

# *The Association of Consultants and Specialists in Restorative Dentistry*

## **Constitution**

### **Article 1            Name**

This organisation is named *The Association of Consultants and Specialists in Restorative Dentistry*, hereafter referred to as *the Association or ACSRD*.

### **Article 2            Objectives**

- a. Restorative Dentistry is the study, diagnosis and integrated effective management of diseases of the oral cavity, the teeth and supporting structures and the rehabilitation of the teeth and the oral cavity to functional, psychological and aesthetic requirements of the individual patient including the co-ordination of multi-professional working to achieve these objectives.
- b. The Association will promote the understanding and management of oral and related diseases to improve general, oral and dental health of the general population and, to this end, will be involved in the promotion of improvement of services in hospitals and specialist dental practices.
- c. The Association will promote the training in Restorative Dentistry of appropriately qualified dental surgeons. It will liaise with all statutory and related bodies to ensure that the highest standards are maintained in these programmes. It will assist such bodies in the development of educational and training curricula and appropriate assessment.
- d. The Association will provide and promote appropriate continuing professional development for its members and will be active in the development of effective continuing education.
- e. The Association will seek to work with all related dental organisations to promote oral health of the population of the United Kingdom and, in particular, maintain close ties with the appropriate societies in the monospecialities currently comprising: Endodontics, Periodontics and Prosthodontics.
- f. The Association will represent the interests of the members in discussions with appropriate national and international bodies.
- g. The Association will promote, encourage and, where appropriate, support research into all aspects of Restorative Dentistry.
- h. The Association will provide an annual forum for discussion of matters relating to Restorative Dentistry.

### **Article 3            Membership**

- a. Full: All Consultants and Specialists in Restorative Dentistry throughout the European Economic Area whose status is recognised by the General Dental Council.
- b. Associate:
  - i. All trainees in posts approved for specialist training in Restorative Dentistry.
  - ii. All persons accredited and registered by the relevant authority in the monospecialities of Endodontics, Periodontics and Prosthodontics, and
  - iii. all trainees in approved programmes in these monospecialities.

These members shall have all the privileges of the Association except the right to hold office or vote in election of the Officers of the Association.

- c. Honorary: The Association may, from time to time, elect as honorary members those who have made a signal contribution to the development of, or in the service of, Restorative Dentistry. Such membership shall be for the life of the elected person. Honorary members shall enjoy all the privileges of full membership.

d. Application. Applications for individual membership shall be endorsed by two members of the Association who shall attest to the eligibility of the applicant.

e. Members of this Association, for purposes of notice or other communications or actions, are those persons who are members according to the latest information possessed by the Honorary Secretary at the time of mailing of the notice or communication, or at the time of the action.

f. Termination of membership

i). Non-payment of subscription more than six months after the due date shall result in the termination of the membership. Members whose subscriptions have lapsed should write to the Honorary Secretary if they wish to renew the membership with payment of subscription arrears.

ii). The Council and the Association shall have the right to terminate the membership of any person whose conduct and activities are seen to be contrary or prejudicial to the aims and objectives of the Association.

**Article 4            Sections.**

a. Full members with special interests may organise a Section, with the prior approval of the Council, to advance the objectives of the Association. The minimum membership of such Sections will be determined by the Council at the time of the formation of the Section.

b. The affairs of the Sections shall be managed in conformity with the constitution of the Association.

c. The Section(s) shall elect, annually, a Chairman and an Honorary Secretary. Both shall be eligible to be re-elected once. The Section may also elect up to four members to serve on the committee of the Section for two years.

d. The Section shall meet at least once per year and its committee may meet as often as is necessary to conduct the Section's business.

e. The Sections must have the Council's prior approval for incurring costs and must present accounts to the satisfaction of the Honorary Treasurer. These accounts will be subject to the same scrutiny as those of the Association as a whole.

f. Approval of a Section may be revoked or suspended for non-maintenance of adequate membership, failing to hold an annual meeting, failing to report its activities and its membership, non-compliance with the Association's constitution, or for other good cause shown. Suspension or revocation will be determined at the annual general meeting of the Association by a two-thirds vote of the members present and voting. The Section threatened with suspension or revocation shall be so notified by the Honorary Secretary at least 12 weeks before the Annual Meeting, and shall be entitled to appear before the AGM in the form of a delegation of members or Officers, by representation, or by submission of a written statement to defend its right to exist.

g. Membership in a Section shall be optional. Members of the Sections must be full, associate, or honorary members of the Association.

