

**THE FACULTY OF
GENERAL DENTAL PRACTICE (UK)
OF
THE ROYAL COLLEGE OF SURGEONS OF ENGLAND
STANDING ORDERS**

June 2019

Contents

- 1 Powers
- 2 The Membership of the Faculty
- 3 The Board of the Faculty
- 4 Committees of the Board
- 5 Representative on the Board of Trustees
- 6 General Meetings
- 7 Relationship with the Faculty of Dental Surgery
- 8 Regions and Divisions
- 9 Finance
- 10 Standing Orders

These Standing Orders are made in accordance with Ordinance 11.3 of The Royal College of Surgeons of England ("the College"). Words and phrases defined in the Charter or the Ordinances of the College shall, unless otherwise specified, have the same meanings in these Standing Orders. In these Standing Orders:

**the singular includes the plural and vice versa
the plural includes all or any**

CHAPTER 1

Powers

1. The Faculty of General Dental Practice (UK) ("the Faculty") is accountable to the Trustees and the Council of The Royal College of Surgeons of England.
2. For the purpose of achieving its aims and objectives, the Faculty may exercise:
 - .1 all of the powers of the College in carrying out the functions delegated to it from time to time by the Trustees in the Regulations and elsewhere, provided always that the exercise of any such powers must not commit the College to or result in the expenditure of any money or resources unless that commitments or expenditure has been approved in advance by the Trustees (or a person properly authorised by the Trustees); and
 - .2 the powers delegated to it from time to time by the Council in the Standing Rules and elsewhere. The Council has in Standing Rule 10.2 delegated to the Faculty all substantive matters relating to professional and public policy in the field of general dental practice and primary dental care which upholds the mission and strategic aims of the College in so far as they relate to general dental practice and primary dental care and support members of the Faculty, provided always that:
 - a. the Faculty shall not make a public announcement or take any action of any kind in respect of an issue or matter which falls outside the scope of general dental practice and primary dental care and/or which has implications for other surgical and/or medical specialties without the prior written approval of the Trustees; and
 - b. the Board of the FGDP(UK) shall provide the Trustees and the Council with a copy of the minutes of every meeting of the Faculty Board (whether approved or in draft) promptly and normally no later than 28 days after the Board meeting.
3. The Faculty, in the exercise of its powers, but not by way of limitation, will, in accordance with the regulations and requirements of the College:
 - .1 oversee examinations and award a Diploma of Membership of the Faculty;
 - .2 award the Diploma of Fellowship of the Faculty;
 - .3 develop, deliver and award other Diplomas, Certificates and taught programmes;
 - .4 disseminate information on general dental practice, hold meetings, organise courses and produce publications for the benefit of the profession and patients;
 - .5 provide advice on and publish standards in primary dental care, at all levels, in line with General Dental Council standards and guidance;
 - .6 identify suitable research projects and provide dental practitioners with guidance in the methodology of research and data handling;
 - .7 provide advice on academic matters affecting dental practice;

- .8 promote the interests of general dental practitioners at appropriate councils and on committees for postgraduate dental education and in the development of policy;
- .9 provide a focus for those professionals with an interest in primary dental care who are not eligible for membership of the Faculty;
- .10 promote international collaboration on academic matters in the field of primary dental care.

CHAPTER 2

THE MEMBERSHIP OF THE FACULTY OF GENERAL DENTAL PRACTICE (UK)

4. Categories

In this section “registered” means “registered with the General Dental Council or an equivalent approved body overseas”.

There will be the following categories of membership:

Full Member, Fellow, Associate, Affiliate, Honorary Member and Honorary Fellow.

Subject to the Charter, the Ordinances, the Regulations, the Standing Rules and these Standing Orders, the rights, privileges and obligations of the members of the Faculty shall be determined by the Faculty Board (or persons duly authorised by the Faculty Board) from time to time.

.1 Full Membership

A Full Member must

- be a registered dentist; and
- have attained MFGDP(UK) or equivalent diploma of the Faculty of General Dental Practice (UK); or
- hold a FGDP(UK) postgraduate diploma or an appropriate postgraduate diploma from any of the four Royal Surgical Colleges (England, Glasgow, Edinburgh and Ireland), or other institution specified by the Board, and be able to demonstrate a commitment to primary dental care; or
- be a dentist able to demonstrate a level of excellence in practice equivalent to MFGDP(UK) in accordance with academic regulations set by the Faculty Board.

A Full Member will have voting rights in the Faculty.

A Full Member who has retired from all forms of dental practice, but remains in good standing with the Faculty, will retain all of the rights of a Full Member, but is not required to be currently registered, as defined above.

A Full Member, in good standing with the Faculty, will be entitled to use the post-nominals MFGDP(UK), or alternatively use the postnominals MJDF in

circumstances defined in separate Regulations agreed by the Board jointly with the Board of the Faculty of Dental Surgery of the Royal College of Surgeons of England.

