

The constitution of the Association of Dental Hospitals

April 2017

1. Name

The organisation shall be called the **Association of Dental Hospitals**, referred to hereafter as ADH.

2. Purpose

ADH will:

- (a) be the key representative body for dental hospitals in the UK and Ireland (membership as defined in 3 (a))
- (b) be a source for informed opinion and advice on all matters concerning patient care, dental teaching and training and other issues relating to the functions of dental hospitals in the United Kingdom and Ireland.
- (c) represent its members and influence policy in relation to dental health and in engagement with relevant stakeholders.
- (d) act as a source of information and advice for its members and facilitate the sharing of experience and best practice.
- (e) work to improve and maintain quality in patient care and dental training
- (e) engage in discussion and collaboration with other bodies and stakeholders where relevant to the benefit of the function of dental hospitals and for wider benefit of the dental health landscape
- (f) serve as a point of reference for the media;
- (g) promote equal opportunities in all matters relating to the dental workforce
- (h) support research and innovation for patient benefit

3. Membership

- (a) Membership of ADH will be restricted to dental hospitals/academic clinical facilities which provide dental services, and have a significant commitment to NHS funded Undergraduate and/or Postgraduate dental students. Members of ADH will be the Clinical Director or equivalent and the senior non-clinical manager of the dental hospital or deputies as deemed appropriate by each hospital.
- (b) Associate membership (with limited voting rights) will be determined by the full members of ADH.
- (c) Observers may be invited to attend meetings as representatives of other bodies associated with the work of the ADH by the agreement of the Executive of ADH. This may include the Chief Dental Officers of the devolved nations, the Chair of COPDEND, the Chair of the Dental Schools Council, or their representatives; and others who may share common interests.
- (d) Full members of ADH may nominate deputies from their institutions for meetings where they cannot attend, to ensure continuity of business.
- (e) A meeting will be deemed quorate if more than a third of its members are present.

4. Organisation

(a) Executive and Officers of the ADH

- (i) The ADH will be steered by an Executive

- (ii) The Officers of the ADH shall be (a) the Chair (b) the Honorary Secretary/Treasurer (c) the Deputy Chair and Chair-elect (d) the Immediate Past Chair.
- (iii) The Executive will consist of all of the Officers and in addition (a) a senior manager representative, (b) a representative of the 'Celtic' nations (Ireland, Northern Ireland, Scotland, and Wales), (c) two ordinary members elected from the membership of the ADH. The Executive may also invite others who share common interests to attend when appropriate (in a non-voting capacity).
- (iv) All Clinical Directors of the ADH, including currently serving Officers, are eligible for election as Officers of the ADH.
- (v) Members of the ADH shall elect the Chair as Deputy Chair (Chair-elect) one year in advance of the commencement of his/her two-year term of office. It is not normally expected that the Chair be eligible for election for a further term of office. The Immediate Past Chair will serve as a member of the Executive for one year commencing immediately after completion of their term of office as Chair.
- (vi) The Honorary Secretary/Treasurer, senior manager representative, Celtic nation representative, and the two ordinary member of the Executive shall be elected by members of the ADH to serve for three years from their election and may be re-elected for a maximum period of a further three years or for so long as they remain a member of ADH, whichever is the shorter.
- (vii) The Officers or members of the Executive may not continue to hold those Offices or Executive membership of the ADH if they cease to be serving Clinical Directors or senior non-clinical managers of subscribing dental hospitals.
- (viii) Any vacant office occurring among the elected Officers or on the Executive of the ADH more than three months before the completion of their terms of office will be filled by postal ballot of all the members of the ADH. Where there are greater than two candidates for a post, ballots will be conducted using the Electoral Reform Society's electronic Single Transferable Vote system (eSTV).

(b) Elections of Officers and Executive members of the ADH

- (i) All Officers shall be elected by confidential ballot from among those Clinical Directors of the ADH who are willing to serve and have been nominated formally by another Clinical Director member of the ADH according to arrangements drawn up by the Secretariat.
- (ii) All other members of the Executive will also be elected by confidential ballot from among those members of the ADH who are willing to serve and have been nominated formally by another member of the ADH according to arrangements drawn up by the Secretariat.
- (ii) The Secretariat shall act as Returning Officer for all elections.
- (iii) If there are more than two nominations for a post, members will be asked to vote between the candidates on a ballot paper and the candidate with the most votes will be elected. If there are an equal number of votes for each candidate, there will be second vote. If there are more than two candidates, members will be asked to rank candidates and the candidate with the proportionally largest share of the votes as calculated by the eSTV system will be elected.
- (iv) Ballot papers and nomination forms should be returned by email to the Returning Officer.
- (v) The winner of an election shall be declared to the successful candidate first and to all members as soon as possible after the completion of the election process. The announcement will give only the names of the elected candidates, not the shares of the votes cast for each candidate.

(c) Secretariat

- (i) The ADH shall be supported by a salaried Secretariat who will be responsible for the administration of the ADH's activities and the appointment of supporting staff.
- (ii) The Medical Schools Council will take the lead in the appointment of an Executive Director to lead the Secretariat which oversees the work of MSC, DSC, AUKUH, VSC, PhSC and ADH.

- (iii) The ADH will be supported by a Policy Officer, who will be appointed by the Executive Director. The main contact for ADH members and stakeholders shall be delegated by the Executive Director to a named Policy Officer.

(d) Financial Records

- (i) There shall be annual subscription for each dental hospital represented by the Association of such amount as the Association shall determine.
- (ii) If a hospital is in arrears and does not respond to the Executive Secretary's request for payment, the annual accounts shall include a statement to indicate that the school is in arrears with its subscription.
- (iii) Universities UK in conjunction with the Executive Director and the Honorary Secretary/Treasurer will manage the financial records for the Association of Dental Hospitals on an agreed and timely basis with year-end on 31 July. Universities UK will treat the funding of the Association of Dental Hospitals as a restricted fund and accordingly may not use its income for general purposes.
- (iv) If ADH is drawn to a close, the assets and liabilities will be distributed to ADH members. UUK has no lien on the assets of ADH except in regard to any outstanding invoices for services provided by UUK staff.

(e) Meetings

- (i) The Chair, or in their absence, the Deputy Chair (Chair-elect) or Immediate Past Chair, shall preside at all meetings. If none is present, a Chair shall be elected for the meeting.
- (ii) The Association shall meet a minimum of two times each year. Additional meeting will be arranged with the support of the membership. If required, a meeting will be summoned by the Secretariat at the request of the Chair.
- (iii) The Executive shall normally meet four times each year, on two of those occasions in conjunction with the meeting of the Association.
- (iv) The Secretariat shall keep a list of the names and addresses of members. The Secretariat shall summon all meetings and give members at least fourteen days' notice of any meeting.
- (v) The agenda and any papers shall be circulated no less than five days prior to the meeting. Notices shall be sent, and a member shall be deemed to have received a notice at such time as it would have reached his address, as stated in the list of members kept by the Secretariat.
- (vi) The Chair of the meeting shall decide upon all points of procedure, and in the case of any disagreement or dispute on such matters his/her decision shall be final.
- (vii) If a matter is put to the vote, a simple majority will suffice.

(f) Alterations to the Constitution

Any request for addition to, or alterations of the constitution, shall be specified on the agenda for the meeting at which they are to be considered. They shall receive a two-thirds majority of those voting members present before they are approved.

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