**BRITISH SOCIETY FOR ORAL MEDICINE**

**CONSTITUTION (2018)**

**1. TITLE**

The name of the Society is: "THE BRITISH SOCIETY FOR ORAL MEDICINE", herein known as "the Society".

**SCOPE OF SPECIALTY**

Oral Medicine is the specialty of dentistry concerned with the oral health care of patients with chronic, recurrent and medically related disorders of the oral and maxillofacial region, and with their diagnosis and non-surgical management.

**2. VISION**

The British Society for Oral Medicine seeks to improve the quality of life of patients who fall within the scope of the specialty by promoting excellence in clinical care, research, education and training.

**THE PURPOSE OF THE SOCIETY**

2.1 To promote the practice of Oral Medicine through teaching and research.

2.2 To encourage communication between those with an interest in Oral Medicine.

2.3 To arrange regular meetings at which lectures and demonstrations will be given.

2.4 To ensure that Oral Medicine is represented adequately as a specialty adequately at local, national and international levels.

2.5 To promote the advancement of the theory and practice of Oral Medicine by any other means which may from time to time be considered appropriate by the Council of the Society.

**3. MEMBERSHIP**

**3.1** Persons engaged in the practice of Oral Medicine or with an interest in the specialty of Oral Medicine shall be eligible for membership of the Society.

**3.2** There shall be five classes of membership, namely:

**Members**

**Fellows**

**Fellows-in-Training**

**Life Members/Fellows**

**Honorary Fellows**

**3.3** All Members and Fellows are eligible to attend the AGM and any EGM, but Life Members/Fellows and Honorary Fellows cannot vote

**3.4** Election to any category of membership or change of membership category shall be subject to the approval of Council.

**3.5** To facilitate the running of the Society all those who hold membership are required to provide reliable contact details to allow electronic communication, such as a NHS or University e-mail address.

**4. MEMBERS**

**4.1** Members shall be those persons interested in the specialty of Oral Medicine and who do not belong to one of the other categories of membership.

**4.2** Members will have full voting rights and be eligible for election to Council as Members’ representative, or as Officers of the Society.

**5. FELLOWS IN TRAINING**

**5.1** Fellows in Training shall be those persons who are enrolled on Specialty Advisory Committee for the Additional Dental Specialties (SACADS) recognised Oral Medicine specialty training programmes in the United Kingdom or Ireland.

**5.2** Fellows in Training will have full voting rights and be eligible for election to Council as Fellows in Training Representative, Secretary or Treasurer.

**5.3** Any Fellow in Training who ceases to be in a SACADS recognised Oral Medicine approved specialty training, but is not eligible to become a Fellow will revert to an other appropriate category of membership.

**6. FELLOWS**

**6.1** Fellows shall be those persons whose clinical practice is primarily Oral Medicine, within the United Kingdom and/or Ireland; and/or whose name appears on the Specialist List of Oral Medicine practitioners held by the General Dental Council (UK), subject to the approval of the Council of the Society.

**6.2** Should a Fellow leave the United Kingdom or Ireland and continue in the specialist practice of Oral Medicine, then s/he may remain a Fellow of the Society subject to the approval of Council.

**6.3** A Fellow who remains in active regular clinical practice but not primarily that of specialist Oral Medicine may revert to another appropriate membership category.

**6.4** Fellows of the Society shall be entitled to full voting rights and be eligible for election to Council including as Officers of the Society.

**7. LIFE MEMBERS/FELLOWS**

**7.1** Life Members/Fellows shall be those Members/Fellows who are no longer in oral medicine clinical practice, for example, on retirement but wish to continue to have an active interest in the speciality.

**7.2** Life Members/Fellows will not have voting rights nor be eligible for election to Council.

**7.3** Those individuals who hold an elected post within the Society may complete their term of office, but will not be eligible for re-election.

**7.4** Life Members/Fellows are not required to pay an annual subscription.

**8. HONORARY FELLOWS**

**8.1** Honorary Fellows shall be distinguished persons whose contributions to the field of Oral Medicine are held in high esteem by the Society.

