
**INTERNATIONAL
ASSOCIATION OF
DENTAL STUDENTS**



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INTERNATIONAL ASSOCIATION OF DENTAL STUDENTS

BYLAWS

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August 1967.*

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CHAPTER 1: MEMBERSHIP

Section 1: Classification

1.1 Organisation Members

1.1.1 Full Members:

- Country Members
- Associate Members
- School Members

1.1.2 Corresponding Members:

conditional membership category valid for 2 years

1.1.3 Affiliate Members:

exceptional conditional membership category of unlimited duration

1.2 Individual Members

1.2.1 Honorary Life Members

1.2.2 Personal Members

Section 2: Qualification of Organisation Members

2a: Full Members

Full Members shall be:

2a.1 Country members

2a.1.1 National dental student associations which represent a majority of dental schools in a country.

2a.1.2 An association representing dental students from more than one school in a country in which no national dental students association exists, or if the other national dental students association(s) in the country do not want to affiliate to the

Association.

2a.2 Associate Members

2a.2.1 National Dental Students Associations where a Full Country membership has already been obtained. In this case, the membership status shall be granted in any of the following circumstances:

- Does not use the same name as IADS Full Member Association from the same state country.
- If the applying association represents different universities than the current Full Country Member Association.
- If they represent different geographical areas not represented by the current Full Country Member Association.
- If they work in IADS field that the current Full Country Member Association is not active at.

2a.2.2 An association representing students from more than 1 (one) dental school.

2a.3 School Members

Local dental student associations in countries where no national dental student association exists.

2b. Corresponding Members

Corresponding membership shall be granted to dental student associations which are willing to observe the work of the IADS with the intention of joining the Association as a full member.



Corresponding membership is a conditional membership type that cannot be extended for more than 2 (two) years.

Corresponding Members shall be:

- 2b.1 National dental student associations.
- 2b.2 Local dental student associations in countries where no national dental student association exists.

2c. Affiliate Members

Affiliate Membership shall be granted to dental student associations facing financial problems and therefore, will be unable to attend most of IADS activities whilst wishing to pursue IADS policies.

Affiliate Members shall be:

- 2c.1 National associations of dental students.
- 2c.2 Local dental student associations, representing students at dental schools in their country.

Section 3: Application for Organizational Membership

3.1 General Instructions

3.1.1 Upon filling in the online application form available on the IADS website, the applying organization shall receive an official reply confirming that the Executive

Committee has successfully received their application.

3.1.2 The application attachments include:

- An up to date copy of the Constitution in English Language.
- Filled in Consent letter for the Membership Application
- In the case of “Full Membership”, a bank evidence of payment of the required annual membership fees must be sent to the account of the Association at least 30 days in advance of the General Assembly. (for membership fees ref. Chapter 7E)
- In case the membership is not accepted by the General Assembly, the membership fee shall be reimbursed.

3.1.3 Within 21 calendar days the applying organization will receive an email from the General Secretary informing the applying organization about the ExCo conclusion of their application.

3.1.4 The ExCo conclusion may be one of the following options:

- Forwarding to the upcoming General Assembly
- Postponing to the following General Assembly
- Further Assessment Deemed “FAD”

3.1.5 In the event of “Forwarding to the upcoming General Assembly”, the application has been submitted properly at least 30 days in advance of the nearest



General Assembly and so it will be presented and resolved by direct voting of the GA delegates.

3.1.6 In the event of “Postponing to the following General Assembly”, the application has not been submitted at least 30 days in advance of the nearest GA session and so it will be added to the agenda of the next General Assembly following the upcoming one.

3.1.7 In the event of “Further Assessment Deemed (FAD)”, the application has not been properly submitted. The applying organization may be requested to submit further documents or proofs.

3.2 Application for Associate Membership

3.2.1. Applications for associate membership.

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.

3.2.1.1 A report shall be submitted by current full member organization no later than 30 days before the beginning of the General Assembly where the application will be considered.

3.2.1.2. The presentation 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.

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

3.2.1.4 Applications for full or associate membership:

I A 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.

II 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 country is represented by both a candidate and a full member the ballot shall include the following options:

I Candidate Member becomes Associate Member, Full Country Member continues as Full Country Member.

