

**Memorandum**  
**and**  
**Articles of Association**  
**of the**  
**British Dental Association**

May 2019

No. of Company (14161)

**The Companies Acts, 1862 to 1985**  
Company limited by guarantee and not having a share capital

**Memorandum of Association**  
**of the**  
**British Dental Association**

**Memorandum**

1. The name of the Association is the "British Dental Association".
2. The registered office of the Association is to be in England.
3. The objects for which the Association is established are:
  - (1) The promotion of Dental and the allied sciences, and the maintenance of the honour and the interests of the Dental Profession (which expression in this Memorandum includes every branch of the Dental Profession).
  - (2) To encourage and promote the improvement of the health, and particularly the dental health, of the public.
  - (3) To provide a range of advisory, educational and support services for members.
  - (4) To encourage and promote the study of Dentistry and its allied sciences and with a view thereto to provide for the delivery of lectures and the holding of classes, study circles and other similar projects and to establish scholarships, grants, rewards and other benefactions, and for such purpose to grant or lend such sums of money on such terms out of the funds of the Association to such individuals, associations or institutions, incorporated or not incorporated, with objects similar to those of the Association, as may from time to time be determined.
  - (5) To maintain the spirit and provisions of the Dentists Act 1984 and any statutory modification or re-enactment thereof by such lawful means as may be necessary and to promote excellence and just and honourable practice in the conduct of the profession.
  - (6) To promote hold and encourage the promotion and holding of meetings of members of the Association and of the Dental Profession generally throughout the world.
  - (7) To diffuse amongst its members information on all matters affecting the Dental Profession and to print, publish, issue and circulate such papers, periodicals, books, circulars and other literary undertakings as may seem conducive to any of these objects.
  - (8) To establish, form and maintain a library and collection or museum of instruments, equipment, models, designs, drawings, and other articles of interest in connection with the Dental Profession.

- (9) To give the legislature and public bodies and others facilities of conferring with and ascertaining the views of persons engaged in the Dental Profession as regards matters directly or indirectly affecting that profession.
- (10) To originate and promote improvements in the law affecting the Dental Profession and to support or oppose alterations therein, and to effect improvements in administration, and for the purposes aforesaid to petition Parliament and take such other steps and proceedings as may be deemed expedient.
- (11) To represent the Dental Profession in its relations and negotiations and to confer with Departments of State, bodies set up by Departments of State, local and other public authorities, bodies or persons in regard to all matters affecting the Dental Profession and generally to watch over and protect the interests of persons engaged in that profession.
- (12) To establish, subsidise, promote, co-operate with, receive into union, become a member of, act as or appoint trustees, agents or delegates for, control, superintend, lend monetary assistance to or otherwise assist any associations or institutions incorporated or not incorporated, with objects altogether or in part similar to those of the Association and the application of whose income and property is restricted in the same manner as is the application of the income and property of the Association under the provisions of this Memorandum of Association.
- (13) To establish, undertake, superintend, administer and contribute to any charitable or benevolent fund from whence may be made donations or advances to deserving persons who are or have been engaged in the Dental Profession or the dependants or connections of any such persons; and to contribute or otherwise assist any charitable or benevolent institution or undertaking.
- (14) To establish and support or aid in the establishment and support of association funds trusts and schemes calculated to benefit employees or ex-employees of the Association or of any association received into union with the Association or the dependants or connections of any such employee or ex-employee and to pay pensions, annuities or gratuities to any such person.
- (15) To admit any persons (whether eligible or not eligible for membership) to be affiliate or honorary members of the Association on such terms and to confer on them such rights and privileges as may seem expedient.
- (16) To undertake and execute any trusts which may seem to the Association conducive to any of its objects.
- (17) To purchase, take, lease, exchange, hire or otherwise acquire any real or personal property or any rights or privileges necessary or convenient for the purposes of the Association, and to construct, alter and maintain any buildings required for the purposes of the Association.
- (18) To sell, improve, manage, develop, lease, mortgage, dispose of, turn to account, or otherwise deal with all or any part of the property of the Association.
- (19) To borrow any moneys required for the purposes of the Association upon such terms and on such scrutinies as may be determined.

(20) To invest the moneys of the Association not immediately required upon such securities or otherwise in such manner as may from time to time be determined.

(21) To do all such other lawful things as are incidental or conducive to the attainment of the above objects or any of them.

4. The income and property of the Association, from whatever source derived shall be applied solely towards the promotion of the objects of the Association, as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend or bonus, or otherwise however, by way of profit to the Members of the Association. Provided that nothing herein shall prevent the payment in good faith of remuneration to any officers or servants of the Association, or to any Member of the Association, or other person, in return for any services actually rendered to the Association.
5. The fourth paragraph of this Memorandum is a condition on which a licence is granted by the Board of Trade to the Association, in pursuance of Section 23 of the Companies Act 1867.
6. If any Member of the Association pays or receives any dividend, bonus, or other profit, in contravention of the terms of the fourth paragraph of this Memorandum, his liability shall be unlimited.
7. Every Member of the Association undertakes to contribute to the assets of the Association in the event of the same being wound up during the time that he is a Member, or within one year afterwards, for payments of the debts and liabilities of the Association contracted before the time at which he ceases to be a Member, and the costs, charges and expenses of winding up the same, and for the adjustment of the rights of the contributors amongst themselves, such amount as may be required, not exceeding the sum of one pound and five pence, or in case of his liability becoming unlimited, such other amount as may be required, in pursuance of the last preceding paragraph of this Memorandum.
8. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, to be determined by the Members of the Association at or before the time of dissolution, or in default thereof such property shall be given to some charitable object.
9. We, the several persons whose names and addresses are subscribed to this Memorandum are desirous of being formed into an Association, in pursuance of this Memorandum of the Association.

### **Names, addresses and descriptions of subscribers**

| <b>Names</b>             | <b>Addresses</b>        | <b>Descriptions</b> |
|--------------------------|-------------------------|---------------------|
| George Augustus Ibbitson | 19a Hanover Square, W   | FRCS Eng            |
| Thomas Arnold Rogers     | 23 Endsleigh Street, WC | MRCS Eng            |
| Edwin Saunders           | 13a George Street,      |                     |

|                    |                                      |              |
|--------------------|--------------------------------------|--------------|
|                    | Hanover Square, W                    | FRCS Eng     |
| Thomas Underwood   | 11 Bedford Square, WC                | LDS Eng      |
| James Parkinson    | 36 Sackville Street                  | LDS Eng      |
| James Smith Turner | 12 George Street,<br>Hanover Square, | MRCS LDS Eng |

**Witness of above signatures,** John Frederick Bowman  
21 Bedford Row,  
London WC  
(Solicitor)

**Dated 28th May 1880**

John Tomes Upwood Grove, Caterham, Surrey FRCS MRCS LDS Eng

**Witness of above signature,** John Stowar MD  
113 Ladbrooke Grove  
London, W.

# **Articles**

## **The Companies Acts, 1862 to 1985**

Company limited by guarantee and not having a share capital

# **Articles of Association of the British Dental Association**

## **Preliminary**

Interpretation 1. In these presents, including the By-laws set forth in the Schedule hereto, unless there be something in the subject or context inconsistent therewith, the words and expressions following shall have the meanings hereinafter assigned to them respectively:

“Articles” means the regulations contained in these Articles with such (if any) modifications as may from time to time be made therein.

“The Association” means the British Dental Association.

“Branch” and “Section” mean respectively a Branch and Section constituted as hereinafter provided.

“The By-laws” means the By-laws of the Association for the time being in force, and made available by the Principal Executive Committee on the Association’s website

The “Chief Executive” means the officer employed to oversee the day to day running of the BDA. .

“The Dentists Acts” means the Dentists Act 1984 or any modification or reenactment thereof for the time being in force.

“The Dentists Register” means the Dentists Register kept pursuant to the Dentists Acts.

“Existing” means existing at the time when these Articles came into operation.

“Extraordinary General Meeting” has the meaning assigned to it by Article 65.

“Extraordinary resolution” means a resolution passed by the same majority as is required to pass a Special Resolution at a general meeting of which not less than 21 days' notice, specifying the intention to propose the resolution as an extraordinary resolution, has been duly given.

“Directors” means the senior staff who are appointed at the Director grade

“The Honorary Officers” means those officers provided for by Article 25.

“The Journal” means the Journal to be published as thereafter provided.

“Presidential Meeting” means the meeting of the Association at which the President is installed.

“Present” includes, where the word describes the attendance of a person at a meeting, the participation of such a person upon the request of the Chair of the meeting by means of a teleconferencing or video conferencing link provided that in the case of any proceedings held in accordance with the provisions of Article 17 the word present shall require the physical presence of such a person at the relevant meeting.

“Professional Group” means a Professional Group constituted as hereinafter provided.

“Primary Postal Address” means the address indicated by a member as either their principal residence or their principal place of work. Each member shall be required to choose one of these as their geographic locator within the United Kingdom for the purposes of candidacy and election.

“The Principal Executive Committee” means the Principal Executive Committee hereinafter mentioned.

“The Seal” means the Common Seal of the Association.

“Standing Committee” means a standing committee of the Principal Executive Committee as provided for by these Articles.

“The Statutes” means The Companies Acts 1862-1985 and any modification or re-enactment thereof for the time being in force.

“The United Kingdom” means Great Britain and Northern Ireland and the Isle of Man and the Channel Islands.

"Working Group" means a Working Group of the Principal Executive Committee constituted as hereinafter provided.

"Year" refers to a calendar year.

Words and expressions defined in the statutes shall have the same meanings in these Articles.

Words importing the singular number include the plural and vice versa.

Words importing the masculine gender include the feminine gender.

**Marginal Notes**

The marginal notes are for reference only and shall not affect the construction of these Articles.

**Membership**

**Number of Members**

2. The number of Members of the Association is unlimited.

**Membership**

3. The two classes of membership of the Association shall be:
- (A) Ordinary Membership (that is to say any tier of membership which is not a special membership category) and
  - (B) Special Membership which shall be of the following categories:
    - (1) Honorary Membership
    - (2) Life Membership
    - (3) Distinguished Membership
    - (4) Temporary Membership
    - (5) Affiliate Membership
    - (6) Student Membership
    - (7) Any other class of member as may be determined from time to time by the Principal Executive Committee

The Ordinary Members of the Association shall be entitled to the rights and privileges and shall be subject to the restrictions set forth in these Articles, and the members of the Association who are members of any of the categories of special membership shall be entitled to such of the said rights and privileges and shall be subject to such additional restrictions as are set forth in these Articles or resolved by the Principal Executive Committee in accordance with these Articles and are applicable to the category of special membership to which they belong.



|  |   |
|--|---|
| Present Members                        | 4. The existing members of the Association shall be deemed to consist of all the persons who shall be admitted as members, in such manner and upon such conditions as may from time to time be prescribed by or pursuant to these Articles.   |
| Duration of Membership                 | 5. Every member shall remain a member until he ceases to be a member in accordance with the provisions of these Articles.   |
| Right of Membership                    | 6. The rights of Members are personal and shall not be transferable or transmissible.   |
| Qualifications for Ordinary Membership | <p>7. (A) Any person who fulfils the following qualifications shall be eligible as an Ordinary Member of the Association, that is to say, any person who, whether he is actually practising dentistry or not:</p> <p style="margin-left: 40px;">(1) is of good character, and</p> <p style="margin-left: 40px;">(2) is a person registered in the Dentists Register or who is or has been legally entitled to be so registered and who is not disqualified by these Articles.</p> <p>Provided that his name has not been erased or suspended from the Dentists Register by order of the Professional Conduct Committee of the General Dental Council or from the Medical Register by order of the Professional Conduct Committee of the General Medical Council and that suspension or interim suspension by order of the Preliminary Proceedings Committees or the Health Committees of these Councils do not disqualify a person under Article 7(A)(2) above.</p> <p>(B) Every application for membership of the Association shall contain an undertaking by the applicant that, on admission to membership and if the case may be on transfer from one category of membership to another, he will abide by the Articles and By-laws of the Association for the time being and from time to time in force and also the Rules of such Branch, Section or Professional Group (if any) as he may from time to time belong to, and an undertaking to pay his subscription as it is due.</p> |
| Right to refuse Election               | <p>8.(A) The Principal Executive Committee may refuse a candidate for membership of the Association.</p> <p>(B) Except as otherwise provided in these Articles, the requirements of membership shall from time to time be determined by the Principal Executive Committee or in accordance with the By-laws.</p>  |

## Honours and Awards of the Association

Honours 9. The Association may from time to time award the following honours:

(A) Presidency

The Annual General Meeting shall each year upon the nomination of the Principal Executive Committee elect a President of the Association in accordance with the provisions of Article 26 (A)

(B) Honorary Membership

- (1) Members of the Dental profession and of scientific eminence, or persons distinguished in medical or allied sciences, or persons who may have rendered distinguished service to the Association, or to the promotion of dental and any allied sciences, or who, upon the recommendation of the Honours and Awards Committee, will further or advance the interests of the Association, may be elected Honorary Members by the Principal Executive Committee .
- (2) An Honorary Member shall have none of the liabilities of Members as regards subscriptions and shall not be entitled to any vote, but shall have the privilege of attending the Annual General Meeting in each year and such other privileges as may be conferred upon him by the Articles. Provided that any person who is eligible for ordinary membership of the Association pursuant to Article 7 and who is elected an Honorary Member shall have all the rights and privileges of ordinary membership.