.2 Fellow

A Fellow must

- be a Full member of the FGDP(UK) who has applied for, or been nominated for, Fellowship, and been adjudged to have met the criteria specified by the Faculty Board; or
- be a Fellow of any of the four Royal Surgical Colleges (England, Glasgow, Edinburgh, Ireland) who applies, or is nominated, for and is granted Fellowship ad eundem and pays the appropriate annual membership fee.

A Fellow will have voting rights in the Faculty.

A Fellow who has retired from all forms of dental practice, but remains in good standing with the Faculty, will retain all of the rights of a Fellow, but is not required to be currently registered, as defined above.

A Fellow, in good standing with the Faculty, will be entitled to use the post-nominals FFGDP(UK).

.3 Associate

Registered dentists who support the aims and objectives of the Faculty but who do not meet the criteria for Full Membership. An Associate will not have voting rights in the Faculty.

The procedure for admission of Associates shall be determined by the Faculty Board from time to time.

A retired Associate, in good standing with the Faculty, will retain all of the rights of an Associate.

.4 Affiliate

Registered Dental Care Professionals who support the aims and objectives of the Faculty. An Affiliate will not have voting rights in the Faculty.

The procedure for admission of Affiliates shall be determined by the Faculty Board from time to time.

A retired Affiliate, in good standing with the Faculty, will retain all of the rights of an Affiliate.

.5 Honorary Membership and Fellowship

On the recommendation of the Board, the Faculty may bestow Honorary Membership or Honorary Fellowship on persons of eminence or on those who have rendered exceptional services to the science or practice of primary dental care. Honorary Members and Fellows need not be qualified in dentistry.

Honorary Members and Fellows will not be charged an annual membership fee and will not be eligible to vote.

The criteria for these awards will be agreed in regulations as from time to time may be agreed by the Faculty Board.

5. Requirements to retain membership

- .1 To be in good standing, all members of the Faculty shall pay the fees and annual subscriptions recommended by the Faculty Board, ratified by the Trustees and approved by the Voting Members of the College from time to time in accordance with the Ordinances. As specified in the Ordinances, the Trustees (or a person properly authorised by the Trustees) may decide to waive all or part of the fee and/or annual subscription payable by a member or group of members of the Faculty on grounds of financial hardship or such other cause or reason as they deem to be sufficient. Members must be up-to-date with the membership fees appropriate to their category of membership in order to call themselves members of the FGDP(UK) or to use the Faculty's post nominals, where appropriate.

6. Termination of membership

Membership shall be terminated in accordance with the provisions of the Ordinances of the Royal College of Surgeons of England. The Ordinances require that:

- .1 Membership is terminated if the member concerned:
 - (a) is removed from the Dentists Register by the General Dental Council under section 27 of the Dentists Act 1984 and Faculty Board considers that the offence for which the member in question has been so removed is of such a nature as to render them unfit to remain as a member; or
 - (b) is removed from membership by resolution of the Faculty Board on the ground that:
 - (i) in their reasonable opinion the member has been guilty of disgraceful conduct in any professional respect and that it would be in the best interests of the College or Faculty for the member's membership to be terminated;
 - (ii) the member has been convicted of a criminal offence and the Faculty Board considers that the offence for which the member in question has been so convicted is of such a nature as to render him or her unfit to remain as a member;
 - (iii) the member has obtained their Diploma or Licence by any fraud or false statement;
 - (iv) the member is more than six months in arrears in paying the relevant subscription or fee (if any) due to the College and any penalty fee or interest thereon, but in such a case the member may be reinstated by resolution of the Faculty Board on payment of the amount due;
 - (v) in their reasonable opinion the member has violated any Ordinance, Regulation, Standing Rule, Standing Order or any of the rules or bye-laws made under them;

but in each case only after notifying the member In Writing and affording them reasonable opportunity to make either oral or Written representations on their own behalf; or

(c) gives Written notice of resignation to the College or Faculty; or

(d) dies.

.2 All resolutions of the Faculty Board passed pursuant to termination of a Membership are subject to and shall not take effect until they have been ratified by resolution of the Trustees.

.3 On termination of membership:

(a) the member's Diploma shall be void and shall become the property of the College and be delivered to the College on demand; and

(b) the member shall forfeit the right to retain their Diploma and to use the designation they were previously entitled to use;

provided that if the member concerned is subsequently restored to the membership by resolution of the Faculty Board, the member shall notwithstanding the removal but subject to such conditions as the Faculty Board may in the particular case see fit to impose be restored to their rights and privileges as a member.