II Candidate Member becomes Full Member, Full Member becomes Associate Member.

III Declination of candidacy for Membership

3.3 Miscellaneous

In order that no damage occurs to the IADS as an international organisation, the Countries in which applicant organisations are established must be in good standing with international bodies such as the United Nations, World Health Organisation and FDI Fédération Dentaire International (World Dental Federation). 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

4a. Honorary Life Members

4a.1 Shall be persons who have made distinguished contributions to the Association.

4a.2 Must be appointed 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.

4b Personal Membership

Shall be granted to :

4b.1 a dental student from a country that is not actively represented in IADS by a student organization

4b.2 a student not willing to be represented in IADS by a student organization.

Section 5: Application for Personal Membership

5.1 Upon filling in the Personal membership application form on the IADS website the applicant shall receive a confirmation that the Executive Committee has successfully received the application and the applicant will be asked to pay the membership fee (ref. Chapter 7E)

5.2 Personal membership applications will be discussed and decided upon by the Executive Committee



5.3 Within 21 calendar days the applicant shall receive an email from the General Secretary informing about the ExCo Conclusion of the application.

5.4 The ExCo Conclusion can be possibly one of three options:

- Acceptance
- Refusal
- Further Assessment Deemed “FAD”)

5.5 In the event of Refusal, the applicant will receive an explanation for the decision made and the applicant is entitled to appeal against this decision for the following General Assembly session.

5.6 In the event of Further Assessment Deemed “FAD”, the applicant will be informed about the reasons why the application could not be concluded in standard time; the applicant may be requested to submit further documents.

5.7 The Personal Membership term is 1-year (subject for renewal).

5.8 If a Personal membership application is submitted by a student from a country already represented in IADS by an Organizational Member, the applicant has to be redirected to this organization. The applicant may still complete the application after getting into contact with the organization representing the applicant’s country in IADS, by defending arguments to join IADS as a personal member to the IADS Executive Committee, which will decide about the application.

5.9 Personal Members shall have the right to participate in IADS projects and meetings, with the right to speak at the General Assembly, but without the right to vote, and cannot be elected for the Executive Committee.

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 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 (3¹/₄) 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 (2¹/₃) 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 One fifth (1/5) 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. Chairperson

- The Chairperson is elected at the beginning of the first session of a General Assembly.

- The position of Chairperson is first offered to a member of the Advisory board, preferably the IPP.

- In case of absence of all members from the AB, an open call for Chairperson shall be made at the GA.

- The candidate for Chairperson must have attended at least two previous General Assemblies.



- In case no suitable candidate is found, the person who has attended most General Assemblies shall be appointed as Chairperson.
- The Executive Committee has the responsibility to chair the GA until a Chairperson is appointed.
- The Chairperson, elected at the first session of the General Assembly, shall occupy the chair at subsequent sessions of the same General Assembly.
- In the event of the Chairperson relinquishing the chair, being absent or relieved by a two-thirds (2/3) majority vote of the General Assembly, it shall be the right of the General Assembly to appoint a replacement.
- The Chairperson shall have general powers to direct the proceedings of the sessions of the General Assembly and his ruling on any point shall be final
- The Chairperson shall neither vote nor take part in the discussion of the meeting.
- In the event, however, of the number of votes for and against a motion being equal, the Chairperson shall have the 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

1/3 of Full Members who are up to date with their membership fees are present 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:

- 7.1 approves the admission and expulsion of members;
- 7.2 elects the Executive Committee and Leadership members during the annual meeting;
- 7.3 notes the contents of the reports and financial statements for the year and votes on their adoption;
- 7.4 approves the annual budget;
- 7.5 supervises the activity of other organs, which it may dismiss, stating the grounds, therefore;
- 7.6 might appoint an auditor for the Association's accounts;
- 7.7 decides on any modification of statutes;
- 7.8 decides on the dissolution of the Association;
- 7.9 fixes the annual membership fees.

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 and to dissolve the Association 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.

i. Standing Committee on Training Education.

