

# COMMONWEALTH DENTAL ASSOCIATION

## CDA Standing Orders 2009

These Standing Orders are to supplement the rules laid down in the constitution and do not replace or supersede this (in any way).

### 1. Executive Committee

The Executive Committee of the Commonwealth Dental Association comprises the following voting members:

The President,  
The President-Elect,  
The Immediate Past President,  
The Executive Secretary,  
The Treasurer,  
The (six) Regional Vice-Presidents.

The CDA Administrator and the Editor(s) of the CDA Bulletin attend meetings of the Executive Committee

The Executive Committee may co-opt additional members, who will be non-voting. They will be appointed annually.

All members of the Executive will act in accordance with the constitution of the Association and with the policies laid down in the Handbook.

### 2. Conflict of Interest

All members of the Executive Committee have a fiduciary duty to, and are accountable for the activities of the Commonwealth Dental Association. All members of the Executive Committee will complete a form of declaration of *Conflict of Interest* which will be lodged with the CDA Administrator. At the commencement of Executive Meetings the Chairman shall ask all members if a conflict of interest exists or may exist over any matter under discussion. When such a conflict of interest exists, or is perceived to exist, the member concerned will not have a vote. In addition the Chairman may ask the member to withdraw, or to remain and not be permitted to speak.

### 3. The Role of the Executive Committee

The Executive Committee will manage the affairs of the Commonwealth Dental Association. It will be:

- responsible for the development of policy and set the direction of the Association in conformity with the CDA Constitution, and the policies of the Commonwealth Foundation,
- finalise decisions and plan activities in promoting oral health among Commonwealth countries,
- maintain fiscal oversight of the Association,
- determine the time, place and format of the triennial meeting,
- be responsible for keeping member associations and friends informed through publications like the CDA Bulletin and the CDA website.

#### **4. The CDA Administrator**

The Executive Committee will appoint and monitor the activities of a CDA Administrator who will undertake the day-to-day management of the Association. He/she will refer all matters for decision and policy to the Executive Committee. The Administrator is not a travel agent and is not able to make travel bookings for members.

#### **5. The President**

The President is the chief spokesman for the Association and will represent the Association at official functions and events, provided that where such attendance and participation requires funding by the CDA it will be agreed in advance with the Treasurer. If the costs to be borne by the CDA amount to more than £1,000 or equivalent, then the decision about the funding will rest with the Executive Committee.

The President will report regularly to the Executive Committee on the activities undertaken on behalf of the Association.

In meetings of the Executive Committee the President will have a vote, and in the event of a tie, will also have a casting vote.

#### **6. The President-Elect**

The President-Elect takes office as President at the triennial meeting following his/her election as President-Elect. He/she will deputise for the President at meetings and events when the President is unable to represent the Association, except as defined in the Constitution (see point 7 below).

When neither the President nor the President-elect is able to represent the Association at meetings or events, then the President may invite another member of the Executive Committee to carry out the tasks.

#### **7. The Executive Secretary**

The Executive Secretary is responsible for the day-to-day administration work of the CDA and for keeping a record of all meetings of the General Assembly and the Executive. He/she will be responsible for the setting of the agendas of meetings of the Executive Committee, after consultation with the Administrator.

He/she will prepare an annual progress report of work and activities.

#### **8. The Treasurer**

The Treasurer is responsible for the administration of the funds of the CDA, including the proper operation of the CDA's bank account(s) and the approval of invoices before payment.

He/she will also prepare financial reports from time to time, for presentation to the members of the Executive.

He/she will prepare annually a budget and have the accounts externally audited. Audited draft accounts for the period under review will be submitted to the Executive Committee within one month of being received from the auditor, for approval, before finalisation by the auditor.

## **9. The Regional Vice-Presidents**

The Regional Vice-Presidents are responsible for promoting the aims and objectives of the CDA within their Regions.

They will prepare a quarterly report of activities within their Regions. They will facilitate the implementation of CDA activities within their Regions.

