date, shall be eligible to attend all General Meetings;

- 9.2 Only Members in the following categories shall be entitled to vote at any General Meeting:

9.2.1 All categories of Full Members; and

9.2.2 Student Associate Members, and

where a Member is a corporate body or organisation, 'Member' includes where appropriate the named representative of the Member

- 9.3 Other than as set out above, no other Associate Member shall be entitled to vote on any matter.

- 9.4 No Member shall be entitled to vote unless all their subscription fees to the Association are paid up to date.

- 9.5 Only Full Members and Student Associate Members may be elected to hold office or positions within the Association.

10. RULES

- 10.1 Members in all categories shall, by payment of their annual membership subscription, or acceptance of an honorary membership, be considered to have accepted the rules set out in this constitution.

- 10.2 A copy of these rules shall be made available to all Members, but no such Member shall be absolved from the effect of the rules on any allegation of non-receipt of such copy.

- 10.3 Any of the rules set out in this constitution may be altered, amended, added to or rescinded by an Annual or Extraordinary General Meeting, provided that notice of the alteration is given on the agenda of the meeting, and that a resolution approving the alteration is passed by a majority of not less than 75% of those present and eligible to vote.

11. EXPULSION

- 11.1 If, for any reason whatsoever, the Executive Committee considers that a Member of any category has seriously prejudiced the interests of the Association; or has a conflict of interest that could potentially bring damage to the Association or is no longer a fit person to remain in membership; or to hold or be appointed to or elected to office; or if that Member has been removed from the General Dental Council register; or if that Member has not paid their subscription fee for the year, the Executive Committee shall instruct the Chief Executive to:

11.1.1 notify the Member concerned, in writing, by registered post, that the Executive Committee are considering this matter, and requiring the Member concerned to submit to him/her in writing, by registered post and within twenty-one days of the date of this letter, any objections to their proposed expulsion.

11.1.2 twenty-eight days after the date of this letter, forward copies of this letter, together with copies of any communications received from the Member concerned, to members of the Executive Committee.

- 11.1.3 enter the matter on the Agenda of the next convenient Executive Committee meeting.
 - 11.1.4 notify the Member concerned of the date, time and place at which the Executive Committee will consider the matter and inform him/her that s/he may attend such meeting and may bring someone with them for support in order to be heard by the Executive Committee.
- 11.2 If the Executive Committee, upon consideration of the matter, is of the opinion by 75% majority of those present and eligible to vote, that the Member concerned is not a fit person to remain in the Association, they may:
- 11.2.1 suspend him/her from membership for such period as they in their absolute discretion think fit; or
 - 11.2.2 terminate his/her membership and expel him/her from membership;
 - 11.2.3 disqualify him/her from holding or from being appointed or elected to any office in the Association
- for such period as they may in their absolute discretion think fit.
- 11.3 The Executive Committee's decision shall be notified as soon as possible to the Member in question.
- 11.4 The Member concerned may appeal to the next General Meeting by sending, within twenty-one days of receiving notice of the Executive Committee's decision, a notice of appeal to the President and the Chief Executive by registered post. This notice shall set out in detail the grounds of appeal and any representations which the appellant desires to make to the General Meeting in connection with the appeal. The Chief Executive shall:
- 11.4.1 acknowledge receipt of the notice, by registered post and within three working days.
 - 11.4.2 circulate the decision of the Executive Committee, the notice of appeal and the appellant's grounds for appeal to the Executive Committee; and shall make this information available to all Members who have indicated their intention to attend the General Meeting.
 - 11.4.3 enter the matter on the agenda of the next General Meeting.
- 11.5 The matter will be discussed at the next General Meeting under 'Any other business' and the following procedure shall be followed:
- 11.5.1 The President shall delegate one member of the Executive Committee to propose the adoption of the Executive Committee decision. The Executive Committee member may address the AGM for a period of ten minutes.
 - 11.5.2 The appellant shall thereupon be invited to reply. For this purpose the appellant, or another Member of the Association nominated by him/her and willing to speak on his/her behalf, may address the AGM for a period of ten minutes.
 - 11.5.3 Delegates shall then consider the matter and agree either:
 - (a) to allow the appeal, thus overturning the decision of Executive Committee;
 - (b) to uphold the decision of Executive Committee; or
 - (c) to adopt such other course of action as the General Meeting, by a two-thirds majority of those present and eligible to vote, may decide.
- 11.6 For the avoidance of all doubt, no part of the subscription fee shall be refundable to any Member.

