

European Dental Students' Association

RULES OF PROCEDURE

25 April 2023



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RULES OF PROCEDURE

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Preamble

1. The Association was founded on the 16th of April 2021 by executing a deed of incorporation of a foundation administered by [REDACTED FOR GDPR], civil-law notary practising in Utrecht (The Netherlands).
2. According to Article 28 of the Constitution of the Association, matters requiring further regulation may be regulated by rules of procedure, which are adopted and amended by the General Meeting.
3. The General Meeting has adopted the following Rules of Procedure on the 26 of August 2021.

Definitions

The concepts used in these Rules of Procedure are defined below:

- Alumni:
alumni as mentioned in Article 8 of the Constitution;
- Association:
the association: European Dental Students' Association (EDSA), having its statutory seat in the municipality of Amsterdam (the Netherlands), with address 1081 LA Amsterdam (The Netherlands), Gustav Mahlerlaan 3004 (ACTA), registered with the trade register under number: 82553122;
- Board of Directors:
the board of the Association, consisting (preferably) of a President, a Vice-President of External Affairs, a Vice-President of Internal Affairs, a General Secretary, a Treasurer, a Vice-President of Public Relations, a Community Manager and a President-Elect; the Board of Directors represents the Association and is responsible of the actions led by the Association;
- Committee of Delegates:
the committee of delegates of the Association as mentioned in Article 22 of the Constitution;
- Community Manager:
the community manager of the Association;

- Constitution:

the constitution of the Association as executed in the deed of incorporation of a foundation, executed on the 16th of April 2021 and as modified and/or amended by the General Meeting from time to time;
- Delegate(s):

official delegates of Full Members of the Association as mentioned in Article 20 of the Constitution, who have the right to vote in the General Meeting;
- Full Members:

Full members of the Association as mentioned in Article 6 of the Constitution;
- General Meeting:

the body of the Association as mentioned in Article 18 of the Constitution;
- General Secretary:

the general secretary of the Association;
- Honorary Lifetime Members:

Honorary lifetime members as mentioned in Article 7 of the Constitution;
- Meeting Committee:

the meeting committee as mentioned in Article 21 of the Constitution and Article 4 of the Rules of Procedure;
- Mobility Officer:

the mobility officer of the Association;

- Officers:
 - The officers as mentioned in Article 14 paragraph 2 of the Constitution;
- Policy Officer:
 - the policy officer of the Association;
- President:
 - the president of the Association;
- President Elect:
 - the president elect of the Association;
- Prevention Officer:
 - the prevention officer of the Association;
- Research Officer:
 - the research officer of the Association;
- Rules of Procedure:
 - these rules of procedure;
- Selection Committee
 - conducts research about the Honorary Lifetime Member nominees of the Association and presents their findings during the successive General Meeting;
- Supervisory Board:
 - The supervisory board of the Association as mentioned in Article 23 of the Constitution, consisting of three natural persons;
- Training Officer:

the training officer of the Association;

- Treasurer:

the treasurer of the Association;

- Vice-President of External Affairs:

the vice-president of external affairs of the Association;

- Vice-President of Internal Affairs:

the vice-president of internal affairs of the Association;

- Vice-President of Public Relations:

the vice-president of public relations of the Association;

- Volunteer Work Officer:

the volunteer work officer of the Association;

Article 1: Membership

1. Application for full membership

- a. Application for full membership shall be submitted in written form by a member of the applying organisation and sent to the Vice-President of Internal Affairs.
- b. After application for membership, the Board of Directors decides on the approval of the Full Member candidate.
- c. Applicants for full membership should send to the Vice-President of Internal Affairs:
 - i. A letter of intent signed by the students' representative,
 - ii. A certified statement by the president of the association confirming that the organisation meets the requirements of Article 6 of the Constitution,
 - iii. A current copy of internal policy documents, such as a Constitution, of the applicant's organisation in English,
 - iv. Applications for full membership as defined in Article 6 of the Constitution must also present the provided statement signed by the presidents of all the local organisations they claim to represent.
- d. The Vice-President of Internal Affairs shall notify all Full Members of the Association about the applications for membership and the resolution of the Board of Directors with regard to the approval of the Full Member candidate.
- e. After approval of the application for membership by the Board of Directors, the General Meeting decides on the admission of Full Member candidate on the first General Meeting, following the approval of the Board of Directors.

- f. If the Board of Directors does not approve the admission of the Full Member candidate as a Full Member, the General Meeting can still decide on the admission of Full Members.

2. Honorary Lifetime Members

- a. Honorary Lifetime Members are certain individuals, either current or former student from a Full Member of the Association, former Delegates of the Association or former members of the Board of Directors of the Association or other individuals who have been of exceptional and exemplary service to the Association.
- b. Three Delegates can jointly nominate an individual to be recognised as Honorary Lifetime Member.
- c. It needs to be submitted in written form to the General Secretary. The nomination of the Honorary Lifetime Member needs to be discussed during the following General Meeting.
- d. The General Meeting decides by absolute majority of votes to accept the nominee and start the selection procedure. The selection committee is appointed by the General Meeting and consists of a minimum of three Delegates from different countries of the nominees. Delegates who nominated individuals to be recognised as Honorary Lifetime Member and members of the Board of Directors cannot be one of the members of the selection committee.
- e. The selection committee does research about the nominee and presents their findings of the research during the consecutive General Meeting.
- f. The General Meeting will accept the individuals as Honorary Lifetime Members by a three-fourths majority of votes.
- g. A list of all Honorary Lifetime Members is managed by the General

Secretary. A public announcement of the Honorary Lifetime Members should be produced by the General Secretary, stored in the minutes and published on the website.

