

**THE BRITISH
VETERINARY DENTAL
ASSOCIATION
CONSTITUTION AND
BYLAWS**

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1. Title

The association shall be known as the British Veterinary Dental Association. The Association is referred to in these bylaws and may be described elsewhere by its acronym 'BVDA'.

2. Objects

The objects for which the BVDA is established are to educate and train Veterinary and Dental Surgeons in animal dentistry and to promote practice, teaching and research of animal dentistry.

3. Membership

Type of membership

There are three categories of membership in the BVDA: Full, associate, and Honorary Life Members. Members may be of any nationality.

1. Full membership of the Association shall be restricted to persons who are graduates of either an accredited veterinary or dental college and who have satisfied any formal admission requirements laid down by the Committee.
2. Honorary Life Members are persons who have made an outstanding contribution to veterinary dentistry or to the BVDA and who have been proposed by the committee and admitted as such at the Annual General Meeting by a majority vote. Honorary Life Members are not required to pay membership fees.
3. Students, veterinary nurses, dental nurses, dental technicians and corporate bodies shall be admitted to the Association as Associate members. Associate members shall have no right to hold office.
4. Each Member and Honorary Life Member shall have one vote at the Annual General Meeting. An Honorary Life Member will only be entitled to vote if they are or have been members of the Association prior to being proposed as an Honorary life Member.
5. Each Member who has paid the required annual fee and each Honorary Life Member shall receive the journals published by the BVDA and AVDS during the year in which they subscribe or are elected. The BVDA journal shall contain such information as scientific articles, dates of forthcoming dental meetings, practical information and advertisements as are determined by the Committee.
6. Members or Honorary Life Member may cease to become a Member upon death, by voluntary departure or by exclusion as provided by the following:
 1. A Member or Honorary Life Member may leave the BVDA at any time by submitting notice in writing to the Secretary. Fees paid by any such member shall not be reimbursed.
 2. The Annual General Meeting may expel a Member or Honorary Life Member by a majority vote after giving the Member a fair hearing before the Committee and the Annual General Meeting. The Annual General Meeting will give written notice of intention to expel the Member or Honorary Life Member and the reasons for expulsion within 21 days of the hearing. The decision of the Annual General Meeting shall be final.
 3. The Committee may terminate the membership of any Member who has

failed to pay membership fees for six months by notice in writing to the Member.

4. **The Committee**

1. There shall be a Committee which shall have the responsibility of managing and controlling the affairs and property of the BVDA. The Committee shall promote and implement the objects of the BVDA and carry out all the activities with broad powers for the ordinary and extraordinary management of the BVDA which may be delegated by resolution to the President.
2. The Committee shall consist of the Officers of the committee together with other Committee members deemed appropriate for the management of the BVDA.
3. The Committee Officers shall consist of the President, the Secretary, the Treasurer.
4. The President must be a member of the Royal College of Veterinary Surgeons.
5. The President shall be the Chairman of the Committee
6. Each member of the Committee is referred to in these bylaws as a **Committee Member**. Committee members shall receive no honorarium but may receive reimbursement for expenses upon submission of invoices for expenses approved by the Committee.
7. If the President is unable to be present at a Committee Meeting a Committee Member shall be entitled to the Chair for that meeting.
8. The President shall be responsible for nominating a temporary Secretary or Treasurer in the event of the latter's indisposition.
9. The Treasurer shall receive all money payable to the Association and from such money, pay all the sums payable by the Association. The Treasurer shall not pay money on account of the Association, except current expenses, without the approval of the Committee.
10. Any Committee member may at any time in person or by proxy inspect the accounting records, files, documents and other vouchers of the BVDA at any reasonable venue and time and may make copies and extracts thereof. Any Member or Honorary Life Member may inspect such documents during any Committee meeting.
11. Should the office of one or more members of the Committee terminate for any reason before the appointed term, the remaining members of the Committee may appoint the requisite number of Committee members to serve until the next Annual Congress, by a simple majority of votes cast.
12. The quorum of the Committee shall be four with a minimum of two Officers of the Committee.

13. The Committee may meet for the dispatch of business, adjourn and otherwise regulate their meetings as they may think fit. A quorum of Members of the Committee or the Chairman may at any time, and the Secretary shall, upon the request in writing of the same, summon a meeting of the Committee. Due notice shall be given to all Committee Members.
14. All questions shall be decided by the votes of the majority of the Members of the Committee present and voting thereon at a meeting of the Committee except as otherwise provided.
15. On the equality of votes the Chairman shall have a second or casting vote.
16. The Secretary shall keep the minutes of the Committee
17. Resolutions may be adopted without a meeting if they are in writing and are signed by all Committee Members.
18. The BVDA will legally be bound by the signatures of the President and one other Committee Member or by any three Members of the Committee or by the signature of one member of the Committee if all the Members of the Committee in a meeting have granted to such a member an authorization for accurately described legal acts relating to an urgent specific matter. Such an authorization shall be evidenced by the minutes of the meeting in question and in writing by all Members of the Committee
19. The President represents the BVDA in all judicial, extrajudicial, administrative, public or private acts in which the BVDA is involved.
20. The Committee is entitled to manage the BVDA, and in particular, but not so as to restrict the generality thereof to:
 1. Acquire, control, protect, expend, dispose of and invest the funds and other assets of the BVDA in such manner as they shall consider most beneficial for the purposes of the BVDA;
 2. Make and approve contracts which bind the BVDA, collect debts and pay expenses;
 3. Hire, appoint or engage and dismiss on such terms and conditions and to discharge such duties as they may think fit, the President, Secretary and Treasurer, and other officers, servants and employees of the BVDA;
 4. designate an attorney in fact for a temporary period and for specified and limited purposes and to delegate any of its powers to such attorney or to a Committee

