

ADA NSW BY-LAWS: RE DIVISIONS AND STUDY GROUPS

Approved by ADA NSW Board August 2018

Division and Study Group Definitions

By-Law 1. For the better attainment of the objects of the Association Members thereof may be formed into separate bodies called "Divisions" or "Study Groups." A Division is defined by a geographical region. A Study Group may be regionally-defined, or may include Members with similar personal or professional circumstances seeking a specific education topic or approach. No Division or ADA NSW Study Group may be run for the commercial gains of any of its Members. All Divisions and Study Groups of ADA NSW (abbreviated as DSGs) are subject to the By-Laws of the Divisions and Study Groups contained herein.

By-Law 2. A Division or Study Group shall comprise all membership types approved by the Board and have a minimum of ten Full Members. Any Member of the Association who practices dentistry or resides within the geographical boundaries of the Division as determined by the Board of the Association shall be considered a member of the Division.

By-Law 3. Any Study Group that has criteria for attendance must gain approval for this criteria by the Board prior to the enforcement of this criteria. A Study Group of the Association must not exclude a member of good standing unless the Board-approved criteria of membership to the Study Group would support this.

Division and Study Group Formation

By-Law 4. Any ten or more Full Members of the Association can make written application to the Board to sanction the formation of a Division or Study Group within an area to be stipulated in the application. Applications must advise the Board of the reason for the formation of the Study Group, the proposed support that will be provided to Members through the Study Group, the potential effects on other Divisions and Study Groups, and the persons responsible for the initial operations of the group (as per By-Law 10) until such time that an Annual General Meeting (AGM) can be held (as per By-Law 13).

Applications must include membership details and contact information for the applicants. The Board will consider the application and sanction or reject the same. The Board will make available resolutions with respect to the application in a timely manner.

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By-Law 5. The Board shall have full power from time to time to amalgamate, subdivide and modify Divisions and Study Groups and to alter the local areas thereof respectively as it thinks fit provided three months' notice is given to any Division or Study Group whose boundaries may be affected by the proposed change.

Division and Study Group Administration

By-Law 6. ADA NSW will manage the financial administration of Divisions and ADA NSW Study Groups to maintain consistency, ensure compliance, increase efficiency and allow members the convenience of online event registration. Subscription fees will not be required as members will pay per event. Events will be run 'at cost' using event fees for event expenses and any marginal profits and losses will be absorbed by the Association. Marginal profits will be used non-exclusively where needed most to ensure equal access to local, affordable CPD for members. Reports on each event will be provided to the Division or Study Group by management.

The opening balance of cash held by the DSG will be A) retained by the DSG and used by the DSG anyway it sees fit or B) transferred to ADA NSW and used exclusively for the DSG.

By-Law 7. Non-Members may attend Division and Study Group events to demonstrate the benefits of ADA NSW Membership at the discretion of the group. Divisions and Study Groups may charge a fee for Non-Member attendance that is not less than the fee paid by Members unless exemption is provided by the Board.

By-Law 8. A Member of a Division or Study Group shall cease to be a Member if at any time the Member:

- (a) Ceases for any reason to be a Member of the Association.
- (b) Resigns in writing from Membership of the Division or Study Group.

By-Law 9. Subject to the Constitution and the By-Laws of the Association each Division and Study Group shall have power to create local procedures and committees for its own internal management. For that purpose, each Division and Study Group shall be at liberty to make such rules and alter or adjust these rules via their committee process. All rules made by Divisions and Study Groups shall be submitted to the Board for its approval and shall not come into operation until notice in writing is given by the Board to the Division or Study Group signifying its approval. The Board may from time to time vary or repeal any rules of which it has approved and must give written notice of this to the Division or Study Group.

By-Law 10. The management of the affairs of each Division and Study Group shall be vested in a Division or Study Group Committee consisting of a minimum of three Full Members of the Association. Only members of ADA NSW may serve on Committees. Committees will be led by

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a Chairperson with each Division and Study Group responsible for setting their own Committee structure.

By-Law 11. Each Division or Study Group may nominate a Member to be a Division or Study Group representative. The Division or Study Group representative may attend meetings of the ADA NSW Council and participate in the meeting, but cannot vote on resolutions.

By-Law 12. Immediately after the election of Honorary Officers and Members of the Committee, a Committee Member of the Division or Group shall advise the Chief Executive Officer of ADA NSW of the full names and contact details of the Committee and Division or Study Group representative. Each Division and Study Group must ensure that its Committee details are registered with the Association and that contact information for Committee Members is up to date and accurate.

By-Law 13. Each Division and Study Group shall hold its Annual General Meeting each calendar year and part of the business of each Annual General Meeting shall be the election of the Committee and Honorary Officers for the next calendar year.

By-Law 14. The quorum necessary for the transaction of business by the Committee shall be a majority of the Committee Members.

By-Law 15. The Board may make a grant or grants out of the general funds of the Association to a Division or Study Group as the Board shall in its absolute discretion think fit.

By-Law 16. Each Division or Study Group shall in addition to its Annual General Meeting hold at least one other meeting during each calendar year for the purpose of clinical and or scientific discussions. Written notice shall be given to the Association at least fourteen days before all such Division and Study Group meetings (whether Annual or otherwise) setting out the business of the meeting.

By-Law 17. No Division or Study Group shall either in its own name or the name of the Association make any representation or have any communication whatsoever with or to the Dental Board of Australia or any authority Governmental local or otherwise or take any part in any political controversy relating to dentists or dentistry, without the express sanction in writing of the Board or the President.

By-Law 18. A Division or Study Group may, at an Annual General Meeting elect as an Honorary Member of the Division or Study Group any person who has rendered distinguished service to the Division or Study Group. Such Honorary Members shall remain Honorary

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Members until the next Annual General Meeting, but they are eligible for re-election for any succeeding period of twelve months.

By-Law 19. If a Study Group ceases to have 10 Full Members in attendance for more than two meetings, the Division or Study Group must notify the ADA NSW CEO.

By-Law 20. If the Board is of the opinion that any Division or Study Group has committed any breach of these By-Laws or the Constitution or has been guilty of any conduct detrimental to the interests of the Association or profession, the Board may forthwith, by notice in writing to such Division or Study Group, cancel and annul all the rights, powers and privileges of such Division or Study Group of the Association. Such cancellation and annulment shall have force and effect from the time when such notice should have reached the Division or Study Group in the ordinary post.

Any Member of a Division or Study Group Committee who knowingly takes part in a breach or infringement of these By-Laws shall be deemed to have failed in observance of the By-Laws and/or the Constitution and shall be liable to be expelled or suspended from the Association or reprimanded or cautioned by the Board in accordance with the By-Laws, Code of Ethics and/or the Constitution.