



Royal Australasian College  
of Dental Surgeons  
*Let knowledge conquer disease*

## **BY-LAWS**

Incorporating all amendments to August 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 (19<sup>th</sup>) 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.

Endodontics	FRACDS Endo
Oral Surgery	FRACDS DOS

As from the nineteenth (19<sup>th</sup>) 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;

Dental Public Health	FRACDS(DPH)
Endodontics	FRACDS(Endo)
Oral and Maxillofacial Surgery	FRACDS(OMS)
Oral Medicine	FRACDS(OralMed)
Orthodontics	FRACDS(Orth)
Paediatric Dentistry	FRACDS(Paed)
Periodontics	FRACDS(Perio)
Prosthodontics	FRACDS(Pros)
Special Needs Dentistry	FRACDS(SND)

(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;

Dental Public Health	MRACDS(DPH)
Endodontics	MRACDS(Endo)
Oral Medicine	MRACDS(OralMed)
Orthodontics	MRACDS(Orth)
Paediatric Dentistry	MRACDS(Paed)
Periodontics	MRACDS(Perio)
Prosthodontics	MRACDS(Pros)
Special Needs Dentistry	MRACDS(SND)
Dento-Maxillofacial Radiology	MRACDS(DMFR)

(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**

## **CONDUCT OF COMMITTEES**

This By-law for the regulation of the conduct of committees of the College was made by the Board pursuant to Clause 12 of the Constitution. This version is By-law 7 (Conduct of Committees), August 2020, which replaces the previous version (Standing Orders), April 2020.

The Conduct of Committees shall apply to all meetings of the Royal Australasian College of Dental Surgeons and shall be interpreted subject to Clauses 11 and 12 of the Constitution, which allows that the Board may establish committees as follows:

- (a) A committee will comprise two (2) or more members, of which at least one shall be a Board member;
- (b) The committee members otherwise need not be Board members or Voting Members;
- (c) The committee has the purpose set out in its charter approved by the Board, and may undertake the powers and functions delegated to it by the Board;
- (d) In the absence of any provision in the committee charter, meetings and proceedings of any committee are governed by the provisions of clause 11; and
- (e) The President or the President's nominee is an ex-officio member of the committee.

### **1. Meeting administration**

#### **1.1 Terms of Reference**

- a) Each committee formed by the College should have a Terms of Reference approved by the Board.
- b) The Terms of Reference should contain at a minimum:
  - i. Purpose and scope of the committee, to include reporting lines
  - ii. Background
  - iii. Duties and responsibilities
  - iv. Composition and terms of office

#### **1.2 Quorum**

- a) The quorum for a committee meeting is 50% plus one of the committee members currently serving.
- b) If a committee meeting is adjourned due to lack of quorum, the meeting chair must set a further date for the adjourned meeting.

#### **1.3 Meeting chair**

- a) The President will chair a committee meeting.
- b) If the President is absent or unwilling or unable to act then the Vice President may chair.
- c) In the absence of the President and the Vice President, and if no chair is stipulated in the relevant By-law, the Committee members must appoint a Chair from among their number.

#### **1.4 Responsibilities of the Chair**

- a) 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.
- b) Remarks shall be addressed to the Chair and any questions to another person shall be directed through the Chair.

- c) Chairs are responsible for ensuring these rules for the operation of committees are followed including the appropriate recording of decisions and actions.
- d) Chairs should conduct meetings with the degree of formality appropriate to the committee. Generally, greater formality is needed with major committees, committees with a larger membership and where it is required under provisions of the Corporations Act.
- e) Chairs should ensure meetings are conducted clearly. Members should understand the matters at hand and have the opportunity to discuss them. Voting processes and resolutions should be clear. Chairs should try to ensure active participation by all members of the committee.
- f) Chairs have a responsibility to ensure the business of the committee is either referred for a decision to the relevant committee or Board, or is communicated effectively to relevant areas of the College.