- h. Honorary Lifetime Membership will terminate according to Article 10 paragraph 1 of the Constitution. The General Meeting can terminate an Honorary Lifetime Membership only by a resolution with a three-fourths majority of votes.

3. Alumni

- a. EDSA Alumni are individuals who have been actively involved within the Association and have a role to ensure a relationship with the Association that helps it to understand its past, present and future.
- b. Individuals that are eligible to become EDSA Alumni:
 - i. Graduates, who have attended at least 2 on-site and/or online General Meetings,
 - ii. Past National Delegates,
 - iii. Past members of Board of Directors,
 - iv. Past Officers,
 - v. Past Supervisory Board members,
 - vi. Past Co-Leads,
 - vii. Honorary Lifetime Members.
- c. Any individual eligible to become EDSA Alumni may apply by filling out the application form on the website of the Association. A list of Alumni members is managed by the Training Officer.
- d. Alumni may actively take part in the Association's projects, by:
 - i. Attending General Meetings,

- ii. Offering advice and mentorship to members of the Association, including Board of Directors, Officers, and other EDSA representatives if they are asked to,
 - iii. Holding workshops and/or trainings at EDSA events and assuming other positions in EDSA activities where their professional attitude and knowledge are needed,
 - iv. Collaborating with similar European non-students associations on various projects in the best interest of the Association.
- e. Membership of Alumni terminates according to Article 10 paragraph 1 of the Constitution.

4. Rights and obligations

Honorary Lifetime Members and Alumni have no rights and obligations other than those assigned and imposed on them by or pursuant to the Constitution or the Rules of Procedure.

Article 2: Meetings

1. Spring Meeting

- a. The date and place of the spring meetings shall be proposed one year in advance and shall be finalised not later than at the General Meeting directly preceding it.
- b. The General Meeting may delegate this power to the Board of Directors if necessary. The General Secretary shall notify all members not less than ninety (90) days in advance of the opening of the spring meeting.
- c. The spring meetings are organised by a local organising committee subject to approval of the General Meeting.
- d. The spring meeting needs to be arranged according to the EDSA Meeting Guidelines, which are adopted and amended by the General Meeting and regulates the general meetings and contains internal regulations with regard to the meeting committee.
- e. If a local organising committee does not show sufficient proof of implementation of the guidelines prior to the spring meeting, the Board of Directors may propose to the General Meeting a resolution with a majority of two-thirds of votes to change the hosting city/organisation. Article 2 paragraph 1 sub b. of the Rules of Procedure applies to a resolution to change the hosting city/organisation.
- f. The spring meeting qualifies as the annual meeting as mentioned in Article 17 of the Constitution, unless the General Meeting extends the period as mentioned in Article 16 paragraph 3 of the Constitution.

2. Biennial Congress

- a. The Association shall promote a biennial congress, organised according to the EDSA Meeting Guidelines.
- b. The purpose of the congress shall be to provide a series of scientific lectures and demonstrations of subjects relevant to dental students and to provide an active social programme for the strengthening of relations between dental students, dental student organisations and countries.
- c. Applications to host the congress shall be prepared in writing for the consideration and acceptance of the General Meeting.
- d. The host association shall be responsible for financing the congress, which should be entirely self-financing, through sponsorship, through participation fees and from other grants available. In the event of a profit being made by the local organising committee it will be shared as follows: local organising committee 50% and the Association 50%.
- e. The local organising committee shall be required to present a financial report to the General Meeting during the following General Meeting.
- f. In the event of a loss being made by the local organising committee after a presentation of a financial report, the General Meeting will decide by absolute majority if the loss is going to be covered by the Association up to 50% of the loss.
- g. Additional rules for the conduct of the congress may be established from time to time by the Board of Directors in consultation with members and former members of congress committees. Any amendment of the rules are subject to ratification by the General Meeting.

Article 3: Delegates

1. Delegates

- a. Where requested, Delegates shall produce a proof of Delegate status from the Full Member they represent.
- b. In case of several Full Members in one country, the Full Members jointly appoint one Delegate according to Article 20 paragraph 3 of the Constitution.
- c. Each Delegate must fill in and agree to the Code of Conduct prior to each General Meeting.
- d. After the nomination of a new Delegate, the past Delegate must inform the Vice President of Internal Affairs by filling in the official transition document, and submitting it via electronic mail.

2. Committee of Delegates

- a. The Committee of Delegates exists of:
 - i. all Delegates;
 - ii. all members of the Board of Directors;
 - iii. all Officers;
 - iv. at least 1 member of the Supervisory Board and;
 - v. externals.
- b. Each Delegate has the right to invite one external for the Committee of Delegates from the same country as the Delegate. The Board of Directors has the right to invite an unlimited number of externals. Each external participant should be submitted to an absolute majority vote at

the beginning of the Committee of Delegates.

