

INTERNATIONAL ASSOCIATION OF DENTAL STUDENTS



CONSTITUTION

INTERNATIONAL ASSOCIATION *of* DENTAL STUDENTS

c/o FDI World Dental Federation, 13 chemin du Levant, l'Avant Centre, F-01210 Ferney-Voltaire, FRANCE Web: www.iads-web.org



CONSTITUTION OF THE INTERNATIONAL ASSOCIATION OF DENTAL STUDENTS (IADS)

Founded in Copenhagen, Denmark, on 26th August 1951.

I. Articles

Adopted by the General Assembly at the 16th Annual Session of the International Association of Dental Students Paris, France, August 1967, and amended up to the meeting in Malta, August 1971.

Further amended in Alexandria, Egypt, August 1981.

The full Constitution was revised, amended and adopted by the General Assembly at the 30th International Association of Dental Students Congress in Puerto Rico, 10 August 1983. Further updated for mid-year meeting, London 1991.

Further amendments considered in Istanbul, Turkey, February, 1995, and subsequently approved in São Paulo, Brazil, August 1995.

Further amendments approved at the Mid-Year Meeting, London 1996.

Further amendments approved by the General Assembly at the annual congress in Turkey, 2003.

Further amendments approved by the General Assembly at the annual congress in Egypt, 2008.

Further amendments approved by the General Assembly at the Mid-Year Meeting, Ljubljana 2009.

Further amendments approved by the General Assembly at the MidYear Meeting ,Ohrid 2010.

ARTICLE 1: NAME

The name of the Organisation shall be: INTERNATIONAL ASSOCIATION OF DENTAL STUDENTS (IADS) hereinafter referred to as the "Association".



ARTICLE 2: LEGAL STATUS

Section 1: Incorporation

The Association is established as an International Organisation under the Israeli Law.

Section 2: Registered Offices

The registered offices of the Association are established under FDI Headquarters in Ferney-Voltaire, France.

Section 3: Dissolution

The Association may be dissolved only at a special session of the General Assembly convened for this purpose. Dissolution shall require the approval of three-quarters (3/4) of the delegates present at such a session. Upon dissolution the liquidation of the assets of the Association shall be determined by the General Assembly.

ARTICLE 3: OBJECTS

The IADS is a non-political organisation whose objects are:

- A) to promote international contact and co-operation between dental students and dental student organisation throughout the world.
- B) to establish and encourage international programmes which will stimulate the interest of dental students in the advancement of the science and art of dentistry.

ARTICLE 4: ACTIVITIES

The Association shall pursue its objects by:

- i. Promoting the exchange of dental students between different countries;
- ii. Studying and promoting activities about dental education problems;
- iii. Promoting the organisation of an International Congress of Dental Students every year;
- iv. Publishing the IADS Newsletter at least twice a year;
- v. Acting as liaison between dental student organisations;
- vi. Co-operating with dental associations and other international organisations;



- vii. Encouraging the formation and development of local and national dental student organisations without intervening in their internal affairs;
- viii. To encourage the Voluntary Work Abroad Programme.
- ix. Developing, maintaining and updating of a website, which provides an accessible means of exchanging information.
- x. Maintaining the IADS e-group, the discussion forum for the association.

ARTICLE 5: ORGANISATION

Section 1: Headquarters

The headquarters office of the Association shall be maintained in such a place as may be designated by the General Assembly.

Section 2: Language

The administrative language of the Association is English. The official versions of the Constitution, Regulations and Standing Orders for meetings of the General Assembly of the Association shall be in English.

ARTICLE 6: MEMBERS

Section 1: Categories of membership

The Members of the Association are classified as:

a) Organisation Members

i) Full Members:

- National Associations (Country Members)
- National Associations from a state where a membership already exists (Association Members)
- Local (School) Associations (School Members)

ii) Corresponding Members

iii) Affiliate Members

b) Individual Members

- i) Honorary Life Members**
- ii) Supporting Members**
- iii) Personal Members**



Section 2: Other Categories of Membership

The General Assembly may establish other categories of membership.

Section 3: Conditions of Membership

A) Membership of the Association shall be open to all dental students and all Organisations of dental students, provided they approve and agree to abide by the Constitution of the Association. Supporting membership is open to dental students, dental surgeons and other persons interested in the Association.

B) The Constitution and Regulations of the Organisation applying for membership shall be pursued and primarily accepted by the Executive Committee of the Association, and finally accepted by the General Assembly of the Association with a simple majority vote subject to Regulations, Chapter 1, Section 3.

ARTICLE 7: GOVERNMENT OF THE ASSOCIATION

Section 1: Legislative authority

The legislative and governing authority shall reside in the General Assembly.

Section 2: General Assembly

The affairs of the Association shall be managed by the General Assembly. The General Assembly shall consist of delegates from each Member country. The right to vote shall only be given to delegates from countries or schools holding Full Membership. Each School Member shall have one (1) vote.

National Associations representing between one (1) and nine (9) faculties shall have three (3) votes.

National Associations representing ten (10) or more faculties shall have a total of five (5) votes.

If there is Country Member and Association member, their votes will be divided according to their member universities ratio. Those votes will be calculated by Secretary General of the Association and are not revokable.

If there are more than three (3) Member Schools from one country which has no National Association, these will be given a total of three (3) votes.

The General Assembly shall meet at least once in every year of office. At a session, each session will be divided into such number of meetings as the Executive Committee of the Association may decide. The General Assembly may hold special sessions if deemed necessary.



ARTICLE 8: EXECUTIVE COMMITTEE

Section 1: Executive Committee

The Executive Committee shall consist of the officers of the Association: President, Secretary General, Treasurer, Editor and International Exchange Officer / Voluntary Work Abroad Co-ordinator. Not more than two of the officers shall be citizens of the same country.

Section 2: Responsibility

The Executive Committee shall be responsible to the General Assembly.

Section 3: Incompatibility of capacities

The officers of the Association shall not serve as delegates in the General Assembly during their term of office.

ARTICLE 9: AMENDMENTS TO THE ARTICLES

Section 1: With prior notice

The Articles may be amended by the General Assembly, provided that written notice of the intent of the amendment has been announced to all Members not less than sixty (60) days prior to that session to which the amendment will be considered. If the amendment is carried by a three-quarters (3/4) majority of those present and voting, it takes effect at once. If the amendment cannot establish a 3/4 majority, it is rejected.

Section 2: Without prior notice

The Articles may also be amended without prior notice provided that the amendment is presented in writing at one meeting of the General Assembly and considered at a subsequent meeting of the General Assembly. If the amendment is carried unanimously by those present and voting, it takes effect at once. If the amendment can only establish a three-quarters (3/4) majority, it shall be confirmed at a subsequent meeting of the General Assembly by a 3/4 majority vote. If the amendment cannot be established by a 3/4 majority, it is rejected.

