

# LIVERPOOL UNIVERSITY DENTAL STUDENTS' SOCIETY

Original Constitution 1910, amended 1917  
Re-drafted 1926, 1977, 1996, 2005, 2019 and 2021

## CONSTITUTION 2021

### **I NAME**

The Society shall be called the Liverpool University Dental Students' Society.

### **II OBJECTS**

1. The objects of the Society shall be:

- a. to represent all students studying towards a degree leading to registration as a dental professional within Liverpool School of Dentistry (hereafter termed collectively as Dental Students)
- b. to promote the educational, sporting, and social interests of the Dental Students of The University of Liverpool
- c. to establish and facilitate liaisons between the Dental Students and the Staff of the School of Dentistry
- d. to establish and facilitate liaison between the Dental Students and the dental profession of the United Kingdom
- e. to establish and facilitate liaison between the Dental Students and any associations with shared interests, and also to foster good relationships with the people of Liverpool.

2.

- a. These objects shall be pursued by the Society without any discrimination against the protected characteristics of the students, staff or members of the public.
- b. The Society shall deal with any appropriate matter concerning Dental Students of The University of Liverpool.

### **III MEMBERSHIP**

- I.
  - a. All undergraduates, upon registration with the School of Dentistry shall become eligible to be members of the Society.
  - b. Students upon payment of the membership fee will become full members of the Society.
  - c. All graduates of the Liverpool School of Dentistry shall be deemed to be honorary members of the Society.
  - d. All members of the Staff of the Liverpool School of Dentistry and of the Liverpool University Dental Hospital shall be deemed to be honorary members of the Society.
  - e. Life Members, who are persons of distinction, may be elected at the Annual General Meeting by a majority vote.
2. Termination of Membership  
An individual may cease to be a member of the Society if:
  - a. the subscription of that individual Dental Student remains unpaid by the date of the next AGM.
  - b. the Committee (by majority vote) consider that the continuing membership of that individual would be detrimental to the good name of the Society.
  - c. a member indicates in writing his / her intention to withdraw from the Society.

### **IV OFFICERS**

1. Only such persons as will be full-time students for the subsequent twelve months shall be eligible for election to executive office.
2. The officers shall be the male President, the female President, the Secretary, the Treasurer, two Social Secretaries and the Sports Secretary. These offices shall be held for the period of one year.
3. The male and female Presidents will hold equal status with respect to the business of the Society.
4. The Presidents, officers and other committee members shall be elected from Third Year members of the society who are completing the 5-year dentistry course and/or Second year members of the society who are completing the 3-year BSc Dental Therapy course only. Except for the Junior Research rep and Junior BDSA rep, in which case candidates are elected in year 2 of the five-year course and year one of the 3-year course. Valid as of the 2022 elections.
5. There shall be Honorary Officers of the Society – The Senior President, The Senior Treasurer and The Auditors.
6. The Senior President shall be a member of the Staff of the Liverpool School of Dentistry or the Liverpool University Dental Hospital, who shall hold office for the term of one year. The Senior President shall be nominated by a member of the committee and appointed by the full committee. Appointment should be confirmed by a majority of members. Appointment requires the acceptance of the elected nominee. This term may be extended by majority vote of the executive office up to a maximum of 3 years.
7. There shall be two Auditors, who shall be full-time members of the Staff of the Liverpool School of Dentistry or of the Liverpool University Dental Hospital who shall hold office for

terms of four years (the terms overlapping by two years). The Auditors shall be nominated by a member of the committee and appointed by the full committee. Appointment should be confirmed by a majority of members. Appointment requires the acceptance of the elected nominees.

*Footnote: In accordance with tradition and with the consensus view of the student body as measured in a DSS referendum, held in 1987, and a Committee vote, held in 1995, there should be a male President and a female Lady President. To reflect societal changes these should be renamed male and female Presidents for the purposes of the Constitution, to reflect more accurately their equal status. With time further changes in the titles may become appropriate.*

8. There shall be a Senior Treasurer, who shall be a full-time member of the Staff of the Liverpool School of Dentistry or of the Liverpool University Dental Hospital who shall hold office for the term of three years. This term may be extended to a maximum of six years.

