

# *New Zealand Institute of Dental Technologists Inc.*

## **Rules**

(These Rules rescind all previous Rules)

1. **NAME:** The New Zealand Institute of Dental Technologists.
  
2. **ADDRESS:** The address of the Institute shall be the address of the secretary or at such other address as the Executive Committee may decide.
  
3. **OBJECTS:** The objects of the Institute are:
  - 3.1 To study, promote, maintain and protect the skills and interests of its members and to improve the standards of those skills and of the services provided by its members to the community via their employees, the dental profession or direct to the public; to raise and maintain the standard of clinical dental technicians and dental technicians in the community.
  - 3.2 To promote a spirit of co-operation amongst its members, and to reconcile any differences that may arise between the various factions that make up the field of dental technology.
  - 3.3 To assist in the reconciliation of disputes between members and their clients.
  - 3.4 To obtain advice and information by surveys or other means on matters of significance to its members and to make recommendations in the light of advice or information received.
  - 3.5 To arrange meetings of members for the purpose of exchanging information and opinions related to their occupation and to initiate courses of training and education to enable its members to keep up-to-date with changes and developments in their occupation and to prepare themselves to provide services in whatever wider lawful fields that may become accessible to them.
  - 3.6 That all members are bound by a Code of Ethics governing the manner in which they will observe the interests of one another in the practice of their calling, and the interests of those whom they serve.

- 3.7 To co-operate with the Dental Technicians Board in whatever manner may be desirable, and possible, to assist in the attainment of its purpose.
- 3.8 To encourage an adequate intake of recruits to the industry by maintaining an interest in the development and administration of courses in dental technology and clinical dental technology by means of liaison, and co-operation with any education or training institution involved in such courses of training.
- 3.9 To promote and oppose bills, legislative or other measures or by laws affecting the interests of members and the occupation of dental technologists.
- 3.10. To seek by all lawful means to widen the lawful field within which dental technologists may pursue their occupation, or any section of it, and to seek redress of wrong from which all, or any of its members may from time to time suffer, to bring under the notice of the Government of New Zealand, or any other constituted authority, such matters as may in the opinion of the Institute require attention.
- 3.11 To use the funds of the Institute as the Executive Committee may consider necessary or proper in payment of the costs and expenses of carrying out its objects or any of them, including the employment of agents, officers, servants counsel or legal advisers.
- 3.12 To purchase, take lease or in exchange or on hire or otherwise acquire any real or personal property and any rights and privileges which the Institute shall think necessary or expedient for the attainment of its objects; and to sell, exchange, let or bail or lease with or without option to purchase or in any manner dispose of such property rights privileges as aforesaid.
- 3.13 To do all such things as are incidental or conducive to the attainment of the above objects.
- 3.14 The Executive Committee of the Institute shall be indemnified by the Institute from all losses and expenses incurred by them in or about the discharge of their respective duties except such as happens through their own wilful act or default. No committee member shall be liable for any acts, receipts or defaults, or any other loss arising through error of judgement or oversight on his part, or any loss, damage or misfortune which shall happen in the execution of his duty, unless the same happened through wilful default or neglect.
- 3.15 To co-operate with other members of the dental team.

#### **4. MEMBERSHIP**

- 4.1 Any person who is registered as a clinical dental technician or a dental technician under the Dental Act, may become a member of the Institute upon application to and acceptance by the Executive Committee, such application being in such form as the Executive Committee may require.
- 4.2 Applications for the membership under 4.1 hereof may be admitted to or refused

membership by a simple majority of the members of the Executive Committee present in person at the meeting at which the application is considered, and the decision of the Committee upon the application shall be conveyed to the applicant within two weeks of the date upon which it was made.

- 4.3 The Committee are bound to disclose its reasons for refusing an application for membership.
- 4.4 The Executive Committee may resolve that applications for membership shall be accompanied by an application fee of such amount as the Committee may decide; in the event of an application being refused, the application fee, if any, shall be refunded to the applicant within two weeks of the decision of the Committee.
- 4.5 The Institute in General Meeting may from time to time declare a member to be a Life Member, such members having been a member of the Institute for not less than ten years and having ceased to be actively engaged as a dental technologist.
- 4.6 From the beginning of the next financial year following that in which he or she has been declared a Life Member, that member shall not be liable for annual subscription and shall have the right to receive notices of and to attend meetings, to participate in debate but not vote.
- 4.7 Associate Membership may be granted to a person who applies for membership to the Executive Committee. The person applying for Associate Membership must work in the industry or be under training but does not comply with 4.1. Rules 4.2, 4.3 and 4.4 will also apply. Associate members have the right to receive notices of and to attend meetings, to participate in debate, but not to vote.