.4 The Faculty Board (or a person duly authorised by the Board) shall notify the Trustees promptly and In Writing of the termination of membership of any member who is a Full Member, Fellow, Associate, Affiliate or Honorary Member or Honorary Fellow of the Faculty

.5 Rules relating to the termination of membership, and the procedures that will be followed, are fully described in a separate document. This is compatible with the process described by the Royal College of Surgeons of England in section 3 of their Standing Rules.

CHAPTER 3

THE BOARD

The Board will act as the governing body and professional forum for the Faculty, providing strategic input and direction. It will manage the business of the Faculty and may exercise all of its powers that are not reserved to the members, but will delegate authority for the delivery of the organisational objectives to the Dean's Executive.

The Board may from time to time make bye-laws (consistent with the law, the Charter, the Ordinances, any Regulations or bye-laws made by the Trustees from time to time and any Standing Rules or bye-laws made by Council from time to time) to govern all matters which the Board deems it useful or necessary to regulate in bye-laws. For the avoidance of doubt, these bye-laws may include the Faculty's academic regulations.

7. Membership of the Board

- .1 The voting members of the Board shall be:
 - a. Members of the Faculty of General Dental Practice (UK) of whom there will be:
 - the Dean
 - Two national members, elected by postal ballot
 - 13 regional members, who are geographically representative and elected locally
 - one member who will represent all overseas members and will be elected by eligible overseas Faculty members.
 - b. The President of the College *ex-officio*.
 - c. One of the Vice Presidents of the College, as notified to the Faculty Board by the Trustees from time to time.
- .2 The non-voting members of the Board shall be:
 - a. Invited members from other bodies that the Board shall approve.
 - b. Co-opted members to represent specific stakeholder groups that the Board shall approve.

8. Eligibility of Candidates for Election as members of the Board

The following shall be eligible for election to the Board on complying with the Regulations:

.1 National Representatives

'All full members of the Faculty of General Dental Practice (UK) who are dentally qualified and who have registered at an address in the United Kingdom'.

.2 Regional Representatives

'All full paid-up members of the Faculty of General Dental Practice (UK) who are dentally qualified and registered in the Division.'

Note: The Faculty will be represented throughout the UK by 21 Divisions (corresponding to the Regions defined by former Regional Health Authorities in England and Wales, by the equivalent Health Boards in Scotland and Northern Ireland).

Where Divisions wish to merge or change boundaries, this may proceed when this has been agreed by the Divisions affected and approved by the Faculty Board. Divisional representation on the Board will be organised regionally, as described in these Standing Orders. A regional by-election will be held to determine the new representative on the Board.

.3 Overseas Representative

'All full members of the Faculty of General Dental Practice (UK), in good standing, who are dentally qualified and who have registered an overseas address with the Faculty.'

An overseas address is one that is not in England, Scotland, Wales, Northern Ireland, Isle of Man, Channel Islands, or relating to UK Armed Forces wherever they reside. Any other countries, including the Republic of Ireland and British Overseas Territories (eg Gibraltar) are considered to be overseas.

- .4 Members who wish to put themselves forward for election to the Faculty Board must not already be serving on the Board or Council of another Dental Faculty of a Royal College in the UK or Republic of Ireland. A member who has served on another Dental Faculty's Board or Council is only eligible to stand for the FGDP(UK) after 12 months have elapsed since standing down from the former Board or Council.
- .5 Faculty members holding paid consultancies with the Faculty will not be eligible to serve on the Board. This will apply to members who hold paid, on-going contracts with the Faculty, but will not apply to those who receive one-off payments or honoraria permitted under the Charter.

9. Election and Admission of members of the Board

.1 National members

- a) National members of the Board shall be elected by a postal ballot, by all of the full and joint members of the Faculty of General Dental Practice (UK)
- b) This postal ballot will be organised centrally by the Registrar of the Faculty
- c) Every eligible member shall within one calendar month of the announcement in the Official Publications in which the day of the Election shall be announced, transmit or deliver to the Registrar of the Faculty a notice signed by themselves in the following terms:

I, AB, of C, member of the Faculty of General Dental Practice (UK) of The Royal College of Surgeons of England, do hereby declare, that I am a Candidate for a Seat on the Board of the Faculty of General Dental Practice (UK) of the said College;

Together with a Nomination signed by two full or MJDF members or Fellows of the Faculty in the following terms:

We, the undersigned members of the Faculty of General Dental Practice (UK) of The Royal College of Surgeons of England, do hereby certify that AB, of C, is in our estimation a fit person to be elected into the Board of the Faculty of General Dental Practice (UK) of the said College.

- d) The names of the eligible members who shall have been nominated as Candidates for the Board in the manner herein required, and shall have complied with the provisions respecting the said notice, shall be published in the Official Publications not less than ten days before the day appointed for the Election.