II. REGULATIONS

Adopted by the General Assembly at the 16th Annual Session, Paris, France, August 1967.
Amended and adopted by the General Assembly at the 30th IADS Congress, Puerto Rico, August 1983.

Adopted by the General Assembly at the 55th IADS Congress, Egypt, August 2008

Amended and adopted by the General Assembly at the Mid Year Meeting, Slovenia, March 2009.

Amended and adopted by the General Assembly at the Mid Year Meeting, Macedonia, March 2010.



CHAPTER 1: MEMBERSHIP

Section 1: Classification

The Members of the Association shall be classified as follows:

a. Organisation Members

i) Full Members:

- National Associations (Country Members)
- Local (School) Associations (School Members)
- National Associations from a state where a membership already exists (Association Members)

ii) Corresponding Members

iii) Affiliate Members

b. Individual Members

i) Honorary Life Members

ii) Supporting Life Members

ii) Personal Members

Section 2: Qualification of Organisation Members

a: Full Members

Full Members shall be:

- i) National unions of dental students organisations- as national unions of dental students organisations which are regarded as representing a majority of organisations representing dental students at dental schools or faculties in a country.



ii) An organisation representing dental students in a country in which no national dental students organisation exists, or if the other national dental students association(s) in the country do not want to affiliate to the Association.

iii) Individual local dental student organisations in countries where no national dental student union exists. These organisations shall be collectively admitted to the Association, or apply for Local (School) Membership

iv) Obtaining membership for several organizations within the same state (Association membership)

1. IADS has as a guiding principle that one state should be represented by only one member. At the same time IADS acknowledges that local circumstances may contradict with this guiding principle so it may not always apply. When dealing with membership applications IADS officials must promote the guiding principle as well as acknowledge local circumstances.

2. Applications for association membership

a. An organization not currently member of IADS applies for candidate membership representing a state where IADS already has a national member organization can apply for IADS association membership in one of the following circumstances:

I. If represents different universities than the current Full Member Association

II. If they represent different geographical areas not represented by the current Full Member Association.

III. If they work in IADS field that the current Full Member Association is not active at.

IV. Does not use same name as IADS Full Member Association from same state.

b. This report shall be submitted in writing by national member organizations no later than 30 days before the beginning of the General Assembly where the application will be considered as well as orally at the General Assembly before the application is voted upon.

c. The report shall cover each organization in at least these fields:

i. Compatibility of the mission, goals, structure, projects, and activities with the mission, goals, structure, projects, and activities of IADS.

ii. The number of students, number of medical faculties, and number of actively involved students.

iii. Overall activity level, in which committees active, and which specific activities.

iv. Relationship with and involvement in IADS so far.

v. Relationship between the involved organizations in present and past taking into consideration reasons for any conflicts.



vi. Attitude towards creating a joint organization.

vii. Documents from relevant institutions clarifying the current status and level of activity of each organization.

viii. Future potential for contribution to IADS.

d. The GA shall vote by ballot on the acceptance of the application for association membership with a relative majority deciding.

3. Applications for full or associate membership:

a. This follow up report shall be presented in writing to national member organizations no later than one week before the beginning of the General Assembly where the application will be considered as well as orally at the General Assembly before the application is voted upon.

b. The GA shall vote by ballot on the future status(es) of the members of the state in question with a relative majority deciding.

If the current situation is that the state is represented by both a candidate and a full member the ballot shall include the following options:

i. Candidate Member becomes Associate Member, Full Member continues as Full Member.

ii. Candidate Member becomes Full Member, Full Member becomes Associate Member.

iii. No changes of status of any of the members,

iv. Abstention.

If the current situation is that the state is by both a candidate and an association member the ballot shall include the following options:

i. Candidate Member becomes Full Member, Association Member continues as Association Member.

ii. Candidate Member becomes Association Member, Association Member becomes country Member.

iii. No changes of status of any of the members.

iv. Abstention.

4. Voting

5. Country Member and Association Members will pay membership fee as unrelated entities according to regulations under Chapter 7, section 2, where no discounts or any other alterations of fee is possible



In case of two and more schools/associations with the intention to become Full National (Country) Member the kind of membership shall be clarified by the first GA.

Membership documents of each of the school/association as well as an official statement approving the number of schools and students representing shall be sent 30 days in advance of GA to Secretary General, and according to the number of members in each association the GA decides who shall be the Full National Country member.

b. Corresponding Members

Corresponding Members shall be:

- i) National unions of dental student organisations.
- ii) Local dental student organisations, representing students at dental schools in their country.

Corresponding membership shall normally be granted to Dental Student organisations which are willing to follow/observe the work of the IADS with the intention of joining the Association at a later stage.

Corresponding membership cannot be extended for more than two years.

c. Affiliate Members

Affiliate Members shall be:

- i) National unions of dental student organisations.
- ii) Local dental student organisations, representing students at dental schools in their country.

Affiliate Membership shall normally be granted to dental students organisations facing exceptional problems of transportation due to financial or other considerations and therefore, will be unable to attend most of the IADS activities whilst wishing to pursue IADS policies.

d). Personal Members

Shall be dental student from the country who has not the rights of IADS Organization Member and willing to become the IADS member. Application of Personal Members should be made in writing by interested student to the Secretary of the Association one month prior to the session of GA and is being accepted by General Assembly.

Annual membership fee for the Personal Member should be 15 euro.

Individual Members shall have the right to participate in IADS projects and meetings with the right to speak but without the right to vote and cannot be elected.

Section 3: Application for Organization Membership

- a. Application for membership shall be made in writing by a responsible officer of the applicant organisation to the Secretary of the Association not less than one month

prior to the session of the General Assembly at which the application is to be considered. The application should be made by a non political, non governmental student organization, which represents a majority of dental students. It should also state the type of membership being applied for, and in case of National membership, the number of schools.



The application shall be accompanied by a certified statement confirming that the association meets the requirements of Article VI, section 3A of the constitution and also an:

- Up to date copy of the Constitution in the English Language.
- Updated membership card.
- Bank evidence of payment of the required annual membership fees to the account of the Association which will be reimbursed in case the membership is not accepted by the General Assembly.

b. All applications for membership must be presented to the General Assembly before the end of its first meeting during the session at which the membership application is to be considered. The vote to decide whether an applicant organisation is accepted will take place during the final session of the General Assembly at that same meeting.

c. In order that no damage occurs to the IADS as an international organisation, the parent countries of all applicant organisations must be in good standing with international bodies such as the United Nations, World Health Organisation and Fédération Dentaire International. If there exists reasonable evidence that the admission of any organisation as members to IADS will result in repercussions from such organisations, then the Executive Committee or the General Assembly may decide to postpone the vote on membership until a subsequent General Assembly in order to give time for suitable investigation. At that subsequent General Assembly, the application will be reconsidered in the light of the evidence gathered by the Executive Committee.