- c. No votes may be taken whilst externals are present at a meeting of the Committee of Delegates.
- d. The session will be closed to all other external members.
- e. The President moderates the Committee of Delegates. Meetings of the Committee of Delegates are supported by the General Secretary who will produce minutes of the meeting for the attendees.
- f. Meetings of the Committee of Delegates may be convened by the President, at least 10 working days in advance. The General Meeting may request the President for a meeting of the Committee of Delegates by a resolution taken by two-thirds of the votes.
- g. The Committee of Delegates shall ordinarily meet at least two times prior to a General Meeting.
- h. In a situation of manifest urgency, the Committee of Delegates may be summoned whenever needed, provided that a quorum of two-thirds of its voting members is guaranteed.
- i. All rules relating to the General Meeting as mentioned in Article 19 of the Constitution apply, mutatis mutandis, to the meeting of the Committee of Delegates.

3. Duties and powers of the Committee of Delegates

The Committee of Delegates has the following duties and powers:

- a. to discuss the policy of the Association, to be ratified by the General Meeting;
- b. to discuss matters of educational policy relevant to the Association;
- c. to issue reports whenever requested by any body of the Association;
- d. to resolve the establishment or participation of the Association in other

organisations governed by public or private law, whether profit driven or not;

- e. to define the cooperation of the Association with other institutions representative of the associative movement;
- f. to discuss on the creation of autonomous organs and sections;
- g. to deliberate on any matters of importance in urgent situations that manifest for the Association;
- h. to deliberate on a Delegate of a country in case of a dispute, after being given opportunity to each candidate to present their case; the ultimate decision of whom shall assume the role of the Delegate shall lie with the Supervisory Board; and,
- i. to draw up proposals to amend the Constitution.

Article 4: Meeting Committee

1. The Meeting Committee is elected by the General Meeting to conduct the discussions and voting of affairs of the General Meeting impartially.
2. The Meeting Committee consists of a chair, a vice-chair and a secretary.
 - a. The chair is the President of the Association or another person who should have the experience of either former Delegate or former member of the Board of Directors.
 - b. The vice-chair is the Vice-President of Internal Affairs of the Association or another person who should have the experience of either former Delegate or former member of the Board of Directors.
 - c. The secretary is the General Secretary of the Association or another qualified person appointed by the General Meeting. The secretary shall maintain the official roll call of the Delegates, and ensure the taking and preservation of the official minutes.
3. If there is a discussion of interpretation about the Constitution either internally within the Meeting Committee or by the General Meeting, the Supervisory Board will give their deciding interpretation.
4. It is the responsibility of the Meeting Committee to maintain the anonymity (when in the best interest of the Association; defined in Article 5 of this Rules of Procedure) and validity, as set out in the Constitution. All votes shall be stored in the Association's archives and available to Delegates upon request.
5. In the event of an individual of the Meeting Committee being unable to fulfil their elected role within the Meeting Committee for the remainder of the General Meeting, they must offer their immediate resignation to the General Meeting
6. In the event of an individual of the Meeting Committee being temporarily unable to fulfil their elected role within the Meeting Committee (e.g. the individual is standing for election within the Association or proposes, as an

individual, a motion), they must be temporarily replaced another person who should have the experience of either former Delegate or former member of the Board of Directors, for the duration of being unable to fulfil their duties only

7. The Supervisory Board will determine any additional reasons in which an individual of the Meeting Committee cannot temporarily fulfil their duties and how long for, in relation to Article 4.6)

Article 5: Voting procedure

1. Voting procedure

- a. Show of hands voting protocol.
 - i. Every vote session should start with the chair calling for the closure of the doors of the room; they should be assisted by members of the local organising committee in this process. From this moment on, no one should be allowed in or out of the room until the voting session is finished;
 - ii. A roll call should be made to determine the number of voting Delegates in the room before the voting begins;
 - iii. Upon the roll call, each Delegate should receive a voting credential. A voting credential consists of a piece of paper easily distinguishable from a distance that must be different in each General Meeting and between voting sessions. This should be used in every show of hands voting sessions as an easy and reliable way of counting and keeping track of the voting sessions;
 - iv. After the final vote of the session, the chair will give the order to the members of the local organising committee to open the

doors again.

- v. If anonymity during a vote is requested by a participant during the General Meeting, it is automatically granted and ballot voting must commence .

b. Ballot voting

- i. If a vote is held by written or electronic ballot, the counting and supervising shall be done by at least one member from the Supervisory Board and the Meeting Committee.
- ii. Balloted votes should be counted and tallied by the Meeting Committee in front of the General Meeting.

2. Motions

- a. In voting, motions shall be carried by a simple majority, unless the Constitution, the Rules of Procedure or other regulations provide otherwise.
- b. When voting, the present members of the Board of Directors should submit their votes by written ballot to the Meeting Committee whereupon the single Board of Directors vote will be announced. Absent members of the Board of Directors will have no vote. Members of the Board of Directors that are a candidate will have no vote and must not be present during vote-related discussions between other members of the Board of Directors.
- c. In the event of a tied vote during a simple majority motion, the vote of the Board of Directors is the casting vote. The members of the Board of Directors have jointly one (1) vote.
- d. In the event of a tied vote within the Board of Directors about a motion, the final vote is determined by the President.

