BY-LAWS

Incorporating all amendments to February 2020
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BY-LAW 1

REGIONAL COMMITTEES

(a) For the purpose of assisting the Board in the appointment of Regional Committees, the Fellows and Members in each region shall hold an election in August of every second (2nd) year, the result thereof being forwarded to the Chief Executive Officer of the College with the recommendation that the Board should appoint the Fellows and Members named as members of the Regional Committee for the ensuing two (2) year period. Such elections shall be held in the years between Board elections.

(b) All Committees appointed by the Board, subject to the resolution governing their appointment, hold office for two (2) years. The members thereof shall be eligible for re-appointment.

(c) A Regional Committee shall have power to co-opt one or more Fellows or Members for a special purpose.

(d) Each Committee shall elect a Chair, an Honorary Secretary and an Honorary Treasurer.

(e) A Regional Committee shall consist of not more than eight (8) members. In addition, members of the Board resident in the respective regions shall be ex officio members of the respective Committees.

(f) Regional Committees shall meet at regular intervals, and not less than half-yearly.

(g) The duties of a Regional Committee shall be:

(i) to hold and conduct at least one (1) scientific meeting annually.

(ii) to hold one (1) business meeting annually, to be known as the Annual Meeting of the Committee, not later than 30 September in any one (1) year

(iii) to forward regular reports on the activities of the Regional Committee at the request of the Board

(iv) at the request of the Board, to form a Convocation Arrangements Committee to assist in the general organisation of Convocation on behalf of the Board and to undertake local arrangements as directed by the Chief Executive Officer

(v) to assist the Board in arranging special teaching courses

(vi) to assist the Board in preparing candidates for College examinations

(vii) to foster and arrange suitable gatherings for scientific and social purposes

(viii) to advise the Board on any matters in the Region that may concern the interests of the College.

(h) Finance

(i) The Board may make grants of money to any Regional Committee of such amounts and for such purposes and at such times as the Board may determine.

(ii) Each Regional Committee shall keep proper accounts and be accountable for all monies received and expended by the Committee.
(iii) Not later than the first (1st) day of August in each year each Regional Committee shall forward to the Honorary Treasurer a statement of income and expenditure for the year ended the thirtieth (30th) day of June immediately preceding together with a statement of total funds held on the thirtieth (30th) day of June. In addition a budget of estimated income and expenditure for the ensuing year and any requests to the Board for the allocation of funds to meet normal running expenses for the year shall be prepared and submitted to Board.

(iv) Notwithstanding the provisions of (i) and (iii) any Regional Committee may at any time submit to the Board for consideration a request for an additional grant to be used for any special purpose.

(v) A Regional Committee may hold funds in its own bank account under the conditions set out in the College document ‘Financial Guidelines between the College Board and Regional Committees’.
BY-LAW 2

ACADEMIC DRESS

(i) The gown for Fellows shall be of black cloth in the same style as for Doctors’ Gowns at the University of Melbourne with an open front, faced with one hundred (100) mm of lilac satin edged with twenty-five (25) mm of dark green satin on either side and a row of gold tinsel russia braid along the join to the yoke. The yoke shall be of lilac satin. The sleeves shall be long pointed, fully lined with lilac satin and turned back in the front of the sleeves and held back by a green and gold plaited cord and lilac dome button.

(ii) The gown for Members shall be as that for Fellows but without the row of gold tinsel russia braid.
BY-LAW 3

DESCRIPTIONS - POSTNOMINALS

(i) A dentist who has been elected by the Board to Fellowship in General Dental Practice may use the postnominal FRACDS(GDP).

(ii) A dentist who has been elected by the Board to Fellowship prior to the nineteenth (19th) day of May 1986 and who has in addition been awarded a Diploma at an Advanced Level may use the description appropriate to the specialist discipline in respect of which the Diploma was awarded, viz.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Postnominal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endodontics</td>
<td>FRACDS Endo</td>
</tr>
<tr>
<td>Oral Surgery</td>
<td>FRACDS DOS</td>
</tr>
</tbody>
</table>

As from the nineteenth (19th) day of May 1986 current Fellows who successfully complete a specialist discipline examination will use the description set out in Clause (iii) below.

(iii) A dentist who has been elected by the Board to Fellowship in Specialist Dental Practice may use the postnominal FRACDS followed by the description appropriate to the Specialist Dental Practice, namely:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Postnominal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Public Health</td>
<td>FRACDS(DPH)</td>
</tr>
<tr>
<td>Endodontics</td>
<td>FRACDS(Endo)</td>
</tr>
<tr>
<td>Oral and Maxillofacial Surgery</td>
<td>FRACDS(OMS)</td>
</tr>
<tr>
<td>Oral Medicine</td>
<td>FRACDS(OralMed)</td>
</tr>
<tr>
<td>Orthodontics</td>
<td>FRACDS(Orth)</td>
</tr>
<tr>
<td>Paediatric Dentistry</td>
<td>FRACDS(Paed)</td>
</tr>
<tr>
<td>Periodontics</td>
<td>FRACDS(Perio)</td>
</tr>
<tr>
<td>Prosthodontics</td>
<td>FRACDS(Pros)</td>
</tr>
<tr>
<td>Special Needs Dentistry</td>
<td>FRACDS(SND)</td>
</tr>
</tbody>
</table>

(iv) A dentist who has been elected by the Board to Membership of the College in General Dental Practice may use the postnominal MRACDS(GDP).

(v) A dentist or Fellow of the College who has been elected by the Board to Membership in a Specialist Dental Practice may use the postnominal MRACDS followed by the description appropriate to the Specialist Dental Practice, namely:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Postnominal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Public Health</td>
<td>MRACDS(DPH)</td>
</tr>
<tr>
<td>Endodontics</td>
<td>MRACDS(Endo)</td>
</tr>
<tr>
<td>Oral Medicine</td>
<td>MRACDS(OralMed)</td>
</tr>
<tr>
<td>Orthodontics</td>
<td>MRACDS(Orth)</td>
</tr>
<tr>
<td>Paediatric Dentistry</td>
<td>MRACDS(Paed)</td>
</tr>
<tr>
<td>Periodontics</td>
<td>MRACDS(Perio)</td>
</tr>
<tr>
<td>Prosthodontics</td>
<td>MRACDS(Pros)</td>
</tr>
<tr>
<td>Special Needs Dentistry</td>
<td>MRACDS(SND)</td>
</tr>
<tr>
<td>Dento-Maxillofacial Radiology</td>
<td>MRACDS(DMFR)</td>
</tr>
</tbody>
</table>

(vi) The postnominal for Fellowship in any category supersede those for Membership. A dentist may, however, be elected by the Board to either Membership or Fellowship in both General Dental Practice and Specialist Dental Practice, and use both appropriate postnominals.
BY-LAW 4

PROCEDURE FOR ELECTION OF FELLOWS AND MEMBERS
WITHOUT EXAMINATION

1. A dentist may be elected by the Board to Fellowship or Membership without examination in accordance with the Constitution.

