



**Bylaws**  
of the  
**European Academy of Paediatric Dentistry**

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## CHAPTER I: MEMBERSHIP

### Section 1. Categories:

There shall be six (6) categories of membership of the European Academy of Paediatric Dentistry (EAPD): Active, Associate, International, Student, Retired and Honorary.

### Section 2. Eligibility:

**A. ACTIVE:** An ethical dentist may be considered for Active membership provided the applicant is currently working within the European region as defined by the World Health Organization ([www.who.int](http://www.who.int)) and is a member of, and maintains membership in a national dental association in the European region and should satisfy at least one of the following criteria:

1. Has qualified according to the curriculum guidelines for education and training in paediatric dentistry of EAPD (Int J Paediatr Dent 1997;7:4:273-81). The chairperson/head of the postgraduate programme must provide the following information for the applicant to submit:
  - i. Proof that the Department operates as an autonomous unit or in conjunction with an undergraduate programme in a Dental School.
  - ii. A detailed description of a complete postgraduate programme of 3 years' duration (courses – hours etc.).
  - iii. A list of faculty members (names, positions, – specialty status) assigned for teaching on the under and/or postgraduate programme.
  - iv. A confirmation letter from the Dean of the Dental School or Head of a hospital based advanced education programme on the existence and operation of the programme under the above circumstances.
  - v. A copy of the original certificate that was awarded upon graduation to the specialist who is applying for membership of EAPD.
2. Is in a full-time academic post with continuous clinical activity in a University Department of Paediatric Dentistry within the European region.
3. Is already registered as a specialist paediatric dentist on a state specialist register list of his/her own country in the European region.

**B. ASSOCIATE:** An ethical dentist may be considered for Associate membership provided the applicant is currently working within the European region as defined by the World Health Organization and is a member of, and maintains membership in a national dental association in the European region and should satisfy at least one of the following criteria:

1. The individual practices in the area of Paediatric Dentistry but the dentist's postgraduate education does not meet the educational requirements for Active membership of EAPD.

2. The individual's primary concern and activity is in an area of education, research or practice related to Paediatric Dentistry.

**C. INTERNATIONAL:** An ethical dentist may be considered for International membership if practising paediatric dentistry outside the European region as defined by World Health Organization and otherwise would satisfy the conditions for Active or Associate Membership.

**D. STUDENT:** This category of membership is available, upon formal application by a dentist enrolled in a full or part-time educational programme in Paediatric Dentistry that complies with the EAPD postgraduate programme requirements. The applicant must submit a letter from his/her Head of Department confirming his/her status as a postgraduate student on a training programme in Paediatric Dentistry. The maximum length of student membership is 3 years.

**E. RETIRED:** Retired membership shall, upon application, be available to:

1. Active or Associate members who have retired from dental practice, administration, research and/or teaching, with the stipulation that the member has been either an Active or Associate dues-paying member for the calendar year in which application for Retired membership is made.
2. Retired membership is not available to members who have formally retired but who continue to be engaged in part-time practice or employed in a dental administrative, research or teaching capacity on a full-time or part-time basis for which significant remuneration is received. In the event that a Retired member resumes practice or teaching with significant remuneration, it shall be incumbent upon that member to notify the EAPD for reinstatement to the former category of membership.

**F. HONORARY:** Individuals may be nominated for Honorary membership. The Credentials and Ethics Committee may elect honorary members for exceptional and outstanding contributions to Paediatric Dentistry, following nomination by an Active member, who shall submit a recommendation to the above committee substantiating evidence of the nominee's qualification for such membership. The unanimous recommendation of the Credentials and Ethics Committee and approval of the Board and Council shall be required for consideration for election. An affirmative vote of two-thirds (2/3) of the membership present, eligible to vote and voting at any session of the General Assembly shall be required for approval.

### **Section 3. Duties and Privileges:**

**A. ACTIVE:** Privileges of Active members shall be to:

1. Vote on all issues brought before the General Assembly
2. Hold elective office and serve on committees

3. Attend congresses, seminars and workshops of the EAPD at reduced member rates
4. Receive copies of the European Archives of Paediatric Dentistry and have access to members-only parts of the website

**B. ASSOCIATE:** Privileges of Associate members shall be to:

1. Serve as consultants to committees, but not vote or hold elective office
2. Attend congresses, seminars and workshops of the EAPD at reduced member rates
3. Receive copies of the European Archives of Paediatric Dentistry and have access to members-only parts of the website

**C. INTERNATIONAL:** Privileges of International members shall be to:

1. Serve as consultants to committees, but not vote or hold elective office
2. Attend congresses, seminars and workshops of the EAPD at reduced member rates
3. Receive copies of the European Archives of Paediatric Dentistry and have access to members-only parts of the website

**D. STUDENT:** Privileges of Student members shall be to:

1. Serve as consultants to committees, but not vote or hold office
2. Attend congresses, seminars and workshops of the EAPD at reduced member rates
3. Have access to members-only parts of the website and receive electronic copies of the European Archives of Paediatric Dentistry at a subscription fee determined by the Board and Council
4. Be eligible to apply for Active membership immediately following satisfactory completion of a postgraduate specialty education programme

Privileges of Student members will terminate on the date of completion of the individual's advanced educational programme or three years after their registration as student members.

**E. RETIRED:** Privileges of Retired members shall be to:

1. Serve as consultants to committees, but not vote or hold elective office
2. Attend congresses, seminars and workshops of the EAPD at reduced member rates
3. Have access to members-only parts of the website and receive copies of the European Archives of Paediatric Dentistry at a subscription fee determined by the Board and Council.

**F. HONORARY:** Honorary members shall have the same privileges as Active members, except the right to vote or hold elective office.

## **Section 4. Procedure for application:**

### **A. Application for membership:**

Applications for all categories of membership of the Academy shall be submitted to the EAPD Secretary electronically together with documentation as outlined on the EAPD website in such form as the EAPD (Board and Council) may designate.

### **B. Application review:**

1. The EAPD Secretary and the Credentials and Ethics Committee shall be responsible for reviewing all applications for membership.
2. Upon receipt of an application for membership, the Secretary shall review the applicant's qualifications to assure that they conform to the respective requirements for a category of membership – Active, Associate, International, Student, Retired or Honorary. The Credentials and Ethics Committee will review any variance. Upon approval of the Credentials and Ethics Committee and completion of all stipulated requirements, the applicant shall become a member in the appropriate category. The EAPD Secretary and the Chair of the Credentials and Ethics Committee may seek advice and a decision from the EAPD Board in cases where it may be difficult to determine membership status of an applicant.

## **Section 5. Non-Payment of membership fee:**

A member who does not pay the annual membership fee will be classified as a former member (Chapter VIII: Finances, Section 3: Delinquency). A former member will be removed from the mailing list of the European Archives of Paediatric Dentistry, will no longer have access to members-only parts of the EAPD website and will not be entitled to reduced registration fees for congresses, interim seminars or other meetings of EAPD. A former member who wishes to re-join the EAPD will pay an additional re-joining fee, as established by the Board and Council, and a membership fee for the current year.

## **Section 6. Reinstatement:**

A former member, whose membership has been terminated following resignation, non-payment of membership fees, or for any other reason, shall be reinstated upon approval of the Credentials and Ethics Committee following payment of a re-joining fee as established by the Board and Council, and payment of the membership fee for the current year.

## **Section 7. Leave of absence:**

When extenuating circumstances exist, the Credentials and Ethics Committee may grant a member of the EAPD, upon application, a leave of absence for a period of one (1) year. Extension or completion of a leave of absence may be sought by a member – the member shall send such a request by electronic mail to the Credentials and Ethics Committee who will make a decision concerning the leave of absence.

## **CHAPTER II: LOCAL ORGANISATIONS**

### **Section 1. Organisation:**

A local organisation shall represent those members of the EAPD within a country in the European region as defined by the World Health Organization and shall be responsible for promoting the aims of the EAPD within that country. A local group with at least five (5) Active members will be responsible for the election of a Council member to represent their views to the Council. Only Active members who are in good standing in relation to payment of membership fees may stand for election or vote in an election to select an Active member to represent their country as a Council member. Any local organisation in a country with less than 5 Active members or in a country that is not in the European region may ask the EAPD President to grant that country the privilege of allowing a representative member attend an EAPD Council meeting as an observer without voting rights.

### **Section 2. Purpose:**

A local organisation shall be formed to:

1. Disseminate information and public relation materials through the EAPD;
2. Facilitate interchange between other component organisations and the EAPD;
3. Provide educational opportunities for the members;
4. Elect a Councillor and a local committee in a democratic manner;
5. Should a Councillor be elected as a member of the EAPD Board then this person must resign from the position as Councillor. Another Councillor must be elected by the local organisation.

### **Section 3. Duties:**

A local organisation shall:

1. Hold meetings at least annually;
2. Consider candidates from their country for nomination for elective positions on committees of the EAPD and/or on the Board of the EAPD and the councillor should inform the Chair of the Nominations Committee of these nominations at least 6 months before a General Assembly;
3. Provide for its own financial support, as needed.

### **Section 4. Membership:**

Voting members of a local organisation shall meet the eligibility requirements for Active membership of EAPD in good standing.

### **Section 5. Procedure for application:**

An application for local organisation status shall be submitted to the EAPD Secretary. Following review of the application by the Board and Council, local organisation status may be granted.