It is to be the purpose of the Committee:

a) to organise training sessions which serve the personal development of the dental students, and to offer support in the development of the IADS international projects.

b) The Committee is composed of Regional/National/Local Officers who represent the Committee's purpose and interest on a national/local level.

c) The Committee is led by the Chairperson.

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: IADS LEADERSHIP

3.1 Term of Office

3.1.1 The Term of Office for all the IADS Leadership runs from 1st October until 30th September.

3.1.2 Before the term begins, there is a preparatory period from immediately after the election until 30th September of that year. In this preparatory period, the current Leadership member shall extensively hand over to the newly elected Leadership member.

3.1.3 In case of severe inactivity of current Leadership for up to 10 days following the Annual Congress, the newly elected Leadership can begin their term in office before the 1st of October.

3A: Executive Committee

Section 1: Composition

The Executive Committee shall be composed in accordance with the Constitution as follows: President, Secretary General, Treasurer, Editor, International Exchange Officer,

International Scientific Officer. The retiring President unless re-elected will advise the Executive Committee for one year.

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 person that has graduated from a dental school for not more than two following annual congresses. Upon running for a position within IADS ExCo any running candidate that has graduated must present legal proof of graduation or an official document that testifies the date of the termination of her/his status as a dental student. Postgraduate students are not eligible to run unless they fulfill the aforementioned criteria.

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, International Scientific Officer, Regional Directors, Committee Chairpersons.



After adoption of the President's report, there will be no voting of the General Assembly regarding the President becoming adviser (Immediate Past President).

- The officers of the Leadership shall be elected by the General Assembly at the annual meeting of each year.
- Not more than two of the officers shall be citizens of the same country.
- The officers of the Association shall not serve as delegates in the General Assembly during their term of office.
- There can not be co-candidates (more than one person running together for the same position)

IADS Executive Committee has to make a call for applications for the elections on social media networks and websites 2 months before the annual congress. Anyone wishing to run for a position must submit an application letter including his CV, his strategic plan and objectives during his term in office at least 3 weeks before the meeting to all members of the Executive Committee. Candidates can apply for a maximum of 2 different positions within the leadership. Applications must be published 2 weeks before the meeting to the IADS delegates by the General Secretary and on the IADS website by the Editor. If there are no applications made for a position, applications will be opened again during the General Assembly only for the positions with no applicants before the

elections start. In case of cancelation of an application after the submission deadline by the candidate he shall no longer be considered for the same position during the current elections except in case of a vacancy for that position, in which case he can apply during the same General Assembly.

Section 4: 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 officers shall not propose for another term in any of the following Executive Committee elections.

Section 5: 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.



The Executive Committee has the right to consider the expulsion of an IADS Leadership member, if the aforementioned did not attend 2 consecutive Leadership Meetings without sending an excuse letter.

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 the Executive Committee.
 - f) Executive Committee has the right to relieve 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 10: 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

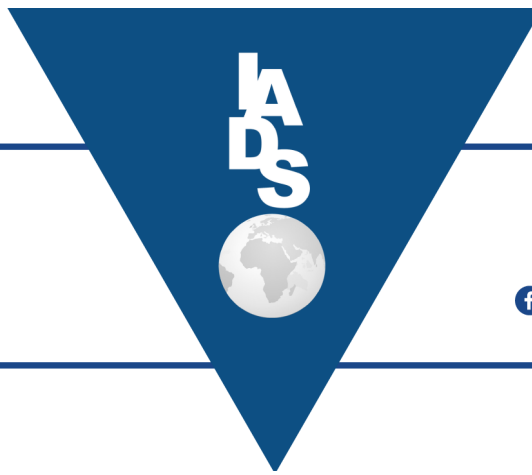
- of the minutes from the meeting shall be published in the IADS Newsletter.
- E. Voting: decisions taken by the Executive Committee will be agreed upon by a simple majority.
 - F. Suspension of rules: these rules can be suspended only by the General Assembly.

Section 11: 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 IADS ExCo e-group.

Section 12: 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	Longhaul 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 means of transport.