2. When a Nomination Form is received it shall be considered by the Awards Committee at the time specified on the Nomination Form. At the relevant Board meeting, Board shall move into Committee and a member of the Awards Committee shall submit the name(s) of the dentist(s) whom the Committee recommends. Following discussion, the Board shall move out of Committee and vote on the nomination.

3. In exceptional circumstances the Board may resolve by two-thirds (2/3) majority to vary this procedure.
BY-LAW 5

PROCEDURE FOR ELECTION OF HONORARY FELLOWS AND HONORARY MEMBERS

1. A person may be elected by the Board to Honorary Fellowship or Honorary Membership in accordance with the Constitution.

2. When a Nomination Form is received it shall be considered by the Awards Committee at the time specified on the Nomination Form. At the relevant Board meeting, Board shall move into Committee and a member of the Awards Committee shall submit the name(s) of the person(s) whom the Committee recommends. Following discussion, the Board shall move out of Committee and vote on the nomination.

3. In exceptional circumstances the Board may resolve by two-thirds (2/3) majority to vary this procedure.
BY-LAW 6

REGISTRARS OF THE COLLEGE

Pursuant to Clause 9 of the Constitution, the Board of the College shall appoint a Registrar (General Dental Practice), a Registrar (Specialist Dental Practice) and a Registrar (Oral and Maxillofacial Surgery) following the Annual General Meeting of the College in the year in which an election for Board is held. The Registrar (General Dental Practice), the Registrar (Specialist Dental Practice) and the Registrar (Oral and Maxillofacial Surgery) shall hold office for two (2) years until the next election of the Board of the College.

Pursuant to Clause 9 of the Constitution, the Board may also appoint an Assistant Registrar or Assistant Registrars in either or both General Dental Practice and Specialist Dental Practice.

The By-law for the Registrars of the College was updated in April 2018 with the formation of an Education Policy Board and amended in November 2018.

ROLES AND RESPONSIBILITIES

Registrar General Dental Practice

ROLES

1. Contribute to education leadership - strategy, governance and policy development through the membership of relevant committees and boards as appointed by the Board (refer to By-Law 13)

2. Provide leadership in the implementation, application and review of Education Policy, Regulations and Processes in General Dental Practice through the membership of the Boards of Studies, Division of General Dental Practice (refer to By-Law 12)

3. Provide clinical and academic oversight to ensure the integrity of the examination/assessment process and maintenance of education standards. (This role is fulfilled directly or via delegation to the Assistant Registrar.)

RESPONSIBILITIES

The Registrar will:

1. provide educational overview and guidance for:
   a. the development, coordination and implementation of the Primary and Final examinations (FRACDS) in General Dental Practice
   b. the validity and reliability of examination/assessment process as part of coordinating the meetings of examiners for calibration of assessment and overseeing adherence to the policies and processes of the College in relation to assessments/ examinations of the College
   c. the development of all written, practical and oral examinations and any workplace-based assessments by ensuring questions relate to the curriculum, ensuring questions are proofed and by approving the final draft paper of exam questions
   d. the process of systematic and continuous data keeping and reporting for evaluation purposes
   e. the management of the business of failed candidates, including correspondence with candidates

2. undertake all duties as set out within the Reconsideration, Review and Appeals Policy

3. communicate, collaborate and mentor Assistant Registrar/s in their roles and responsibilities

4. respond to candidates complaints

5. undertake other matters as may be requested by the Board.
DUTIES

1. Report to the Board via the Education Policy Board

2. Attend meetings with:
   - The Board, by invitation
   - Education Policy Board, if appointed as a Registrar representative and report back to the Registrars
   - Board of Studies for Fellowship in General Dental Practice
   - Examiners’ Meetings -
     a) Primary Fellowship Examination, General Dental Practice (Act as Chair)
     b) Final Examination, General Dental Practice (Act as Chair)
     c) Calibration meetings for the Primary and Final Examinations, General Dental Practice (Act as Chair)
   - Assistant Registrar and Director of Education regularly and as required

3. Provide official correspondence
   - Appointment of Examiners on behalf of the Board
   - Notification of examination results to the Board
   - Notification of examination results to candidates
   - Signature on Testamurs.

SUPPORT FOR THE REGISTRAR

The Board and College staff recognise the need for and requirement of administrative support which should also include lines of reporting and responsibility.

The Registrar is supported by the Education Team. Delegation of work, administrative support and lines of reporting will be in consultation with the Director of Education and/or the Chief Executive Officer.

Assistant Registrar General Dental Practice

ROLES

1. Contribute to education leadership - strategy, governance and policy development through the membership of relevant committees and boards as appointed by the Board (refer to By-Law 13).

2. Provide leadership in the implementation, application and review of Education Policy, Regulations and Processes in the Membership program in General Dental Practice through the membership of the Board of Studies – MRACDS (GDP) (refer to By-Law 12).

3. Provide clinical and academic oversight to ensure the integrity of the examination/assessment process and maintenance of education standards. (This role is delegated from the Registrar – General Dental Practice.)

RESPONSIBILITIES

The Assistant Registrar will:

1. provide educational overview and guidance for:
   a. the development, coordination and implementation of the Membership program in General Dental Practice
   b. the development of all assessment tasks of the MRACDS (GDP) program by ensuring questions relate to the curriculum, ensuring questions are proofed and by approving the final draft paper of assessment questions
   c. management of the business of unsuccessful candidates; correspondence with candidates

2. ensure the validity and reliability of the assessment process and oversee adherence to the policies and processes of the College
3. provide advice to candidates experiencing difficulty with the program and present candidate issues to the BoS (GDP).

4. undertake all duties as set out within the Reconsideration, Review and Appeals Policy.

5. respond to candidate complaints in relation to examination results

6. oversee the process of systematic and continuous data keeping and reporting for evaluation purposes (including random audit of the pass results for each assessment round of the MRACDS (GDP) program)

7. undertake other duties as may be requested by the Registrar.

DUTIES

1. Report to Registrar (GDP)

2. Attend Meetings with:
   - Board of Studies for Membership in General Dental Practice
   - Examinations Committee
   - Registrar (GDP) and Director of Education regularly and as required

3. Provide official correspondence
   - Notification of examination results to candidates.

SUPPORT FOR THE ASSISTANT REGISTRAR

The Board and College staff recognise the need for and requirement of administrative support which should also include lines of reporting and responsibility.

The Assistant Registrar is supported by the Education Team. Delegation of work, administrative support and lines of reporting will be in consultation with the Director of Education and/or the Chief Executive Officer.

Registrar Specialist Dental Practice

ROLES

1. Contribute to education leadership - strategy, governance and policy development through the membership of relevant committees and boards as appointed by the Board (refer to By-Law 13).

