The constitution of the Association of Dental Hospitals

Updated January 2024

1. Name

The organisation shall be called the **Association of Dental Hospitals,** referred to hereafter as ADH.

2. Purpose and objectives

ADH will:

(a) be the key representative body for dental hospitals in the UK and Ireland (membership as defined in 3 (a))

(b) be a source for informed opinion and advice on all matters concerning patient care, dental teaching and training and other issues relating to the functions of dental hospitals in the United Kingdom and Ireland.

(c) represent its members and influence policy in relation to dental health and in engagement with relevant stakeholders.

(d) act as a source of information and advice for its members and facilitate the sharing of experience and best practice.

(e) work to improve and maintain quality in patient care and dental training.

(e) engage in discussion and collaboration with other bodies and stakeholders where relevant to the benefit of the function of dental hospitals and for wider benefit of the dental health landscape.

(f) serve as a point of reference for the media.

(g) promote equal opportunities in all matters relating to the dental workforce.

(h) support research and innovation for patient benefit.

3. Membership

(a) Voting membership of ADH will be restricted to dental hospitals/academic clinical facilities which provide dental services, and have a significant commitment to NHS funded Undergraduate and/or Postgraduate dentaleducation. Members of ADH will be the Clinical Director or equivalent, the senior non-clinical manager of the dental hospital and the lead dental nurse, or deputies as deemed appropriate by each hospital. Membership will also include internal leads including the Patient Safety Lead.

(b) Key non-voting stakeholders may be invited to attend meetings as representatives of other bodies associated with the work of the ADH. This may include the Chief Dental Officers of the devolved nations, the Chair of COPDEND (The UK Committee of Postgraduate Dental Deans and Directors), the Chair of the Dental Schools Council, or their representatives; and others who may share common interests.

(c) Full members of ADH may nominate deputies from their institutions for meetings where they cannot attend, to ensure continuity of business.

4. Organisation

(a) Leadership of the ADH

(i) The ADH will be steered by the Chair.

(ii) Members of the ADH shall elect the Chair one year in advance of the commencement of the chair's two-year term of office. It is not normally expected that the Chair be eligible for election for a further term of office.

(iii) For the first year of their term, the Chair will be supported by the Immediate Past Chair as their deputy.

(iv) For the second year of their term, the Chair will be supported by the Chair-elect as their deputy.

(v) The Chair may not continue to hold those Offices or Executive membership of the ADH if they cease to be serving Clinical Directors or senior non-clinical managers of subscribing dental hospitals.

(vi) ADH will nominate an internal Patient Safety Officer who advises on national patient safety issues and updates. This roleholder can come from outside of the ADH membership and is elected for a three year term, for a maximum of two terms.

(b) Elections

(i) The Chair shall be elected by confidential ballot from among members of the ADH who are willing to serve

(ii) The Secretariat shall act as Returning Officer for elections. /If there are more than two nominations, members will be asked to vote between the candidates on a ballot paper and the candidate with the most votes will be elected. If there are an equal number of votes for each candidate, there will be second vote.

(iii) Ballot papers and nomination forms should be returned by email to the Returning Officer.

(iv) The winner of an election shall be declared to the successful candidate first and to all members as soon as possible after the completion of the election process. The announcement will give only the names of the elected candidate, not the shares of the votes cast for each candidate.

(c) Secretariat

(i) The ADH shall be supported by a salaried Secretariat who will be responsible for the administration of the ADH's activities and the appointment of supporting staff.

(ii) The Medical Schools Council will take the lead in the appointment of an Executive Director to lead the Secretariat which oversees the work of Medical Schools Council, Dental Schools Council, University Hospitals Association, Veterinary Schools Council, Pharmacy Schools Council and the Association of Dental Hospitals.

(iii) The ADH will be supported by a Policy Officer(s), who will be appointment by the Executive Director. The main contact for ADH members and stakeholders shall be delegated by the Executive Director to a named Policy Officer(s).

(d) Financial Records

(i) There shall be annual subscription for each dental hospital represented by the Association of such amount as the Association shall determine.

(ii) If a hospital is in arrears and does not respond to the Executive Secretary's request for payment, the annual accounts shall include a statement to indicate that the school is in arrears with its subscription.

(iii) Universities UK in conjunction with the Executive Director will manage the financial records for the Association of Dental Hospitals on an agreed and timely basis with year-end on 31 July. Universities UK will treat the funding of the Association of Dental Hospitals as a restricted fund and accordingly may not use its income for general purposes.

(iv) If ADH is drawn to a close, the assets and liabilities will be distributed to ADH members. UUK has no lien on the assets of ADH except in regard to any outstanding invoices for services provided by UUK staff.

(e) Meetings

(i) The Chair, or in their absence, the Deputy Chair (Chair-elect or Immediate Past Chair), shall preside at all meetings. If none is present, a Chair shall be elected for the meeting.

(ii) The Association shall meet a minimum of two times each year. Additional meeting will be arranged with the support of the membership. If required, a meeting will be summoned by the Secretariat at the request of the Chair. These meetings may be virtual.

(iii) The Secretariat shall keep a list of the names and contact details of members. The Secretariat shall summon all meetings.

(iv) The agenda and any papers shall be circulated no less than five days prior to the meeting.

(v) The Chair of the meeting shall decide upon all points of procedure, and in the case of any disagreement or dispute on such matters his/her decision shall be final.

(vi) If a matter is put to the vote, members present will be considered quorate to discuss and vote for the membership if at least half of instiutitons are represented. A simple majority will suffice.

(vii) Members who represent ADH in external meetings must represent the interests of all members rather than their own organisation.

(f) Alterations to the Constitution

Any request for addition to, or alterations of the constitution, shall be specified on the agenda for the meeting at which they are to be considered. They shall receive a two-thirds majority of those voting members present before they are approved.

(g) Constitution Review

The constitution will be regularly reviewed by the ADH leadership and membership, at least every two years.

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