

 **---------------------------------------- Branch**

**The -------------------------------------------------- Section of the**

**British Dental Association.**

**The area of the Section shall be:**

**Rules**

**1.** **Name:**  The name is “The --------------------------------------------------------- Section of the ----------------------------------- Branch of the British Dental Association”.

 **2.** **Objects:**

 **2.1**

 To assist as far as possible in maintaining the spirit and provisions of the Dentists’ Acts.

 **2.2**

 The discussion of subjects affecting the interests of dental practitioners, both locally and nationally, collectively and individually.

 **2.3**

The discussion of matters relating to dental practice and to dental and allied sciences.

 **2.4**

The cultivation of a generous professional and social spirit among practitioners throughout the section and to give help where needed.

 **2.5**

To further the membership and interests of the British Dental Association.

**3.** **Meetings**

The Section shall meet at least X times a year, meetings to be held within the Section area.

A Special Meeting may be called by direction of the Committee or shall be called on a requisition signed by not less than X Members, stating the purpose for which the meeting is to be held. If the meeting so requisitioned is not convened within twenty-eight days the said members may convene such meeting. No business shall be transacted at a Special Meeting other than that for which the Meeting was called.

An Annual General Meeting (hereinafter called the AGM) shall be held once every year or within 14 months of last AGM. At least fourteen days’ notice, specifying the place, the date, and the time of the Meeting, and, in case of special business, the general nature of such business, shall be given to each Member by email. The non-receipt of such notice by any Member shall not invalidate the proceedings at any General or Special Meeting. At all Annual and Special Meetings, no business shall be transacted unless a quorum of X Members is present.

**4. Membership**

 The Membership of the section shall consist of:

**(a)** Members of the Association who reside or practice in the area of the Branch and who choose to be members of the Section.

**(b)** Subscribing Members. Any Member of the Association may be elected a subscribing member of the Section.

**5.** **Subscription**

 The Section may, on the recommendation of the Section Committee, require an additional subscription for special purposes.

**6.** **Management**

 The business of the Section shall be conducted by a Committee which shall consist of the following:

 ⚫ Chair

 ⚫ Secretary and Treasurer

* Any Member of the Section who is a Member of the Principal Executive Committee/English Council representing (branch area)
* Other Members of the Section as may be determined, representing all spheres of dental practice, including young dentists.

The following shall be ex-officio members of the Committee:

 ⚫ The Immediate Past Chair of the Section

 ⚫ The Secretary of the Branch

 ⚫ The Representatives of the Section on the Branch Council.

**7.** **Election of Officers**: The Chair, Treasurer and Secretary shall be nominated and elected by the Members at the Annual General Meeting.

**8.** All Officers shall be elected annually, the retiring Officers being eligible for re-election, subject to a maximum of 6 years successive service in that office.

**9.** The elected Members of the Committee shall be elected for three years; one Representative shall retire in each year and shall only be eligible for re-election after the expiration of one year. The order in which the first representatives shall retire shall be determined by ballot.

The Branch Council Representatives shall be elected by the Members at the Annual General Meeting.

**10.** **Section Treasurer**: The Section Treasurer shall receive the subscriptions and other monies payable to the Section and shall discharge all accounts which have been ordered by the Committee to be paid. He or she shall prepare an annual Statement of Accounts and Balance Sheet for presentation at the Annual General Meeting of Section and Branch each year.

**11.** **Section Secretary:** The duties of the Section Secretary shall include attendance at the meetings of the Section and of the Committee, recording the respective minutes, conducting the correspondence and acting generally under the direction of the Committee. They shall be ex-officio a member of the Branch Council, they shall attend Council Meetings of the xxx Branch and their travelling and necessary hotel expenses may be paid for out of Section funds. They shall also be reimbursed from the Branch funds for any expenses they may have incurred on behalf of the Branch, subject to the approval of the Branch Council.

**12.** **Committee:** The Committee shall conduct the general affairs and business of the Section, except as otherwise provided by the Rules.

They shall regulate the order of business and nominate the readers of addresses for the Meetings.

The Committee shall meet not less than twice each year and in the absence of the Chair, a Chair shall be appointed by the Meeting.

The Meetings shall be held at such time and place as the Committee appoint; X members shall form a quorum.

A Special Meeting of the Committee shall be called by the Chair on a requisition, signed by not less than X members of the Committee, stating the business for which the Special Meeting is required. No other business shall be transacted at such a meeting except that for which it has been called. If the Meeting so requisitioned is not convened within two months the said members may convene such a meeting.

**13. Vacancies**: In the case of death, resignation or incapacity of any Officers of the Section, the Committee may appoint a Successor, who shall hold office until the next Annual General Meeting.

**14.** **Alteration of Rules:** No Rule shall be altered or repealed nor any new Rule adopted except at the Annual General Meeting, or at a Special Meeting called for that purpose, nor unless a written notice of the terms thereof be sent to the Section Secretary, at least one month before the Annual General Meeting or Special Meeting, which alteration must be approved by the Branch Council before coming into operation.

**15. Sub-Committees:** The Committee may from time to time appoint such Sub-Committees as may be deemed necessary.