Article 6: Order of business

1. Agenda

The order of business may be modified by the Board of Directors upon notification to the General Meeting. A Delegate or Officer of the Association may request during the General Meeting that "the order of the Agenda may be changed". Such a motion shall require a simple majority vote. Additional items may also be added to the agenda by a simple majority vote.

The Agenda for a General Meeting shall at least include:

- a. Call to order and opening of the session of the General Meeting by the President of the Association;
- b. Roll call and establishment of presence of quorum;
- c. Election of the Meeting Committee;
- d. Apologies for absence;
- e. Adoption of the agenda;
- f. New members;
- g. Adoption of the minutes of the previous meeting;
- h. Reports of the Board of Directors and Officers;
- i. Country reports;
- j. Dental politics;
- k. Project reports including mobility projects and prevention programmes;
- l. Congress report and future congresses;
- m. Magazine;
- n. Reports of the ad-hoc committees;
- o. Constitutional amendments (if planned);
- p. Future meetings;

- q. Any other business;
- r. Closing of the meeting.

2. Agenda and minutes

- a. The secretary of the General Meeting shall be responsible for taking the official minutes from the General Meeting. The secretary of the General Meeting shall be the General Secretary by default, however, any member may volunteer to take the official minutes, subject to approval by the Board of Directors.
- b. The chair shall not allow discussion on the unconfirmed minutes, except with a view to their confirmation.

3. Reports

- a. Reports, including those of the Board of Directors and other reports, and the minutes of the previous session, need to be issued to all Delegates and other persons entitled to attend to General Meetings, one week prior to the General Meeting.
- b. Reports must be approved, by a vote, by the General Meeting as a correct record. Failing such consent, the necessary amendments shall be made to the reports until approved.
- c. All reports, including those of the Members of the Board of Directors shall be presented, whenever possible, by the author. Consideration of the report shall be as follows:
 - i. Questions on the matters contained in the written report.

- ii. Direct reply by the Officer involved.
- iii. Adoption of the report.
- d. The member moving a report shall have the right to reply to discussion and debate on the report before the question is put.

4. Motions

- a. Any Delegate, Alumni, Honorary Lifetime Member, Officer and the Board of Directors members shall have the right to present motions.
- b. No motion of a Delegate shall be open for discussion until it has been seconded by another Delegate, but the proposer shall have the right to speak to the General Meeting in order to find a second Delegate. The Board of Directors may propose a motion without being seconded.
- c. No matter shall be discussed until it concerns an approved subject on the agenda, except at the discretion of the chair of the General Meeting.
- d. A Delegate may, during the General Meeting, request "urgency" of the chair for a motion not appearing on the agenda. After the Delegate has briefly stated their reason for "urgency" the chair shall, at their discretion, put the question to the General Meeting who shall only grant the request by a simple majority. The motion shall then be placed on the agenda.
- e. A motion shall only be open for discussion after the proposer and seconder have been given the opportunity to speak in support of the motion.
- f. The first proposal in any particular subject shall be known as the original motion and all succeeding actions on the subject shall be called amendments.
- g. The chair shall, upon accepting any motion, invite discussion to that

motion and shall put that motion as amended to the Meeting Committee at the termination of the discussion. The proposer of the motion or amendment has the right of reply before the motion or amendment is put. In every case, the question shall be put to the meeting from the chair immediately after the right of reply has been exercised.

- h. Every motion or amendment must be moved by a Delegate or member of the Board of Directors and seconded by a Delegate present at the meeting before they can be discussed.
- i. Time limits upon speeches shall be set, if necessary, by the chair, who shall be competent to decide when sufficient debate has taken place upon the motion, report or amendment.
- j. It is permissible for the proposer of the motion to make their speech last and conclude with a motion or amendment.
- k. Any motion or amendment, being proposed and seconded, may only be withdrawn by a simple majority of the General Meeting. By such a decision, a motion on the table may be withdrawn by the proposer, but it shall be open to the seconder or another delegate to oppose the withdrawal with some change about the motion
- l. No motion which is defeated or one which is substantially the same should be considered until the next General Meeting, unless, at the discretion of the chair, significant new information has become available or circumstances have changed substantially since its defeat.

5. Amendments

- a. An amendment must be relevant to the original motion and not stray away from the original motion but aim to refine its meaning and intent
- b. An amendment should take the form of a motion to:

- i. leave out certain words in order to add other words;
 - ii. leave out certain words or insert or add other words to the main motion;
 - iii. an amendment should be framed so that, if agreed to, it will leave the main motion intelligible and consistent with itself.
 - c. An amendment is out of order procedurally, if:
 - i. the chair rescinds, negates or destroys the original motion;
 - ii. it is not relevant to the main motion (e.g. it deals with a matter foreign to the main motion, or introduces a new proposition which should properly be the subject of a substantive motion with notice);
 - iii. it raises a question substantially the same as the one which the Association has already decided in the same General Meeting or conflicts with an amendment already agreed to;
 - iv. it is a direct negative of the original motion.
 - d. No other amendments shall be moved until the first amendment has been disposed of, but notice of further amendment may be given.
 - e. If at any time after a motion has been proposed and seconded, and before the motion is put, if a Delegate wishes they may put an amendment to that motion. Amendments may be incorporated into the motion immediately with the approval of the proposer and seconder of the motion.
 - f. The amendment must be dealt with the Board of Directors before returning to the discussion of the motion as follows:
 - i. If the amendment is carried, the discussion continues on the amended motion.
 - ii. If the amendment fails, discussion reverts to the original motion.
 - iii. If the procedural motion "this house does not revert to the previous motion" be passed, discussion reverts to the original motion and no mention of the amendment is made in the

minutes.