(C) Fellowship

- (1) Any Ordinary Member (including a Life Member) of the Association who has:
  - (a) been for twenty years continuously an Ordinary Member of the Association, and
  - (b) in the opinion of the Principal Executive Committee upon the recommendation of the Honours and Awards Committee rendered outstanding and distinguished service to the dental profession and to the Association shall be eligible for election by the Principal Executive Committee as a Fellow of the Association.
- (2) A Fellow of the Association shall have none of the liabilities of Members as regards subscriptions but shall have all the rights

and privileges of ordinary membership of the Association and shall be eligible to be elected or appointed to any office in the Association.

- (3) A Roll of Fellows shall be established.
- (4) Upon admission to the Roll, a Fellow shall be presented to the Members of the Association in General Meeting or other occasion determined by the Principal Executive Committee, and shall receive a scroll, signed by the Officers of the Association, and a Badge of Fellowship, which he shall be entitled to wear at all General Meetings of the Association and at any Branch meeting which he attends.

(D) Life Membership

Any Ordinary Member of the Association who either:

- (1) has been for twenty-five years continuously an Ordinary member of the Association, or
- (2) has been (i) for ten years continuously an Ordinary Member of the Association and (ii) has ceased to practise Dentistry, and (iii) holds no paid dental appointment,

shall be eligible for election by the Principal Executive Committee on recommendation by the Honours and Awards Committee as a Life Member of the Association. A Life Member shall have all the rights and privileges of membership, but shall not be liable to pay any subscriptions to the Association or to any Branch thereof. A Life Member shall be eligible to be elected or appointed to any office in the Association. The honour is marked by the presentation of a scroll at a General Meeting or other occasion determined by the Principal Executive Committee

(E) Distinguished Member

Any Ordinary Member of the Association who has

- (1) served in an outstanding capacity in the governing of the BDA
- (2) given numerous years of service and significant contribution across BDA Committees
- (3) given personal commitment to the running and welfare of the organisation

shall be eligible for election by the Principal Executive Committee on recommendation by the Honours and Awards Committee as a Distinguished Member of the Association. A Distinguished Member shall have all the rights and privileges of membership, but shall not be liable to pay any subscriptions to the Association or to any Branch thereof. The honour is marked by the presentation of a scroll at a General Meeting or other occasion determined by the Principal Executive Committee.

(F) The John Tomes Medal

- (1) The Association may honour any person (whether or not he be otherwise eligible for ordinary membership of the Association) who has given outstanding services to the Dental Profession or to the Association by bestowing the John Tomes Medal of the Association.
- (2) The Medal shall be bestowed on the recommendation of the Honours and Awards Committee and agreement by the Principal Executive Committee of the Association. The medal shall be presented to the recipient with an appropriate scroll at a General Meeting of Members or other occasion determined by the Principal Executive Committee.
- (3) A recipient of the Medal who is a dentist shall have all the rights and privileges of membership, but shall not be liable to pay any subscriptions to the Association or to any Branch thereof. This benefit, restricted to dentists, shall apply from 9<sup>th</sup> October 2010 for all holders of the medal

(G) An entry on the Roll of Distinction

Upon the recommendation of the Honours and Awards Committee the honour of an entry of a persons name on the Roll of Distinction may be awarded by the Principal Executive Committee. The honour is defined in terms that the Association may honour any person, whether or not eligible for membership of the Association, for outstanding services to UK dentistry by entering that person on the Roll of Distinction. The honour is marked by the presentation of a certificate and a medal at a Presidential Meeting or other occasion determined by the Principal Executive Committee. Any dentist so honoured shall have all the rights and privileges of membership, but shall not be liable to pay any subscriptions to the Association or Branch thereof. This benefit shall apply from 9<sup>th</sup> October 2010 for all dentists entered on the Roll of Distinction.

Awards

(H) Certificate of merit for Services to the Association

This shall be awarded to recognise any special service at any level of dentistry within the country. The certificate shall be awarded to mark contribution to a BDA Committee, commission, task force, project or event over a period of years, and assistance in the promotion of the BDA. The honour is marked by presentation of a certificate at a Presidential Meeting or other occasion determined by the Principal Executive Committee.

(I) Certificate of Merit for Services to the Dental Profession

This shall be awarded to recognise any special service at any level of dentistry either nationally or internationally and it is expected that this would be reserved for dentists or other persons who have contributed to academic or other work in furthering the profession, or individuals active in promoting advancements within the dental profession. The honour is marked by presentation of a certificate at a Presidential Meeting or other occasion determined by the Principal Executive Committee.

(j) Joy Harrild Award for Young Dentists

This shall be awarded to recognise young dentists who have made a significant contribution to the profession.

Any BDA member who is a young dentist (up to ten years post qualification), excluding the current members of BDA's Young Dentist Committee, who meets at least two of the following criteria:

- (1) has made a significant contribution to the profession
- (2) has demonstrated an outstanding commitment to continued training and professional development
- (3) has raised the profile of dentistry
- (4) has made a contribution to the BDA
- (5) has made a positive contribution to wider society through 'good works'; working with a charity, their local community, or work abroad
- (6) have demonstrated professional or clinical leadership qualities

shall be eligible for the Joy Harrild Award on the recommendation of the Honours and Awards Committee and agreement by the Principal Executive Committee.

(k) Removal of an honour by the Principal Executive Committee

An honour or award may be removed by the Principal Executive Committee if it reasonably believes that the actions or behaviour of a recipient are inconsistent with the interests of the Association, or bring the Association into disrepute.

## **Temporary Membership**

Temporary Membership 10. (A) Any member of any Dental Association which is approved for the purpose by the Principal Executive Committee who is temporarily but not ordinarily resident in the United Kingdom may, on application in writing to the Chief Executive and on producing a recommendation from such an approved Association (but subject always to discretion of the Principal Executive Committee ) become a Temporary Member of the Association for the period of his temporary residence, not to exceed six months, but such period may be extended by the Principal Executive Committee on written application.

(B) A Temporary Member shall be liable to pay such subscription to the Association as shall from time to time have been determined, but shall not be entitled to any vote. He shall be entitled during his temporary membership of the Association to the following privileges:

- (1) Attendance at Meetings of the Association.
- (2) Use of the Members' rooms of the Association, including the reference facilities but not the lending facilities of the library
- (3) To receive the Journal, subject to the sufficiency of supplies.
- (4) Advice as to postgraduate education.
- (5) Such other advice and assistance as the Association is reasonably able to offer.

## **Affiliate Membership**

Affiliate Membership 11. The Principal Executive Committee may admit any person (whether or not he be otherwise eligible for membership of the Association) to be an Affiliate Member of the Association and may from time to time prescribe:

- (A) the conditions of eligibility of persons or classes of persons to become Affiliate Members.
- (B) the mode and conditions of admission to membership.
- (C) their rights and privileges, and
- (D) the rate or rates of subscription to be paid by them.

### **Provided always that:**

- (1) an Affiliate Member shall not be entitled to hold Office in or vote at any general meeting of the Association, or to hold office in, or vote at any meeting of a Branch or Section of the Association, or to vote in any elections of the Association and
- (2) the subscription to be paid by an Affiliate Member shall be as determined from time to time by the Principal Executive Committee
- (3) no person shall be admitted to be an Affiliate Member of the Association unless
  - (a) his admission is approved by special resolution of the Principal Executive Committee
  - (b) he meets the conditions of 11 (A) above

- (4) no persons or classes of persons established as ancillary dental workers under the Dentists Act 1984, shall be eligible for Affiliate membership of the Association.

## **Student Membership**

Student Membership 12.(A) Any undergraduate student at a dental school who is ordinarily resident in the United Kingdom may, on application in writing to the Chief Executive and on payment of the prescribed subscription, be elected a Student Member of the Association.

Privileges of Student (B) A Student Member shall be entitled to such privileges as determined from time to time by the Principal Executive Committee  
(C) A Student Member may be elected as a Subscribing Member of any Branch but shall not be reckoned as a Branch Member for the purposes of the Articles nor have a vote at any proceedings of such Branch.

Termination of Student (D) A Student Member shall cease to be a Student Member of Membership Association upon admission to the Dentists Register when conditional on prior payment of the due subscription as a Student Member he shall (subject to By-law 3(B)) forthwith be deemed to have been elected a Member of the Association in accordance with By-law 3(A).

## **Subscriptions**

Subscriptions 13. (A) The subscription payable by the Members of the Association shall be such a sum or sums as shall from time to time be determined by the Principal Executive Committee for the relevant classes, categories and/or tiers of membership, and /or benefits or concessions, as referred to in Article 13 (B).

(B) The Association may fix different rates of subscriptions for tiers of Ordinary Members and the respective categories of Special Membership or otherwise differentiate between members as to the Subscriptions payable by them and concessions or additional benefits payable to them as may be seen fit.

(C) Tiers and categories of membership will be regularly reviewed and the Principal Executive Committee may approve amendments thereto and the same may be implemented with six months notice

(D) Past Presidents of the Association and Vice-Presidents of the Association shall have none of the liabilities of Members as regards subscriptions.

Payment of

## Subscriptions

14. (A) Subscriptions shall be paid when due, in such manner and to such officer of the Association or any Branch or Section thereof as the Principal Executive Committee may from time to time determine.

(B) The first year's subscriptions of a Member shall be due on or immediately after his admittance to membership or his admittance to a different tier or category of membership (as the case may be). The subscription for that year shall be for the full year or such lesser proportion of the appropriate annual subscription as the Principal Executive Committee may from time to time determine and thereafter subscriptions shall be payable at such intervals as the Principal Executive Committee may from time to time determine.

## Privileges on Payment

of Subscriptions 15. (A) The subscription shall (subject to the restrictions contained in these Articles as respect Honorary, Temporary, Affiliate and Student Members or other restrictions imposed pursuant to these Articles) confer all the ordinary privileges of membership of the Association made available by the Association to ordinary members in relation to trade union membership and otherwise as voting members of the Association and the right to receive the publications of the Association issued to members as a whole during the period commencing no later than the date on which the subscription is received by the Association and terminating with the expiry of the period covered by the subscription.

(B) The subscription of an Ordinary Member of the Association shall entitle him to the ordinary privileges of membership of a Branch without further payment (subject to his compliance with the Regulations and By-laws affecting the Branch, and with the rules of the Branch, and with the conditions of and qualifications for membership of the Branch) and no other subscription (except voluntary subscriptions and except implemented pursuant to Article 13) shall be demanded of or payable by any member of the Association.

(C) If a Member has failed to pay his subscription in the period determined by the Principal Executive Committee he shall be deemed to be in arrears in respect of his subscription until he pays the same or until the subscription period expires (whichever happens first) and so long as he is in arrears he shall have no voting rights or entitlement to publications issued to members as a whole.

## **Cesser of Membership otherwise than by expulsion**

Cesser of Membership otherwise than by expulsion shall ipso facto cease to be a Member:

16. A Member of the Association

(A) On his death.

(B) If he fails to pay his subscription within such period as the Principal Executive Committee may from time to time determine.

(C) If he resigns from membership of the Association. For a resignation to be effective it must be made either (1) in writing or (2) by electronic communication or (3) orally. The resignation shall be



effective upon receipt of any of the aforesaid communications by the Chief Executive, or a BDA member of staff designated by the Chief Executive to act on his behalf for this purpose, and subject to any terms and conditions of membership

- (D) If his name is erased or suspended from the Dentists Register by order of the Fitness to Practise Panel of the General Dental Council or from the Medical Register by order of the Fitness to Practise Panel of the General Medical Council. However a member so suspended may make application to the Principal Executive Committee for Affiliate Membership during the suspension period.
- (E) If (being an Honorary, Temporary, Affiliate or Student Member) he ceases from any cause whatsoever to be possessed of any qualification which was a condition precedent to his election as such a Member, or if he shall fail to conform to any of the conditions for the continuation of that membership.

## **Compulsory termination of Membership**

17.(A) Any member whose conduct shall, upon inquiry by the Ethics and Professional Conduct Committee, be deemed to be detrimental to the honour and interest of the dental profession, or contrary to expectations of professional behaviour expressed in any code of conduct or standards of service and conduct published by the Association, or calculated to bring the profession into disrepute, or to be prejudicial to the interests of the Association, may be subject to any of the sanctions specified in Article 54 (D)

(B) The Ethics and Professional Conduct Committee may upon the representation of the:

- (1) Chair of the Principal Executive Committee or
- (2) Chair of a Country Council or
- (3) Chair of a Standing Committee of the Principal Executive Committee or
- (4) Chief Executive
- (5) a member, who is dissatisfied with the response to a complaint by any of those listed in (1) to (4), regarding the behaviour of another member; and who may also refer his own conduct for a ruling by the Ethics and Professional Conduct Committee, subject to a matter regarding a conflict of interest or declaration of interest being considered where relevant by the Principal Executive Committee or Audit Committee in the first instance

institute an inquiry into the conduct of such Member.

(C) If any member shall be convicted in a Court of Justice in the United Kingdom of any offence punishable by imprisonment with or without option of a fine or if any such member shall be convicted in a Court of Justice outside the United Kingdom of any offence which would, in the United Kingdom, be punishable as aforesaid the Ethics and Professional Conduct Committee may also if they think fit hold an inquiry into the nature and the circumstances of the case. The Ethics and Professional Conduct Committee shall not retry the case, but shall accept the conviction as being a proper conviction, and shall consider whether or not the offence justifies a sanction in accordance with Article 54 (D).

(D) Not less than twenty one days' written notice shall be given to the member implicated of the meeting at which an inquiry by the Ethics and Professional Conduct Committee is to be held and of

the substance of the allegations made, and he shall be at liberty, if he so desires, to attend at the meeting for the purpose of explaining his conduct, or submit written representations prior to the meeting as to why he should not be subject to any sanction within the powers of the committee. The Ethics and Professional Conduct Committee shall however be at liberty to proceed with the inquiry if the Member does not attend at the time and place appointed for the purpose, or if it has not received written submissions from the member.