## **CHAPTER III: BIENNIAL CONGRESS and INTERIM SEMINAR**

### **Section 1. Preamble concerning the biennial Congress:**

The biennial Congress is the main scientific meeting of the EAPD. All scientific content and discourse at the Congress (presentations, posters, podiums discussions, etc.) should be supported, where feasible, by evidence-based information and recognised standards of good clinical practice. The official language of the Congress is English.

### **Section 2. Venue and Dates of a Congress:**

Every country in the European region that wishes to host and organise a Congress should submit to the Board via its Councillor, a complete folder, DVD or other electronic information device giving all the relevant information regarding the organisation and details of the future congress including the following:

1. A proposed city within the country where the Congress will take place;
2. Direct or indirect access by air from all European countries;
3. Names, facilities and prices of hotels and of a convention centre, which will accommodate the Congress and the participants;
4. The approximate number of participants that it is estimated will attend the Congress;
5. Events and social programmes for delegates and accompanying persons;
6. Proposed dates for the Congress - preferably a weekend in June, unless otherwise decided by the Board and Council after relevant proposal of change directed to it by the hosting country;
7. The approximate registration fees.

### **Section 3. General Conditions of a Congress:**

The biennial Congress of EAPD is organised in the host country by the Chair of the Local Organising Committee but some special points have to be kept in mind:

- a. The Congress belongs to EAPD and the President of the Congress is always the President of EAPD;
- b. The Chair of the Local Organising Committee of Congress organises the Congress in the host country in cooperation with the Board of EAPD and the Editor of the European Archives of Paediatric Dentistry. The Chair of the Local Organising Committee of Congress liaises closely with the Board of EAPD in relation to the scientific content of the Congress;
- c. Pre- and Post-Congress symposia that are organised by the local organisers should not exceed two days in duration. The total extent of the scientific programme of the Congress should not be less than or exceed three days, including a weekend day, ending in the early afternoon of Saturday or Sunday;
- d. A "Congress logo" referring to the particular place where the Congress is held may be used in addition to the EAPD logo, if desired, provided that the EAPD logo is given more prominence when they are used on the papers, posters and cover pages of the programme;

- e. It is not allowed to advertise on any official documents of the Congress, postgraduate programmes, places or actions, related to the organiser;
- f. All EAPD members must have an equal opportunity to enter and participate in the Congress. The local organising committee gives a statement with the bid that there will be free and unimpeded access to the host country and congress by all members of EAPD;
- g. There shall not be any restriction, discrimination or discomfort directed to any EAPD members or other delegates attending the EAPD's Congresses;
- h. The registration fee should be kept as low and reasonable as possible, and be consistent with the fees of other Congresses of the same size and style held in the same country, by other international organisations.

There should be five categories of registration fees:

(1) active/associate member, (2) non-member, (3) student member/retired member, (4) accompanying person, (5) exhibitor/sponsor staff member.

- a. Registration for the first three categories of delegates {(1) active/associate member, (2) non-member, (3) student member/retired member} should include the following :
  - i. Full attendance at the main programmes of the Congress; Admission to the opening ceremony and welcome reception
  - ii. All coffee breaks;
  - iii. Admission to the closing ceremony
  - iv. Lunches and dinners/social functions/banquets may be optional to be included in the Registration Fee or not.
- b. Registration for the other two categories of delegates {(4) accompanying persons and (5) exhibitor/sponsor staff members} should include the following:
  - i. Admission to the opening ceremony and welcome reception;
  - ii. Admission to the closing ceremony
  - iii. Admission to the exhibitor/sponsor area (only for exhibitor/sponsor staff members)
  - iv. Lunches and coffee breaks for exhibitor/sponsor staff members may be charged at a fee arranged between local organisers and exhibitor/sponsor companies.

#### **A. Procedure for application to host a Congress**

Following an announcement/call by the Board of EAPD on the website and in the European Archives of Paediatric Dentistry for submission of bids to host a future Congress, any local organisation of EAPD willing to organise a Congress in their country should apply through its Councillor to the Secretary of the EAPD Board. The application should be submitted at least four (4) months before the next Council meeting expressing the intention of the group to organise the Congress, along with as much information as possible regarding the appropriateness of the place, prior experience, and facilities available to insure the organisation of a successful Congress. On receipt of the bid the Secretary of the Board of EAPD will forward the application to the Future Congress and Seminar Committee (FCSC), an executive committee of EAPD.

The FCSC will evaluate the bid and provided that all requirements to organise a Congress are fulfilled (see duties of FCSC in Chapter VII: Committees), members of the FCSC will interview delegates of the local EAPD organisation who made the bid. The chair of the FCSC will then send a report of the committee's decision concerning the bid to the Board of EAPD. The Secretary of the Board of EAPD

will send a copy of the FCSC's report to Council members at least 4 weeks before the next Council meeting when bids to host future congresses will be discussed and decisions made on where to host future Congresses. The Board and Council of EAPD shall decide, after the evaluation by the FCSC, the sites for future Congresses at least four (4) years ahead of the planned Congresses. It has become a custom that the Congresses are organised to the north, south, east and west alternatively every other year as far as possible, but based upon suitable bids.

Congresses of EAPD shall be awarded to local organisations via their elected representatives (Councillors) – the Councillor will usually be nominated and elected as Chair of the Local Organising Committee of Congress. The Councillor of the host country and local organisers are entitled to propose another active member of EAPD in good standing as Chair of the Local Organising Committee of Congress.

#### **B. Evaluation of the application to host a Congress**

The Future Congress and Seminar Committee (FCSC) members will receive all applications (Folders) from the EAPD Secretary and review each application concerning the following aspects: host city and venue, hotels, proposed dates of the Congress, travel information, Chair of the local organising committee, professional organising company, potential topics, estimated financial budget (including the proposed registration fees), and statement from the chair and secretary of the local EAPD organisation to organise the Congress. If necessary, site visits to the venue of a potential future Congress may be arranged by the local organising committee who will cover the expenses of a member of the FCSC to visit the site and evaluate the facilities and its overall appropriateness.

The Chair of the FCSC shall invite the delegates of the local EAPD organisation, four weeks prior to the next Council meeting, to present their bid (maximum 20 minute presentation) to host a future Congress and answer questions from members of the FCSC. A video conference or similar electronic communication system may be suitable for this presentation. Based on the written application, on the presentation and on the response to questions from members of the FCSC, the Chair of FCSC will determine if in the opinion of FCSC all the required standards to host a Congress are met. The FCSC will make a recommendation to the EAPD Board which will decide and forward the EAPD Board's decision for final approval at the next Council Meeting.

#### **Section 4. Notice of a Congress:**

Announcements concerning the biennial Congress will be posted on the EAPD website and in the European Archives of Paediatric Dentistry, and Council members will be informed at Council meetings.

#### **Section 5. Chair of a Congress and Chair of the Local Organising Committee of Congress:**

Every Congress is a meeting of EAPD members and the President of EAPD is the Chair of the Congress. The Chair of the Local Organising Committee will be an Active member of the EAPD in good standing who has been proposed by the Local Organising committee.

## **Section 6. Themes of a Congress:**

The Board of EAPD has the obligation, in collaboration with the Local Organising Committee of Congress, to select the themes and topics of the Scientific Programme of the Congress. The main themes (usually 3 themes) of the Congress will be those proposed by the Board of EAPD in collaboration with the Chair of the Local Organising Committee of Congress. Themes and topics should have been decided at the latest by one year before a Congress and approved at Board and Council meetings one year before the preceding Congress.

The main themes of the Congress should consider those broad areas of Paediatric Dentistry which are contemporary, attractive and are related to an advanced scientific topic. The selection of themes should take into consideration the themes of previous Congresses as well as the future trends and direction of the specialty of Paediatric Dentistry. By tradition, it is a courtesy for the President, President-elect, and past-President to each chair one of the symposia on the three main themes of the Congress.

## **Section 7. Scientific Programme of a Congress:**

The EAPD Board in collaboration with the EAPD Scientific Programme Committee will liaise closely with the Local Organising Committee of Congress concerning the scientific programme of the Congress. The day-to-day organisation of the scientific programme is in the hands of the Local Organising Committee of Congress. Correspondence related to a Congress shall be carried out by the Chair of the Local Organising Committee of Congress.

The Congress may start with pre-congress courses in the Congress centre or at another venue such as at a local university. Each of the 3 days of the Congress commences with a Symposium on one of the three themes selected by the Board in collaboration with the Local Organising Committee of Congress. There are usually 3 speakers at each symposium with the EAPD President-Elect, President and Past-President each chairing one of the symposia.

The names of invited speakers shall be decided by the Board of EAPD following discussion with the Chair of the Local Organising Committee of Congress. The official invitation to the invited speakers is sent jointly by the President of EAPD and the Chair of the Local Organising Committee of Congress. A member of the Local Organising Committee of Congress will discuss the format and the topics of each Symposium/Panel directly with the speakers.

Regular reports of progress and related organisational matters concerning the Congress shall be sent electronically by the Chair of the Local Organising Committee of Congress to the Chair of the FCSC at least 60 days prior to each biannual Board meeting. The FCSC will evaluate the report and the Chair will give the committee's comments to the Board of the EAPD at least 30 days prior the next Board meeting. The Past-President of EAPD shall present the progress report at the next Council meeting.