2. Provide leadership in the implementation, application and review of Education Policy, Regulations and processes in Specialist Dental Practice through the membership of the Boards of Studies - Specialist Dental Practice (refer to By-Law 12)

3. Provide clinical and academic oversight to ensure the integrity of the examination/assessment process and maintenance of education standards. (This role is fulfilled directly or via delegation to Assistant Registrar.)

RESPONSIBILITIES

The Registrar will

1. provide educational overview and guidance for;
   a. the development, coordination and implementation of the Membership (MRACDS) and Fellowship examinations (FRACDS) in Specialist Dental Practice (SDP)
b. the validity and reliability of examination/assessment process as part of coordinating the
examiners workshop for calibration of assessment and overseeing adherence to the policies
and processes in relation to assessment/examination of the College

c. the development of all written, practical and oral examinations and any workplace-based
assessments by ensuring questions relate to the curriculum, ensuring questions are proofed
and by approving the final draft paper of exam questions

d. the process of systematic and continuous data keeping and reporting for evaluation purposes

e. the management of the business of failed candidates, including correspondence with candidates

2. undertake all duties as set out within the Reconsideration, Review and Appeals Policy

3. communicate, collaborate and mentor Assistant Registrar/s in their roles and responsibilities

4. respond to candidates complaints

5. undertake other matters as may be requested by Board.

DUTIES

1. Report to the Board via the Education Policy Board

2. Attend Meetings with:
   • The Board, by invitation
   • Education Policy Board, if appointed as a Registrar representative and report back to the Registrars
   • Examinations Committee (Act as Chair)
   • Specialist Dental Practice Boards of Studies (able to be elected as Chair)
   • Examiners Meetings - Specialist Dental Practice Examinations (Membership and Fellowship) (Act as
     Chair)
   • Assistant Registrar and Director of Education regularly and as required

3. Provide official correspondence
   • Appointment of Examiners on behalf of the Board
   • Notification of examination results to the Board
   • Notification of examination results to candidates
   • Signature on Testamurs.

SUPPORT FOR THE REGISTRAR

The Board and College staff recognise the need for and requirement of administrative support which should also
include lines of reporting and responsibility.

The Registrar is supported by the Education Team. Delegation of work, administrative support and lines of
reporting will be in consultation with the Director of Education and/or the Chief Executive Officer.

Assistant Registrar – Specialist Dental Practice

The Assistant Registrar (SDP) supports the Registrar in the above roles and responsibilities and is able to step
into the role of the Registrar if and when required or share those responsibilities.
Registrar Specialist Practice of Oral and Maxillofacial Surgery (OMS)

ROLES

1. Contribute to education leadership - strategy, governance and policy development through the membership of relevant committees and boards as appointed by the Board (refer to By-Law 13).

2. Provide leadership in the implementation, application and review of Education Policy, Regulations and Processes in OMS through the membership of the Boards of Studies (refer to By-Law 11).

3. Provide academic oversight to ensure the integrity of the examination/assessment process and maintenance of education standards.

RESPONSIBILITIES

The Registrar will:

1. provide educational overview and guidance for:
   a. all aspects of the program to ensure that the accreditation status is maintained
   b. the development, coordination and implementation of the Surgical Sciences and Training (SST) and Fellowship examinations (FRACDS) in OMS
   c. the validity and reliability of examination/assessment process as part of coordinating the examiners workshop for calibration of assessment and overseeing adherence to the policies and processes in relation to assessment/examination of the College
   d. the development of all written, practical and oral examinations and any workplace-based assessments by ensuring questions relate to the curriculum, ensuring questions are proofed and by approving the final draft paper of exam questions
   e. the process of systematic and continuous data keeping and reporting for evaluation purposes
   f. the management of the business of failed trainees, including correspondence with candidates

2. undertake all duties as set out within the Reconsideration, Review and Appeals Policy

3. undertake other matters as may be requested by the Board.

DUTIES

1. Report to the Board via the Education Policy Board

2. Attend Meetings with:
   • the Board, by invitation
   • Education Policy Board, if appointed as a Registrar representative and report back to the Registrars
   • Examinations Committee (Act as Chair)
   • Board of Studies (BoS OMS)
   • Sub-Committees of the BoS OMS
   • Examiners Meetings – SST and Final (Act as Chair)
   • Chair of the Board of Studies OMS, Director Education and Senior Education Officer OMS regularly and as required

3. Provide official correspondence
   • Appointment of Examiners on behalf of the Board
   • Notification of examination results to the Board
   • Notification of examination results to candidates
   • Signature on Testamurs
4. Provide advice in reviewing the Handbook for Accredited Education and Training in OMS.

SUPPORT FOR THE REGISTRAR

The Board and College staff recognise the need for and requirement of administrative support which should also include lines of reporting and responsibility.

The Registrar is supported by the Education Team. Delegation of work, administrative support and lines of reporting will be in consultation with the Director of Education and/or the Chief Executive Officer.
BY-LAW 7

STANDING ORDERS

(a) Applications of Standing Orders

These Standing Orders shall apply to all meetings of the Royal Australasian College of Dental Surgeons and shall be interpreted subject to the Constitution.

(b) Suspension of Standing Orders

Standing Orders in whole or in part may be suspended by a resolution passed by a majority of the meeting such motion to suspend Standing Orders shall be open to debate.

(c) Chair

(i) The conduct of the meeting shall lie in the hands of the Chair. The Chair’s ruling on all points of order and procedure shall be final provided that any person disagreeing with the Chair's ruling on a point of order may move “That the Chair’s ruling be dissented from” and such motion shall forthwith be put without debate. If such a motion is carried it shall not be interpreted as a vote of no confidence in the Chair.

(ii) All remarks shall be addressed to the Chair and any questions to another person shall be directed through the Chair.

(d) Conduct of Speakers

(i) If two or more indicate their desire to speak, the Chair shall call on the first one observed by the Chair, subject to the Chair’s decision to choose speakers alternately supporting and opposing the motion and also subject to the power of the meeting to pass a resolution that a particular person be heard.

(ii) No interruption of a speaker shall be allowed except by the Chair or except for two formal motions (Standing Orders 24, 25, 26 and 27).

(iii) Except in Committee no person shall speak more than once to any question, except that the mover of a motion (but not an amendment) shall have a right of reply which reply shall close the debate. In the right of reply the mover of the motion shall not introduce any additional subject matter.

(iv) A person moving a motion or amendment shall be deemed to have spoken to it.

(v) Every speaker shall keep to the question before the meeting. Any speaker who digresses from the subject may be called to order by the Chair.

(e) Personal Explanation

By permission of the Chair, a person may speak briefly in personal explanation of their own previous statement but shall keep strictly to the point which may have been misunderstood. The explanation must not interrupt another speaker.

(f) Motions and Amendments

(i) All proposals made to the meeting shall be in the form of motions and a seconder of the motion shall not be required.

