

**BRITISH DENTAL ASSOCIATION**

**West of Scotland Branch**

**RULES**

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# RULES

## 1. NAME

The name of the Branch shall be "THE WEST OF SCOTLAND BRANCH OF THE BRITISH DENTAL ASSOCIATION".

## 2. AREA

The area of the Branch shall be those areas of the Health Boards of Dumfries and Galloway, Ayrshire and Arran, Lanarkshire, Forth Valley, Greater Glasgow, and Argyll and Clyde.

## 3. INTERPRETATIONS

The words "The Association", "The Articles", "The By-laws", and "The Representative Board", used in these rules mean : The British Dental Association, the Articles and the By-laws, and the Representative Board of the British Dental Association respectively. "The Council" means the Council of the Branch. "The Executive Committee" means the Executive Committee of the Branch. "The Journal" means the Journal of the British Dental Association. If in any case these Rules or any modification thereof should be found to be at variance with any Article or By-law of the Association for the time being in force, the provisions of the Articles or By-laws shall be acted upon.

## 4. OBJECTS

The objects of the Branch are to promote the interests of the Association by:

- (a) Rendering assistance as far as possible in maintaining the spirit of the Dentists' Acts.
- (b) The consideration of subjects affecting the interests of the Profession both locally and nationally, collectively and individually.
- (c) The consideration of subjects appertaining to dental and allied sciences.
- (d) The cultivation of a generous professional spirit among practitioners throughout the district.
- (e) The formation of Sections for the further attainment of these objects.

## 5. MEMBERSHIP

Every Member and Life Member of the Association whose address as entered in the List of Members of the Association is in the area of the Branch is ipso facto a Member of the Branch.

The Branch shall consist of :

- (a) Members
- (b) Life Members
- (c) Honorary Members
- (d) Temporary Members
- (e) Subscribing Members

Any Honorary Member of the Association who resides in the Branch area shall be an Honorary Member of the Branch.

The Officers of the Association shall be ex officio Honorary Members of the Branch for the time being.

No Honorary Member shall be entitled to any vote or any further privilege than that of attending the General Meetings.

## **Subscribing Members**

Any Member of the Association who is not a Member of the Branch, may be elected a Subscribing Member. A Subscribing Member shall not have any vote nor be eligible to hold office in the Branch. For this Membership an annual subscription of £3 or such other sum not exceeding one tenth of the Annual Subscription for Ordinary Membership of the Association may be charged as the Council may determine. The subscription shall be paid on or before 31st December in each year. Such subscription entitles the Member to receive notice of all Meetings held by the Branch. Application for Subscribing Membership shall be made in the first instance to the Honorary Secretary of the Branch.

## **6. EXPULSION**

The Branch Council shall have the power after due enquiry to make representations to the Council of the Association with regard to any Member against whom a written complaint has been laid and whose conduct shall be deemed detrimental to the honour and interest of the Dental Profession or calculated to bring the Profession into disrepute or to be prejudicial to the interests of the Association.

Not less than fourteen days' notice shall be given by registered letter to the Member implicated of the Meeting of the Branch Council at which the enquiry will be held and he shall be at liberty, if he so desires, to attend the Meeting for the purpose of explaining his conduct.

No Member of the Branch giving notice of the conduct of a Member, which must be in writing, and who is a Member of Branch Council may participate in the deliberations of meetings of the Branch Council at

which the case is considered except to present the case against the Member.

Following notification to the Member of the decision of Branch Council, the Member shall have 21 days in which to appeal against the decision and Branch Council shall be required to meet again within one month of receipt of the appeal to consider the appeal before submitting the representation to the Council of the Association.

## **7. SUBSCRIPTIONS**

The Branch may, on the recommendation of the Branch Council require an additional subscription for special purposes.

## **8. MEETINGS**

### **Annual and Other**

An Annual General Meeting (hereinafter called the Annual Meeting) shall be held once every year.

The place of the Annual Meeting shall be determined at the preceeding Annual Meeting. Other General Meetings shall be held at such times and places as the Council shall from time to time determine.