## **Section 8. Financial matters of a Congress:**

Funds to cover the organisational expenses of the Congress should be raised by the host country. The local organising committee of Congress must prepare a budget plan which includes the following:

- a. **Revenue** (Registration fees, pre-congress symposia, sponsorship, exhibition);
- b. **Fixed Expenditure** (venue hire, costs of the invited speakers, printing, marketing & promotions, pre-conference administration, insurance, organising company, others);
- c. **Variable Expenditure** (Catering, social events, local committee expenses, free registrations, other expenses, 3% inflation per year until Congress).
- d. **Budget planning and updates are required annually** beginning 4 years before the date of the proposed Congress. Details of income and expenditure estimates need to be provided to the Chair of the FCSC. He/she evaluates the budget and give his/her report to the Board.

The Chair of the local organising committee of Congress, the EAPD President and EAPD Past-President shall sign an “agreement document” directly after the Council Meeting at which the decision to host a future congress was approved. The agreement will include a commitment from the Chair of the local organising committee of Congress:

1. To fulfil all requirements to host a Congress;
2. To pay all expenses required by local organisers of a Congress;
3. To send reports to the FCSC at least 60 days prior to each biannual EAPD Board meeting;
4. To send a financial report to the FCSC and to the EAPD treasurer and EAPD President within 6 months following a Congress;
5. To cooperate with relevant committees and with the Board of EAPD.

After signing an agreement form with the EAPD Board, the Local Organising Committee of Congress will receive a payment, usually in 2 instalments, to facilitate payment of fees to book a venue for the Congress and other necessary expenses. The level of this donation is fixed in the agreement form. If there will be a profit, then the hosting country must pay back EAPD the balance of the donation. Depending on the profit, the hosting country must pay a levy for every registered delegate including student members and non-members, but excluding the unpaid registered delegates (Board members, invited speakers, sponsors etc.). The level of the levy is fixed in the agreement form.

A detailed report of the registrations made at the Congress must be prepared by the Local Organising Committee of Congress - this report should include the following: total number of registrations, registrations by category of membership and payment, registrations by country. This detailed report of registrations together with the final financial report of the Congress including all aspects of the budget must be sent by the Chair of the Local Organising Committee of Congress to the FCSC, the EAPD Treasurer and the EAPD President within 6 months, at the latest, of completion of the Congress.

## **Section 9. Publicity and Deadlines of a Congress:**

### **A. Announcement of a Congress**

- a. First announcement: Two (2) years in advance of Congress - at the closing ceremony of the previous biennial Congress
- b. To all EAPD Councillors at Council meeting 2 years in advance of next biennial Congress
- c. Congress Programme in electronic form: minimum of twelve (12) months in advance of Congress to all EAPD members via Website and in European Archives of Paediatric Dentistry

- d. Contents of the Congress programme at twelve (12) months minimum in advance of Congress: Welcome address by President and Chair of the Local Organising Committee of Congress, schedule of events, announcement of main themes, names of invited speakers at each of 3 main symposia and chairpersons of each symposium, information on Congress centre and facilities. The Congress programme may be sent electronically by the Local Organising Committee of Congress to the Secretary of EAPD Board who shall ask the Web Editor to send electronically to members of EAPD, to dental schools in Europe, to other academies, societies and associations of paediatric dentistry internationally.
- e. The website of the local organisers of the Congress should be linked to the EAPD Website for one year before the Congress.

### **B. Timing of Abstracts for a Congress**

- a. All abstracts shall be submitted electronically through the EAPD Congress website according to the strict criteria that shall be outlined. On receipt of the abstracts by the stated deadline, they will be sent to members of the EAPD Scientific Committee of Congress who will organise refereeing of submitted abstracts and there will be a close liaison with the Local Organising Committee of Congress.
- b. The deadline for receipt of submitted abstracts will be four (4) months in advance of the Congress.
- c. The outcomes of acceptance/rejection of abstracts will be electronically transmitted to the submitting (presenting) author before the deadline for early bird registration for the Congress.
- d. The EAPD Scientific Committee of Congress in collaboration with the Local Organising Committee of Congress will prepare a programme of poster / oral sessions.
- e. The submitting (presenting) author of each accepted abstract will be informed by the EAPD Scientific Committee of Congress in collaboration with the Local Organising Committee of Congress of the type, date, time and venue of their presentation at least two weeks before closure of early bird reduced registration fees for the congress.

### **C. Opening Ceremony of a Congress**

The opening ceremony is essential for every Congress and it is preferable to have it together with the Welcome reception at the beginning of the scientific programme or at the end of the first day of the Congress.

The Agenda of the Opening Ceremony should include:

- a. Welcome of delegates and any official or honoured guests by the Chair of the Local Organising Committee of Congress;
- b. Calling of the President of EAPD by the Chair of the Local Organising Committee of Congress;
- c. Introduction by the President of EAPD and welcoming address;
- d. Opening of Congress by the President of EAPD;
- e. Introduction by the Chair of the Local Organising Committee of Congress of following entertainment, if any;
- f. Entertainment, if any;
- g. Invitation to refreshments by the Chair of the Local Organising Committee of Congress, where appropriate.

#### **D. Closing ceremony of a Congress**

- a. Opening remarks and thanks by the Chair of the Local Organising Committee of Congress to the delegates.
  - i. Introduction and thanks to the members of the Local Organising Committee of Congress;
  - ii. Calling of the President of EAPD.
- b. Closing remarks by the President of EAPD
  - i. Introduction and thanks to the EAPD Scientific Committee of Congress;
  - ii. Review of Congress, appraisal and thanks to the Chair and the members of the Local Organising Committee of Congress;
  - iii. EAPD President introduces and welcomes incoming President;
  - iv. Awarding of certificate or plate to the outgoing President of EAPD, given by the EAPD Secretary;
  - v. Installation of incoming president as the new President of EAPD.
- c. Remarks by the new President of EAPD
  - i. Proposed course of the EAPD for the next 2 years;
  - ii. Priorities and pending tasks;
  - iii. Announcement about the next Congress by Chairperson of Local Organising Committee of the next Congress;
  - iv. Invitation to the next Congress.
- d. Closure of the Congress by the outgoing President of EAPD.

#### **Section 10. Preamble concerning an Interim Seminar:**

The Interim Seminar is an independent scientific meeting of the EAPD that is organised to develop clinical guidelines in any field of paediatric dentistry. All scientific content and discourse at the Interim Seminar (workshop, presentations, posters, podiums discussions etc.) should be supported, where feasible, by evidence-based information and recognised standards of good clinical practice. The official language of the seminar is English.

#### **Section 11. Venue and Dates of an Interim Seminar:**

Every country in the European region as defined by the World Health Organisation that wishes to host and organise an Interim Seminar should submit to the Board via its Councillor, a complete folder, DVD or other electronic information device giving all the relevant information regarding the organisation and details of the future Interim Seminar including the following:

- a. A proposed city within the country where the Interim Seminar will take place.
- b. Direct or indirect access by air from all European countries.
- c. Names, facilities and prices of the hotels and of the venue which will accommodate the Interim Seminar and the participants.
- d. The approximate number of participants estimated to attend the Interim Seminar.
- e. Events and social programmes, if any, for delegates and accompanying persons.

- f. Proposed dates for the Interim Seminar of 1.5 days duration, including a weekend day, preferably in April or early May, unless otherwise decided by the Board and Council following relevant proposal for change by a hosting country.
- g. The approximate registration fees.

## **Section 12. General Conditions of an Interim Seminar:**

The Interim Seminar of EAPD is organised in a host country by a Local Organising Committee of Interim Seminar headed by a Chairperson, but some special points have to be kept in mind:

- a. The Seminar belongs to EAPD and the Chair of the Seminar is always the President of EAPD.
- b. The Chair of the Local Organising Committee of Interim Seminar organises the Seminar in the host country in cooperation with the Board of the EAPD and with the Editor of the European Archives of Paediatric Dentistry. The Chair of the Local Organising Committee of interim seminar liaises closely with the Board of EAPD and the Chair of the Clinical Affairs Committee in relation to the scientific content of the Seminar.
- c. The total extent of the scientific programme of the Seminar should not be longer than two days (usually 1.5 days), including a weekend day.
- d. A "Seminar logo" referring to the particular place where the Seminar is held can be used in addition to the EAPD logo, if desired, provided that the EAPD logo is given more prominence when they are used on the papers, posters and cover pages of the programme.
- e. It is not allowed to advertise on any official documents of the Seminar, postgraduate programmes, places or actions related to the organiser.
- f. All EAPD members must have an equal opportunity to enter and participate in the Seminar. The local organising committee gives a statement with the bid that there will be free and unimpeded access to the host country and seminar by all members of EAPD.
- g. There shall not be any restriction, discrimination or discomfort directed to any EAPD members or other delegates attending the EAPD's seminars.
- h. The Councillor of each country recommends to the Chair of the Clinical Affairs Committee 1 or 2 experts from his/her country, based on the list of registered delegates, to participate in workshops. The Chair of the Clinical Affairs Committee will select the experts to be invited to attend and participate in the workshops and collaborate with the Chair of the Local Organising Committee of Interim Seminar to make the necessary arrangements for the workshops.
- i. The registration fee should be kept as low as reasonably possible, and consistent with the fees of other seminars and meetings of the same size, length and style held in the hosting country.
- j. The registration fees should be for six categories: (1) active/associate member, (2) expert who is a non-member nominated by a Councillor or by the Chair of the Clinical Affairs Committee, (3) non-member delegate, (4) student member/retired member, (5) accompanying person, (6) exhibitor/sponsor staff member.
- k. Registration for the first four categories of delegates {(1) active/associate member, (2) expert who is a non-member nominated by a Councillor or by the Chair of the Clinical Affairs Committee, (3) non-member delegate, (4) student member/retired member} should include the following :

- i. Registration for the whole programme of the Seminar except for workshops that are limited to invited experts;
  - ii. All coffee breaks;
  - iii. Lunches and evening meals/functions may be optional to be included in the fee or not.
- l. Registration for the other two categories of delegates {(5) accompanying person, (6) exhibitor/sponsor staff member} should include the following:
- i. Attendance at evening functions/meals charged at standard fee for such events;
  - ii. Lunches and coffee breaks for exhibitor/sponsor staff members may be charged at a fee arranged between local organisers and exhibitor/sponsor companies.

