

CONSTITUTION

Adopted in Vienna, Austria, July 2006; revised in Istanbul, Turkey, June 2011; revised in Santiago de Compostela, Spain, June 2012.

ARTICLE 1: NAME

The name of the organisation is: EUROPEAN POST-GRADUATE STUDENTS ORTHODONTIC SOCIETY (EPSOS) hereinafter referred to as the "Society".

ARTICLE 2: LEGAL SITUATION

2.1: Status

The Society is a non-political, non-profit making organisation, founded for an unlimited period. The official language of the Society is English. The Society has its seat in the Country of the President or of the Treasurer.

2.2: Change of seat:

The seat may be transferred to an address other than Nijmegen, by simple decision of the majority vote of the Council.

2.3: Dissolution

The Society may be dissolved only at a special session of the Assembly convened for this purpose. Dissolution shall require the presence of two-thirds of the Full members and a two-thirds-majority vote. Upon dissolution, the Assembly shall determine the liquidation of assets of the Society.

ARTICLE 3: PRINCIPLES

The Society is an organisation for orthodontic post-graduate students, administered and governed by its members.

ARTICLE 4: OBJECTIVES

EPSOS has as main objective to promote and defend the interests of qualified dental practitioners enrolled in a recognised European post-graduate program leading to the national qualification of "Orthodontic Specialists" hereinafter referred to as "post-graduate students in Orthodontics".

ARTICLE 5: ACTIVITIES

The Society shall pursue its objectives by:

- I. Representing the Society to the European Union and other European institutions and authorities.
- II. Establishing and developing close relations with professional and academic authorities and Associations in the field of Orthodontics.
- III. Promoting the standardisation of requirements of post-graduate programmes in Orthodontics.
- IV. Promoting a high level of training of Orthodontic Specialists.
- V. Encouraging the interaction among postgraduate students in Orthodontics within Europe.
- VI. Organising an annual meeting for post-graduate students in Orthodontics.
- VII. Developing and updating a website for the EPSOS.

ARTICLE 6: MEMBERSHIP

6.1: Members of the Society:

Any individual, without any considerations of colour, caste, race, religion, age, gender, national or ethnic origin, or disability, who is a post-graduate student in Orthodontics, shall be eligible for membership in this Association, as set forth in the Bylaws.

6. 2: Termination of membership

Membership shall be automatically terminated when a member has completed his/her postgraduate program in Orthodontics, except that Officers of the Council of the EPSOS will maintain their membership until their normal term of office is completed.

6.3: Suspension of membership

The Assembly shall be entitled by a two-thirds majority vote, to suspend a member or to withhold from a member for any agreed period of time some or all rights of membership.

ARTICLE 7: ASSEMBLY

7.1: Legislative Authority

The legislative and governing authority of EPSOS shall reside in the Assembly.

7.2: Composition and Rights

The Assembly shall be composed of:

7.2.1. Full members, who have the right to speak and to vote.

7.2.2. Affiliated members, who have the right to speak but do not have a vote.

7.3: Calling of the Assembly

7.3.1. The Society shall hold an Assembly meeting at least once a year.

7.3.2. The time and place of the Assembly meeting shall be decided upon at the meeting directly preceding it. The Secretary shall send a notice of the meeting and the agenda and all relevant material to all members at least sixty days prior to the meeting.

7.3.3. The Society may hold Special Assembly meetings when deemed necessary.

ARTICLE 8: COUNCIL OFFICERS AND AMBASSADORS

8.1: Management of the Society

The policy, business and general management of the affairs of the Society shall be delegated to and directed by the Council of the Society. The Council is the administrative body of the Assembly and shall serve as the principal and only official representative of the Society in its relations with governments, the orthodontic profession, dental schools and departments of orthodontics, orthodontic organisations and other international organisations.

8.2: Responsibility

The Council shall be responsible to the Assembly. Only the Officers of the Council are allowed to officially represent the Society.

8.3: Officers

The Council shall consist of the following officers:

8.3.1 President

8.3.2. Vice-President

8.3.3. Treasurer

8.3.4. Secretary

8.3.5. Past President

8.3.6. No more than two members of the Council shall be postgraduate students in the same country. An Officer cannot hold more than one position in the Council at the same time.

8.4: Quorum

Three of the five Officers shall form a quorum.