12. GENERAL MEETINGS

- 12.1 The Association shall hold a General Meeting in every calendar year known as its Annual General Meeting (AGM) at such time and place as may be determined by Executive Committee, with not more than eighteen (18) months between each AGM.
- 12.2 All General Meetings, other than AGM, shall be called Extraordinary General Meetings.
- 12.3 The Executive Committee may convene an Extraordinary General Meeting whenever they think fit. An Extraordinary General Meeting shall also be convened if an application is made for such a meeting supported by at least 10 Members and the Executive Committee shall circulate notices within 15 working days of receipt of such application from the Members.
- 12.4 At least twenty-one clear days' notice of an AGM specifying the place, date and the time of the meeting as well as the nature of the business to be transacted, shall be given to all Members, by means of publication in the Members' area of the Association's website and in the appropriate issue of the "British Dental Nurses' Journal" and if appropriate by electronic communication such as email.
- 12.5 At least fourteen clear days' notice of every Extraordinary General Meeting specifying the place, date and the time of the meeting as well as the nature of the business to be transacted, shall be given to all Members, in writing as well as by means of publication in the Members' area of the Association's website.
- 12.6 Resolutions for consideration at a General Meeting must reach the Chief Executive at least ten working days before the date of that meeting. The Chief Executive shall collate all such resolutions and forward them to the President at least five working days before the date of that meeting.
- 12.7 The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to it, or any defect in the election or qualification of any Member shall not invalidate any resolution passed, or proceeding, at any meeting.
- 12.8 No business shall be transacted at any General Meeting unless a quorum of twelve is present throughout the meeting.
- 12.9 If, within half an hour from the time appointed for the holding of a General Meeting, a quorum is not present, the meeting, if held at the request of Members, shall be cancelled. If held for any other reason, it shall stand adjourned to such time and place as the Executive Committee may determine (and notice has been given to the Members again in relation to the above) and, if at such adjourned meeting a quorum is still not present within half an hour from the time appointed for holding the meeting, those Members present shall be a quorum.
- 12.10 The chairman at any General Meeting shall be the President. In his/her absence or if he/she is unwilling to act, the meeting shall elect a chairman from the other members of the Executive Committee who are present. If no-one from the Executive Committee is present or willing to act, the meeting shall elect a chairman from the Members who are present.
- 12.11 The proceedings of the AGM shall be governed by the rules set out in this constitution and any other rules the Executive Committee shall adopt and notify the Members of from time to time. The proceedings of the AGM shall not be invalidated by the accidental omission to give any notice required by the rules or by any defect in the election or qualification of any Member present.
- 12.12 Meetings (other than General Meetings) may be held via teleconferencing or other electronic means as appropriate provided all people who are participating can hear anything said by any other participant and can respond. All meetings should be arranged by the Chief Executive or such staff member as the Chief Executive shall delegate to. Any groups, panels and committees may hold occasional physical meetings if approved by the Executive Committee.
- 12.13 The Executive Committee shall from time to time put in place policies managing General Meetings and any procedures relating to such meetings.

- 12.14 At any General Meeting, a resolution put to the vote of the meeting shall be decided by a show of hands, unless a poll is demanded by the chairman of the meeting or by ten Members before the declaration of the result of the show of hands.
- 12.15 Other than in the case of a Special Resolution, a resolution will be passed if two-thirds of those participating in the General Meeting vote in favour of it.

