

THE BRITISH ORTHODONTIC SOCIETY

RULES AND BYE-LAWS

made by the Board pursuant to Article 65
of the Articles of Association, last amended 22nd September 2012

(1) RESPONSIBILITIES OF TRUSTEES

In addition to the general responsibilities of a Trustee, each Trustee shall have a specific area of responsibility as set out below. In this role the Trustee shall be responsible for overseeing activity in that area, and for reporting back to the Board. The Trustee will normally act as chairman of one or more of the committees within the area of responsibility.

(i) **Director of Clinical Practice**

Relationships with Commissioners of Orthodontic Services and the NHS BSA (Dental Practice Board)

Relationships with the Department of Health

Relationships with the British Dental Association and other dental societies

Liaison with members and authorities in Scotland, Wales and Northern Ireland

Workforce matters

Local Orthodontic Committees and Clinical Networks

Advice to members on matters relating to NHS orthodontic contracting

The Orthodontic Practice Committee

(ii) **Director of Education**

Relationships with the Orthodontic SAC and matters relating to specialist training in Orthodontics

Liaison with training courses for Orthodontic Therapists and matters relating to the role of therapists

Relationships with the Dental Faculties of the Royal Colleges of Surgeons

Relationships with the FGDP (UK) and oversight of the DPCO course

CPD in orthodontics

The BOS Virtual Learning Environment - VLE

The Museum & Archive Committee

The Education Committee

(iii) **Director of Professional Development**

The British Orthodontic Conference

Coordination of BOS Special Interest and Group Meetings

(iv) **Director of Research**

The British Orthodontic Society Foundation

The Scholarship and Grants Committee

Coordination of orthodontic research programmes nationally

(v) Director of External Relations

The International Committee

The BOS Website

Media relations

The Journal of Orthodontics and the Editorial Board

The Senate of Dental Specialties

Relationships with the Affiliated Societies: ONG, OTA, BLOS

(vi) Director of Clinical Governance

Audit and Clinical Effectiveness

Clinical Standards

Ethics

The Clinical Governance Committee

(vii) Deputy Directors

The Board may appoint Deputy Directors to assist Directors in the execution of their duties. The term of office of a Deputy Director shall terminate at the same time as the term of office of the corresponding Director but may be reappointed for one further term of office. Deputy Directors may attend Board meetings in place of the Director at the discretion of the Chairman, but may not vote unless a valid letter of proxy has been lodged with the Secretary at the commencement of the meeting.

(2) OFFICERS OF THE SOCIETY APPOINTED BY THE BOARD

- (i) The Board shall make the following appointments (each of whom shall be known as an Officer of the Society):-
- (a) A Chairman of the Clinical Governance Committee. The Chairman shall hold office for a term of three years and may be re-appointed for one further year.
 - (b) A Chairman of the Orthodontic Practice Committee. The Chairman shall be a member of the Orthodontic Specialists Group and will hold office for a term of three years and may be re-appointed for one further year.
 - (c) A Chairman of the Scholarship and Grants Committee. The Chairman shall hold office for a term of three years and may be re-appointed for one further year.
 - (d) A Chairman of the International Committee. The Chairman shall hold office for a term of four years and may be re-appointed for one further term.
 - (e) A Chairman of the Education Committee. The Chairman shall be appointed by the Board from the members of the Committee. The

Chairman will hold office for a term of three years and may be appointed for a further three years.

- (f) An Editor of the Journal of Orthodontics. The Editor shall hold office for a term of four years and may be re-appointed for one further year.
 - (g) An Editor of the BOS News. The Editor shall hold office for a term of four years and may be re-appointed for one further year.
 - (h) A Website Editor. The Website Editor shall hold office for a period of three years which shall be renewable.
 - (i) A Chairman of the Archive and Museum Committee, who shall hold office for a term of three years which shall be renewable.
 - (j) A Treasurer of the British Orthodontic Conference. The Treasurer shall hold office for a term of two years and may be re-appointed for one further year.
 - (k) A Director of the British Orthodontic Society Foundation. The Director shall hold office for a period of three years and may be reappointed for one further year.
- (ii) The election of Officers shall be reported at the Annual General Meeting next following such election.
 - (iii) The reports of the current Officers shall be laid before the Society at the Annual General Meeting.