#### **A. Procedure for application to host an Interim Seminar**

Following an announcement/call by the Board of EAPD on the website and in the European Archives of Paediatric Dentistry for submission of bids to host a future Seminar, any local organisation of EAPD willing to organise a Seminar in their country should apply through its Councillor to the Secretary of the EAPD Board. The application should be submitted at least four (4) months before the next Council meeting expressing the intention of the local organisation to organise the Seminar, along with as much information as possible regarding the appropriateness of the place, prior experience, and facilities available to insure the organisation of a successful Seminar. On receipt of the bid the Secretary of the Board of EAPD will forward the application to the Future Congress and Seminar Committee (FCSC), an executive committee of EAPD.

The FCSC will evaluate the bid and provided that all requirements to organise a Seminar are fulfilled (see duties of FCSC in Chapter VII: Committees), members of the FCSC will interview delegates of the local EAPD organisation who made the bid. The chair of FCSC will then send a report of the committee's decision concerning the bid to the Board of EAPD. The Secretary of the Board of EAPD will send a copy of the FCSC's report to Council members at least 4 weeks before the next Council meeting when bids to host future Seminars will be discussed and decisions made on where to host future Seminars. The Board and Council of EAPD shall decide, after evaluation by the FCSC, the sites for future Seminars at least four (4) years ahead of the planned Seminars. It has become a custom that Seminars are organised to the north, south, east and west alternatively every other year as far as possible, but based upon suitable bids.

Seminars of EAPD shall be awarded to local organisations via their elected representatives (Councillors) – the Councillor will usually be nominated and elected as Chair of the Local Organising Committee of Interim Seminar. The Councillor of the host country and local organisers are entitled to propose another active member of EAPD in good standing as Chair of the Local Organising Committee of Interim Seminar.

#### **B. Evaluation of application to host an Interim Seminar**

The Future Congress and Seminar Committee (FCSC) members will receive all applications (Folders) from the EAPD Secretary and review each application concerning the following aspects: host city and venue, hotels, proposed dates of the Seminar, travel information, Chair of the local organising committee, professional organising company, potential topic for guideline development, estimated financial budget (including the proposed registration fees), and statement from the Chair and Secretary of the local EAPD organisation of their wish to organise the Seminar. If necessary, site visits

to the venue of a potential future Seminar may be arranged by the local organising committee who will cover the expenses of the chair of the FCSC to visit the site and evaluate the facilities and its overall appropriateness.

The Chair of the FCSC shall invite the delegates of the local EAPD organisation, four weeks prior to the next Council meeting, to present their bid (maximum 20 minute presentation) to host a future Seminar. A video conference or similar electronic communication system may be suitable for this presentation and assessment process. Based on the written application and on the presentation, members of the FCSC will determine if in their opinion all the required standards to host a Seminar are met. The FCSC makes a recommendation to the EAPD Board, which decides and forwards the decision for final approval at the next Council meeting.

### **Section 13. Notice of an Interim Seminar:**

Announcements concerning an interim Seminar will be posted on the EAPD website and in the European Archives of Paediatric Dentistry, and Council members will be informed at Council meetings.

### **Section 14. Chair of an Interim Seminar and Chair of the Local Organising Committee of Interim Seminar:**

Every interim Seminar is a meeting of EAPD members and the President of EAPD is the Chair of the Interim Seminar. The Chair of the Local Organising Committee of Interim Seminar will be an Active member of the EAPD in good standing who has been proposed by the Local Organising Committee of Interim Seminar.

### **Section 15. Topics and Structure of an Interim Seminar:**

The topic of the interim Seminar should be selected at least two years before the seminar. The Board of EAPD should receive a proposal from the Clinical Affairs Committee 3 months prior to the Board meeting at which a decision will be made on the topic for the Interim Seminar that will take place in 2 years' time. The local organisers may also propose a topic for the Interim Seminar to be considered by the Board.

The EAPD Board in cooperation with the Chair of the Clinical Affairs Committee select leading experts (usually 3) to be invited to develop systematic reviews and give presentations as the basis for the workshops and the development of a written guideline on the selected topic. The chair of the CAC should send the invited systematic reviews to the EAPD Secretary who will send them to the workshop participants at least 6 weeks before the Interim Seminar. The Chair of the Local Organising Committee of Interim Seminar makes a proposal to the EAPD Board concerning parallel lectures, poster and/or oral presentations.

### **Section 16. Financial matters of an Interim Seminar:**

- a. Funds to cover the organisational expenses of the Interim Seminar should be raised by the host country. The local organising committee must prepare a budget plan which includes the following: **Revenue** (Registration fees, pre-seminar symposia, sponsorship, exhibition);
- b. **Fixed Expenditure** (venue hire, costs of the invited speakers, printing, marketing & promotions, pre-seminar administration, insurance, organising company, others); and

- c. **Variable Expenditure** (Catering, social events, local committee expenses, free registrations, other expenses, 3% inflation per year until seminar). Budget planning and updates are required annually beginning at 4 years before the date of the proposed Interim Seminar. Details of income and expenditure estimates need to be provided to the Chair of the FCSC - following evaluation of the budget by the FCSC the Chair will send a report to the Board.

The Chair of the Local Organising Committee of Interim Seminar and the EAPD President and Past-President shall sign an “agreement document” directly after the Council Meeting at which the decision to host a future Seminar was approved. The agreement will include a commitment from the Chair of the Local Organising Committee of Interim Seminar:

- i. To fulfil all requirements to host a Seminar;
- ii. To pay all expenses required by local organisers of a Seminar;
- iii. To send regular reports to EAPD prior to and after the Seminar;
- iv. To cooperate with relevant committees and with the Board of EAPD;
  - To send a financial report within 6 months following the Seminar to the EAPD Board and EAPD Treasurer.

After signing an agreement form with the EAPD Board, the Local Organising Committee of Interim Seminar will receive a payment, usually in 1 instalment, to facilitate payment of fees in relation to organising the Interim Seminar. The level of this donation is fixed in the agreement form. If there will be a profit, then the hosting country must pay back EAPD the balance of the donation. Depending on the profit, the hosting country must pay a levy for every registered delegate including student members and non-members, but excluding unpaid registered delegates (Board members, invited speakers, sponsors etc.). The level of the levy is fixed in the agreement form, too.

A detailed report of the registrations made at the Interim Seminar must be prepared by the Local Organising Committee of Interim Seminar - this report should include the following: total number of registrations, registrations by category of membership and payment, registrations by country. The final financial report of the Interim Seminar including all aspects of the budget must be sent by the Chair of the Local Organising Committee of Interim Seminar to the EAPD Board within 6 months, at the latest, of completion of the Interim Seminar.

## **Section 17. Publicity and Deadlines of an Interim Seminar:**

### **A. Announcement of an Interim Seminar**

- a. Announcement: minimum of nine (9) months in advance of the Seminar – immediately following the end of the Congress that precedes the Interim Seminar  
To all EAPD members via Website and in European Archives of Paediatric Dentistry  
To all EAPD Councillors at Council meeting 9 months in advance of next Interim Seminar.
- b. Programme (electronic form) and opening of Registration: minimum nine (9) months in advance of the Interim Seminar.  
Contents of the Programme (electronic form): Welcome address by EAPD President and Chair of the Local Organising Committee of Interim Seminar, schedule of events, announcement of themes of workshops, names of invited speakers at each of 3 main symposia and workshops, names of speakers at parallel session to workshops, information

on venue and facilities. The programme may be sent electronically by the Local Organising Committee of Interim Seminar to the Secretary of EAPD Board who shall ask the Web Editor to send electronically to members of EAPD, to dental schools in Europe, to other academies, societies and associations of paediatric dentistry internationally.

Announcement in the European Archives of Paediatric Dentistry and on the EAPD Website, for one year before the Seminar.

- c. Immediately following the closure of the preceding Congress, the website of the local organisers of the interim Seminar should be linked to the EAPD website.