8.5: Meetings of the Council:

The Council shall meet prior to of the EPSOS annual Assembly meeting and more often if necessary.

8.6: Terms of office

The term of office is from January to December for the Secretary and the Treasurer, and between two Annual Assemblies for the President, the Vice-President and the Past President.

8.7: Eligibility of the Officers

Only Full members of the EPSOS can be elected as an Officer of the Council.

8.8: Election

Treasurer and Secretary shall be elected by the Assembly at the annual meeting every other year; the Vice-President at every year. The Vice-President shall be advanced automatically to the President office at the end of his term of office. The President shall be advanced automatically to the Past President office at the end of his term of office.

8.9: Resignation

In the event of an Officer of the Council resigning before completing his/her term of office; the Council shall have the power to fill the vacancy. The newly appointed Officer shall continue in office until the next election. Should the President resign the Vice President will assume the post.

8.10: Expulsion

In the event of an Officer of the Council failing in his duties, in the unanimous opinion of all the other officers of the Council, the failing Officer will be relieved of his duties. If the opinion is not unanimous, the Constitution Committee has to be informed and shall decide.

8.11: Meeting Organiser

The Meeting Organiser is chosen by the Council and is appointed during the Annual Assembly. He/She shall preferably be a student in the country where the EOS congress of the relevant year is to be held. He/She is invited to all the meetings of the Council during his/her office and he will hold the position for one year (between two Annual Assemblies).

8.12: Ambassadors

An ambassador for every European country is chosen by the Council and he/she is appointed during the Annual Assembly. The Ambassador must be a postgraduate student in Orthodontics, from a nationally recognized postgraduate program in his/her country.

The term of office is one year (between two Annual Assemblies). The Ambassador may apply for a council position to be occupied only after his/her term as Ambassador and as long as he/she is a postgraduate student, but cannot occupy two positions at the same time.

Introduction of the role of webmaster from June 2018:

-The webmaster position is a voluntary role

-To take the role of webmaster he/she does not have to be a full member (e.g. a postgraduate student)

-The post will last for one year with the opportunity to extend by an additional year after discussion with the committee

-The webmaster is not an Officer of the Council therefore he/she has no right to vote

- To apply for position of webmaster & to acquire acceptance of webmaster by the council; one must supply a CV and letter of motivation detailing experience with information technology and website platforms

ARTICLE 9: CONSTITUTION COMMITTEE

The Constitution Committee is formed by three members and acts as advisor for the current EPSOS Council. The immediate Past President nominates 3 members between the previous Council Officers (chosen in order of motivation). The Constitution Committee last one year (between two Annual Assemblies).

ARTICLE 10: EPSOS ANNUAL MEETING

9.1: General

The Society shall promote at least one (1) annual meeting consisting of a scientific programme and a business meeting called the Assembly. Other meetings can be organised if the necessary funds to organise such a meeting are available and subject to the approval of the Assembly.

9.2. Purposes:

I. To provide a scientific presentation by a keynote speaker on an orthodontic or orthodontic-related subject relevant to postgraduate students in orthodontics.

II. To provide a series of presentations of clinical cases treated by postgraduate students who are full members of the EPSOS.

III. To discuss any topic relevant to postgraduate students in orthodontics, especially regarding postgraduate education in orthodontics in Europe.

IV. To provide a business meeting of the EPSOS.

V. To elect the new Officers of the EPSOS.

VI. To decide on the membership fee for the coming year.

ARTICLE 11: AMENDMENTS TO THE ARTICLES OF THE CONSTITUTION

Amendments to Articles of the Constitution can be made only by the Assembly. Notice of the proposed amendments must be given to all members of the EPSOS at least thirty days before the meeting at which they are to be considered and must be approved by a majority of at least two-thirds of the members present and eligible to vote. Amendments shall normally be reviewed by the Constitution Committee before the presentation to the Council.

ARTICLE 12: BYLAWS

Bylaws and amendments to Bylaws may be proposed at any Meeting of the Council and may be adopted at the same meeting by a vote of two-thirds of the members present and voting, the Bylaws and amendments taking effect at the close of the meeting. Proposed Bylaws and amendments to Bylaws shall normally be reviewed by the Constitution

Committee before the presentation to the Council.