(ii) All motions or amendments proposed shall at the request of the Chair be handed in writing to the Chair. They should be precisely expressed.
(iii) A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.

(iv) When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the first amendment is disposed of but further amendments may be foreshadowed without discussion.

(v) An amendment shall be relevant to the question and so framed that it forms with the part of the original motion unaffected by it a sensible and consistent proposal. It must not be a direct negation of the original motion.

(vi) A person may during the debate foreshadow a motion which may be a direct negative of the original motion. Such a foreshadowed motion shall be a contingent one and shall be formally moved only if the original motion is defeated.

(vii) No person may move more than one amendment to an original motion, but the mover of a motion or amendment may speak to subsequent amendments.

(viii) If the first amendment is rejected, the original motion again becomes open to amendment.

(ix) If the first amendment is carried, the motion as amended becomes the substantive motion and is again open to amendment. When the substantive motion is put to the meeting and carried, it becomes the resolution.

(x) No person may speak on any motion after it has been put to the vote.

(xi) No amendment may be moved after the substantive motion has been put to the vote.

(g) Motions of Notice

(i) A Board Director may give notice of their intention to move a motion at the next meeting of the Board, and such notice shall be given to the Chief Executive Officer in writing either at the previous meeting or at least fourteen days (14) prior to the date of the meeting at which the motion will be moved.

(ii) Motions or notice may be amended, provided that the amendment is within the scope of the original motion and does not alter its nature. Provided also that motions on notice designed to alter the Constitution or By Laws shall not be amended to a basis which is more onerous or restrictive than the original motion.

(h) Withdrawal of Motions and Amendments

Motions and amendments shall only be withdrawn subject to the consent of the majority of the meeting. A motion for withdrawal is open to debate which should be confined to the matter of withdrawal. When an amendment is before the meeting it must be disposed of and until then the motion cannot be withdrawn.

(i) Point of Order

Any individual may raise a point of order, which shall take precedence over all other business and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.

(j) Closure

(i) A person who has not already participated in the debate may at any time, whether another speaker has the floor or not, move “That the question be now put”, which motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have absolute discretion to accept or refuse the motion. The Chair may also elect to put the question if it is felt that adequate discussion has taken place. In either case the mover of a motion shall retain their right of reply. If an amendment is before the Chair the closure motion shall be deemed to close the debate on the amendment only. It does not prevent the mover of the original motion from exercising their right of reply.
(ii) A person may at any time move, “That the speaker be no longer heard” or “That the speaker be heard for a further limited period only”. Such motions shall be put without amendment or debate.

(k) Next Business

During the discussion of a motion (but not of an amendment) an individual who has not already participated in the debate on the motion may move, “That the question be not now put”. This motion shall be opened to debate, and shall be debated together with the original motion. If lost, the original motion shall be put forthwith, subject to the mover’s right of reply. The motion may be foreshadowed while an amendment is before the Chair but in no case shall it be put until all amendments have been disposed of.

(l) Tabling of Motion

Any person who has not already spoken in the debate may move “That the question (or communication) lie on the table”. Such a motion shall not be debated nor amended and if carried then the original motion shall be automatically disposed of sine die and the meeting shall proceed with the next business. If resumption of the debate is desired, whether at the same or later meeting then the motion “That the question (or communication) be taken off the table” can be passed and the debate shall then be resumed where it left off.

(m) Adjournment of Debate

Any person who has not already spoken in a debate may move the adjournment of the debate or the adjournment of the meeting. Adjournment motions may be amended but only as to time and place. These motions may not be moved a second time unless, in the opinion of the Chair, a reasonable period has elapsed.

(n) Committee of the Whole

The Chair or any person may move “That this meeting resolve itself into a Committee of the Whole”. Such a motion shall not be open to debate. If the motion is carried the proceedings of the meeting whilst in committee shall not be minuted, individuals shall be entitled to speak more than once in debate and procedural motions shall not be accepted. When the Committee has concluded its business it shall adopt a motion “That the Committee report back its findings to the meeting”. If carried, the Chair shall then report the findings of the Committee and these shall be minuted. The meeting may adopt the report with or without amendments, reject the report or order re-committal.

(o) Procedure re Reports, Memoranda etc

(i) Prior to any discussion on a report or written statement, the meeting shall indicate that it is prepared to accept the document by adopting the resolution “That the document (or report etc) be received”.

(ii) The passing of a resolution to adopt a document in part or whole and in its original or an amended form shall indicate the acceptance by the meeting of adopted sections of the document as policy of the Association.

(p) Exhaustive Ballot

The ballot procedure to be adopted by the Board for election of the Executive Officers (as provided for in Clause 8.9 of the Constitution) shall be as follows.

a. The Chair shall appoint a Returning Officer and two Scrutineers

b. Board Directors shall be provided with Ballot Papers listing the candidates in alphabetical order

c. Board Directors shall record their vote by placing a line through one of the names thus recording a vote against that candidate.
d. The votes shall then be tallied and the candidate receiving the least number of votes shall be eliminated.

e. This procedure shall be continued until one candidate shall be elected to the position.

f. In the event of a tie either in the case of the least number of votes or in the case of a decision between two candidates, then two more ballots shall be held. If the tie is not resolved then the result shall be decided by lot. The first drawn shall remain in the ballot or shall be elected whichever is applicable.

(q) Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision had been made.

(r) Any matters not covered by the Constitution or in these Standing Orders shall be governed by the customary procedure at meetings.

(s) Committees

(i) *Ex officio* members, or their nominees, shall have full voting rights at all times.

(ii) Nominees specified in By-laws shall have full voting rights at all times.

(iii) Co-opted members to Committees shall not have voting rights

Note: words importing the masculine gender only shall include the feminine and neuter genders.
ELECTION OF BOARD DIRECTORS

1. This By-law for the regulation of the conduct of the election of Board Director of the College was made by the Board on 18 June 2004 pursuant to Clause 8 of the Constitution of the College and amended on 22 February 2013, 9 May 2018, 1 July 2018 and 14 February 2020.

2. A call for nominations shall be made in an election year by the Chief Executive Officer of the College at least 90 days before the Annual General Meeting. Fellows or Members shall be notified at their current registered email address, or if uncontactable via email, at their registered address. Additional notification may be distributed via the College Website.

3. Nominations shall be signed by the Fellow or Member nominated and shall contain a consent to act if elected, and such nomination shall be supported by the signature of two Fellows or Members of the College. Candidates shall be requested to provide with their nomination supporting information about their engagement in core activities of the College and their capacity to contribute to contemporary governance practices in a company Director’s role. The nomination shall be received at the College Office at least 60 days before the Annual General Meeting of the College in the year in which the election is held.

4. If the number of nominations for the position of Board Director set out in Clause 8.1(a) of the Constitution of the College does not exceed the number of vacancies, pursuant to Clause 8.3(d) of the Constitution of the College, the candidate or candidates, as the case may be, so nominated shall be declared elected at the Annual General Meeting.