## **9. Extra-ordinary General Meetings**

The Council may, whenever it thinks fit, and it shall upon a requisition in writing to the Honorary Secretary of the Branch, stating the object for which the Meeting is called, signed by no less than forty Members, convene an Extra-ordinary General Meeting of the Branch. If the Meeting so requisitioned is not convened within two months the said Members may convene such Meeting.

## 10. Notice

Eight days notice at the least, specifying the place, the date, and the hour of the Meeting, and, in case of special business, the general nature of such business, shall be given to each Member by post, but the non-receipt of such notice by any Member shall not invalidate the proceedings at any General or Special Meeting. Insertion of the notice in the British Dental Journal, at least eight days before the Meeting, shall be considered official notification.

## 11. Quorum

No business shall be transacted at any Meeting unless a quorum of Members is present at the commencement of such business, and such quorum shall not be less than twenty.

## 12. Visitors

With the sanction of the Chairman, Members of the Branch shall have the privilege of introducing visitors to any General Meeting.

No defaulter, under any of the Articles or By-laws of the Association, shall enjoy the privilege of a visitor.

## 13. MANAGEMENT

### Officers

These shall be the following officers of the Branch, viz:

A President, President-Elect, Honorary Treasurer, Honorary Secretary, Immediate Past President.

## 14. President

The President shall be nominated by the Council and elected annually at the Annual Meeting. He shall enter upon the duties of his office at the next Annual Meeting, and until then shall bear the title of President-Elect. The President shall be ex officio a Member of Branch Council and all Committees.

## 15. Honorary Treasurer

The Honorary Treasurer shall be nominated by the Council and elected annually by the Annual Meeting. He shall receive the subscriptions and other monies payable to the Branch and discharge all the accounts which have been ordered by the Council to be paid. He shall also prepare for the Annual Meeting a Balance Sheet of the finances of the Branch, which shall be submitted to the Council previously and audited by two Members who shall be elected at an Annual Meeting. He shall be ex officio a Member of Branch Council and all Committees. He shall serve for a maximum of six years in succession (optional).

## 16. Honorary Secretary

The Honorary Secretary of the Branch shall be nominated by the Council and elected annually by the Annual Meeting. He shall be responsible for the business of the Branch and shall act as Secretary to the Council and Executive Committee, recording the minutes, conducting the correspondence, preparing the Annual Report, and acting generally under the direction of the Council and Executive Committee. He shall also fulfill the duties required by the Articles and By-laws of the Association of the Honorary Secretary of the Branch. He shall be, ex officio, a Member of the Representative

Board and of all Committees of the Branch. He shall be re-imbursed from the Branch funds for any expenses, including travelling and hotel expenses, which he may have incurred on behalf of the Branch subject to approval of the Branch Council. He shall serve for a maximum of six years in succession (optional).

#### **17. Chairman and Vice-Chairman of Council**

The Chairman and Vice-Chairman shall be elected by the Council for three years or such period as the Council may determine subject to a maximum of six years in succession. The Chairman shall chair all Meetings of the Council and be responsible for ensuring the implementation of Branch Council decisions. He shall be ex officio a Member of all committees. In his absence the Vice-Chairman will act in his stead.

18. In the absence of the Chairman and of the Vice-Chairman, a Chairman will be appointed by the Meeting.

#### **19. Other Officers**

Other Officers shall be nominated by the Council and elected annually at the Annual Meeting.

#### **20. Election of Members of Representative Board**

The Branch shall elect, in accordance with the By-laws, Members to the Representative Board.

#### **21. Conduct of Elections**

The Members of the Representative Board elected by the Branch shall be elected by voting papers delivered

or sent to each elector and the said voting papers are to contain the names of those candidates, in alphabetical order, who have been nominated each by three electors in writing to the Honorary Secretary of the Branch on or before an appointed day of which not less than fourteen days' notice has been given in the Journal. Provided that the number of candidates for election is equal to or less than the number of persons to be elected, the use of voting papers shall not be required and such candidates shall be deemed to have been elected unopposed.