BYLAWS

Adopted in Istanbul, Turkey, June 2011. Revised during the Meeting of the council of 9.10.2013

SECTION A: MEMBERSHIP

A.1: Application

1.1. Membership of the Society shall be open to all post-graduate students enrolled in nationally recognised post-graduate programmes in Orthodontics, provided they approve and agree to abide by the Constitution of the Society.

1.2. The application for membership shall be pursued and accepted by the Council of the EPSOS.

1.3: Application for membership (Full or Affiliated):

Application for membership shall be made in writing or via the EPSOS website to the Secretary of the Society. Application for full membership shall be accompanied by a certified statement confirming that the applicant is enrolled in a nationally recognised postgraduate programme leading to the national qualification of Orthodontic Specialist.

If in a Country the Orthodontic Specialization Program does not exist, the post-graduate program that the student is attending must be certified by the Country. The Secretary of the Department should write an e-mail certifying the state of student.

1.4 Applications for individual membership shall be approved by the Council on a periodic basis. New members may immediately receive a probationary membership upon submission of application and will become official members upon review of their application.

A.2: Membership categories

Article VI of the Constitution shall be interpreted as follows:

2.1. Full members (post-graduate students in Orthodontics inside the European Region, defined as those countries included in the European Orthodontic Society)

2.2. Affiliated members (post-graduate students in Orthodontics outside the European Region)

2.3. Honorary members (honorary membership is proposed by the Council to the Assembly which must approve it).

A.3: Termination of membership

3.1 Membership may be terminated automatically by a member upon delivery of a formal notice of resignation to the Secretary.

3.2 Membership shall be automatically terminated when a member has completed his/her postgraduate programme in Orthodontics, except that Officers of the Council of the EPSOS will maintain their membership until their normal term of office is completed.

SECTION B. OFFICERS

B.1: Nominations and Elections

1.1 Announcement of elections. Announcement of the election(s) of Vice-president, Secretary and Treasurer shall be mailed to each member of the Association not later than four months before the date of the next annual Business Meeting, in a form to indicate that nominations are made by the Council.

1.2 Nominations by the Council. One or more nomination(s) for Vice-president, Secretary and Treasurer shall be made by the Council. In order to obtain a nomination, the candidate should present a curriculum vitae and a letter of intent at least one month before the Business Meeting, and should participate to a Meeting of the Council dedicated to the Election. All the members that submit a curriculum vitae and a letter of intent at least one month before the Business Meeting are automatically nominated by the Council.

The nominations for Vice-president, Secretary or Treasurer shall be sent by the secretary to all members not later than fifteen days before the date of the next annual Business Meeting. If there are less than two applications for each officer position, other nominations may be made by the Council during the Business Meeting.

1.3 Elections.

The majority of the votes of members present at the Business Meeting shall elect each officer. If no candidate receives the majority of the votes, there will be a second ballot between the two candidates that received more votes during the first ballot. If there are only two candidates and no candidate receives the majority of the votes, the president have the casting vote in the event of a tied vote.

1.4 Should vacancies occur between two annual meetings, the EPSOS Council may appoint ad interim officers for the remainder of the unexpired term to replace the missing ones whatever the reasons for the termination of their office. The ad interim officers of the Board, appointed under the circumstances mentioned above, shall hold their office until the natural expiration of the term of the office .

B.2: Installation

At the annual Assembly of the Association, an appropriate ceremony of installation shall inaugurate the term of President, Vice-President and Meeting Organiser. The term of Secretary and Treasurer begins the 1st of January of the year after the election.

B.3: Duties

3.1 President:

- I. To conduct the organization of the annual meeting.
- II. To preside at official functions of the Society.
- III. To direct the work of the Council.
- IV. To countersign the financial documents.
- V. To submit an annual written report of his activities on behalf of the Society, and his recommendations to the Assembly.
- VI. To have the casting vote in the event of a tied vote.
- VII. To check irregularities, enforce the observance of the laws and interpret the application of the Articles.
- VIII. To write periodically a newsletter to the members.

3.2: Vice-President:

- I. To deputise for the President of the Society whenever necessary.
- II. To check the annual report of the Treasurer.
- III. To help the Meetings Secretary in the organisation of the annual EPSOS meeting.
- IV. To take care of the Annual Meeting Protocol under the supervision of the President and the Council.