Section 4: Qualification of Individual Members

a. Honorary Life Members

Shall be persons who have made distinguished contributions to the Association. Honorary Life Members must be elected unanimously by the General Assembly and shall be ex-officio members of the General Assembly without the right to vote, unless they have been certified as delegates by a Full Member.

b. Supporting Members

Shall be dental students, dental surgeons and other persons interested in the Association and whose applications have been approved by the members of the Executive Committee. Where such approval is withdrawn, the Member shall automatically cease to be a Member. Supporting Members shall not have the right to vote, unless they have been certified as a delegate by a Full Member.

c. Supporting Members (Commercial)

Shall be association and companies, who have an active interest in the dental profession in general. Their application shall be approved by the Executive Committee. Supporting Members (commercial) shall not have the right to vote. They may, however, participate as observers in organised meetings of the Association.



Section 5: Application for Supporting Membership

Application for Supporting Membership may be made to the Executive Committee of the Association or in such other way as might be indicated from time to time to the Executive Committee.

Application for Personal Membership should be made in writing by an interested student to the Secretary of the Association not less than one month prior to the session of the General Assembly at which the application is to be considered. The application should include membership declaration as well as personal membership fee (refunded if application rejected for some reason).

Section 6: Alteration of Membership

Affiliate and Corresponding Members may be re-classified as Full Members, and Association Members may be re-classified as Corresponding or Full Members on approval by the Executive Committee of an application for alteration of membership, providing that report of this change in status is presented to the next session of the General Assembly for ratification by a simple majority.

Section 7: Termination of Membership

a. Resignation

Provided that a written resignation has been submitted by an Organisation Member to the Secretary of the Association not less than one (1) month prior to the session of the General Assembly at which such resignation will be noted acted upon, the membership shall be considered to have terminated without prejudice to any claim on that Organisation by the Association.

b. Expulsion

The General Assembly shall be entitled by a three-quarters (3/4) majority vote of those present and voting at any session of the General Assembly to expel a Member. The Member whose expulsion is proposed shall if possible have the right to address the General Assembly before discussion and decision on the matter is taken.

Section 8: Suspension of Membership

The General Assembly shall be entitled by a two-thirds (2/3) majority vote of those present and voting, to suspend a Member or to withhold from a Member for any agreed period of time some or all rights of membership.



CHAPTER 2: GENERAL ASSEMBLY

Section 1: Calling of the General Assembly

a. Annual Session

The time and place of the annual session be determined at least one (1) year in advance by the General Assembly which may delegate this power to the Executive Committee. Where the power is delegated, the Secretary shall notify all Members not less than ninety (90) days in advance of the opening session.

The final meeting of the General Assembly, whenever possible, should be two full days before the end of the Congress.

b. Special Session

The General Assembly shall hold a Special Session at the request of:

- i) The Executive Committee
- ii) Two thirds (2/3) of all Full Members

The call for a Special Session shall be issued by the Secretary not less than sixty (60) days in advance of such session. Business transacted at any special session shall be limited to that stated in the official call for such session, except by unanimous consent of those present and voting. The time and place of a special session shall be determined by the Executive Committee.

c. Closed Meeting

The General Assembly may vote to have a closed meeting at which only the official delegates and Members of the Executive Committee shall be present. The General Assembly may also authorise the attendance of other persons at a closed meeting. No vote may be taken while such persons are present at a closed meeting.

Section 2: Representation of Organisation Members at General Assembly

Each Organisation Member shall have the right of representation as follows:

A. Full Members

i) Delegates - whenever possible up to two (2)

ii) Observers - unlimited number

B. Corresponding and Affiliate Members

i) Delegates - whenever possible up to two (2)

ii) Observers - unlimited number

At least one (1) of the delegates shall whenever possible be the Liaison Officer to the Member organisations.

Section 3: Composition and rights



The General Assembly shall be composed of :

- A. The official delegate(s) of Full Member Organisations designated in accordance with Chapter 2, Section 2A who have the right of speaking and voting.
- B. The delegates of Member Organisations designated in accordance with Chapter 2, Section 2B who have the right of speaking.
- C. The Officers of the Association, who shall be ex-officio Members with the right to speak but without the right to vote.
- D. The observers from all Member organisations, who shall only have the right to speak on permission of the General Assembly.
- E. The Honorary Life Members, who shall be ex-officio Members with the right to speak.
- F. Observers from international organisations who must gain the permission of the General Assembly to attend.

Section 4: Certification of Delegates

Responsible Officers of the Member organisations shall certify to the Secretary General (or any other Registrar designated by the Executive Committee) of the Association, the official completed IADS membership card. Failure to present the properly completed IADS membership card shall invalidate any vote in General Assemblies unless called otherwise by voting Members in a two-thirds (2/3) majority.

Section 5: Officers

The following shall be the officers of the General Assembly:

A. Chairman

The Chairman of the General Assembly is elected by the General Assembly. He shall preside at all meetings of the General Assembly. The Chairman has no vote except a casting vote.

B. Secretary

The Secretary of the General Assembly is the Secretary of the Association or another qualified person appointed by the General Assembly. The Secretary shall maintain the official roll call of the delegates, and ensure the taking and preservation of the official minutes.

Section 6: Quorum

Fifty percent of Full Members in good standing shall constitute a quorum for the transaction of official business at any session or special session of the General Assembly.

Section 7: Power and duties of the General Assembly

The General Assembly shall:

- A. Be the supreme legislative and governing body of the Association.



- B. Have the sole power to enact, amend or repeal the Articles, Regulations and Standing Orders.
- C. Have the sole power to dissolve the Association in accordance with Article 2, section 3 of the Constitution.
- D. Determine all policies which govern the activities of the Association, except as provided in these regulations.
- E. Accept Organisation Members in accordance with Article VI, Section 3B of the Constitution and Honorary Life Members in accordance with Chapter 1, Section 4A of the regulation.
- F. Have the power to alter, terminate or suspend membership of a Member in accordance with Chapter 1, Section 6, 7 and 8.
- G. Establish the annual subscriptions and entrance fees.
- H. Elect the officers of the Association.
- I. Elect the Members of committees, except as provided in these Regulations.
- J. Receive and take necessary action on reports of the officers and committees.
- K. Determine the maximum amount which the Treasurer may expend without the countersignature of the President.
- L. Approve the annual budget.
- M. Determine the time and place of the annual session of the General Assembly and consider invitations for the next International Congress of Dental Students.
- N. Have such other powers and duties as are assigned by the Constitution of the Association.

