

# British Society for Oral and Dental Research Constitution and Bylaws

## Constitution

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## **ARTICLE I. NAME**

The organisation shall be known as The British Society for Oral and Dental Research (BSODR) referred to below as the Society.

## **ARTICLE II. OBJECTIVES**

- To advance research and increase knowledge for the improvement of oral health in the United Kingdom
- To support and represent the oral health research community in the UK
- To encourage early career workers, dentally or scientifically qualified, to become involved in oral and dental research
- To facilitate the dissemination and application of research findings relating to oral health and the interactions between oral and systemic health
- To foster the development of international research collaboration through the International Association for Dental Research
- To promote public engagement and inform of key issues in oral and dental research

## **ARTICLE III. CHARITABLE STATUS**

This Society is a charity regulated by the Charities Commission of the United Kingdom. Should the Society be dissolved at any time, no part of its funds or property shall be distributed to its members; but, after payment of all indebtedness of the Society, its residual funds shall be used for dental research in such manner as the then-governing body of the Society shall determine.

## **ARTICLE IV. MEMBERSHIP**

### ***Section 1. ELIGIBILITY***

- 1) **INDIVIDUAL MEMBERSHIP.** Any individual, without any considerations of colour, caste, race, religion, age, gender, national or ethnic origin, or disability, who is interested in Dental Science and Oral and Dental Research, shall be eligible for membership in this Society, provided such person conforms to the recognised standards of professional ethics. Such persons may become a member of the Society upon payment of the current annual subscription.
- 2) **INSTITUTIONAL MEMBERSHIP.** Any educational institution, research institution or centre, government agency, or industry engaged in dental or dentally related research shall be eligible for membership in the Society

### ***Section 2. PRIVILEGES***

Full members of BSODR will normally be eligible for reduced registration fees for the Society's Annual Meeting, be eligible to vote on specific society matters and will be able to enter BSODR prize competitions, where appropriate. Student members of BSODR

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will be eligible to apply for travel bursaries for presenting at BSODR Annual Meetings, when available.

***Section 3. WITHDRAWAL OF PRIVILEGES AND TERMINATION'***

- 1) Membership may be terminated automatically by a member upon delivery of a formal notice to the Hon Treasurer or the Hon Secretary of that member's resignation.
- 2) The membership of any member may be terminated or suspended for reasons of non-payment of dues, proven scientific misconduct, non-compliance with the Society's Constitution, or for other good cause shown. Termination of membership, other than for non-payment of dues will be determined by the Management Committee by a two-thirds vote of the Management Committee members present and voting. The person whose membership is threatened with termination shall be so notified by the Honorary Secretary at least 60 days before the Management Committee meeting, and shall be entitled to appear before the Management Committee in person, by representation, or by submission of a written statement to defend his/her right to membership.
- 3) To be in good standing, members must have paid the full annual subscription and (except for newly elected members) have paid it on the date fixed by the Treasurer. Members who are not in good standing at the date for registration for a scientific meeting of the Society shall not be eligible to attend that meeting as a member. Membership may be terminated by;
  - a) the Honorary Secretary receiving a letter of resignation from the member.
  - b) the Management Committee, should they deem the member's conduct to be contrary to the spirit of the Society (including proven scientific misconduct).
  - c) default as a result of non-payment of the annual subscription.

**ARTICLE V. ORGANISATION AND MANAGEMENT**

***Section 1. MANAGEMENT COMMITTEE***

The Management Committee shall normally consist of the President, President-Elect or Immediate-past President, Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer, Honorary Assistant Treasurer, Honorary Editor, Webmaster, Chair of the Awards Committee and six Councillors. It shall meet at least once a year.

The officers of the Society (President, President-Elect, Immediate-past President, Honorary Secretary and Honorary Treasurer) shall act as an executive group in the intervals between formal meetings of the management committee.

***Section 2. GOVERNANCE***

The Address of the Society shall be that of the Honorary Secretary.

The Governing Body of the Society shall be the ANNUAL BUSINESS MEETING (ABM) of members. The decisions made at the ABM will be implemented by the Management

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Committee. Decisions required due to ad interim contingencies shall be made by the Management Committee and must be reported to the next ABM.