5. If the number of nominations for the position of Board Director set out in Clause 8.1(a) of the Constitution of the College exceeds the number of vacancies, pursuant to Clause 8.3(e) of the Constitution of the College a ballot of Fellows and Members entitled to vote shall be conducted in the manner set out in this By-law.

6. Fellows and Members entitled to vote shall be entitled to vote for as many candidates as there are vacancies to be filled and no more.

7. The Board has determined that the CEO act as Returning Officer and that scrutineers be appointed.

8. The Returning Officer will be responsible for the conduct of the election and shall ensure the distribution at least 45 days prior to the Annual General Meeting to each Fellow or Member at the email address or address currently appearing in the Register of Fellows and Members of the following documents:

   a) a ballot paper containing in random order, as determined by the Returning Officer, the names of the candidates for election. The names of candidates shall appear as: Family Name, Given Names. Post-nominals, including honours, shall not be included, nor shall candidates for re-election be distinguished in any way on the ballot paper.

   b) a numbered form to be completed and signed by the Fellow or Member providing name and address details and declaring that the Fellow or Member is an eligible voter and has not previously voted in the election (this form may be a perforated section of the ballot paper)

   c) a small envelope to contain the completed voting paper for return to the Returning Officer

   d) a larger envelope addressed to the Returning Officer (with sender’s details to be completed on the reverse side) (e) an information leaflet prepared by the Returning Officer containing instructions on the method of voting and the time within which the ballot paper must be returned to the College, together with information on the candidates.

9. The Returning Officer shall prepare an Information Leaflet to be distributed with the election material containing the following information:
a) instructions on the method of voting, including advice that Fellows and Members may wish to give consideration before casting their vote to the widest possible representation on the Board

b) The time within which the ballot paper must be returned to the College

c) Information on the candidates in accordance with clause 3 above, ordered alphabetically. The names of candidates seeking re-election shall be denoted by an asterisk against their names in the Information Leaflet.

This Information Leaflet may also be additionally distributed by e-mail and posted on the College Website but voting papers can only be distributed in accordance with Clause 10.

10. The manner of voting by Fellows and Members shall be as follows:

a) A Fellow or Member may vote for as many candidates as there are vacancies, and no more. A Fellow or Member may vote for a fewer number of candidates than there are vacancies.

b) A Fellow or Member shall complete the voting paper by placing a cross against the candidates for whom a Fellow or Member wishes to vote. For a valid vote, the number of names voted for must not exceed the number of vacancies to be filled in that category but may be less than the number of vacancies. For example, if there are 14 candidates and 8 vacancies, no more than 8 votes may be cast. A vote is invalid if more than 8 votes are cast.

c) The numbered form, which may be a perforated section of the voting paper, shall be completed and signed by the Fellow or Member indicating that the Fellow or Member is an eligible voter and has not previously voted in the election. The signed form shall be detached from the completed voting paper and placed in the addressed envelope.

d) The completed ballot paper shall be sealed in the smaller inner envelope and together with the numbered form duly signed by the Fellow or Member shall be inserted in the addressed envelope. The Fellow or Member shall complete the sender’s details on the reverse of the addressed envelope and seal the envelope which shall then be returned to the College not later than 21 days prior to the Annual General Meeting in the year in which the election is held.

e) On receipt by the College the sender’s name and address, as completed on the reverse side of the addressed envelope, shall be checked off against a master list of those eligible to vote prior to placing the envelope (unopened) in a secure ballot box which shall be sealed by the Returning Officer at the end of the closing day for voting in the election.

f) On the day of the counting of votes the sealed ballot box shall be opened by the Returning Officer in the presence of Scrutineers. Each addressed envelope shall be opened and the Fellow or Member’s details on the signed numbered form checked against the sender’s name and address details on the reverse of the addressed envelope. The inner envelopes accepted by the Returning Officer as eligible for inclusion in the count and containing the ballot papers shall then be opened and the votes counted.

11. Clauses 8 through 10 of this By Law may be conducted wholly online using the services of a professional online election voting agency, so long as the option to cast a vote using a physical ballot is also available.

12. The manner of counting votes shall be as follows:

a) For all candidates; up to the number of vacancies, who receive the most votes shall be elected. In the event of two or more candidates receiving an equal number of votes for the final position, the election shall be determined by lot.

13. Notification of Election Outcome:

a) The Returning Officer shall inform the President of the result of the election as soon as practicable following the count of votes, including full voting details for all candidates.
b) Following authorisation by the President the Returning Officer shall notify all candidates of the outcome of the election, including full voting details for all candidates.

c) The Returning Officer shall provide a written report on the conduct and outcome of the election for presentation to the next meeting of the Board.

d) The declaration of the poll at the Annual General Meeting shall include the names in alphabetical order of those duly elected in the various categories but shall not include voting details for candidates.

e) Following the declaration of the poll at the Annual General Meeting the outcome of the election shall be reported to the Fellows and Members in College News, including the names in alphabetical order of those duly elected in the various categories but not the voting details for candidates.

f) Following the declaration of the poll at the Annual General Meeting the College shall forward the names of the members and Officers of the new Board to relevant dental bodies for their information and, where relevant for other dental professional bodies, for publication to their membership.

14. The accidental omission to forward any document referred to in this By-law to any Fellow or Member or the non-receipt of the same shall not invalidate the election.
BY-LAW 9

No longer in use
BY-LAW 10

BOARDS OF STUDIES – DIVISION OF SPECIALIST DENTAL PRACTICE

The Board of Studies for Oral and Maxillofacial Surgery shall be governed by the clauses set out in By-law 11.

1. The following Boards of Studies have been created by the Board in the Division of Specialist Dental Practice:
   
   (a) Dental Public Health
   (b) Endodontics
   (c) Oral Medicine
   (d) Orthodontics
   (e) Paediatric Dentistry
   (f) Periodontics
   (g) Prosthodontics
   (h) Special Needs Dentistry

2. COMPOSITION

2.1 The above Boards of Studies – Division of Specialist Dental Practice shall consist of:

   (a) the College President ex officio or nominee
   (b) the Registrar (Specialist Dental Practice) and/or the Assistant Registrar (Specialist Dental Practice) of the College ex officio
   (c) two (2) nominees of the College both of whom shall be full members of the relevant specialist academy or specialist group of Australasia
   (d) two (2) nominees of the relevant specialist academy or specialist group in the Australasian region

2.2 Members of Boards of Studies shall hold office for a term of two (2) years and shall be eligible for re-appointment or re-election provided that no member except the Registrar (Specialist Dental Practice) and the Assistant Registrar (Specialist Dental Practice) shall have served more than five (5) terms in total.

2.3 Each Board of Studies shall elect a Chair who shall hold office for a term of two (2) years and be eligible for re-election provided that neither shall hold that office for more than two (2) terms in total.

