

INTERNATIONAL  
ASSOCIATION OF  
DENTAL STUDENTS



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# INTERNATIONAL ASSOCIATION OF DENTAL STUDENTS

## BYLAWS

**History of amendments:**

*Adopted by the General Assembly at the 16<sup>th</sup> Annual Meeting, Paris, France, August 1967.*

*Amended and adopted by the General Assembly at the 30<sup>th</sup> IADS Congress, Puerto Rico, August 1983.*

*Adopted by the General Assembly at the 55<sup>th</sup> IADS Congress, Egypt, August 2008*

*Amended and adopted by the General Assembly at the 56<sup>th</sup> Mid-Year Meeting, Slovenia, March 2009.*

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## CHAPTER 0: GENERAL REGULATIONS:

### Section 1: Name and Abbreviation

- 1.1. The official name of the Association is: International Association of Dental Students.
- 1.2. Recognized translations: “Association Internationale des Étudiants en Chirurgie Dentaire”, “Asociación Internacional de Estudiantes de Odontología”; “الاتحاد الدولي لطب الأسنان”.
- 1.3. The only abbreviation recognized is “IADS”.

### Section 2: Language

The official working language of the Association is English.

### Section 3: Status

- 3.1. The Association is officially recognized as a Non-Governmental Organization (NGO), non-political and non-profit.
- 3.2. The Association is a tax-exempt organization incorporated under Swiss law.

### Section 4: Vision

Young dental students from all over the world united under the auspices of the IADS to gain knowledge, skills and values

that are necessary to become highly qualified professionals and local, national, or international leaders in dentistry and public health care.

### Section 5: Mission

- 5.1 To promote international contact and co-operation between dental students and dental student organisation throughout the world.
- 5.2 To establish and encourage international programs which will stimulate the interest of dental students in the advancement of the science and art of dentistry.
- 5.3 Independence, implying the non-submission of the Association to political parties, State or religious organisations, or any other organisations which, because of their character, decrease the independence of the Association or of its constituent bodies.
- 5.4 Democracy, implying respect for majority decisions, taken in accordance with the Constitution.
- 5.5 To improve community dentistry globally.
- 5.6 To promote interprofessional and interdisciplinary collaboration in healthcare.

### Section 6: Legislative

#### Transcripts (Statutes and Bylaws)

- 6.1. IADS shall be governed by its Statutes and Bylaws.

6.2. The Statutes are the highest law of IADS. The Statutes shall never be suspended. The Statutes is registered under Swiss law with the Commercial Registry.

6.3. The Bylaws regulate the practical internal management of IADS. They are divided into Articles, and each Article is divided into paragraphs.

## Section 7: Other Regulations

10.1. To regulate their practical internal management, IADS task forces (executive task forces, standing committees and regional offices) are entitled to have regulations. All regulations must comply with the Statutes and Bylaws of IADS. They are proposed by members of the respective task force and approved by the Executive Committee.

10.2. In order to regulate the practical internal management of the Association, the Leadership can have Internal Operating Guidelines. All Guidelines have to comply with the Statutes and Bylaws of IADS.

# CHAPTER 1: MEMBERSHIP

## Section 1: Classification

### **1.1 Organization 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 membership category of unlimited duration

### **1.2 Individual Members**

- 1.2.1 Honorary Life Members
- 1.2.2 Personal Members

## Section 2: Qualification of Organization 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 the country.

2a.1.2 An association representing dental students from more than one school in a country in which no national dental student's association exists, or if the other national dental student's 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 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 are in IADS region 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”, 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 twenty-one calendar days, the applying organization will receive an email from the vice president of internal affairs 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 An organization from a state where IADS already has a national Full Member may apply for Associate 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 dental faculties/schools, and number of actively involved students.
- III. Overall activity level, in which committees are 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 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 organization, the Countries in which applicant organizations are established must be in good standing with international bodies such as the United Nations, World Health Organization and FDI Fédération Dentaire Internationale (FDI World Dental Federation). If there exists reasonable evidence that the admission of any organization as members to IADS will result in repercussions from such organizations, then the Executive Committee or the General Assembly may decide to postpone the vote on membership until a subsequent General Assembly 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 within twenty-one calendar days the applicant shall receive an email from the vice president of internal affairs informing about the ExCo Conclusion.

5.3 The ExCo Conclusion can be one of three options:

- Acceptance

- Refusal
- Further Assessment Deemed "FAD")

5.4 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.

5.5 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.

5.6 The Personal Membership term is one year (subject for renewal).

5.7 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.