## **5. CESSATION OF MEMBERSHIP**

- 5.1 Any member may resign his membership by giving the Secretary notice in writing, but such membership shall not be terminated until the Executive Committee has resolved to accept the resignation and is satisfied that all current subscriptions, levies and other dues payable by the resigning member have been paid.
- 5.2 Any member whose annual subscription for any financial year remains unpaid two months following the date of the account being mailed shall be a non-financial member and as such shall not be entitled to vote at any meeting of the Institute. Where any subscription remains unpaid three months after the account being mailed, the Executive Committee may resolve that such membership has lapsed, whereupon the person concerned shall be advised in writing that he or she shall cease to be a member.
- 5.3 Where a member is deemed by not less than three quarters of the Executive Committee ( at a properly convened meeting of the Committee of which not less than four weeks in writing has been given specifying the purpose of that meeting) to be guilty of conduct which renders his or her membership undesirable in the interest of members, the Committee may terminate membership of the said member forthwith; provided that the said member shall be given a very reasonable

opportunity, including notice of the meeting and a statement of the matter to be considered against him or her, and the right to be represented by counsel, to defend or explain his or her conduct.

- 5.4 Membership shall automatically cease in the case of a member who becomes bankrupt or of unsound mind, or who dies, or who ceases to be a registered clinical dental technician or a registered dental technician.
- 5.5 An annual membership shall be fixed by members in general meeting from time to time and any changes in the amount of the annual subscription shall be due and payable from the commencement of the financial year following the general meeting at which the change was made.
- 5.6 The subscription shall not be increased from one year to another unless notice of the intention to move that it be increased is set out in the notice convening the Annual General Meeting at which it will be proposed.
- 5.7 A certification of annual membership shall be issued to each member on receipt of his or her annual subscription for the year.

## **6 ALTERATION OF RULES**

- 6.1 The Rules of the Institute may be altered, added to or amended or rescinded by a simple majority of members present at a general meeting of the Institute at which not less than 21 days notice in writing has been given, setting out in full the proposed alteration, addition or other amendment together with an explanation thereof, and the time and date and place of the meeting. Such alteration, addition or other amendment may be passed as proposed or amended.
- 6.2 No additions to, alterations to, amendments to, or recession of these rules shall be valid until accepted by the Registrar of Incorporated Societies.

## **7 MEETINGS OF THE INSTITUTE**

- 7.1 Meetings of the Institute shall be of two kinds; Annual General Meetings and Extraordinary General Meetings.
- 7.2 A General Meeting of the Institute known as the Annual General Meeting shall be held once in every calendar year, not more than 14 months after the proceeding Annual General Meeting and not in any case later than the 30th day of November. Annual General Meetings of the Institute shall be subject of no less than 21 days notice in writing to all members, specifying the date, time and place of meeting and the business with which to be dealt.
- 7.3 Business to be conducted at each Annual General Meeting shall be:
  - a) Consideration of a report on the year's activities, and a Statement of Income and Expenditure for the year and a Statement of Assets and Liabilities as at the

end of the year , which the Executive Committee shall cause to be tabled at the meeting.

- b) The Election of Office Bearers.
- c) The appointment of an auditor, if thought fit.
- d) Any other business included in the Notice convening the meeting.

7.4 Extraordinary General Meetings shall be convened by the Secretary at the instructions of the Executive Committee or, within 21 days of his or her receiving written request to convene such a meeting from no less than one third of financial members of the Institute. If the Secretary fails to, or neglects to convene a meeting pursuant to this clause within 21 days, the persons requesting the meeting may convene it.

7.5 **Quorum:** includes both Annual and Special Meetings. Fifteen persons present in person shall constitute a quorum; if a quorum is not present within 30 minutes of the time specified for the meeting, the Chairman may adjourn the meeting for not more than 14 days and the persons present in person or by proxy at the adjourned meeting shall constitute a quorum.