The Quorum at the ABM shall be 30.

Resolutions presented to any ABM shall be decided by simple majority, unless otherwise stated.

**Section 3. AMENDMENTS**

Amendments to the Constitution may be proposed and considered at any ABM after written notice has been presented by at least five full members. Such notice must be received in writing by the Honorary Secretary at least 24-hours prior to the ABM. It shall then become a special order of business to be voted upon at the next ABM. Adoption of such amendments to the constitution shall require a majority vote of not less than two-thirds of the members present and voting at the ABM. If approved, such amendments shall become effective at the end of the ABM at which they have been approved. No amendment shall be made which would result in the Society ceasing to be a charity in law.

**Section 4. DISSOLUTION**

Dissolution: As with amendments to the constitution, formal written notice, signed by at least five full members, of a proposal to dissolve the Society may be presented at the ABM. Immediately after that meeting the Secretary shall inform all members that such notice has been served. One month before the subsequent ABM the Secretary shall send a voting slip to each full member with a request that it should be returned before the ABM is opened. Votes will be counted at the meeting and dissolution shall be decided by a two-thirds majority of members voting in favour, provided that a minimum 50 full-members vote. Abstentions shall not be counted. If the Society is dissolved, no part of its funds or property may be distributed to or among members. The Management Committee shall decide on the allocation of the remaining funds, property and documents of the Society in accordance with Article III of this Constitution. The liquidation of the Society shall not be effective until the final account has been examined and approved by a professional auditor.

**ARTICLE VI. ELECTIONS AND TERMS OF OFFICE**

***Election:***

All members of the Management Committee must be full members of the Society. Election of the committee members, including the President, will be based on a simple majority vote undertaken by full members of the BSODR. Whenever possible, this will be by electronic voting.

***Nominations:***

The Honorary Secretary will circulate a call for nominations for the Officers of the Society and for vacant positions as Councillor not less than 3 months prior to the ABM.

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Nominations should normally be received by the Honorary Secretary 2 months before the ABM. Ballots will be sent electronically to the membership at least 4 weeks before the Annual Business Meeting. The ballot will close 1 week before the Annual Business Meeting. The results of the ballot will be announced at the Annual Business Meeting.

Individuals wishing to stand for such posts must;

- 1) be members of good standing;
- 2) be proposed and seconded for the post by 2 other members of good standing;
- 3) sign a declaration of their willingness to serve the Society;

### ***President:***

The Presidential term of office will be 5-years, holding the offices of President-Elect for one year, President for 2-years and Immediate-past President for 2-years.

### ***Other Officers:***

Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer, Honorary Assistant Treasurer, Webmaster, Honorary Editor and Chair of the Awards Committee: The term of office for each shall be 1-year renewable.

### ***Councillors:***

The term of office of a Councillor shall be three years. Members may not serve as Councillors for directly consecutive terms. Two Councillors shall be replaced each year. In the event that a Councillor demits office after less than 3 years of service, their successor shall serve for the remainder of their term of office, plus 3-years in their own right.

### ***Ad Interim Vacancies:***

Any position becoming vacant between ABMs shall be filled by an appointee of the Management Committee who will serve for the remaining term of that appointment.

## **ARTICLE VIII. GROUPS AND GROUP CHAPTERS**

### ***Section 1. GROUPS***

Fifteen or more members of the division interested in any scientific branch or professional field related to oral and dental science, with the approval of the Management Committee, may organise a Group to further the objectives of the Society. Groups with fewer than 15 members may be dissolved by the Management Committee.

### ***Section 2. GROUP CHAPTERS***

When one of the divisions groups relates directly to an IADR research group, the Society will strongly encourage the members of the divisional group to apply for Group Chapter status within the IADR group (see article V section 3 of the IADR constitution).

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### **Section 3. MANAGEMENT**

The affairs of Groups and Group Chapters shall be managed in conformity with the Constitution and Bylaws of the Division and of the IADR.

