

CONSTITUTION

INTERNATIONAL ASSOCIATION FOR DISABILITY AND ORAL HEALTH

1. NAME

The name of the organisation shall be the International Association for Disability and Oral Health. It shall also be known by the initials IADH.

2. AIMS

The aim of the Association is to improve the oral health of people with disabilities.

3. OBJECTIVES

- a. To develop and improve international communication among those involved in the oral health care for people with disabilities; including but not necessarily limited to those with conditions arising from the consequences of aging, developmental and acquired disorders that limit function intellectually, mentally, medically, physically, sensorily or socially, hereinafter described as a disabling condition.
- b. To encourage development in research, scholarship, education and treatment in oral health care for people with disabling conditions.
- c. To act as a forum for the exchange and dissemination of information in the area of oral health care for people with disabling conditions and to represent this area of activity at national and international organizations such as (but not limited to) the Federation Dentaire Internationale (FDI) and the World Health Organization (WHO)
- d. To encourage related health and other professions to cooperate with oral health care providers in contributing to the total health care of people with disabling conditions as well as family members and other care givers.
- e. To initiate the support and advancement of teaching and education for all health and related disciplines in oral health care for people with disabling conditions.
- f. To conduct activities in a non-profit manner for the benefit of the oral health of people with disabling conditions.
- g. To act as advocates in ensuring optimum oral health for all people with disabling conditions.

4. ORGANIZATION

- a. The governing body of the IADH consists of a Council representing active organizational members as defined below.
- b. The IADH is administered by an Executive consisting of officers elected by and responsible to the Council as defined below.
- c. The IADH is officially represented by the President and Secretary or their designees as appointed by the Executive.
- d. The office of the IADH is located in the country of the Secretary.
- e. Generally bank accounts are located in the same country as the Treasurer but nothing should preclude the location of bank accounts in a different country

- than the Treasurer as long as the country is among those represented on Council and there are no legal barriers to such a situation.
- f. The official language of the Association shall be English.
 - g. The IADH shall conduct an official scientific and educational session biennially which shall be called a Congress. The title of the Congress shall include the successive number of the session and be known as the Congress of the International Association for Disability and Oral Health.
 - h. The IADH shall conduct a general members' forum at each biennial session.
 - i. The Council shall meet at each biennial session.
 - j. The Executive shall meet at each biennial session and at other times as determined by the Executive of the IADH based on the needs of the organization.
 - k. The business year of the Association shall be the calendar year.

5. MEMBERSHIP AND DUES

a. TYPES OF MEMBERSHIP

There will be five types of memberships:

- (1) Organizational Membership is designated for official organizations such as academies and associations with a primary purpose devoted to oral health care for people with disabling conditions. Individual members of these organizations are members of the IADH provided dues as set forth below are paid by the member organization.

Application for organizational membership shall be made of the Secretary in writing and approved by the Executive. Organizational members shall have the right to membership on the Council with the right to vote as further defined in the section on the Council below. Representatives of organizational members serving on the Council with voting rights shall have the right to hold office on the Executive.

- (2) Individual Membership is designated for all persons with an interest in oral health care for people with disabling conditions. Application for individual membership shall be made to the Secretary in writing. Individual members have no voting rights but can participate fully in the activities of the Council.
- (3) Affiliate Organizational Membership is designated for official academies and associations devoted to the related care, education or service for people with disabling conditions. Application for affiliate organizational membership shall be made to the Secretary in writing and approved by the Executive. Affiliate organizational members shall have the right to participate in Council meetings but no right to vote.
- (4) Honorary Life Membership is reserved for individuals who have provided significant contributions to oral health care for people with disabling conditions by research, scholarship, education and/or service upon recommendation by the Executive and approved by the Council. Nomination for membership shall be made by the Executive or by an organizational or individual member to the Secretary in writing. Honorary members shall have the right to participate in Council meetings but have no right to vote.

- (5) Patron of the IADH is an honorary membership category for individuals who have provided significant contributions to the field of oral health care for people with disabling conditions. A Patron is not generally involved in a clinical or academic position of providing health care for this population. Nomination for membership shall be made by the Executive or by an organizational, affiliate organizational or individual member to the Secretary in writing and approved by the Council. Patrons shall have the right to participate in Council meetings but have no right to vote.
- b. **REVOCATION OF MEMBERSHIP:** Should any member or group take an action that is contrary to the interests of the Association that member or group may have membership suspended by the Executive. This suspension must be confirmed by the Council at its next regular meeting. Expulsion from membership requires a two-thirds majority of voting members present at Council.
- c. **DUES**
 - (1) Active organizational members will pay annual dues based on the size of the individual membership of the organization. Dues will be determined by the Council of the IADH
 - (2) Individual members will pay annual dues as determined by the Council of the IADH
 - (3) Affiliated organizational members will pay annual dues as determined by the Council of the IADH
 - (4) Honorary Life Members are exempt from paying dues.
 - (5) Patrons are exempt from paying dues.
 - (6) Annual dues will be paid by the end of the calendar year.

