



**IAPD**  
International Association  
of Paediatric Dentistry

# BY-LAWS

Amended and passed by Council 7/6/1987

Additional Amendment (Title and Composition of Board of Directors) Passed by Council Athens - 31/5/1989

Amendment Article VI.5 and VII.1

Passed by Council Kyoto 27/9/1991

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General Amendments

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General Amendments

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General Amendments

Passed by Council – Seoul 12/6/2013

General Amendments

Passed by Council – Glasgow 01/7/2015

General Amendments

Passed by Council – Santiago 04/10/2017

General Amendments

Passed by Council - Cancun 03/07/2019

General Amendments

Passed by Council – Geneva (ZOOM) 09/06/2021

General Amendments

Passed by Council – Maastricht 14/06/2023

# **BY-LAWS**

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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**

7  
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**

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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 2 months before Council. If application is  
44 refused by the Council, a refund will be provided.

45

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

50

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

57

58 **b) Individual Members**

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

66

67 **c) Honorary Members**

68

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

76

77 **d) Senior Members**

78

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

85

86 **e) IAPD Supported Members**

87

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

94

95 **f) Postgraduate Student Members**

96 Those in postgraduate university or hospital programs in paediatric dentistry are  
97 entitled to a 50% discount on biennial membership and a 50% discount on  
98 Congress registrations limited to two biennial congresses. To obtain a biennial

99 student membership, a written application to the Secretariat is required. A letter  
100 is also required from the applicant's program Director.

101  
102 **f) Affiliate Members**

103  
104 Applications by organizations and Associations for Affiliate Membership shall be  
105 made in writing to the IAPD secretariat. Such applications shall be accompanied  
106 by the constitution of the organisation and documents attesting to the legal and  
107 professional status of the organisation. The application shall be approved by  
108 the Board and then be submitted to Council for ratification. Affiliate Members  
109 shall be elected by approval of a two-thirds majority of those present and voting  
110 at the Council. Affiliate Members' representatives may attend Council as  
111 observers; however, they shall not be eligible to vote.

112  
113 Membership for all the above categories except for honorary membership shall  
114 commence after payment of the first annual subscription following acceptance  
115 of the application.

116  
117 **ARTICLE V - COUNCIL AND COUNCIL MEETINGS**

118  
119 1. The Council shall consist of one voting Delegate representing each National-  
120 Member Society. A National-Member Society may nominate an alternate  
121 delegate who only votes if the Delegate is absent. Only individual members in  
122 good standing may vote in Council.

123  
124 2. Nominations for representatives and alternate representatives to the Council  
125 should be made in writing by the National-Member Society and sent to the  
126 Secretariat at least 60 days prior to the next Council Meeting and forwarded by  
127 the Secretariat to all the Council Members 30 days before the Meeting.

128  
129 3. The review of the activities of the Association shall be presented by the  
130 Secretary General. The review shall be published for the general membership  
131 of the Association in the Newsletter of the Association. The President may

132 appoint an independent expert on parliamentary procedures who shall serve  
133 at the discretion of the Council for the duration of that meeting.

- 134
- 135 4. The meeting shall proceed under common rules of accepted parliamentary  
136 procedure.

137

138 **ARTICLE VI. BOARD OF DIRECTORS**

- 139
- 140 1. At least 6 months prior to a Congress, the Chair of the Nominations Committee  
141 will contact Board members recommended by the President for an additional  
142 term (exceptions are the President, Past President and President Elect) to  
143 determine their interest in continuing the Board. Advertisement by way of the  
144 Website, Journal, and letters to National-Member Societies should commence  
145 following this determination and not later than 4 months prior to the Congress,  
146 indicating the Board vacancies, application procedure and closing date for  
147 nominations.

- 148
- 149 2. Nominations for membership of the Board of Directors may be made either by a  
150 National Member Society and supported by a second National-Member Society  
151 or may be proposed by the IAPD Board of Directors and supported by two  
152 National-Member Societies. Every effort should be made to have the Board of  
153 Directors represent different nations.

- 154
- 155 3. The submission of the nomination materials should be sent to IAPD Secretariat  
156 at least 60 days before a Council Meeting and distributed to Secretary General,  
157 President and Chair of the Nominations Committee.

- 158
- 159 4. Nominations for new Board members should be made on the Association's  
160 nomination form and should include the following information and be supported  
161 by the appropriate documentation. The candidate's name and the position for  
162 which the nomination is made. A 250-word summary of the candidate's  
163 curriculum vitae which outlines their professional background. A nominating  
164 form from a National-Member Society or from the Board of Directors should

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

172

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

177

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

181

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

186

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

190

191

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

194

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

197



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

200  
201 12. The President shall conduct all the proceedings of the Association and shall  
202 interpret the applications of the Constitution and By-laws. In the absence of the  
203 President, the President's duty shall fall to the Immediate Past President, or if  
204 unavailable, to a member of the Board of Directors chosen from among  
205 themselves.

206  
207 13. If a vacancy or vacancies occur with the term of Board members, the Board of  
208 Directors shall decide on issues related to the management of the duties and  
209 privileges associated with the vacancy of the position.

210  
211 **ARTICLE VII - BUDGETS AND ACCOUNTS**

212  
213 1. Dues of National-Member Societies: The biennial dues to the Association shall  
214 be based on the total membership of the National Association in accordance  
215 with the number of members of each National-Member Society. Dues are  
216 calculated from 0-50 members, 51-100 members, or 101+ members. For IAPD  
217 supported nations, there is a basic flat fee as determined by the Board. IAPD  
218 Secretariat should be contacted for actual dues.

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

220  
221 These dues may be determined and amended at the discretion of the Board and  
222 ratified by a simple majority vote at the next Council Meeting.

223  
224 Dues of Individual, Senior, Post Graduate Students, IAPD Supported, and  
225 Affiliate Members shall be as determined by the Board and ratified by a simple  
226 majority vote at the next Council Meeting (see Art. IV - b to f). Honorary Members  
227 do not pay dues.

228  
229 2. Dues shall be payable within 30 days of the expiration date, after which all  
230 member privileges and benefits will be suspended.

231

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

236

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

240

241 5. All bank accounts require 2 signatures. These will be the Secretary General,  
242 President, or Past President.

243

#### 244 **GENERAL DISPOSITIONS**

245

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

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248 2. In Council Meetings the spoken language is English. Each National-Member  
249 Society has a responsibility to procure the necessary translations..

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