13. VOTING

- 13.1 Every Full Member and Student Associate Member shall have one vote.
- 13.2 Members can either vote on resolutions at the General Meeting or following any procedure put in place by the Executive Committee from time to time.
- 13.3 No objection shall be raised to the qualification of any Member to vote except at the meeting or adjourned meeting at which the vote objected to is tendered and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman of the relevant meeting whose decision shall be final and conclusive.
- 13.4 In the event of an equality of votes, the chairman of the General Meeting shall have a casting vote.

14. EXECUTIVE COMMITTEE

- 14.1 The Executive Committee shall consist of:
- 14.1.1 President Elect;
 - 14.1.2 President;
 - 14.1.3 Chairman;
 - 14.1.4 Finance Officer;
 - 14.1.5 the Student Representative;
 - 14.1.6 the Education Representative; and
- 14.2 The Executive Committee may invite the Chief Executive to attend Executive Committee meetings in an ex-officio capacity but the Chief Executive shall not be entitled to vote on any matters.
- 14.3 The Executive Committee is chaired by the Chairman who in the event of an equality of votes shall have a casting vote.
- 14.4 No business shall be conducted at an Executive Committee meeting unless a quorum is participating. The quorum for Executive Committee Meetings is three members of the Executive Committee.
- 14.5 In the event of a member of Executive Committee relinquishing their post (for any reason) before the end of their term of office, nominations for that post shall be requested from all the Members by whatever means the Executive Committee thinks most appropriate and fair to allow the successful nominee to take office at the next Executive Committee meeting and complete the remainder of that term of office.
- 14.6 If no suitable nominations are received, Executive Committee may appoint a Member, who has since agreed to be appointed, to complete the remainder of the term of office.
- 14.7 Following the completion of the remainder of the term of office, the current incumbent may stand for election to that post for a full term.
- 14.8 No person who is not a Member of the Association shall be eligible for membership of Executive Committee.
- 14.9 The Executive Committee shall set the subscription fees each year as they shall deem appropriate and the amount of the subscription fees shall be announced at each AGM.

15. DISQUALIFICATION OF MEMBERS OF EXECUTIVE COMMITTEE

A member of Executive Committee shall no longer be eligible for office if:

- 15.1 s/he has a bankruptcy order made against them (being an adjudication of bankruptcy by a court in England and Wales or Northern Ireland, or any individual insolvency proceedings in another jurisdiction which have an effect similar to that of bankruptcy);
- 15.2 s/he becomes mentally incapacitated (where a person's mental incapacity is such that his affairs are being managed under a power of attorney issued by a court or under a Lasting or Enduring Power of Attorney or any similar instrument);
- 15.3 s/he ceases to be a Member of the Association for any reason;
- 15.4 by notice in writing to the Association s/he resigns from office;
- 15.5 s/he is no longer registered with the General Dental Council; or
- 15.6 the other members of the Executive Committee resolve that his office be vacated where s/he has not participated in the Executive Committee proceedings for more than six months.

16. FREQUENCY OF EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet not less than three times a year, on dates chosen by the Executive Committee; or, in the case of an emergency or for urgent business, at a time and date specified by any member of the Executive Committee and the Chief Executive must call a meeting of the Executive Committee if requested to do so by a member of the Executive Committee.