### **1.5 Voting**

- a) Each Committee member present and entitled to vote at a Committee meeting has one vote on a resolution or a matter arising for decision at a Committee Meeting.
- b) In the event of an equality of votes, the chair of the Committee meeting has a second or casting vote.
- c) Ex-officio members, or their nominees, shall have full voting rights at all times.
- d) Nominees specified in By-laws shall have full voting rights at all times.
- e) Co-opted members to Committees shall not have voting rights.

### **1.6 Use of technology**

- a) The committee may hold a technology enabled meeting if:
  - i. all committee members (other than any committee member on leave of absence) have access to the technology to be used for the meeting; and
  - ii. those committee members participating by technological means can hear, or can hear and read the communications of all other participating committee members.
- b) Meetings may be electronically recorded, provided:
  - i. it is only for the purpose of accurate minutes.
  - ii. participants are aware that the meeting is being recorded.
  - iii. recordings are destroyed once the minutes for the meeting are confirmed by the committee.

### **1.7 Circular resolutions**

- a) Committee members may pass a resolution without a committee meeting being held if notice in writing of the resolution is given to all committee members and 75% of committee members entitled to vote on the resolution indicate that they are in favour of the resolution.
- b) An electronic transmission or other document produced by electronic means under the name of a committee member with the Committee member's authority is taken to be a document signed by the committee member for the purposes of this clause.

### **1.8 Meeting documentation**

- a) Meeting papers should be circulated not less than one week prior to a scheduled committee meeting, except by agreement with the meeting Chair.
- b) Late papers are sometimes necessary to ensure the committee has the most up to date information. The acceptance of late papers is at the discretion of the committee Chair.
- c) Minutes should:
  - i. contain a summary or précis of events, in dot form wherever possible, rather than a detailed account of every contribution. In general, names of individuals should not be recorded in the discussion.
  - ii. contain all resolutions and agreements, whether reached formally through motions or through general consensus, and a clear statement of the action to be taken in relation to each item including the person responsible for the action and a timeline for completion, where appropriate.
  - iii. be distributed to committee members within 10 working days of the close of the meeting.

## **2. Committee member conduct**

### **2.1 Conflicts and personal interests**

- a) A Committee member who has a material personal interest or related party transaction as defined by the Corporations Act or the ACNC Act in a matter that relates to matters before the Committee must give the other Committee members notice of the interest, as soon as practicable after that Committee member becomes aware of the interest in the matter unless the Corporations Act and ACNC Act require otherwise.
- b) A Committee member who declares a material personal interest or related party transaction in a matter that is being considered by the Committee must not be present while the matter is being considered, or vote on the matter, unless permitted to do so under the Corporations Act and ACNC Act.
- c) In the event of any uncertainty in relation to the disclosure of a material personal interest or related party transaction, the issue must immediately be determined by a vote of the Committee members or, if this is not possible, the matter must be adjourned or deferred to the next Committee meeting.
- d) The College will keep a register of declared interests by Committee members in accordance with the Corporations Act and ACNC Act.
- e) Any declared interest shall be recorded in the minutes of the meeting.

### **2.2 Meeting participation**

- a) Committee members should:
  - i. conduct themselves in accordance with the College's Ethical Guidelines Policy.
  - ii. participate actively in committee business and provide appropriate contributions to decision making for the betterment of the College as a whole.
  - iii. only nominate for committees for which they feel they are well placed and appropriately informed to contribute to the business of that committee.
  - iv. understand the committee's role and purpose within the College.
  - v. stay informed about relevant matters affecting the committee's business.
  - vi. attend all committee meetings or where attendance is not possible, submit an apology.
  - vii. participate actively and work cooperatively with other committee members and College staff.
  - viii. prepare for all committee meetings by reading and considering the agenda items, papers circulated and other relevant documents.
  - ix. not improperly influence other committee members.
  - x. make new points succinctly without reiterating at length points already made.
  - xi. participate constructively in committee activities in a lawful, ethical, and justifiable manner.
  - xii. respect confidential discussions and not misuse any information obtained through membership of the committee.
  - xiii. support the final decision of the committee on any given issue.