## **V COMMITTEE OF MANAGEMENT**

1. The Committee shall comprise both the male President and female President, the Secretary, the Charity Secretary, the Treasurer, two Social Secretaries, the Sports Secretary, two Representatives from each of the academic years (except the year from which the Presidents are elected), a Senior BDSA Representative, a Junior BDSA Representative, the Publications Secretary, of any magazine, the Tea Secretary, the Education Secretary, the Senior Research Representative, the Junior Research Representative and the Equality, Diversity and Inclusion (EDI) Representative.
2. Both Presidents shall be elected at a General Meeting held early in the Summer Term.
3. The remainder of the Committee shall be elected at the AGM which shall be held two weeks after the election of the Presidents.
4. LUDSS Representatives from years 1, 2, and 3 should be elected by secret ballot in accordance with the University's "Code of Practice on Student Representation". Elections should be carried out within 4 weeks of the start of the autumn term following invitation from the Presidents to do so. Successful candidates are not part of the LUDSS committee but instead will attend a sub-committee chaired by the student presidents. LUDSS year representatives will hold the post for one year.
  - a. the representatives from the First Year shall be elected no later than eight weeks after the commencement of the academic year for which the representatives are to hold office.
  - b. the post of Senior BDSA Representative is not contested at the AGM. The retiring Junior BDSA Representative, as a matter of course, fills this post.
5. No member of the Committee shall hold more than one post concurrently. Further, a member may hold only one elected role in the during their membership of the society; even if the role held is Junior BDSA or Junior Research rep in which there would be opportunity to apply for another role in the next year of study.
6. If, through any cause, a vacancy occurs in the Committee, such a vacancy shall be filled at a by election from the body of the students at an Ordinary or Extraordinary meeting of the Society.
  - a. Nomination for office, duly proposed and seconded shall be made in writing to the Secretary of the Society.
  - b. Voting shall be by secret ballot, using the simple majority system.

- c. If no nomination for a vacant position is received by the Secretary, then that position shall remain vacant until the next scheduled Committee elections.
7. Notwithstanding Section V sub-section 6, should either President's post become vacant, other than at the normal time, a male or female President pro tempore shall be appointed, as soon as possible, by the Committee.
8. At meetings of the Committee, the male or female President will take the Chair by mutual agreement. If they should both be absent, a Chairperson shall be elected from those present.
9. The Committee shall meet at least once in an academic term. The calling notice for such meetings shall be posted not less than seven days prior to each meeting.
10. At meetings of the Committee, a quorum shall be ten. No votes by proxy shall be allowed with the Chairperson shall have a casting vote only.
11. The Committee shall have the power to appoint sub-committees of which the Presidents shall be ex-officio members.
12. Committee meetings may be convened by either of the Presidents, or the Secretary.
13. Any member of the Society may attend Committee meetings but shall remain a silent observer and shall have no vote.
14. Any member of the Committee failing to attend two successive meetings of the Committee, without giving adequate reason, shall resign if asked to do so by the Committee, and an election shall be held to fill the vacancy in accordance with Section V sub-section 6.
15. The outgoing Committee shall retire from office at the Annual Handover Event.
16. Every committee member shall conduct themselves in accordance with the roles of their position outlined (section VII), act in the best interests of the society and wholeheartedly support fellow committee members.

## **VI ELECTION OF OFFICERS AND REPRESENTATIVES**

1. The Officers and Representatives shall be students for their full term of office except for the Senior President and the Auditors.
2. The Senior Auditors shall be elected by the Committee in accordance with Section IV sub sections 6 and 7. Their term of office shall commence at the start of the autumn term.
3. A notice shall be posted asking for nominations not later than seven days prior to the General Meeting for the election of the male and female Presidents.  
Nominations shall be posted on the notice board. Nominations shall close at 5.00 pm on the day before the elections are to take place.
4. Nominations for all posts must be duly proposed and seconded.
5. If more than one nomination has been received for a post, an election shall be held, voting by secret ballot, using the simple majority system.
6. If more than one nomination has been received for a post, each candidate shall have the opportunity to make a canvassing speech. Questions shall be accepted from the floor after all speeches for a post have been made.
7. All elections must have taken place before the commencement of the AGM.
8. Voting shall take place between 1.00pm and 4.00pm on the election days.
9. The Secretary shall normally be appointed the Returning Officer for all elections. S/he shall also have the power, if s/he is unable to act, to appoint a deputy.  
The Returning Officer is not entitled to vote.

10. In the event of the resignation of an Officer, a by-election shall be held at the call of the Committee, nominations to be received by the Secretary in writing and the elections to be held in accordance with Section V sub-section 6.
11. In the event of the resignation of a LUDSS Representative, elections shall take place in accordance with Section V subsection 6.
12. The Returning Officer shall announce the names of the successful candidates at the AGM, or in other circumstances, as soon as they are elected.

## VII DUTIES OF THE STUDENT OFFICERS AND REPRESENTATIVES

1. The duties of the male and female Presidents shall be:

- a. to share responsibility for representing the Society
- b. to share responsibility for the overall organisation of the Society's affairs
- c. to chair Committee meetings in accordance with Section V sub-section 8
- d. to carry out those social duties which are described in the separately published Social Protocol.