17. PRESIDENT

17.1 The Presidential term of office shall be as follows:

President-elect	1 year
President	2 years

- 17.2 Subject to paragraph 17.8, the President Elect shall be elected by a resolution of the AGM for one year and on the expiration of that year the President Elect shall become the President.
- 17.3 The successful candidate shall take up each office in turn at the appropriate AGM.
- 17.4 Request for nominations for President shall be published in the Members' area of the website and published in the Journal two editions prior to the AGM at which the President-elect shall take up office.
- 17.5 Completed nomination forms must be received by the person designated to receive such forms by close of business on the date specified by the Executive Committee.
- 17.6 No nomination is valid unless the approved form is signed by the nominee as well as the proposer and seconder, all of whom must be current Members with fully paid subscriptions. The nomination must follow the nomination procedures given in Appendix 1 below.
- 17.7 Any nominee for President must be a Full Member; have been a Member for the preceding three years; and be currently registered as a dental nurse with the General Dental Council.
- 17.8 If more than one valid nomination is received, there shall be a ballot of the Members in accordance with appropriate legislation in time for the President-elect to take up office at the next AGM.
- 17.9 If no valid nomination is received at the due time it shall be for the Executive Committee to take action to fill the vacancy in the best interest of the Association bearing in mind any appropriate legislation.
- 17.10 In the event of the President-elect being unable to take up office at the due time, or the President being unable to continue in office, it shall be for the Executive Committee to recommend the action to be taken regarding the vacancy, bearing in mind any appropriate legislation.
- 17.11 At the expiration of his/her term of office, the retiring President shall be eligible to stand for election to other posts, but not for re-election as President.

17.12 The President shall be an ex-officio member of all committees, panels and groups but shall only be entitled to vote at such meetings if the Executive Committee resolves to give the President such entitlement.

17.13 If no valid nomination is received at the due time it shall be for Executive Committee to take action to fill the vacancy in the best interest of the Association bearing in mind any appropriate legislation.

18. CHAIRMAN

18.1 Subject to paragraph 18.9, the Chairman shall be elected by a resolution of the AGM for a term of two years.

18.2 At the expiration of his or her term of office, he or she shall be eligible to stand for re-election for one further term only.

18.3 Request for nominations for Chairman shall be published in the Members' area of the website and published in the Journal two editions prior to the AGM at which the Chairman shall take up office.

18.4 Completed nomination forms must be received in accordance with the procedure prescribed by close of business on the date designated by the Executive Committee.

18.5 No nomination is valid unless the approved form is signed by the nominee as well as the proposer and seconder all of whom must be current Members with fully paid subscriptions. The nomination must follow the nomination procedures given in Appendix 1 below.

18.6 Any nominee for Chairman must be a full member, have been a Member for the preceding three years and be currently registered as a dental nurse with the General Dental Council.

18.7 If the Chairman is absent from an Executive Committee meeting, the President will take the position of the Chairman for that meeting.

18.8 The Chairman (or such other person acting as the chairman in their absence) shall have one vote as a member of the Executive Committee. If there are an equal number of votes the Chairman shall have the casting vote.

18.9 If more than one valid nomination is received, a ballot shall be conducted in accordance with appropriate legislation in time for the Chairman to take up office at the next AGM.

18.10 If no valid nomination is received at the due time it shall be for Executive Committee to take action to fill the vacancy in the best interest of the Association bearing in mind any appropriate legislation.

19. EDUCATION REPRESENTATIVE

19.1 The Executive Committee shall invite nominations from those Members who are Full Members for the Executive Committee to appoint one as the Education Representative for a term of two years.

19.2 At the expiration of his or her term of office, he or she shall be eligible to stand for re-appointment for one further term only.

19.3 Request for nominations shall be published in the Members' area of the website and published in the Journal prior to the AGM at which the Education Representative shall take up office.

19.4 Completed nomination forms must be received in accordance with the procedure prescribed by close of business on the date designated by the Executive Committee.

19.5 No nomination is valid unless the approved form is signed by the nominee as well as the proposer and seconder all of whom must be current Members with fully paid subscriptions. The nomination must follow the nomination procedures given in Appendix 1 below.

19.6 Any nominee for Education Representative must be a Full Member.

19.7 If no valid nomination is received at the due time it shall be for Executive Committee to take action to fill the vacancy in the best interest of the Association bearing in mind any appropriate legislation.

20. FINANCE OFFICER

20.1 Subject to paragraph 20.7, the Finance Officer shall be elected by a resolution of the AGM for a term of two years and the term of office shall commence at the AGM.

20.2 At the expiration of his or her term of office, he or she shall be eligible to stand for re-election for one further term only.