# **BY-LAW 8**

## ***ELECTION OF DIRECTORS***

This By-law for the regulation of the conduct of the election of Directors of the College was made by the Board pursuant to Clause 8 of the Constitution. This version is By-law 8, August 2020, which replaces the previous version April 2020.

### **1. Conduct of Elections**

- 1.1 Elections should be conducted by electronic (including web-based) means wherever possible. Promotion of RACDS elections should occur via electronic communication.
- 1.2 Service of notices must comply with the time frames in Clause 8.3 of the Constitution.
- 1.3 An election is not invalidated only because:
  - a) a Voting Member did not receive the Ballot Materials
  - b) there was an error in any register of Voting Members
  - c) a Voting Member or the RACDS or its Returning Officer failed to comply strictly with any of the requirements of the Constitution or any regulations made under it; or
  - d) there was any procedural irregularity.
- 1.4 Disputes arising in relation to the election should be lodged in accordance with the RACDS Complaints Policy.
- 1.5 The Board has determined that the CEO oversees the conduct of the election, and that the CEO may appoint an external election provider to conduct the election and act as the Returning Officer.

### **2. Nominations**

- 2.1 Calls for nomination should be provided to all Voting Members.
- 2.2 In accordance with Clause 8.4 of the Constitution, a Voting Member is eligible to become a Director if they:
  - a) are a financial Voting Member of the College in the case of an elected Director
  - b) are over the age of eighteen (18) years
  - c) consent in writing to become a Director
  - d) are not prohibited or disqualified or otherwise prevented from being a Director of a company under the Corporations Act or the ACNC Act; or
  - e) are not an employee of the College
- 2.3 Information on the nomination procedure for each election should be added to the RACDS website on or before the commencement of each nomination period.
- 2.4 Candidates may forward nominations via online methods or by mail to the RACDS or its Returning Officer as directed.
- 2.5 The RACDS or its Returning Officer must reject all invalid nominations.

- 2.6 Prior to rejecting an invalid nomination, the RACDS or its Returning Officer should make a reasonable effort within the nomination period to contact those nominees who have supplied nominations that are invalid, with the aim of correcting any defects.
- 2.7 A valid nomination must:
- a) be in the prescribed format and lodged with the RACDS or its Returning Officer
  - b) be authorised by the Fellow or Member nominated and contain a consent to act if elected, and such nomination shall be supported by the authorisation of a Voting Member of the College
  - c) Include a candidate statement on the prescribed form, to include 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
  - d) be received by the RACDS or its Returning Officer, as directed, at least 60 days before the Annual General Meeting of the College in the year in which the election is held

### **3. Ballot Procedures**

- 3.1 If the number of nominations for the position of 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 shall be declared elected at the Annual General Meeting.
- 3.2 If the number of nominations for the position of 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.
- 3.2 With the exception of election results, all involved parties must treat all ballot material as confidential, and no party may either directly or indirectly, divulge or communicate any such information.
- 3.3 The ballot materials shall contain:
- a) A ballot form containing, in random order as determined by the RACDS or its 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 form.
  - b) An information statement with the individual candidate statements and photographs of candidates for election. The names of candidates shall appear as: Given Names, Family Name and listed in alphabetical order by Family Name. Post-nominals, including honours, shall not be included. The names of candidates seeking re-election shall be denoted by an asterisk against their names.
- 3.4 The RACDS or its Returning Officer must arrange for the ballot materials to be served on Voting Members.
- 3.5 Electronic ballots must be conducted via a secure electronic process capable of ensuring the validity of ballots, to the satisfaction of the CEO.
- 3.6 For those members unable or unwilling to participate in an electronic ballot, the RACDS or its Returning Officer may send the ballot materials instead or additionally by post.
- 3.7 A Voting Member shall complete the voting process following the electronic voting instructions provided. For a valid hard copy vote, a tick (✓) is marked against the candidates for whom a Voting Member wishes to 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.

### **4. Validation and counting of votes**

- 4.1 The validation and counting of ballot forms may be undertaken manually, electronically or by a combination of such methods.

