

Network of Erasmus Based European Orthodontic Postgraduate Programmes NEBEOP

Bylaws



Network of Erasmus Based European Orthodontic Programmes (NEBEOP)

The Network is a group of orthodontic postgraduate training programmes represented by programme directors or orthodontists assigned by institutes which deliver a structured programme in orthodontics, sponsored by the European Orthodontic Society (EOS). The primary concern of the network is education, specific to the specialty of orthodontics and the main purpose will be the advancement of orthodontic postgraduate training in Europe.

Chapter I – General

Name	Section I.1 The name of the Network will be « Network of Erasmus Based European Orthodontic Programmes (NEBEOP) ».
Objectives	Section I.2 The objectives of the Network are the following: <ul style="list-style-type: none">• to strengthen the level of postgraduate training in orthodontics in Europe• to advocate guidelines that promote optimal postgraduate training in orthodontics in Europe• to exchange information on the educational content of postgraduate programmes• to establish educational collaborations between orthodontic programmes in Europe (common courses, minimum literature reading lists, e-learning, etc)• to serve as a knowledge platform to bodies involved in postgraduate training in orthodontics in Europe• to strive for inclusion within this Network of all institutes providing orthodontic education in Europe• to seek cooperation with comparable or other orthodontic networks and organizations in other regions and countries.
Legislative Body	Section I.3 The legislative body of the Network will be the General Assembly, comprising the full membership present at the Annual Meeting. The latter will take place at the time of the Annual Congress of the EOS. Unless otherwise stated, a majority vote of the General Assembly will signify approval. One half of the total full membership will constitute a quorum.
Executive Body	Section I.4 The executive body of the Network will be the Council.
Language	Section I.5 The English language will be the only official language of the Network.

Principal Office **Section I.6** The principal office of the Network will be that of the Secretary and all important documentation will be stored and archived in the EOS office.

Chapter II – Membership

Members **Section II.1** The Network will comprise the following types of members:
a) Full members
b) Provisional members

General eligibility **Section II.2** All full and provisional members of the Network will be orthodontic programme directors or orthodontists assigned by those institutes in Europe with a structured programme in orthodontics which fulfill the following requirements:

Programme

- Structured programme
- Minimum of 3 years full time whole time equivalent
- Delivered in Universities or Institutes with academic affiliation
- Accredited according to national standards, if applicable

Clinical activity

- Clinic activity (chair-side time) minimum 16 h/week (approx 2000h over the 3 year programme)
- Treatment of at least 50 new cases with a variety of malocclusions
- Clinical supervision by an orthodontic specialist
- If part of the education is performed in private or hospital clinics, the latter must have agreed affiliation with Universities.

Theoretical education

- Based on a predefined structured programme
- Lectures and seminars equivalent to at least 5h/week (minimum 600h over the 3 year programme) distributed over the entire educational period
- Treatment planning or treatment evaluation seminars or discussions equivalent to at least 3h/week
- Assessment of knowledge within the education period and a summative final examination.

Research

- Protected research time must be included with provision of clear academic guidance. The research should be of sufficient quality to lead to a publication or a congress presentation

a) Full Members **Section II.3**

- Will have the right to attend all meetings, be eligible to vote, hold office and become guarantors for provisional members
- Are expected to attend each Annual Meeting in its entirety except when excused for good reasons by the Council

b) Provisional Members

- At least twice every seven years, they must participate as assessors in an evaluation procedure of a programme which has been proposed by the Membership Committee and accepted by the Council.
- Full membership is for a period of seven years in the first instance. Subsequently membership is renewed with a further application (Ch II, section 4d), unless a case for exemption, under exceptional circumstances, is made and accepted by the Council.
- Will have the rights, privileges and obligations of full members, except the right to vote and hold office, and to serve as an assessor in the evaluation process of a programme.
- Provisional membership is possible for a minimum period of two and maximum five years. After this period, membership is lost if full membership is not applied for, unless a case for exemption, under exceptional circumstances, is made and accepted by the Council.

a) Application for Provisional Membership

Section II.4

- An applicant for provisional membership must have previously completed a self assessment form (Appendix 1) proving that the programme broadly fulfills the requirements for membership. Two full members should serve as sponsors (guarantor) to the application.
- The request must be submitted to the Membership Committee at least three months prior to the annual meeting.
- Applicants must be eligible for membership in accordance with the requirements set forth in Chapter II, Section 2.

b) Admission for Provisional Membership

- The Membership Committee will decide by a majority vote and report its decision to the Council
- If a programme is rejected, the reasons must be fully presented to the Council.
- Where the Membership Committee and the Council are unable to independently agree on a decision there will be a a common meeting of the Membership Committee and the Council; a majority vote will decide the issue. In the event of an evenly split vote the president will hold the casting vote.
- The Council will propose an applicaton for provisional membership to the General Assembly. Ratification requires a $\frac{3}{4}$ majority vote.
- If a proposal is rejected, the applicant may appeal to the General Assembly. A $\frac{3}{4}$ majority vote is required to over-ride the decision of the Membership Committee and the Council.
- The Council will communicate the result to the applicant.
- In the case of rejection an applicant may re-apply for provisional membership after two annual meetings.