5. Acquire, alter, repair, sell or dispose of, or otherwise deal with any land, or buildings for the use of the BVDA, borrow money upon the security of any of the property of the BVDA, and grant or direct to be granted mortgages for securing the same;
 6. Call Annual Congresses;
 7. Establish, publish and supervise publications of the BVDA;
 8. Determine the annual subscription fees for Members;
 9. Make, repeal and amend regulations as to the management of the BVDA and its affairs, provided that such regulations are consistent with the bylaws;
 10. Set the agenda for each Annual General Meeting;
 11. Generally to do all things necessary or expedient for the due conduct of the affairs of the BVDA not herein otherwise provided for.
21. The Committee shall appoint and change banks, open and close bank accounts, borrow and invest funds and determine the manner in which cheques and other investments must be signed and in which funds may be drawn against bank accounts.
 22. Committee members shall be elected at the annual general meeting for a three-year term and will be immediately eligible for reelection at the end of that term in office.

5. Elections

Nominations for the election of Officers and Committee members must be proposed and seconded and have the consent of the nominees. Any necessary election shall be held at the Annual General Meeting

6. Subscriptions

1. Membership fees shall be reviewed annually by the Treasurer and approved by the Annual General Meeting with a majority of the votes cast. Membership shall be automatically renewed each year if not cancelled by notice in writing to the Association by 1 January. Methods and further details of payment requirements and procedures shall be set by the Committee.
2. Subscriptions shall be due on 1 January annually, or in the case of new members upon joining.
3. Members whose subscriptions are more than three months in arrears shall cease to

receive the BVDA and AVDS Journals and if still in arrears at six months shall cease to be members.

If the member rejoins to association after the three-month period in arrears he will not be entitled to journals published in the period of arrears.

4. Should the Association be declared insolvent, all members shall be held to be equally responsible for the Associations debts, to a maximum sum equal to twice their current subscription, each.

7. Meetings

1. The Annual General Meeting shall be open to current Members and Honorary Life Members. It shall be held not less than nine months, and not more than fifteen months after the previous Annual General Meeting
2. The President shall be the Chairman of the Annual General Meeting.
3. If the President is unable to be present at an Annual General Meeting a Committee Member shall be entitled to the Chair for that meeting.
4. The President shall be responsible for nominating a temporary Chairman, Secretary or Treasurer in the event of the latter's indisposition.
5. Voting is by show of hands, unless one-third of the Members and Honorary Members attending request a ballot.
6. Simple resolutions, substantive and procedural, shall be passed by a simple majority of votes cast except as otherwise provided herein or by law.
7. Abstentions shall be deemed to be null and void votes. On the equality of votes the Chairman shall have a second or casting vote.
8. At least three months written notice of a proposal to amend the Bylaws or dissolve the BVDA must be given to all Members and Honorary Life Members.
9. Members may grant a written proxy to another Member or Honorary Life Member to be delivered to the Chair in writing at least three days prior to the meeting.
10. Resolutions may be adopted without a meeting of the Members and Honorary Life Members if all Members and Honorary Members consent in writing to the resolution.
11. Minutes shall be kept by the Secretary.
12. The Annual General Meeting deals with the agenda determined by the Committee or Members and Honorary Life Members and shall include: -

The minutes of the previous Annual General Meeting
A general report from the Secretary
A financial report from the Treasurer
Confirmation of the place and date of the next Annual General meeting

And may:

Approve or disapprove the final annual balance sheet;
Modify the bylaws;
Elect and dismiss Committee Members,
Elect Honorary Life Members;

As provided herein.

13. A Special General Meeting relating to subjects other than changes to the constitution or bylaws, shall be called by the President or by the Secretary or Treasurer, or on the instructions of the Committee, or on receipt of a requisition made and signed by at least six members, stating the subject intended to be discussed. The meeting will be held not later than 7 weeks after receipt of such instructions or requisition.
14. A Special General Meeting relating to changes to the constitution or bylaws, shall be called by the President or by the Secretary or Treasurer, or on the instructions of the Committee, or on receipt of a requisition made and signed by at least six members, stating the changes intended to be discussed. The meeting will be held not later than 3 weeks plus the required notice period in Para 7.h, after receipt of such instructions or requisition.
15. At the Annual General Meeting or at a Special General Meeting the necessary quorum shall be fifteen members of the Association.
16. Notice of the Annual General Meeting or any Special General Meeting including the provisional agenda shall be sent to each Member eligible to vote at least four weeks in advance.

8. Visitors

Members may normally introduce visitors to any meeting, except the Annual General Meeting or a Special General Meeting but one of the Officers should be notified in advance.

9. Constitution

1. All members shall be supplied with a copy of these bylaws on joining.
2. No alterations shall be made to this constitution or bylaws except by a two-thirds majority of those members present at the Annual General Meeting or at any Special General Meeting of the Association. Notice of any intention to make changes to the constitution & bylaws must be given as in Para 7.h.

10. Affiliation with Other Societies

1. The Association is affiliated to the American Veterinary Dental Society and all members shall receive its quarterly journal.
2. The Association is affiliated to the European Veterinary Dental Society.

3. The Association is affiliated to the BSAVA.

11. Dissolution

All assets of the BVDA upon a dissolution shall be transferred to another nonprofit body with objects similar to those of the BVDA.

Any matter not provided for in this constitution shall be left to the discretion of the Committee