20.3 Request for nominations for Finance Officer shall be published in the Members' area of the website and published in the Journal two editions prior to the AGM at which the President-elect shall take up office.

20.4 Completed nomination forms must be received in accordance with the procedure prescribed by close of business on the date designated by the Executive Committee.

20.5 No nomination is valid unless the approved form is signed by the nominee as well as the proposer and seconder, all of whom must be current Members with fully paid subscriptions. The nomination must follow the nomination procedures given in Appendix 1 below.

20.6 Any nominee for Finance Officer must be a Full Member; have been a Member for the preceding three years and be currently registered as a dental nurse with the General Dental Council.

20.7 If more than one valid nomination is received, a ballot shall be conducted in accordance with appropriate legislation in time for the Finance Officer to take up office at the next AGM.

20.8 If no valid nomination is received at the due time it shall be for Executive Committee to take action to fill the vacancy in the best interest of the Association bearing in mind any appropriate legislation.

21. COMMITTEES, GROUPS, PANELS

21.1 The Executive Committee can set up such committee, group or panel as may be required from time to time and set out any rules to govern any such committee, group or panel. Such committees, groups or panels may include Members who are not members of the Executive Committee.

21.2 Each committee, group or panel shall submit a written report to Executive Committee after each meeting and a written report to the AGM.

22. FINANCE COMMITTEE

22.1 Members:

22.1.1 Finance Officer (Chairman);

22.1.2 President Elect;

22.1.3 President;

22.1.4 Chairman; and

22.1.5 a member of the Panel of Representatives.

22.2 The Chief Executive may be invited to attend Finance Committee meetings in an ex-officio capacity but shall not be entitled to vote on any matters.

22.3 Quorum: Finance Officer and one other member of the Finance Committee.

22.4 Functions:

22.4.1 to investigate and advise the Executive Committee as to the means whereby the membership of the Association may be maintained and increased.

- 22.4.2 to monitor the finances of the Association and advise the Executive Committee as to the financial position of the Association and the means whereby the finances may be maintained and increased.
 - 22.4.3 to report to the Executive Committee with current, accurate and transparent accounts when required.
 - 22.4.4 to bring to the Executive Committee's attention any recommendations of the Finance Committee or the Association's accountants.
 - 22.4.5 to provide the Executive Committee with a cost / benefit analysis in relation to the Association's activities.
- 22.5 The Finance Committee reports to the Executive Committee through the Finance Officer and copies of all Finance Committee minutes shall be provided to the Executive Committee.
- 22.6 The Finance Committee shall provide any necessary information for the Executive Committee to be able to review and approve the annual accounts for the Association.

23. STUDENT COMMITTEE

- 23.1 Members: Five Student Associate Members appointed by the Executive Committee in consultation with the Panel of Representatives. The five members will elect a chairman from their members, who will be the Student Representative.
- 23.2 Quorum: Chairman plus two other members
- 23.3 Functions: to advise the Executive Committee on matters pertaining to student dental nurses.
- 23.4 The Student Committee may, with the approval of the Executive Committee, co-opt non-member student dental nurses to advise and assist on specific projects. These co-opted advisers will not have a vote on the committee.
- 23.5 The Student Committee will meet at least three times a year at times agreed with the Executive Committee.
- 23.6 The Student Committee will report to the Executive Committee through the Student Representative who will be a member of the Executive Committee.

24. PANEL OF REPRESENTATIVES

- 24.1 The Panel of Representatives shall consist of Members representing specific areas, including but not limited to Scotland, Wales, Northern Ireland, General Practice, Hospitals, Community Services, Armed Forces, Sedation, Special Needs, Orthodontics, Oral Health Education, Health & Safety, etc. as agreed by the Executive Committee in consultation with the Panel of Representatives.
- 24.2 Members of the Executive Committee shall also be considered members of the Panel of Representatives.
- 24.3 Panel members shall forward reports on activities and matters of interest/concern in their specific area to each meeting of the Executive Committee.
- 24.4 Members of the Panel may be required to participate in meetings of the Executive Committee, but will have no vote at those meetings.
- 24.5 Members of the Panel will be nominated following the nomination procedure in Appendix 1 below.
- 24.6 Vacancies on the Panel will be advertised in the Members' area of the website and in the journal if appropriate as and when they arise.
- 24.7 Any nominee for the Panel must be a Full Member; have been a Member for the preceding three years; be currently registered as a dental nurse with the General Dental Council, and have a specialist interest and work within the related field.

