



# **THE BRITISH SOCIETY OF PERIODONTOLOGY**

## **CONSTITUTION**

**and**

## **BYE-LAWS**

*Revised Constitution and Bye-Laws agreed at the Annual General Meeting  
24 September 2010*

The British Society of Periodontology is a registered charity  
as defined by the Charities Act 1993 and as such  
is registered with the Charity Commission.

Registered Number 265815

# CONSTITUTION

## ARTICLE 1

### Name

The name of the Society shall be “The British Society of Periodontology”.

## ARTICLE 2

### Objects

The object of the Society shall be to promote for the benefit of the public the art and science of dentistry and in particular the art and science of periodontology and in furtherance thereof to advance all aspects of Periodontology and to promote improvements in the teaching of the same.

## ARTICLE 3

### Membership

#### Section 1

Membership shall be of the following classes:

- (a) Honorary
- (b) Full

#### Section 2

Honorary membership may be conferred on the nomination of Council upon any person, not necessarily from the United Kingdom, by unanimous vote at the Annual General Meeting. Honorary members shall be limited to ten at any one time and shall have all the privileges of the Society.

#### Section 3

Full members shall have the right to vote and be unlimited in number. Members must be registered in the Medical or Dentists Register or hold such other qualification as Council approve, or be members of an affiliated Society, or be dental hygienists/dental therapists who are registered with the GDC.

#### Section 4

Application to become a full member must be sent to the Honorary Secretary with the subscription. There are no requirements for nomination.

#### Section 5

Full members shall receive the Journal of Clinical Periodontology electronically and have the option to pay the publishers for a printed version of the Journal. Honorary Members shall receive the Journal of Clinical Periodontology electronically and, if they wish, will also receive the printed version of the Journal. The Society’s secretariat will facilitate the administration of payment for the printed Journal, but the contract for the printed Journal will be between the member and the publishers.

## ARTICLE 4

### Section 1

Associates of the Society, shall be non-voting and can be unlimited in number. The category will be available to:

- (i) A member of another Society affiliated with the European Federation of Periodontology who receives the Journal of Clinical Periodontology through that Society.
- (ii) A dental practitioner who has retired from clinical practice and does not wish to receive the Journal of Clinical Periodontology.
- (iii) Registered Dental Undergraduates and student DCPs (dental care professional) from the United Kingdom or who are members of Societies affiliated with the European Federation of Periodontology.
- (iv) Dental Care Professionals (other than dental hygienists/dental therapists) who are registered with the General Dental Council.

### Section 2

Applications to become an Associate of the Society must be sent to the Honorary Secretary with the subscription. There are no requirements for nomination.

## **ARTICLE 5**

### **Officers**

#### **Section 1**

The Officers of the Society shall be the President, a Senior Vice-President (chosen from Past Presidents), two Vice-Presidents (the President-Elect and the Immediate Past President), the Honorary Secretary, Honorary Treasurer, Honorary Assistant Secretary(s), Honorary Editor, Webmaster, and the Commercial Liaison Officer.

#### **Section 2**

The Officers shall hold office for one year and shall be eligible for re-election. The Senior Vice-President shall not retain their office for more than two years in succession. The Honorary Secretary, Honorary Treasurer, Honorary Editor, Webmaster and Commercial Liaison Officer will be typically expected to serve a 4 year term of office (subject to annual election at the AGM) and would not normally serve more than two consecutive 4 year terms.

#### **Section 3**

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

#### **Section 4**

Nominations of Officers for the succeeding year may be *made* by Council or by Members, and nominations must be proposed and seconded in writing and received by the Honorary Secretary at least six weeks prior to the Annual General Meeting.

## **ARTICLE 6**

### **Duties of Officers**

#### **Section 1**

The President shall preside at all meetings, decide upon questions of order, sign the minutes of all meetings and be Chairman of the Council. In the absence of the President or the Immediate Past President, a Chairman shall be appointed by the meeting. The President shall, ex officio, be a Member of all committees.