Honorary Fellows will normally have been retired from oral medicine clinical practice for four years before nominations are considered by Council and/or have relinquished registration with GDC/GMC or equivalent

**8.2** Any person holding current membership of the Society may nominate an individual for consideration by Council as an Honorary Fellow.

**8.3** The number of Honorary Fellows shall be limited as determined by the Council from time-to-time.

**8.4** Honorary Fellows will not have voting rights nor be eligible for election to Council.

**8.5** Honorary Fellows are not required to pay an annual subscription.

**9. ELECTION OF FIVE CLASSES OF MEMBERSHIP**

Self-application is required to join the membership of the Society other than for Honorary or Life Fellows / Members who accept an invitation of the Society.

**9.1 Admission to Membership of the Society**

All new applicants to the Society should complete the self-application process. If an applicant is registered at the time of application on the national dental register or list in the UK or Ireland, then at the discretion of Council this may be sufficient to support acceptance to the membership. Inclusion on the national dental register or list in the UK or Ireland does not guarantee that a membership application will be accepted.

For those applicants who are not registered at the time of application on the national dental register or list in the UK or Ireland, support will be required from two people holding current membership of the Society, at least one of whom shall be a Fellow. These two sponsors will confirm in writing or by e-mail that the applicant fulfils the appropriate criteria laid down in Article 4, although Council reserves the right to waive this requirement. Applicants who require sponsorship may include scientists or overseas applicants.

**9.2 Membership Category**

All of those new to the membership of the Society will be designated ‘members’ unless they are eligible for inclusion immediately within one of the categories set out in articles 5 and 6 respectively. Hereafter, the ‘membership’ refers to all those who hold current membership of the Society.

Individuals may be eligible to change category of membership according to their circumstances as set out in articles 5, 6 & 7, subject to the approval of Council.

**9.3 Honorary Fellows**

The Honorary Fellow category of membership is by invitation of Council. Any person holding current membership of the Society may submit a name for consideration at a Council Meeting. If there is agreement by Council then appropriate supporting information will be gathered for presentation to Council for discussion and a vote. In order to be successful a candidate must obtain a favourable vote from a majority of Council members balloted either verbally at a meeting or in writing (including by e-mail) from Council members not present. Absent council members should submit their vote in advance of the meeting. If no vote is submitted in advance by absent members, the decision of those present takes precedence. Successful nominees shall be invited by the Honorary Secretary on behalf of the President and Council to accept Honorary Fellowship of the Society.

**10. SUBSCRIPTIONS and COMMUNICATIONS**

**10.1** On election, each person holding current membership of the Society, with the exception of Honorary or Life Members/Fellows, shall pay an annual subscription the rate being determined by the category of membership. On subsequent change in membership category or of subscription rate, the revised subscription rate shall apply from the first day of the financial year of the Society (1st January). The level of the annual subscription will be reviewed periodically by Council and any proposed change notified to the membership at least 4 months in advance of the end of the financial year (year-end 31st December).

**10.2** Full subscriptions for the following 12 month period shall be paid on or before the beginning of the new membership year.

**10.3** Any person whose full subscription is more than two calendar months in arrears shall cease to be a member of the Society and will lose the privileges associated with membership as determined by Council. This includes those who have made a part payment of the full subscription. Reinstatement of privileges from this suspended state of membership will be possible with the consent of Council if payment of arrears is made within 6 months from the start of the financial year. Payment of arrears may be waived, at the discretion of Council, if extenuating circumstances exist.

**10.4** Should a member have an annual membership payment to the society in place, it is the responsibility of the member to update or cancel this arrangement on changing category of membership, or leaving the Society. Reimbursement of subscription payments made in error is at the discretion of Council. The Treasurer shall make reasonable efforts to contact members in the event a change in payment, or where cancellation of payment is required.

**10.5** The primary mode of communication with the membership of the society shall by be email. It is the responsibility of members to keep the officers of the society up to date with any changes in email address to permit the efficient execution of the business of the society

**11. CESSATION OF MEMBERSHIP**

**11.1** Membership of the Society shall cease in the following circumstances:

**11.1.1** If formal resignation in writing is given to the Secretary of the Society.

**11.1.2** If membership is terminated for default of the full membership arrears for a period of over six months as described in Article 10.3.