25. EXPERT ADVISORY GROUP

An ad hoc group of experts, both Member and non-member, as appointed by the Executive Committee in consultation with the Panel of Representatives. These experts may be invited to participate in Executive Committee or other meetings as appropriate but will have no vote at those meetings.

26. TASK & FINISH GROUPS

26.1 These groups will be formed and dissolved as required by the Executive Committee in consultation with the Panel of Representatives for specific tasks.

26.2 Members of these groups will be drawn from the Executive Committee, Panel of Representatives, the Expert Advisory Group and other committees as required and if the Executive Committee decide it would be beneficial individuals who are not Members may be invited to join such group.

27. EDITORIAL COMMITTEE

27.1 Members:

27.1.1 Editor (Chairman of the Editorial Committee),

27.1.2 President,

27.1.3 President-elect,

27.1.4 Student Representative plus

27.1.5 One member of the Panel of Representatives as appointed by Executive Committee.

27.2 **Quorum:** Editor plus two other members

27.3 Functions:

27.3.1 to monitor proofs before publication subject to the Executive Committee giving their final approval;

27.3.2 to advise on style, content and editorial policy and privacy;

27.3.3 to investigate and research potential articles suitable for publication;

27.3.4 to produce a journal which shall be published on behalf of the Association four times each year or as the Editorial Committee shall determine in agreement with the Executive Committee;

27.3.5 to put in place such guidelines, policies and procedures for the journal as are required including for submission of articles;

27.3.6 to seek appropriate individuals to write reports on specific topics;

27.3.7 to liaise with other stakeholders in relation to accuracy; and

27.3.8 to check for plagiarism and copyright issues.

27.4 The Editor shall be appointed by the Executive Committee and may be invited to attend meetings of the Executive Committee but shall have no vote by virtue of their position as Editor.

28. REPRESENTATION ON OUTSIDE BODIES

Representatives on any outside body to which the Association is associated, or on which it may have representation shall be appointed by the Executive Committee in accordance with the policy implemented by the Executive Committee from time to time.

29. GENERAL SECRETARY

29.1 The Secretariat is responsible under the rules of the union for the running of the union affairs. This is an unpaid role within the Association and generally a post taken by a member of the Executive Committee or an appointed expert.

29.2 The Executive Committee may delegate this position but for the avoidance of all doubt this is a separate, voluntary role.

30. TRUSTEES

Where required the trustees of the Association (and for the purposes of any relevant legislation) shall be the President, the Finance Officer, and the Chairman.

31. CHIEF EXECUTIVE

31.1 The Chief Executive of the Association shall be appointed by Executive Committee, at such remuneration and upon such conditions, as they may deem appropriate, in accordance with current employment legislation. The Chief Executive reports directly to Executive Committee.

31.2 Other members of staff shall be appointed by the Chief Executive, subject to approval by Executive Committee, on such conditions of service and remuneration as they may deem appropriate, in accordance with current employment legislation. Staff members report to the Chief Executive and, through him/her, to Executive Committee.

31.3 The Chief Executive, if present or in his or her absence someone nominated by those present shall be responsible for a correct record being made of the names of all Members present at General Meetings and meetings of Executive Committee and for minutes of the proceedings at all such meetings being duly recorded. Copies of such minutes shall be retained in the offices of the Association.

31.4 The Executive Committee may appoint the Chief Executive as an ex-officio (non-voting) member of any relevant committees, groups and panels.