2.4 The Board shall have the power to co-opt a member or members for special purposes. Such members shall be approved by the Board and serve no longer than the term of the Board.

2.5 The office of an elected member of the Board becomes vacant if the member:

   (a) Resigns office by one month’s notice in writing given to the College
   (b) Becomes disqualified from office pursuant to Section 63 of the Associations Incorporation Act (ACT) 1991.

3. MEETINGS

3.1 Each Board shall meet at regular intervals as required, however a minimum of two meetings a year shall be convened by the Chair or nominee.

4. SUB-COMMITTEES
4.1 Each Board may appoint sub-committees of the Board to carry out specific duties of the Board, and shall appoint conveners of such sub-committees. Members of sub-committees of the Board and their conveners may hold office for up to two years and be eligible for re-appointment provided that no member or convener shall serve more than three terms. The terms of reference of these committees will be defined by the Board.

5. RESPONSIBILITIES

5.1 Each Board of Studies shall be responsible for:

(a) development of curriculum for College examinations in the relevant specialist discipline.

(b) recommendations to the Board of the College ('the Board') regarding the regulations for subscription, enrolment, examination, etc of specialist dental practice candidates.

(c) recommendations to the Board regarding the subject matter of the Guide to Study.

(d) assessment of prior learning and experience.

(e) assessment of the specialist dental practice training program proposed by the candidate.

(f) recommendation of persons as suitable examiners.

(g) advice to the Board as to the suitability of available training programs including personnel.

(h) recommendations to the Board regarding applications for recognition of prior learning and experience.

(i) presentation of regular reports on Board of Studies activities to the Board

(j) other duties as directed from time to time by Board.

6. OBLIGATIONS

6.1 Members of the Board shall be bound by the Constitution, By-laws, Regulations and Clauses which are in force and may from time to time be adopted by the Board of the College.
BY-LAW 11

BOARD OF STUDIES – ORAL AND MAXILLOFACIAL SURGERY

(a) The members of the Board of Studies shall consist of:-

(i) the President of the College *ex officio*, or nominee.

(ii) the Registrar (Oral and Maxillofacial Surgery) of the College *ex officio*.

(iii) The Assistant Registrar (Oral and Maxillofacial Surgery) of the College

(iv) the President of the Australian and New Zealand Association of Oral and Maxillofacial Surgeons (ANZAOMS) *ex officio*, or nominee.

(v) three elected members of ANZAOMS

(vi) A Fellow of the College, being a member of ANZAOMS and having graduated from the Training Program within the last ten years, nominated by ANZAOMS;

(vii) One representative of the College OMS Trainee Committee, being a current trainee enrolled in the Program, selected from a candidate pool nominated by the OMS Trainee Committee

(viii) The Immediate Past chair of the Board of Studies

In addition, the OMS Director of Training (DoT) from each of the Regional Training Centres throughout Australia and New Zealand will also sit as members of the Board of Studies. There are currently six centres:

i. Queensland and Northern Territory

ii. New South Wales and the Australian Capital Territory

iii. Victoria and Tasmania

iv. South Australia

v. Western Australia

vi. New Zealand

(b) Members of the Board of Studies shall hold office for two (2) years and shall be eligible for reappointment or re-election provided that no member except the Registrar (OMS) and Assistant Registrar (OMS) shall have served more than five terms in total.

(c) In August of every second year, the Board of Studies shall be formed in the following way:

(i) The ex-officio members shall be determined as in a(1), a(2) and a(3) above

(ii) The Board of Studies shall appoint three members of ANZAOMS elected in a ballot, organised and administered by ANZAOMS; the result thereof being forwarded to the Chief Executive Officer of the College.

(iii) The Board of Studies shall appoint a Fellow of the College, being a member of ANZAOMS and having graduated from the Training Program within the last ten years, nominated by ANZAOMS.
(iv) Such appointments and elections shall be held in the years between College Board elections, i.e., in odd years.

(d) The Board of Studies shall meet at regular intervals.

(e) The Board of Studies shall elect a Chair and a Deputy Chair from amongst the elected members who shall hold office for two (2) years and be eligible for re-election provided that neither shall hold that office for more than two terms in total. The Immediate Past Chair will remain on the Board of Studies for two years (1 term).

(f) The Board of Studies shall appoint committees of the Board to carry out the duties of the Board and shall appoint convenors of such committees. Members of committees of the Board and their convenors shall hold office for two (2) years and be eligible for re-appointment provided that no member or convenor shall serve more than three terms in total. Members of the Board of Studies shall chair these committees. The terms of reference of these committees shall be defined by the Board of Studies.

(g) The Board of Studies will be responsible for the following activities:

   i. Development and delivery of the OMS training program
   ii. Annual eligibility and selection process
   iii. Conduct of the Surgical Sciences and Training (SST) examination
   iv. Surgical training in Oral and Maxillofacial Surgery
   v. Conduct of the Final Examination (Fellowship of the RACDS in OMS (FRACDS(OMS)))
   vi. Accreditation of Regional Training Centres and training posts of Oral and Maxillofacial Surgery in Australia and New Zealand in accordance with the Accreditation Standards for specialist training as provided by the Australian Medical Council and the Australian Dental Council and other regulations or legislations in Australia and New Zealand that might apply.
   vii. Assessment of overseas trained specialists in OMS (International Medical Graduates)
   viii. Identifying appropriate Continuing Professional Development (CPD) for members in the specialty of Oral and Maxillofacial Surgery.

(h) The Committees of the Board may include:

   (i) Selection
   (ii) Education
   (iii) Accreditation (site)
   (iv) Examinations
   (v) Training
   (vi) Continuing Professional Development
   (vii) Regional Surgical Committees, one from each of the six training centres
   (viii) Trainees Committee

(i) The Board of Studies shall have power to co-opt a member or members for a special
purpose. Such members shall be approved by the Board for a period no longer than the
term of the Board of Studies.

(j) The duties of the Board of Studies shall be:

(i) responsibility for:
- Surgical Science and Training (SST) in Oral and Maxillofacial Surgery
- Surgical Training in Oral and Maxillofacial Surgery
- the Final Examination leading to Fellowship in Oral and Maxillofacial Surgery
- Continuing Professional Development (CPD)
- Assessment of International Medical Graduates (IMGs) for the regulatory bodies in Australia and New Zealand.

(ii) to advise the Board of the College and the Council of ANZAOMS in relation to arranging teaching and training programs in the specialist discipline of Oral and Maxillofacial Surgery.

(iii) to assist the Board of Examiners in the conduct of examinations for Fellowship in the specialist discipline of Oral and Maxillofacial Surgery.

(iv) To liaise with the Regional Surgical Committees regarding training requirements.

(v) Business meetings may be convened from time to time by the Chair.

(vi) to forward minutes of the business meetings to the Board of the College and the Council of ANZAOMS.