6. EXECUTIVE AND OFFICERS, NOMINATION, ELECTION, TERM OF OFFICE.

- a. **EXECUTIVE AND OFFICERS :** The Executive of the IADH consists of officers of the Association who shall be elected by the Council at each biennial meeting. Only representatives of Organizational Members serving on the Council are eligible to hold office on the Executive. No individual may simultaneously hold an office on the Executive and a seat on the Council. The Executive consists of the President, Immediate Past-President, President-Elect, Secretary, Treasurer and two Members-at-Large. The Executive has the power to appoint ad hoc committees to carry out specific duties. A quorum of the Executive is a simple majority of the Executive members. All members of the Executive with the exception of the President have full voting rights on the Council.

- (1) The President shall conduct all proceedings of the Association, the Council, the Executive and the General Membership Forum. The President shall not be a voting member of the Council except in the case of a tied vote but shall be a full voting member of the Executive. The President shall be responsible for representing the IADH at official functions inside or outside the IADH with the Secretary or if unable to represent the IADH shall appoint a designee.

The President shall serve a two year term of office automatically ascending from the position of President-Elect and automatically progressing to the office of Immediate Past-President.

If the President is unable to complete the two year term of office the President Elect will assume the position of President for the remaining term of that office and will serve the normal two year term of office as President.

If the President-Elect is unable to assume the office of President at the designated Congress the nominations committee will submit names to the Council for election of both a President and President-Elect.

- (2) The President-Elect shall conduct the business of the Association in the absence of the President. The President-Elect is nominated by a committee, as set forth below, for a two year term of office as part of a six year progression of offices. The President-Elect is elected by the Council at each biennial session of the Association. The President-Elect shall be a member of the Organizing Committee of the biennial Congress.

In the event that the President-Elect is unable to complete the two year term of office the Executive will select a replacement until the next Council meeting.

- (3) The Immediate Past-President shall form and chair a nominations committee as defined below. The Immediate Past-President should serve on the scientific committee for the next international congress. If the Immediate Past-President is unable to complete the two year term of office the Executive shall select a replacement to serve in that capacity for the remainder of the term.
- (4) The Secretary, with assistance from other members of the Executive, shall be responsible for carrying out all administrative and organizational aspects related to the functioning of the Association.

The Secretary is nominated by a committee as set forth below for an initial four year term of office. The Secretary is elected by the

Council. The Secretary may subsequently be nominated and elected for successive two year terms of office at the discretion of the Council provided the individual is willing to serve. The period of office may be terminated by the Council.

If the Secretary is unable to complete any term of office, the Executive will appoint a replacement to serve until the next Council meeting at which a replacement will be nominated and elected as set forth below.

- (5) The Treasurer, with assistance from other members of the Executive, shall be responsible for undertaking all financial matters related to the functioning of the Association.

The Treasurer is nominated by a committee as set forth below for an initial four year term. The treasurer is elected by the Council. The Treasurer may subsequently be nominated and elected for successive two year terms of office at the discretion of the Council provided the individual is willing to serve. The period may be terminated by the Council.

If the Treasurer is unable to complete any term of office, the Executive will appoint a replacement until the next Council meeting at which a replacement will be nominated and elected as set forth below.

- 6 There shall be two Members at Large. Individuals are nominated from members of the Council as set forth below and elected by the Council for two year terms of office. Duties are assigned by the Executive. If the Member at Large cannot complete a two year term of office the Executive may appoint a replacement to serve until elections are held at the next Council meeting.

An individual may serve no more than two consecutive terms of office as a Member at Large but may be re-elected after a two year lapse.

7. **COUNCIL**

a. **MEMBERSHIP**

The Council shall consist of officers of the Association, representatives of Organisational Members and Individual Members.