c) Application for Full Membership

- Provisional members, who have held membership for at least two years and no more than five years should apply for full membership.
- The application for full membership has to be made in writing to the Membership Committee.
- The application comprises an extensive self assessment of the programme (Appendix 2)

**d) Admission
for Full
Membership
and renewal of
Full
Membership**

- During a site visit, the programme will be evaluated by two external assessors, assigned by the Membership Committee and approved by the Council. The assessors will meet the programme director, members of the staff and the graduate students. They will also inspect the clinics, the research facilities and other infrastructure as well as exploring the organization and running of the programme (Appendix 3 – *not yet present*).
- The two assessors will submit a final report to the Membership Committee.
- The Membership Committee will make a decision with a majority vote and report the decision to the Council
- In the event of a rejection, the reasons must be fully presented to the Council.
- Where the Membership Committee and the Council are unable to independently agree on a decision there will be a common meeting of the Membership Committee and the Council; a majority vote will decide the issue. In the event of an evenly split vote the president will hold the casting vote.
- The Council will communicate the result to the applicant and announce the decision to the General Assembly.
- If a proposal is rejected, the applicant may appeal to the General Assembly. A $\frac{3}{4}$ majority vote is required to over-ride the decision of the Membership Committee and the Council.
- Rejected applicants may re-apply for full membership after 4 annual meetings. They should only apply after consultation with the Membership Committee.

**Loss of
Membership**

Section II.5

Provisional members will lose their membership after five years, and full members after seven years, unless they are engaged in the assessment procedure or re-assessment procedure, respectively.
An institution may choose to lose membership which requires a written resignation to the Secretary.

**Re-installment
of membership**

Section II. 6

A full member may be re-installed through a written request to the Council. This must be approved by a $\frac{3}{4}$ majority vote of the General Assembly at the Annual Meeting.
After a membership lapse of more than two years, membership can only be re-installed by application as a provisional member, unless the Council deems otherwise.
An institution may choose to replace the programme director or the representative of the programme. In this case they are not automatically installed as an officer (if held by their predecessor) of the Network.

Chapter III-Organisation

The organization of the Network will include :

- the Council
- the Membership Committee
- the Country Representatives
- such other committees as the Council or the General Assembly may deem necessary.

Section III.1

The Council

The Council will comprise:

- the President
- the Secretary
- the Secretary elect

The officers should be members of the EOS and should represent programmes from different countries

Section III.2

Election and Term of Office of Council Members

- a) The Council members will be elected from amongst the full members by the General Assembly at the Annual Meeting every second year.
- b) The Council members will be elected for a maximum term of six years.
- c) A new member will be elected every second year.
- d) No member can be elected for more than two terms.
- e) No member of the Council can at the same time hold a position in the Membership Committee.
- f) Every second year the position of the president will be held by the senior member (5th and 6th year in the council), followed by the secretary (4th and 3rd year in the council), and the secretary-elect serving his first two years in the council.
- g) Nominations for Council members should be sent to the Secretary at least three months before the Annual Meeting. The nominations will be made known to the members by the Secretary at least six weeks prior to the meeting.
- h) Any Council member may be removed by a $\frac{3}{4}$ majority vote of the General Assembly.
- i) Any Council member will take office three months after the election. The retiring member must complete all relevant business during this time.

Section III.3

Duties of Council

The duties of Council will include :

- a) The council will act as the administrative and executive body of the Network with responsibility to submit proposals governing the policies of the Network to the General Assembly.
- b) A majority of the Council will constitute a quorum.
- c) In principle, the Council will meet at the Annual Meeting. The Council may also meet at the request of the President or by the request of a majority of Council members.
- d) If the Council vote is evenly divided, the President holds the casting vote.
- e) It is also the duty of the Council:
 - to review the qualifications of applicants for membership

- to approve the assessors proposed by the membership Committee
- to propose to the General Assembly
 - the date, place and topics of the Annual Meeting
 - the election of a new member of the Membership Committee from the full members (every second year and alternate to the year of the election of the Council member)
 - the admission or expulsion of members
 - the procedures for the admission of applicants recommended by the Membership Committee.

Section III.4

Duties of Council Members

a) The **President** will:

- Preside at all meetings of the Network and the Council
- Assume all other duties relevant to the office of President
- Present an Annual Report at the Annual Meeting
- Represent the Network to the European Orthodontic Society
- In the absence of the President, the Secretary will act as vice.

b) The **Secretary** will :

- Keep a record of the proceedings at all the meetings of both the Network and the Council
- Maintain contemporary records of members of the Network including contact details
- Conduct all the correspondence for the Network
- Be custodian and responsible for all related papers and books
- Present an Annual Report at the Annual Meeting.
- The Secretary will inform applicants of any Council decisions.