- e) Candidates will be required to provide a statement on their suitability for their role on the Board. This information can be used to inform members of those standing for the Board. Information should be provided on all candidates standing to ensure fairness and equality.
- f) Members of the Board retiring from Office and desirous of re-election, shall intimate their desire in writing, addressed to the Registrar within the timeframe specified and published by the Faculty; and the names of such members shall be published in the Official Publications at the head of the list of the names of several other Candidates to be therein published as aforesaid.
- g) Not less than thirty days prior to the day fixed for Election, the Registrar shall deliver to every Full Member and Fellow of the Faculty of General Dental Practice (UK) of the College, whose address is registered at the Faculty, a voting-paper in a form directed by the Board.
- h) The voting will be carried out using an alternative vote system so that the National Board member is elected on a majority of the votes cast.
- i) Every such member, if they desire to vote at such Election, shall return a voting-paper as instructed by the Board, to be received by the Registrar, or person acting for him/her not later than the time appointed for such Election.
- j) At the time appointed for any Election the Dean, or in their absence a Vice-Dean or senior member of the Board available, shall attend together with two members of the Faculty of General Dental Practice (UK) of the College, not being members of the Board, whom they shall have appointed to act as scrutineers and the voting-papers having been removed from the sealed envelopes in their presence. If the election is run electronically the results will be presented to the Dean and the two scrutineers who will confirm that they are satisfied with the conduct of the process and the reliability of the results presented to them. The Dean shall with the concurrence and assistance of the two scrutineers ascertain the result of the voting, and shall forthwith declare the names of such members elected into the vacancies, and thereupon the election of such members to be members of the Board shall be deemed to be complete.
- k) If at any Election two or more candidates for one or more vacancies shall obtain an equal number of votes, the right of such candidates to be elected shall be determined by their seniority in standing as members of the Faculty. In the event of equal seniority nevertheless, the date of attainment of their first FGDP(UK) postgraduate diploma shall confer precedence. In the event that they are still of equal seniority the election will be re-run.
- l) If at any Election there is only one candidate for a seat, no election shall be held but such a candidate shall be deemed to be elected or re-elected.
- m) If a seat is vacated outside of the usual electoral cycle a by-election may be held.

.2 Regional members

- a) The 13 regional members of the Board will each represent a regional constituency. The regional constituencies will comprise one or more of the 21 divisions, as determined by the Board.
- b) Regional members of the Board shall be elected locally via a postal or electronic ballot of Full Members and Fellows.
- c) Elections will be held within each regional constituency to elect a representative from that region to sit on the Board. All eligible members from the Division(s) within a constituency can both stand for election as a regional representative and vote for a regional representative.
- d) This postal or electronic ballot will be organised centrally by the Registrar of the Faculty in the manner provided for National members, except in that:

The call for Nominations for Regional members of the Board of the Faculty will be announced locally within the Region in such Official Publications as the Board may determine.

Every eligible member applying for a seat on the Board must be a registered member of a Division within the Region which they wish to represent. The nomination is to be signed by two Full Members of the Faculty who are registered in the same Division as the nominee.

The Registrar shall deliver a voting-paper to every Full Member and Fellow of the Faculty of General Dental Practice (UK) of the College, whose address is registered at the Faculty and whose name is registered at the Faculty as being within that Region

.3 Overseas member

- a) The overseas member of the Board shall be elected via a postal or electronic ballot of Full Members and Fellows who have registered an overseas address with the Faculty.
- b) This postal or electronic ballot will be organised centrally by the Registrar of the Faculty in the manner provided for National members, except in that:
 - All members who have registered an overseas address with the Faculty will be treated as a constituency for the purpose of Board elections, but will not form a Division. All eligible members from within the overseas constituency can both stand for election as the overseas representative and vote for the overseas representative.
 - The call for nominations for the overseas member of the Board of the Faculty will be communicated directly to all overseas members in an email, newsletter or information sheet as the Board may determine, which shall hereinafter be termed the Official Publications, not less than ninety days before the day of the election.
 - Every eligible member desirous of a seat must be registered with the Faculty at a non-UK address and does not have to be a member of an FGDP(UK) Division.

- Not less than fifty days prior to the day fixed for such Election, the Registrar shall deliver to every Full Member and Fellow, whose address is registered at the Faculty as being outside the UK, a voting-paper in such form as the Board may from time to time direct.

.4 Co-opted and Invited members

Faculty members with expertise that would benefit the Board, or who represent a particular stakeholder group, may be co-opted onto the Board. Co-opted members will be proposed by the Dean and Dean's Executive and ratified by the Board. Co-opted members will be subject to the same tenure of office as elected members, but subject to annual review by the Revision Committee. An election process will not be required to co-opt members onto the Board, but may be held at the Board's discretion if there is more than one person suitable for the position.

The Board may also from time to time invite Invited members from other bodies that the Board shall approve.