- g. If an amendment is carried, the motion as amended displaces the original motion and itself becomes the substantive motion, whereupon any further amendment relation to any portion of the substantive motion may be moved provided it has not been covered by an amendment or motion which has previously been rejected. After the votes on succeeding amendments have been taken, the surviving proposals shall be put to the vote as the main question, and if carried shall then become a resolution of the General Meeting.
- h. Once an amendment has been carried, the proposer of the amendment becomes the proposer of the substantive motion and has the right to reply to the debate, except they may waive their right to reply to the debate in favour of the original motion.

6. Order of precedence

- a. The chair shall allow the following procedural motions to be put when there is already a proposal on the table, in the following order of precedence:
 - i. That the motion be put now.
 - ii. That the motion be not now put.
 - iii. A motion to adjourn the matter to a later specified General Meeting.
 - iv. Next business.
 - v. A motion to refer the matter to a committee for investigation and report.
 - vi. A motion to limit debate to a certain specific period of time.

- vii. That the General Meeting should revert to the previous question.
 - viii. That the chair's ruling be challenged.
 - ix. A vote of censure of the chair.
 - x. A vote of no confidence in the chair.
 - xi. A motion for temporary adjournment.
 - xii. That the standing orders be suspended.
 - xiii. That the standing orders be resumed.
 - xiv. That the acceptance of these procedural motions shall be at a majority of those of the delegates present.
- b. If the procedural motion "that the motion be not put" has been seconded, no further discussion on the original motion shall be allowed, but a Delegate may give notice on their desire to speak further on the original motion. If the procedural motion is carried, only the proposer of the original motion under discussion shall be allowed to speak before the original motion is put to the vote.
- c. If the procedural motion to "limit debate to a certain specified period of time" is carried, the chair shall draw up a list of those wishing to make their first speech on the subject and allot each one an equal proportion of the specified period. The proposer of the original motion under discussion shall be allowed a maximum of five minutes to sum up before the original motion is put to the vote.
- d. Should any procedural motion be defeated, ten (10) minutes shall elapse before a further procedural motion may be accepted again by the chair, unless the chair is of the opinion that the circumstances have materially altered in the meantime.

7. Points of Order

- a. In addition to discussion on a motion or amendment, the chair shall allow the following points in order of precedence:
 - i. Point of order;
 - ii. Point of information.
- b. "Point of order" shall have precedence over all other business, and upon which there shall be no discussion. It may be made by a Delegate rising to their feet, catching the eye of the chair and crying "order". They must be framed as a question to the chair and be related to the conduct of the General Meeting.
- c. "Point of information" may be raised by a Delegate rising to their feet and catching the chair's eye, provided that the Delegate who is speaking signifies their intention to give way. They may consist of information offered or a question asked of the Delegate who had given way. Such questions shall only be raised while the Delegate is speaking and not after they have completed their speech.

8. Conduct of the Meeting

- a. The chair shall retain the right to have a break in the General Meeting or call for order with absolute authority. The chair shall dictate the social etiquette of the General Meeting, such as standing when speaking or raising a hand to ask to speak.
- b. When the chair interrupts the debate, any Delegate speaking or offering to speak must refrain from speaking so that the chair's words may be heard without interruption.
- c. A speaker shall direct their speech strictly to the motion or amendment under discussion. If no definite motion or amendment is under

discussion of the General Meeting, the speaker must direct their speech strictly to the point of the Agenda under discussion.

- d. No Delegate shall be allowed to speak more than once to a motion, as long as a Delegate who has not spoken on that motion desires the floor. No Delegate shall speak for longer than five minutes at one time without the permission of the chair.
- e. If two or more Delegates signify their wish to speak at the same time, precedence shall be given to the individual first noticed and acknowledged by the chair.
- f. If the chair calls the meeting to order, the speaking Delegates shall be there upon resume their seats and wait until the chair has given permission for the debate to continue before speaking.
- g. In the event of grave disorder, the chair acting on their discretion as a matter of right may declare the General Meeting adjourned and quit the chair. By that declaration no further business may be transacted before a new chair is elected.
- h. Any one or more of these orders may in case of urgency or after notice duly given, be suspended or changed at any meeting, so far as regards business at that particular General Meeting, provided that there is a two-thirds majority in favour.

9. Appendage

- a. In all affairs of the General Meeting that are not covered by this Rules of Procedure, the "Standard Code of Parliamentary Procedure" will be used as the ultimate reference.

Article 7: Board of Directors

1. Appointment

The Board of Directors are appointed by the General Meeting.