(3) THE SOCIETY COMMITTEES

- i) Each Society Committee shall report to and be responsible to the Board through a Trustee nominated by the Board for the purpose.
- ii) The Society Committees may co-opt members in addition to those identified below subject to the prior approval of the Board.
- iii) Working Groups may be established by the Board for specific tasks without further amendment of the Rules and Bye-Laws. Working Groups shall have a specific remit, a maximum lifetime of three years unless otherwise determined by the Board, and shall report to the Board unless otherwise directed.
- iv) The Board shall appoint the following Committees:-

- (a) The Finance Committee

The Finance Committee shall coordinate the management of the finances of the Society

The following shall be members of the Finance Committee:-

- (1) the Honorary Treasurer (who shall be Chairman)
- (2) the Treasurer of the British Orthodontic Conference
- (3) the previous Honorary Treasurer (for one year after leaving office)

- (4) the Honorary Treasurer elect (for one year before taking office)
- (5) a representative of the BOS Office staff
- (6) the Trade and Sponsorship Officer
- (7) the Treasurer of the WOC2015 (until the accounts are closed)

(b) The Conference and Meetings Committee

The Conference and Meetings Committee shall be responsible for organising the British Orthodontic Conference, and any other meeting held by the Society. The Committee shall be responsible for recommending to the Board the content of Society meetings, and shall co-ordinate meetings proposed by the Groups. It shall report to the BOS Treasurer on the financial aspects of its activities.

The following shall be members of the Conference and Meetings Committee:-

- (1) the Chairman of the British Orthodontic Conference (who shall be its Chairman);
- (2) the Treasurer of the British Orthodontic Conference; and
- (3) such other members as shall be nominated by the Groups in consultation with the Chairman of the Committee, and approved by the Board.

(c) The Clinical Governance Committee

The Clinical Governance Committee shall be responsible for:

- i) Production of clinical guidelines and advice documents on clinically related matters
- ii) Promotion of good practice in clinical audit and clinical governance
- iii) Allocation of awards from the Society's clinical audit budget and overseeing the progress of audit projects funded by the Society
- iv) Matters relating to ethics and the ethical behaviour of members in the practice of orthodontics
- v) Any other related activity allocated by the Board

There shall be six members, one nominated by each Group. The members shall serve for three years, and may be re-appointed for a further year

The Committee may co-opt members with particular expertise when necessary and additionally may appoint a Chairman of Ethics, an Audit Coordinator and an Editor of the Clinical Effectiveness Bulletin

(d) Not used

(e) Not used

(f) The Orthodontic Practice Committee

The Orthodontic Practice Committee shall, in the interests of improving patient care, be responsible for providing a unified voice in the Society's contacts with external bodies on matters relating to orthodontic practice in both primary and secondary care, it shall advise members on matters relating to the management of NHS and private orthodontic practice, and it shall foster the development of Local Clinical Networks and other forms of liaison between orthodontic providers.

The Chairman of the OPC will be appointed by the Board and will be an OSG member.

The members of the Committee shall be:-

- (1) two members nominated by the Orthodontic Specialists Group, normally the OSG Chairman and Secretary, in addition to the Committee Chairman;
- (2) three members nominated by the Consultant Orthodontists Group, normally the COG Chairman and Secretary and one additional member;
- (3) two members nominated by the Practitioners Group;
- (4) one member nominated by the Community Group;
- (5) one member nominated by the Training Grades Group.
- (6) one member nominated by the University Teachers Group.
- (7) The Executive Secretary will be *ex-officio* a member of the Committee

The members of the Orthodontic Practice Committee shall serve for three years, and may be reappointed for one further year.

(g) The Scholarship and Grants Committee

The Scholarship and Grants Committee shall supervise and administer all scholarships, prizes and academic awards and all research grants offered by the Society. It shall be responsible for raising funds to support grants and awards.

There shall be six members of the Committee nominated by the Groups and appointed by the Board. The members of the Committee shall serve office for a term of three years and may be re-appointed for one further year.

The President of the Society, the Treasurer of the Society and the Director of the British Orthodontic Society Foundation of the Society shall be a *ex-officio* members of the Committee.

The Committee may appoint Awards Panels as required to give advice on nominations for grants and awards.

The Committee shall manage the work of the British Orthodontic Society Foundation. The Foundation exists to promote improved patient care by raising funds to support the highest standards of research and teaching in orthodontics. The Director will be supported in raising funds by the President of the Society and may recruit additional members of the Society to assist in the work of the Foundation.