Co-opted and Invited members shall have the right to attend meetings of the Faculty Board. They may speak at Board meetings if invited by the chair of the meeting to do so and may be asked for their views on all matters discussed. However, they shall not be eligible to vote.

10. Tenure of Office of members of the Board

- .1 No member of the board shall serve for more than three consecutive years without re-election. There is a maximum term of office of nine years, which can be served either continuously or separately. Each term of office can be up to three years, and a maximum of three terms can be served.

11. Resignation and Disqualification of members of the Board

The place of a member of the Board will be vacated automatically:

- .1 in the case of the Dean, National and Regional Members and Overseas Representative, if they cease to be a member of the Faculty of General Dental Practice (UK); or
- .2 if by notice in writing to the Registrar of the Faculty, they resign their membership of the Board; or
- .3 if they fail, without approval from the Dean, to attend two or more consecutive meetings of the Board in any year; or
- .4 in the case of the Dean, ceases to be the Dean; or
- .5 in the case of the President or Vice Presidents of the College, ceases to hold that office; or
- .6 in the case of a Co-opted or Invited member of the Board, is removed by resolution of the Board [after the Board has invited the views of the Co-opted or Invited member concerned and considered the matter in light of any such views.]

12. Election of Dean and Vice Deans

The Chairman of the Board shall be styled Dean of the Faculty of General Dental Practice (UK) and shall serve as a Trustee of the College. There shall be the facility to elect a maximum of two Vice-Deans as decided by the Board of the Faculty.

- .1 The Dean will be elected from within the voting members of the Board and shall serve for no more than three years, subject to annual re-election. The Vice-Deans shall be elected from within the voting members of the Board and shall serve for no more than two years, subject to annual re-election. The Dean and Vice-Deans to take up office not later than the month of July. Elections shall be by secret ballot, the nominees and the electorate being current voting members of the Board.
- .2 The mode of Election of Dean and Vice-Deans shall be as follows:
 - a) Every voting member of the Board present at the Meeting for such election, having been furnished with a list of the members of the Board, shall, if desirous of voting, put a mark against the name of one person in such list, and put the same into the Balloting-Box; the papers shall then be severally examined by the Presiding Member, and every name against which such mark shall have been put shall be read aloud by the Registrar, or person acting for them; and the person (if any) against whose name there shall have been affixed a number of marks representing an absolute majority of the members of the Board then present at the Meeting whether or not, shall be, and be declared to be duly elected Dean.
 - b) In case it shall appear that no name in the said list has a number of marks representing such absolute majority affixed against it, a second Ballot shall be taken, the name against which the smallest number of marks was affixed in the first Ballot being omitted and excluded from the second Ballot, and so on with subsequent Ballots, until some name shall have a number of marks affixed against it representing an absolute majority of those present and eligible to vote, when the person against whose name such number of marks shall have been affixed shall be, and be declared to be, duly elected Dean/Vice-Dean.
 - c) One Vice Dean will be considered to be the Senior Vice-Dean. If one of the two elected Vice-Deans is returning for a second consecutive annual term as Vice-Dean they shall be considered to have seniority over any newly elected Vice-Dean irrespective of other considerations. If two Board members are elected as Vice-Dean at the same Board meeting, neither being a current Vice-Dean, then seniority shall be determined by the order in which they are elected by this Board for this term of office. Any previous, non-consecutive service as Vice-Dean will not influence the determination of precedence in either of these two situations.
- .3 The Dean will leave the Board at the time of demitting office. If the Dean is eligible for a further period of office they may stand for election to the Board again through the process described in these Standing Orders.

- .4 Once elected the Dean will resign from their National or Regional seat, and a by-election will be held in that Regional constituency to elect a new representative from that Region.
- .5 The term of office of the Dean or a Vice Dean automatically terminates if he or she:
 - a) ceases to be a member of the Board;
 - b) in the case of the Dean, ceases to be a Trustee of the College pursuant to the Ordinances.

13. Meetings of the Board

.1 Regulation of Meetings and Voting

The Board may meet for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit, but shall meet normally at least three times a year. Questions arising at any meetings shall be decided by a majority of votes of the voting members of the Board. In case of equality of votes, the Chairman of the meeting shall have a casting vote. The quorum for meetings of the Board shall be nine voting members of the Board personally present, including the Chair.

.2 Actions with reduced members and without quorum

The members of the Board may act notwithstanding any vacancy in their body; in the case where the members of the Board are, at any time, reduced in number to less than nine, it shall be lawful for them to act as the Board for the purposes of filling vacancies in their body, admitting persons to membership of the Faculty, or summoning a General Meeting, but not for any other purpose. When a quorum is not present, no vote shall be taken, but the Board may discuss matters and make recommendations which shall then be reported to the next full meeting of the Board for its decision.