31.5 The Chief Executive shall receive all correspondence at the offices of the Association. S/he shall keep the documents and papers of the Association in such manner and for such purposes as the Executive Committee may appoint.

31.6 The Chief Executive shall be responsible for keeping a register of Members' names and addresses as required by current legislation. Such register shall be available to any Member and the Executive Committee to inspect on reasonable notice.

31.7 The Chief Executive shall be responsible to the Finance Officer for the funds of the Association and shall pay all demands when ordered to do so by the Executive Committee or the Finance Committee. S/he shall tender a full and clear account whenever the accounts are audited or whenever required to do so by the Executive Committee. S/he shall pay to the Association's banking accounts all money belonging to the Association which comes into his/her possession.

31.8 Cheques on the Association's banking accounts shall be signed by the Chief Executive or as otherwise determined by the Executive Committee, with emergency arrangements as agreed by the Finance Committee.

31.9 The Executive Committee shall, for time to time, put in place such rules as are appropriate to govern the role of the Chief Executive.

32. FUNDS

32.1 The financial year of the Association shall be the calendar year as from 1 January to 31 December.

32.2 The subscription shall be at a rate set by the Executive Committee and may be increased each year as determined by the Executive Committee.

32.3 Once at least in every year, the accounts of the Association shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by properly qualified Auditors of the accountants appointed by the Executive Committee.

32.4 The Executive Committee may instruct a qualified to accountant to scrutinise the accounts.

33. DISSOLUTION

- 33.1 An AGM convened according to these rules may, by the votes of three quarters of the delegates present and eligible to vote, pass a resolution to dissolve the Association.
- 33.2 If such a resolution is carried, a further resolution shall be taken, as to the disposition of all monies or other assets of the Association after all liabilities of the Association shall have been met to another dental organisation, and the decision shall be binding on Members of all categories, and the decisions shall be advertised in at least two dental publications and two national newspapers.

34. EXPENSES

- 34.1 Members of the Executive Committee or staff members attending Executive Committee meetings or, with authorisation of the Executive Committee, representing the Association at other meetings, shall, upon presentation of a completed expenses form and appropriate receipts, be paid all reasonable out of pocket, accommodation and other expenses properly incurred by them in accordance with the current travel policy approved by the Finance Committee. In the case of dispute, requests for authorisation should be referred to the Executive Committee. All claims for travelling expenses shall be checked by the Finance Officer and, if necessary, referred to the Executive Committee.
- 34.2 Hotel reservations and rail/air tickets must be obtained through Head Office in accordance with the current travel policy approved by the Executive Committee.
- 34.3 The Executive Committee may put in place such expenses policy as is appropriate from time to time.

35. PRESS RELEASES, ARTICLES OR SPEAKING TO THE PRESS

- 35.1 The Executive Committee shall issue a Press Policy which all press releases issued, or to be issued, on behalf of the Association, any of its groups, panels or committees must comply with.
- 35.2 Any Members, officers, or other representatives, of the Association, intending to speak to the press on pertinent issues must first comply with such Press Policy.
- 35.3 Any articles regarding the Association, or written on behalf of the Association, or any of its groups, panels or committees, must also comply with the Press Policy.

**SCHEDULE 1
NOMINATIONS PROCEDURE**

- 1.1 All nominees, proposers and seconders must be current Full or Student Associate Members of the Association.
- 1.2 All nominees must sign the nomination form to indicate their eligibility and willingness to take up office.
- 1.3 No nominee may propose or second another nominee for the same position or any other position available at the same time.
- 1.4 No proposer or seconder may propose or second any other nominee for the same position or any other position available at the same time.
- 1.5 If the nominee is already a member of the Executive Committee or the Panel of Representatives, neither the proposer nor the seconder may be members of the Executive Committee or the Panel of Representatives.
- 1.6 Any nomination proposed or seconded by a member of the Executive Committee or the Panel of Representatives must be proposed or seconded as appropriate by a Member who is not a member of either the Executive Committee or the Panel of Representatives.