2. President

It shall be the duty of the President:

- a. to serve as the principal official representative of the Association in its relations with governments, the dental professions, dental schools, dental organisations and other international organisations;
- b. to preside at all official functions of the Board of Directors and Officers, at the opening of meetings of committees, at meetings of the Board of Directors and the congresses;
- c. to direct the work of the Board of Directors and Officers and share the responsibility of their work;
- d. to countersign the financial documents;
- e. to have a casting vote in the event of a tied vote in the internal meeting of the Board of Directors;
- f. to carry out such other duties as are assigned by the General Meeting, the Constitution, the Rules of Procedure and other regulations as custom and usage requirements of a presiding officer with the approval of the Board of Directors;
- g. to ensure that all decisions and all actions are taken in accordance with the Constitution, the Rules of Procedures, other regulations and the rule of law;

- h. to mentor the President-Elect to ensure a smooth transition to the next Board of Directors;
- i. to release a call for the elections and to organise them;
- j. after leaving office, the retiring President shall advise the Board of Directors as an assistant for one year. After the President's report is adopted, there shall be no voting regarding the President becoming an advisor (as immediate past-President); and
- k. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

3. General Secretary

It shall be the duty of the General Secretary:

- a. to serve as the secretary of the General Meeting and the Board of Directors;
- b. to ensure the taking and circulation of the official minutes of the General Meeting and the Board of Directors;
- c. to preserve and maintain the official archive of minutes;
- d. to assist the Vice-President of Internal Affairs in the management and operation of the mailing list and the Association's Google Group;
- e. to distribute the agenda and minutes of the previous meeting to all Full Members before the General Meeting;
- f. to be in liaison between the Board of Directors and the General Meeting Local Organising Committee (LOC);
- g. to represent the Association if the President is unable to attend meetings of the Board of Directors, General Meeting and other meetings;

- h. to take over the post of President in the event of the President's resignation; and
- i. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

4. Treasurer

It shall be the duty of the Treasurer:

- a. to serve as custodian of all monies and securities of the Association and to receive, hold, invest or disburse these at the direction of the Board of Directors, except as otherwise stated in the Constitution;
- b. to sign all receipts, cheques, banking instructions and other financial documents, provided that payments and withdrawals from the bank and other accounts shall not exceed the amount fixed annually by the General Meeting;
- c. to preserve and maintain the financial records of the Association;
- d. to present to the General Meeting at the end of their financial year the audited balance sheet and accounts for the year;
- e. to find the new sponsors, to sign the contracts, to communicate and maintain good relationships with the sponsors, to develop and manage a sponsoring framework, to be assisted and coordinated by the President and the General Secretary with the sponsorships;
- f. to reimburse office-bearers' expenses only in accordance with the procedures outlined in the Travel Policy, ensuring that all requirements are met before reimbursements are made;
- g. to manage the Association's Support Fund and prepare a summary of the credentials of the applicants;
- h. to monitor the Local Organising Committee's (LOC's) provisional

budget and finances and to collaborate with the LOC to ensure compliance with the Association's financial policies. While the EDSA Treasurer will offer guidance and support as needed, the LOC will primarily manage their budget;

- i. to be subject to external audit once every fiscal year; and
- j. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

5. Vice-President of Internal Affairs

It shall be the duty of the Vice-President of Internal Affairs:

- a. to be responsible for the coordination and supervision of the Officers;
- b. to assist the President in the coordination of other members of the Board of Directors;
- c. to report about the department of Internal Affairs to the Board of Directors;
- d. to help maintain the contact with the Delegates together with the General Secretary if needed;
- e. to maintain and take initiatives on changes to the Rules of Procedures and Constitution, alongside the Board of Directors;
- f. to prepare the agenda for General Meetings, Committee of Delegate meetings together with General Secretary and President;
- g. to prepare motions on behalf of the Board of Directors, with the assistance of the Board of Directors and Officers;
- h. to administer the mailing list, Association's Google Group and WhatsApp Group, to ensure the proper execution of projects and processes of the Association;
- i. to be up-to-date with EU Data Protection Laws including, but not limited

to, EU GDPR;

- j. to communicate, alongside the President, with any legal teams such as lawyers;
- k. to supervise projects of the Association that are focused on internal matters (capacity building, continuity, etc.)
- l. to contribute to the management of communications between Delegates and the Board of Directors;
- m. to seek out new members for the Association and maintain communications with prospective Full Members; and
- n. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

6. Vice-President of External Affairs

It shall be the duty of the Vice-President of External Affairs:

- a. to assist the President in the representation to governments, the dental professions, dental schools, dental organisations and other international organisations;
- b. to enrich the Association's strategy and activities by providing an insight based on the interaction with partner organisations;
- c. to carry out other such duties as assigned by the General Meeting, the Board of Directors, the Constitution, the Rules of Procedure as are required of an member of the Board of Directors holding the post of Vice-President of External Affairs;
- d. to inform Delegates regarding external representations of the Board of Directors and Officers monthly;
- e. to be responsible for maintaining contacts with affiliate associations and

- developing new synergies;
- f. to be responsible for the coordination of Memorandum of Understandings with partner associations;
- g. to be responsible for the coordination of representation of the Association and advocacy activities;
- h. to be responsible for coordinating the EDSA Survey Group; and
- i. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

7. Vice-President of Public Relations

It shall be the duty of the Vice-President of Public Relations:

- a. to edit, arrange and make the Association's Magazine twice per year
- b. to edit and publish the Association's newsletter at least 4 times in a year;
- c. to administer the website and ensure its relevance to external stakeholders
- d. to edit, arrange and make the webpage outline;
- e. to select and proofread all final material for the webpage;
- f. to ensure that fundamental documents of the Association are available online and readily accessible;
- g. to maintain the correspondence with the webpage host;
- h. to assist the President and the Vice-President of External Affairs in their relations to governments and official bodies, notably by arranging press releases;
- i. to develop and enforce a communication strategy aimed at reinforcing the external influence of the Association and its members
- j. to ensure that fundamental documents of the Association are available online and readily accessible;