5.8 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 Organization Member to the Vice-President of Internal Affairs at least one (1) month before the General Assembly session at which it will be noted, the membership shall be considered terminated, without prejudice to any claims 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 shall 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 vice president of internal affairs 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 vice president of internal affairs 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.** Honorary Life Members are ex-officio Members with the right to speak. Observers from international organizations may attend with the General Assembly's permission.

## Section 4: Certification of Delegates

Responsible Officers of the Member organisations shall certify to the vice president of internal affairs (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 their 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.

### A. Secretary

The Secretary of the General Assembly is the Vice President of Internal Affairs 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:

To 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 state of 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: 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.

# CHAPTER 3A: EXECUTIVE COMMITTEE

## Section 1: Composition

The Executive Committee shall be composed in accordance with the Constitution as follows: President, Vice President of Internal Affairs (VPIA), Vice President of Public Relations (VPPR), Vice President of Science and Research (VPSR), Vice President of Exchanges (VPE), Vice President of Finances (VPF).

## 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 their status as a dental student. Postgraduate students are not eligible to run unless they fulfill the aforementioned criteria.

In Addition, prospective candidates must meet the following criteria:

1. A minimum of one year of experience in the IADS leadership or one year experience in the respective field in any other organization subject to evaluation by the executive committee.
2. A minimum of one year experience in the IADS workforce of the respective committee.
3. Attended a minimum of 2 General Assemblies, if the candidate is an official delegate

#### **Recommendation letter:**

A Confirmation/Recommendation letter will certify the eligibility of the applicant for a leadership role at International Association of Dental Students. It should be preferably written and submitted by the IADS Delegate from the respective country or the direct supervisor in IADS leadership (in case the applicant is already part of the IADS workforce).

#### **01. Rationale of Confirmation/Recommendation**

##### **Letter:**

This letter will serve as a medium to enhance transparency in the whole electoral process. It will give IADS insight about the validity of the candidate's accolades. A chance to hear what the

applicant's colleagues and supervisors have to say about them.

#### **02. Components of Recommendation / Confirmation**

**Letter:**

1. Introduction and Statement of Recommendation.
2. Information regarding Applicant's Eligibility.
3. Overview of Applicant and Previous Experience.
4. Reasons why you are recommending or not recommending them.
5. Closing Statement with Contact Information.
6. Signature.

#### **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:

Vice President of Internal Affairs, Vice President of Public Relations, Vice President of Science and Research, Vice President of Finance, Vice President of Exchanges, Standing Committee Chairpersons, Regional Ambassadors

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.
- No more than one member of the

Executive Committee may hold citizenship of the same country.

- The officers of the Association shall not serve as delegates in the General Assembly during their term of office.
- There cannot 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 distinct positions within the leadership.

Applications must be published 2 weeks before the meeting to the IADS delegates by the Vice President of Internal Affairs and on the IADS website by the Vice President of Public Relations. 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 cancellation 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 Vice President of Internal Affairs. 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 Leadership member failing in his duties or failing to abide by his Non-Disclosure Agreement (NDA), 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 member did not attend 2 consecutive Leadership Meetings without sending an excuse letter.

## Section 6: Powers and Duties

### **A. Duties of President:**

1. To serve as the principal official representative of the Association in relations with governments, the dental professions, dental schools, and organisations; and other international organisations.
2. To preside over 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 perform such other duties as are assigned by the General Assembly, the Articles, and the Regulations, and as custom and usage required of a presiding officer with the approval of the Executive Committee.
7. Responsible for sustaining and developing external relations.

### **B. Duties of Vice President of Internal Affairs:**

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 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 usual appertain to the office of Secretary.
9. To receive membership applications and ascertain the paperwork is complete.
10. To uphold the contracts with affiliate member organizations.
11. To Update and file constitutions, membership cards and member profiles in the General Secretary Folder.
12. Create certificates for IADS work.

### **C. Duties of Vice President of Public**

**Relations:**

1. To edit and manage the IADS Magazine and publications in accordance with the Statutes and Bylaws.
2. To collect and publish in the first edition of the IADS Magazine every year the name and addresses of the following: the officers of the Executive Committee, the Members of the Standing Committee and Regional Ambassadors.
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 report 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.
7. To maintain and update an official IADS website providing information for dental students worldwide.

**D. Duties of Vice President of Science and Research:**

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 with 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 reports 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.

**E. Duties of Vice President of Exchanges:**

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 Voluntary chairperson.

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 over 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.

7. To find and List Voluntary Work  
Projects.

8. To promote exchange report  
competition.

9. To promote and arrange an Exchange  
Fair and Talent Show.

**F. Duties of Vice President of  
Finances:**

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, if 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 31<sup>st</sup>.