- 4.2 After the closing date of the ballot, the RACDS or its Returning Officer must declare invalid any ballot form that, in the reasonable opinion of the RACDS or its Returning Officer:
- a) is not personally completed by the Voting Member or cannot be authenticated
  - b) is cast by a member who is not a Voting Member
  - c) is received from a Voting Member who has previously voted in that ballot
  - d) if completed by post, does not comply with Clause 3.7 of this By-law, or
  - e) is received after the ballot's closing date

## **5. Withdrawal of candidates**

- 5.1 Candidates may withdraw their nomination at any time after the closing of the nomination period. During the election period if a candidate withdraws, their candidacy is voided and, if occurring after the service of ballot materials, the RACDS or its Returning Officer must disregard that candidate's votes.

## **6. Determination of election outcome**

- 6.1 The manner of counting votes shall be as follows: 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.

## **7. Notification of election outcome**

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 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, but not the voting details for candidates.
- 7.6 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.

# **BY-LAW 9**

## **ADVISORY COUNCIL**

This By-law for the appointment and regulation of the RACDS Advisory Council was made by the Board pursuant to Clause 8.2 of the Constitution. This version is By-law 9, created August 2020.

### **1. Role**

The Advisory Council shall:

- a) provide information and advice to the Board on a variety of issues, including but not limited to strategy and risk confronting the College
- b) provide a forum for College members to raise and discuss issues or provide feedback relevant to the College

### **2. Responsibilities**

The Advisory Council will be responsible for:

- a) providing advice to the Board on a variety of issues, including but not limited to the strategic direction of the College
- b) providing written reports to the Board on issues related to a representative group or regional area
- c) providing a forum for the College membership to engage with the Board, provide advice, input and feedback to the Board and raise issues for discussion.
- d) Acting as a resource for the Board

The Board will receive and consider in good faith any guidance and advice arising from the Advisory Council however it is not required to act on or to implement any guidance or advice from the Advisory Council.

### **3. Composition and Terms of Office**

The Advisory Council membership should aim to reflect at minimum the proportion of women who are Members, Fellows and Candidates overall at the beginning of each Advisory Council term

- a) Membership of the Advisory Council shall comprise:
  - 3.1 Registrar FRACDS(GDP)
  - 3.2 Registrar MRACDS(GDP)
  - 3.3 Registrar SDP
  - 3.4 Registrar OMS
  - 3.5 Chair, Asia Regional Committee (or nominee)
  - 3.6 Chair, NSW/ACT Regional Committee (or nominee)
  - 3.7 Chair, NZ Regional Committee (or nominee)
  - 3.8 Chair, Qld Regional Committee (or nominee)
  - 3.9 Chair, SA/NT Regional Committee (or nominee)
  - 3.10 Chair, Vic/Tas Regional Committee (or nominee)
  - 3.11 Chair, WA Regional Committee (or nominee)
  - 3.12 Chair, Board of Studies - MRACDS (GDP) (or nominee)

- 3.13 Chair, Board of Studies - FRACDS (GDP) (or nominee)
- 3.14 Chair, Board of Studies – OMS (or nominee)
- 3.15 Trainee Representative - OMS Board of Studies (or nominee)
- 3.16 Indigenous Fellow / Member / Trainee / Candidate (Māori / Aboriginal or Torres Strait Islander / other indigenous representative)
- 3.17 Recent Fellow/Member – (admitted within 3 years)\*
- 3.18 Fellow or Member of 20 years or more continuous good standing
- 3.19 College President (or Board member nominee) #
- 3.20 College Vice President (or Board member nominee) #