Section 8: Transfer of powers and duties

All power and duties of the General Assembly as enumerated in Chapter 2, Section 7 except the power to enact, amend or repeal the Constitution (7B) and to dissolve the Association (7C) may be transferred to the Executive Committee in time of emergency in accordance with one of the following procedures.

a. Declaration of state of emergency by the General Assembly:

A state of emergency entailing the transfer of powers and duties of the General Assembly may be declared by the General Assembly by a two-thirds (2/3) majority vote of all Full Members.

b. Declaration of state of emergency by Full Member Organisations:

A state of emergency entailing the transfer of powers and duties of the General Assembly may be declared by the Executive Committee on receipt of affirmative mail or email ballot of two-thirds (2/3) of all Full Members.

c. Definition of emergency:

For the purpose of this section, a state of emergency may be said to exist when international conditions relating particularly to communications, travelling or the transfer of funds are such as to cause interference with or cessation of the programme of the Association for an indeterminate period.

d. Termination of the state of emergency:

The termination emergency may be terminated by a majority of Full Members in good standing at the time that the emergency was declared, or by a majority of the Executive Committee.

Section 9: Committees

The General Assembly may establish the following committees:

- a) Ad hoc Committees of not less than three Members, to consider specific matters assigned to them. The ad hoc committees shall serve for the duration of the session only and must present a report to the General Assembly during that session.
- b) Standing Committees, whenever necessary, shall present a report to the General Assembly at a time specified by the General Assembly.

Section 10: Rules of procedure

The rules of procedure for the General Assembly are laid down in the Standing Orders for the Meetings of the General Assembly of the Association.

CHAPTER 3: EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall be composed in accordance with Article VIII, Section 2 as follows: President, Secretary General, Treasurer, Editor and International Exchange Officer / Voluntary Work Abroad Co-ordinator. The retiring President unless re-elected will advise the Executive Committee (Regulations, Chapter 3, Section 8) for one year. After adoption of the President's report, there will be no voting of the General Assembly regarding the President becoming adviser (Immediate Past President).

Section 2: Eligibility of the Executive Committee





At the time of their election, officers of the Association shall be Members of a Full Member Organisation and shall be a Dental Student or been qualified as a Dental Surgeon for not more than two following congresses. Not more than two Members of the Executive Committee shall have been qualified for more than nine months.

Section 3: Election

The officers of the Executive Committee shall be elected by the General Assembly at the last meeting of each annual session.

The Officers of the Association shall be elected in the following order: President, Secretary General, Treasurer, Editor and International Exchange Officer / Voluntary Work Abroad Co-ordinator.

Section 4: Year of office

The year of office is the period between two subsequent annual sessions of the General Assembly.

Section 5: Resignation

In the event of an officer of the Executive Committee resigning, the Executive Committee shall have the power to fill the vacancy so created. The new Member shall continue in office until the next election. If the person in question happens to be the President, the vacancy shall be taken over by another officer, preferably the Secretary. Resigned officer shall not propose for another term in any of the following executive committee elections.

Section 6: Expulsion

In the event of an officer of the Executive Committee failing in his duties, during the year, the rest of the Executive Committee, if all agree, have the power to relieve him of his duties and fill the vacancy so created until the next election. Expelled officer is not allowed to propose for any following elections for executive committee.

Section 7: Powers and duties

The Executive Committee shall:

- A. Be the administrative body of the Association;
- B. Promote the interests and ideas of the Association in accordance with the constitution;
- C. Carry out such duties as assigned by the Constitution;
- D. Assume the powers transferred to it by the General Assembly in a period of emergency when declared in accordance with Chapter 2, Section 9;



- E. Nominate Organisation Membership and report such nominations at a meeting of the annual session of the General Assembly;
- F. Provide for an annual audit of the accounts of the Association by a chartered accountant ;
- G. Prepare and publish a provisional budget for the following General Assembly;
- H. Preserve and maintain all property and official records of the Association, except as the otherwise states in these Regulations;
- I. Direct and manage the IADS Newsletter and other publications;
- J. Advise the Congress Committee established by an Organisation Member, concerning the organisation of the annual session of the General Assembly and the International Congress of Dental Students;
- K. Be responsible for the organising of the scientific part of the annual congress in consultation with the local Congress Committee.
- L. Appoint organizers of meetings and congresses if no application has been received.
- M. Carry out the day-to-day running of the association, including all aspects of its administration and such executive powers normally accorded in similar organizations. The ExCo's actions are subject to ratification by the next meeting of the General Assembly

Section 8: Assistance of the Executive Committee

The Executive Committee shall have the power to appoint assistants as deemed necessary.

Section 9: International Scientific Officer (ISO) as a sub-officer

- a) Elections take place at the Annual Meeting.
- b) International Scientific Officer should be involved with SCORE for at least 1 year prior to elections part of which as a coordinator of a specific SCORE project.
- c) Proposed by SCORE or Executive Committee.
- d) The election procedures shall be as follows: proposal, introduction of candidates.
- e) Each of National Exchange Officer has a number of voting country status as in elections of Executive Committee.
- f) Executive Committee has the right to relief the elected ISO from the position in the annual meeting G.A if he/she proved to be incompetent and assign another till the elections at the following annual meeting
- g) International Scientific Officer shall not hold another position in the IADS during his year of duty



Section 9: Rules of procedure

- A. Quorum for meetings of the Executive Committee shall be three (3) officers.
- B. Language: the administrative language shall be English. An abstract in English must be attached to all business written in other languages.
- C. Chair: the President shall take the chair and preside at the meetings. In his absence, any other officer shall take the chair.
- D. Minutes: minutes of every meeting shall be taken by the Secretary, in his absence by any other officer. A summary of the minutes from the meeting shall be published in the IADS Newsletter.
- E. Voting: decisions taken by the Executive Committee will be agreed upon by a simple majority.
- F. Suspension of rules: these rules can be suspended only by the General Assembly.

Section 10: Sessions

The Executive Committee shall meet at least two times annually. The time and place shall be determined by a majority of the officers. One meeting shall be held immediately after the General Assembly at which the Executive Committee is elected. The first meeting shall be held together with the former Executive Committee. A final meeting shall be held immediately before the next General Assembly is to take place. Further meetings may be held as deemed necessary and in accordance with the finances. The Executive Committee shall discuss issues and affairs of the association using the IADSexco e-group.

Section 11: Expenses

- a. The posts of the Executive Committee shall be Honorary but necessary expenses incurred in the frame of work for the Association shall be reimbursed by the Association on submission of official receipts.
- b. The Association should finance one delegate to the Fédération Dentaire Internationale / World Dental Federation Congress. This delegate, preferably an Officer of the Association, shall be that Officer (preferably) who resides the closest to the hosting country.

The expenses incurred by the Officers should fall within the following framework:

1. Postage and stationery.
2. Telephone calls.
3. Travel to and from all official business meeting using "Student travel", or any reduced

rates applicable. The Executive Committee will be responsible for the first 200 US Dollars in travel to the IADS Congress.