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 LOC on  
congress fees (7% cap fees).

8. Send out invoices, keep track of  
membership fees.

9. Raise funds.

**Section 8: Assistance of the  
Executive Committee**

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

**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 vice president of internal affairs, 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 meeting 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 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 trans-continent (8 hours)	450 €

### Other means of transportation 60 €

This shall include buses, 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 Vice President of Finance 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: Committee Chairpersons, Regional Ambassadors and Other Officials

## Section 1: Committee Chairpersons

- 3 Chairpersons are assigned for the following Standing Committees: Public Health, Voluntary, and Training
- The Chairpersons are elected by the General Assembly during the IADS Annual Meetings

### Duties of Standing Committee Chairpersons:

1. They must assist the IADS Executive Committee and work on the development of the specific field worldwide.
2. To provide the necessary support to the Members and implement new projects as well as continue with the old ones.
3. To represent the IADS interests within the designated field, as well as to represent the dental students' interests within IADS.

## Section 2: Regional Ambassadors

- i. 5 Regional Ambassadors are assigned to 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 Ambassador is elected by the Region's IADS Member Delegates at the Annual Meeting, in case at least 1/3 of the region's Members are present. Otherwise, the vote will be taken by all the Member Delegates who form the General Assembly.

### It shall be the duty of the Regional Ambassadors:

- a) To assist the IADS Executive Committee and Chairperson in 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: Other Officials

### **A. President-Elect:**

The President-Elect is elected by the General Assembly of the association's Mid-Year Meeting. The President-Elect collaborates with the President to learn the role of the

President, to become familiar with the programs of the Association and its governance, and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for the Presidential year. The President-Elect shall automatically become President.

Duties of the President-Elect include but are not limited to:

1. Attend and participate in all meetings of the Executive Committee and Leadership.
2. Assumes the duties of the President in the temporary absence of the President, which can include serving as the presiding officer for Executive Committee and Leadership meetings.
3. Serves as a member of the Executive Committee without the right to vote.
4. Be informed about the Association's mission, services, policies, and programs.
5. Represent the Association on behalf of the President as needed.
6. Performs other duties as assigned by the Executive Committee.

## **B. Immediate Past President:**

The Immediate Past President provides advice and leadership to the Executive Committee and Leadership regarding past practices and other matters to assist them in governing the Association. The Immediate Past President supports the president and the President-Elect on an as-needed basis. The Immediate Past President performs the duties of the President in

the absence or disability of the President. The Past President assumes the role of the head of the Advisory Board.

## **CHAPTER 4: ADVISORY BOARD**

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

4.2. The Advisory 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.

4.4.1 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 4.4.1 (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 vice president of internal affairs 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 based on 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 based on agreement between the Congress Committee and the Executive Committee of the Association. The expenses for Human Resources, such as LOC, should not exceed 20% of all expenses. 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: Congress committee 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:  
Student Full Member of the IADS.  
a) Dentist Members of the IADS and dental students are not Full Members of the IADS.  
b) 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 vice president of public relations.

### 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 vice president of internal affairs to provide certificates to the members of the Executive Committee, leadership board and workforce members. The vice president of exchanges 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 vice president of public relations, who will provide and update all the necessary information about the association.

## Section 8: Brand Identity

### A. Official IADS Brand Identity Manual:

The official IADS Brand Identity is defined in the IADS Brand Identity manual.

### B. Usage Limitations:

Only the IADS Brand Identity can be used. Changes in layout or any other additions are not allowed.

The official IADS Brand Identity can only be used by Leadership and workforce engaged in IADS activities.

### C. Member Organizations:

- I. Member Organizations can use the official IADS logo to promote activities and international events only if:
  1. The activities are enrolled in an IADS Program.
  2. The activity is approved by the Executive Committee.
- I. The use of the official IADS Logo must adhere to the guidelines outlined in the Brand Identity Manual.

### D. Membership Logo:

Member organizations, in good financial standing and having updated their membership card, shall receive a designated logo for indicating their membership in IADS.

## Section 9: Brand Protection

Unauthorized Use: Members shall refrain from unauthorized use of the association's name, logo, or branding in external communications.

Reporting Violations: Any observed or reported violations of brand guidelines shall be promptly investigated and addressed by the Vice President of Public Relations.

## Section 10: Publications

Approval Process:

All printed material (e.g., leaflets, pamphlets, booklets, and external correspondence) written in the name of IADS, including IADS printed stationery, must be approved by the Vice President of Public Relations (VPPR) before distribution.