2. The duties of the Secretary shall be:

- a. to conduct the correspondence of the Society
- b. to attend all General Meetings and committee meetings and to take minutes of the proceedings. The minutes of the General Meetings shall be available to any member of the Society for inspection on application to the Secretary
- c. to give notice to the members of the Society of all forthcoming meetings, such notice to be given not less than seven days in advance
- d. normally, to act as the Returning Officer for all elections in accordance with Section VI sub-section 9.

3. The duties of the Charity Secretary shall be

- a. to suggest charities that the Society will support.
- b. to liaise with the Staff President to ensure any potential sponsors are appropriate and in line with ethical guidelines
- c. to organise all charity events for the forthcoming year
- d. to liaise with the treasurer regarding transfer of funds to the appropriate charitable body.

4. The duties of the Treasurer shall be:

- a. to collect subscriptions, to discharge all accounts which have received the approval of the Committee and to keep the accounts of the Society
- b. to present to the Senior Treasurer all account books and records of the business of the Society for the preceding year, for auditing, not less than two weeks before the AGM
- c. to furnish a financial report and balance sheet for the business of the Society, at the AGM
- d. to give an assessment of the financial position of the Society whenever asked to do so (given three working days notice)
- e. to approach appropriate organisations and companies regarding sponsorship for events organised by the Society
- f. to produce a budget, when required, for events to be held by the Society.

4. The duties of the Social Secretaries shall be:

- a. to organise all social events to be held by the Society
- b. to approach appropriate organisations and companies regarding sponsorship and the donation of raffle prizes for the Annual Dental Ball.

5. The duties of the Sports Secretary shall be:

- a. to oversee the entrance to and progress within the University sports league system of all dental teams
- b. to oversee the election of team captains for each dental team. Each captain shall hold that position for a period of one year (renewable by re-election in subsequent years, if appropriate). Elections shall be conducted by a show of hands by team members.
- c. to liaise with other Dental Schools in relation to the Inter- Dental School Sports Days, and to manage the entry of Liverpool teams
- d. in the event of Liverpool hosting the Inter-Dental School Sports, s/he must, with support from other members of the Committee, make all necessary arrangements for the day's programme
- e. to secure sponsorship from appropriate organisations and companies to ensure that all dental teams have adequate and appropriate strip.

6. The duties of the Year Representatives shall be:

- a. to represent the interests of their year
- b. to provide the Presidents with a schedule of the examinations which will take place during the academic year. This should be done as early as possible in order that Society events may be planned around such examination times
- c. to represent their year at Staff-Student Committee Meetings. Prior to such meetings, s/he should have sounded opinion within the year and collected any complaints from their colleagues. Year Representatives must attempt to rectify any complaints with individual members of staff and take such matters to the Staff-Student Committee only if they cannot be resolved beforehand.
- d. Year representatives on the LUDSS committee are separate from elected year representatives serving on the Staff Student Liaison Committee (SSLC), who need not be LUDSS members. The LUDSS presidents shall not automatically serve as 4<sup>th</sup> Year representatives on SSLC but shall have an ex-officio role on SSLC. Immediate past LUDSS presidents shall not automatically serve as 5<sup>th</sup> year representatives on SSLC.

7. The duties of the Senior BDSA Representative shall be:

- a. to attend all BDSA Committee meetings and to represent the interests of the Dental Students of the University of Liverpool and to vote on the Society's behalf
- b. to inform the Committee of the outcome of the aforementioned meetings
- c. to represent the Society at the Annual BDSA Conference.

8. The duties of the Junior BDSA Representative shall be:

- a. to attend all BDSA Committee meetings and to vote on behalf of the Society, should the Senior BDSA Representative be unable to do so
- b. to take over from the Senior BDSA Representative at the subsequent hand-over of the Committee as a matter of course. This post should only be taken on if the candidate is willing to give two years of service to the Committee.
- c. to represent the Society at the Annual BDSA Conference.

9. The duties of the Tea Secretary shall be to provide refreshments, at the request of the Committee, at Society events.

10. The duties of the Publications Secretary shall be:

- a. to manage the Society website
- b. to be responsible for the creation and design of Society merchandise.
- c. maintain and update the Society's Social Media presences.

11. The duties of the Education Secretary shall be:

- a. to advise on educational matters affecting Dental Students
- b. when requested, to organise educational events that would benefit Dental Students that sit outside the Dental School's curriculum.

12. The Duties of the Equality, Diversity, and Inclusivity (EDI) Representative shall be:

- a. To address EDI matters affecting the Society
- b. To be a representative of all society members and encourage equality, diversity and inclusion within the society, the School of Dentistry and the profession as a whole.