4. Any essential overnight accommodation, e.g. due to length of visit or travel distance.

5. 50% of the Congress fee should be reimbursed by the Congress Committee, the other 50% being paid for the officer.

6. The Immediate Past President will be reimbursed for expenses, quoted under numbers 1 and 2 above. Reimbursements for other expenses must be agreed upon by at least three Members of the Executive Committee prior to the particular expense.

7. Any other expenses approved by the General Assembly.

c. Travel Expenses

The Association will limit the travel expenses to the amounts shown below and the General Assembly may give special permission to extend these maximum limits.

Flights:

Level	Type of Flight	Maximum amount
A	Domestic Flight	80 €
B	Short international (less than 2.5 hours)	150 €
C	International (2.5 - 5 hours)	250 €
D	Long international (5 – 8 hours)	350 €
E	Long haul transcontinental (8 hours+)	450 €

Other means of transportation 60 €

This shall include busses, trains, cabs, ships as well as gas cost in case the officer is using his/her own mean of transport.

Notes:

1. Timings mentioned in the flights table are for the flight not including transfers.
2. Receipt should be presented to the treasurer 30 days before the meeting along with the exchange rate of the officer's local currency to Euro at that time.
3. In case the actual price cost less than the rates mentioned above, the amount mentioned in the receipt will be paid to the officer.



4. Only one mean of transportation shall be paid to the officer. (e.g. In case an officer took a cab to the airport and a short international flight, he will receive only 150 € and not 210 €)
5. Payments above these amounts can be authorized by the General Assembly



CHAPTER 4: OFFICERS

Section 1: Duties of the officers

a. President

It shall be the duty of the President:

1. To serve as the principal official representative of the Association in its relations with governments, the dental professions, dental schools and organisations; and other international organisations;
2. To preside at all official functions of the Associations, at the opening of the General Assembly, the Executive Committee and the International Congress of Dental Students;
3. To direct the work of the Executive Committee;
4. To countersign the financial documents;
5. To submit annually a written report on the activities of the Association during his year of office, and his recommendations to the General Assembly;
6. To carry out such other duties as are assigned by the General Assembly, the Articles and the Regulations, and as custom and usage require of a presiding officer with approval of the Executive Committee.

b. Secretary General

It shall be the duty of the Secretary General:

1. To serve as Secretary of the General Assembly and the Executive Committee;
2. To ensure the taking and circulation of the official minutes of the General Assembly and of the Executive Committee;
3. To preserve and maintain the official minute book;
4. To circulate the agenda to all Organisation Members and the Honorary Life Members at least thirty days before the session of the General Assembly;
5. To be in liaison between the Executive Committee and Congress Committee;
6. To be responsible for investigations associated with the election of Members;
7. To submit a written report of his activities on behalf of the Association during his year of

office, and his recommendations to the General Assembly;

8. To carry out such duties as are assigned by the General Assembly, the Executive Committee, the Articles and Regulations and as usually appertain to the office of Secretary.

- To receive membership applications and ascertain the paperwork is complete.
- To uphold contact with affiliate member organizations (EDSA, FDI, UNESCO)
- To Update and file constitutions, membership cards and member profiles in the General Secretary Folder.
- Create certificates for IADS work

c. Treasurer

It shall be the duty of the Treasurer:

1. To serve as custodian of all moneys and securities of the Association and to receive, hold, invest or disburse these at the direction of the Executive Committee, except as otherwise stated in the Constitution;
2. To sign all receipts, cheques, banking instructions and other financial documents, provided that payments and withdrawals from the bank and other accounts shall not exceed the amount fixed annually by the General Assembly;
3. To preserve and maintain the financial records of the Association;
4. To present to the General Assembly at the end of his year of office the audited balance sheet and accounts for the period from August 1st to July 31st;
5. To prepare the budget for the following year;
6. To pay the office-bearer only such expense as they can account for by receipts.
7. To manage finance with CoCo on congress fees (7% cap fees)
8. Send out invoices, keep track of membership fees

d. Editor

It shall be the duty of the Editor:

1. To edit and manage the IADS Newsletter and publications in accordance with the Articles and Regulations;
2. To collect and publish in the first edition of the IADS Newsletter every year the name and addresses of the following:
the officers of the Executive Committee
the Members of the Standing Committee
the Organisation Members



the Honorary Life Members
the Supporting Members
the Corresponding and Affiliate Members

3. To arrange advertisements and other forms of financial support for the IADS Newsletter;
4. To submit annually a written report on his activities on behalf of the Association during his year of office, and his recommendations to the General Assembly;
5. To carry out such other duties as are assigned by the General Assembly, the Executive Committee, the Articles and Regulations as appertain to the position of Editor;
6. To appoint an editorial board to improve correspondence and reporting to the Newsletter. This should take the form of a National Correspondent appointed for each Member country, who in turn would be responsible to a Regional correspondent appointed for a specific area. This board is to be under the supervision of the Editor.
7. To maintain and update an official IADS website providing information for dental students worldwide.

e. International Exchange Officer

It shall be the duty of the International Exchange Officer:

1. To serve as the officer responsible for the collection and distribution of all information which is of international and local interest to Members concerning his duties as set out below;
2. To direct the work of the International Dental Student Exchange Programme and to direct the Voluntary Work Abroad Programme;
3. To collect and integrate information relating to Dental education at the various Member schools and Associations and initiate projects of this nature;
4. To preside at Exchange Officers' Meetings;
5. To submit annually a written report on his activities on behalf of the Association during his year of office, and his recommendations to the General Assembly;
6. To carry out such other duties as are assigned by the General Assembly, the Executive Committee, the Articles and Regulations as are required of an officer responsible for Dental Student exchange.
 - To find and List Voluntary Work Projects.
 - To promote exchange report competition
 - To promote and arrange Exchange Fair and Talent Show.

f. Voluntary Work Abroad Co-ordinator

All duties to be referred to the International Exchange Officer.





g. Immediate Past President

Assist and advise the President and the Executive Committee.

h. International Scientific Officer (ISO)

- 1.To supervise all the scientific work of the association as well as representatives from each member country (National Scientific Officer) and coordinate in between them;
- 2.To coordinate the SCORE Committee and to preside the SCORE Meetings;
- 3.To collect scientific articles for the newsletter and to give his acceptance for them;
- 4.To serve as the officer responsible for the collection and distribution of all information referring to post-graduation studies;
- 5.To submit annually written report, during the IADS Meetings;
- 6.To inform IADS members about the upcoming scientific events;
- 7.To be in liaison between the Executive Committee and the IADS Scientific Congress Committee;
- 8.To carry out such other assignments given by the GA and to follow the Constitution outlines;
- 9.Be in contact with other scientific entities around the world like IADR etc.