### **Section 4. SUSPENSION AND REVOCATION**

Approval of a Group may be suspended or revoked. Suspension or revocation will be determined at the Annual Meeting of the Division by a two-thirds vote of the full members of the Division present and voting. The Group threatened with suspension or revocation shall be so notified by the Honorary Secretary at least 60 days before the ABM, and shall be entitled to appear before the ABM in the form of a delegation of members or Officers, by representation, or by submission of a written statement to defend its right to exist. The basis for suspension or revocation would be;

- 1) non-maintenance of the minimum number of members required for formation,
- 2) failure to hold a meeting for two consecutive years,
- 3) failure to report its activities and its membership,
- 4) non-compliance with the Society's Constitution.

## **ARTICLE IX. INCORPORATED BODIES**

The Society shall constitute the British Division of the IADR. The Management Committee of the Society shall be the Council of the British Division (IADR).

Council of the Division shall safeguard the interest of British members of the IADR and ensure that the affairs of the Division are conducted according to the Constitution and Bylaws of the parent body.

## **ARTICLE X. FINANCIAL MANAGEMENT**

### ***Subscriptions:***

Subscriptions shall be approved annually on the recommendation of the Honorary Treasurer by a two-thirds majority vote of full members voting at the ABM.

### ***Expenditures:***

Funds of the Society may be expended only on general or specific authorization of the Management Committee

### ***Accounts:***

All accounts of assets of the Society shall be audited annually.

### ***Reports:***

All Officers collecting, disbursing, or holding in trust assets of the Society shall report annually to the Management Committee and the Society in written form.

## ARTICLE XI. INTERNATIONAL RELATIONS

### ***International Association for Dental Research:***

The Society will nominate the requested number of individuals to attend the Council Meeting of the IADR on an annual basis. The Nominees will usually comprise the Honorary Secretary and the President. The Honorary Secretary should also request that the President-elect be accorded observer status during his year of office so that (S)he can become familiar with the issues discussed at the Council Meeting.

### ***Regional federations:***

The Society is affiliated to the Pan-European Region (PER) of the IADR. It is the responsibility of the Management Committee to nominate representatives members of the management group of the PER from the BSODR. These nominees will normally be from the BSODR management committee. Each nominee will serve for 3-years with replacement by rotation. One of the officers of the PER may also be drawn from the BSODR. This individual will also be a nominee of the Management Committee and his/her term of office will be either 3 years for President Elect, President, Immediate-past President or 5-years if (s)he is Honorary Secretary/Treasurer of the PEF.

## ARTICLE XII. BYLAWS

Bylaws and amendments to Bylaws may be proposed at any Annual Meeting of the Society and may be adopted at the same meeting by a vote of two-thirds of the members present and voting, the Bylaws and amendments taking effect at the close of the meeting. The members of the Society shall be notified in writing of any proposed changes to the bylaws along with their notification for the Annual Business Meeting. Proposed Bylaws and amendments to Bylaws shall normally be reviewed by the Management Committee before presentation to the ABM.

### **Bylaws**

## SECTION A. MEMBERSHIP

### **1. MEMBERSHIP CATEGORIES.**

Article IV, Section 1(A), of the Constitution shall be interpreted as follows:

- 1) **Active Member:** Person who is conducting or has conducted research in any branch of dental science or in fields related to dental science.
- 2) **Associate Member:** a person who is interested in the furtherance of dental research but has not conducted any dental research may apply for Associate Membership. The Associate Member shall have all rights and privileges of active membership but shall have no vote.
- 3) **Student Member:** Person who is a full-time student currently enrolled in a recognized academic institution who does not hold an academic appointment and

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who is interested in dental research. Student members must become active or associate members when eligible or be dropped from membership. The Student Member shall have all the rights and privileges of active membership, but shall have no vote.

- 4) **Life Member:** Providing that all dues have been paid, any individual who has reached the age of 65 and has been a member of the Society or of the IADR and the Society successively, for twenty years continuously, shall become a life member from whom no further dues shall be required.
  - **BSODR Institutional Membership:** Any educational institution, research institution or centre, government agency, or industry engaged in dental or dentally related research shall be eligible for Institutional membership of the Society.
  - a free stand at research meetings organised by the Society.
  - a profile in UK Dental Research brochures produced by the Society
  - activities and appointment notices on the Society Website.
  - attendance at an annual forum hosted by the Society to foster the development and nurturing of a national strategy for UK Dental Research.
  - be invited to take an active role in formulation of national UK Dental research strategy and implementation.
- 5) **Honorary Membership:** The Society may elect as Honorary Members persons who are not members of the Association. Honorary Members shall normally be selected on the basis of the candidate's significant contribution to, or support of, oral and dental research
  - a) One honorary membership may be bestowed each year by unanimous recommendation of the three most recent living Past Presidents of the Association.
  - b) Such Honorary Members shall have all the rights and privileges of membership of the division.
  - c) Honorary Membership shall not be conferred posthumously.