The return of the election of each elected Member of the Representative Board of the Association shall be communicated in writing to the Secretary of the Association by the Branch not less than fourteen days before the 1st February succeeding his election and shall be accompanied by the written consent of the person so elected to serve as a Member of the Representative Board.

Any Member of the Branch entitled to vote at such an election must vote for as many candidates as there are vacancies for, but not more than one vote may be given by him to any one candidate.

Two Members of the Council nominated by the Council shall act as scrutineers of the ballot.

#### **22. Constitution of Council**

The Branch Council shall consist of:

- (a) the Officers of the Branch
- (b) One Representative from each of the Branch Sections
- (c) Nine Members elected by the Branch and
- (d) Members of the Representative Board whose address is in the area of the Branch.

The nine elected Members of the Council shall normally serve for three years, one third retiring annually. The Members to retire in every year shall be those who have been longest in office since their last election, but as between persons who became Members on the same day the order of retirement shall be determined by ballot.

The Council shall manage the affairs and the business of the Branch.

The Council shall have power to add to its numbers from time to time, but the number of such co-opted Members shall never exceed three. Co-opted Members shall not be eligible to hold office on the Council and shall retire at the next Annual Meeting.

In the case of the death, resignation or incapacity of any Officer or Member of the Council of the Branch, the Council may appoint a Successor who shall hold office until the next Annual Meeting, and if confirmed at that Meeting he shall continue in office until the Annual Meeting at which his predecessor would have retired by rotation, and shall be eligible for re-election.

### **23. COUNCIL MEETINGS**

The Council shall meet not less than three times a year, at such times and places as the Council may appoint, the first Meeting to be held within two months of the election of the Council.

### **24. Special Meetings**

A Special Meeting of the Council shall be called by the Chairman, President or Secretary, or on a requisition signed by not less than seven Members of the Council, stating the business for which the Special Meeting is required. No other business shall be transacted at such

Meeting, excepting that for which it has been called. If the Meeting so requisitioned is not convened within two months the said Members may convene such a Meeting.

### **25. Notice**

At least seven days notice in writing of any Council Meeting shall be sent to each Member.

### **26. Quorum**

Seven Members of the Council shall form a quorum.

### **27. COMMITTEES**

#### **Election of Committees**

The Council shall have power to appoint such Committees as it may deem necessary for the efficient transaction of the business of the Branch.

No Committee shall have the power to incur any expenses without the sanction of the Council.

### **28. Constitution of Committees**

The Executive Committee shall consist of the President, President-Elect, Chairman and Vice-Chairman of the Council, Honorary Secretary and Honorary Treasurer. The Chairman of Council shall be Chairman of the Executive Committee.

The President, Chairman and Vice-Chairman of Council, Honorary Treasurer and Honorary Secretary shall be ex officio Members of all Committees.

Each Committee shall have the power, if it so desires, to recommend to the Council the addition or co-option of two Members.

## 29. SECTIONS

Members of the Branch, residing or practising in any particular area or District within the Branch, may, for the better carrying out of its objects, be formed into one or more Sections under the following conditions:

- (a) The Council of the Branch shall determine and review periodically the boundaries of each Section within the Branch after discussion with Members affected by such determination.
- (b) Upon the written application of a Section or by a number of Members not less in number than 8, the Council of the Branch shall within 3 months carry out a review of the boundaries of the Section concerned.

The Branch Council shall approve the Rules of the Section and forward all necessary particulars of the Sections with a copy of the Rules to the Secretary of the Association for confirmation by the Representative Board in accordance with the Articles and By-laws.

- (c) The Honorary Secretary of a Section shall be ex officio a Member of the Council.
- (d) No Section shall be deemed for any purpose an agent of the Branch, nor authorised to incur any obligation on its behalf, unless expressly sanctioned by a resolution of the Council.
- (e) Every Member of the Branch may be a Member of a Section. He should choose a Section related to his place of work, his residence or his preference.
- (f) Branches shall be responsible for transmitting to Sections appropriate grants approved by the Representative Board and any additional grants from Branch funds as may from time to time be made.