CHAPTER 5: ANNUAL SESSION AND INTERNATIONAL CONGRESS OF DENTAL STUDENTS

Section 1: Annual Session

The session of the Association shall consist of:

- (a) The annual session of the General Assembly as provided in Chapter 2, Section 1A;
- (b) The session of the Executive Committee as provided Chapter 3, Section 10.

Section 2: International Congress of Dental Students

The Association shall promote an annually established International Congress of Dental Students.

a. Purpose

The purpose of the Congress shall be to provide an international forum for the review and discussion of all subjects which may advance the objects of dental students on an



international basis and of the Association, and to provide an opportunity for the strengthening of relations between dental students, dental student organisations and countries.

The purpose of the scientific part of the Congress programme shall be to present the student participants by means of meetings, lectures, clinics, demonstrations and other means, with information and opinions on scientific matters related to dentistry.

b. Time and place

Invitations for an annual Congress shall be prepared in writing to the Secretary for consideration and acceptance at the annual session of the General Assembly not less than one (1) year in advance of such Congress. No invitation for a Congress shall be accepted from any nation which would limit attendance on the basis of race, sex, religion or nationality or national origin.

c. Organisation

The Congress shall be organised and administered by a Congress Committee which shall consist of members appointed by the Member(s) of the country in which the Congress is to be held. The host organisation will be responsible for the Congress. The Congress part of the programme shall be planned in consultation with the Executive Committee in accordance with Chapter 3, Section 7K.

d. Finances

The host country shall be responsible for financing the Congress, except that the financing of the scientific part of the programme shall be pro-rated in so far as possible, between the host country and the Association on the basis of agreement between the Congress Committee and the Executive Committee of the Association. The Congress Committee is to pay 50% of the congress fee for the Executive Committee Officers. The registration fee of ISO of IADS Mid Year Meeting in 50% should be reimbursed by the Congress Committee, the other 50% being paid for the officer.

The Congress Capitation fee is to be 7% of the Congress fee for the Student and Association Members only. For non-students, non-Association Member participants, the capitation fee will be 10% of the Congress fee in the appropriate category. In the event a profit is made by the Congress Committee, it will be shared: Co-Co 60%, IADS 40%.

To ensure the understanding between The Executive Committee and the Congress Committee; a contract is signed not later than one year before the time of the congress.

The IADS Congress Committee will be required to present a financial report either to the Executive Committee or the General Assembly at the end of the Congress, for examination by its Members. The financial report shall include three consecutive bank statements showing till the date of the meeting to be compatible with the final report.

The Congress Committee is to provide the IADS Executive Committee with secretarial facilities to include two English speaking secretaries and use of a photocopier, choice would be up to the Congress Committee as to whether they will use the services of the secretary



from Central Office or two local secretaries.

The Congress Committee will have the freedom to designate Congress fees for each of the three stated categories with the approval of the Executive Committee. Special consideration will be given to individuals contributing significantly to the IADS.

The categories:

- a) Student Full Member of the IADS.
- b) Dentist Members of the IADS and dental students not being Full Members of the IADS.
- c) Spouses, guests and observers.

e. Rules

Additional rules for the conduct of the Congress may be established from time to time by the Executive Committee in consultation with Members and former members of Congress Committees, subject to ratification by the General Assembly.

CHAPTER 6: PUBLICATIONS

Section 1: IADS Newsletter

The official periodical publication of the Association is the "IADS Newsletter".

Section 2: Management and directions

The management of the IADS Newsletter and all other publications shall be under the direction of the Executive Committee. The editorship of the IADS Newsletter shall be under the direction of the Editor.

Section 3: Frequency

The frequency of publications shall be determined by the Executive Committee but at least two (2) editions of the IADS Newsletter should be published.

Section 4: Other publications

The Association may issue other publications.

Section 5: Certificates

It shall be the duty of the General Secretary to provide Certificates to the members of the Executive Committee and the National Exchange Officers. The International Exchange Officer shall provide certificates to all exchangees. The Congress committee shall provide certificates for all attendants.

Section 6: Homepage

The management and the editorship of the website should be the duty of the Editor, who will provide and update all the necessary information about the association.

CHAPTER 7: FINANCES

Section 1: Sources of income

The sources of income of the Association shall consist of:

- A. Subscriptions due by Organisation Members.
- B. Subscriptions due by Supporting Members.
- C. 7% of the Congress fee of each Congress participant, as outlined in Chapter 5, Section 2d.
- D. Grants.
- E. All other assets and profits accrued to the Association.

Section 2: Subscriptions

- A. Establishment. The General Assembly shall establish by a two-thirds (2/3) majority vote of those present and voting, the entrance fees and annual subscriptions due by Organisation Members and Supporting Members on the proposal of the Executive Committee. A current list of these fees and subscriptions must be recorded in Appendix A of these Regulations.

B. Payment. Payment of fees and subscriptions due to the Association must be made in such a way in such currency as directed by the Treasurer. The Executive Committee shall determine the currency in consultation with a financial expert.

Subscriptions have to be paid for the following year by the first meeting of the General Assembly each year.

C. Reduction and postponement. Any Organisation Member may appeal to the General Assembly for permission to pay a reduced subscription. Any Organisation Member may appeal to the Executive Committee for permission to postpone payment of subscriptions.

D. Financial obligations. If a Member has not fulfilled financial obligations before the first General Assembly of the year of office of the Association, the Member shall be imposed an extra charge of 10 per cent, unless a written appeal for postponement from the Member has been received and accepted by the Executive Committee. If after two (2) years a Member has not paid his subscription, suspension of membership shall become automatic. In case of later re-admission to the Association, and the application is made within three years from the time of suspension, the Member shall be liable to payment of the arrears and annual dues; whereas after the three year period the Member shall be liable for payment of entrance fees and annual dues only.





E. Amendments of Finances. Any amendment altering the annual subscriptions due by Members shall:

- 1) Be circulated with due notice to the General Assembly at which it will be voted upon;
- 2) Requires a two-thirds (2/3) majority of those present and voting.

F. Members could get a 5% discount for paying the annual subscription of one year as well as 10% for two years in advance.

Section 3: Funds

The Association may establish funds for special purposes.

Section 4: Financial year of office

The financial year of office of the Association shall be from January 1st-December 31st.

CHAPTER 8: GENERAL PROVISIONS

Section 1: Cases not covered by these Regulations

The General Assembly shall establish additional rules in cases not covered by these Regulations, provided that these additional rules are in accordance with the Articles of the Constitution. In matters of urgency, the Executive Committee shall decide, provided that a report of any decision is presented to the General Assembly for ratification.

Section 2: Indemnification of Officers

The Association shall indemnify and hold harmless each Officer of the Association from claims and liabilities arising out of alleged act or omissions during his term of office and shall reimburse such officer for all legal expenses reasonably incurred by him in connection with defending against such alleged claims or liabilities, provided however that no officer shall be indemnified for any expenses incurred in defending against such claim or liability arising out of his own negligence or wilful misconduct.

