



BY-LAWS

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ARTICLE I - NAME	3
ARTICLE II - LEGAL HEADQUARTERS	3
ARTICLE III - OBJECTIVES	3
ARTICLE IV - MEMBERS	4
ARTICLE V - COUNCIL AND COUNCIL MEETINGS	6
ARTICLE VI. BOARD OF DIRECTORS	7
ARTICLE VII - BUDGETS AND ACCOUNTS	9
GENERAL DISPOSITIONS	10

1 **ARTICLE I - NAME**

2
3 The international Association shall be known as “The International Association of
4 Paediatric Dentistry” (IAPD), hereafter in this text, also as “the Association”.

5
6 **ARTICLE II - LEGAL HEADQUARTERS**

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8 The Association headquarters is located in Genève. The Association headquarters
9 can only be changed in accordance with the Constitution Article II.

10
11 **ARTICLE III - OBJECTIVES**

12
13 The objectives are stated in the Constitution under Article 3.

- 14
15 1. The Biennial IAPD Congress should be held, whenever possible, on alternate
16 years. Special or additional scientific meetings may be held at the discretion of
17 the Board.
- 18
19 2. The country, in which the Biennial IAPD Congress is to be held, shall be decided
20 by the Board of Directors on the recommendations of the Congress Site
21 Selection and Coordination Committee, and subsequently ratified by the
22 Council.
- 23
24 3. The Biennial IAPD Congress shall not be held in the same country on
25 successive occasions and due consideration should be given to ensure an
26 equitable geographic distribution. The National-Member Society acting as host
27 shall abide by the IAPD Congress Guidelines.
- 28
29 4. The responsible National-Member Society is obliged to consult the Board of
30 Directors from time to time in matters relating to the organization, content, and
31 objectives of the Congress, and to adhere to all Board of Directors' requirements
32 as laid down in the IAPD Congress Guidelines.

33

34 **ARTICLE IV - MEMBERS**

35

36 **a) National-Member Societies**

37

38 1. Application for full membership shall be made in writing on the appropriate form
39 to the Secretary General at least 60 days before a Council Meeting. Applications
40 are subject to ratification by the Board of Directors at its next meeting and shall
41 then be presented to Council for voting.

42

43 2. Membership and dues commence when the applicant is approved by Council.

44

45 3. A nation can be represented by only one National Society or Section. If a nation
46 has more than one Paediatric Dental Society, it is necessary for those national
47 groups to decide which Society will be the National-Member Society of the
48 International Association of Paediatric Dentistry.

49

50 4. A National-Member Society whose dues are two years in arrears must be
51 notified of this in writing by the Secretary General. If the National-Member
52 Society fails to meet their dues commitment, it shall be reported to the Board
53 and Council. Unless there is an unusual circumstance, the Secretary General
54 should recommend to Council that the National-Member Society shall cease to
55 be a member. Debts shall not be written off by the termination of membership.

56

57 **b) Individual Members**

58

59 Individual members must possess a recognised dental qualification in their
60 country of residence. Application may be done electronically through the IAPD
61 Website and/or IAPD secretariat. Only an individual member may hold a Board
62 or committee position or be a voting delegate to the Council or nominate a
63 member for election to the Board of Directors on behalf of a National-Member
64 Society.

65

66 **c) Honorary Members**

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

75
76 **d) Senior Members**

77
78 Senior membership may be conferred to an individual member who is retired,
79 attained the age of 65 years and no longer working within private practice,
80 university, or hospital. Senior members are entitled to a 50% discount on their
81 annual membership subscriptions and a 50% discount on Congress
82 registrations. To obtain a senior membership, members must apply in writing to
83 the Secretariat.

84
85 **e) IAPD Supported Members**

86
87 Membership in this category applies to those applying for IAPD individual
88 membership from low-income nations. The list of nations eligible for IAPD
89 support shall be determined annually and is based upon World Data Bank. IAPD
90 supported members shall be entitled to a 50% reduction in annual membership
91 subscriptions and a 50% discount on congress registrations. Supported
92 Membership is confirmed by the Secretariat.

93
94 **f) Postgraduate Student Members**

95 Those in postgraduate university or hospital programs in paediatric dentistry are
96 entitled to a 50% discount on biennial membership and a 50% discount on
97 Congress registrations limited to two biennial congresses. To obtain a biennial
98 student membership, a written application to the Secretariat is required. A letter
99 is also required from the applicant's program Director. This may also apply to

100 undergraduate dental students when a letter of explanation is provided to the
101 Secretary General by the Dean of the dental school or the Chair of Paediatric
102 Dentistry.

103
104 **f) Affiliate Members**

105
106 Applications by organizations and Associations for Affiliate Membership shall be
107 made in writing to the IAPD secretariat. Such applications shall be accompanied
108 by the constitution of the organisation and documents attesting to the legal and
109 professional status of the organisation. The application shall be approved by
110 the Board and then be submitted to Council for ratification. Affiliate Members
111 shall be elected by approval of a two-thirds majority of those present and voting
112 at the Council. Affiliate Members' representatives may attend Council as
113 observers; however, they shall not be eligible to vote.

114
115 Membership for all the above categories except for honorary membership shall
116 commence after payment of the first annual subscription following acceptance
117 of the application.

118
119 **ARTICLE V - COUNCIL AND COUNCIL MEETINGS**

120
121 1. The Council shall consist of one voting Delegate representing each National-
122 Member Society. A National-Member Society may nominate an alternate
123 delegate who only votes if the Delegate is absent. Only individual members in
124 good standing may vote in Council.