## Section 11: Online Communication Channels

### A. Official Channels:

IADS recognizes the following official online communication channels:

- Website: [iads-web.com](http://iads-web.com)
- Social Media:
  - LinkedIn: [linkedin.com/company/international-association-of-dental-students](https://linkedin.com/company/international-association-of-dental-students)
  - Facebook: [facebook.com/iadsweborg](https://facebook.com/iadsweborg)
  - Instagram: [instagram.com/iadsweborg](https://instagram.com/iadsweborg)
  - Twitter: [twitter.com/iadsweborg](https://twitter.com/iadsweborg)
  - YouTube: [youtube.com/@iadsweborg](https://youtube.com/@iadsweborg)
  - Telegram: [t.me/iadsweborg](https://t.me/iadsweborg)

## Section 12: Representation and Communication Authorization

### Speaking on Behalf of IADS:

- The official spokesperson representing IADS to the media or public is the president.
- No individual is permitted to speak on behalf of IADS without explicit approval from the President.
- In case of the unavailability of the president, the Vice President of Internal Affairs (VPIA) shall assume the role of spokesperson on behalf of IADS.

Communication Authorization:

- Authorization for external communications, including interviews, statements, or representation in external forums on behalf of IADS, must be obtained from the President.

## Section 13: Public Relations Events and Campaigns

Authorization and Coordination:

- Any public relations events or campaigns, which may include but are not limited to educational campaigns, participation in conferences and exhibitions, online webinars or virtual events, collaborative initiatives with other organizations, media conferences, or press releases, undertaken on behalf of IADS, must obtain prior authorization from the Executive Committee.
- The coordination of such events should involve ExCo in

collaboration with relevant committees.

Reporting and Evaluation:

- After the conclusion of a public relations event or campaign, a comprehensive report, including metrics and outcomes, should be submitted to the Executive Committee.

Collaboration with External Entities:

- Collaboration with external entities for public relations purposes should be approved by the President to ensure alignment with IADS values and goals.

## 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 fiscal 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 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 vice president of finances. The Executive Committee shall determine the currency in consultation with a financial expert. Subscriptions must 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, 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 their subscription, suspension of membership shall become automatic. In case of later re-admission to the Association, and the application is made within three years 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 (full 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 for one year as well as 10% for two years in advance.

### Section 3: Funds

The Association may establish funds for special purposes.

### Section 4: Fiscal year of office

The fiscal 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 willful Misconduct.

## CHAPTER 9: AMENDMENTS OF THE BYLAWS AND STATUTES FOR MEETINGS OF THE GENERAL ASSEMBLY

### Section 1: Amendments to the Statutes

7.1. Proposals for amendments must be submitted in writing by an IADS Officer or by a full member organization to the IADS vice president of internal affairs.

7.2. The IADS vice president of internal affairs has to circulate the proposed amendments 60 days before the General Assembly to all the member organizations.

7.3. Amendments to the Statutes have to be agreed upon by at least 3/4 of the delegates present at the General Assembly.

### Section 2: Amendments of the Bylaws

9.1. Proposals for amendments of bylaws must be submitted by an IADS Officer or by a full member organization to the IADS vice president of internal affairs.

9.2. The IADS vice president of internal affairs has to circulate the proposed amendments 60 days before the General Assembly to all the member organizations.

9.3. Amendments to the bylaws have to be agreed upon by at least a simple majority of the delegates present at the General Assembly.

### Section 3: Suspension of the Bylaws

8.1. A proposal to suspend a paragraph of the IADS Bylaws shall be submitted by a full member organization during the General Assembly.

8.2. Each Proposal shall be limited to a single paragraph or a single list item.

8.3. The proposers should justify in writing and orally a) why the paragraph needs to be suspended, b) how suspending the paragraph is going to solve the issue. c) for how long this suspension is going to take effect.

8.4. Proposals for suspending the bylaws have to be agreed upon by at least a simple majority of the delegates present at the General Assembly.

8.5. Paragraphs ruling the suspension of Bylaws cannot be suspended.

## 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 vice president of internal affairs 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 have 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. 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).

## 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 for 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 vice president of internal affairs.
  - k. Report of the vice president of finances.
  - l. Report of the vice president of public relations.
  - m. Report of the vice president of

exchanges

- n. Report of the vice president of science and research.
- 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 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 should 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 a particular section or sections of the report.
- c) Refer 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 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, 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 second 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 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 no 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 passed 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.
- 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 procedurals' 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 businesses, 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. Points 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 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 standing order 47. h, 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, as far as regards business at that meeting if there is a two-thirds (2/3) majority in favor.

"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.

## Appendage

In all affairs of the Association that are not covered by this constitution, the "Sturgis