(E) If at any inquiry it is established that in relation to the fact alleged the member has been found by the Professional Conduct Committee of the General Dental Council or the Professional Conduct Committee of the General Medical Council to be guilty of serious professional misconduct, the Ethics and Professional Conduct Committee shall accept the finding as being a proper finding and shall without further inquiry find that the conduct of the Member is of a kind specified in Article 17 (A).

(F) The votes of not less than two thirds of the Ethics and Professional Conduct Committee present at that meeting of the Committee or of six members so present (whichever is the greater) shall be required for the purpose of exercising the power of expulsion, or exclusion for a defined period; a simple majority will suffice for a lesser sanction.

(G) The member shall be advised of his right to appeal the decision of the Ethics and Professional Conduct Committee, within twenty one days of the date at which he is notified of the decision, to the Ethics and Professional Conduct Appeals Committee; the sanction imposed by the decision of the Ethics and Professional Conduct Committee shall apply in the interim.

(H) The Ethics and Professional Conduct Appeals Committee shall meet within twenty-one days of receipt of the member's appeal, and shall allow the member to attend before them and to make any statement he considers to be relevant, or to submit written representations as to why the sanction decided by the Ethics and Professional Conduct Committee should not be applied. The Committee shall however be at liberty to proceed if the member does not attend at the time and place appointed for the purpose, or if it has not received written submissions from the member.

(I) A decision by the Ethics and Professional Conduct Appeals Committee to uphold or impose a decision to expel a member, including exclusion for a defined period, shall require the votes of not less than two thirds of the Ethics and Professional Conduct Appeals Committee present at that meeting of the Committee, or of six members so present (whichever is the greater); a simple majority will suffice for a lesser sanction.

(J) In any inquiry held pursuant to paragraph ( D ) and paragraph (H), the member (whether he is present or not) may be assisted in the presentation of his case by some other person provided that no practising barrister or solicitor shall be entitled to conduct the case for the Member. The procedure at any such inquiry or proceedings shall, subject to this Article, be determined by the Chair of the meeting at which the inquiry is held or the proceedings take place.

## **Re-admission to Membership**

Re-admission to

membership 18. Any person who ceases to be a Member of the Association may be re-admitted to membership on such terms and subject to such conditions as may from time to time be determined by the Principal Executive Committee.

## **Branches, Sections and Professional Groups**

Branches 19. For the better attainment of the objects of the Association, Members thereof shall be formed into separate local bodies called "Branches". Sections may be formed within the areas of Branches. Members may also be formed into separate bodies called "Professional Groups".

### **Membership of Branches Sections**

20. A Branch shall comprise such body of Members as the Principal Executive Committee shall from time to time recognise and declare to be a Branch, and a Section shall be such body of Members belonging to any Branch as the Principal Executive Committee shall in like manner recognise and declare to be a Section of that Branch. Each Branch and each Section shall have a local area to be fixed from time to time by the Principal Executive Committee. A Member who practises in one such local area but wishes to be a Member of a Branch constituted in relation to another local area (hereinafter called his "Branch of choice") may transfer his membership to his Branch of choice. He will thereafter enjoy voting rights in and privileges of membership of his Branch of choice only and shall be eligible to be elected or appointed to office only in relation to his Branch of choice. The membership by such a Member of a Section within his Branch of choice shall be determined by the Principal Executive Committee

### **Membership of Professional Groups**

21. The Principal Executive Committee may from time to time declare or disband any body or number of Members whom they consider to be members of the dental profession in a particular sphere of practice or field of activity to be a Professional Group and may make such provisions as they deem expedient for the identification and recognition of any Professional Group.

### **Branch and Section Secretaries**

22. Every Branch and Section shall elect and shall at all times have a secretary and shall procure that notice of every such election (including the address of the appointee) shall be given to the Secretary of the Association. Every Secretary of a Branch or Section shall be a Member of the Branch or Section which elects him.

### **Regulations of Branches Sections and Professional**

Groups 23. Subject to the Articles of the Association, all Branches, Sections and Professional Groups shall be constituted, managed and governed and shall have such powers, rights and privileges, and shall be under such obligations as shall be prescribed by or in accordance with the By-laws. The By-laws may provide for contributions, grants and subscriptions out of the general funds of the Association to Branches, Sections and Professional Groups; and may impose on the Members of any Branch, Section or Professional Group such obligations towards the Association and the Branch, Section or Professional Group as may seem expedient; and may empower any Branch, Section or Professional Group to make any Rules in relation to the affairs thereof and to vary or repeal any such Rules; but the Rules of every Branch, Section or Professional Group shall be subject to the directions of the Principal Executive Committee and the Rules of every Section shall be approved by the Branch, to which it belongs. The Principal Executive Committee may at any time vary or repeal any Rules hereby authorised.

### **The Journal**

British Dental Journal 24.(A) A Journal, under the title of the British Dental Journal, shall be published as frequently as may be found to be expedient, by or on behalf of the Association.

Journal Contents (B) The Journal shall contain papers on dental science and practice and kindred topics, and shall, so far as expedient for the purposes of these Articles and for the giving of notice of Annual General Meetings and Extraordinary General Meetings of the Association be the primary medium of communications between the Association and the Members thereof.

Other Publications (C) The Principal Executive Committee shall from time to time be entitled to arrange for the publication of such other periodicals and information as it may think desirable in such manner as it may think fit.

### **Honorary Officers of the Association**

Honorary Officers 25. There shall be the following Honorary Officers of the Association, the Chair and Deputy Chair of the Principal Executive Committee, the Chairs of the English, Scottish, Welsh and Northern Ireland Councils, the Honorary Curator of the Museum and such other Honorary Officers as may from time to time be determined by the United Kingdom Council on the recommendation of the Principal Executive Committee. The Officers aforesaid shall hold office for such period as shall be determined from time to time by or in accordance with these Articles. All the Honorary Officers must be Members of the Association.

The President,  
President-Elect and Immediate  
Past President

26. (A) The President of the Association shall be nominated by the Principal Executive Committee upon the recommendation of the Honours and Awards Committee and elected annually by the Annual General Meeting, and shall enter upon the duties of his/her office at a Presidential Meeting in the following year, and until then shall bear the title of President

Elect. At the expiration of his/her period of office, the Retiring President shall bear the title of Immediate Past President until the Presidential Meeting in the following year

(B) the role and the responsibilities of the President shall be as follows:

- to act as the symbolic representative of the traditions, history and professional dignity of the Association
- to act as representative and ambassador of the policies, achievements, plans and aspirations of the Association to local branches, sections, groups and divisions
- to act as an informal conduit of grass roots communications to the senior representatives of the Association
- to use the dignity of the office of President to offer discreet and wise counsel to senior representatives as appropriate
- in liaison with senior elected representatives and staff, to plan a programme of events for the year, to cover, politically and professionally, all aspects of the Association's activities, both nationally and internationally
- to represent the Association at the Presidential meetings and to deliver inaugural and valedictory addresses
- to represent the Association at the Annual British Dental Association Conference and Exhibition
- to represent the Association at official BDA receptions held in the course of the Presidential year
- to attend meetings of the United Kingdom Council and Principal Executive Committee as an observer, and such other committee meetings the President considers appropriate in the fulfilment of his/her role
- to attend external functions, including international functions, as invited or requested by the Chairs of the country councils and Chair of the Principal Executive Committee.

Vice-Presidents

27. All Vice Presidents of the Association in office at 4 February 2012 shall hold office for life or until they shall cease to be a member of the Association, though no additional Vice Presidents may be elected after this date. A Vice-President may resign from the office of Vice-President without resigning from membership of the Association.

Honorary Curator of the Museum

28. The Honorary Curator of the Museum shall be appointed by the Principal Executive Committee. He shall be ex officio a member of any Committee, Sub-Committee or Working Group appointed to administer the affairs of the Association's Museum.

Casual Vacancies

29. (A) In the event of the death, resignation or incapacity of any Honorary Officer of the Association, a successor may be elected for the period for which the officer so vacating would have served.

Vacating Office

(B) Any Honorary Officer of the Association shall vacate his office if he ceases to be a Member of the Association.

## Senior staff of the Association

30 (A) There shall be a Senior Staff Terms and Conditions Committee (B)  
The Senior Staff Terms and Conditions Committee shall consist of:

- (1) the Chair of the Principal Executive Committee
- (2) the Chair of the Finance Committee
- (3) 2 members appointed by the Chair of the Principal Executive Committee, one of whom must be a member of the United Kingdom Council elected from the country councils, and one who must be a member of the Principal Executive Committee

(C) The remit of the Senior Staff Terms and Conditions Committee shall be:

- (1) To determine, and review from time to time, the terms and conditions (including remuneration) of the Chief Executive, Finance Director, and all senior staff appointed at the Director grade, ensuring liaison with the Finance Committee in regard to affordability on remuneration matters;
- (2) To manage the recruitment process for the Chief Executive and Finance Director, and to recommend to the Principal Executive Committee suitable individuals for appointment;
- (3) To be responsible for disciplinary procedures in regard to the Chief Executive or Finance Director;
- (4) To recommend the removal of the Chief Executive or Finance Director to the Principal Executive Committee.

31. The Chief Executive of the Association shall be appointed by the Principal Executive Committee, and shall be the most senior member of staff with the responsibility of ensuring the implementation of the strategic and operational objectives set by the Principal Executive Committee. The Chief Executive shall also have responsibility for the financial integrity, operational efficiency and legal compliance of the Association. In discharging these duties the Chief Executive shall be regarded as the most senior adviser to the Principal Executive Committee. The Chief Executive shall be removable by the Principal Executive Committee subject to the terms of any agreement between the Chief Executive and the Association.

32. The Finance Director shall be appointed by the Principal Executive Committee and shall be responsible for financial planning and reporting financial performance to the Principal Executive Committee; providing all necessary advice and support to the Principal Executive Committee in regard to financial planning and performance; managing the financial risks of the organisation; and ensuring the effectiveness of financial control systems. The Finance Director shall be removable by the Principal Executive Committee subject to the terms of any agreement between the Finance Director and the Association.

## – Principal Executive Committee

33. (A) The overall control and direction of the policy and affairs of the Association shall be vested in a Principal Executive Committee, consisting of 15 members elected in accordance with Articles 34, 35, 36 and 37.

(B) The Principal Executive Committee is the Association's board of directors, and as such it holds all requisite statutory, commercial and common law duties and responsibilities.

(C) The Principal Executive Committee is also the body responsible for the lawful conduct of the Association as a recognised trade union for the purposes of the Trade Union Act 1984 and any amending legislation.

(D) The Principal Executive Committee shall exercise the necessary powers to fulfil its responsibilities within the remit described in Article 33 (B) and (C), and these powers shall include:

- ensuring the legal compliance of the Association in regard to all of its activities
- agreeing the strategy and operational plans of the Association, and setting the Association's annual budget
- ensuring value for money in the Association's activities
- holding the Chief Executive and senior management team to account for the progress and implementation of strategic and operational objectives
- the determination of policy
- the management of risk
- ensuring effective financial stewardship of the Association, and holding the Chief Executive and Finance Director to account in regard to the Association's financial planning and financial controls
- borrowing or raising sums of money and to mortgage or charge the undertaking property and assets of the Association or any part thereof and to issue debentures, debenture stock and other securities whether outright or as security for any debt, liability or obligation of the Association
- preparing the Association's accounts for audit and submitting the audited accounts to the Association's Annual General Meeting for approval  
preparing the Association's annual report for submission to the Association's Annual General Meeting for approval

E) The Principal Executive Committee shall also have power to:

- agree the per capita grant payable to branches in accordance with the by – laws
- to make arrangements for the election of members, the cessation of membership, the compulsory termination of membership, the readmission to membership and the creation of new categories of membership
- to approve changes to Branch/Professional Group boundaries and/or membership
- to receive and consider reports from the country councils, and the standing committees of the Principal Executive Committee
- nominate the President of the Association to the Annual General Meeting, upon the recommendation of the Honours and Awards Committee
- agree such other Honorary Officers provided for by these Articles
- to agree Honorary Life Members for election

- to agree recipients for the Association's honours and awards upon the recommendation of the Honours and Awards Committee
- to agree, upon the recommendation of the Honours and Awards Committee, the bestowing of Honorary Membership of the Association, the Fellowship of the Association, the John Tomes Medal, an entry on the Roll of Distinction, Distinguished Membership, the Certificate of Merit for Services to the Association and the Certificate of Merit for Services to the Dental Profession
- to maintain or cause to be maintained proper minutes and records of all meetings of the Principal Executive Committee, and Standing Committees

(F) The Principal Executive Committee shall also appoint a scientific adviser for the Association

(G) Nothing done by the Association in General Meeting shall invalidate any prior act of the Principal Executive Committee or any standing committee thereof

## **Election of members of the Principal Executive Committee**

34 (A) The Principal Executive Committee shall consist of fifteen members elected by members of the Association as follows: one member elected from each of the English regions described in Article 35 (A), one member from Scotland, one member from Wales, one member from Northern Ireland and three members elected on a UK-wide ballot.

(B) The Returning Officer for the elections to the Principal Executive Committee shall be the Chief Executive of the Association or a person appointed by him.

(C) Any issues of interpretation that arise from these Articles in regard to the election process for the Principal Executive Committee shall be determined by the Returning Officer. 35 (A) England shall be divided into the following regions for the purposes of elections to the Principal Executive Committee, returning one member from each region:

- Eastern
- East Midlands
- Greater London
- Northern
- North West
- South East
- South West
- West Midlands
- Yorkshire and Humberside

(B) The precise boundaries of each country and English region shall be determined by the Returning Officer with reference to prevailing postcodes.