The monies raised by the Foundation shall be held in the restricted funds of the Society and used in fulfilment of the objectives of the Foundation. Regular reports shall be furnished to the Society by the holders of grants and the progress of projects funded by the Society shall be monitored by the Executive who shall have the power to terminate funding where progress is judged to be unsatisfactory.

(h) The Nominations Committee

The Nominations Committee shall recommend to the Board the appointment the President of the Society, Honorary and Life members and the award of Special Service, Distinction and Recognition Awards. In consultation with the Chairman of the Conference and Meetings Committee the Committee shall recommend the appointment of the Northcroft Memorial Lecturer.

The following shall be members of the Nominations Committee:-

- (1) the Chairman of the Society (who shall be Chairman of the Committee);
- (2) the President;
- (3) one member of the Executive;
- (4) two senior members of the Society (who shall be appointed by the Board);

The members of the Nominations Committee shall serve office for a term of three years and may be re-appointed for one further year.

(i) The Editorial Board

The Editorial Board shall advise the Editor on the content of the Journal of Orthodontics. The members of the Editorial Board shall be appointed by the Editor, with the approval of the Board. One member of the Executive will be *ex-officio* a member of the Board.

(j) The International Committee

The International Committee shall promote and foster the interests of the Society within the international environment and will liaise and work with overseas societies.

In addition to the Chairman there shall be two committee members appointed by the Board in consultation with the Groups.

The members of the International Committee shall serve office for a term of four years and may be re-appointed for a further four years.

(k) Archive and Museum Committee

The Archive Committee is responsible for the care of the BOS Museum and its collections. The scope of the collection and collecting criteria shall be detailed in the BOS Museum Collection Policy. The Archive Committee will further the preservation of documents and artefacts of historic, political and scientific interest relevant to the practice of orthodontics. The Committee will foster and promote interest in the history of orthodontics.

In addition to the Chairman, the members will be the BOS Chairman, the BOS Honorary Secretary, and the BOS Media Spokesperson. The BDA Curator or a deputy will be ex-officio a member of the Committee. The Committee may co-opt additional members as it deems necessary to provide expert advice and assistance.

(l) The Education Committee

The Education Committee shall consider all matters relating to the education of dentists and dental care professionals in orthodontics. This shall include undergraduate training, vocational training, the postgraduate education of generalists, the postgraduate training of specialists in orthodontics and the training of DCPs.

The Chairman of the Committee shall be appointed by the Board from one of the members of the Committee.

The members of the Committee shall be:-

- (1) There shall be six members of the Education Committee and four nominated deputies. These members shall be nominated by the Board in consultation with the Groups.
- (2) At least two members of the Education Committee will be members of the University Teachers Group.
- (3) A representative of the SAC in Orthodontics, appointed by the SAC, will also be a member of the Committee.
- (4) The Lead Postgraduate Dental Dean in Orthodontics will be a member of the Committee.
- (5) The BOS Treasurer will be ex-officio a member of the Committee.

The members of the Education Committee shall serve office for a term of three years and may be re-appointed for a further three years.

(4) THE GROUPS OF THE BRITISH ORTHODONTIC SOCIETY

(i) There shall be the following Groups of the Society:-

(a) The Community Group

Membership of the Community Group shall be open to the following:-

- (1) Members holding a Community Dental Services (or equivalent) Appointment who are listed in the Specialist List in Orthodontics held by the General Dental Council
- (2) Other members holding a Community Dental Services (or equivalent) appointment in which all clinical time is spent exclusively (or almost exclusively) in practising orthodontics, and who were members, at dissolution on 30th June 1994, of the Community Orthodontists Section.

(b) The Consultant Orthodontists Group

Membership of the Consultant Orthodontists Group shall be open to the following:-

- (1) Members holding a contract as Consultant Orthodontist issued by a recognised health body or NHS Trust in the United Kingdom, and whose period of higher training has been approved by the relevant SAC, or who are deemed by the Committee to be trained to an equivalent level
- (2) Other orthodontists who spend substantially the whole of their time in hospital practice and possess an orthodontic qualification, may be elected on a named basis by the Committee
- (3) Associate membership shall be open to those members holding a contract as Senior Registrar or Fixed Term Training Appointee in orthodontics with a recognised health body in the United Kingdom or the Republic of Ireland, or as Senior Specialists in Orthodontics in the Armed Forces Dental Services and who are in an orthodontic higher training programme approved by the SAC in orthodontics.