**11.1.3** If s/he has their registration removed by his/her regulatory body following an investigative hearing and/or on conclusion of any appeals process.

**11.2** If the Council confirms that cessation of membership of any individual is necessary in the interests of the Society, it shall instruct the Secretary to invite the person concerned to resign within one calendar month of receipt of such notice. In default of such resignation the question of expulsion from the Society shall be considered by Council who may terminate membership with immediate effect.

Alternatively, Council may suspend membership for a defined period until the issues can be discussed at an EGM, or at the next AGM. At such a meeting the person whose expulsion is under consideration shall be allowed to offer explanation of his or her conduct either verbally or in writing. If the majority of the membership present vote for expulsion, the individual concerned shall cease to have membership of the Society with immediate effect. Such a vote shall be by secret ballot. In the event of a tied ballot, the chair of the meeting will have the casting vote.

**12. OFFICERS OF THE SOCIETY**

**12.1** The officers of the Society shall be the President, President-elect alternating with an immediate Past President, a Secretary and Treasurer.

**12.2** The President shall be the senior officer responsible for the Society. S/he will hold office for a period of two years commencing one year after election to President-elect. This will typically be at the end of the Annual Scientific Meeting, although depending on year-on-year circumstances may be at another time agreed by Council. To be eligible for election as President-elect/President, the individual must be a Fellow. Candidates for the office of President-elect/President should be sought from the entire membership and sponsored by a proposer and seconder from the membership of the Society, one of whom must be a current member of Council.

The membership will elect the President-elect via a secret ballot of the membership one year in advance of becoming President. The outcome of any such ballot shall be declared to the membership of the Society at the earliest opportunity. During the ensuing year the title is President-elect. The office of President is not renewable, although an individual may stand again for election to President two years after completion of the one year term as Immediate Past President. Those eligible to vote shall be Fellows, Fellows-in-Training and Members of the Society.

**12.3** The Secretary is responsible for the day-to-day running of the Society, ensuring communication with the Society membership, the calling of meetings and preparation of meeting-related documentation. Together with the Treasurer s/he will be responsible for maintaining an accurate membership list. Candidates for the office of Secretary should be sponsored by a proposer and seconder from the membership of the Society. The membership will elect the Secretary via a secret ballot. The outcome of any such ballot shall be declared to the membership of the Society at the earliest opportunity. The Secretary shall hold office for a period of three years and may seek re-election for a single consecutive term. The Secretary may be a Member, Fellow-in-Training or Fellow of the Society. Those eligible to vote shall be Fellows, Fellows-in-Training and Members of the Society.

**12.4** The Treasurer is responsible for the financial matters of the Society as determined in article 17. Together with the Secretary s/he will be responsible for maintaining an accurate membership list. Candidates for the office of Treasurer should be sponsored by a proposer and seconder from the membership of the Society.

The membership will elect the Treasurer via a secret ballot. The outcome of any such ballot shall be declared to the membership of the Society at the earliest opportunity. The Treasurer shall hold office for a period of three years and may seek re-election for a consecutive term. The Treasurer may be a Member, Fellow-in-Training or Fellow of the Society. Those eligible to vote shall be Fellows, Fellows-in-Training and Members of the Society.

**12.5** The Immediate Past President shall serve as a member of Council for one year commencing immediately after completion of the term of office as President.

**12.6** Nominations for Treasurer or Secretary shall be made to the Secretary. Nominations for President-elect shall be made to the President.

**12.7** Nomination for the posts of Treasurer, Secretary and President-elect shall require a proposer and seconder prior to a ballot conducted as stated in article 14. In the event of an equal number of votes being cast for two or more nominees, the candidate who is senior by date as a Member or Fellow of the Society shall take precedence.

**13. THE COUNCIL**

**13.1** The executive body of the Society shall be known as the Council. It shall consist of the President, Immediate Past President or President-elect, Secretary, Treasurer, three Fellows’ representatives, one Fellow in Training and two Members’ representatives. All the aforementioned will have full voting rights within Council.