36. (A) Members are entitled to vote in the country or English region as defined by their primary postal address and in the election for the three UK wide positions and they should be required



to complete voting papers based on a preferential voting system for these purposes (subject to Article 38)

- (B) Candidates for election may stand in their primary postal address country or English region, or in the UK wide election, or both.
- (C) Candidates for election to the Principal Executive Committee must have been an ordinary member of the Association, or else a special member entitled to ordinary membership, continuously for a period of not less than twelve months at the date the Returning Officer invites nomination of candidates.
- (D) Temporary, student, affiliate members, and members located outside the United Kingdom, are not entitled to vote or stand for election. No special member is entitled to vote or stand for election unless he is for the time being entitled to ordinary membership of the Association.
- (E) Members of the executive of any standing committee as defined in Article 50, or any other standing committee established by the Principal Executive Committee, must resign their office if elected to the Principal Executive Committee.
- (F) Any elected or appointed member of a country council and United Kingdom Council must resign as a member of the country council and United Kingdom council if elected to the Principal Executive Committee, though they will be re-appointed as an ex officio and non voting member of their local country council by virtue of their membership of the Principal Executive Committee.

37. Voting papers shall be delivered or sent to each elector by the Returning Officer. The voting papers shall contain the names of those candidates standing in the elector's country or English region, and the names of those candidates standing in the UK-wide election all of whom have been nominated (each by three members entitled to vote in the elections for the Principal Executive Committee) on or before an appointed day of which not less than 28 days' notice has been given in the British Dental Journal.

38.(A) The votes for country and regional seats will be counted first, and these places on the Principal Executive Committee allocated, before proceeding to the count for the UK wide places

(B) Provided that if the number of candidates for election in any country or English region or in the UK wide election is of equal to or less than the number of persons to be elected, the use of voting papers shall not be required and such candidate or candidates shall be deemed to have been elected unopposed by the Returning Officer.

(C) In the event that the number of candidates for election to the UK wide seats on the Principal Executive Committee is equal to or less than the number of persons to be elected, and the candidates include a candidate or candidates who are also standing in a country or regional seat that is contested, Article 38 (A) shall take precedence and the count for the country or regional seat shall proceed first in order to determine whether the said candidates fill a country or regional seat or a UK seat. If the said candidates are elected to the country or regional seats, then their names shall be withdrawn as candidates in the UK wide ballot.

39. Elections to the Principal Executive Committee shall be conducted each year (except for the period described in Article 40), to accommodate non concurrent three year terms of office amongst its members. Elections shall be completed no earlier than the beginning of October and no later than the end of December in each year. Each member of the Principal Executive Committee shall be elected for a three year term, except for those members described in Article 40.

40. (A) Elections to the Principal Executive Committee in 2012 shall be completed no later than the end of June.

(B) The Returning Officer shall allocate the following terms of office by lot as follows (provided at least one of each of the following group has been elected in the UK wide ballot):

- 5 members to remain in office until December 2014
- 5 members to remain in office until December 2015
- 5 members to remain in office until December 2016

(C) A 'lot' for these purposes is defined as an object, for example a slip of paper or a straw, drawn or thrown out from among a number in order to reach a decision by chance.

(D) The members of the Principal Executive Committee will elect a chair and then a deputy chair in accordance with the provisions of Articles 45 and 46.

41. The cycle of elections following the period defined in Article 41 (A) shall be as follows:

- 5 members stand down in December 2014, following elections for a further three year term for these appointments. These places are then subject to an election process every three years thereafter (for the avoidance of doubt any member standing down may stand for re election)
- 5 members stand down in December 2015, following elections conducted for a further three year term for these appointments. These places are then subject to an election process every three years thereafter (for the avoidance of doubt any member standing down may stand for re election)
- 5 members stand down in December 2016, following elections conducted for a further three year term for these appointments. These places are then subject to an election process every three years thereafter (for the avoidance of doubt any member standing down may stand for re election).

42. If any member of the Principal Executive Committee shall die, retire, move their primary postal address from the country or region in which they were elected or otherwise cease to be a member of the Principal Executive Committee before the expiration of their term of office, or if a vacancy remains following an election, then the Returning Officer shall organise an election for a replacement, or an election to fill the vacancy, unless the remainder of the said term of office on the date the replacement could reasonably assume office is 6 months or less from its expiration.

43. (A) An Interim Principal Executive Committee consisting of the members of the United Kingdom Council elected from the branches (or sections if in Wales) shall be formed and assume the responsibilities of the Principal Executive Committee in the following circumstances:

- the Principal Executive Committee is dissolved by resolution at an Annual or Extraordinary General Meeting
- all the members of the Principal Executive Committee resign
- membership of the Principal Executive Committee falls below the quorum prescribed by Article 48 (B)

(B) In the event that an Interim Principal Executive Committee is formed because membership of the Principal Executive Committee has fallen below the quorum, the remaining members of the Principal Executive Committee shall be members of the Interim Principal Executive Committee, and shall resume membership of the quorate Principal Executive Committee once elections are complete

(C) The Chair of the Interim Principal Executive Committee shall be the rotational Chair of the United Kingdom Council at the time, though this will be subject to approval by the Interim Principal Executive Committee

(D) The Interim Principal Executive Committee may at its discretion form a smaller Business Committee consisting of some of their number to deal with business in greater detail and make recommendations for decision

(E) The Returning Officer shall make arrangements for fresh elections as soon as practicably possible to address any of the circumstances described in Article 43 (A)

(F) In the event that a new Principal Executive Committee assumes office, following the dissolution or resignation of its predecessor, the Returning Officer shall allocate terms of office by lot for each member in order to achieve a rotation in which five members stand down each year. A 'lot' for these purposes is defined as an object, for example a slip of paper or a straw, drawn or thrown out from among a number in order to reach a decision by chance. The first elections should be held in the following year in which the new Principal Executive Committee is constituted, and no later than December of that year

(G) In the event that the Returning Officer is organising elections in order to restore the quorum on the Principal Executive Committee, the successful candidates shall inherit the existing rotational timetable of the vacant seats they fill, unless the remainder of the term of office in any instance is six months or less from its expiration, in which case the successful candidate shall serve the unexpired term and then commence a fresh three year term until the next rotational election.

## **Principal Executive Committee- Disclosure of Interest**

Disclosure of Interest 44.(A) No member of the Principal Executive Committee shall be disqualified by his office from contracting with the Association, either as vendor, purchaser, or otherwise, nor shall any contract or arrangement entered into by or on behalf of the Principal Executive Committee in which any Member thereof is in any way interested be liable to be avoided, nor shall any Member of the Principal Executive Committee who contracts or is interested in this way be liable, because he is a Member of the Principal Executive Committee to account to the Association for any profit which he may realise from this contract or arrangement, but it shall be the duty of any Member of the Principal Executive Committee who is in any way, whether directly or indirectly, interested in a contract or arrangement or proposed contract or arrangement with the Association or any interest he may have in any company, organisation or association with which the Association may potentially be in competition or in conflict, to declare at the earliest opportunity the nature of his interest in writing to the Chair of the Principal Executive Committee or the Chief Executive.

(B) The said declaration so required to be made shall be considered at a meeting of the Principal Executive Committee at which the question of entering into the contract or arrangement is first taken into consideration, or, if the Member of the Principal Executive Committee was not, at the date of that meeting, interested in the proposed contract or arrangement, then at the next meeting of the Principal Executive Committee held after he became so interested

and subsequently on every occasion where the interest is relevant to the Association's discussions. A list of all interests disclosed is to be circulated to all Members of the Principal Executive Committee at the beginning of each year in a triennium.

- (C) In a case where the Member of the Principal Executive Committee becomes interested in a contract or arrangement after it is made, the said declaration shall be made at the first meeting of the Principal Executive Committee held after the Member of the Principal Executive Committee became so interested.
- (D) For the purposes of this Article, a general notice given to the Members of the Principal Executive Committee by a Member of the Principal Executive Committee that he is a member of a specified company or firm, and is to be regarded as interested in any contract or arrangement which may, after the date of the Notice, be made with the company or firm, shall be deemed to be a sufficient declaration of interest in relation to any contract or arrangement so made.
- (E) A Member of the Principal Executive Committee shall not vote in respect of any contract or arrangement in which he is so interested, and if he shall so vote his vote shall not be counted.
- (F) Where a contract or arrangement is continuing, a declaration of interest shall be repeated at the first meeting of the Principal Executive Committee after each election.
- (G) If a Member of the Principal Executive Committee is in doubt whether an interest should be declared, he should seek the advice of the Chair of the Principal Executive Committee who will consult with the Chief Executive. Should the Member not agree with the advice given, he may take the matter to the Ethics and Professional Conduct Committee. The Chair of the Principal Executive Committee, the Chair of any Committee of the Association and the Chief Executive may also take a case to the Audit Committee for advice. In deciding whether or not such a declaration be required regard shall be had to the expectations of professional behaviour expressed in any code of conduct or standards of service and conduct published by the Association.
- (H) If another Member of the Association has reasonable grounds to believe that a relevant interest has not been declared, and a personal approach to the Member concerned has not resolved the matter, he should draw it to the attention of the Chair of the Principal Executive Committee and the Chief Executive who may deal with the case or seek the advice of the Audit Committee. Should the complainant not be satisfied with the outcome, he may go direct to the Ethics and Professional Conduct Committee.
- (I) These disclosure provisions shall apply equally to any interest which a Member of the Principal Executive Committee may have in any company, organisation or association with which the Association may be in competition or conflict, or may potentially be in competition or conflict (irrespective of whether such a company,

organisation or association is in a contractual relationship with the Association), appointments, shareholdings, consultancies and ad hoc projects (paid or unpaid) including positions held within the National Health Service

- (J) These disclosure provisions shall apply mutatis mutandis to any member of the country councils and United Kingdom Council, of any Standing Committee of the Principal Executive Committee or working group.

## **Principal Executive Committee - Proceedings**

45. (A) The Principal Executive Committee shall elect a Chair from amongst its number for such period and on such terms as the Principal Executive Committee shall think fit subject always to a maximum term of office of three years duration, in accordance with a procedure administered by the Chief Executive, and subject to Article 45 (D)

(B) The member so elected Chair of the Principal Executive Committee may stand for re election for a further three year term, but no member may serve as Chair for more than 2 consecutive three year terms

(C) The member elected Chair of the Principal Executive Committee by June 2012 shall vacate office at the first meeting of the Principal Executive Committee in 2015, and the period between June 2012 and the first meeting of the Principal Executive Committee in 2015 shall count as one term of office for the purposes of Article 45 (A)

(D) To the extent a member of the Principal Executive Committee is elected to a specific office of the Principal Executive Committee (including, without limitation, the Chair, Deputy Chair, Chair of the Education, Ethics, and the Dental Team Working Group) any member of the Principal Executive Committee may propose the termination of any such appointment to such specific office and, subject to such proposal being seconded by another member of the Principal Executive Committee, such office shall be vacated immediately if such a motion is carried with the support of two thirds of the Principal Executive Committee present at a quorate meeting and thereupon the Principal Executive Committee shall require the Chief Executive to administer such procedures to elect a replacement as the Principal Executive Committee shall approve (E) For the purposes of subsequent election, any term of specific office which is terminated before the end of the anticipated term in accordance with Article 45 (D) shall be deemed to have been a full term of office

46. (A) The Principal Executive Committee shall elect a Deputy Chair from amongst its number for such period and on such terms as the Principal Executive Committee shall think fit subject always to a maximum term of office of three years duration, in accordance with a procedure administered by the Chief Executive, and subject to Articles 45 (D) and (E)

(B) The member so elected Deputy Chair of the Principal Executive Committee may stand for re election for a further three year term, but no member may serve as Deputy Chair for more than 2 consecutive three year terms

(C) The member elected Deputy Chair of the Principal Executive Committee by June 2012 shall vacate office at the first meeting of the Principal Executive Committee in 2015, and the period between June 2012 and the first meeting of the Principal Executive Committee in 2015 shall count as one term of office for the purposes of Article 46 (A)

47. The Chief Executive will, in regard to the conventions that limited the consecutive terms of office holders in the Executive Board and Representative Body prior to the adoption of these Articles, exercise his discretion in order to ensure that those conventions are applied as far as possible in regard to candidates seeking election to office in the Principal Executive Committee, country councils and United Kingdom Council.

48.(A)The Principal Executive Committee shall meet not less than four times every year and on such other occasions as it shall deem necessary and expedient for the work of the Association  
(B) the quorum for a meeting of the Principal Executive Committee shall be 9 members

49.In the event that neither the Chair of the Principal Executive Committee or Deputy is present within fifteen minutes from the scheduled start of a meeting of the Principal Executive Committee, or neither is willing or able to act, then those present shall elect from amongst their number a person to be the Chair of the scheduled meeting by simple majority.

## **Principal Executive Committee- Standing Committees**

Article 50. The Principal Executive Committee may establish such standing committees and/or working groups as the Principal Executive Committee may from time to time determine and each such committee shall have the membership, quorum and the remit as the by – laws may from time to time prescribe. In accordance with the provisions of this Article the Principal Executive Committee shall as a minimum establish the following standing committees:

1. Central Committee for Dental Academic Staff
2. Central Committee for Hospital Dental Services
3. General Dental Practice Committee
4. Northern Ireland Dental Practice Committee
5. Northern Ireland Salaried Dentists Committee
6. Salaried Dentists Committee
7. Scottish Salaried Dentists Committee
8. Scottish Dental Practice Committee
9. Students committee
10. Young Dentists Committee
11. Wales Committee for Community Dentists
12. Welsh General Dental Practice Committee

and shall as a minimum appoint the following working group:

1. Education, Ethics and the Dental Team

## **Audit Committee**

51(A) There shall be a sub committee of the Principal Executive Committee called the Audit Committee.