## **2. RESEARCH GROUPS.**

Membership in a Group shall be optional. Members of the Groups, must be active, associate, student, or life members of the Association.

- 1) Only active and life members of the Association shall have voting privileges on matters concerning the Association and be eligible to hold office in a Group.
- 2) Copies of the Constitutions of the Groups should be lodged with the Honorary Secretary and updated as necessary.
- 3) All Groups should adapt the principles of the IADR Code of Ethics to their own Code of Ethics.

## SECTION B. EXCEPTIONS TO THE PAYMENT OF DUES

LIFE MEMBERSHIP. Life Members shall pay no dues.

TERMINATED MEMBERSHIP. Annual dues for the year in which membership is terminated by a member or by the Society prior to the date of the annual Scientific Meeting shall be refunded, or, if unpaid, shall not be demanded. No dues will be refunded after the date of the annual Scientific Meeting.

## SECTION C. DUTIES OF THE OFFICERS

The duties of the Officers shall be those ordinarily associated with the official titles, and such other duties as the Society or the Management Committee may assign.

- 1) **The Honorary Treasurer** shall maintain surveillance over the Society's finances, and assist the Management committee in the development of budgets. (S)he will maintain the Society's membership role. (S)he will be supported by the Honorary Assistant Treasurer.
- 2) **The Honorary Secretary** shall organise the day-to-day running of the Society, arrange the meetings of the Management Committee, the Annual Business Meeting and the annual scientific meeting of the Society. (S)he will be responsible for maintenance of the Society's web site. (S)he will be supported by the Honorary Assistant Secretary.
- 3) **The Honorary Editor** shall organise the scientific programme for the Society's annual meeting, including the preparation of the abstract book.
- 4) **The Chairman of the Awards Committee** shall oversee the award of the Society's prizes and confirm the Society's nominations for the IADR Unilever / Hatton Awards each year. (S)he will be assisted in this role by the awards committee, which shall comprise chairs of the individual prize competition panels and other active members of the Society.
- 5) The BSODR Webmaster will have responsibility for maintaining the BSODR website/domain.

### Officer Succession.

Should any BSODR officer be prevented from performing his/her duties due to incapacitation (e.g., illness), the following officer succession will occur:

Officer	Successor
President	Immediate-past President, or in the event of incapacity of both the President and the Immediate-past President, the successor will be the President Elect
Honorary Treasurer	Honorary Assistant Treasurer
Honorary Secretary	Honorary Assistant Secretary
Honorary Editor	Honorary Assistant Secretary
Chair of the Awards Committee	Honorary Assistant Treasurer

## **SECTION D. MEETINGS**

### **1. GENERAL SESSIONS.**

The time and place of each Annual Scientific Meeting shall be determined by the Management Committee.

### **2. REGISTRATION FEES.**

The Management Committee shall approve the amount of the registration fees for the Annual Scientific Meeting. Members whose dues have not been paid through the current year will be required to pay the non-member fee.

## **SECTION E. AUTHORISED BANKS AND EXPENDITURES**

Funds of the Society shall be deposited in a bank or banks, or invested in securities approved for the purpose by the Management Committee. Authorised expenditures from the general funds of the Society may only be made by the authorised signatories.

## **SECTION F. DEFINITIONS**

1. Members of this Society, for purposes of notice or other communications or actions, are those persons who are members according to the latest information possessed by the Honorary Secretary at the time of mailing of the notice or communication, or at the time of the action.
2. Notice shall be considered to have been given to a member when written statement of the notice has been mailed to the member at the last address for the member known to the Honorary Secretary at the time of the mailing.