Organizational Council Representatives : each organizational member of the Association shall have the right to appoint one individual to serve as a Council member. When an organizational member has more than sixty (60) individuals who are reported and paid as members of the IADH that organizational member may appoint two (2) individuals to serve on the Council. It is only permissible for there to be a maximum of two (2) voting individuals from one country. (Excluding any members from that country on the Executive)

b. QUORUM, DUTIES, POWERS AND VOTING

- (1) A quorum of the Council exists when half (50%) of the paid up members of the Council are present.
- (2) The Council function is to carry out the articles of the Constitution on behalf of the members of the IADH. The legislative and governing authority of the IADH shall reside in the Council.
- (3) The Council has the power to co-opt and to appoint ad-hoc committees to carry out specific duties.
- (4) Voting at Council shall be on the basis of one member one vote for those Council members whose member organization is in good standing and has paid current dues.
- (5) Voting shall normally be by a show of hands at Council meetings but should two members request it, a vote may be taken by secret ballot.
- (6) Voting may occur by postal ballot provided there is a thirty (30) day notice given to Council members. This is intended to permit Council to approve or disapprove important matters which the Executive believes cannot be delayed until a regular Council meeting.
- (7) A designated Council member who is unable to be present for a Council meeting may appoint an individual to serve and vote in his or her capacity in any manner consistent with the requirements of the member organization.

8. COMMITTEES

a. EDITORIAL BOARD :

The Editorial Board shall consist of the IADH member of the Editorial Board of the *Journal of Disability and Oral Health*, the editors of the IADH Magazine and the IADH Webmaster. The Chairperson of the Editorial Board shall be the President of the IADH. The Editorial Board shall develop and support the function of publication and/or the dissemination of organizational and scientific information.

The Editorial Board shall be responsible for carrying out all matters related to publication of materials in written and electronic form related to the aim of the organization.

The duration of office of members of the Editorial Board will not be limited, with the exception of the President, whose role as Chairperson will be limited to the 2 years that s/he is President.

If a member of the Editorial Board wishes to leave their post then the Executive will appoint an individual to fulfil the duties of the position until the next regular meeting of the Council when the nominations committee will submit the name of an individual for election by the Council.

b. NOMINATIONS COMMITTEE

The nominations committee is chaired by the Immediate Past-President and includes two Council members elected at the previous Council meeting. The committee will present proposals for officers at each Council meeting.

c. OTHER COMMITTEES

The Executive and Council may appoint additional committees as necessary to conduct special projects or other duties of the Association. Membership and structure of the committees will be determined according to duties and requirements of the committee. Specific description of the duties of the committee will be provided to the committee. Such committees may include Awards, Publications, Special Projects, Congress, Constitution, etc.

d. DUTIES

Committees will serve at the discretion of the Executive and/or Council. Committees may require adequate funding from the Executive and Council to conduct necessary business. Committee chair will be appointed by the Executive and/or Council. A committee will be responsible to the Executive and Council and provide reports to the Executive and Council as required by the Executive and Council.

9. SESSIONS, CONGRESSES

- a. The Congress with Council meeting and General Membership Forum shall be held biennially. The country where the Scientific Congress is to be held shall be decided by Council. Council shall endeavour to confirm Congress sites no later than four (4) years in advance of the planned Congress.
- b. If possible, the Congress shall not be held in the same country on consecutive occasions. Members of the Association acting as the host for the Congress shall be responsible for the administration of the Congress working in conjunction with representatives of the Executive and Council of the IADH.
- c. The cost of the Scientific Congress will be met by enrolment fees levied on attendees of the Congress. Non-members will pay the registration fees and additional tariff, if any, decided by the Congress committee.
- d. A representative of the organizing committee for the Congress shall sign an Agreement with the IADH which specifies the terms of the Congress. The Executive in conjunction with the host organization shall determine the contents of the Agreement. This Agreement shall be signed no later than two (2) years prior to the planned Congress, generally at the immediate preceding Congress.
- e. Other Congresses may be held, sponsored or co-sponsored by the IADH as determined by the Council.

10. ACCOUNTS

The accounts of the IADH shall be presented to the Council meeting and to the general membership forum meeting at each biennial meeting after having been audited by a certified accountant.

11. AMENDMENTS

The Constitution may be amended by a two-thirds (2/3) majority vote of the Council provided that written notice of the intent of the amendment has been circulated to all Council members not later than thirty (30) days before the Council meeting.

12. DISSOLUTION OF THE ASSOCIATION

The Association may be dissolved only at a special session of the Council convened for this purpose and dissolution shall require the approval of three-quarters (3/4) of the Council members present at such a session. Upon dissolution the liquidation of the IADH assets shall be determined by the Council.