(B) The Audit Committee shall consist of:

- (1) A Chair and four ordinary members elected by the Principal Executive Committee, and who shall be members of the Principal Executive Committee
- (2) the Chair of the Principal Executive Committee, and members of the Finance Committee, shall be ineligible to stand for election to the Audit Committee

- (3) One member appointed on the joint recommendation of the Chair of the Principal Executive Committee and the Chairs of the country councils, who shall not be a member of the Principal Executive Committee or the country councils but who has substantial experience of corporate financial management gained at a senior level
  - (4) The Chair of the Audit Committee shall be elected for a three year term of office, and may serve a further consecutive three year term of office unless otherwise prevented by the provisions of these Articles
- (C) The Audit Committee shall elect a Vice-Chair from its number.
- ( D ) The quorum shall be three members, one of whom shall be the Chair
- (E) The Audit Committee shall not have the power to co - opt additional or replacement members.
- (F) The Audit Committee may invite such other observers, consultants or assessors as it considers appropriate to its business from time to time. Such persons shall have the right to speak at meetings of the Audit Committee but not to vote.
- (G) The remit of the Audit Committee shall be:
- 1) On behalf of the Principal Executive Committee, to carry governance responsibility for matters relating to the auditing of the financial statements, procedures and transactions as set out in the appropriate Statement of Auditing Standards and any other areas of the Association's financial affairs.
  - 2) To oversee the discharge of the Association's responsibilities, and those of its Principal Executive Committee and of the Association's committees, relating to financial statements, governance, risk management, internal control systems and external audit.
  - 3) To consider with the Association's external auditors the nature and scope of the audit, to ensure the independence, objectivity and effectiveness of the audit process, to consider the fee of and any questions of rotation, resignation or dismissal of the external auditors and to make recommendations to the Principal Executive Committee and the Annual General Meeting as appropriate.
  - 4) To review the external auditor's post-audit letter and the management response.
  - 5) To review the annual financial statements and accompanying reports.
  - 6) To keep under review the effectiveness of the Association's governance, risk management and internal control systems.

- 7) To review reports of internal processes and systems.
- 8) To consider such other matters as the Audit Committee and the Principal Executive Committee may from time to time consider appropriate.

(H) The Audit Committee shall report to the Principal Executive Committee in accordance with any regulations that may from time to time be imposed upon it by the Principal Executive Committee

(I) The Audit Committee shall publish each year a report on the discharge of its remit which shall be laid before the Annual General Meeting.

## Scrutiny Committee

52. The United Kingdom Council shall appoint a Scrutiny Committee which shall have the membership, quorum and the remit as the By – Laws may from time to time prescribe. The United Kingdom Council may propose changes to the By – Laws concerning the Scrutiny Committee and the Principal Executive Committee shall approve such changes to the By- Laws unless they are inconsistent with these Articles of Association. The Audit Committee as constituted in February 2012 shall assume the responsibilities of the Scrutiny Committee when the Principal Executive Committee is elected in 2012, and until such time as the By Laws prescribe.

## Finance Committee 53.

- (A) The Principal Executive Committee shall, in order to provide for effective scrutiny of financial matters, elect a sub committee of the Principal Executive Committee, to be known as the Finance Committee. Such Committee shall be elected annually and will comprise:
- the Chair of the Principal Executive Committee,
  - the Deputy Chair of the Principal Executive Committee
  - three members appointed by the Principal Executive Committee from their membership and, in addition, the following non-voting members;
- the Chief Executive; and
  - the Finance Director
- (B) The Deputy Chair of the Principal Executive Committee shall chair the Finance Committee
- (C) The Finance Committee will be responsible for:
- a) the examination of the Association's annual budget and monthly management accounts
  - b) the approval of contracts and expenditure as required by the standing financial controls of the Association in force from time to time
  - c) scrutiny of financial matters



(D) The Finance Committee will report to the Principal Executive Committee in accordance with any regulations that may from time to time be imposed upon it by the Principal Executive Committee and, where necessary, or where requested by the Principal Executive Committee, provide guidance and recommendations to it.

(E) The Finance Committee will refer to the Audit Committee any concerns with regard to accounting or financial control which may require further investigation.

54 (A) There shall be a sub - committee of the Principal Executive Committee called the Ethics and Professional Conduct Committee.

(B) The Ethics and Professional Conduct Committee shall consist of:

(1) the Chair of the Education, Ethics and the Dental Team Working Group, who shall chair the Ethics and Professional Conduct Committee, plus the other members of the Principal Executive Committee, who may serve from time to time when a meeting of the Ethics and Professional Conduct Committee is convened; plus the members of the United Kingdom Council who have been directly elected from the branches, who may serve from time to time when a meeting of the Ethics and Professional Conduct Committee is convened; and four lay members jointly nominated by the Chair of the Principal Executive Committee and the Chairs of the Country Councils

(2) a meeting of the Ethics and Professional Conduct Committee shall consist of the Chair of the Ethics and Professional Conduct Committee, plus five other members of the Principal Executive Committee, excluding the Chair or Deputy Chair of the Principal Executive Committee; three members of the United Kingdom Council, and two lay members from the four lay members jointly nominated by the Chair of the Principal Executive Committee and the Chairs of the Country Councils

(3) in circumstances where a member of the Principal Executive Committee is subject to referral to the Ethics and Professional Conduct Committee, a meeting of the Ethics and Professional Conduct Committee shall consist of the Chair of the Ethics and Professional Conduct Committee, plus three other members of the Principal Executive Committee, excluding the Chair or Deputy Chair of the Principal Executive Committee; five members of the United Kingdom Council; and two lay members from the four lay members jointly nominated by the Chair of the Principal Executive Committee and the Chairs of the Country Councils

(C) The remit of the Ethics and Professional Conduct Committee shall be to consider any matters referred to it concerning ethical and professional conduct of individual members of the Association, and referred to it in accordance with Article 17 (B)

(D) The sanctions that may be applied by the Ethics and Professional Conduct Committee following an inquiry are as follows:

- (1) Suspension of membership pending an inquiry (this power may also be exercised by the Chief Executive)
- (2) Expulsion from membership, or exclusion from membership for a defined period
- (3) Restriction of membership rights for a defined period
- (4) Written warning of the sanction that would be applied if it is established, following a fresh inquiry, that the same or a further breach of ethical or professional conduct has occurred
- (5) Such other directions, conditions or rulings given to the member the Committee considers are appropriate and proportionate.

( E ) A member who is expelled from membership of the Association by the Ethics and Professional Conduct Committee, or excluded for a defined period, shall not be entitled to a refund of any subscription fee paid and shall remain liable to pay to the Association any subscription or other sum owed by the member.

55 (A) There shall be a sub committee of the Principal Executive Committee called the Ethics and Professional Conduct Appeals Committee

(B) The Ethics and Professional Conduct Appeals Committee shall consist of:

(1) the Chair or Deputy Chair of the Principal Executive Committee, who shall chair the Ethics and Professional Conduct Appeals Committee; the other members of the Principal Executive Committee, who may serve from time to time when a meeting of the Ethics and Professional Conduct Appeals Committee is convened; plus the members of the United Kingdom Council who have been directly elected from the branches, who may serve from time to time when a meeting of the Ethics and Professional Conduct Appeals Committee is convened; and four lay members jointly nominated by the Chairs of the Principal Executive Committee and the Chairs of the Country Councils

(2) a meeting of the Ethics and Professional Conduct Appeals Committee shall consist of the Chair of the Ethics and Professional Conduct Appeals Committee, plus five other members of the Principal Executive Committee; three members of the United Kingdom Council; and two lay members from the four lay members jointly nominated by the Chair of the Principal Executive Committee and the Chairs of the Country Councils

(3) in circumstances where a decision subject to appeal involves a member of the Principal Executive Committee, a meeting of the Ethics and Professional Conduct Appeals Committee shall consist of the Chair of the Ethics and Professional Conduct Appeals Committee, plus 3 other members of the Principal Executive Committee; five members of the United Kingdom Council; and two lay members from the four lay members jointly nominated by the Chair of the Principal Executive Committee and the Chairs of the Country Councils

(4) the members of the Appeals Committee must not have been members of the Ethics and Professional Conduct Committee which made the decision subject to appeal

(C) The remit of the Ethics and Professional Conduct Appeals Committee shall be to consider the reasons for appeal against a decision made by the Ethics and Professional Conduct Committee.

(D) The Ethics and Professional Conduct Appeals Committee, following consideration of the Appeal may over turn, uphold, or impose a sanction from the following:

- (1) Suspension of membership pending an inquiry (this power may also be exercised by the Chief Executive)
- (2) Expulsion from membership, or exclusion from membership for a defined period
- (3) Restriction of membership rights for a defined period
- (4) Written warning of the sanction that would be applied if it is established, following a fresh inquiry, that the same or a further breach of ethical or professional conduct has occurred
- (5) Such other directions, conditions or rulings given to the member the Committee considers are appropriate and proportionate.

( E ) The decision of the Ethics and Professional Conduct Appeals Committee is final.

## **Miscellaneous provisions**

Validity of acts            56 (A) All acts done by any meeting of the Principal Executive Committee or any Standing Committee or Working Group, or by any person acting as a member thereof shall, notwithstanding that it shall afterwards be discovered that there was some defect in the appointment of such persons or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to act.

Resolutions in writing    (B) A resolution, in writing, signed by seventy-five per cent of the voting Members of the Principal Executive Committee , or of any Standing Committee or Working Group shall be as valid and effectual as if it had been passed by a meeting equivalent thereof duly called and constituted.

Vacation of Office 57.(A) The office of a Member of the Principal Executive Committee, or country council or the United Kingdom Council shall be vacated :

- (1) If he becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (2) If he becomes of unsound mind;
- (3) If by notice in writing to the Association he resigns his office;
- (4) If he becomes prohibited from holding office by any Court order made under the Statutes;
- (5) If he is removed from office by a resolution duly passed pursuant to the Statutes;
- (6) If he ceases to be a member of the Principal Executive Committee, a country council or the United Kingdom Council by virtue of any provision of the Articles.

(B) The office of a member of any other Committee appointed pursuant to these Articles shall be vacated in the events mentioned in sub-paragraphs 57(A)(1) to (5) and also (in case he is a member of the Association) if he ceases from any cause to be a member of the Association.

( C ) Any term of office designated in these Articles of Association or By Laws as being attached to a specific office of the Principal Executive Committee, or country council or the United Kingdom Council (including, without limitation, the offices of Chair and Deputy Chair) shall be automatically terminated if the office holder fails in a re election process to the relevant body.

No disqualification for  
Age

(D) Any person may be appointed or elected as a member of the Principal Executive Committee or any Standing Committee or Working Group whatever his age, and no member shall be required to vacate his office by reason of his attaining or having attained the age of 70 or any other age.

## Country councils and United Kingdom Council

58. (A) A country council shall be formed in each country of the United Kingdom, with the following remit:

- To provide regular advice and comment to the Principal Executive Committee as consultative committees
- To consider and advise the Principal Executive Committee on all matters relating to dentistry within the country concerned
- To advise the Principal Executive Committee on all aspects of policy within the country concerned, facilitating external expert and member input to policy formation where required
- To receive regular reports from the Principal Executive Committee, to enable each country council to debate and comment on the activities of the Principal Executive Committee without prejudice to the rights of the membership as a whole
- To liaise with branches and sections

(B) Each country council shall be constituted by members elected from the branches in each country or, in the case of Wales, sections, as provided for in Articles 59, 60, 61, and 62.

Additional voting and non voting members may be appointed or elected to each country council as determined by or in accordance with the By – Laws.

( C ) The formation of the councils in accordance with Articles 59, 60, 61 and 62 shall be completed in 2012 no later than the end of August. The members of the councils shall remain in office until the end of February 2015, following elections and nominations for a reconstituted council. Thereafter each council shall serve a three year term, with a newly reconstituted council in place by the end of February in the year in which the three year term expires. Additional members appointed or elected in accordance with the By Laws shall be appointed and elected, and their terms of office shall expire, in accordance with this electoral cycle (unless their membership is dependent on the nomination or office held in another committee, in accordance with the By- Laws)

( D ) Proposals to create, or alter, additional voting and non voting members as provided for in Article 58 (B) may only be submitted by a country council in respect of its own membership, and the Principal Executive Committee shall approve the requisite changes to the By – Laws unless such changes are inconsistent with these Articles of Association

(E) Each country council shall elect a Chair and Deputy Chair from amongst the members elected from the branches for such term of office as the country council shall determine ( F ) There shall normally be four meetings of each country council each year, though fewer or more meetings may be convened as each council shall deem necessary and expedient for the work of the Association

59.(A) The English Council shall as a minimum consist of the following voting members: one member elected from each Branch within England. The English Council shall not be comprised of more than 30 voting members elected from the branches

(B) Members of the Principal Executive Committee elected from regions in England shall also be ex officio and non voting members of the English Council

60.(A) The Scottish Council shall as a minimum consist of the following voting members: two members elected from each of the three Scottish Branches;

(B) The member of the Principal Executive Committee elected from Scotland shall also be an ex officio and non voting member of the Scottish Council

61. (A) The Welsh Council shall as a minimum consist of the following voting members: 4 members elected by members in the Welsh sections

(B) The member of the Principal Executive Committee elected from Wales shall also be an ex officio and non voting member of the Welsh Council.