If elections are to be held, the Secretary will announce the vacant positions and the proposed names at least six weeks prior to the Annual Meeting.

c) The **Secretary-elect** will:

- Assist the Secretary in their duties
- Maintain an accurate record of members and the length of their period as Provisional or Full members

Section III.5

The Membership Committee

The Membership Committee will comprise:

- the Committee Chairman
- the two Committee members

Section III.6

Election and Term of Office of the Membership Committee

- a) The members of the Membership Committee will be elected among the full members by the General Assembly at the Annual Meeting.
- b) The Committee members will be elected for a maximum term of six years.
- c) A new member will be elected each second year, alternate to the election of the members of the Council.
- d) No member can be elected for more than two terms.
- e) No member of the Membership Committee can at the same time hold a

position in the Council. If a member of the Membership Committee is elected as a member of the Council, a new member must be elected to the Membership Committee.

- f) Every second year the Chairmanship will be held by the senior member in term, thus all members will serve as Chairman the last two years in the Committee.

***Duties of the
Membership
Committee***

Section III.7

- a) The Membership Committee will evaluate each applicant for provisional or full membership, according to the bylaws and the policies developed by the Network. Specifically for the full membership, the Committee will propose to the Council two full members of the Network to become assessors of the member applying for full membership. After the approval of the Council the Committee will provide detailed information to the assessors before their on site visit (*Appendix 4 – not yet present*).
- b) The Membership Committee will examine the application of new members and advise if they have attained the standards required of applicants for provisional membership. The Committee will subsequently inform the Council of its findings, and if the applicant is eligible to apply for provisional membership.
- c) The Membership Committee will keep a record of the applicants examined and the decisions and recommendations made. The report of the Membership Committee is confidential to that committee and the Council. The chair of the Membership Committee verbally reports to the General Assembly on the decisions reached regarding applications (name and institute).
- d) The deliberations of the Membership Committee are confidential and final. The Committee maintains current requirements for the different membership categories and suggests new recommendations to the Council from time to time to uphold the ideals set forth in the preamble and the bylaws of the Network.
- e) Where the Membership Committee and the Council are unable to independently agree on a decision there will be a a common meeting of the Membership Committee and the Council; a majority vote will decide the issue. In the event of an evenly split vote the president will hold the casting vote.
- f) Decisions of the Membership Committee can be overruled by a $\frac{3}{4}$ majority vote of the General Assembly.

***The Country
Representatives***

Section III.8

Each country represented in the Network will have one Country Representative for liaison between the Council, the Membership Committee and the members of that country.

The Country Representative will be proposed by the members of that country.

The term of office for a Country Representative is 3 years.

Chapter IV-Amendments to the Bylaws

Section IV.1

Amendments can be instigated through a $\frac{3}{4}$ majority vote of the General Assembly. If the quorum is not reached, decisions will be taken to the next Annual Meeting with no quorum requirements and a $\frac{3}{4}$ majority of votes.

Section IV.2

Proposals must be submitted to the Secretary at least three months in advance of the annual General Meeting and circulated to the membership not less than six weeks before the annual General Meeting.

Section IV.3

Amendments cannot be proposed more than once in 3 years.

Chapter V-Dissolution of the Network

The Network may be dissolved by a $\frac{3}{4}$ majority vote of the General Assembly, which would then decide the modalities of eventual liquidation.

Chapter VI-Initial period of the Network

Section VI.1

- During the initial two-year period, the Network will comprise only provisional members
- After the initial two year period, two different types of members will exist in the Network, namely: provisional and full members
- During the first two years of the Network the decisions will be taken by the provisional members. During the 3rd and 4th year the decisions will be taken by the full and provisional members. From the 5th year on, only the full members will vote for the decisions.

Section VI.2

- The assessment of the first applicants for full membership will take place from January 2011. First application deadline: 31st December 2010.
- The first assessors are external prominent orthodontic educators, proposed by the Council and approved in the General Assembly.

Section VI.3

- During the initial period, the Council will be composed of three provisional members voted during the founding meeting of the Network, for a period of three years. The Council will be composed of the President, the Secretary and one member.
- In the meeting of the year 2013, election of the Council will take place for three positions: President for two years, Secretary for four years and Secretary-elect for six years. From the year 2015 the elections for the members of the Council will take place as in Chapter III, Section 2.
- In the meeting of the year 2013, election of the Membership Committee

will take place for three positions: The Chairperson for one year, and two members for three and five years respectively. From the year 2013 the elections for the members of the Membership Committee will take place as in Chapter III, Section 6.