CHAPTER 9: AMENDMENTS OF THE REGULATIONS AND STANDING ORDERS FOR MEETINGS OF THE GENERAL ASSEMBLY

These Regulations and the Standing Orders for meetings of the General Assembly may be amended by a two-thirds (2/3) majority of those present and voting at any session of the General Assembly provided that notice of the amendment is presented in writing to the Secretary of the Association in due time before the meeting of the General Assembly at which the amendment shall be considered.



III. Standing Orders

For the sessions of the General Assembly of the International Association of Dental Students

Adopted by the General Assembly at the 16th Annual Session of the IADS, Paris, France, August 1967.

Revised by P.B.F. Swiss, Chairman of the General Assembly 1967-72, to accommodate the alterations to the Constitutions and Regulations approved by the General Assembly at the 20th Annual session in Malta, August 1971.

Revised by Ad Hoc Committee 1980.

Revised by the Executive Committee 1982-83, and approved by the General Assembly at the 30th IADS Congress in Puerto Rico, August 1983.

Revised by the Executive Committee 2007-08 and approved by the General Assembly at the 55th IADS Congress in Egypt, August 2008

Quorum

1. 50% of Full Members in good standing shall constitute a quorum for the transaction of official business at any session or special session of the General Assembly.
2. The quorum for meetings of ad hoc committees and standing committees shall be three-quarters of those who are elected to the committee.

Chair

3. The Chairman, elected at the first meeting of each session of the General Assembly shall occupy the chair at subsequent meetings of the same session (subject only to Standing Order 4 and 19).
4. In the event of the Chairman relinquishing the chair, being absent or by a two-thirds (2/3) majority vote of the General Assembly being requested to vacate the chair, it shall be the right of the General Assembly to appoint a replacement.
5. The Chairman shall be the sole interpreter of the Standing Orders and shall have general powers to direct the proceedings of the sessions of the General Assembly and his ruling on any point shall be final (subject only to Standing Order 4).
6. The Chairman shall neither vote nor take part in the discussion of the meeting (subject only to standing order 4). In the event, however, of the number of votes for and against a motion being equal, the Chairman shall have the casting vote.

Agenda

7. The General Assembly shall adopt the Agenda for each meeting at the start of the meeting.



Voting

8. The right to vote shall only be given to delegates from countries or schools presenting the properly completed IADS membership card prior to the first meeting of each session of the General Assembly.

9. Voting shall be by show of hands or by written ballot if at least one Full Member is so requiring. (Subject only to Standing Order 12).

10. In voting, motions shall be carried by a simple majority, unless the Constitution, Regulations or Standing Orders provide otherwise.

11. The officers of the Executive Committee have no vote.

12. The voting in the election of the officers of the Executive Committee shall be by strict ballot, the results of which shall be announced to the General Assembly by the Chairman.

Representation

13. Each Full Member who has paid their subscription for the last year of office shall have the right to appoint delegates with voting and speaking rights.

14. Each Corresponding and Affiliate Member Organisation shall have the right to appoint delegates with only speaking rights.

15. The officers of the Executive Committee shall have speaking rights at every meeting of the General Assembly.

16. No non-delegate shall have speaking rights unless permission is granted by the General Assembly.

Procedure: Order of Business

17. The order of business of a session of the General Assembly shall be:

a. Call to order and opening of the session of the General Assembly by the President of the Association.

b. Roll call and establishment of presence of quorum.

c. Election of the Chairman.

d. Apologies for absence.

e. Adoption of the Agenda.

f. Presentation of applications for membership.

g. Adoption of minutes of the previous session.



- h. Election of the Workshop Chairman and Ad Hoc Committee.
 - i. Report of the President.
 - j. Report of the Secretary General.
 - k. Report of the Treasurer.
 - l. Report of the Editor.
 - m. Report of the International Exchange Officer.
 - n. Report of the Voluntary Work Abroad Co-Ordinator.
 - o. Recommendations of the Executive Committee.
 - p. Report of the Standing Committees.
 - q. Other reports.
 - r. Substantive motions.
 - s. Future congresses.
 - t. Any other business.
 - u. Election of Executive, other committees and new members.
 - v. Closure of Assembly.
18. A delegate or officer of the Association may during the meeting put the question that 'The order of the Agenda may be changed'. Such a motion shall require a simple majority.
19. The Chairman is elected by the General Assembly.
20. The Secretary of the General Assembly shall be responsible for taking the official minutes from the meetings of the General Assembly.
21. The minutes of the previous session which shall be circulated with the Agenda can be taken as read and with the consent of the General Assembly shall be signed by the Chairman as a correct record of the previous session. Failing such consent the necessary amendments shall be made to the minutes which shall then be signed as correct.
22. The Chairman shall not allow discussion on the unconfirmed minutes, except with a view to their confirmation.
23. The reports of the officers of the Executive Committee and others shall be presented, whenever possible, by the officers responsible. Consideration of the report shall be as follows:



- a) Questions on the matter contained in the written report may be put.
- b) Motions relevant to the report presented by delegates.
- c) Adoption or reference back, of the report, to the officer responsible, if necessary, through an ad hoc committee.

The officer moving the report shall move 'that the report can be accepted'. The Chairman shall then invite discussion thereon. On conclusion of such discussion or at the chairman's discretion the question shall be put. The General Assembly may decide to:

- a) Adopt the report.
- b) Refer back a particular section or sections of the report.
- c) Refer back the report for reconsideration.
- d) Set up an ad hoc committee for its examination and then take the report up to new discussion, when the committee has given its recommendations to the General Assembly.

24. The officer moving a report shall have the right to reply to discussions and debate on the report before the question is put.

Motions

25. Any delegate and the Officers of the Executive Committee shall have the right to move motions.

26. No motion shall be open for discussion until it has been seconded by a delegate from another Full Member, but the proposer shall have the right to speak to the motion in order to find a seconder.

27. No matter shall be discussed until it concerns an approved subject on the Agenda, except at the direction of the Chair.

28. A delegate may during the meeting, request 'urgency' of the Chair for a motion not appearing on the Agenda. After the delegate has briefly stated his reason for 'urgency', the Chairman shall at his discretion put the question to the General Assembly who shall only grant the request by a simple majority. The motion shall then be placed on the Agenda under 'substantive motions.'

29. A motion shall only be open for discussion after the proposer and seconder have been given the opportunity to speak in support of the motion.

30. The first proposal in any particular subject shall be known as the Original Motion and all succeeding actions on the subject shall be called amendments.

31. The Chairman shall, upon accepting any motion, invite discussion to that motion and shall put that motion as amended to the General Assembly at the termination of the discussion. The proposer of the motion or amendment has the right of reply before the



motion or amendment is put. In every case, the question shall be put to the meeting from the Chair immediately after the right of reply has been exercised.