(c) The Practitioners Group

Membership of the Practitioners Group shall be open to the following:-

Members engaged in the practice of orthodontics in General Dental Practice or in the Community Dental Service who are not members of the Orthodontic Specialists Group or the Community Group.

(d) The Orthodontic Specialists Group

Membership of the Orthodontic Specialists Group shall be open to the following:-

- (1) Members engaged in specialist orthodontic practice who are listed in the Specialist List in Orthodontics held by the General Dental Council
- (2) Other members engaged in orthodontic practice who were members of the Group at the end of the transitional period for establishment of the General Dental Council's Specialist List in Orthodontics

(e) The Training Grades Group

Membership of the Training Grades Group shall be open to members holding an appointment in an orthodontic training grade post approved by the relevant SAC (or equivalent body) or working on an approved course in the United Kingdom leading towards a recognised post-graduate qualification in orthodontics which entitles the holder to a Certificate of Completion of Specialist Training and registration by the GDC as a specialist in orthodontics. Membership shall also be open to non-EU nationals who are attending an equivalent course to the above in parallel with EU nationals.

Members elected to the Group Committee before the end of their training may extend their membership of the group for up to two years after they complete their training and pay the postgraduate rate of subscription during this period provided they also join the Group appropriate to their current field of practice.

(f) The University Teachers Group

Membership of the University Teachers Group shall be open to members holding a university teaching appointment or other teaching appointment recognised by the Group in the United Kingdom.

- (ii) Groups may organise meetings, which may be open to all members of the Society. All such meetings shall be co-ordinated through the Conference and Meetings Committee.
- (iii) The Group Officers, Committee Members, and Group Representatives shall be appointed by a simple majority of members of the relevant Group.
- (iv) Each Group shall conduct all correspondence under its full title as a Group of the British Orthodontic Society.
- (v) Each Group shall refer to the Board all matters concerning negotiation with national bodies.
- (vi) The authority of each Group shall be limited to those matters that directly affect the interests of that particular Group and shall not in any way extend to matters that may affect the interests of any other Group.
- (vii) Each Group shall be responsible for managing its own finances within a budget agreed with the BOS Treasurer. Each Group shall make a financial report to the BOS Treasurer on a monthly basis, who in turn will report to the Board on a quarterly basis.
- (viii) Any income generated by Groups becomes part of the Society's central funds
- (ix) If, exceptionally, a Group is unable to finance its activities in any financial year, it may apply to the Board through the BOS Treasurer for an increase in its yearly budget.
- (x) Membership of groups is only open to ordinary and life members of the Society. A group may at its discretion offer Associate Membership of the group to any member of the Society. Associate members of a Group may

participate in its activities but are not entitled to vote or hold office in the Group.

(5) GOOD STANDING AND DECLARATION OF INTERESTS OF SERVING MEMBERS

- (i) All members of the Board, all Society Committee members, all Group Committee members, and all members representing the Society on outside bodies, whether appointed, elected or co-opted (referred to as “serving members” throughout Rule (4)) must uphold the very highest standards of ethical care and professional conduct and be of “good standing”.
- (ii) Members of the Board and all Society or Group Committees must declare any interests pertinent to the business of a committee to the chairman of the committee and must not participate in any discussion or vote on the award of a contract or other Society emolument from which they may benefit.
- (iii) In the case of the Chairman of a Committee declarations of interest shall be made to the Chairman of the Society.
- (iv) No person suspended from membership of the Society may be a serving member during the period of suspension
- (v) No person may act as a serving member if erased or suspended from the Dentists’ Register by the General Dental Council (GDC) or if currently under consideration by the disciplinary committees of the GDC except with the agreement of the Chairman of the Society and the Chairman of the Ethics Committee.
- (vi) A serving member who comes under investigation by the GDC shall temporarily withdraw from office pending the outcome of the investigation.
- (vii) A serving member against whom a civil or criminal action is brought must inform the Chairman of the Committee to which the member is elected or which made the appointment or on which the member serves. The Chairman of the Society and the Chairman of the Ethics Committee must be jointly consulted and may impose a temporary withdrawal from office.
- (viii) When temporary withdrawal from office under paragraphs (4)(vi) or (vii) is required it shall not carry any implication of guilt.
- (ix) All members have a duty to inform the Chairman of the Society if they have reason to believe a serving member is not of “good standing” or has failed to declare an interest.
- (x) The Chairman of the Society and the Chairman of the Ethics Committee shall jointly decide questions relating to the “good standing” and declarations of interest of serving members.