.3 Convening Board Meetings

The Dean may, at any time, and the Registrar of the Faculty shall, upon a requisition in writing from the Dean or from any four members of the Board, stating the purposes for which the meeting is to be convened, convene a meeting of the Board. A summons, together with copies of the Agenda and of Reports of Committees and other documents to be considered, shall be posted to each member seven clear days before the Meeting, stating the purpose(s) of the meeting.

.4 Chairman of the Board – Alternatives

The Dean shall preside at every meeting thereof at which they shall be present, but if at any meeting they are not present within ten minutes after the time appointed for holding the same, the Senior Vice-Dean, if then present, shall take the Chair. If the Senior Vice-Dean is also not present the second Vice-Dean shall take the Chair. If neither be then present, the members of the Board present shall choose one of their number who is a member of the Faculty of General Dental Practice (UK) to take the Chair.

.5 Delegation

The Board may delegate such of its powers, functions, discretions and responsibilities as it from time to time thinks fit to committees and other groups and individuals.

.6 Committees

The Board shall elect or appoint Committees in accordance with the provisions of Chapter 4 of these Standing Orders.

.7 Dean's Executive

The Board will delegate responsibility to the Dean's Executive, constituted as follows:

- a) The Dean as Chair
- b) The Vice-Deans
- c) The Chair of the Finance Committee, as constituted by the Board
- d) Registrar
- e) Other members as may be invited by the Dean on a meeting-by-meeting basis (eg FGDP(UK) staff, subject experts or the Chairs of other Board Committees).

The Dean's Executive will oversee the implementation of the annual business and strategic plans and act as the decision making body on operational issues. It will act in accordance with the Schedule of Delegated Authority.

.8 Minutes

The Board shall cause proper Minutes to be made of the proceedings of all meetings of the Board and all business transacted at such meetings and such Minutes of any meeting, if purporting to be signed by the Chairman of such meetings or by the Chairman of the next succeeding meeting, shall be sufficient evidence, without any further proof, of the facts therein stated. The Board shall provide the Trustees and the Council of the College with a copy of the minutes of the Board (whether approved or in draft) promptly and normally no later than 28 days after the Board meeting.

.9 Resolution in Writing – Validity

Board members may be consulted on issues for decision between Board meetings; the Registrar will ensure that all Board members have been properly consulted.

.10 Faith

Every member of the Board shall, at the earliest opportunity, give their assent to (and thereafter act in accordance with) the following words addressed to him/her by the Dean in the presence of members of the Board:

'I do declare that so long as I shall remain in the Office of a Member of the Faculty of General Dental Practice (UK) of The Royal College of Surgeons of England I will diligently maintain the honour and welfare of the said Faculty and College; and in all things relating to my office, and with all manner of persons, act equally and impartially according to the best of my skill and knowledge'.

- .11 A register of interests will be maintained for all members, and co-opted members, of the Board in order to promote openness and accountability. The register of interests will be included on the agenda of each Board meeting and made publically available.
- .12 A register of attendance will be maintained for Board and other committees. The responsibilities of an elected Board member will include:
- Attendance at all Board meetings; normally three meetings per year;
 - Attendance at all appointed committee meetings.

Non-attendance at two or more consecutive Board meetings and/or committee meetings without approval of the Dean will normally trigger a by-election in that member's Regional seat.

CHAPTER 4

COMMITTEES OF THE BOARD

14. Functional Committees of the Board

.1 Appointment of Chairmen

The Board's functional committee structure will be agreed by the Board and may from time to time be amended. Each year the Chairmen of the functional committees will be appointed by a Revision Committee comprising the Dean, both Vice-Deans and one senior member of the Board.

.2 Membership of Committees

Membership of the aforementioned Functional Committees will be approved by the Board of the Faculty.

.3 Chairman of a Committee – Alternatives

The Chairman of each Committee will determine the time of the meeting and preside at every meeting thereof. If at any meeting, they be not present within ten minutes after the time appointed for holding the same, the Deputy Chairman will take the Chair. If neither are present within ten minutes after the appointed time members of the Committee present shall choose one of their number to take the Chair.

.4 Authority to act with reduced members – Quorum

The members may act notwithstanding any vacancy in their number, providing that there is a quorum present. The quorum of a Committee shall be one-half

of its number appointed by the Board (excluding ex-officio and co-opted members) to the nearest integer.

.5 Co-opted members

The Dean and the Revision Committee will have the power to co-opt divisional officers and other experts, both internal and external, to the Board to serve on Faculty committees.

Any Committee of the Board may add to its number with the approval of the Dean. Co-opted members of committees shall be reported to the next convenient meeting of the Board.

.6 Casual Vacancy on Committee

The Board may, at any time, appoint a member to a Committee to fill a casual vacancy. Any person so appointed shall retire at the end of the Committee's year.