Notes:



1. Timings mentioned in the flights table are for the flight not including transfers.
2. Receipts 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 means 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 3B: Officers, Regional Directors and other officials

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 Statutes and Bylaws and as usually appertain to the office of Secretary.
9. To receive membership applications and ascertain the paperwork is complete.
10. To uphold contact with affiliate member organizations (EDSA, FDI, UNESCO)
11. To Update and file constitutions, membership cards and member profiles in the General Secretary Folder.
12. Create certificates for IADS work

c. Treasurer

It shall be the duty of the Treasurer:

1. To serve as custodian of all monies 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 expenses 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 Statutes and Bylaws;
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 of the Voluntary Work Abroad Programme as the International Voluntary Work Abroad Coordinator.

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 an Exchange Fair and Talent Show.

f. Voluntary Work Abroad Coordinator

It shall be the duty of the International Voluntary Work Abroad Coordinator to:

1. Coordinate the Voluntary Work Abroad projects at an international level.
2. Lead the activity of the Voluntary Regional Coordinators.
3. Preside monthly online Voluntary Work Abroad project meetings.
4. Establish new voluntary destinations within the Voluntary Work Abroad project.
5. Be in charge of the student application procedure and communicate with the



applicants.

6. Ensure promotion and promotional materials.
7. Submit a bimonthly written report to the Executive Committee.

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/Local Scientific Officers) 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.

Section 2: Regional Directors

- i. 5 Regional Directors are assigned for the regions of Europe, Africa, Asia-Pacific (except Middle East countries), Americas and Middle East (Bahrain, Cyprus, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, Yemen), according to the geographic definitions of the Regions.
- ii. The Regional Director is elected by the Region's IADS Member Delegates at the Annual Meeting, in case that at least 1/3 of the Region's Members are present. Otherwise, the vote is taken by all the Member Delegates who form the General Assembly.

It shall be the duty of the Regional Director:

- A. To assist the IADS Executive Committee and Chairperson into the development of the IADS Projects within the Region.
- B. To provide the necessary support to the Members of the Region in the implementation of the IADS projects and initiatives.
- C. To represent the IADS interests within the designated region, as well as to



represent the Region's interests within IADS.

Section 3: Committee Chairmen

- 4 Chairmen are assigned for the following Standing Committees: Prophylaxis, Fundraising, Training Education, CRÈME.
- The Chairperson are elected by the General Assembly during the IADS Annual Meetings

Section 4 : Duties of Regional/National/Local Officials

A.

1) The National/Local Scientific Officer has the following duties:

- To implement and assure continuity of the International Dental Research Program within the national/local dental student community
- To inform the students of the SCORE projects and activities.
- To participate every month at the SCORE online meeting.

2) The National/Local Scientific Officer is assigned within and by the IADS country or the local member.

B.

Regional Coordinator of Voluntary Work Abroad project :

1. Two Regional Coordinators are assigned for the territories of Africa, Eurasia and

Oceania. The position of the Regional Coordinator can be held by a Voluntary Project Manager from the aforementioned territories. The assignment of the Regional Voluntary Work Abroad Coordinators is made at the Annual Meeting, by a simple majority (50 % +1) of the General Assembly members.

2. Each Coordinator shall be responsible for the development and sustainment of the Voluntary Work Abroad project within the designated region.

3. The Coordinator shall establish and keep in contact with Voluntary organizations within the designated region.

4. The Coordinator shall work in collaboration with the Fundraising Committee in order to offer financial support to the managed projects.

5. The Coordinator handles visa procedures within the designated regions.

6. The Coordinator shall actively participate at the Voluntary Work Abroad meetings and present a bimonthly written report.

CHAPTER 4: ADVISORY BOARD

4.1 The Advisory Board is an independent body of the Association.



4.2. The Advisor Board shall serve primarily as an advisory body for IADS internal and legal matters

4.3. The Advisory Board shall consist of three to five members from at least two different nations who shall be appointed at the annual General Assembly.

These members shall include:

- a. The Immediate Past President;
- b. A past Executive Committee member;
- c. A past IADS Leadership member who has been actively involved in the Association for at least one year.

4.4 Appointment of Advisory Board members:

- a. Immediate Past President
- b. Past Executive Committee member appointment: open call shall be sent to IADS alumni members. Applicants shall apply for the position by sending their CV with the list IADS achievements together with a motivation letter.
- c. Remaining positions: open call shall be made through IADS social media and alumni list. Applicant(s) shall apply by sending their CV with the list IADS achievements together with a motivation letter.