(6) FINANCES

- (i) The Society's financial year, and that of all Groups, shall commence on 1st January. The Society shall maintain a bank account with a United Kingdom clearing bank approved by the Board.
- (ii) Cheques drawn on the Society's accounts may be signed by any one of the Treasurer, the Secretary, the Chairman or the Society Administrator, save that cheques in excess of £12,000 must be signed by any two of them.
- (iii) The Treasurer shall obtain prior approval of the Board before authorising anything other than minor changes in the Society's investments.
- (iv) The Treasurer shall present the Society's accounts together with supporting documentation to the Society's Auditor.
- (v) The Treasurer shall present a written summary of the Society's financial situation to each Board meeting.

(7) SUBSCRIPTIONS

- (i) The Treasurer shall advise the Board on the level of subscription rates.
- (ii) The annual subscription shall be set at a rate which will produce an income appropriate for maintaining the activities of the Society as whole and ensuring its financial independence.
- (iii) The subscription to be paid by each member shall comprise the following:
 - (a) an amount to support the Board and its activities through the Society Committees;
 - (b) an amount to support the Groups of the Society
- (iv) The Treasurer shall collect all subscriptions and disburse the funds as required to sustain the activities of the Society and its constituent Groups

(8) SPECIAL SERVICE AWARDS

- (i) A member who has given exceptional service to the Society may be honoured by a Special Service Award.
- (ii) The Nominations Committee shall nominate to the Board any member or members that it considers should be granted a Special Service Award. If the Board thinks fit, it shall recommend to an Annual General Meeting of the Society that the individual or individuals nominated by the Nominations Committee be granted such an Award, which shall be awarded if a simple majority of members present and entitled to vote at the Annual General Meeting vote in favour.
- (iii) Receipt of a Special Service Award shall not alter a member's category of membership.

(9) DISTINCTION AWARD

- (i) A member of the Society who has not necessarily been active in the affairs of the Society but has nevertheless made an outstanding contribution to the speciality of orthodontics, may be honoured by a Distinction Award.
- (ii) The Nominations Committee shall nominate to the Board any member that it considers should be granted a Distinction Award. If the Board thinks fit, it shall recommend to an Annual General Meeting of the Society that the individual be granted such an Award, which shall be awarded if a simple majority of members present and entitled to vote at the Annual General Meeting vote in favour.
- (iii) No more than one Distinction Award shall be made in any one year.
- (iv) Receipt of a Distinction Award shall not alter a member's category of membership.

(10) RECOGNITION AWARD

- (i) A person who has given exceptional service to the Society but is not a dentist and cannot be awarded any of the other awards of the Society may be honoured by a Recognition Award.
- (ii) The Nominations Committee shall nominate to the Board any member that it considers should be granted a Recognition Award. If the Board thinks fit, it shall recommend to an Annual General Meeting of the Society that the individual be granted such an Award, which shall be awarded if a simple majority of members present and entitled to vote at the Annual General Meeting vote in favour.
- (iii) Receipt of a Recognition Award does not confer membership of the Society.

(11) HONORARY LIFE PRESIDENT

The Nominations Committee may from time to time recommend to the Board that a member be awarded the title of Honorary Life President for outstanding services to the Society over a long period of time. The Board if it thinks fit shall recommend to the Annual General Meeting of the Society that the individual be granted such an Award, which shall be awarded if a simple majority of members present and entitled to vote at the Annual General Meeting vote in favour.

(12) APPLICATIONS FOR MEMBERSHIP

- (i) Applications for membership shall be addressed to the Secretary who shall forward them to the relevant Groups for consideration
- (ii) Each application shall be supported by two members of the Society to whom the applicant is known

- (iii) In exceptional cases the Board may on the recommendation of the Secretary waive the requirement in section (ii)
- (iv) Applications shall normally be decided by the Secretary but shall be referred to the Board in cases of doubt.

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T H E B R I T I S H O R T H O D O N T I C S O C I E T Y

R U L E S A N D B Y E - L A W S

made by the Board pursuant to Article 65
of the Articles of Association on 22nd September 2012