3.3: Treasurer:

- I. To be responsible for the finances of the Society and to report on them to the Council and to the Assembly.
- II. To present to the Assembly the audited balance sheet and accounts for the year.
- III. To sign all financial documents.
- IV. To be responsible for all contacts with the sponsors.

3.4: Secretary:

- I. To record the proceedings of the Society as its official transactions.
- II. To take care of the correspondence of the Society.
- III. To register new members and maintain an updated database of the EPSOS members.
- IV. To be responsible for the regular maintenance and updating of the EPSOS website.

3.5: Past President

I. To help the President, the Vice-President and the Secretary with their duties.

3.6: Meeting Organiser:

I. To organise the annual meeting of the EPSOS

II. To be in close contact with the President and Vice-President for all matters regarding the organisation of the annual meeting and with the Treasurer for all matters regarding sponsorships and financial affairs.

3.7: Webmaster:

-To attend all committee meetings with notice given if he/she cannot attend

-To attend the EPSOS annual conference and be a part of the panel on the day

-To update the EPSOS organigram

-To update & advertise EPSOS deadlines, committee positions on the website, Facebook and Instagram when/if information is ready

-To upload and advertise flyers as requested after committee meetings

-To keep the website up to date

-To offer suggestions and ideas that will benefit the website and social media at committee meetings

-To keep the committee updated with any problems/changes in platforms/clerical issues/payments for the website

SECTION C. AMBASSADORS DUTIES

The Ambassador position is for 2 years - with the opportunity to leave earlier if he/she finishes his/her postgraduate course within a year. In this case he/she must propose someone else to finish the position to its end.

I. To bring the EPSOS in contact with orthodontic organizations, student and postgraduate orthodontic student societies in your country, and promote the Annual EPSOS Meeting.

II. Control the validity of the EPSOS members in your country (check when an EPSOS member finishes his/her studies and is no longer eligible to be a member of the Society).

III. To organize a list of the contacts and data of the universities in your Country.

IV. When the term is finished, new candidates for the next year have to be proposed. If it is not possible to find a successor for the next year, the term of the ambassador can be postponed until the end of your postgraduate education.

SECTION D. COMMITTEES – PROJECTS

Appointments to standing committees shall be made by the Council.

SECTION E. MEETINGS

E.1: Time and place

For practical reasons, the annual meeting shall take place preferable at the time place of the annual congress of the EOS.

E.2: Organisation

The annual meeting shall be organised and administered by the Meetings Organiser, in consultation and with the assistance of the President, the Past-President and the Vice-President of the EPSOS. The programme for every annual meeting will be planned in consultation with the Council.

E.3: Finances

The Society shall be responsible for financing the annual meeting, which should be self-

financing, through memberships fees, sponsorship and other grants. The Meetings Secretary shall consult with the Treasurer regarding the financing of the annual meeting.

The Treasurer shall be required to present a financial report to the Council and the Assembly at the annual meeting.

E.4: Assembly: Business Meeting

4.1. The quorum of the Assembly of the Society shall be 51% of the Full membership present at the business meeting.

4.2. The Chairman shall be the President of the EPSOS or another qualified person appointed by the Council.

4.3. Minute books shall be kept by the Secretary and shall contain a record of all proceedings and resolutions of the Council and of the Assembly.

4.4. The Council shall compose the Agenda for the meeting, however changes and additions can be made during the meeting.

4.5. All proposals arising during the meeting shall be put to a vote and adopted by a simple majority of those present and entitled to vote. Voting shall be by show of hands or by written ballot if requested by at least one Full member present. All elections for Officers of the Council will be by written ballots. In the case of a tied vote, the Chairman shall have the casting vote.

4.6. The Council shall have the power to adopt and issue standing orders and/or rules for the Society. Such standing orders or rules shall come into operation immediately provided they are subject to review by the Assembly and are not inconsistent with the provisions of this Constitution.

E.5: Language

All meetings will be conducted in the English language. All material that will be delivered to or derive from these meetings will be provided in the English language.

TRANSITORY NORMS

In order to facilitate the coming into force of the emended Constitution, the elections will be held for the Secretary and the Treasurer during the Assembly of 18th of June 2011; for the Vice-President during the Assembly of June 2012.

The current Vice-President is automatically appointed as new President during the Assembly of June 2012.

The current President is automatically appointed as the new Past-President during the Assembly of June 2012.

The new Treasures term of office will end in December 2014 instead of December 2013.