



BY-LAWS

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Amended and passed by Council 7/6/1987

Additional Amendment (Title and Composition of Board of Directors)

Passed by Council Athens - 31/5/1989

Amendment Article VI.5 and VII.1

Passed by Council Kyoto 27/9/1991

Amended (Change of Domicile and gender neutral)

Passed by Council -Gothenburg 8/6/1995

Confirmed and passed by Council – Buenos Aires 17/9/97

General Amendments

Passed by Council- Paris 13/9/2001

General Amendments

Passed by Council – Hong Kong 13/6/2007

General Amendments

Passed by Council – Seoul 12/6/2013

General Amendments

Passed by Council – Glasgow 01/7/2015

General Amendments

Passed by Council – Santiago 04/10/2017

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ARTICLE I - NAME

The international association shall be known as “The International Association of Paediatric Dentistry” (IAPD), hereafter in this text, also as “the Association”.

ARTICLE II - LEGAL HEADQUARTERS

The Association headquarters is located in Genève

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The Association headquarters can only be changed in accordance with the Constitution Article II.

ARTICLE III - OBJECTIVES

The objectives are stated in the Constitution under Article 3.

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1. Scientific meetings should be held, whenever possible, on alternate years. Special or additional scientific meetings may be held at the discretion of the Board and/or Council.
2. The country, in which the scientific meeting is to be held, shall be decided by the Board of Directors on the recommendations of the Congress Site Selection and Coordination Committee, and subsequently ratified by the Council.
3. The meetings shall not be held in the same country on successive occasions and due consideration should be given to ensure an equitable geographic distribution.

30 The National Member Society acting as host shall abide by Requirements And Guidelines For The Organization Of The IAPD Biennial Congress (IAPD Congress Guidelines).

4. The responsible National Member Society is obliged to consult the Board of Directors in matters relating to the objectives of the Congress, and to adhere to all Board of Directors requirements as laid down from time to time in the document “Council and Board of Directors Requirements and Guidelines” for the Organization of the Biennial Congresses of the IAPD.

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ARTICLE IV - MEMBERS

a. National Member Societies

1. Application for full membership shall be made in writing on the appropriate form to the Secretary General at least 60 days before a Council Meeting.
2. A nation can be represented by only one National Society or Section. If a nation has more than one Paediatric Dental Society, it is necessary for those

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national groups to decide which Society will be the National Member Society of the International Association of Paediatric Dentistry.

3. Membership commences when the applicant is approved by Council. Dues commence at the beginning of the year that follows the acceptance of application.

b. Individual Members

60 Individual members must possess a recognised dental qualification in their country of residence. Application must be done electronically through the IAPD Website-

c. Honorary Members

An Honorary membership has to be proposed by two National Member Societies at least 6 months in advance of the Council Meeting. Alternatively, an Honorary member may be proposed by the Board and one National Member Society. Honorary Membership is conferred by the Council on the recommendation of the
70 Board of Directors, by two-thirds majority of those present and voting. Honorary Members do not have right to vote. An Honorary Member does not pay dues and is entitled to a 50% reduction in Congress Registration.-

d. Senior Members

A Senior member has to be retired, attained the age of 65 years and no longer working within private practice, university or hospital. These members are entitled to a 50% discount on their annual membership subscriptions and a 50% discount on Congress registrations. To obtain a senior membership, members must apply
80 in writing to the Secretariat.

e. IAPD Supported Members

Membership in this category applies to those applying for IAPD individual membership from less wealthy nations. The list of nations eligible for IAPD support shall be determined biannually and is based upon World data Bank. IAPD supported members shall be entitled to a 50% reduction in annual membership subscriptions and a 50% discount on congress registrations. Supported Membership is confirmed by the Secretariat.

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f. Postgraduate Student Members

Those in postgraduate university or hospital programs in paediatric dentistry are entitled to a 50% discount on biennial membership and a 50% discount on Congress registrations limited to two biennial congresses. To obtain a biennial student membership, a written application to the Secretariat is required. A letter is also required from the applicant's program Director. This may also apply to undergraduate dental students when a letter of explanation is provided to the Secretary General by the Dean of the dental school or the Chair of Paediatric
100 Dentistry.

g. Affiliate Members

Applications for Affiliate Membership shall be made in writing and be submitted to Council. Such applications shall be accompanied by the constitution of the organisation and documents attesting to the legal and professional status of the organisation. Affiliate Members shall be elected by approval of a two-thirds majority of those present and voting at the Council.

110 Membership for all the above categories except (a) and (c) shall commence after payment of the first annual subscription following acceptance of the application.

ARTICLE V - COUNCIL AND COUNCIL MEETINGS

1. The Council shall consist of one voting Delegate representing each National Member Society. A National Member may nominate an alternate delegate who only votes if the Delegate is absent. Only individual members may vote in Council.
- 120 2. Nominations for representatives and alternate representatives to the Council should be made in writing by the National Member and sent to the Secretariat at least 60 days prior to the next Council Meeting, and forwarded by the Secretariat to all the Council Members 30 days before the Meeting.
3. The review of the activities of the Association shall be presented by the President and the Secretary General. The review shall be published for the general membership of the Association in the Newsletter of the Association as soon as possible after its presentation.
- 130 4. The President may appoint a parliamentarian from the assembly who shall serve at the discretion of the Council for the duration of that meeting.
5. The meeting shall proceed under common rules of accepted parliamentary procedure.