## **B. Timing of Abstracts for an Interim Seminar**

- a. Abstracts for consideration for poster presentations during the Interim Seminar should be submitted electronically through the EAPD website according to the strict criteria that will be outlined. On receipt of the abstracts by the stated deadline, they will be sent to members of the EAPD Scientific Committee of Interim Seminar, who will organise refereeing of submitted abstracts and there will be a close liaison with the Local Organising Committee of Interim Seminar.
- b. The deadline for receipt of submitted abstracts for poster presentations should be four (4) months in advance of the Interim Seminar.
- c. The outcomes of acceptance/rejection of abstracts will be electronically transmitted to the submitting (presenting) author before the deadline for early bird registration for the Interim Seminar.
- d. The EAPD Scientific Committee of Interim Seminar in collaboration with the Local Organising Committee of Interim Seminar will organise a poster session during the Interim Seminar. The submitting (presenting) author of each accepted abstract will be informed by the EAPD Scientific Committee of Interim Seminar in collaboration with the Local Organising Committee of Interim Seminar of the date, time and venue of their poster presentation at least 1 month before the Interim Seminar.

## **CHAPTER IV: GENERAL ASSEMBLY**

### **Section 1. Definition:**

The General Assembly shall constitute a meeting of all members for the purpose of conducting the business of the EAPD.

### **Section 2. Sessions:**

A meeting of the General Assembly shall be held during each biennial Congress.

### **Section 3. Notice:**

A notice concerning a General Assembly meeting shall be posted electronically on the EAPD's website at least 30 days before the General Assembly session and shall specify the place, the date and the hour of the meeting.

### **Section 4. Special sessions:**

A special session of the General Assembly may be called by the EAPD President with the support of a majority of the Board and Council. Notices of any special sessions shall be posted in the same manner as outlined in Section 3 of this Chapter and shall include the general nature of the business to be transacted at the Special General Assembly session and shall specify the place, the date and the hour of the meeting.

### **Section 5. Voting and elections:**

Only Active members who are in good standing in relation to payment of membership fees and who are in attendance at the General Assembly session are entitled to vote upon resolutions at that meeting. A resolution for subsequent consideration and approval by vote at a General Assembly session must be submitted to the Board at least 30 days prior to a General Assembly session and the resolution will be placed on the Agenda for that General Assembly meeting.

In exceptional circumstances where the conduct of the business of the General Assembly is jeopardised by unforeseen conditions, the EAPD Board shall have the power to conduct a ballot vote of the membership electronically which, to be valid, shall consist of ballots received from not less than the number of members required for a quorum. A majority of the votes cast within thirty (30) days following the announcement of election on the EAPD website shall decide the vote which will be announced at the next session of the General Assembly.

### **Section 6. Order of business:**

The President shall take the chair and call the General Assembly to order:

Welcome to Board, Council and all EAPD members who are in attendance at the session

Apologies for absence

Approval of the agenda previously circulated

Approval and confirmation of the previous minutes

Matters arising from the minutes

Report presented by the President

Report presented by the Secretary  
Report presented by the Treasurer  
Report presented by the Editor of the European Archives of Paediatric Dentistry  
Report presented by the Web Editor  
Reports of Committees presented by the Chairs of committees  
Election of Elective positions on the Board due at time of General Assembly –  
President-elect (every 2 years)  
Secretary (every 6 years)  
Treasurer (every 6 years)  
Approval of Appointive positions on the Board  
Editor of the European Archives of Paediatric Dentistry - (every 6 years with further 2 yearly appointments - maximum of 12 years)  
Web Editor - (every 6 years with further 2 yearly appointments – maximum of 12 years)  
Approval of nominations of members of committees – (Maximum of 6 years for each committee member position)  
Future Congresses and Interim Seminars Any other business.

### **Section 7. Quorum:**

A quorum shall consist of no less than thirty (30) Active members who are in good standing in relation to payment of membership fees and who are in attendance at the General Assembly session.

## **CHAPTER V: BOARD**

### **Section 1. Composition:**

The Board shall consist of the following elective officers: President, President-Elect, Past-President, Secretary, Treasurer, and the following appointed members: Editor of the European Archives of Paediatric Dentistry and Web Editor.

### **Section 2. Nominations for Elective positions:**

The Nominations Committee shall place into nomination at least one (1) name for each elective office to be filled (President-elect, Secretary, Treasurer). Should more than one (1) name be proposed to the Nominations Committee for an elective office, then an election will be held with voting by secret ballot. Only Active members, who are in good standing concerning payment of membership fees and who are present at the General Assembly session where the election will take place, may vote.

### **Section 3. Appointive positions:**

The Board shall designate the appointive officers as follows:

**Editor of the European Archives of Paediatric Dentistry:** The Editor shall be nominated by the Board and Council and approved by the General Assembly.

**WEB Editor:** The Web Editor shall be nominated by the Board and Council and approved by the General Assembly.

### **Section 4. Election:**

Elections will be held at the General Assembly, in accordance with the provisions of Chapter IX, (Elections).

### **Section 5. Term of Office:**

The President shall hold office as President for 2 years, as President-elect for 2 years and as past-President for two (2) years. The term of office for the elective positions of Treasurer and Secretary shall be six (6) years. The term of office for the appointive position of Editor of the European Archives of Paediatric Dentistry shall be for six (6) years with up to six (6) additional years upon recommendation and approval of the Board and Council of EAPD. The term of office for the Web Editor shall be six (6) years with up to six (6) additional years upon recommendation and approval of the Board and Council of EAPD.

### **Section 6. Installation:**

The elective officers shall be installed at the biennial session of the EAPD, unless for whatever reason the election is not certified at that session, in which case the elected individuals shall be considered installed at whatever time the election is certified. The President shall be installed during the closing session of the biennial Congress. Following installation, the President should briefly present to

members present at the closing session his/her thoughts and plans for the Presidency during the next 2 years.

### **Section 7. Vacancies:**

If the office of the President becomes vacant, the President-Elect shall become President for the remaining portion of the term. In the event the office of President-Elect becomes vacant, the duties of that office shall be performed by the Past-President, in addition to other duties, until a President is elected at the next session of the General Assembly in the manner described in Chapter IX, (Elections).

If the office of Past-President becomes vacant, the Secretary shall assume the functions of the Past-President for the remaining portion of the term, in addition to other duties.

If the office of Secretary or Treasurer becomes vacant, the office shall be filled immediately by the President and then for the remaining portion of the term be filled by a suitable replacement appointed by the President.

If other positions become vacant, the President shall appoint a suitable replacement. At the next General Assembly session any vacant elective position will be filled by nomination and election.

### **Section 8. Duties of the Board:**

The Board shall be the managing body of the EAPD, subject to the Constitution and Bylaws of the EAPD and the mandate of the General Assembly.

The Board shall:

- a. Establish rules and regulations consistent with these Bylaws to govern its organisation, procedure and conduct;
- b. Establish administrative procedures for the management of the EAPD;
- c. Establish ad interim EAPD policies when the General Assembly is not in session and when such policies are deemed to be in the best interests of the EAPD, provided that all such policies be presented at the next General Assembly for approval;
- d. Designate the officers and agents who shall have the authority to execute any instrument on behalf of the EAPD;
- e. Remove any officer or agent whenever the interest of the EAPD will be served thereby following a two-thirds (2/3) vote of the Board and Council and in accordance with Chapter X, (Code of Ethics and Professional Conduct);
- f. Establish any compensation of the trustees, officers and other agents not elsewhere provided for in these Bylaws;
- g. Have the facility to borrow money, as described in Chapter VIII, (Finances);
- h. Review and approve the Treasurer's report;
- i. Approve and provide for the dispersal of funds on behalf of the EAPD;
- j. Appoint all appointive officers of the EAPD;

- k. Review the arrangements for the publication and distribution of all official publications of the EAPD;
- l. Approve appointments, as provided in these Bylaws;
- m. Review the reports of all officers and committees and act upon recommendations as appropriate;
- n. Review all proposed amendments to the Constitution and Bylaws and recommend action as appropriate to the General Assembly;
- o. Approve all awards, honours or other special commendations given in the name of the EAPD;
- p. Represent official EAPD policy, as appropriate;
- q. Maintain liaison with dental, medical and allied health professions; and
- r. Perform any other duties that the Board deems necessary for the EAPD.

## **Section 9. Duties of Board members:**

### **A. PRESIDENT:**

The duties of the President shall be to:

- a. Serve as the chief executive officer and official representative of the EAPD in its contacts with governments, civic, business and professional organisations for the purpose of advancing the objectives and policies of this EAPD;
- b. Serve as chair of the Board and Council;
- c. Serve as presiding officer of the General Assembly;
- d. Serve as chair of the budget and finance committee;
- e. Present a report at each Board and Council meeting;
- f. Present to the General Assembly at its biennial session, a report on the activities of the Board and Council, as well as such matters deemed of importance to the EAPD, the speciality of Paediatric Dentistry and the dental profession;
- g. Call special sessions of the Board and Council if required;
- h. Nominate individuals to fill any vacancy on the Board and Council, as provided in Chapter V, (Board) and to fill all other vacancies not provided for in these Bylaws;
- i. Appoint the requisite number of tellers for each session of the General Assembly and designate the chair;
- j. Serve, upon expiration of the term of office as President, as a member of the Board and Council for the following two (2) years as Past-President;
- k. Serve as an advisory member of all committees; and
- l. Perform such other duties as may be provided in these Bylaws, or as directed by the Board and Council.

**B. PRESIDENT-ELECT:**

The duties of the President-Elect shall be to:

- a. Serve as a member of the Board and Council;
- b. Succeed to the office of President without other election at the closing session of the next biennial Congress;
- c. Assume the duties of the President in case of the absence, disability, resignation or death of the President;
- d. Preside when it is necessary for the President to leave the chair;
- e. Serve on the scientific committees for Congresses and Interim Seminars;
- f. Serve on the Budget and Finance Committee; and
- g. Perform such other duties as may be provided in these Bylaws or as directed by the President or the Board.