(vii) to advise the Board of the College and the Council of ANZAOMS on any matters in the specialist discipline that may concern the interests of the College or the Association.

(viii) to prepare guidelines to assist in the continued management of the Board of Studies’ activities. This should include:
- recommendations regarding the regulations for subscription, enrolment, examination, etc of candidates
- recommendations regarding the subject matter of the Handbook for Education and Training in Oral and Maxillofacial Surgery or equivalent
- assessment of candidates after they have applied for admission as a Fellow
- assessment of the specialist training program proposed by the candidate.
- recommendation of persons as suitable examiners
- advice as to the suitability of available training programs including personnel

(k) Casual Vacancy

(i) The office of an elected member of the Board of Studies becomes vacant if the member:
- ceases to be a member of ANZAOMS
- resigns office by one months’ notice in writing given to the College
- becomes disqualified from office pursuant to Section 63 of the Associations Incorporation Act (ACT) 1991

(ii) The Board of the College shall appoint an ANZAOMS member to the vacant office
after consultation with the President of ANZAOMS and the Chair of the Board. The member so appointed may continue in office until that term of office would otherwise have expired.

(iii) If the Director of Training of a particular State or New Zealand ceases to be the Director of Training for whatever reason the Board of Studies will accept as a recommendation from the Regional Surgical Committee the elected Director of Training or nominee as a replacement for the casual vacancy. The Board shall appoint this Director of Training or nominee on advice from the Board of Studies. The member so appointed may continue in office until that term of office would otherwise have expired.

(iv) Members of the Board of Studies shall be bound by the Constitution, By-laws, Regulations and Rules which are in force and may from time to time be adopted by the Board of the College and the Council of ANZAOM
**BY-LAW 12**

**BOARDS OF STUDIES – DIVISION OF GENERAL DENTAL PRACTICE**

1 The following Boards of Studies have been formed by the Board under the Division of General Dental Practice:
   (a) MRACDS (GDP)
   (b) FRACDS (GDP)

This By-law for the regulation of the Boards of Studies for MRACDS(GDP) and FRACDS (GDP) was made by the Board on 23 November 2012.

2 **COMPOSITION**

2.1 Membership of each Board of Studies of the Division of General Dental Practice shall consist of:

   (a) The College President *ex officio* or nominee
   (b) The Registrar (General Dental Practice) and/or Assistant Registrar (General Dental Practice) *ex officio*
   (c) Six members, one of whom shall be a current member of the Board who shall sit on both Boards of Studies.

2.2 Members of each Board of Studies shall hold office for a term of two (2) years and shall be eligible for reappointment or re-election provided that no member shall have served more than five terms in total.

2.3 Each Board of Studies shall elect a Chair and a Deputy Chair who shall hold office for a term of two (2) years and be eligible for re-election provided that neither shall hold that office for more than two terms in total.

2.4 Each Board of Studies shall have the power to co-opt a member or members for special purposes. Such members shall be approved by the Board and serve no longer than the term of the Board of Studies.

2.5 The office of an elected member of the Board of Studies becomes vacant if the member:
   (a) Resigns office by one month’s notice in writing given to the College
   (b) Becomes disqualified from office pursuant to Section 63 of the Associations Incorporation Act (ACT) 1991.

3 **MEETINGS**

3.1 Each Board shall meet at regular intervals as required, however a minimum of two meetings a year shall be convened by the Chair or nominee.

4 **SUB-COMMITTEES**

4.1 Each Board of Studies may appoint sub-committees of the Board of Studies to carry out specific duties of the Board of Studies, and shall appoint conveners of such sub-committees. Members of sub-committees of the Board of Studies and their conveners may hold office for up to two years and be eligible for re-appointment provided that no member or convener shall serve more than three terms. The terms of reference of these committees will be defined by the Board of Studies.
5 RESPONSIBILITIES

5.1 In relation to the MRACDS (GDP) the Board of Studies shall be responsible for:

(a) development of a curriculum for the modular learning & assessment program
(b) recommendations to the Board regarding the Regulations and Guidelines for the program
(c) selection of appropriate Continuing Professional Development (CPD) and postgraduate courses
(d) assessment and eligibility of candidates to present for assessment
(e) recommendation of persons as suitable examiners
(f) review and development of the exit examination for the MRACDS
(g) assessment of satisfactory completion of training including the examination
(h) presentation of regular reports on Board of Studies activities to the Board
(i) other duties as directed from time to time by the Board.

5.2 In relation to the FRACDS (GDP) the Board of Studies shall be responsible for:

(a) development and oversight of any College education programmes relating to the primary or final examinations.
(b) recommendations to the Board regarding the Regulations and Guidelines for the Primary and Final Examinations
(c) selection of appropriate Continuing Professional Development (CPD) including courses workshops or reading material
(d) assessment and eligibility of candidates for exemption
(e) recommendation of persons as suitable examiners
(f) development of the Primary Examination.
(g) development of the Final Examination
(h) presentation of regular reports on Board of Studies activities to the Board
(i) other duties as directed from time to time by the Board.

6 OBLIGATIONS

6.1 Members of each Board of Studies shall be bound by the Constitution, By-laws, Regulations and Rules which are in force and may from time to time be adopted by the Board of the College.
BY-LAW 13

EDUCATION POLICY BOARD

The By-law for the regulation of the Education Board was made by the Board on 20 November 2009 and updated in June 2016 and changed to an Education Policy Board in April 2018.

(a) The Education Policy Board shall be appointed by the Board and shall consist of:
   - Board Member (Chair)
   - Censor in Chief
   - President – Elect
   - Registrar representative (nominated by Registrars)
   - Internal Subject Matter Expert (Fellow/Member)
   - Internal Subject Matter Expert (Fellow/Member)
   - External Subject Matter Expert
   - External Subject Matter Expert

(b) Members of the Education Policy Board shall hold office for 2 years and shall be eligible for reappointment.

(c) The Education Policy Board shall meet at least three times per, which may be by teleconference.

(d) The Education Policy Board will be chaired by the Board member. The Chairman shall hold office for two years and shall be eligible for re-election, provided that they do not hold that office for more than five terms in total.

(e) Terms of Reference

The responsibilities of the Education Policy Board will be:

- to maintain quality assurance of all educational and examination activities
- to monitor, evaluate and advise on outcomes of educational and examination activities
- to develop educational standards and policy which guide the delivery and examination of Membership and Fellowship programs
- to provide oversight of the overall assessment and examination approach
- to maintain best practice in education standards
- to advise the Board on partnership arrangements and Memoranda of Understanding with other education providers, associations and societies

The Education Policy Board shall be responsible for review and recommendations to:

- Advise other Boards and Committees on policy issues and ensure adherence to the College’s policies and procedures
- Ensure implementation of a contemporary learning and examination framework incorporating and maintaining best practice in education and examination
- Ensure that learning content and examination are aligned with the College’s philosophy, vision, values and Membership and Fellowship definitions
- Set educational priorities and recommend on resources and budget required for educational initiatives
- Receive appropriate reporting from the Boards of Studies

(f) The Education Policy Board shall include the College Director of Education and two external subject matter experts. The Education Policy Board shall have power to co-opt members for a special purpose for a period no longer than the term of the Education Policy Board. The Director of Education, external subject matter experts and any co-opted members shall not have voting rights.