\*optional up to three in this category

# Observer status

- b) The Board will call for expressions of interest for members 3.16 – 3.20 and will make appointments to the Advisory Council for these members
- c) The Board will appoint one (1) of the Advisory Council members to be the Chair of the Advisory Council
- d) On the recommendation of the Advisory Council, the Board will appoint up to one (1) of the Advisory Council members to be the Deputy Chair of the Advisory Council
- e) If a member of Advisory Council becomes a Board member, their membership of the Advisory Council will automatically end
- f) Appointment of members shall be for a two (2) year period, with a maximum cumulative period of ten (10) years
- g) The Board will appoint the Advisory Council every two (2) years during the AGM in a Board Election year
- h) The term for all nominated members shall run from the conclusion of one Annual General Meeting of the College (or if they take office between Annual General Meetings of the College, the date they take office), to the conclusion of the Annual General Meeting two (2) years after the nominated member first takes office
- i) The Advisory Council shall be supported by relevant staff of the College. In particular, the CEO and when relevant, the Senior Management team shall attend meetings of the Council. Other staff members may attend on an as-required basis.

#### **4. Meetings**

The Advisory Council shall meet:

- a) face to face not more than twice per calendar year. Meetings should be conducted primarily by video-conferencing and electronic communication
- b) when requested to by the Board
- c) if approved by the Board at the request of the Advisory Council



# **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, ie 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 practise 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 practise 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**

## ***NON-VOTING MEMBERSHIP CATEGORIES***

On 7 April 2020, the Board agreed to introduce a new By-Law for two new membership categories, namely 'Affiliate' membership and 'Student' membership, in addition to the category of "Associate" membership which was introduced on 15 June 2018. The 'Associate' membership 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. The 'Affiliate' membership to be open to registered dentists from across the world. The 'Student' membership to be open to dental students in an approved University course in the Asia-Pacific region leading to registration as a general dentist.

### **ASSOCIATE MEMBERSHIP**

#### **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

## **AFFILIATE MEMBERSHIP**

### **1. RIGHTS AND PRIVILEGES**

- a. The category of Affiliate does not bestow voting rights nor the right to serve on the Board.
- b. The category of Affiliate does not bestow the use of post-nominals.
- c. The category of Affiliate does not confer any registerable qualification.
- d. Affiliate membership provides access to all other benefits provided to RACDS Fellows or Members.
- e. An Affiliate can display their membership of RACDS as 'Affiliate of RACDS'. An Affiliate cannot refer to themselves as a Fellow or Member of RACDS.

### **2. FEES**

The annual fee rate for Affiliate will be set at APPROXIMATELY one-thirds of the usual annual fee rate.

### **3. QUALIFYING CRITERIA:**

To qualify as an Affiliate of the College, an applicant must be a current registered dentist in their country of residence, and must declare that they are in good standing with that registration body.

### **4. ASSESSMENT PROCESS:**

- a. Applications for Affiliate membership are submitted to the College.
- b. The College will seek an assurance and verification of their registration to practice dentistry in their country of residence. As a due diligence check, the College ensure that they have declared that they are in good standing (or equivalent) in this jurisdiction.
- c. The RACDS staff will provide the background information to the Chief Executive Officer.
- d. The Chief Executive Officer will determine the allocation of Affiliate of RACDS
- e. The College will inform the applicant of the outcome of their submission

## **STUDENT MEMBERSHIP**

### **1. RIGHTS AND PRIVILEGES**

- a. The category of Student does not bestow voting rights nor the right to serve on the Board.
- b. The category of Student does not bestow the use of post-nominals.
- c. The category of Student does not confer any registerable qualification.
- d. Student membership provides access to some benefits provided to RACDS Fellows, Members, Associates and Affiliates.

### **2. FEES**

There is no fee payable for Student membership.

### **3. QUALIFYING CRITERIA:**

To qualify as a Student member, an applicant must be a current University student in the Asia-Pacific region, undertaking an approved dental course leading to registration as a general dentist.

### **4. ASSESSMENT PROCESS:**

- a. Applications for Student membership are submitted to the College.
- b. The College will seek verification of their current University enrolment in an approved dentistry course.
- c. The RACDS staff will provide the background information to the Director, Communications and Marketing or other Senior Management Team staff member.
- d. The Director, Communications and Marketing or other Senior Management Team staff member will determine the allocation of Student member.
- e. The College will inform the applicant of the outcome of their application



## Dates of Publication and Amendments to the College By-Laws

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