

(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.