

**IRISH SOCIETY FOR DISABILITY AND ORAL HEALTH**

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**CONSTITUTION**  
**AND**  
**BYE LAWS**

**2015**

# **IRISH SOCIETY FOR DISABILITY AND ORAL HEALTH**

## **CONSTITUTION**

### **ARTICLE 1**

**NAME:** The name of the Society shall be “The Irish Society for Disability and Oral Health.”

### **ARTICLE 2**

#### **OBJECTIVES:**

“The object of the Society is to promote, preserve, and protect the oral health of people with disabilities.”

In furtherance of the above object, the Society shall have the following powers:

To promote links with organisations representing people with disabilities.

To consult with disability groups to identify their needs and the demands of people with disabilities.

To study the barriers relating to the provision of oral healthcare for people with disabilities.

To encourage Undergraduate and Postgraduate teaching, and training of the dental team, in the subject of oral health care for people with disabilities.

To encourage research in the field of oral healthcare for people with disabilities.

### **ARTICLE 3**

#### **MEMBERSHIP:**

##### **SECTION 1**

Membership shall be open to all with an interest in special care dentistry.

##### **SECTION 2**

Membership applications should be submitted to the Honorary Membership Secretary on the appropriate Application Form.

##### **SECTION 3**

To resign from the Society, a member must notify the Honorary Membership Secretary in writing.

##### **SECTION 4**

**Expulsion of a Member** shall be by unanimous decision for the Committee who shall inform the individual member of their reasons for the decision.

The member subject to expulsion shall have the right to appeal and the right to represent their case to the Committee.

##### **SECTION 5**

Honorary Life Membership may be conferred following nomination by the Committee by a two-thirds majority of those members present and voting at the Annual General Meeting. Honorary members shall be elected by the membership on the recommendation of the Committee and shall have all the privileges of membership of the Society.

## **ARTICLE 4**

### **EXECUTIVE COMMITTEE – OFFICER AND ADDITIONAL MEMBERS:**

#### **SECTION 1**

Any member is eligible to become an Officer of the Society

#### **SECTION 2**

The election of Officers shall take place by ballot at the Annual General Meeting.

#### **SECTION 3**

The Officers of the Society shall be the President, the Immediate Past-President, the President Elect, the Honorary Secretary, the Honorary Membership Secretary and the Honorary Treasurer.

#### **SECTION 4**

The President, immediate Past-President and President Elect shall hold office for one year. The President may elect to serve for a second year, subject to the agreement of the immediate Past-President and President Elect. The Honorary Secretary, Honorary Membership Secretary and the Honorary Treasurer will hold office for one year and be eligible for re-election annually thereafter at the Annual General Meeting up to a maximum of five years. They may be eligible for re-election after an interval of one year.

#### **SECTION 5**

Nominations of Officers except for the President and the Immediate Past-President for vacant posts for the succeeding year must be proposed and seconded by two full members in writing and received by the Honorary Membership Secretary at least two weeks prior to the Annual General Meeting. Nominations can be made by the Executive Committee and all nominations shall be circulated to the members at the Annual General Meeting.

#### **SECTION 6**

An Officer of the Society may resign from office by notifying the Honorary Secretary in writing.

#### **SECTION 7**

If an office falls vacant, the Executive Committee shall be empowered to fill the vacancy until the next Annual General Meeting.

#### **SECTION 8**

The Executive Committee of the Society shall consist of the Officers of the Society and a minimum of four additional members elected by the Annual General Meeting for a period of three years. The additional Committee members must be members of the Society, and their nominations supported by two members of the Society should be in the hands of the Honorary Membership Secretary two weeks before the Annual General Meeting.

The Executive Committee shall have powers to co-opt full members of the Society at their discretion.

## **SECTION 9**

The Committee will appoint an International Representative who will serve for a period of six years, and will represent the ISDH at the Council of the IADH.

## **ARTICLE 5**

### **DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE:**

#### **SECTION 1**

The President shall preside at all meetings, decide upon questions of order, interpret the rules of the Society if necessary, sign the Minutes of all the meetings and be Chairman of the Executive Committee. In the absence of the President, the Immediate Past-President shall deputise, in his/her absence the President Elect, and in his/her absence a Chairman shall be appointed by the meeting.

#### **SECTION 2**

The Honorary Secretary shall be responsible for all business of the Society and shall act as Secretary to the Executive Committee and shall be responsible for Minutes of all meetings, conduct the correspondence and prepare a report upon the work of the Society for the Annual General Meeting.

#### **SECTION 3**

The Honorary Treasurer shall administer all the finances of the Society and discharge all accounts with the approval of the Executive Committee. The Honorary Treasurer shall prepare a balance sheet for the Annual General Meeting concerned with the Finance of the Society, which shall be submitted to the Executive Committee previously and examined by an Independent Examiner. The balance sheet will be circulated at the Annual General Meeting of the Society.

#### **SECTION 4**

The Honorary Membership Secretary will be responsible for maintaining the membership database and organising and collecting annual subscriptions in conjunction with the Honorary Treasurer.

#### **SECTION 5**

An Independent Examiner will be appointed by the Executive Committee to examine the accounts of the Society each year.

## **ARTICLE 6**

### **THE FUNCTION OF THE EXECUTIVE COMMITTEE:**

#### **SECTION 1**

The authority of the Society shall be vested in the Executive Committee.

#### **SECTION 2**

All decisions requiring a vote of the Executive Committee shall be passed by a majority vote of those present. In the event of equality, the Chairman shall have a casting vote in addition to an ordinary vote.

### **SECTION 3**

The Committee shall arrange the meetings and conduct the affairs of the Society.  
The Committee shall meet on such occasions, as it may deem necessary.

### **SECTION 4**

A quorum shall consist of four members.

# **BYE-LAWS**

## **ARTICLE 1**

### **MEETINGS:-**

#### ◆ **SECTION 1**

The Annual General Meeting will be held on a date to be fixed by the Executive Committee and with a minimum notice to members of 28 days.

#### ◆ **SECTION 2**

The ordinary meetings shall be held at such times as the Executive Committee may direct. At least 28 days notice shall be given to members. The business of these meetings shall be restricted to communication, demonstrations or discussions directly concerned with the Aims of the Society. Nothing relating to the constitution, bye-laws or management of the Society shall be brought forward.

#### ◆ **SECTION 3**

Extra-ordinary General Meetings may be called by the Executive Committee, or upon a requisition in writing to the Honorary Secretary of the Society stating the object for which the meeting is called, signed by 20 members, or one quarter of the membership whichever is the least. At least 28 days notice shall be given to members. If the meeting so requisitioned is not convened within two months the said members may convene such a meeting.

#### ◆ **SECTION 4**

Subject to the following provisions of this clause the Constitutions and Bye-laws may be altered by a resolution passed by not less than two-thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

#### ◆ **SECTION 5**

Non-receipt of any notice of any meeting by any member shall not invalidate the proceedings of the meeting.

#### ◆ **SECTION 6 - DISSOLUTION**

If the Executive Committee decides that it is necessary or advisable to dissolve the Society it shall call a meeting of all members, of which not less than 21 days notice shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Executive Committee will have the power to realise any assets held by or on behalf of the Society. Any remaining assets after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Society as the members of the Society may determine.