

Constitution and Terms of Reference of the Dental Alumni Association of King's College London Dental Institute at Guy's, King's College and St Thomas' Hospitals

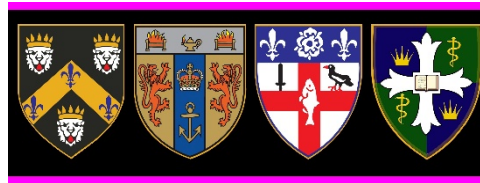
3rd March 2018

1. Name

The name of the group will be the **Dental Alumni Association of King's College London Dental Institute at Guy's, King's College and St Thomas' Hospitals**, herein referred to as the **Dental Alumni Association**

2. Logo

The logo of the Dental Alumni Association will be:



3. Aims

The aims of the Dental Alumni Association shall be:

- 3.1. To represent the dental alumni in the affairs of King's College London Dental Institute at Guy's, King's College and St Thomas' Hospitals and in the affairs of King's College London.
- 3.2. To encourage continued participation of dental alumni in the activities of the current Dental School including mentoring and volunteering in undergraduate admission interviews.
- 3.3. To encourage and provide opportunities for past students and staff to meet and keep in touch with each other and with current students and staff at the KCL Dental Institute at Guy's, King's College and St Thomas' Hospitals.
- 3.4. To provide advice and support to the Executive Dental Dean on how best to involve past students and staff of the Guy's Hospital Dental School, King's College School of Medicine & Dentistry (KCSMD), the Royal Dental Hospital and School, the United Medical and Dental Schools (UMDS) of Guy's & St Thomas Hospitals, the

Guy's, King's and St Thomas' Dental Institute (GKT) and the KCL Dental Institute (KCLDI) at Guy's, King's College & St Thomas' Hospitals in the promotion of the well-being of the current Dental School and Dental Hospitals.

- 3.5. To provide advice and support to the Executive Dental Dean on how best to develop, engage with and expand the membership of the Dental Circle.
- 3.6. To assist in preserving and recording the contribution made to the dental profession by alumni from all our various constituent Dental Schools and Hospitals.
- 3.7. To assist the Dental Institute to attract the best students by raising the profile of the Dental Institute around the world.
- 3.8. To assist the Dental School and Dental Hospitals in fundraising for the overall benefit of the wider Dental Institute.
- 3.9. To advise the Dental Institute on the awarding of the annual Alumni Awards – Alumnus of the Year and Distinguished Service.
- 3.10. To work with the KCL Alumni Office to organise the annual Dental Alumni Weekend, including the Staff and Alumni Dinner and other alumni functions.
- 3.11. To lend support for students, staff and graduates in whatever ways are possible.

4. Membership

4.1. Ordinary members

- 4.1.1. All former dental staff and dental students of Guy's Hospital Dental School, King's College School of Medicine and Dentistry (KCSMD), the Royal Dental Hospital and School (RDH), the United Medical and Dental School of Guy's and St Thomas' Hospitals (UMDS), the Guy's, King's and St Thomas' Dental Institute (GKT) and the King's College London Dental Institute at Guy's, King's College and St Thomas' Hospitals.
- 4.1.2. All current staff.

4.2. Honorary members

- 4.2.1. Well-wishers and supporters of the KCL Dental Institute at Guy's, King's College & St Thomas' Hospitals may be elected, on recommendation of the Council, to honorary membership.

5. Branches

The Council shall have the power to develop and incorporate Branches and subject specific Sections of the Dental Alumni Association, both in the UK and overseas, provided that the aims and the conditions of the proposed Branches and Sections are compatible with, and will advance the aims of the Dental Alumni Association.

6. The Council

The Dental Alumni Association shall be managed by the Council which shall meet at least four times per year.

6.1. Responsibilities of the Council

The Council shall decide the policy of the Dental Alumni Association and, working with the Executive Dental Dean and the Alumni Office, set the annual agenda for the Association, determine priorities, agree new initiatives and provide annual report(s) at the Alumni Weekend and facilitate twice yearly the circulation of the Dental Institute's newsletter 'News Bites' to inform the wider Dental Alumni membership of Dental Institute activities.

6.2. Patron

The Council of the Dental Alumni Association may, if deemed appropriate, appoint a Patron of the Dental Alumni Association. Such an appointment shall be for up to five years in the first instance and may be renewed for a further period of up to five years as determined by the members of the Council.