62. (A) The Northern Ireland Council shall as a minimum consist of the following voting members: three members elected by the Northern Ireland Branch

(B) The member of the Principal Executive Committee elected from Northern Ireland shall also be an ex officio and non voting member of the Northern Ireland Council

63. (A) Each branch of the Association shall be entitled to elect members of the country councils in accordance with the provisions in Articles 59 (A), 60 (A), 61 (A), and 62 (A)

The method of election to the country councils shall be a preferential voting system

(B) Candidates for election to the country councils may stand in the branch in which they have their primary postal address or, in the case of Wales, the section in which they have their primary postal address

(C) Candidates for election to the country councils must have been members of the Association for a minimum of six months on the date the Returning Officer invites nominations, and the Returning Officer may at his discretion prescribe a longer minimum period

(D) Members shall be entitled to vote (except those not entitled to vote as defined in Article 63 (E) in each branch

(E) Temporary, student, affiliate members, and members located outside the United Kingdom, are not entitled to vote or stand for election to the country councils. No special member is entitled to vote or stand unless he is for the time being entitled to ordinary membership of the Association

(F) Voting papers shall be delivered or sent to each elector by the Returning Officer (appointed by the Chief Executive, who may be the Chief Executive himself). The voting papers shall contain the names of those candidates standing in the elector's constituency, who have been nominated each by three electors on or before an appointed day of which not less than 28 days notice has been given in the Journal.

(G) Provided that if the number of candidates for election in any constituency is of equal to or less than the number of persons to be elected, the use of voting papers shall not be required and such candidate shall be deemed to have been elected unopposed by the Returning Officer.

(H) If any member of a country council shall die or retire or otherwise cease to be a member of a country council before the expiration of his term of office, then the Returning Officer shall organise an election or seek a nomination for a replacement to serve the remainder of the term of office unless the said term of office on the date the replacement could reasonably assume office is 6 months or less from its expiration.

64. (A) A United Kingdom Council shall be formed with the following remit:

To consider all issues of policy and matters affecting dentistry at the United Kingdom level of government.

(B) The United Kingdom Council shall as a minimum consist of the following voting members:

- one member elected from each of the branches in England
- 3 members elected from the Scottish Council, from amongst the members elected from the branches in Scotland
- 2 members elected from the Welsh Council, from amongst the members elected from the sections in Wales
- 2 members elected from the Northern Ireland Council, from amongst the members elected from the branch in Northern Ireland

( C ) Additional voting and non voting members may be appointed or elected to the UK Council as determined by or in accordance with the By – Laws, subject to the United Kingdom Council comprising a maximum of 35 voting members elected from the branches. Any proposals to alter the By Laws to permit more or less additional voting and non voting members may only be submitted with the joint consent of the Chairs of the country councils. The Principal Executive Committee shall approve the requisite changes to the By – laws save to the extent that such changes are not inconsistent with these Articles of Association.

(D) The United Kingdom Council shall be chaired in rotation by each of the Chairs of the country councils, the first sequence of rotations to be determined by agreement or lot (E) There shall normally be two meetings of the UK Council each year, though fewer or more meetings may be convened as the UK Council shall deem necessary and expedient for the work of the Association

(F) A meeting of the United Kingdom Council may be convened, and its business determined, by the joint agreement of the chairs of the country councils. The business of a scheduled meeting in rotation may be determined by the chair for that meeting in consultation with the other chairs

(G) The Principal Executive Committee shall deliver an annual report on its activities to a meeting of the United Kingdom Council

(H) The United Kingdom Council shall have the power to convene an Extraordinary General Meeting of the Association, and to determine the agenda for that meeting, subject to the support of a simple majority of its voting members elected from the branches

(I) An Extraordinary General Meeting convened in accordance with the provision in Article 64 (H) may include a motion to dissolve the Principal Executive Committee, and proceed to elections for a new Principal Executive Committee

(J) Any members displaced by the dissolution of the Principal Executive Committee shall not be barred from standing for re election unless they are deemed ineligible in accordance with the provisions of these Articles

#### Annual Meeting of Members

of Association 65. A General Meeting (hereinafter called an "Annual General Meeting") of the Association shall be held once in every year at such time and place as may from time to time be prescribed by the Association at the preceding Annual General Meeting, and if no time or place is so prescribed at such time and place as may be determined by the Principal Executive Committee. An Annual General Meeting shall be specified as such in the notices calling it. Not more than fifteen months shall be allowed to elapse between any two Annual General Meetings. All other General Meetings shall be called Extraordinary General Meetings.

Extraordinary Meetings 66.(A) An extraordinary General Meetings shall also be convened on such requisition or in default may be convened by such requisitions as provided by the Statutes. Provided always that as long as the number of members of the Association representing one-tenth of the total voting rights of all the members who at the date of deposit of a requisition have a right to vote at General Meetings of the Company exceeds 500 the Statutes shall have effect as if the number 500 were substituted for the number of members representing not less than one-tenth of such voting rights.

(B) The following provisions shall have effect in relation to any Extraordinary General Meeting convened on the requisition of members:

- (1) The requisition must state the objects of the meeting and must be signed by the requisitionists and deposited at the registered office of the Association, and may consist of several documents in like form each signed by one or more requisitionists.
- (2) If the United Kingdom Council does not within twenty-one days from the date of the deposit of the requisition proceed duly to convene an Extraordinary General Meeting the requisitionists, or any of them representing more than one-half of the total voting rights of all of them, may themselves convene an Extraordinary General Meeting, but any meeting so convened shall not be held after the expiration of three months from the said date.

#### Notices of General

Meetings 67. (A) Twenty-one days' notice in writing at the least of every Annual General Meeting and of every meeting convened to pass a special resolution, and fourteen days' notice in writing at the least of every other General Meeting (excluding in every case the day upon which the notice is given or deemed to be given and the day appointed for the meeting) specifying the place, day and hour of the meeting and, in the case of special business, the general nature of the business shall be given in the manner herein authorised to the Auditors and to the Members of the Association.

(B) The accidental omission to send notices of a meeting to or the nonreceipt of such notice by any person entitled to receive the same shall not invalidate the proceedings at such meeting.

Chair 68. The President of the Association or (failing him) a Vice President, or, if neither of them shall be present within fifteen minutes after the time appointed or if neither of them be willing to act, a Chair appointed by the meeting, shall preside at all General Meetings of the Association.

Business 69. All business that is transacted at an Extraordinary General Meeting and also all business that is transacted at an Annual General Meeting, with the exception of the consideration of the Accounts, Balance Sheets and the ordinary Reports of the Principal Executive Committee, the report of the Auditors and the other routine business of the Association, shall be deemed special business.

Quorum 70(A). No business shall be transacted at any General Meeting unless a quorum is present. Save as provided by paragraph (B) of this Article, a quorum at a General Meeting shall be fifty members.

(B) If within one hour from the time appointed for the meeting a quorum be not present, the meeting, if convened upon the requisition of Members, shall be dissolved.

Adjournment

71. The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. It shall not be necessary to give any notice of adjournment or of the business to be transacted at an adjourned meeting.

Declaration of Chair

72.(A) All questions arising at a General Meeting shall be decided by a show when binding of hands, unless a poll is (before or on the declaration of the result of the show of hand) demanded by :

(1) The Chair, or

(2) At least five members present and entitled to vote.

(B) Unless a poll is so demanded a declaration by the Chair that a resolution has on a show of hands been carried or lost, or carried by a particular majority, or not carried by a particular majority, and an entry to that effect in the book of the proceedings of the Association shall be sufficient evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against any such resolution.

(C) No poll shall be demanded on the election of a Chair or on a question of adjournment.

(D) The demand for a poll may be withdrawn.

Poll

73.(A) If a poll be demanded in manner aforesaid, the same shall be taken at such time and place and in such manner (with or without the use of voting papers) and either at once or after an interval of adjournment or otherwise, as the Chair directs, and the result of such poll shall be deemed to be the resolution of the Association in General Meeting.

(B) The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll has been demanded.

Votes

74.(A) Every Member shall have one vote and no more, but :

(1) No person who is a Temporary, Affiliate or Student Member shall have a vote, and

(2) No Honorary Member shall have a vote unless he is for the time being entitled to Ordinary Membership of the Association.

(B) No Member shall be entitled to vote at any meeting unless all moneys which at the time of such meeting shall have been due from him to the Association shall have been paid.



(C) Voting in elections and ballots shall be conducted in accordance with trade union legislation in force from time to time. Voting on a referendum in accordance with Article 77 shall be conducted in accordance with that Article and voting on all other matters arising at a general meeting shall be decided in accordance with these Articles.

Chair's casting vote 75. In the case of an equality of votes at any General Meeting, whether on a show of hands or on a poll, the Chair of the meeting at which the show of hands takes place or at which the poll is demanded shall be entitled to a second or casting vote.

Minutes 76.(A) The Association shall cause minutes of all proceedings of General Meetings of the Association to be entered in books kept for that purpose.

(B) The books containing the minutes of proceedings of General Meetings of the Association shall be kept at the registered office of the Association and shall be open to the inspection of any Member without charge during the normal hours of business.

(C) Any Member shall be entitled to be furnished within seven days after he has made a request in that behalf to the Association with a copy of any such minutes of General Meetings.

## **Referendum on resolution of General Meeting**

Suspense of operation of resolutions pending consideration

77 (A) At their next meeting after each General Meeting the Principal Executive Committee shall consider the resolutions passed at such General Meeting, consideration except those referred to in paragraph (G) of this Article, and until the conclusion of such meeting of the Principal Executive Committee, the operation of the resolutions, except as aforesaid, passed at such General Meeting shall be suspended.

Consideration of resolutions by the Executive Board

(B) If the Principal Executive Committee, at such meeting, is of the opinion that each such resolution properly represents the wishes of the Members of the Association as a whole, it shall take no action in connection with such resolution and the same shall come into operation at the conclusion of the meeting.

Approval of Resolution

Referendum to be made (C) The Principal Executive Committee shall determine on a referendum on the ground that a resolution does not properly represent the wishes of the Association.

Resolution operative on approval or in default

of Referendum (D) If the Principal Executive Committee at such meeting approves of any such resolution as aforesaid, or does not determine on a Referendum, the resolution shall come into operation at the conclusion of the meeting.

Notice of Suspense in Journal (E) If at such meeting the Principal Executive Committee determines on a Referendum, the Principal Executive Committee shall publish the fact in the earliest practicable issue of the Journal and shall refer the Resolution, accompanied by such observations as the Principal Executive Committee may think desirable, to the consideration of all the Members of the Association in manner hereinafter provided.

Majority of Aggregate Votes to determine results (F) Where any resolution is thus referred, it shall not be valid and binding as a decision of the Association unless and until it is approved by a majority of the aggregate votes given thereon by Members of the Association. Such votes shall be given by voting papers and the form of the voting papers and the manner in which they are to be filled up and returned by Members shall be prescribed by the Principal Executive Committee

No referendum in respect of Special or Extraordinary Resolution (G) The foregoing provisions as to a Referendum shall not apply to a Special Resolution or to an Extraordinary Resolution, or to any Resolution relating solely to the procedure or to any business transaction at an Annual General Meeting which is not special business as defined in Article 69, or to any resolution which under the provisions of the Articles or of the Statutes must be passed by the Association in General Meeting.

## **The Seal**

Seal 78. (A) The Seal of the Association shall only be used by the authority of the Principal Executive Committee, and every instrument to which the Seal is affixed shall be signed by two Members of the Principal Executive Committee and shall be counter-signed by the Chief Executive or by some other person appointed by the Principal Executive Committee for the purpose.

(B) In favour of a purchaser or person bona fide dealing with the Association such signatures shall be conclusive evidence of the fact that the Seal has been properly affixed.

(C) The Principal Executive Committee may make such regulations as they may deem expedient for the custody of the Seal.

## **By-laws and amendments to Articles And By-laws**

- By-laws
- 79.(A) The By-laws set forth in the Schedule hereto shall be deemed to be part of these Articles.
- (B) The By-laws may from time to time be altered by Special Resolution of the Principal Executive Committee
- (C) Save as so far as determined by Statute or by the Articles the membership and mode of government of the Association, and the rights and obligations of every member or groups of members shall be such as may from time to time be prescribed or determined by or in accordance with the By-laws and the By-laws may from time to time be added to, amended, altered or repealed by the Principal Executive Committee, subject to the provisions hereinbefore contained.

## **Accounts**

- Accounts to be kept
- 80(A) The Principal Executive Committee shall cause accounting records to be kept in accordance with the Statutes.
- (B) The accounting records shall be kept at the registered office of the Association or (subject to the Statutes) at such other place or places as the Principal Executive Committee think fit, and they shall at all times be open to the inspection of the Members of the Principal Executive Committee
- Accounts to be laid before Members
- 81.(A) At the Annual General Meeting in every year there shall be laid before the Association a proper income and expenditure account for the period since the last preceding account made up to date not more than ten months before such meeting (as required by Statute), together with a proper balance sheet made up as at the same date.
- (B) Every such balance sheet shall be accompanied by proper reports of the Principal Executive Committee and the Auditors, and copies of such account, balance sheet and reports (all of which shall be framed in accordance with any statutory requirements for the time being in force) and of any other documents required by law to be annexed or attached thereto or to accompany the same shall not less than twenty-one clear days before the date of the meeting, subject nevertheless to the provisions of the Statutes, be sent to the Auditors and to all other persons entitled to receive notices of General Meetings in the manner in which notices are hereinafter directed to be served. The Auditors' report shall be open to inspection and read before the meeting as required by the Statutes.

(C) Auditors shall be appointed and their duties regulated in accordance with the Statutes.