#### **Section 2**

The Honorary Secretary shall be responsible for all business of the Society and shall act as Secretary to the Council. The Honorary Secretary shall keep minutes of all meetings, conduct the correspondence and prepare a report upon the work of the Society for the Annual General Meeting. The Honorary Secretary shall, ex officio, be a member of all committees.

#### **Section 3**

The Honorary Assistant Secretary is nominated by the President-elect, with Council's approval, to assist as the Council directs. The period of office shall include the term as President-elect and the Presidential year.

#### **Section 4**

The Honorary Treasurer shall receive all subscriptions and other monies payable to the Society and discharge all accounts with the approval of the Council. The Honorary Treasurer shall prepare a balance sheet and statement of accounts for the Annual General Meeting of the finance of the Society, which will have been submitted to the Council previously. The Honorary Treasurer will send on behalf of the Trustees an appropriate financial document, annual return and a Trustee's report, which will be signed by *the President and Honorary Treasurer of the Society*, to the Charities Commission within the time limits specified by the Commission. A record will be made of approval of these documents by all the Trustees before submission to the Charity Commission. The Honorary Treasurer shall make arrangements, with Council's approval, to pay an accountant to prepare the accounts and independently examine or audit the accounts, as appropriate to Charities Commission regulations. The Honorary Treasurer will, ex officio, be a member of all committees

#### **Section 5**

The Honorary Editor will be concerned with reporting the day to day activities of the Society. The Honorary Editor will prepare reports of the Society's meetings for inclusion in a suitable journal and shall be responsible for the publication of the Newsletter. A report to the Society will be presented at the Annual General Meeting.

## **Section 6**

The Commercial Liaison Officer will be nominated with approval of Council. The Commercial Liaison Officer shall co-operate with colleagues from the Dental trade and industry with regard to sponsorship of Society meetings. Any financial transactions must be made within the guidelines set by Council.

## **Section 7**

The Webmaster will be concerned with the day to day running and maintenance of the Society website, including news items, relevant links and resources. The Webmaster will work in collaboration with other members of Council as required to facilitate Society activity.

# **ARTICLE 7**

## **The Council**

### **Section 1**

The authority of the Society will be vested in a Council consisting of the Officers of the Society, a representative each of the Teachers' Section, the Dental Practitioners' Section and four Other Members of the Society elected by ballot at, or in the two weeks preceding, the Annual General Meeting. At least two members of the Council should normally reside outside London and the Home Counties.

### **Section 2**

One-quarter of the total number of the Other Members of Council shall retire annually and shall not be eligible for re-election as Other Members for one year.

### **Section 3**

Nomination from members for Council members other than Officers must be received by the Honorary Secretary at least six weeks prior to the Annual General Meeting and be circulated to all members at least three weeks prior to the Annual General Meeting. In the event of no nominations being received by these times, and with the approval of Council, the Honorary Secretary may waive these time limitations in order to facilitate nominations for election to Council.

### **Section 4**

In all matters requiring a vote the President shall have a casting vote in addition to an ordinary vote.

### **Section 5**

If a vacancy occurs in the Council, Council shall be empowered to fill the vacancy for the remainder of the current year.

### **Section 6**

The Council may employ an Administrative Manager and a Conference Manager to assist in the daily management and running of the Society and of Council's affairs. Both the Administrative Manager and Conference Manager will be present at Council meetings and may offer advice and comment but will not be full or voting members of Council, nor trustees of the Society.

### **Section 7**

The Council has the power to co-opt such persons as may assist the Council with its business. Co-opted member(s) will not be full or voting member(s) of Council.

### **Section 8**

Members of Council who do not attend 50% of Council meetings over a 2 year period will be contacted in writing and asked whether they wish to resign from Council. A Council member may be removed from Council if so required and their office considered for re-election as a casual vacancy.

## **ARTICLE 8**

### **Duties of the Council**

#### **Section 1**

The Council shall arrange the meetings and conduct the affairs of the Society. The Council shall meet at such times as it may deem necessary.

#### **Section 2**

A quorum shall consist of six members.

#### **Section 3**

The Council shall have the power to appoint such Committees as it may deem necessary for the efficient transaction of the business of the Society. No Committee shall have the power to incur any expenses without the sanction of the Council.