Voting by proxy is provided for with the proxy voting forms required to be in the hands of the Secretary prior to the Annual General Meeting being declared open.

7.6 Each member shall be entitled to one vote at meetings of the Institute except in the case of non-financial members and voting shall be by voice unless a show of hands or a secret ballot is called for.

## 8 EXECUTIVE COMMITTEE

- 8.1 There shall be an Executive Committee of the Institute consisting of:
- a) a President
  - b) one Vice-President and one Immediate Past President
  - c) not more than nine committee members nor less than six, two of which must come from the South Island.
- 8.2 No person who is a non-financial member of the Institute shall be eligible to hold office on the Executive Committee.
- 8.3 The term of office for Executive Members shall be two years with retiring members are eligible for nomination or re-election.
- 8.4 A member may hold the office of President for no longer than two consecutive years. The member who holds the office of Vice-President shall automatically assume the office of President at change over.
- 8.5 Nominations for office bearers, proposed and seconded by financial members of the Institute, must be in writing and in the hands of the Secretary, seven days prior to the Annual General Meeting. Nominations may be taken from the floor with leave of the meeting.

- 8.6 For the purpose of conducting an election, the Secretary shall be the returning officer.
- 8.7 The Executive Committee shall appoint a Secretary and a Treasurer who need not necessarily be members of the Institute and both of which offices may be occupied by the same person.
- 8.8 The Executive Committee shall have power to pay such remuneration, as it thinks fit to any person holding the office of Secretary or Treasurer or both.
- 8.9 The Executive Committee has power to reimburse Executive Committee members with travel and accommodation expenses, or part thereof, incurred in attending Executive Committee meetings of the Institute.
- 8.10 The Executive Committee shall cause proper records to be kept and shall carry out policy laid down by members in general business. These records will be handed to incoming committee members within 28 days of change over.
- 8.11 The Executive Committee shall meet not less than twice each year and telephone conference calls may be used for the purpose of conducting the business when warranted.
- 8.12 The President shall be Chairman of meetings of the Institute or, in his or her absence, the Vice –President.
- 8.13 A quorum of the Executive Committee shall be six Executive members.
- 8.14 The Executive Committee shall set up such sub-committees and branches as it may consider expedient or desirable to serve the interests of particular groups within the Institute or to deal with a particular matter or matters which affect membership of the Institute as a whole.
- 8.15 The membership of sub-committees or branches established under Rule 8.13 may be drawn from the members of the Executive Committee or from the membership for the business transacted at their meetings and shall report to the Executive Committee meetings and the Annual General Meeting of the Institute.
- 8.16 No sub-committee or branch shall have power to pledge the credit of the Institute or to commit it in any way, other than by recommendation to the Executive Committee who rest except in the case of a specific delegation of power.
- 8.17 Where a group of members, or a class of members has a particular matter of interest which it wishes to be dealt with by a special sub-committee, that class or group may make request to the Executive Committee to establish an appropriate sub-committee. The Executive Committee shall accede to that request unless cause is shown why it should not.

## **9. COMMON SEAL AND CONTROL OF INVESTMENT FUNDS**

- 9.1 The Common Seal of the Institute shall be kept at such place as the Executive Committee may direct and shall be attested by the President and The Secretary, or the President and one member of the Executive Committee, on the instruction of the Executive Committee itself.
- 9.2 The Executive Committee shall have power to control and invest the funds of the Institute.
- 9.3 The Institute has the power to borrow money; provided that Authority to borrow money is in the name of the Institute and shall be obtained in each instance from the Institute in General Meeting. The sum is limited to one thousand dollars (\$1,000.00).

## **10. DISPOSITION OF PROPERTY IN A WIND UP**

In the event of the Institute being wound up, the net assets (if any) of the Institute shall be disposed of in accordance with the instructions of the Institute in General Meeting or failing subscription, shall be paid into public account.

## **11. INTERPRETATION**

In the construction of these Rules, unless there is something inconsistent in the context, words signifying the singular shall include the plural; words signifying males shall extend to include females; words signifying persons shall include bodies corporate.