**C. PAST-PRESIDENT:**

The duties of the Past-President shall be to:

- a. Serve as a member of the Board and Council;
- b. Perform the duties of the President-Elect in the event of temporary or permanent vacancy in that office as provided in these Bylaws;
- c. Serve as Chair of the Nominations Committee;
- d. Serve as Chair of the Credentials and Ethics Committee;
- e. Serve as a member of the Future Congress and Seminar Committee;
- f. Serve as a member of the Scientific Committee of Congress and Scientific Committee of Interim Seminar; and
- g. Perform such other duties as may be provided in these Bylaws or as directed by the President or the Board.

**D. SECRETARY:**

The duties of the Secretary shall be to:

- a. Serve as a member of the Board and Council;
- b. Serve as Secretary to the Board and Council;
- c. Present a report at the Board, Council, and General Assembly meetings;
- d. Perform the duties of the Past-President in the event of temporary or permanent vacancy in that office as provided in these Bylaws; and
- e. Perform such other duties as may be provided in these Bylaws or as directed by the President or the Board.

#### **E. TREASURER:**

The duties of the Treasurer shall be to:

- a. Serve as a member of the Board and Council;
- b. Serve as a member of the Future Congress and Seminar Committee;
- c. Serve on the Budget and Finance Committee;
- d. Present a report at the Board, Council, and General Assembly meetings;
- e. Report on the general financial position of the EAPD to the General Assembly at its biennial session;
- f. Serve as custodian of all monies, securities and deeds belonging to the EAPD and to hold, invest and disburse these subject to the direction of the Board and Council; and
- g. Supervise the audit of the funds of the EAPD by 2 members of the EAPD every year and by a professional auditor every 5 years.

#### **F. EDITOR:**

The duties of the Editor (in Chief) of the European Archives of Paediatric Dentistry shall be to:

- a. Exercise editorial privilege over the journal, subject to the policies of the EAPD, the directives of the Board and Council and the provisions of these Bylaws;
- b. Nominate members of the Editorial Board, Assistant Editors, Scientific Advisors and any other editorial positions in collaboration with the publishers, subject to the approval of the Board and Council of the EAPD;
- c. Present an annual report to the Board and Council;
- d. Serve as a member of the Scientific Committee of Congress and Scientific Committee of Interim Seminar; and
- e. Perform such other duties as prescribed by the Board and Council or these Bylaws.

#### **G. WEB EDITOR:**

The duties of the Web editor shall be to:

- a. Be responsible of the content, structure and format of the EAPD Web Site as well as the Internet Hosting provided that he/she is subject to the policies of the EAPD, the directives of the Board and Council and the provisions of these Bylaws;
- b. Present an ad interim and biennial report to the Board and Council; and perform such other duties as prescribed by the Board and Council or these Bylaws.

### **Section 10. Sessions:**

The Board shall meet twice yearly – immediately prior to each Congress and Interim Seminar and also at another time each year.

#### **A. Extraordinary Board Meeting**

In exceptional circumstances an Extraordinary Board meeting may be arranged to discuss exceptional issue/s of concern to the EAPD.

#### **Section 11. Attendance at meetings:**

Attendance at meetings of the Board shall be limited to members of the Board and invited guests.

#### **Section 12. Quorum:**

A majority of members of the Board constitutes a quorum for the transaction of business at any meeting.

#### **Section 13. Voting:**

All Board members (elective and appointive) are eligible to vote at meetings of the Board at which they are present. Decisions of the Board shall be determined by a majority of the votes cast.

#### **Section 14. Action by majority consent:**

If and when the Board consent by majority vote to any action to be taken by the EAPD, such action shall be as valid as if it had been authorised by all members at a session of the Board.

## **CHAPTER VI: COUNCIL**

### **Section 1. Composition:**

The Council shall consist of: All Board members and one (1) Council member from each country in the European region that has a minimum of 5 Active members.

### **Section 2. Local organisations' councillors:**

Each country in the European region that has a minimum of 5 active members is entitled to identify, elect and propose to the Board and Council a member to represent the Local Organisation as a Councillor. Any local organisation in a country with less than 5 Active members or in a country that is not in the European region may ask the EAPD President to grant that country the privilege of allowing a representative member attend an EAPD Council meeting as an observer without voting rights.

### **Section 3. Qualifications:**

A member of the Council shall be an Active member of the EAPD in good standing.

### **Section 4. Term of Office:**

#### **Terms of office of members of COUNCIL:**

The term of office of a Councillor shall be six (6) years. On ceasing to serve as a Councillor after a continuous period of six (6) years a member may not be appointed again as a Councillor until at least another two (2) years have passed and the member has been duly elected for another term of office by the Active members in good standing in their country.

### **Section 5. Election:**

The Councillor must be democratically elected by Active members in good standing in their country.

### **Section 6. Vacancies:**

Should a Councillor resign he/she should inform the EAPD Secretary and the EAPD members of their country. The Local Organisation shall then democratically elect a new Councillor to replace the retired member.

### **Section 7. Duties:**

The Council shall undertake the following duties:

- a. Review the reports of the Board members and committees and act upon recommendations as appropriate;
- b. Review all proposed amendments to the Constitution and Bylaws and recommend action to the General Assembly;
- c. Approve all awards, honours or other special commendations given in the name of the EAPD;
- d. Represent official EAPD policy, as appropriate;

- e. Approve recommendation/s of the FCSC concerning the country/countries to host future congress/es and interim seminar/s; and
- f. Maintain liaison with dental, medical and allied health professions.

### **Section 8. Sessions:**

The Council shall meet annually immediately prior to each Congress and Interim Seminar.

The agenda should be prepared and distributed electronically as a draft to all Council members at least two (2) weeks before the meeting. The meeting should follow the agenda.

#### **A. Extraordinary Council Meeting**

In exceptional circumstances an Extraordinary Council meeting may be arranged to discuss exceptional issue/s of concern to the EAPD.

### **Section 9. Attendance:**

Attendance at sessions of the Council shall be limited to members of the Council and invited guests.

### **Section 10. Quorum:**

A majority of the eligible voting members of the Council constitutes a quorum for the transaction of business at any session.

### **Section 11. Voting:**

All Council members (elective and appointive) are eligible to vote at meetings of the Council at which they are present. Decisions of the Council shall be determined by a majority of the votes cast.

### **Section 12. Action by majority consent:**

If and when the Council consent by majority vote to any action to be taken by the EAPD, such action shall be as valid as if it had been authorised by all members at a session of the Council.

## **CHAPTER VII: COMMITTEES**

### **Section 1. Names of Committees:**

The committees of the EAPD shall be:

- a. Congress and Interim Seminar Committees
  - i. Future Congress and Seminar Committee (FCSC)
  - ii. Scientific Committee of Congress (SCC)
  - iii. Local Organising Committee of Congress (LOCC)
  - iv. Scientific Committee of Interim Seminar (SCIS)
  - v. Local Organising Committee of Interim Seminar (LOCIS)
- b. Clinical Affairs Committee (CAC)
- c. Constitution and Bylaws Committee (CBC)
- d. Education Committee (EC)
- e. Credentials and Ethics Committee (CEC)
- f. Budget and Finance Committee (BFC)
- g. Nominations Committee (NC)
- h. Other Committees.

### **Section 2. Committee appointments:**

- a. Chairs of the committees, except as otherwise provided in these Bylaws, shall be recommended by the Chair of the Nomination Committee with majority approval of the Board and Council.
- b. Members of all committees, except as otherwise provided in these Bylaws, shall be nominated by the Chair of the Nomination Committee with majority approval of the Board and Council.
- c. The same individual may serve as chair of a given committee for a maximum of six (6) years. Service on a specific committee as a member and/or as chair shall not exceed six (6) consecutive years after which there must be a break of at least two (2) years before a member may serve on the same committee again. In exceptional circumstances the President may appoint an individual to serve for a period of time in excess of six (6) consecutive years on a committee.

### **Section 3. Provisional committees and subcommittees:**

The Board with the approval of Council may establish provisional committees and subcommittees to undertake specific tasks.

### **Section 4. Consultants and advisors:**

The President may appoint extra members on an ad hoc basis as consultants and advisors to any committee. Consultants and advisors shall not have a vote in the proceedings of any committee, but shall receive all committee communications and shall be invited to be present at all meetings of the committee.

## **Section 5. Co-chairs:**

The President may appoint Co-chairs to any committee and such co-chairs will have a vote in the proceedings of that committee.

## **Section 6. Ex-officio members of committees:**

An ex-officio member of a committee is neither elected nor appointed, but becomes a member when elected or appointed to a particular office. When an ex-officio member ceases to hold office, the successor in the office shall replace the incumbent on the committee. An ex-officio member has all the rights, responsibilities and duties of any other member of a committee, including the right to vote, unless otherwise stated in these Bylaws.

## **Section 7. Meeting attendance:**

Attendance at meetings of committees shall be limited to members of the committee and invited guests.

