

# Association of Basic Science Teachers in Dentistry (ABSTD)

## Constitution

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### Paragraph 1. NAME

The organisation shall be known as 'The Association of Basic Science Teachers in Dentistry', referred to in this document as ABSTD.

### Paragraph 2. OBJECTIVES

2a. To provide a forum for consideration of issues relating to the advancement of the sciences which underpin the practice of Dentistry in oral healthcare curricula. The term oral healthcare curricula refers to undergraduate or professional curricula in Dentistry and the newer dental professions such as Dental Technology, Dental Hygiene and Therapy or equivalent.

2b. To concern itself with issues such as the design and content of appropriate parts of undergraduate dental curricula including course content, pedagogic approaches, assessment strategies and the recruitment and training of staff.

2c. To monitor and act as an advocate for dental science teaching in postgraduate and specialist training together with continuing professional development.

2d. To emphasise the integration of the basic dental sciences with clinical disciplines and to the establishment of good relationships and communications with other bodies with an interest in dental education both in the UK, Europe and internationally.

### Paragraph 3. MEMBERSHIP

3a. Membership shall be open to any individual associated with or with an interest in the teaching of basic science in the dental curriculum or of curricula in the related disciplines of Dental Hygiene and Therapy or Dental Technology.

3b. The classes of membership shall be Ordinary and Honorary.

(i) Ordinary membership will be open to all those who have an interest in issues relating to the teaching of sciences underpinning the practice of Dentistry.

(ii) Life membership may be granted by the Committee to members of the Association in recognition of some special contribution to the work of the Association.

(iii) Honorary membership may be awarded on the recommendation of the Committee to those who have made some outstanding contribution to the development of science teaching within dental curricula

3c. Those seeking election to membership must have their application supported by one member of the Association in good standing.

3d. Applicants for membership who cannot fulfil this requirement (e.g. individuals from a Dental School without wide ABSTD membership), may apply to the Association directly for admission to Membership. Such applications will have to be approved by the Committee.

**Paragraph 4. ANNUAL GENERAL MEETING (AGM)**

4a. The membership shall hold an Annual General Meeting once a year. Members will be given at least 21 days notice of the AGM.

4b. From time to time it may be necessary to hold a Special General Meeting to discuss unforeseen issues. The membership shall be given 21 days' notice of such a meeting and members in good standing for more than 6 months shall be entitled to vote.

4c. Those who have been members in good standing for less than 6 months since acceptance of their application for membership shall be entitled to vote at AGM's and in elections to Committee positions.

**Paragraph 5. DUES**

The Association may require a subscription to be paid annually by ordinary members. The level of this subscription will be determined at the Annual General Meeting reviewed bi-annually and ratified by a vote at the AGM as outlined in Paragraph 4. Currently the Association has adopted a 'subscription-free' approach.

**Paragraph 6. CONSTITUTION**

6a. Alteration to this Constitution will require the assent of two-thirds of the members present and voting at an Annual or a Special General Meeting.

6b. A resolution for the alteration of the Constitution must be received by the Secretary of the Organisation at least 40 days before the meeting at which the resolution is to be brought forward. At least 21 days' notice of such a meeting must be given by the Secretary to the membership, and must include notice of the alteration proposed.

**Paragraph 7. QUORUM**

At the Annual General Meeting, Special General Meeting or any other similar meeting 15 members in good standing, including either the President or Secretary/Treasurer, shall constitute a quorum.

### **Paragraph 8. DISSOLUTION**

8a. The Organisation may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a Special General Meeting which must be quorate, convened for the purpose and of which 21 days' notice shall have been given to the members. This meeting must include, the President or Secretary or past-President or Secretary of the Association and an elected committee member.

8b. If it is not possible to arrange such a meeting after at least two attempts, the Association may be dissolved by a special meeting comprising the President or Secretary or past-President or Secretary of the Association, an elected committee member and the Dean of a UK Dental School.

8c. Such a resolution should give instructions for the disposal of any assets held by, or in the name of, the Association which remain after the satisfaction of all debts and liabilities.

8d. These assets shall not be paid to or distributed among the members of the Association, but must be given or transferred to a charitable institution or institutions having objectives similar to some or all of the objectives of the Association.

### **Paragraph 9. EXECUTIVE**

9a. The committee will be constituted as follows....

- a President
- a President -elect
- a Secretary/Treasurer
- a Membership Secretary
- 4 councillors
- The immediate Past President

9b. The President, Secretary and immediate Past President shall also be Trustees of the Association.

9c. Voting in elections for Association officers (Paragraph 9a) will take place electronically in advance of the AGM (Paragraph 4). Membership of the Association will be informed of the forthcoming election no less than 60 days before AGM. Nominations for each post must be submitted, together with the names of a proposer and seconder to the Secretary or President 40 days before the AGM. This will allow time for dissemination of election information to members, and to give 21 days for individual members to record their votes. For the election to be quorate, no less than 40 members in good standing must participate. The results of each election will be ratified and announced at the AGM.

9d. The retiring President or immediate Past-President will act as returning officer.

9e. The Committee will have responsibility for determining the format of each electronic election and will have an obligation to appoint an independent assessor who will not normally be a member of ABSTD to oversee and ensure fair and robust election process.

9f. The committee will be empowered to co-opt additional members to ensure representation from countries other than the UK, or to represent specific interests that may from time to time arise (e.g. individuals acting as local organiser in an institution which is hosting an ABSTD meeting). Members co-opted in this way will hold office for a period of three years or until the next triennial elections following their co-option.

**Paragraph 10. TERMS OF OFFICE**

10a. The President, Secretary/Treasurer and Councillors shall normally serve for no more than three successive years and will be eligible for re-election. The President-elect may join the Committee up to 1 year before commencement of his/her term as President.

10b. The immediate Past President will normally serve for three years following completion of his/her term as President.

10c. Committee members with the exception of the immediate Past-president and the President elect will be permitted to stand for re-election. The President of the Association will not normally be permitted to remain in office for more than two consecutive 3 year terms.

**Paragraph 11. ACCOUNTS**

11a. The Committee will have responsibility for maintaining the Associations finances in a timely way using bank accounts or equivalent appropriate to the objectives defined in Paragraph 2.

11a. The Committee shall transmit the annual statement of accounts and report to the Annual General Meeting. Where appropriate, accounts should be submitted to the Charity Commissioners and fulfil the requirements of the Charities Act 1992.

11b. No member of the Executive may receive any remuneration from the Association.