.7 Convening of Committees by the Dean

The Dean of the Faculty may direct any Committee to be convened, or any other measure to be taken which may appear to him/her immediately necessary for the benefit of the Faculty.

.8 Special Committees

The Board may, at any time appoint a committee to enquire into any matter on its behalf. The appointment of such a committee shall be specified by the Board as for a certain period or until the purpose of its appointment has been fulfilled.

.9 Powers delegated by the Board – Revocation of Powers

The Board shall delegate such powers as it thinks fit to Committees appointed by it and any such Committee shall conform to any regulations imposed on it by the Board. The meetings and proceedings of any such Committee shall be governed by the provisions of these Standing Orders. All actions and proceedings of any Committee of the Board shall be minuted and reported to the Board as soon as practicable. The Board may, at any time, by notice in writing to all members of any Committee, revoke any powers delegated by it to such Committee.

.10 Minutes

Proper Minutes shall be made of the proceedings of all meetings of the Board and of all business transacted at such meetings and any such Minutes of any meeting signed by the Chairman of the next succeeding meeting shall be sufficient evidence, without any further proof, of the facts therein stated.

.11 Regulations of Committee Meetings and Voting

Subject to any instructions by the Board, a Committee may meet for dispatch of business, adjourn and otherwise regulate its meetings as its Chairman shall determine. Questions arising at any meeting shall be decided by the majority

of votes. The methods of voting shall be at the discretion of the Chairman of the Committee who, in the case of an equality of votes, shall have a casting vote.

.12 Sub-Committees and Working Parties

Any Committee of the Board may appoint sub-committees and working parties or groups for specified purposes and for a period not exceeding the terms of the appointing Committee. The meetings and proceedings of any such sub-committee, working party or group shall be governed by the provisions of these Standing Orders for regulating the meetings and proceedings, so far as they are applicable.

CHAPTER 5

REPRESENTATIVE ON THE BOARD OF TRUSTEES

15. The Faculty shall be accountable to the Trustees, and shall provide the Trustees with copies of the minutes of Board and/or Committee meetings and copies of any written resolutions passed by the Board and/or Committees promptly and normally no later than 28 days after the date of the meeting or date of the written resolution.

As specified in the Ordinances, the Dean shall be a Trustee of the College.

CHAPTER 6

GENERAL MEETINGS

16. Annual General Meeting

The Faculty shall hold an Annual General Meeting each year at such time and place as may be determined by the Board and shall specify the meeting as such in the notice calling it. Each Annual General Meeting shall be held not less than nine or more than fifteen months after the date of the last preceding Annual General Meeting.

17. Extraordinary General Meeting

The Board may, whenever it thinks fit, convene an Extraordinary General Meeting and Extraordinary General Meetings may also be convened on the requisition of at least 30 voting members of the Faculty of General Dental Practice (UK), having at the date of disposition of the requisition a right to vote at General Meetings of the Faculty. Any such meetings shall be convened by the Registrar on the instructions of the Board or in default thereof the requisitionists themselves may convene one.

18. Notice of General Meetings

An Annual General Meeting will be held once a year. At least three weeks' notice of every Annual or Extraordinary General Meeting (exclusive, in every case, both of the day on which it is served or deemed to be served and of the day for which it is given) specifying the place, the day and the hour of the meeting and the nature of the business, shall be given to all members of the Faculty.

19. Accidental Omission to give Notice

The accidental omission to give notice of a meeting to, or the non-receipt of such notice by any person entitled to receive notice thereof, shall not invalidate any resolution passed, or business transacted at any meeting.

20. Quorum for General Meetings

No business shall be transacted at any General Meeting, unless a quorum is present when the meeting proceeds to business. Twenty voting members of the Faculty of General Dental Practice (UK) personally present, exclusive of the Board of the Faculty, shall be a quorum.

21. Dissolution and adjournment of General Meetings

If, within 15 minutes from the time appointed for the holding of a General Meeting a quorum is not present, the meeting shall not take place. However, within the first 15 minutes a decision may be taken by the Chair to reconvene the meeting later the same day. Before the first meeting is dissolved all those present should be made aware of the time the reconvened meeting will be held. If, after the commencement of the meeting, it shall be found upon a count that a quorum be not present, the meeting shall be dissolved.

22. Chairman and Alternative Chairman at a General Meeting

The Dean shall take the Chair at every General Meeting, save that in their absence, the Chair shall be taken by the Senior Vice-Dean or, failing them, the other Vice-Dean or, failing them, some other member of the Board elected by those present at the meeting.

23. Adjournment

The Chairman of the meeting may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for one month or more, notice of the adjourned meeting shall be given in the same manner as for the original meeting. Save as aforesaid, members shall not be entitled to any notice of an adjournment or of the business to be transacted at an adjourned meeting.