4.4.2. The Executive Committee shall review applications under points b. and c. and recommend the most suitable candidates to the General assembly. The

General Assembly shall in turn either appoint or reject suggested candidates.

4.4.3. In case of the General Assembly failing to appoint the recommended candidates, all applicants shall be presented to the floor and voting by ballot shall elect the remaining member(s) of the Advisory Board with simple majority.

4.4.4 In case no suitable candidate is found, IADS Executive Committee has the power to temporarily appoint any candidate they feel is qualified for a position of Advisory Board member.

4.5. The Advisory Board members shall not hold any other position within the Association concurrent with their term on the Advisory Board.

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 pre-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 the 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 exchange students.

The Congress Committee shall provide certificates for all attendants.

Section 6: Delegates/NEO Handbook (IEO)

Section 7: Homepage

The management and 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

7.1 The Association's resources are derived from:

- membership fees;
- sponsorship;
- capitation fees
- any other resources authorized by the law.

7.2 The financial year of the Association begins on January 1st and ends on December 31st of each year.

7.3 The funds shall be used in accordance with the Association's aims.

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.

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 percent, unless a written appeal for postponement from the Member has been received and accepted by the Executive Committee. If a member has not fulfilled financial obligations before the annual meeting, before the elections, the voting rights of this association become invalid. Should be paid by members attending Annual Congress, if not that fee would be doubled at the next congress. 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. Membership Fee is fixed for national associations(country members) 250€ per year

and 125 € for Local (School) Associations (School Members).

F. 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.

G. 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 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 BYLAWS AND STANDING ORDERS FOR MEETINGS OF THE GENERAL ASSEMBLY

These Bylaws and the Standing Orders for meetings of the General Assembly may be amended by a simple majority vote 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.

CHAPTER 10: INTERNAL REGULATIONS

Section 1. Definition:

The IADS Clinical Exchange Program, the International Dental Research Program, the Voluntary Work Abroad Program, and the IADS Standing Committees may have internal regulating texts setting the scope of work and defining the guiding principles and rules of these bodies.

Section 2. Scope of Regulation:

Internal Regulations are considered as enforceable laws of the IADS bodies concerned. They are however not to contain any rules that surpass the scope of work of the body it regulates, and should abide by the IADS constitution.

Section 3. Amendments to the Internal Regulations

Amendments to Internal Regulations are presented by the head of the IADS body in question to the Executive Committee.



Approval is given by simple majority vote of the Executive Committee, and the amended articles of the Internal Regulation text are shared immediately with the delegates. Full members can file a written appeal to the General Secretary to reject proposed amendments within two weeks of publication, in which case the next General Assembly decides by a simple majority to approve or not the amendments. The amendments start taking effect immediately after two weeks has passed since publication and no rejection appeal was filed.

II. 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, Chairperson 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. The General Assembly shall be considered valid when 1/3 of the full members who are up to date with their membership fees are present.
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 Chairperson, 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 Chairperson 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 Chairperson 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 Chairperson 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 Chairperson 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 demanding. (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 Chairperson.

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 Chairperson.

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 Chairperson 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/ Voluntary International Work Abroad Coordinator
- n. Report of the Voluntary Work Abroad Coordinator.
- o. Recommendations of the Executive Committee.
- p. Report of the Standing Committee.
- 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 Chairperson 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 Chairperson 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 Chairperson 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 Chairperson shall then invite discussion thereon. On conclusion of such discussion or at the Chairperson'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 Chairperson 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 Chairperson 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 Chairperson 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 Chairperson 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 Chairperson 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 Chairperson 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 Chairperson'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 Chairperson 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 Chairperson 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 Chairperson and crying 'order'. They must be framed as a question to the Chairperson 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 Chairperson'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 Chairperson. When the Chairperson 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 Chairperson'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 Chairperson.

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 Chairperson.

58. If the Chairperson calls a delegate to order, the speaking delegate shall thereupon resume his seat and no other delegate shall rise until the Chairperson has given permission for the debate to continue. The ruling of the Chairperson 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 Chairperson 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 Chairperson 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.