**Article 5            Subscription**

a. The annual subscription rate will be recommended by the Council and agreed by the members at the Annual General Meeting. The Council may recommend varying amounts for each membership category.

b. The subscription shall be payable on 1 April each year and should be paid by direct debit or standing order drawn on the member's bank.

c. All membership will only be current whilst the appropriate annual subscriptions are paid.

**Article 6            Officers the Association**

a. The Officers of the Association shall be:-

the Chairman, the Vice-Chairman, the Honorary Secretary, the Honorary Treasurer, four other elected members and Chairman of Section(s) of the Association.

b. The Officers of the Association shall be elected by a postal ballot conducted by the Honorary Secretary. Ballot papers will be sent to all eligible members four weeks prior to the Annual General Meeting (AGM) when the results will be reported.

c. Nominations for the posts can take the following forms:

i). Nominations by the Council. One or more nominations may be made by the Council and announcement of the nomination(s) shall be mailed to each member of the Association not fewer than eight weeks before the date of the next annual general meeting, and in a form to indicate that other nominations may be made by petition.

ii). Nominations by petition. Additional nominations may be made by petition signed by two members of the Association and received by the Honorary Secretary not more than two weeks after the mailing of the announcement of the Council nominations.

d. Nomination forms will be available from the Honorary Secretary. Nominations, proposed and seconded by two full members of the Association, must be received in writing by the Honorary Secretary at least six weeks prior to the AGM

e. The officers shall normally be elected annually and normally serve for the following duration:

- i). Chairman: three years
- ii). Vice-Chairman shall be the immediate past chairman for two years or shall be Chairman-elect for one year prior to assuming the Chairmanship.
- iii). Honorary Secretary: five years
- iv). Honorary Treasurer: five years
- v). Four elected Council members: each for three years. These members shall normally retire on a rotation basis so that no more than two new Council members are elected in any one year.
- vi). The Chairman of Section(s) for two years

f. Tenure of office. Each Officer shall serve until the installation of the duly-elected successor. None of the Officers may be elected again to the same post for three years following the completion of their term of office.

g. Vacancies. An *ad interim* vacancy in any office shall be filled for the unexpired term by a majority vote of the Council.

## **Article 7 Council of the Association**

a. The Council of the Association shall consist of:-

- i). The Officers of the Association
- ii). Representatives nominated by the respective societies associated with the monospecialities of Endodontics, Periodontics and Prosthodontics or other relevant bodies.  
The latter shall not be eligible to vote in the business of the Council.

b. The Council shall have the authority to co-opt additional members for *ad hoc* business.

c. The Council shall meet as often as is necessary to conduct the business of the Association, but at least three times per year.

d. The Chairman shall conduct the meeting and interpret the procedures for such meetings based on this constitution.

- e. In the absence of the Chairman, the Vice Chairman shall conduct the meeting. In the event of both the Chairman and Vice Chairman being absent, a Chairman for the meeting shall be elected from the attending officers of the Association.
- f. The quorum for the Council meetings shall be five full officers of the Association.
- g. In the event of the Council business requiring voting, and such a vote being inconclusive, the Chairman shall have the casting vote.
- h. A Council meeting may be called by the Chairman or by two other Officers of the Association. At least three weeks notice shall be given for such meetings.
- i. The Council shall be responsible for authorisation of all reasonable expenditure. Extraordinary expenditure, as determined by the Council, shall require the approval of the AGM.
- j. The Council may create sub-committees for deliberation on specific issues. Such sub-committees may co-opt other persons as approved by the Council. All reports of such sub-committees must be approved by the Council prior to their publication.

**Article 8            Duties of the Officers of the Association.**

**a. Chairman**

- i).        The Chairman shall conduct the Council and Annual General Meetings of the Association.
- ii).       The Chairman shall represent the Association on other appropriate bodies, associations and societies.
- iii).      The Chairman shall sign all approved minutes of the Association’s meetings.
- iv).      The Chairman shall produce a report for the AGM

**b. Vice Chairman**

The Vice Chairman shall assume all duties of the Chairman, in the Chairman’s absence.

**c. Honorary Secretary**

- i).        The Honorary Secretary shall prepare and distribute all papers for the proper conduct of the Association’s meetings.
- ii).       The Honorary Secretary shall keep the minutes of all the meetings of the Association.
- iii).      The Honorary Secretary shall publicise the activities of the Association on such media as approved by the Council.
- iv).      The Honorary Secretary shall co-ordinate the production of an annual newsletter for the information of the membership and such other parties as approved by the Council.
- v).        The Honorary Secretary shall keep a directory of membership which will be updated at least every three years.
- vi).      The Honorary Secretary shall produce a report for the AGM.
- vii).     The Honorary Secretary shall conduct such other business of the Association as approved and directed by the Council.