6.3. Officers

The Council shall appoint appropriate Officers to lead the Association. Due regard should be given to the composition and "balance" of the Council. The Official positions shall be:

- 6.3.1. *President* who shall normally be elected and hold office for two years (and shall also serve as the representative of the Dental Alumni Association on the wider King's College London Alumni Association)
- 6.3.2. *Immediate-past President* who shall hold office for two years after their presidency
- 6.3.3. *President-elect* who shall be elected hold office for two years and act as Vice-President before succeeding as President
- 6.3.4. *Secretary* who shall be elected and hold office for three years and may be re-appointed for a further 3 years
- 6.3.5. *Treasurer* who shall be elected and hold office for an initial period of three years and who may be re-elected annually thereafter
- 6.3.6. *Historian* shall be elected for an initial period of three years and who may be re-elected annually thereafter
- 6.3.7. *Archivist* who, with the support of the KCL Dental Institute Central Administration, shall further develop the archives of the Dental Alumni Association. The Archivist shall be elected for an initial period of three years and may be re-elected annually thereafter.

6.4. Vacancies

Should any of the Officer posts fall vacant, the Council is empowered to fill them until the next Annual General Meeting.

6.5. Appointment of Additional Officers

The Council may appoint such additional Officers as are deemed necessary for the running of the Dental Alumni Association, provided such appointments are approved at the subsequent Annual General Meeting.

6.6. Council membership

The Council of the Dental Alumni Association shall have the following membership:

- 6.6.1. The Officers of the Association - the President, the Immediate-past President, the President-Elect (Vice-President), the Secretary, the Treasurer, the Historian and the Archivist.
- 6.6.2. 6 ordinary Council members invited by the President in agreement with the Officers
- 6.6.3. Executive Dean of the KCL Dental Institute
- 6.6.4. Dental Dean for International Affairs
- 6.6.5. Clinical Director of the GSTT Dental Hospital
- 6.6.6. Clinical Director of the KCH Dental Hospital
- 6.6.7. The Staff President and Student President of the KCL Dental Society
- 6.6.8. The Head of KCL Alumni Office or their representative
- 6.6.9. Up to four co-opted members, each to serve for one year until the next Annual General meeting

6.7. Meetings of the Council

The Council shall normally meet four times a year. All meetings of the Council shall be convened by the Secretary of the Dental Alumni Association, subject to consultation with the President. Notice of meetings and the circulation of agendas and papers shall normally be six weeks and at least three working days in advance respectively.

6.8. Committees of the Council

The Council's Committees include:

The Alumni Award Committee shall consist of the Immediate Past President, the President, the President-elect and the Dental Dean for International Affairs. The Committee shall meet once a year to scrutinise the nominations, citations and the voting results from the Dental Institute, and to finalise the award winners and produce the award certificates.

The Dental Circle Committee shall consist of the Immediate Past President, the President, the President-elect, the Secretary, the Executive Dental Dean and a representative of the Dental Circle.

The Council may establish additional Committees from time to time as are deemed necessary.

7. General Meetings

7.1. Annual General Meetings

An Annual General Meeting shall be held normally in conjunction with the annual Dental Alumni weekend.

Notice of the Annual General Meeting will be made at least six weeks in advance of the meeting date.

7.2. Nominations for elections

Nominations for elections of Officers may be made in writing to the Secretary of the Dental Alumni Association by any member of the Association, if endorsed by a seconder and the acceptance of the nomination by the member concerned. Such nominations should reach the Secretary at least 28 days before the Annual General Meeting.

If no such nominations are received, the outgoing Council shall provide a list of recommended candidates for the elected Officers and Council members for the Annual General Meeting to consider.

If there is more than one candidate for any post, a ballot by a show of hands shall be held, and a simple majority of those voting shall determine the outcome.

7.3. Extraordinary General Meeting

An Extraordinary General Meeting (EGM) may be called by the Council or at the written request of at least ten members of the Association. The business conducted shall be confined to the purpose of the EGM.

7.4. Quorum

The quorum at any Annual General Meeting shall be ten members in addition to the President.

7.5. Chairing General Meetings

The President shall take the chair at General Meetings or shall appoint the Immediate Past-President or President-Elect to preside.

8. Constitution

8.1. Proposed changes

Any proposed change in the Constitution must be given in full with the agenda paper for the Annual General Meeting at which the proposal is to be raised. No important or substantial changes to the Constitution shall be made unless previously approved by the Council.

8.2. Approval of changes

No addition or alteration to the Constitution shall be made unless two-thirds of those voting at the Annual General Meeting are in favour of such addition or alteration.

8.3. Confirmation of changes

Changes to the Constitution may be made by any Annual General Meeting, but any additions or alterations made at a special General Meeting shall need to be confirmed at the next Annual General Meeting.

9. Dissolution

The Dental Alumni Association can only be disbanded by a majority vote at an Annual General Meeting. If disbanded, the Dental Alumni Association will pass all remaining funds to King's College London Dental Institute to be directed for the benefit of current and/or past students.

3rd March 2018