#### **Section 4**

The Council shall, in pursuance of the objects of the Society, promote research and disseminate the results, grant prizes and scholarships, hold conferences and lectures and promote discussions, raise funds for the purposes of the Society and prepare and circulate reports and generally do all lawful things which will further the objects of the Society.

## **ARTICLE 9**

### **Teachers' Forum**

#### **Section 1**

The object of the Forum shall be to consider and advise on all matters relating to the teaching of Periodontology.

#### **Section 2**

All members holding teaching or research appointments are eligible to be members of the Forum.

#### **Section 3**

Members of the Forum shall elect a Chairman and Honorary Secretary for one year whose names shall be reported to the Annual General Meeting of the Society. Officers are eligible for re-election. Other Officers or Committee members may be elected at the discretion of the members of the Forum. A nominee shall represent the Forum on the Council of the Society. The Chairman and Honorary Secretary will be typically expected to serve a 2 year term of office (subject to annual election by members of the forum) and would not normally serve more than two consecutive 2 year terms.

#### **Section 4**

Meetings shall be held at the request of Council or at the discretion of the Officers of the Forum. Any meetings of a clinical or scientific nature shall be open to all members of the Society.

#### **Section 5**

The Forum is only empowered to act in the name of the Society and not on its own behalf. Matters shall normally be referred to the Council of the Society, but in matters of urgency the President shall be permitted to authorise action by the Chairman of the Forum.

#### **Section 6**

Any money needed by the Forum shall be requested from the Honorary Treasurer and voted upon by Council.

#### **Section 7**

The Honorary Secretary of the Forum shall present a report of the Forum's activities at the Annual General Meeting.

## **ARTICLE 10**

### **Dental Practitioners' Section**

#### **Section 1**

The object of the Section shall be to consider and advise on all aspects of Periodontology in Dental Practice. It shall be involved in the Society's negotiations with the Department of Health and British Dental Association and other regulatory bodies on the provision of periodontal treatment under the National Health Service and shall play a role in conjunction with the Education Committee in periodontal postgraduate education for dental practitioners.

#### **Section 2**

All members working in dental practice, full or part-time, are eligible to be members of the Section.

#### **Section 3**

Members of the Section shall elect a Chairman and Honorary Secretary for one year whose names shall be reported at the Annual General Meeting of the Society. Officers are eligible for re-election. Other Officers or Committee Members may be elected at the discretion of the members of the Section. A nominee shall represent the Section on the Council of the Society. The Chairman and Honorary Secretary will be typically expected to serve a 2 year term of office (subject to annual election by members of the section) and would not normally serve more than two consecutive 2 year terms.

#### **Section 4**

Meetings shall be held at the request of Council or at the discretion of the Officers of the Section. Any meetings of a clinical or scientific nature shall be open to all members of the Society.

#### **Section 5**

The Section is only empowered to act in the name of the Society and not on its own behalf. Matters shall normally be referred to Council of the Society, but in matters of urgency the President shall be permitted to authorise action by the Chairman of the Section.

#### **Section 6**

Any money needed by the Section shall be requested from the Honorary Treasurer and voted on by Council.

#### **Section 7**

The Honorary Secretary of the Section shall present a report of the Section's activities at the Annual General Meeting.

## **ARTICLE 11**

### **Education Committee**

The objectives of the committee are to promote and improve education in Periodontology amongst general dental practitioners and other oral health care professionals. The committee shall consist of a Chairman, Honorary Secretary, the President (ex-officio), and co-opted members as required. The Chairman and Honorary Secretary shall be nominated by the Council of the Society. The co-opted members shall be approved by the Council of the Society. Meetings shall be held at least twice a year. The Chairman and Honorary Secretary will be typically expected to serve a 2 year term of office and would not normally serve more than two consecutive 2 year terms.