## **Section 8. Compositions and duties:**

The composition and duties of the standing committees shall be as follows:

### **A. CONFERENCE COMMITTEES:**

#### **1. Future Congress and Seminar Committee:**

##### **Composition:**

The Future Congress and Seminar Committee (FCSC) shall consist of five (5) members appointed by the Board. All members should be experienced in organising successful meetings. The Past-President and the Treasurer shall be members of the committee. The Board shall appoint the chair.

##### **Duties:**

The duties of this committee shall be to:

- i. Invite councillors to submit an application to host a Congress or an Interim Seminar in their country following a general announcement for requesting bids to host a future Congress or Interim Seminar;
- ii. Evaluate the bid documents;
- iii. Interview the representative/s of each bidding country prior to the annual Board and Council meeting of EAPD (Biennial Congress or Interim Seminar);
- iv. Send a report (from the Chair) to the board 4 weeks prior the next board meeting;
- v. Present a report (by the Chair with the recommendation of the committee) to the Board and Council.
- vi. Evaluate annual reports and report on progress to the Board; and
- vii. Review the preparations of the Congress or Seminar (updated budget, sponsorship, Congress venue, hotels, scientific programme, social programme etc.). If necessary the

Chair of the FCSC may undertake a site visit that shall be financed by the local organisers.

## **2. Scientific Committee of Congress**

### **Composition:**

The Scientific Committee of Congress (SCC) shall consist of four (4) members, namely: President-elect (chair), Past-president, Editor of European Archives of Paediatric Dentistry, and a member of the Local Organising Committee of Congress. Other EAPD-members can be appointed by the committee in order to review the submitted abstracts and the prize submissions.

### **Duties:**

It shall be the responsibility of this committee to propose, and develop the scientific programme for the session in close collaboration with the Local Organising Committee of Congress (LOCC) of the host country and to review the abstracts and prizes.

## **3. Local Organising Committee of Congress**

### **Composition:**

The Local Organising Committee of Congress (LOCC) shall consist of Active members of the EAPD in the hosting country. The chairman and members of this Committee shall be appointed by the Active members of the hosting country; as they are deemed essential to the successful organisation of the Congress.

### **Duties:**

The duties of this committee shall be to:

- i. Plan and organise a scientifically, financially and socially successful Congress;
- ii. Plan the Congress with a reasonable registration fees;
- iii. Work closely with the FCSC
- iv. Work closely with the SCC;
- v. Work closely with the Board of the EAPD;
- vi. Give annual reports to the chair of the FCSC 8 weeks prior the next Council meeting; and
- vii. Complete all essential biennial session arrangements (updated budget, sponsorship, Congress venue, hotels, scientific programme, social programme etc.).

## **4. Scientific Committee of Interim Seminar**

### **Composition:**

The Scientific Committee of Interim Seminar (SCIS) shall consist of four (4) members, namely: President-elect (chair), Past-president, Editor of European Archives of Paediatric Dentistry, and a member of the Local Organising Committee of Interim Seminar (LOCIS).

Other EAPD members may be appointed by the committee in order to review the submitted abstracts and the prize submissions.

**Duties:**

It shall be the responsibility of this committee to propose, and develop the scientific programme for the session in close collaboration with the Clinical Affairs Committee (CAC) and with the LOCIS of the host country and to review the abstracts and prizes.

**5. Local Organising Committee of Interim Seminar**

**Composition:**

The Local Organising Committee of Interim Seminar (LOCIS) shall consist of Active members of the EAPD from the hosting country. The chairman and members of this Committee shall be appointed by the Active members of the hosting country.

**Duties:**

The duties of this committee shall be to:

- i. Plan and organise a scientifically, financially and socially successful seminar;
- ii. Plan the seminar with reasonable registration fees;
- iii. Work closely with the FCSC;
- iv. Work closely with the SCIS and CAC;
- v. Work closely with the Board of the EAPD;
- vi. Give annual reports to the chair of the FCSC 8 weeks prior the next Council meeting; and
- vii. Complete all essential biennial session arrangements (updated budget, sponsorship, Congress venue, hotels, scientific programme, social programme etc.).

**B. CLINICAL AFFAIRS COMMITTEE:**

**Composition:**

The Clinical Affairs Committee (CAC) shall consist of seven (7) members. All members of this committee shall be appointed because of their background and experience in the various aspects of the clinical practice, education and research in Paediatric Dentistry. The President shall designate the chair.

**Duties:**

The duties of this committee shall be to:

- i. Advise the officers and Board and Council on all matters concerning the clinical practice of Paediatric Dentistry;
- ii. Develop and annually review general guidelines and policy for the clinical practice of Paediatric Dentistry and submit them to the Board and Council and general membership for their comments/suggestions so that any necessary amendments may be made before publication;

- iii. Work closely with Board and with LOCIS and with SCIS to organise scientific aspect of Interim Seminars including organisation of workshops and insuring that guidelines are developed following Interim seminars;
- iv. Perform such other duties as assigned by the President or the Board and Council; and
- v. Send a report (by the chair of the committee) to the Board and Council 4 weeks prior the Board and Council meetings that take place at the time of a Congress and at the time of an Interim Seminar.

#### **C. CONSTITUTION AND BYLAWS COMMITTEE:**

##### **Composition:**

The Constitution and Bylaws Committee (CBC) shall consist of five (5) members, of whom three (3) shall be appointed by the Board and Council and two (2) elected by the membership at the General Assembly. The Secretary shall serve as an ex-officio member without the right to vote. The President shall appoint the chair from the appointed members.

##### **Duties:**

The duties of this committee shall be to:

- i. Consider wording of all proposed amendments to the Constitution and Bylaws;
- ii. Draft suitable wording for any amendment which may be proposed, when necessary;
- iii. Forward to the Board and Council for their review and recommendations, each properly formulated and worded amendment and
- iv. Send a report (by the chair of the committee) to the Board and Council 4 weeks prior the Board and Council meetings that take place at the time of a Congress and at the time of an Interim Seminar.

This committee is not charged with making policy or with determining the desirability of a given amendment, but only with the proper formulation and wording of proposed amendments.

#### **D. EDUCATION COMMITTEE:**

##### **Composition:**

The Education Committee (EC) shall consist of seven (7) members. The members shall be selected according to their interest and involvement in paediatric dental education. Four (4) members shall be from a university-based advanced education programme, one (1) member shall be from a hospital or public community dental service and two (2) members shall be from the specialty paediatric dentistry practice sector. The President shall designate the chair, who should have a link with an EAPD accredited post graduate education programme.

**Duties:**

The duties of this committee shall be to:

- i. Evaluate postgraduate education/training programmes so that such programmes provide acceptable training for the current practice of Paediatric Dentistry in Europe;
- ii. Plan/review continuing education programmes for members of the EAPD;
- iii. Perform such other duties as assigned by the President or the Board and Council; and
- iv. Send a report (by the chair of the committee) to the Board and Council 4 weeks prior the Board and Council meetings that take place at the time of a Congress and at the time of an Interim Seminar.

**E. CREDENTIALS AND ETHICS COMMITTEE:****Composition:**

The Credentials and Ethics Committee shall consist of five (5) members: two (2) of whom shall be elected members of the Board and Council, together with two members elected by the membership at the General Assembly and the Immediate Past-President who shall serve as chair.

**Duties:**

The duties of this committee shall be to:

- i. Review regularly the criteria of eligibility for membership and make recommendations to the Board and Council for their eventual rational adjustment;
- ii. Verify the qualifications of candidates for membership, subject to the provisions of the Constitution and the Bylaws of EAPD;
- iii. Act on applications for leave of absence;
- iv. Recommend action on applications for reinstatement to membership;
- v. Recommend censure, suspension or expulsion of a member for causes stipulated in these Bylaws, provided such action is justified; and
- vi. Send a report (by the chair of the committee) to the Board and Council 4 weeks prior the Board and Council meetings that take place at the time of a Congress and at the time of an Interim Seminar.

**F. BUDGET AND FINANCE COMMITTEE:****Composition:**

The Budget and Finance Committee shall consist of five (5) members: two (2) elected members from the Board and Council and the following three (3) members - the President, the President-Elect and the Treasurer. The President shall serve as chair.

**Duties:**

The duties of this committee shall be to:

- i. Review the budget and finances of the EAPD and make recommendations to the Board and Council for appropriate actions.
- ii. Send a report to the Board and Council 4 weeks prior the Board and Council meetings that take place at the time of a Congress and at the time of an Interim Seminar.

**G. NOMINATIONS COMMITTEE:****Composition:**

The Nominations Committee shall consist of five (5) members, two (2) of whom shall be elected by the Board and Council and two (2) members elected by the membership at the General Assembly. The Immediate Past-President shall be the fifth member and serve as chair.

**Duties:**

The duties of this committee shall be to:

- i. Confer, receive and consider suggestions for nominees to fill the appropriate number of vacancies on the Board, Council and committees of EAPD. The Councillor from each country shall be contacted by the Chair of the Nominations Committee and asked to submit the names of any candidate/s from his/her country for consideration for membership of committees or for other elective positions in EAPD. This shall be accomplished by at least 3 months before a session of the General Assembly. Candidates for the offices of President-Elect, Secretary and Treasurer shall also be considered and selected from the membership-at-large.
- ii. Receive nomination proposals for Committee positions from Council members. A Councillor should submit nomination proposals from her/his country by e-mail to the Chair of the Nominations Committee at least 3 months before a General Assembly. Any proposed nominations must be in relation to Active members of EAPD in good standing.
- iii. Present a report containing the committee's analysis of the leadership needs of the EAPD, the names of one (1) candidate for each office to be filled and the reasons why the committee feels the candidate nominated can meet the current needs of the EAPD. The Chair of the Nominations Committee shall submit this report to the Secretary no later than four (4) weeks before Congress and present the report at the meetings of the Board, Council and General Assembly at the time of Congress.
- iv. Inform the Board, Council and candidates if more than one (1) candidate has been proposed for the elective positions of President-elect, Secretary or Treasurer and the requirement for an election at the General Assembly to choose who will be elected to the contested positions.