## Notices

Service of Notices on Members

82. A Notice may be served by the Association upon any Member either personally or by sending it through the post in a prepaid letter addressed to such Member at his registered address or by publication of such notice in the Journal and sending a copy of the Journal containing such notice to such Member prepaid and addressed as aforesaid. For the purposes of this Article the registered address of a Member shall be the address appearing as his in the List of Members of the Association for the time being.

Service of Notices on Branches, Sections or Professional Groups

83. A notice may be served by the Association on any Branch, Section or Professional Group by serving the same as aforesaid on the secretary of such Branch, Section or Professional Group, and if there be none then upon any two Members of the Executive Board or other Governing Body of such Branch, Section or Professional Group.

Service by post

84. Any notice if served by post shall be deemed to have been served on the fourth day following that on which the letter or copy of the Journal containing the same is posted, and in proving such service it shall be sufficient to prove that the letter or copy of the Journal containing the notice was properly addressed and put into the post office as a prepaid letter.

## Indemnity

Indemnity

85. (A) Every member of the Principal Executive Committee, and of every other Committee appointed under the Articles, every Honorary Officer and every other Officer or servant of the Association shall be entitled to be indemnified out of the assets of the Association against all losses or liabilities which he may sustain or incur in or about the execution of the duties of his office or otherwise in relation thereto, including any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application under the Statutes in which relief is granted to him by the Court and no such member, officer or servant shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Association in the execution of the duties of his office or in relation thereto. But this Article shall only have effect insofar as its provisions are not avoided by the Statutes.

(B) The Principal Executive Committee may pay out of the funds of the Association such sums as it shall from time to time determine to be reasonable in respect of travelling, hotel and other expenses and loss of remunerative time incurred by any member of the Association (whether or not an Honorary Officer or a member of the Principal Executive Committee or of any Committee) or any other person in attending any meeting or otherwise rendering service to the Association.

## **Winding up**

Winding up 86. Clause 8 of the Memorandum of Association relating to the winding up and dissolution of the Association shall have effect as if the provisions thereof were repeated in these Articles.

## **By Laws**

### *Committee constitutions*

## **Armed Forces Committee**

### Remit

To consider all issues relating to dentists working for the Defence Medical Services, to ensure as far as possible that Armed Forces Dental Officers are not disadvantaged professionally or financially in relation to their civilian counterparts and to advise the Principal Executive Committee.

### Membership

#### *Voting members:*

Three seniors and three juniors elected by BDA members who are serving officers; one Civilian Dental Practitioner elected by BDA members who are Civilian Dental Practitioners; three retired officers appointed by Head of each Service

#### *Non-voting members:*

The Chair and Deputy Chair of the Principal Executive Committee; one member appointed by the Principal Executive Committee; the Chair and the Vice-Chair of British Medical Association Armed Forces Committee; one representative of the Armed Forces Group; one representative of the Young Dentists' Committee; the Assistant Director Plans and Resources, Defence Dental Services

Quorum: Five

## Central Committee for Dental Academic Staff

### Remit

Subject to the authority of the Principal Executive Committee, , to consider and to deal with all matters affecting university dental teachers and research workers.

### Membership

#### *Voting members*

Two BDA member representatives from each undergraduate dental teaching school and two from each of the Postgraduate Dental Institute(s) elected by the teaching staff at those institutions; one dentally qualified individual representing those with a major commitment to oral and dental research, nominated by the British Society for Oral and Dental Research; two representatives employed on a basic science non-clinical contract nominated by the Association of Basic Science Teachers in Dentistry.

#### *Non-voting members*

The Chair and Deputy Chair of the Principal Executive Committee; one member appointed by the Principal Executive Committee; one member each appointed by the Central Committee for Hospital Dental Services, the Salaried Dentists Committee, the General Dental Practice Committee and the Young Dentists Committee; two members appointed by the Students Committee; one member appointed by the British Medical Association Medical Academic Staffs Committee.

Quorum: Twelve voting members

## Central Committee for Hospital Dental Services

### Remit

Subject to the authority of the Principal Executive Committee, , to consider and to deal with all matters affecting those engaged in hospital and consultant led dental practice including matters arising under the National Health Service Acts and any Act amending or consolidating the same, and to watch the interests of all hospital and consultant led dental staff in relation to the Acts.

### Membership

#### *Voting members:*

Staff in the dentally-based specialties paid by the NHS for at least fifty per cent of their contracted time as follows: one member holding a consultant contract nominated by the Regional Committee for Hospital Dental Services in each former Strategic Health Authority in England; one member holding a consultant contract nominated by the Welsh Subcommittee of the Central Committee for Hospital Dental Services; one member holding a consultant contract nominated by the Scottish Committee for Hospital Dental Services; one member holding a consultant contract nominated by the Northern Ireland Subcommittee of the Central Committee for Hospital Dental Services; one member nominated by the Hospitals Group of the Association; one representative nominated by the consultant dental staff through the Association of Dental Hospitals; three representatives elected by the Staff and Associate Specialist grades; six representatives of higher specialist trainees (Specialist Registrar grade) of which one representative each from the training grades committees of oral and maxillofacial surgery, orthodontics, restorative dentistry, paediatric dentistry, and the additional dental specialties (which include oral and maxillofacial radiology, oral pathology, oral medicine and oral microbiology); one member nominated by the Joint Meeting of Dental Faculties; one member nominated by the Conference of Postgraduate Dental Deans and Directors (COPDEND).

#### *Non-voting members:*

The Chair and Deputy Chair of the Principal Executive Committee; one member appointed by the Principal Executive Committee; one member nominated by the British Medical Association Junior Doctors' Committee; one member nominated by the British Medical Association Staff and Associate Specialists' Committee; one member nominated by the British Medical Association Central Consultants' and Specialists' Committee; one member each nominated by the Salaried Dentists' Committee, the General Dental Practitioners' Committee, the Central Committee for Dental Academic Staff and the Young Dentists' Committee.

Any member unable to attend a meeting of the full Committee may be represented by a deputy.

Quorum: 50 per cent plus one of the voting members.



## Dental Public Health Committee

### Remit

Subject to the authority of the Principal Executive Committee, , to represent the interests and act on behalf of dentists working in the specialty of dental public health across the four nations of the United Kingdom.

### Membership

#### *Voting members:*

One consultant representative elected by their peers from each of the four regions of Public Health England; one consultant representative for Northern Ireland elected by their peers; one consultant representative for Scotland, who will be the elected public health member to the Scottish Committee for Hospital Dental Services and the Scottish Salaried Dentists Committee; one consultant representative for Wales who will be the elected member to Wales Committee for Community Dentistry; one academic consultant in dental public health who will be elected by their academic peers; two specialist trainee representatives to be nominated by the UK Speciality Trainees in Dental Public Health group.

#### *Non-voting members:*

The Chair and Vice-Chair of the Principal Executive Committee; the Chair of the British Association for the Study of Community Dentistry (BASCD) Consultants' Group, if not already elected to the committee.

Quorum: 6

# English Council

## Remit

- To provide regular advice and comment to the Principal Executive Committee as a consultative committee
- To consider and advise the Principal Executive Committee on all matters relating to dentistry within England
- To advise the Principal Executive Committee on all aspects of policy within England, facilitating external expert and member input to policy formation where required
- To receive regular reports from the Principal Executive Committee, to enable it to debate and comment on the activities of the Principal Executive Committee without prejudice to the rights of the membership as a whole
- To liaise with branches and sections

## Membership

### *Voting members:*

one member elected from each of the 16 branches in England

### *Non-voting members*

Chair and Deputy Chair of the Principal Executive Committee, Central Committee for Dental Academic Staff; Chair of the Central Committee for Hospital Dental Services; Chair of the Dental Public Health Committee, Chair of the General Dental Practice Committee; Chair of the Salaried Dentists Committee; one representative from the Students Committee; one representative from the Young Dentists Committee

Non members of the Council may be invited to attend and participate in meetings (though always non voting) at the discretion of the Chair.

## Quorum

9 members elected from the branches

## General Dental Practice Committee

### Remit

Subject to the authority of the Principal Executive Committee, , to represent the interests and act on behalf of dentists working in general practice.

### Membership

#### *Voting members:*

Sixty members elected by general dental practitioners in the United Kingdom in accordance with a procedure prescribed by the Principal Executive Committee; three members elected by the Annual Conference of Local Dental Committees; the Chair of each of the Scottish Dental Practice Committee, the Northern Ireland Dental Practice Committee and the Welsh General Dental Practice Committee, provided that their Vice-Chairs may attend as deputies; one member elected by the Conference of Vocational Training Advisers.

#### *Non-voting members:*

The Chair and Deputy Chair of the Principal Executive Committee, provided that they are not already appointed or elected or ex officio members of the Committee; two members appointed by the Principal Executive Committee; one representative appointed by each of the Young Dentists Committee; the Students Committee; the Salaried Dentists Committee; the Central Committee for Hospital Dental Services; the Central Committee for Dental Academic Staff; the Armed Forces Committee; the British Medical Association General Practice Committee; the Chair and Chair-elect of the Annual Conference of Local Dental Committees; and up to four members appointed by such other bodies representative of general dental practitioners as the Principal Executive Committee may from time to time determine.

During such time as an elected or appointed member holds the office of Chair of the Committee or Chair or Deputy Chair of the Principal Executive Committee, the body electing or appointing him shall have the right to elect or appoint an additional member of the Committee until the member whose place he has taken ceases to hold the said office.

Quorum: Twenty-seven

# Northern Ireland Council

## Remit

- To provide regular advice and comment to the Principal Executive Committee as a consultative committee
- To consider and advise the Principal Executive Committee on all matters relating to dentistry within Northern Ireland
- To advise the Principal Executive Committee on all aspects of policy within Northern Ireland, facilitating external expert and member input to policy formation where required
- To receive regular reports from the Principal Executive Committee, to enable it to debate and comment on the activities of the Principal Executive Committee without prejudice to the rights of the membership as a whole
- To liaise with the Northern Ireland Branch

## Membership

### *Voting members*

Three members elected by the Northern Ireland Branch; the President of the Northern Ireland Branch; the Chairs of the Northern Ireland Dental Practice Committee, the Northern Ireland Salaried Dentists Committee and the Northern Ireland Committee for Hospital Dental Services provided that where a Chair of one of these subcommittees is unable personally to be present, a deputy nominated in writing by such Chair may attend in his stead and exercise his vote. The Council may co-opt up to three members.

### *Non-voting members*

The Chair and Deputy Chair of the Principal Executive Committee; the member of the Principal Executive Committee elected by the Northern Ireland Branch

Quorum: Five

## Northern Ireland Salaried Dentists Committee

### Remit

Subject to the authority of the Principal Executive Committee, , to consider and deal with any matters affecting the interests of and to negotiate pay and conditions of service for dentists employed in the Northern Ireland Health and Social Care primary dental care services, excluding those employed on Hospital Medical and Dental conditions of service, those employed under university terms and conditions of service and in the armed forces; all dentists

### Membership:

#### *Voting members:*

The Chair of the Northern Ireland Council; one clinical grade dentist (DO/SDO/Salaried Dentist) to represent each of the Northern Health and Social Care Trust, the Southern Health and Social Care Trust, the Western Health and Social Care Trust, the South Eastern Health and Social Care Trust and the Belfast Health and Social Care Trust; one member elected to represent the Clinical Directors/Assistant Clinical Directors in the Community Dental Services.

#### *Non-voting members:*

The Chair and Deputy Chair of the Principal Executive Committee; the Chair of the Northern Ireland Community Accredited Representatives; one member nominated by the British Medical Association Northern Ireland Committee for Community and Public Health Medicine; cross-representatives from other BDA Committees as determined necessary by the Committee; up to three co-opted members as determined necessary by the Committee.

Quorum: four, one of which shall be the Chair or in their absence the Vice-Chair

## Salaried Dentists Committee

### Remit:

Subject to the authority of the Principal Executive Committee, , to consider and deal with any matters arising under the National Health Service Acts and any Act amending, extending or consolidating the same, including to negotiate pay and conditions of service, and to which the interests of dentists who are employed in NHS salaried primary dental care services relate, excluding those employed on Hospital Medical and Dental conditions of service, university terms and conditions and those employed in the armed forces.

### Membership:

#### *Voting members:*

Thirty members elected as follows: twenty clinical representatives from Band A, B and C specialist clinicians, of which two shall be elected from each of the former Strategic Health Authorities in England; ten Clinical Director Representatives from Band C managerial dentists of which one each shall be elected from the Strategic Health Authorities in England.

Band A, B and C specialist clinicians or Band C managerial dentists are defined as dentists working in a Trust based Personal Dental Services or Primary Care Trust Dental Service or Community Dental Service, or are NHS salaried staff working in a non NHS body such as a Social Enterprise, are providing NHS primary dental care and are not employed on Hospital Medical and Dental terms and conditions, university terms and conditions or in the armed forces.

#### *Non voting members:*

The Chair and Deputy Chair of the Principal Executive Committee; one member appointed by the Principal Executive Committee; one member appointed by the Community Dental Services Group of the Association; the Chair or, as deputy, the Vice-Chair of the Annual Accredited Representatives Conference; one member each appointed by the Northern Ireland Salaried Dentists Committee, the Scottish Salaried Dentists Committee, the Welsh Committee for Community Dentistry, the General Dental Practice Committee, the Central Committee for Dental Academic Staff, the Central Committee for Hospital Dental Services and the Young Dentists Committee

Quorum: Twelve voting members

# SCOTTISH COMMITTEE FOR HOSPITAL DENTAL SERVICES

## CONSTITUTION

### Objective

To provide a channel of communication between hospital dental staff and those who negotiate their terms and conditions of service.

To advise NHS Boards and the Scottish Government Health Directorates on matters relating to the provision of hospital dental services in Scotland.