## **ARTICLE 12**

### **Amendments to the Constitution and Bye-Laws and Dissolution**

#### **Section 1**

The Constitution of this Society and the Bye-Laws may be amended at an Annual General Meeting of the Society or, if the Council deem it advisable at an Extraordinary General Meeting called for the purpose, if the proposed changes are approved by a two-thirds majority of those made present and voting. No amendments shall be made to the Constitution which shall have the effect of making the Society cease to be a Charity in law or authorise the application of its funds for non-charitable purposes.

#### **Section 2**

In the event of the Society ceasing to exist, all its assets shall be transferred to a Charity nominated by the President of the British Dental Association.

## **BYE-LAWS**

### **ARTICLE 1**

#### **Meetings**

##### **Section 1**

The Annual General Meeting shall be held in September or October whenever possible.

##### **Section 2**

The Ordinary Meetings shall be held at such times as the Council may direct.

##### **Section 3**

Extraordinary General Meetings may be called by the Council, or upon a requisition in writing to the Honorary Secretary of the Society stating the object for which the meeting is called, signed by twenty members. If the meeting so requisitioned is not convened within two months the said twenty members may convene such a meeting.

##### **Section 4**

Any proposed change in the Constitution and Bye-Laws of the Society shall be submitted in writing to the Honorary Secretary.

The Honorary Secretary shall send written notices to all members setting forward the proposed change or changes to be brought up at the Annual General Meeting or at an Extraordinary General Meeting called for the purpose.

All such notices shall be sent out not less than four weeks before the meeting at which the proposed change is to be submitted to the members. Non-receipt of such notice by any members shall not invalidate the proceedings at the meeting.

Only at the Annual General Meeting or at an Extraordinary General Meeting convened for that purpose shall there be any discussion relating to any proposed changes in the Constitution and Bye-Laws of the Society.

### **ARTICLE 2**

#### **Order of Business**

##### **Section 1**

The order of business of the Annual General Meeting shall be:-

1. To receive apologies for absence
2. The adoption of the Minutes of the previous Annual General Meeting
3. Report of the Honorary Secretary
4. Report of the Honorary Treasurer
5. Report of Honorary Editor
6. Report of Honorary Secretary of the Teachers' Forum
7. Report of Honorary Secretary of the Dental Practitioners' Section
8. Election of Officers for the coming year
9. Election of the President-Elect for the following year
10. Election of Members of Council
11. Appointment of Independent Examiner/Auditor of the Society's accounts
12. Presentation of Prize Certificates and notification of Award
13. Vote of thanks to the Retiring President
14. Induction of new President
15. Any other business
16. Presidential Address

##### **Section 2**

The order of business for Ordinary Meetings shall be:

1. The adoption of the Minutes of the previous meeting
2. Communications
3. Any other business

## **ARTICLE 3**

### **Subscriptions**

#### **Section 1**

The annual subscription, for Full Members and Associates of the Society, will be approved each year at the Annual General Meeting and preferably payable by direct debit mandate on 31st December. Associates shall pay a reduced subscription but will not receive the Journal of Clinical Periodontology. Postgraduate students registered on a recognised UK postgraduate dental course relevant to the practice of periodontology shall pay a reduced subscription as full members for a period of four years from the date of registration on a postgraduate course. Clinicians on Restorative Dentistry training programmes recognised by UK Dental Deaneries shall pay a reduced subscription as full members for a period of five years from the date of registration on a postgraduate course. Members who are within four years of their first clinical qualification will be offered a reduced membership rate for this period. Undergraduate dental student members of the Society will be offered a reduced membership rate.

#### **Section 2**

The Honorary members shall be exempt from payment of all subscriptions.

#### **Section 3**

When a member has failed to pay his subscription by 28 February the Administrative Secretary shall issue a reminder. If no payment has been received by 30 April the membership shall be terminated.

## **ARTICLE 4**

### **Expulsion**

#### **Section 1**

The Society may expel any Member against whom charges of conduct or practice prejudicial to the interests of the Society are deemed by the Council to be proved. The Council's report shall be presented at the Annual General Meeting, or at an Extraordinary General Meeting called for the purpose, at which a majority vote of the Members present shall be necessary to expel a member.

*Revised Constitution and Bye-Laws agreed at the Annual General Meeting  
24 September 2010*