## 30. ALTERATION OF RULES

Any alterations or additions to these Rules required from time to time shall be made by Resolution passed at an Annual Meeting or at a Special Meeting called for that purpose. Any Member desiring to propose any such alterations or additions must give notice in writing, stating the effect thereof to the Honorary Secretary of the Branch at least one calendar month before the date of the Meeting, and a copy of such notice shall be sent to every Member with the notice convening the Meeting. A copy of the Resolution passed at the Meeting for effecting any such alterations or additions shall be sent to the Secretary of the Association, and shall not come into force until the same has been confirmed by the Representative Board.

## STANDING ORDERS

1. All Meetings of the Branch, and of the Council or Committees of the Council shall be conducted in accordance with the Rules of Procedure.
2. A draft of the Council's report to the Annual Meeting of the Branch shall be considered by the Council at a Council Meeting preceding the Annual Meeting of the Branch.
3. All Committees shall report to the next succeeding Meeting of the Council.
4. Officers of the Branch shall not incur other than ordinary routine expenses without the sanction of the Council.

Any sum from Branch funds to be devoted to the entertainment of guests shall be authorised by the Council.

5. Members of the Council or of any Committee thereof, may be reimbursed out-of-pocket expenses in connection with special work for the Council or for the respective Committee, providing the payment of such expenses shall first be authorised by the Council.
6. The Council may at its discretion pay reasonable expenses incurred by persons reading papers or giving demonstrations before the Branch.
7. A grant may be made to the Sections of the Branch and the amount of the grant and the manner in which it is made shall be reviewed by Council each year. Each Section shall keep a list of Members and shall submit an Annual Statement of Accounts to the Council.
8. No reporters except those authorised by the Chairman shall be admitted to any meeting.

#### **ORDER OF BUSINESS**

The order of business at any meeting may be varied by the Council, or by the Meeting on a motion that these standing orders be suspended.

#### **THE ANNUAL GENERAL MEETING**

1. Introduction of new Members.
2. The Minutes of the last Annual General Meeting.
3. Business arising from the Minutes or other adjourned business.
4. Report from Council, including Benevolent Fund matters.
5. Election of Office-Bearers and Members of Council.

6. Treasurer's Report and appointment of Auditors.
7. Motions or resolutions submitted by the Council and resolutions of which notice shall have been given in accordance with the Rules.
8. Induction of new President.
9. Other business on the billet.
10. Any other competent business.

#### **GENERAL MEETINGS**

1. Introduction of new Members.
2. The Minutes of the previous Meeting.
3. Business arising from the Minutes or other adjourned business.
4. Address.
5. Other business on the billet.
6. Any other competent business.

#### **COUNCIL MEETINGS**

1. Apologies.
2. The Minutes of the previous Meeting.
3. Business arising from the Minutes.
4. Reports from Executive and other Committees.
5. Secretarial business.
6. Financial Statements.
7. Reports from Sections.
8. Other reports.
9. Membership Matters.
10. Any other business.



## RULES OF PROCEDURE FOR ALL MEETINGS

1. The Sederunt Book shall be signed by Members and visitors.
2. Votes shall be taken by a show of hands or ballot.
3. No motion or amendment shall be before the Meeting till it is moved and seconded.
4. Only one amendment to any motion shall be submitted to the Meeting at one time. An amendment, if carried, shall become the motion, upon which a further amendment may be moved.
5. No Member shall speak more than once to the same motion, but the mover of the motion shall have the right of reply, and the seconder may reserve his speech to any period of the debate.
6. Any debate may be closed by a resolution that the "question be now put" which shall be moved and seconded, and put without debate, but the Chairman may decline to accept such a motion. If an amendment be under discussion, the motion shall apply only to that amendment.
7. The amendment called "the previous question" shall not be allowed.
8. A motion to suspend Standing Orders shall require to be carried by two-thirds of those Members voting.
9. A motion for the adjournment of the Meeting, if moved and seconded, shall be put at once without debate.
10. Motions or resolutions submitted by the Council may be considered without notice given.
11. The Chairman shall decide all points of order.