**d. Honorary Treasurer**

- i.        The Honorary Treasurer shall receive all monies due to the Association
- ii.       The Honorary Treasurer shall disburse such expenditure as approved by the Council.
- iii.      The Honorary Treasurer shall keep proper and appropriate accounts of the Association’s monies and present a report to the AGM.
- iv.      The Honorary Treasurer shall inform the Council of the level of subscription required to maintain the proper business of the Association and shall seek the approval at the AGM for the subscription.

- v. The Honorary Treasurer shall correspond with such institutions and regulatory bodies as is necessary to keep the finances of the Association in good order.

**e. Elected members**

The elected members of the Council shall participate in all the business of the Council and shall be responsible for such specific activities or representation of the Association as directed by the Council.

**f. Chairman of Section(s)**

The Chairman of a Section shall convey to the Council the views of the members and participate in discussions to advance the cause of the Association. The Chairman may, at the request of the Council, lead such committees and groups as necessary to support the activities of the Section.

**Article 9            Duties and conduct of members**

- a. Each member shall promote the interests of the Association in such manner as is consistent with good professional practice and personal conscience.
- b. Each member shall keep the Honorary Secretary informed of any change in address or pertinent changes in professional circumstances which may affect the membership of the Association.
- c. The Association may suspend the membership of anyone whose conduct is, or has been, in the opinion of the Council and the AGM, contrary to the interests of the Association or injurious to its reputation.
- d. The membership may be terminated automatically by a member upon delivery of a formal notice to the Honorary Secretary of that member's resignation.
- e. The membership of any member may be terminated or suspended for reasons of non-payment of dues, proven clinical or scientific misconduct, non-compliance with the Association's Constitution, or for other good cause shown. Termination of membership other than for non-payment of dues will be determined at an Annual General Meeting of the Association by a two-thirds vote of the members present and voting. The person whose membership is threatened with termination shall be so notified by the Honorary Secretary at least 120 days before the annual general meeting, and shall be entitled to appear before the AGM in person, by representation, or by submission of a written statement to defend his/her right to membership.

**Article 10 Annual General Meeting (AGM)**

a. The AGM shall normally be held in October each year.

b. The business of the AGM shall routinely consist of:-

- Welcome to new members
- Apologies for absence
- Amendment and adoption of minutes of the previous meeting.
- Matters arising from the minutes
- Chairman's Report
- Honorary Secretary's Report
- Announcement of any election results
- Honorary Treasurer's report and election of scrutineers of the accounts
- Reports of Chairman of Section(s)
- Reports from representatives of the Association on other bodies.
- Award of the Travel Fellowships
- Other items requiring consideration
- Any other business
- Date of next meeting

c. Members of the Association may submit items for inclusion on the agenda for the AGM. Such requests must be in writing, and be received by the Honorary Secretary, at least six weeks prior to the AGM.

d. The quorum for the AGM shall be 10% of the full membership.

**Article 11 Special meeting**

A special meeting of the Association may be called by the Council or 10% of the full membership. At least six weeks notice shall be given for such a meeting. The quorum for this meeting shall be 10% of the full membership.

**Article 12 Journal**

The official publication of the Association shall be that approved by the Annual General Meeting of the Association.

**Article 13 Amendments to the constitution**

a. A proposed amendment to the Constitution, formally endorsed by at least 25 members, or unanimously by the Council, and accompanied by a statement of reasons for adoption, may be presented at any Annual General Meeting, for a vote of the membership.

b. Voting procedure. The Honorary Secretary shall mail to each member of the Association not less than eight weeks before the next Annual General Meeting of the Association: (i) a copy of the amendment, (ii) the stated reasons for its adoption, (iii) the names of the sponsors, (iv) a ballot for a vote on the amendment. The results shall be reported at the Annual General Meeting.

c. Adoption. A proposed amendment shall be adopted by a vote of not less than two-thirds of the members voting on the question, and shall become a part of the Constitution of the close of the annual general meeting at which it is adopted.

**Article 14 Dissolution**

The Association may be dissolved by a resolution passed at a Special General Meeting called for the purpose. The resolution must have the support of two-thirds of the membership. Such a resolution may give instructions for the disposal of any assets remaining after settling any debts or liabilities. Any residual amount shall be transferred to other bodies that have the promotion of dentistry as their principal objective.