ARTICLE VI. BOARD OF DIRECTORS

- 140 1. At least 6 months prior to a Congress, the Chair of the Nominations Committee will contact all Board members eligible for a further term (exceptions are the President, Past President and President Elect) to determine their interest in continuing on the Board. Advertisement by way of the Website, Journal and letters to National Societies should commence following this determination and not later than 4 months prior to the Congress, indicating the Board vacancies, application procedure and closing date for nominations.
- 150 2. Nominations for membership of the Board of Directors may be made either by a National Member Society and supported by a second National Member Society or may be proposed by the President of the IAPD Board of Directors and supported by two National Member Societies.

3. The National Member Society, which nominates a candidate or candidates, must submit their nomination to the Secretary General, Secretariat and Chair of the Nominations Committee. Every effort should be made to have the Board of Directors represent different nations.
4. Nominations for new Board members should be made on the Association's nomination form and should include the following information and be supported by the appropriate documentation.

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The candidate's name and the position for which the nomination is made.

250-word summary of the candidate's curriculum vitae which outlines their professional background.

A nominating letter from a National Member Society which should include a statement that the person nominated has a sufficient knowledge of and ability to communicate in English, to contribute effectively to the work of the Board of Directors of IAPD.

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A seconding letter of endorsement from at least one other National Member Society or a present Board member (it is preferred that letters be attached to the nomination proposal). If the nomination is made by the IAPD Board of Directors, two seconding National members are required as noted in Vi.2.

The candidate should be an IAPD individual member for at least two years, have participated in IAPD committees and congresses, and shown interest in IAPD activities.

All documentation should be sent by written letter, fax or electronically, at least 60 days before a Council meeting to the Secretary General, Secretariat and Chair of the Nominations Committee.

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5. If there are multiple letters of endorsement, they should be included with the nominations and be considered by the Nominations Committee.
6. If a nomination is made by the Board of Directors there should be seconding letters of endorsement from at least two National Member Societies. Such letters may be attached to the nomination proposal or sent separately to the Secretary General, Secretariat and Chair of the Nominations Committee. All letters of endorsement should be included with the nominations and considered by the Nominations Committee.
7. Existing Board members eligible for re-election do not require re-nomination by National Member Societies. They require, however, a simple nomination by the President of the Board. They must indicate in writing their willingness to serve another term.
8. Following the deadline for submission of nominations, the Secretary General will contact the Secretariat and then the Chair of the Nominations Committee to be certain that all nominations are accounted for.
9. If there is no National Member or Board nominations at the deadline, the Nomination Committee may make a nomination, however, the nomination must be supported by two member nations.

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10. If there is more than one nomination for each position, the Nominations Committee shall present a list of candidates in order of preference. The Committee must present a written report at the Board meeting prior to the Council meeting.
11. The Nominations Committee proposal shall be considered by the Board who may modify the order of merit by a majority, closed ballot vote. The Board President shall vote only in case of a tie.
- 210 12. The Board shall submit its final proposal to the Council for approval. The written Nominations Committee report also may be presented.
13. The election of the Board of Directors shall be the final item of the agenda of the Council Meeting coinciding with the Biennial Congress.
14. The Board of Directors' list of nominations should be submitted to the Council Meeting to be approved or modified by simple majority.
- 220 15. The President shall conduct all the proceedings of the Association and shall interpret the applications of the Constitution and By-laws. In the absence of the President, the President's duty shall fall to the Immediate Past President, or if unavailable, to a member of the Board of Directors chosen from among themselves.

ARTICLE VII - BUDGETS AND ACCOUNTS

- 230 1. Dues of National Member Societies: The biennial dues to the Association shall be based on the total membership of the National Association in accordance to the number of members of each national society. Dues are calculated from 0-50 members, 51-100 members, or 101+ members. For IAPD supported nations, there is a basic flat fee as determined by the Board. Please contact the Secretariat for actual dues.

The above also may be paid in Euros US Dollars or GB Pounds.

These dues may be determined and amended at the discretion of the Board and ratified by a simple majority vote at the next Council Meeting.

- 240 Dues of Individual, Senior, Post Graduate Students, IAPD Supported and Affiliate Members shall be as determined by the Board and ratified by a simple majority vote at the next Council Meeting (see Art. IV - b to f). Honorary Members do not pay dues.

2. Dues shall be payable on the 1st of January of each year.
3. The Membership Committee shall identify the countries that shall be entitled to the IAPD Supported membership on a biannual basis. The Secretariat shall inform those nations eligible for IAPD Supported membership.

4. The scientific journal is provided gratis to Honorary members and is included in the Membership fee for Individual, Senior and Post Graduate student members. Each National Member Society shall receive a journal copy which is part of their membership fees. Others may receive journal subscriptions with agreement of the Board and upon payment as determined by the Association and the publisher. There shall be a reduced rate for bulk-posted subscription to the Journal of 100 copies or more to National Member Societies.
- 260 5. All bank accounts require 2 signatures. These will be the Secretary General, a member of the Board of Directors and/or the Association Coordinator.

GENERAL DISPOSITIONS

1. In all administrative matters the text is given in English.
- 270 2. In Council Meetings the spoken language is English. Each National Member Society has a responsibility to procure the necessary translations. In international scientific meetings the spoken language is English. However, multi-lingual presentations may be provided at the discretion of the organizing National Member Society, and then in accordance with financial means and with due respect to demands derived from participants, i.e. that a significant number of members speaking a specific language has registered for that meeting.

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