#### **H. OTHER COMMITTEES:**

Other committees and their chairs may be appointed by the President as deemed necessary, by majority approval of the Board and Council for the proper discharge of the duties of the Board and Council.

## **CHAPTER VIII: FINANCES**

### **Section 1. Dues:**

- A. The amount of the annual dues shall be proposed by the Board and may be revised at any General Assembly meeting at a biennial Congress by an affirmative vote of a majority of the members present, entitled to vote and voting, provided the membership is informed of the impending proposal no later than thirty (30) days prior to the first day of the biennial Congress.
- B. The full amount of the dues shall be due and payable on the first day of January of each year, and shall be paid in Euros, (European Currency Unit).
- C. The amount of annual dues for each type of member shall be posted on the EAPD's website and there shall be a facility to pay membership dues electronically through a secure website. Reduced fees are available for members who reside in countries with medium or low economies as assessed by the World Bank.
- D. Honorary members shall pay no dues.

### **Section 2. Additional dues:**

- A. Additional dues may be proposed by the Board and Council and approved by the General Assembly.
- B. Honorary members shall be exempt from the payment of any additional dues.

### **Section 3. Delinquency:**

Members shall be classified as delinquent when dues are not paid within sixty (60) days of the due date on the first day of January. They shall be notified in writing of their delinquency; and if, after notice, such default is not corrected within a period of sixty (60) days, the member shall be dropped from membership. The Board and Council may grant leniency or a temporary waiver from payment of dues upon special request.

### **Section 4. Fees:**

All application, subscription and other fees shall be established by the Board and Council and shall be payable in Euros.

### **Section 5. Budget:**

An annual budget shall be prepared by the Treasurer, reviewed by the Budget and Finance Committee and submitted, with recommendations, to the Board and Council for their final approval.

### **Section 6. Audit:**

There shall be an audit of the EAPD's accounts by 2 EAPD members each year and a professional audit by an independent professional accountant every 5 years.

### **Section 7. Payments:**

The Treasurer shall sign orders for payment of money in the name of EAPD.

### **Section 8. Power of the Board and Council to borrow money:**

The Board and Council shall have the power and authority to borrow money whenever, at the discretion of the Board and Council, the exercise of this power is required in the general interests of the EAPD; and in such instance, the Board and Council may authorise on behalf of the EAPD such notes, bonds and other evidence of indebtedness as the Board and Council shall deem proper. The Board and Council shall have full power to pledge any property of the EAPD, or any part thereof, as security for such indebtedness. No action on the part of the membership of this EAPD shall be requisite to the validity of any such note, bond, and evidence of indebtedness or pledge of collateral.

### **Section 9. Indemnification of officers, board and councillors, agents and representatives:**

The EAPD shall indemnify any officer, Board and Councillor, agent or representative who may be threatened by or named in any action, suit or proceeding, arising from their position with the EAPD, when authorised by a majority of the Board and Council, against any expenses (including legal fees), judgments, fines and amounts paid in settlement actually and reasonably incurred beyond the amount or scope of the EAPD's insurance coverage in connection with such action, suit or proceeding, to the full extent permitted by law.

## **CHAPTER IX: ELECTIONS**

### **Section 1. Time:**

Elections shall be held at the General Assembly of the biennial Congress to elect a President-Elect every 2 years. Elections of a Secretary and Treasurer shall be held at 6 yearly intervals for each of these elective posts at the General Assembly of a biennial Congresses. There shall be approval at the General Assembly of a member of EAPD to each of the following two appointive posts: Editor of the European Archives of Paediatric Dentistry; Web Editor. Councillors who have been elected and proposed by the local organisations of each country shall be approved at the General Assembly. There shall also be approval at the General Assembly of members of EAPD Committees who have been proposed by the Nominations Committee and approved by the Board and Council.

### **Section 2. Nominations:**

The local organisation of each country, the EAPD Board and the EAPD Council may each propose members for election to the elective positions of President-Elect, Secretary and Treasurer and for appointment of members to the appointive positions of Web Editor and Editor of the European Archives of Paediatric Dentistry. Nominations for members for election to each and any of these positions must be received by the Secretary of EAPD at least 60 days before the General Assembly session that will be take place at the biennial Congress.

Councillors shall be elected and proposed by the local organisations of each country for approval by the EAPD Board and at the General Assembly. The local organisation in each country shall inform the Secretary of EAPD when a new Council member has been elected (every 6 years unless the Council member is elected to membership of the Board or the Council member resigns, when a new Council member will need to be elected) at least 60 days before the General Assembly session that will be take place at the biennial Congress.

### **Section 3. Tellers:**

The President shall appoint the requisite number of tellers, one (1) of whom the President shall designate as the chair. The chair shall supervise the distribution and collection of the envelopes with the votes, validate the results and report the outcome to the Secretary, who shall announce the results to the General Assembly.

### **Section 4. Voting:**

- A. Each Active member, in good standing, shall be entitled to one (1) vote, in person, for each vacancy in the elective offices of: President-Elect, Secretary and Treasurer.
- B. All elective officers, except for Councillors and members of EAPD committees who shall be elected as described in Chapter IX, Section 1, shall require for election a simple majority of the votes of those members present at the General Assembly, entitled to vote and voting. If the initial balloting does not result in a simple majority, the two (2) nominees receiving the highest number of votes shall be in a run-off election to establish a simple majority. In case the balloting does not result in a clear-cut second choice, numerically, and there is a tie

involving the second and third place nominees, a run-off election shall be held involving such second and third place nominees to establish second place. A simple majority shall then hold a run-off election between the established first and second place nominees to determine the election to first place.

## **CHAPTER X: CODE OF ETHICS AND PROFESSIONAL CONDUCT**

### **Section 1. Mission:**

The EAPD is an organisation of individuals whose primary concern is in the area(s) of practice, education and/or research specifically related to the specialty of Paediatric Dentistry. Its purpose shall be the advancement of the specialty of Paediatric Dentistry for the benefit of the oral health of children.

### **Section 2. Code of ethics and professional conduct:**

The EAPD is dedicated to achieve its mission in an open, transparent and democratic manner according to the highest standards of ethics and professional conduct.

The code of ethics and professional conduct shall include the following:

Members of the EAPD shall:

- i. Be honest and ethical in their conduct, including ethical handling of actual or apparent conflicts of interest between personal and professional relationships
- ii. Promote ethical behaviour as responsible members of the EAPD
- iii. Deal fairly with members of the EAPD and with members of other organisations including professional and commercial organisations
- iv. Provide information that is accurate, completely objective, relevant, timely, and understandable
- v. Maintain the confidentiality of information entrusted to them by the EAPD except when authorised or otherwise legally obliged to disclose
- vi. Protect and ensure the proper use of the EAPD's assets
- vii. Prohibit improper or fraudulent influence
- viii. Prohibit the use of membership of the EAPD for private profit. No member of this EAPD shall profit monetarily by reason of membership in the EAPD. This prohibition shall not be construed to keep a member from receiving reasonable compensation for services actually rendered for the EAPD.

### **Section 3. Pledge:**

Every member of this EAPD shall pledge to adhere to the Code of Ethics and Professional Conduct of the EAPD.

## **CHAPTER XI: Official EAPD publications**

The European Archives of Paediatric Dentistry shall be the official journal of the EAPD. The Web page of EAPD shall be the official internet site of the EAPD.

## **CHAPTER XII: Amendment of Bylaws**

Amendments to these Bylaws may be proposed by any committee or member, provided that the proposed amendment has been submitted to the Constitution Committee and to the Secretary of EAPD no later than sixty (60) days prior to the next meetings of the Board and Council. The Board and Council may propose amendments to these Bylaws provided that the proposed amendment/s has/have been submitted to the Constitution Committee for proper formulation and wording at least sixty (60) days prior to the date of the session of the General Assembly where such action is to be considered.

These Bylaws may be repealed or amended by a two-thirds (2/3) vote of the minimum of thirty (30) members present, entitled to vote and voting at any regular session of the General Assembly or at any special session called for such purpose, provided that, as a condition precedent to the presentation of any such amendment, the Constitution Committee shall have properly formulated and worded said amendments and a copy thereof shall have been posted on the EAPD's website for access by members of the EAPD no later than thirty (30) days prior to such action.

## **CHAPTER XIII: Rules of Order**

The current edition of Sturgis Standard Code of Parliamentary Procedure shall govern the procedures of the EAPD in all situations not otherwise provided for in these Bylaws or the adopted policies or administrative procedures of the EAPD.

## **CHAPTER XIV: Adoption**

These Bylaws as herewith stated, or as hereafter amended, shall have effect immediately upon adoption, unless otherwise stipulated; all prior conflicting laws, parts of laws or resolutions shall thereupon be null and shall stand repealed.