## VIII FINANCE

### 1. Subscriptions

- a. The individual membership subscription, hereafter referred to as "the subscription", shall be collected from each new first year student at his / her initial reception in September/October
- b. No undergraduate may be issued with a Society membership card until s/he has paid her or his subscription
- c. The subscription shall be a non-recurrent payment to cover the duration of their course in Dentistry
- d. In the event of a member withdrawing from the course before its completion, the subscription shall not be returned in part or in whole
- e. The amount of the subscription shall be decided by the Annual General Meeting
- f. In the event a student of the School of Dentistry wanting to pay 'the Subscription' after a period of one month from the beginning of their course, the subscription shall be calculated based on the remaining years of study.
- g. In the event of non-payment of the subscription, the undergraduate concerned shall be liable to an extra fee to enable them to purchase tickets to events organised by the Society. This extra fee shall be decided upon at the discretion of the Committee.

### 2. Income from Other Sources

Donations and sponsorship may be accepted at the discretion of the Committee in line with ethical and legal principles.

### 3. Expenditure

- a. All cheques drawn on the current account of the Society must be signed by the Treasurer and a President or a publicly notified delegate.
- b. On no occasion may any member of the Society incur, on behalf of the Society, any expenditure without prior authorisation of the Treasurer. Any expenditure in excess of the sum of fifty pounds (£50) must be referred to a full Committee meeting for approval. The exception to this rule shall be purchases of stationery, and refreshments.
- c. If required for emergency committee affairs, the Treasurer can permit the use of 'petty cash' to the maximum of £50 per week

### 4. Accounts

- a. The accounts of the Society shall be audited annually by the Auditors
- b. The accounts of the Society shall be audited by the Senior Treasurer before presentation of the Treasurer's financial report and balance sheet in accordance with Section VII sub-section 3
- c. The Auditors shall examine, approve and certify the Annual Balance Sheet before the Annual General Meeting.

### 5. Property

The Treasurer shall maintain and operate a bank account in the name of the society. The outgoing committee shall enter into no arrangements that bind the following committee. The outgoing committee shall leave a balance in this account for the incoming committee sufficient to cover all foreseeable outlays essential to the running of the Society. The sum required should be based on the funds they themselves inherited, adjusted for

circumstances and to be discussed with the Honorary Officers. Any identified shortfall in this balance must be addressed by further fundraising activities if it is deemed that the incoming committee will have insufficient funds with which to operate.

#### 6. Finals Ball

5<sup>th</sup> year organisers of Finals Ball shall receive a donation from LUDSS which is the value of the amount left in the bank account at handover, once all other payments that relate to the LUDSS Term of Office have been settled. This is true up to a maximum of £1500.

### **IX GENERAL MEETINGS**

1. At least one General Meeting shall be held annually.
2. At least seven days notice, by poster on the Notice Board, shall be given of all General Meetings.
3. The quorum for an Ordinary or Annual General Meeting shall be forty members.
4. In the absence of both Presidents at any General Meeting, the Meeting shall elect a Chairperson pro tempore.
5. The male or female President, or the Chairperson elected under Section IX subsection 4, shall at all General Meetings be the sole interpreter of the rules and shall determine every point of order.
6. Majority decisions shall be final and the Chairperson shall have a casting vote only.
7. Extraordinary General Meetings, comprising at least fifteen members, may be called, in extraordinary circumstances, by the Secretary, in writing, at such times and for such purposes as the Committee shall determine.

### **X CONSTITUTION**

1. No alteration or amendment to the Constitution of the Society shall be made unless by resolution at a General Meeting. A majority of two-thirds of the members present and voting at such a Meeting shall be necessary to give effect to the alteration or amendment.
2. Any proposed amendment to the Constitution must be submitted in writing to the Secretary, not less than fourteen days before the Meeting at which the amendment is to be considered.
3. Any proposed amendment to the Constitution should be displayed prominently on the Notice Board not less than seven days before the Meeting at which the amendment is to be considered.
4. Amendments to the Constitution shall be applied as soon as they are approved.
5. The Constitution shall be published on the Society's website.
6. A copy of the Constitution of the Society shall be deposited with the Dean of the School of Dentistry.
7. A copy of the Constitution of the Society shall be available to any member on application to the Presidents, or the Secretary.
8. The Constitution shall be reviewed at least every five years, or at a time when significant changes within the School make this advisable.

## **XI POLICY AND PUBLIC RELATIONS**

1. The only persons who shall make statements representing the views of the Society shall be either of the Presidents and, in their own special circumstances, the Representatives to the BDSA.
2. In dealings with the media, the only persons who may represent the views of the Society shall be the Presidents.

## **XII PRIZES AND AWARDS**

The Society shall have the power to award prizes under conditions approved by the Committee.

## **XIII COMPLAINTS PROCEDURE**

The committee shall have a well-publicised means of contacting Student Presidents should a society member or non-society member wish to make a complaint. In the first instance this should be via the student presidents' email addresses, available on the LUDSS website.

*September 2021*