To liaise with, and send representatives, to the Central Committee for Hospital Dental Services and the Scottish Council of the British Dental Association.

This committee is subject to the authority of the Central Committee for Hospital Dental Services, of which it is a subcommittee.

### Composition

Members shall serve for three years and then must be re-nominated, or re-elected as necessary.

The membership shall consist of:

### **VOTING MEMBERS**

- a) The following representatives of health service consultants and specialists:
- 1 representative from Highland, Western Isles, Grampian, Orkney and Shetland
  - 1 representative from Tayside
  - 1 representative from Fife, Lothian and Borders
  - 2 representatives from Greater Glasgow and Clyde, Lanarkshire, Forth Valley, Ayrshire & Arran, Dumfries & Galloway
  - 1 representative from the Consultants in Dental Public Health who are based in Scotland
- b) One Consultant or Specialist appointed by each of the Scottish universities granting dental degrees
- c) One Consultant or Specialist appointed by each of the Royal Colleges granting diplomas in dental surgery
- d) One representative of the training grade to be chosen, on a rotational basis, by the training grade staff associations in Aberdeen, Dundee, Edinburgh and Glasgow
- e) One representative of Staff, Associate Specialist and Specialty Doctors'

The Committee Secretary will coordinate the election according to the election procedure for the committee. A postal ballot will be held for any necessary elections.

### **NON-VOTING MEMBER**

- f) One observer appointed by the BMA Scottish Committee for Hospital Medical Services
- g) One observer appointed by the BMA Staff, Associate Specialist and Specialty Doctors' Committee

### **Officers**

A chair, vice-chair and the representatives to other committees and working groups shall be nominated and elected at the first meeting of the reconstituted committee. The term of office shall be for three years. They will not normally be eligible for re-election after six years in the same office until three years have elapsed from the end of the term.

### **Meetings**

There will normally be two meetings a year.

An extraordinary meeting may be called by any 4 members who must submit their request in writing to the Secretary. Notice of intention to hold such a meeting must be given within 5 days of the request being received by the Secretary and members shall be given at least 15 working days notice of the meeting in writing.

### **Quorum**

Six voting members shall constitute a quorum.

### **Scottish Council**

#### **Remit**

- To provide regular advice and comment to the Principal Executive Committee as a consultative committee
- To consider and advise the Principal Executive Committee on all matters relating to dentistry within Scotland
- To advise the Principal Executive Committee on all aspects of policy within Scotland, facilitating external expert and member input to policy formation where required
- To receive regular reports from the Principal Executive Committee to enable it to debate and comment on the activities of the Principal Executive Committee without prejudice to the rights of the membership as a whole
- To liaise with branches and sections.

#### **Membership**

#### ***Voting***

One member of the Principal Executive Committee elected by members in Scotland two members elected by each of the three Scottish Branches; the Chairs and Vice-Chairs of the Scottish Committee for Hospital Dental Services, the Scottish Dental Practice Committee and the Scottish Salaried Dentists Committee (provided that they are members of the Association); one



representative of the Central Committee for Dental Academic Staff; one further member elected by the Scottish Dental Practice Committee; and up to two co-opted members

*Non voting*

The Chair and Deputy Chair of the Principal Executive Committee

One representative from the Young Dentists Committee

One representative of the Scottish Staff, Associate Specialist and Specialty Doctors' grade, co-opted from the Scottish Committee for Hospital Dental Services

Quorum: Five

## Scottish Dental Practice Committee

### Remit

Subject to the authority of the Principal Executive Committee, which shall be renewable annually, to represent all non-salaried general dental practitioners in Scotland practising in the NHS and/or privately; to negotiate with NHS Boards, Island Health Boards, Community Health Partnerships and the Scottish Government Directorates for Health and Social Care Integration and other appropriate bodies on matters relating to the delivery and remuneration of dental services provided by non-salaried general dental practitioners, including assistants, working in Scotland; to liaise with the General Dental Practice Committee and the Scottish Council.

### Membership

#### *Voting members*

Two members elected from the following constituencies: Grampian, Highland, Western Isles, Orkney and Shetland; Tayside, Fife and Forth Valley; Lothian and Borders; Lanarkshire, Ayrshire & Arran and Dumfries & Galloway; three members elected from the constituency of Greater Glasgow & Clyde; the Chair and Chair-Elect of the Scottish LDC Conference; one representative of the Scottish LDC Conference, elected annually; one representative nominated by the Councils of each of the three BDA Branches in Scotland; one member appointed by the Principal Executive Committee who is in general dental practice in Scotland.

#### *Non-voting members*

The Chair and Deputy Chair of the Principal Executive Committee; one representative of the Scottish General Practice Committee of the British Medical Association; one general dental practitioner in Scotland who has been dentally qualified for less than twelve years to be nominated by the Young Dentists Committee provided that no such dentist has otherwise been elected or nominated to the Committee; any elected member of the Principal Executive Committee who is in general dental practice in Scotland.

### Quorum

50 per cent plus one voting members.

## Scottish Salaried Dentists Committee

### Remit

Subject to the authority of the Principal Executive Committee, , to represent the interests and act on behalf of dentists working in the NHS primary care salaried dental services in Scotland. It will consider and address all matters arising under Scottish Government health legislation, including amendments, extensions or consolidations affecting dentists employed in the NHS primary care salaried dental services in Scotland, excluding those employed on hospital medical and dental conditions of service.

### Membership

#### *Voting members*

Two representatives nominated by the Directors of Clinical Dental Services; six salaried dentists, of whom there will normally be a minimum of two basic grade salaried dentists and two senior or specialist salaried dentists.

#### *Non-voting members*

The Chair and Deputy Chair of the Principal Executive Committee; one representative nominated by the Consultants in Dental Public Health/Chief Administrative Dental Officers in Scotland; one observer nominated by the Scottish Accredited Representatives Committee, which shall be reviewed annually; one representative nominated by the Scottish Division of the Community Dental Services Group of the BDA, and up to two co-opted members.

Quorum: Five voting members

## Wales Committee for Community Dentists

### Remit

Subject to the authority of the Principal Executive Committee, which shall be renewable annually, to represent the interests of dentists working in the Community Dental Service in Wales and to make representations on their behalf to their employers and to the Welsh Assembly Government.

### Membership

#### *Voting members*

Two clinical members elected from each of the South Wales (West, Central, East), the Mid & West Wales, and the North Wales constituencies; one representative nominated by clinical directors working in Wales.

#### *Non voting members*

The Chair and Deputy Chair of the Principal Executive Committee; one member nominated by the Community Dental Services Group in Wales; any member elected to the Principal Executive Committee who is employed within the Community Dental Services in Wales. The Committee may co-opt a Consultant or Trainee in Dental Public Health and up to two other members; the Chair of the Accredited Representatives in Wales.

Quorum: Four members of whom two must be elected members.

## Welsh Council

### Remit

- To provide regular advice and comment to the Principal Executive Committee as a consultative committee
- To consider and advise the Principal Executive Committee on all matters relating to dentistry within Wales
- To advise the Principal Executive Committee on all aspects of policy within Wales, facilitating external expert and member input to policy formation where required
- To receive regular reports from the Principal Executive Committee to enable it to debate and comment on the activities of the Principal Executive Committee without prejudice to the rights of the membership as a whole
- To liaise with branches and sections.

### Membership

#### *Voting members*

One member elected by each Section in Wales; elected members from Wales serving on the General Dental Practice Committee, the Central Committee for Hospital Dental Services, the Salaried Dentists Committee, and the Central Committee for Dental Academic Staff.

#### *Non-voting members*

The Chair and Deputy Chair of the Principal Executive Committee; the member from Wales serving on the Principal Executive Committee

Quorum: Seven

## Welsh General Dental Practice Committee

### Remit

Subject to the authority of the Principal Executive Committee, , to represent the interests and act on behalf of dentists working in general dental practice in Wales.

### Members

#### Voting members

The Chairs of the General Dental Practice Committee, the Welsh Council, the Wales Committee for Community Dentistry provided that they are not already appointed or elected or ex officio members of the Committee; six members elected by general dental practitioners in Wales in accordance with a procedure prescribed by the Principal Executive Committee\*; any member practising in Wales who is a member of the Agenda Committee of the Annual Conference of Local Dental Committees; one general dental practitioner in Wales who has been dentally qualified for less than twelve years to be nominated by the Young Dentists Committee provided that no such dentist has otherwise been elected or nominated to the Committee.

#### Non-voting members:

The Chair and Deputy Chair of the Principal Executive Committee; any member practising in Wales who is a member of the General Dental Practice Committee appointed by the Principal Executive Committee; one representative appointed by the Wales General Practice Committee of the British Medical Association. A consultant member of Public Health Wales may be invited to attend meetings in an advisory and non-voting capacity.

Quorum: 6 voting members

\*based on LDC constituencies

## Students Committee

### Remit

To consider all matters affecting dental students in their undergraduate training and those matters which will affect their future careers, and to act as a channel between students and the Principal Executive Committee.

### Membership

#### *Voting members*

Two members appointed by the Principal Executive Committee; up to two student representatives each elected by the Dental Societies of the dental schools in the UK; the Executive members of the British Dental Students' Association.

Each dental school shall be entitled to two votes at meetings, irrespective of how many representatives attend. Where no representatives from a dental school attend, that school shall not be entitled to a vote at that meeting. The votes of Executive members of the British Dental Students' Association do not count towards the two votes per school.

#### *Non-voting members*

The Chair and Deputy Chair of the Principal Executive Committee; One member appointed by the Central Committee for Dental Academic Staff; one member appointed by the Young Dentists Committee, one member appointed by the Medical Students Committee of the British Medical Association.

Quorum: Twelve

## Young Dentists Committee

### Remit

To consider and represent the needs of young dentists, to act as a channel of communication within the Association and to make recommendations to the Principal Executive Committee.

### Membership

#### *Voting members*

Two members appointed by the Principal Executive Committee; one member from each Young Dentists' Group; one Young Dentist member of each Branch which does not have a Young Dentists' Group; one Foundation Dentist elected by the Students Committee.

#### *Non-voting members*

The Chair and Deputy Chair of the Principal Executive Committee; One Young Dentist member nominated by the Salaried Dentists Committee, one Young Dentist member nominated by the Central Committee for Hospital Dental Services, one Young Dentist member nominated by the Armed Forces Committee, one Young Dentist member nominated by the Central Committee for Dental Academic Staff, one Young Dentist member of the General Dental Practice Committee, two members of the Students' Committee, one member of the BDA Education and Standards Committee.

Quorum: Seven



## Northern Ireland Dental Practice Committee

### Remit

Subject to the authority of the Principal Executive Committee, , to represent the interests and act on behalf of all general dental practitioners in Northern Ireland practising in the health service and/or privately, and in particular to negotiate with and advise the Health and Social Care Board, Department of Health and Social Services Northern Ireland (DHSSPS NI), the Northern Ireland Assembly and other Government bodies on matters relating to general dental practice, the delivery of General Dental Services in Northern Ireland and the remuneration of general dental practitioners.

### Members

#### *Voting members*

five members representing the Eastern Local Dental Committee where it is the area inclusive of the Belfast Health and Social Care Trust and the South Eastern Health and Social Care Trust; three members representing the Northern Local Dental Committee where it is the area of the Northern Health and Social Care Trust; two members representing the Southern Local Dental Committee where it is the area of the Southern Health and Social Care Trust; two members representing the Western Local Dental Committee where it is the area of the Western Health and Social Care Trust; the members of the General Dental Practice Committee elected to represent dentists in Northern Ireland; two members representing the BDA Northern Ireland Branch; one member appointed by the Principal Executive Committee.

#### *Non-voting members*

The Chair and Deputy Chair of the Principal Executive Committee; The Chair of Northern Ireland Council; one representative appointed by each of the Northern Ireland Salaried Dentists Committee and the Northern Ireland General Practitioners Committee of the British Medical Association and up to three additional representatives as determined necessary by the Committee.

Quorum: six voting members.

## UK Council

### Remit

To consider all issues of policy and matters affecting dentistry at the United Kingdom level of government.

### Membership

#### *Voting members*

One member elected from each of the branches in England; three members elected by the Scottish Council, from amongst the members elected from the branches in Scotland; two members elected from the Welsh Council, from amongst the members elected from the sections in Wales; two members elected from the Northern Ireland Council, from amongst the members elected from the branch in Northern Ireland; Chair of the Young Dentists Committee

#### *Non voting members*

Chair and Deputy Chair of the Principal Executive Committee; one nominated representative from each craft committee as follows: Armed Forces Committee, Central Committee for Dental Academic Staff, Central Committee for Hospital Dental Services, Dental Public Health Committee, General Dental Practice Committee, Salaried Dentists Committee; and the Students Committee

Non members of the Council may be invited to attend and participate in meetings (though always non voting) at the discretion of the Chair.

Quorum: 12 members elected from the branches, for both physical meetings and for decisions taken by electronic communication

## **Education, Ethics and the Dental Team Committee**

This is one of the working groups defined in the Articles of Association. It considers all matters relevant to education, ethics and the dental team and has specific functions specified in the Articles in relation to termination of membership.

Members are appointed by the PEC: a Chair and four PEC members, plus the Chair and Deputy Chair of the PEC; the Chairs or a nominee from GDPC, SDC, CCDAS and CCHDS; a YD representative and student representative; and a lay member.

## **Pensions Committee**

One member of the PEC; four members of GDPC; 1 member each from AFC, CCDAS, CCHDS, NIDPC, SDC and YDC, with Ralph Davies as consultant.

Observers: Chair, BMA Pensions Committee; BMA Pensions Director