125
126 2. Nominations for representatives and alternate representatives to the Council
127 should be made in writing by the National-Member Society and sent to the
128 Secretariat at least 60 days prior to the next Council Meeting and forwarded by
129 the Secretariat to all the Council Members 30 days before the Meeting.

130
131 3. The review of the activities of the Association shall be presented by the
132 President and the Secretary General. The review shall be published for the

133 general membership of the Association in the Newsletter of the Association. The
134 President may appoint an independent expert on parliamentary procedures
135 who shall serve at the discretion of the Council for the duration of that meeting.

- 136
- 137 4. The meeting shall proceed under common rules of accepted parliamentary
138 procedure.

139

140 **ARTICLE VI. BOARD OF DIRECTORS**

- 141
- 142 1. At least 6 months prior to a Congress, the Chair of the Nominations Committee
143 will contact Board members recommended by the President for an additional
144 term (exceptions are the President, Past President and President Elect) to
145 determine their interest in continuing the Board. Advertisement by way of the
146 Website, Journal, and letters to National-Member Societies should commence
147 following this determination and not later than 4 months prior to the Congress,
148 indicating the Board vacancies, application procedure and closing date for
149 nominations.

- 150
- 151 2. Nominations for membership of the Board of Directors may be made either by a
152 National Member Society and supported by a second National-Member Society
153 or may be proposed by the IAPD Board of Directors and supported by two
154 National-Member Societies. Every effort should be made to have the Board of
155 Directors represent different nations.

- 156
- 157 3. The submission of the nomination materials should be sent to IAPD Secretariat
158 at least 60 days before a Council Meeting and distributed to Secretary General,
159 President and Chair of the Nominations Committee.

- 160
- 161 4. Nominations for new Board members should be made on the Association's
162 nomination form and should include the following information and be supported
163 by the appropriate documentation. The candidate's name and the position for
164 which the nomination is made. A 250-word summary of the candidate's
165 curriculum vitae which outlines their professional background. A nominating

166 letter from a National-Member Society or from the Board of Directors which
167 should include a statement that the person nominated has a sufficient
168 knowledge of and ability to communicate in English, to contribute effectively to
169 the work of the Board of Directors of IAPD. A seconding letter of endorsement
170 from at least one other National-Member Society. If the nomination is made by
171 the IAPD Board of Directors, two seconding National-Member Societies are
172 required as noted in VI.2. The candidate should be an IAPD individual member
173 and showed interest in IAPD activities.

174
175 5. Existing Board members eligible for re-election do not require re-nomination by
176 National-Member Societies. They require, however, a simple nomination by the
177 President of the Board. They must indicate in writing their willingness to serve
178 another term.

179
180 6. If there is no National-Member or Board nominations at the deadline, the
181 Nomination Committee may make a nomination, however, the nomination must
182 be supported by two National-Member Societies.

183
184 7. If there is more than one nomination for each position, the Nominations
185 Committee shall present a list of candidates in order of preference. The
186 Committee must present a written report at the Board meeting prior to the
187 Council meeting.

188
189 8. The Nominations Committee proposal shall be considered by the Board who
190 may modify the order of merit by a majority, closed ballot vote. The Board
191 President shall vote only in case of a tie.

192
193
194 9. The Board shall submit its final proposal to the Council for approval. The written
195 Nominations Committee report also may be presented.

196
197 10. The election of the Board of Directors shall be the final item of the agenda of the
198 Council Meeting coinciding with the Biennial Congress.

200 11. The Board of Directors' list of nominations should be submitted to the Council
201 Meeting to be approved by a simple majority.

202
203 12. The President shall conduct all the proceedings of the Association and shall
204 interpret the applications of the Constitution and By-laws. In the absence of the
205 President, the President's duty shall fall to the Immediate Past President, or if
206 unavailable, to a member of the Board of Directors chosen from among
207 themselves.

208
209 13. If a vacancy or vacancies occur with the term of Board members, the Board of
210 Directors shall decide on issues related to the management of the duties and
211 privileges associated with the vacancy of the position.

212 213 **ARTICLE VII - BUDGETS AND ACCOUNTS**

214
215 1. Dues of National-Member Societies: The biennial dues to the Association shall
216 be based on the total membership of the National Association in accordance
217 with the number of members of each National-Member Society. Dues are
218 calculated from 0-50 members, 51-100 members, or 101+ members. For IAPD
219 supported nations, there is a basic flat fee as determined by the Board. IAPD
220 Secretariat should be contacted for actual dues.

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

222
223 These dues may be determined and amended at the discretion of the Board and
224 ratified by a simple majority vote at the next Council Meeting.

225
226 Dues of Individual, Senior, Post Graduate Students, IAPD Supported, and
227 Affiliate Members shall be as determined by the Board and ratified by a simple
228 majority vote at the next Council Meeting (see Art. IV - b to f). Honorary Members
229 do not pay dues.

230
231 2. Dues shall be payable within 30 days of the expiration date, after which all
232 member privileges and benefits will be suspended.

233

234 3. The Membership Committee shall identify the countries that shall be entitled to
235 the IAPD Supported membership on annual basis. The Secretariat shall inform
236 those nations eligible for IAPD Supported membership upon application and/or
237 membership renewal date.

238

239 4. The scientific journal is provided gratis to Honorary members and is included in
240 the Membership fee for Individual and Senior members. Each National-Member
241 Society shall receive a journal copy which is part of their membership fees.

242

243 5. All bank accounts require 2 signatures. These will be the Secretary General,
244 President, or Immediate Past President.

245

246 **GENERAL DISPOSITIONS**

247

248 1. In all administrative matters the text is given in English.

249

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

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