32. Every motion or amendment must be moved by a delegate or officer of the Executive Committee and seconded by a delegate actually present at the meeting before they can be discussed.

33. Time limits upon speeches shall be set if necessary by the Chairman who shall be competent to decide when sufficient debate has taken place upon the motion, report or amendment.

34. It is permissible for a delegate or officer of the Executive Committee to make his speech last and conclude with a motion or amendment.

35. Any motion or amendment, being proposed and seconded, may only be withdrawn by consent of the meeting. By such consent, a motion on the table may be withdrawn by the proposer, but it shall be open to the seconder or another delegate to oppose the withdrawal or to propose the same motion provided this is done immediately after such a withdrawal.

36. In the event of there being no discussion once a motion, amendment or report has been proposed and seconded, the Chairman shall:

- a) Formally ask if there is any opposition or anyone wanting a discussion.
- b) Warn the General Assembly that if there is no opposition or want for discussion he will declare the motion, amendment or report carried.
- c) In the event of there still not being any opposition or want for discussion declare the motion, amendment or report carried.

37. No motion to rescind or amend a resolution passed by a meeting of the General Assembly shall be considered at the next meeting of the General Assembly of the same Congress.

38. No motion which is defeated, nor one which is substantially the same should be considered during the year.

Amendments to Motions

39. No amendments shall be moved which, by the Chairman ruling, rescinds, negates or destroys the original motion.

40. No other amendment shall be moved until the first amendment has been disposed of, but notice of further amendment may be given.

41. If at any time after a motion has been proposed and seconded, and before the motion is put, a delegate wishes, he may put an amendment to that motion. Amendments may be incorporated into the motion immediately with the approval of the proposer and seconder of the motion.



42. Once an amendment is before the General Assembly, it must be dealt with before returning to the discussion of the motion as follows:

- a) If the amendment is carried, the discussion now continues on the amended motion.
- b) If the amendment fails, discussion reverts to the original motion.
- c) If the procedural motion 'this house does not revert to the previous motion' be passed, discussion reverts to the original motion and no motion of the amendment is made in the Minutes.

43. If an amendment is carried, the motion as amended displaces the original motion and itself becomes the substantive motion, whereupon any further amendment relating to any portion of the substantive motion may be moved provided it has not been covered by an amendment or motion which has previously been rejected. After the votes on succeeding amendments have been taken, the surviving proposals shall be put to the vote as the main question, and if carried shall then become a resolution of the meeting.

44. Once an amendment has been carried, the proposer of the amendment becomes the proposer of the substantive motion and has the right to reply to the debate, except that he may waive his right to reply to the debate in favour of the proposer of the original motion.

45. No amendment may be moved after the proposer of the motion has started his speech in reply to the debate (subject to standing order 31).

Procedure for amendments to amendments is the same as for amendments to substantive motions.

Resolutions

46. A resolution is every decision taken by the General Assembly.

Order of precedence

47. The Chairman shall allow the following procedural motions to be put when there is already a proposal on the table, in the following order of precedence:

- a) That the motion be now put.
- b) That the motion be not now put.
- c) A motion to adjourn the matter to a later specified meeting.
- d) Next business.
- e) A motion to refer the matter to a later specified meeting.
- f) A motion to limit debate to a certain specific period of time.
- g) That the meeting should revert to the previous question.



- h) That the Chairman's ruling be challenged.
- i) A vote of censure of the Chair.
- j) A vote of no confidence in the Chair.
- k) A motion for temporary adjournment.
- l) That the Standing Orders be suspended.
- m) That the Standing Orders be resumed.

The acceptance of these procedural motions shall be at a majority of those of the delegates present.

48. If the procedural motion 'that the motion be now put' has been seconded, no further discussion on the original motion shall be allowed, but a Member may give notice of his desire to speak further on the original motion. If the procedural motion is carried, only the proposer of the original motion under discussion shall be allowed to speak before the original motion is put to the vote.

49. If the procedural motion to 'limit debate to a certain specified period of time' is carried, the Chairman shall draw up a list of those wishing to make their first speech on the subject and allot each one an equal proportion of the specified period. The proposer of the original motion under discussion shall be allowed a maximum of five minutes to sum up before the original motion is put to the vote.

50. Should any procedural motion under section 47 be defeated, fifteen minutes shall elapse before a further procedural motion may be accepted again by the Chair, unless the Chair is of the opinion that the circumstances have materially altered in the meantime.

Points of order

51. In addition to discussion on a motion or amendment, the Chairman shall allow the following points in order of precedence:

- a) Point of order.
- b) Point of information.

52. 'Point of order' shall have precedence over all other business, and upon which there shall be no discussion. It may be made by a delegate rising to his feet, catching the eye of the Chairman and crying 'order'. They must be framed as a question to the Chairman and be related to the conduct of the meeting.

53. Point of information may be raised by a delegate rising to his feet and catching the Chairman's eye, provided that the delegate who is speaking signifies his intention to give way. They may consist of information offered or a question asked of the delegate who had

given way. Such questions shall only be raised while the delegate is speaking and not after he has completed his speech.

Conduct of the meeting

54. A delegate shall stand when speaking, and shall always address himself to the Chairman. When the Chairman rises or knocks with the gavel, any delegate speaking or offering to speak must resume his seat, and must remain seated in order that the Chairman's words may be heard without interruption.

55. A speaker shall direct his speech strictly to the motion or amendment under discussion. If no definite motion or amendment is before the meeting, the speaker must direct his speech strictly to the point of the Agenda under discussion.

56. No delegate shall be allowed to speak more than once to a motion, as long as a delegate who has not spoken on that motion desires the floor. No Member shall speak for longer than ten minutes at one time without the permission of the Chairman.

57. If two or more delegates signify their wish to speak at the same time, precedence shall be given to him who first meets the eye of the Chairman.

58. If the Chairman calls a delegate to order, the speaking delegate shall thereupon resume his seat and no other delegate shall rise until the Chairman has given permission for the debate to continue. The ruling of the Chairman on any question under these Standing Orders or on points of order shall be subject only to the standing order 47h, i and j.

59. In the event of grave disorder, the Chairman acting on his discretion as a matter of right, may declare the meeting adjourned and quit the Chair. By that declaration, no further business may be transacted before a new Chairman is elected.

60. Any one or more of these Standing Orders may in case of urgency or after notice duly given, be suspended or changed at any meeting, so far as regards business at that particular meeting, provided that there is a two-thirds (2/3) majority in favour.

Appendage

In all affairs of the Association that are not covered by this constitution, the "Sturgis Code of Standard Parliamentary Procedure" will be used as the ultimate reference.

In practice, this will mean that most of the Standing Orders and parts of the Regulations can be taken from this source, thus eliminating the necessity of continually republishing this document.

