

# Society for the Advancement of Anaesthesia in Dentistry

## Rules / Bye Laws

ref Constitution Approved April 21<sup>st</sup> 2006

### 1. TITLE

The Society shall be called "The Society for the Advancement of Anaesthesia in Dentistry"

### 2. OBJECTS

*See Para 3 of Memorandum of Association*

### 3. MEMBERSHIP

**3.1** Applications for membership are accepted from registered medical and dental practitioners, dental care professionals and others who, with individual approval by the Board, have demonstrated an interest and involvement in pain and anxiety control for dentistry.

**3.2** No member shall enjoy any of the privileges of membership until he/she shall have paid his/her annual subscription and arrears thereof. This includes voting rights.

**3.3** Membership will cease in the following circumstances:

**3.3.1** If by notice in writing to the Secretary of the Society he/she resigns his/her membership

**3.3.2** If he/she be expelled

**3.3.3** If he/she ceases to be a member under rule 4.3

**3.4** It shall be the duty of the Board if at any time they shall be of the opinion that the interests of the Society so require, by notice to invite any member to withdraw from the Society. The member whose expulsion is under consideration shall be allowed to offer an explanation of his/her conduct in writing. If thereupon the majority of the Board shall vote for his expulsion he/she shall cease to be a member of the Society.

### 4. SUBSCRIPTIONS

**4.1** Annual subscriptions become due on 1st January each year for the ensuing financial year. If a non-member attends the SAAD main course, membership is included as part of the course fee for the remaining part of the year. A renewal fee is then due on the next appropriate January 1<sup>st</sup>.

**4.2** Every notice to resign under rule 3.3.1 hereof shall be deemed, unless expressed otherwise to take effect as from the next Annual General Meeting after the giving of such notice.

**4.3** Membership will be deemed to have lapsed if current subscriptions are not paid by 12 weeks after the 1<sup>st</sup> January in any year.

**5. GENERAL MEETINGS**

*See paragraphs 5-10 of the Articles of Association*

**6. NOTICE OF BUSINESS**

Any member wishing to move any item under "Any other business" at the A.G.M. shall give notice thereof in writing to the Secretary not less than four weeks before the date of such meeting.

**7. SPECIAL GENERAL MEETINGS**

The Board may call Special General Meetings from time to time. The Hon. Secretary can call a Special General Meeting within six weeks from the receipt of a requisition signed by at least 5 per cent of the current membership eligible to vote (or 50 whichever is the lesser) stating the purpose for which the meeting is to be summoned.

At a meeting called by such a requisition no other business shall be considered beyond that referred to.

**8. VOTES OF MEMBERS**

On a show of hands or at a poll, every member present and eligible to vote shall have one vote. In the case of a tied vote, the President, or his deputy, has a second casting vote.

**9. OFFICERS OF THE BOARD**

The officers of the Society shall be The President, the Honorary Secretary, the Honorary Treasurer, the Honorary Membership Secretary, and any other officer whom the Council may from time to time determine.

**10. THE BOARD**

The business of the Society shall be conducted by The Board of Trustees, comprising:

- The President
- Honorary Secretary
- Honorary Treasurer
- Honorary Membership Secretary
- Immediate Past President
- President-elect
- 6 ordinary members

Non-voting attendees (3-year renewable appointments):

- Ex Officio Association of Dental Anaesthetists (ADA) representative
- Ex Officio Dental Sedation Teachers Group (DSTG) representative

Non-voting attendees:

Executive Secretary

Board members may be co-opted from time to time.

## **11. ELECTION OF OFFICERS**

- 11.1** The general membership shall have the right to make nominations for the six ordinary positions on the Board, which, having been proposed and seconded in writing, must reach the Secretary not less than two weeks before the advertised date of the Annual General Meeting. Nominations shall be announced to the members present at the meeting at which the election is to take place.
- 11.2** Nominations must be accompanied by the consent of the nominee.
- 11.3** Election shall be by the vote of all those eligible members present at the AGM.
- 11.4** The President shall hold office for three years. Upon leaving office he/she shall hold the office of Immediate Past President for one year. He/she shall not be eligible for election to that post for 2 years.
- 11.5** The Honorary Secretary, the Honorary Treasurer and the Honorary Membership Secretary shall hold office for three years. They may present themselves for re-election.
- 11.6** Two of the six elected ordinary Members must retire each year, in rotation, after serving for three years. They may present themselves for re-election.
- 11.7** Any office, which falls vacant unexpectedly, shall be filled by election at the next AGM. The appointment of an ordinary Board member to be an officer shall be deemed to create a casual vacancy.

## **12. BOARD MEETINGS**

- 12.1** The Board may meet together for the dispatch of business, adjourn, and otherwise regulate their meetings as they think fit. The number of Board members to form a quorum shall be five.
- 12.2** Board meetings shall be held at least half yearly unless the President directs otherwise.
- 12.3** In case of urgent business requiring immediate attention, and it being impossible to summon a meeting of the Board, then the President shall take action as may seem necessary in the circumstances and shall report the matter to the next meeting of the Board.
- 12.4** In the event of the President being unable to undertake his duties, the Honorary Secretary or Immediate Past President will deputise for him.
- 12.5** The Board shall have the power to co-opt standing or other committees or sub-committees as necessary to consider matters and report to the Board. Any member of the Society, or other person approved by a majority of the Board, may be co-opted.

### **13. MINUTES**

The Board shall cause minutes to be duly entered, in the books provided for the purpose, details of:-

**13.1** appointment of officers.

**13.2** names of the committee members present at each Board

**13.3** orders made or directions given by the Board meeting

**13.4** resolutions and proceedings of the Board.

### **14. ACCOUNTS**

**14.1** The Board shall cause true accounts to be kept of all sums of money received and expended by the Society

**14.2** The financial year of the Society shall end on December 31st in each year to which day the accounts of the Society shall be balanced.

**14.3** The accounts shall be prepared by the Society's accountants at the end of the financial year

**14.4** The books and accounts of the Society shall be open to the inspection of the members at all reasonable hours, by prior arrangement following request in writing.

**14.5** The Honorary Treasurer shall lay before the Board a balance sheet showing the property and liabilities of the Society made up to the last financial year.

**14.6** Cheques shall be signed by the Honorary Treasurer and one of two signatories, either the President or the Honorary Secretary

**14.7** On dissolution of the Society, funds will be donated to a Society or Association of like purpose, as approved by a majority of the Board.

### **15. AMENDMENTS TO THE rules**

These rules may be added to, repealed or amended by resolution at any Board meeting subject to the agreement of a two-thirds majority of those present and eligible to vote.