**13.2** The Council shall have the power to co-opt any person from the Society's membership. Co-opted persons shall be co-opted for a defined purpose or role. Any person so appointed shall serve only until the next AGM, and will have no voting rights within Council. Appointments will be agreed by a majority of Council members.

**13.3** A quorum at a Council Meeting shall consist of six voting members of Council including two officers of the Society as defined in article 12.1. The quorum must be maintained throughout the Meeting.

**13.4** Nomination for Fellows’ representatives on Council shall require a proposer and seconder from Fellows of the Society prior to a ballot conducted as stated in article 14. Those eligible to vote shall be Fellows of the Society. In the event of an equal number of votes being cast for two or more nominees, the candidate who is senior by date as a Fellow of the Society shall take precedence. Fellows’ representatives shall serve as such for a period of three years and may seek re-election for a single consecutive term.

**13.5** Nomination for the Members' representatives on Council shall require a proposer and seconder from Members of the Society prior to a ballot conducted as stated in article 14. Those eligible to vote shall be Members of the Society. In the event of an equal number of votes being cast for two or more nominees, the candidate who is senior by date as a Member of the Society shall take precedence. Members’ representatives shall serve as such for a period of three years and may seek re-election for a single consecutive term.

**13.6** Nomination for the Fellows in Training representative on Council shall require a proposer and seconder from Fellows-in-Training of the Society prior to a ballot conducted as stated in article 14. Those eligible to vote shall be Fellows-in-Training of the Society. In the event of an equal number of votes being cast for two or more nominees, the candidate who is senior by date as a Member of the Society shall take precedence. The Specialty Trainees’ representative shall serve as such for a period of one year and may seek re-election for a single consecutive term.

**13.7** Council shall determine if, in any extended absence of an elected Council member due for example to illness or maternity leave, any temporary co-option to the Council is required.

**13.8** The Council shall be responsible for all Society business.

**13.9** The office of a member of Council shall *ipso facto* be vacated:

**13.9.1** If, in the opinion of a majority of Council members s/he becomes unable or unwilling to fulfil their Council duties

**13.9.2** If by notice in writing that s/he resigns office.

**13.9.3** If s/he ceases to belong to the Society.

**13.9.4** If s/he becomes bankrupt.

**13.9.5** If s/he has their registration removed by his/her regulatory body following an investigative hearing. (Membership may be retained whilst appeals are in process).

**13.10** Meetings of Council shall be held as required to fulfil the duties of Council. Normally, at least six weeks’ notice shall be sent to the members of Council.

**13.11** A meeting of the Council held when a quorum is present shall be competent to exercise all or any of the authorities, powers or discretions by or under the rules vested in or exercisable by the Council generally.

**13.12** In case of emergency when it is impossible to summon a meeting of Council in time to deal with the emergency, the President shall then take such action as may seem necessary in the circumstances and shall report the matter as soon as is reasonably possible to Council.

**13.13** A resolution in writing, agreed in writing or by e-mail by a majority of members of the Council shall be considered as valid and effectual as if it had been passed at a meeting of the Council duly called and constituted.

**13.14** The Council shall require minutes of all meetings to be duly recorded by the Secretary, or in his/her absence a nominated deputy, which shall contain a true and accurate record of all proceedings of the Society.

**13.15** Any such minutes of any meeting of the Council, if agreed by the Council members present, shall be received as *prima facie* evidence of the matters stated in such meetings.

**13.16** Minutes of meetings of Council shall be presented to members of council without undue delay (and within four weeks) in order that discussions/decisions be disseminated among Council members. Formal agreement of the minutes will be at the next Council meeting

**14. BALLOTS**

For elected positions covered in articles 12 and 13 the following procedures, which are the responsibility of the Secretary, should be followed.

**14.1** Nominations shall be sought over a minimum period of 4 weeks.

**14.2** Any ballot should be secret and wherever possible be held electronically to promote inclusion of as many of those eligible to vote as possible.

**14.3** Any ballot should include a ‘void’ option to allow members to express an opinion that none of the candidates has their support. If the number of ‘void’ votes exceeds the number of votes for the most successful candidate then that candidate is not elected and a further call for nominations is required.