- k. to select and proofread final material for materials of the Association; to maintain the correspondence with publishers of resources of the Association (magazine, newsletter, website);
- l. to carry out such other duties as are assigned by the General Meeting, the Board of Directors, the Constitution, the Rules of Procedure and other regulations as appertain to the position of Vice-President of Public Relations; and
- m. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

8. Community Manager

It shall be the duty of the Community Manager:

- a. to operate all social media accounts of the Association in collaboration with other members of the Board of Directors;
- b. to animate the network of the Association's members and to ensure the diffusion of relevant information to them;
- c. to interact with other organisations and stakeholders on social media;
- d. to develop the digital influence and identity of the Association;
- e. to operate the research platform in collaboration with the Scientific Officer;
- f. to maintain contact with Delegates and broadcast information and documents as requested by other members of the Board of Directors using social media platforms and the mailing list;
- g. to make suggestions on the visual identity of association materials;
- h. to carry out such other duties as are assigned by the General Meeting, the Board of Directors, the Constitution, the Rules of Procedure and other regulations as appertain to the position of Community Manager;

and

- i. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

9. President Elect

It shall be the duty of the President Elect:

- a. the President Elect shall join the Board of Directors after election during the General Meeting;
- b. to job-shadow the President and other members of the Board of Directors in their relevant activities;
- c. to introduce themselves to partner organisations and sponsors;
- d. to develop a general policy for the term to come and submit it during the General Meeting following the election as President Elect; and
- e. to submit annually a written report on their activities on behalf of the Association during their period of office, and their recommendations to the General Meeting.

10. Positions not fulfilled

- a. If one position within the Board of Directors is not fulfilled during the election process by the General Meeting, it is merged with the position immediately before, following the order stated in this Article of the Rules of Procedure. This would be valid for the full prospective term, with the exception of President Elect.
- b. In the event that a President Elect is not elected, the role of President would be open for application at the General Meeting, where the elections of the other positions of the Board of Directors shall take place

Article 8: Officers

1. Appointment

The Officers are appointed by the General Meeting.

2. Policy Officer

It shall be the duty of the Policy Officer:

- a. to be responsible for the coordination of the policy work of the Association;
- b. to coordinate the creation of policy documents for the Association;
- c. to ensure the alignment of the Association's policy documents and the Association's core aims;
- d. to work with the officials of the Association to:
 - i. ensure appropriate representation of Delegates in the policy making process; and
 - ii. ensure that the policies are well advocated among partners and stakeholders.
- e. to maintain and update the Association's biennial Policy Plan;
- f. to feedback from the meeting committee to the members of the Board of Directors of the Association;
- g. to promote the spread of knowledge regarding policy-making among Delegates; and
- h. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

3. Mobility Officer

It shall be the duty of the Mobility Officer:

- a. to prepare materials for the Mobility project promotion and send it to all Delegates (presentations, brochure, etc.);
- b. to contact Delegates, whose countries do not participate in Mobility projects and motivate them to participate;
- c. to request participants to sign the Mobility Project contract when making an exchange;
- d. to delegate members for promoting Mobility projects in their associations;
- e. to ask for feedback from students who have participated in Mobility project; and
- f. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

4. Research Officer

It shall be the duty of the Research Officer:

- a. to promote research amongst members of the Association;
- b. to create research-oriented projects for members of the Association;
- c. to develop and supervise the collaboration between the Association and scientific organisations;
- d. to coordinate the Lecture Competition that takes part during the Association's Meeting
- e. to edit and publish a scientific newsletter (Research Update) at least 6 times in a year; and
- f. to submit biannually a written report on their activities on behalf of the

Association during their year of office, and their recommendations to the General Meeting.

5. Prevention Officer

It shall be the duty of the Prevention Officer:

- a. to be responsible for pursuing new prevention-oriented projects within the Association;
- b. To promote and encourage the Association's members to take part in or organise prevention projects;
- c. To inform Delegates about the upcoming prevention events;
- d. to be responsible for the online and onsite prevention and oral-health promotion projects; and
- e. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

6. Training Officer

It shall be the duty of the Training Officer:

- a. to look for more projects with training purposes in the future;
- b. to supervise the training program of the Association's meetings by sending the registration form and evaluation form to the participants and allocating them to the meeting sessions;
- c. to coordinate the Standing Committees during the Association's meeting;
- d. to operate external/interprofessional cooperation and collaborative training programmes;

- e. to lead the EDSA Alumni Network; and
- f. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

7. Volunteer Work Officer

It shall be the duty of the Volunteer Work Officer:

- a. to design resource-efficient and sustainable volunteer projects respecting strictly the Association's volunteer project protocol;
- b. to take care of the fundraising and attaining finances (including sponsorship) for the projects;
- c. to raise awareness for the projects and do use all promotion channels that are possible with the help of the Association's volunteer project protocol;
- d. to delegate and coordinate the tasks between the members of the project;
- e. to assist the national/local associations to create resource-efficient and sustainable volunteer projects with the help of the Association's volunteer project protocol; and
- f. to submit biannually a written report on their activities on behalf of the Association during their year of office, and their recommendations to the General Meeting.