(g) A Quorum shall be 50% plus one of the voting members.
(h) Each voting member shall have one vote; resolutions to be decided by simple majority. In the case of an equality of voting, the Chairman shall have an additional casting vote.

(i) Members of the Education Policy Board shall be bound by the Constitution, By-laws, Regulations and Rules of the College.

(j) The Education Policy Board has powers to make decisions, give direction and provide clear leadership to relevant Boards and Committees covering all aspects of education and examination, as delegated by the Board. This includes:
   i) handbooks
   ii) policies
   iii) examiner appointment
   iv) examiner calibration
   v) candidate grievances and appeals
   vi) regular revisions and reviews
   vii) other policies as delegated by the Board

(k) Direct reporting lines to the Education Policy Board include:
   i) Board of Studies FRACDS(GDP)
   ii) Board of Studies MRACDS(GDP)
   iii) Board of Studies (OMS)
   iv) Boards of Studies (SDP)
**BY-LAW 14**

**ANNUAL FEE**

1. As provided in the Constitution, Members and Fellows may apply to the Board for a reduction in annual fee under the conditions specified in clause 2 below.

2. Authority is delegated by the Board to the Chief Executive Officer to approve a 50% reduction in annual fee for 1 (one) year for applicants under the age of 65 years for the following reasons:
   a) medical status where such status prevents a Fellow or Member from practising dentistry
   b) full-time study for a dental or medical degree or qualification
   c) full-time parental leave
   d) cessation of dental practice for a period of 12 (twelve) months during which time dental registration is maintained but a Fellow or Member does not intend to work in the dental profession
   e) demonstrated individual hardship due to significant change in employment status other than medical, full time study or parental leave reasons, supported by a Statutory Declaration
   f) retirement from dental practice and practising dental registration is relinquished. A reduction in the annual fee for this reason may be granted until a Fellow or Member reaches the age of 65 years provided that the Fellow or Member remains unregistered as a dentist

3. Adequate evidence must be provided to support any application outlined under clause 2 of this By-law.

4. Authority is delegated by the Board to the Chief Executive Officer to approve a reduction in the amount of the annual fee as follows:
   a) Fellows or Members who have attained the age of 65 on July 1 of the annual fee year will, on application to the College, be granted a 50% reduction in the annual fee.
   b) Fellows or Members who have attained the age of 65 years on July 1 of the annual fee year and who are either not registered or hold non-practising registration, will, on application to the College, be granted Life Fellowship or Membership respectively without payment of the annual fee.
   c) Fellows or Members who have attained the age of 70 years on July 1 of the annual fee year, whether practising or not, will, on application to the College, be granted Life Fellowship or Membership respectively without payment of the annual fee.

5. Fellows or Members may, on application to the College be granted a deferment, or reduction in the annual fee, in part or in whole, by the Board at its absolute discretion. All successful applications for deferment or reduction are tenable for one (1) annual fee year. Further applications may be considered by the Board on receipt of supporting documentation.

6. Fellows or Members who are elected to membership during the annual fee year will pay a pro rata annual fee based on the number of whole months remaining in the annual fee year.
BY-LAW 15

ADMISSION TO FELLOWSHIP OR MEMBERSHIP

1 A candidate for admission to Fellowship or Membership shall fulfil the requirements of the Regulations governing enrolment and examination and then submit an application together with the prescribed fee and subscription for that year. Such application shall be on such form and contain such information as the Board may from time to time by regulation provide.

2 The Censor-in-Chief will report on the submission to the Board which by majority decision may approve the candidate for admission or reject the application. The Chair of the Board shall have a casting vote in addition to a deliberate vote.

3 The Board shall not be required to assign any reason for its admission or rejection of a candidate or suspension of its decision upon a candidate’s application. The decision of the Board of the College on any application shall be final and conclusive and subject to no appeal. The proceedings in relation to the election for Fellowship or Membership shall be confidential and privileged.
BY-LAW 16

ASSOCIATE MEMBERSHIP

On 15 June 2018, the Board agreed to introduce a new By-Law for the membership category of ‘Associate’ to be open to Fellows and Members who have gained a Fellowship or Membership from a College with a similar history and purpose to our own College.

1. RIGHTS AND PRIVILEGES

a. The category of Associate does not bestow voting rights nor the right to serve on the Board.

b. The category of Associate does not bestow the use of post-nominals.

c. The category of Associate does not confer any registerable qualification.

d. Associate membership provides access to all other benefits provided to RACDS Fellows or Members.

e. An Associate can display their membership of RACDS as ‘Associate of RACDS’. An Associate cannot refer to themselves as a Fellow or Member of RACDS.

2. FEES

The annual fee rate for Associate will be set at two thirds of the usual annual fee rate.

3. QUALIFYING CRITERIA:

To qualify as an Associate of the College, an applicant must be either a current Fellow or Member (or a past Fellow or Member in good standing) of another similar College including Fellows and Members of other International Colleges:

a. Royal College of Surgeons England

b. Royal College of Surgeons of Edinburgh

c. Royal College of Surgeons in Ireland

d. Royal College of Physicians and Surgeons of Glasgow

e. Royal College of Dentists of Canada

f. College of Dental Surgeons Singapore

g. College of Dental Surgeons of Hong Kong

h. Any other international Colleges of Dentists deemed to be appropriate by the Board

4. ASSESSMENT PROCESS:

a. Applications for Associate membership are submitted to the RACDS Chief Executive Officer

b. The College will seek a history of membership from the respective College and a letter of good standing as a due diligence check, including whether the original Membership or Fellowship has been withdrawn by the respective College
c. The Chief Executive Officer will provide the background information to the Board, including the history of respective College membership

d. The Board will determine the allocation of Associate of RACDS

e. The Chief Executive Officer will inform the applicant of the outcome of their submission
Dates of Publication and Amendments to the College By-Laws

First published in the Constitution in 1970
Amended May 1998
Amended November 1998
Amended August 1999
Amended November 1999
Amended May 2000
Amended February 2001
Amended August 2001
Amended February 2002
Amended November 2002
Amended June 2003
Amended June 2004
Amended November 2004
Amended November 2006
Amended August 2007
Amended December 2008
Amended November 2009
Amended March 2010
Amended November 2011
Amended November 2012
Amended July 2013
Amended February 2014
Amended July 2014
Amended February 2014
Amended November 2016
Amended April 2018
Amended July 2018
Amended Nov 2018
Amended Feb 2019
Amended Feb 2020