## **10. Meetings of the Executive Committee**

The Executive Committee will normally meet at least 3 times per year. A face-to-face meeting will be held immediately following the Triennial General Meeting and other face-to-face meetings will be held during the remainder of the Triennium as agreed by the members, with the advice of the Treasurer. Other meetings of the Executive will be held by e-mail or by teleconference.

At least 4 weeks notice will be given of meetings except in an emergency. When email meetings are used up to two weeks notice will be given for responses before decisions are taken. For all meetings of the Executive there will be a quorum of 4 voting members.

## **11. Meetings of Other Organisations**

When the CDA is invited to participate in meetings held by other organisations such representation will be considered by the President, Executive Secretary, Treasurer and Administrator and if no CDA Executive is able to participate, another suitable person will be asked to attend the meeting on CDA's behalf. Any person attending such meetings is expected to submit a brief report. Similarly, if the President is unable to attend any receptions or other events which CDA is invited to attend another CDA Executive or suitable person will be asked to attend.

## **12. Communication and Correspondence**

- Communication between members of the Executive Committee will normally be conducted electronically.
- The contents of any correspondence must not conflict with any policies of the Association and will be written in a style and manner that conforms to the high standard expected of a prestigious organisation. CDA headed notepaper and/or the CDA logo will not be used except for CDA business.
- The "CDA logo" is only to be used on official CDA notepaper, compliment slips, business cards and documents. It must not be superimposed on to any other format of stationery.
- Business cards are only for the CDA Executives and the CDA Administrator
- Applications to CDA sponsors for funding are to be agreed by the CDA Executive and funding requests to be made by the CDA Administrator.
- The members who may communicate with external organisations, on behalf of CDA, will be:
  - The CDA President
  - The CDA Executive Secretary
  - The CDA Treasurer
  - The CDA Administrator
- The CDA Regional Vice-Presidents may communicate with the National Dental Associations within their Regions. They should communicate, regularly, to the CDA Administrator changes of National Dental Associations' personnel and contact details.

- Anything that has to be sent by other members of the Executive must be sent to the CDA Administrator for transmission.
- Non-Executive members writing to outside organisations on behalf of CDA must send their communications to the CDA Administrator for approval by the President, prior to being sent out by the CDA Administrator.

### **13. The Website and CDA Bulletin**

The website is one of the main sources for disseminating information about CDA to the Commonwealth. It should be exploited fully as a means for providing up-to-date and useful information. Reports and information thought suitable for the website should be sent to the CDA Administrator who will seek approval from the President and the Executive Secretary for it to go on the website. The CDA Bulletin is to be published on the website and email alerts will be sent out by the CDA Administrator when this, and/or other information is posted on the website.

### **14. The Constitution**

The CDA Constitution is to be reviewed regularly (at least once in every triennium) by the Executive. Three months' notice of amendments must be given, in writing, to member associations prior to the amendments being taken forward to the General Assembly for approval.

### **15. Conduct of General Meetings**

The format and conduct of these meetings, other than what is specified in the constitution, will be decided by the Executive Committee. The member NDAs will be informed of the agreed arrangements at least 14 days before such meeting(s).

### **Additional Notes from the Treasurer**

- Officers may not incur expenditure (on behalf of the CDA) without the prior approval of the Treasurer.
- Reasonable travel expenses for pre-authorized travel will be reimbursed by the Treasurer at the prevailing rate for standard/economy travel and may include the costs of reaching and returning from stations/airports. Car travel will be reimbursed to a maximum of GBP £0.50 per mile (£0.30 per km).
- Hotel bills will be reimbursed to include breakfast, but other meals will not normally be reimbursed.
- No payment will be made for members' loss of income from their clinics/practices or other per diem rate.
- Members should invoice the Treasurer for their costs as soon as possible after they have been incurred. Invoices for events attended in May or June (or earlier) each year must be submitted before July 20<sup>th</sup> or may not be paid.
- Invoices in currencies other than the GBP will be converted to GBP at the prevailing rate of the date the invoice is received. Copies of receipts for air/train fares and hotel bills should be attached.

7<sup>th</sup> September 2009