Article 9: Assistants (Co-leads)

1. Each person of the Board of Directors and Officers have the power to appoint assistants, also referred to as "Co-leads", as deemed necessary.
2. The members must publicly express their call for recruitment for Co-leads so that the opportunity can be shared in a way that is equal

and inclusive to the whole community.

3. The member withholds the power to decide which profile will be more adapted for the task.
4. The recruitment of co-leads shall be communicated via the newsletter and social media.

Article 10: Conflicts of Interest

1. A conflict of interest exists where any representative of the Association has a personal interest that could improperly influence the performance of his or her duties as a representative.
2. Representatives of the Association are expected to put the interests of the Association first.
3. The President must be advised of any potential conflicts to be able to manage the situation as effectively as possible alongside the Supervisory Board.
4. Should any undeclared conflicts of interest arise that have not been declared, the representative may face disciplinary action decided by the Supervisory Board.

Article 11: Political Neutrality

1. The representatives of the Association may maintain engagement, membership or active support of a political party, however noting the Association remains apolitical.
2. The Board of Directors and Officers must be mindful of joining any public platform or engaging in any public debate that may associate their private opinions with those of the Association.
3. Should any concerns arise, the representative may face disciplinary action decided by the Supervisory Board.

Article 12: Sub-committees

The Board of Directors may establish the following sub-committees:

- a. Ad-hoc committees; consisting of a minimum of three (3) Delegates and a maximum of six (6) Delegates which shall consider specific matters assigned to them. The ad-hoc committees shall work until their task is completed and must present a report to the Board of Directors after each committee meeting during their time of operation. On presentation of the final report, the ad-hoc committee shall be disbanded. The Board of Directors may decide to grant power of attorney to a member of the ad-hoc committee to represent the Association on official duties and to hold a specific title during the representation. A chair of the committee may be appointed by the Board of Directors.
- b. Task force: consisting of a minimum of three (3) Delegates which shall consider specific matters assigned to them. The task force shall work until their task is completed and must present a report at each General Meeting during their time of operation. On presentation of the final report, the task force shall be disbanded. The Board of Directors may decide to grant power of attorney to a member of the task force to represent the Association on official duties and to hold a specific title during the representation. A chair of the committee may be appointed by the Board of Directors.

Article 13: Expenses

1. All expenses of the Board of Directors, the Supervisory Board or any sub-committees are to be discussed and agreed upon by the Board of Directors. This is to be presented by the Treasurer of the Association and voted in the General Meeting.
2. If the Board of Directors cannot be consulted on short term, all financial transactions must be approved at least by the President and Treasurer.

Article 14: Publications

1. EDSA Magazine

The official magazine of the Association is the EDSA Magazine. It shall be published at least two (2) times per year. Should the magazine have a contract with a particular publishing company, the terms of the agreement on the publication of the magazine will be laid down in a contract with the particular publishing company, the only recommendation being:

- it should be published at no cost to the Association if possible;
- the Association provides the editor;
- the Board of Directors have ultimate control over the publication of articles;
- the magazine should be open access and be published on the EDSA website and optionally printed to EDSA meeting participants and sponsors;
- all articles should be written voluntarily; and
- the publishing contract shall be made available to all Delegates on request, if one has been made.

2. Newsletter

The Newsletter shall be a short bulletin to be written by a member of the Board of Directors informing all Delegates of what has been happening within the Association between General Meetings. It shall be published at least once between two General Meetings.

Article 15: Support Fund

1. The Treasurer has the duty to reserve a part of EDSA funds for a Support Fund. It is up to the Treasurer to propose the amount allocated to the Support Fund for the current financial year. It is decided with the approval of the Board.
2. This Support Fund can be used totally or partially, to help students attending EDSA meetings.
3. The Support Fund may only be used to cover congress fees (registration), partially or totally. Pre-congress or post-congress fees cannot be covered by the Support Fund. Travel fees may not be covered by the Support Fund.
4. The Support Fund can be allocated from none to several people (here called supported students). The decision on the number of supported students falls under the remit of the Treasurer.
5. The eligible applicants are undergraduate dental students from a country member of EDSA. However, they do not need to be part of any association, member or not of EDSA.
6. The applicant shall ask within 2 weeks after the announcement of the meeting. Application is done by filling in the Support Fund Form.
7. The Support Fund Form for applying has to be communicated by EDSA, along with any communication material concerning the next General Meeting.
8. The Support Fund has to contain any contact information or details needed concerning the procedure.
9. Before applying, they have to prove that they had previously asked for another financial support, from their university for example.
10. The Support Committee is composed of the EDSA Board (Board of Directors and SupBo), and will be supervised by the Treasurer.
11. Additional documents (such as letter of intent or proof of previously-submitted requests) supporting the applicant's request may be asked by the Support Committee. These should be submitted to the EDSA Treasurer.
12. The supported student will be anonymously chosen by the Support Committee, the Treasurer is in charge to keep anonymity on documents

provided even inside the Support Committee.

13. All documents must be submitted in English language, either official or unofficial translations. The Support Committee might require proof of official documents in the original language.

14. This support can be offered to one individual once in a lifetime, and not more than one for one country and one meeting.

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