**14.4** The votes will be verified by the Secretary and one other officer of the Society. In the case of a ballot for President-elect, the votes shall be verified by the President and one other officer of the society

**14.5** The outcome of any such ballot shall be declared to the membership of the Society at the earliest opportunity without specification of the number of votes cast for any individual or the ‘void’ option.

**15. GENERAL MEETINGS**

**15.1** There shall be an AGM held once in every calendar year.

**15.2** From time-to-time there may be the need to call an EGM to discuss matters important to the Society. The Secretary, or in the event of his/her unavailability, a member of Council nominated by the President, shall summon all meetings, prepare the agenda and keep the minute of the proceedings.

**15.3** Every AGM or EGM of the Society shall be called with at least 6 weeks’ notice and shall specify the place and time.

**15.3** Any individual holding membership of the Society who wishes to move a formal resolution at the AGM or EGM shall give notice in writing to the Secretary and shall submit a copy of such resolution, not less than 14 days before the date of the meeting.

**15.4** The quorum for the AGM or EGM will be 25% of the membership. If a quorum shall not be present within half an hour from the appointed time for a meeting of the Society, such meeting shall stand adjourned until the Secretary can make other arrangements. In the case of a meeting specially convened upon the request of the membership, when a quorum is not present, such a meeting shall be dissolved.

* 1. The President, or in the event of his/her absence, the immediate past President or in his/her absence a member of Council elected by the meeting, shall preside at all AGMs or EGMs
  2. At any AGM or EGM a resolution put to the vote of the meeting shall be decided by a show of hands unless a secret ballot is demanded by the Chairman or three of the Society's membership present. For a vote taken during an AGM or EGM of the Society individuals holding current membership shall have one vote and shall not be permitted to appoint a proxy or vote *in absentia*. The person chairing the meeting shall have an extra casting vote in all cases where the number of votes cast in favour of any proposal is equal to the number of votes cast against such a proposal, whether such votes have been cast by a show of hands or as the result of a secret ballot.

**16. SCIENTIFIC MEETINGS**

A Scientific Meeting that promotes continuing professional development consistent with the Vision of the Society (Article 2) shall be held each year at a time which typically will coincide with the AGM. Special Scientific Meeting fees will be payable at such meetings by all who attend. The organisation of the Scientific Meeting will be devolved to a local organising committee consisting of one member of Council or a member co-opted to Council for that year. The organising committee are responsible for the financing of the meeting, the financial arrangements needed to run the meeting and ensuring that these do not bring the Society in to disrepute.

**17. FINANCE**

**17.1** The Treasurer is responsible for the day-to-day financial affairs of the Society and is required to report the Society’s financial position at each Council Meeting or to Council sooner if indicated or requested. The Treasurer may have delegated authority from Council to operate the Society’s accounts electronically on behalf of the society.

**17.2** The Treasurer is required to present the accounts of the Society at the AGM.

**17.3** The Council of the Society shall be empowered to invest any funds surplus to immediate requirements as it thinks fit in accordance with Article 2.

**17.4** Members of the Council shall be entitled to be reimbursed for reasonable expenses for attendance at meetings of the Council or other approved business held in the UK or Ireland on a day set aside exclusively for that purpose. Other reasonable expenses incurred by Council or Council members whilst in pursuit of Society-related business may be reimbursed at the discretion of Council.

**17.5** In the event of the Society being wound-up any remaining funds shall go to organisations with similar aims in accordance with Article 2.

**18. ALTERATION OF THE CONSTITUTION**

**18.1** The provisions of the said Constitution may be altered on a draft basis by a majority of the members of the Council of the Society attending and voting at a meeting of Council.

**18.2** Any proposals to alter the said Constitution shall stand adjourned until the next AGM or EGM. Details of any alteration shall be given in the notice of that meeting and distributed to members at least six weeks before the AGM or EGM. A majority of two-thirds of the voting membership present at such a meeting shall be required to vote for **any** and **each** alteration in the said Constitution in order to ratify proposed changes.

18.3 A vote on each proposed amendment may be carried out by email in advance of the AGM or EGM, with voting to close two weeks before the AGM or EGM.

End