24. Method of Voting at General Meeting

At any General Meeting, a resolution put to the vote of the meeting shall be decided by a show of hands. If, in the opinion of the Chairman, the show of hands is inconclusive, or on the written demand of ten members present, a ballot shall be held.

25. Chairman's Casting Vote

In the case of an equality of votes, whether on a show of hands or ballot, the Chairman of the meeting shall be entitled to a casting vote.

26. Proceedings during a Ballot

The continuance of transaction of any business shall not be prevented whilst a ballot is taking place, other than the question on which a ballot has been demanded.

27. Entitlement to Vote

Subject to the provisions of these Standing Orders, every member present and eligible to vote shall be entitled to one vote. Full Members and Fellows are entitled to vote.

CHAPTER 7

RELATIONSHIP WITH FACULTY OF DENTAL SURGERY

28. The Dean and the Registrar shall ensure that there are appropriate mechanisms in place to facilitate good communication and cooperation with the Faculty of Dental Surgery.

CHAPTER 8

REGIONS AND DIVISIONS

29. The purpose of a Division shall be to represent the interests of the Faculty and serve the collegiate interests of constituents within the geographical area: to foster a professional community of practice, to organise education and training, and to promote professional standards, consistent with the objectives and the policies of the Faculty.
30. The boundaries of Divisions, and their aggregation as Regions, may be changed by the Faculty Board, which will consider representations on such changes from constituents.
31. Each member of the Faculty will be registered with a single Division, and may choose to register at either their residential address or their practice address.
32. Meetings of the Division
- .1 Each Division will hold at least one General Meeting every calendar year. No more than fifteen months shall elapse between Annual General Meetings of the Division. At least fourteen days written notice shall be given to each member of the Division, stating the date, time and place of a General Meeting, and its agenda.
 - .2 The business at the Annual General Meeting of the Division shall include (i) the receipt of minutes of the previous such meeting, (ii) the receipt of a report from the Organising Committee, (iii) the receipt of an annual financial statement from the Organising Committee and (iv) to elect any vacant positions in the Organising Committee.
 - .3 A quorum for a General Meeting shall be nine Full Members or Fellows, who are constituents of the Division.
33. Organising Committee of the Division

- .1 An Organising Committee of the Division shall be elected by constituents present in an Annual General Meeting, by a method of voting that is generally agreed at the meeting.
- .2 The Organising Committee shall comprise at least three and no more than nine Full Members or Fellows of the Division, elected by Full Members and Fellows of the Division; and up to two Associate Members of the Division, elected by Associate Members of the Division, with the ratio of Full Member to Associate Member representatives never less than 3:1. All members of the Organising Committee will have full voting rights in the Committee. In addition, the Regional Member of the Faculty Board shall be a non-voting member of the Division Organising Committee.
- .3 No member of the Organising Committee shall serve for more than a total of nine years, and each member shall retire after a maximum of three years, being eligible for re-election.
- .4 The Organising Committee shall appoint a Chair from amongst the Full Membership of their number, and may appoint other officers. The Chair shall hold office until the end of the succeeding Annual General Meeting and shall be eligible for re-election no more than five times in total.
- .5 A quorum for the Organising Committee shall be one third of those eligible to be present.

34. Finances of the Division

- .1 Divisions may accumulate and spend funds in accordance with their objectives and the requirements of the Faculty Board.
- .2 The funds of the Division shall be managed in accordance with the requirements of the Faculty Board, and shall be subject to financial controls and audit consistent with the policies of the Faculty and other financial regulations.
- .3 The Chair of the Division Organising Committee shall be accountable to the Faculty Board for annual submission of a financial report, including a statement of income and expenditure and balance sheet.

CHAPTER 9

FINANCE

- 35. The Faculty's financial management will be carried out in accordance with College financial procedures and Faculty standing financial instructions. The Faculty shall not do anything that commits the College to or results in the expenditure of any money or resources unless that commitment or expenditure has been approved in advance by the Trustees (or a person properly authorised by the Trustees).

CHAPTER 10

STANDING ORDERS

36. Proposal for Additions and Amendments

The Board may, of its own motion or on the written proposal of any member of the Faculty, make proposals for Additions or amendments to the Standing Orders.

37. Notice of Alterations

Not less than three months' notice must be given to all members of the Faculty of proposals to alter the Standing Orders.

38. Approval of Alterations

No such alterations shall come into effect until approved by the Trustees in writing and subsequently by a majority of members of the Faculty present at a General Meeting of the Faculty.

39. Interpretation

For the avoidance of doubt, the hierarchy of the College's constitutional documents is as follows:

- a. the Charter;
- b. the Ordinances;
- c. the Regulations;
- d. the Standing Rules; and
- e. the Standing Orders.

In the event of a conflict, the terms of the superior document shall prevail.