

EUROPEAN SOCIETY OF ENDODONTOLOGY

CONSTITUTION AND BYLAWS

ARTICLE ONE

1 NAME

The NAME of the Society shall be: 'European Society of Endodontology' (ESE).

ARTICLE TWO

2 MISSION, AIMS AND OBJECTIVES

2.1 MISSION

To enhance the development of Endodontology for the benefit of patients, endodontists and general dentists and to represent Endodontology and endodontists within Europe.

2.2 AIMS

The aims of the ESE are:

- .1 to develop endodontology and enhance the provision of endodontic care;
- .2 to represent the discipline of Endodontology at a European and world level;
- .3 to serve as a non-profit federal organisation for member national endodontic/dental societies;
- .4 to act as a scientific consultant for Endodontology within Europe and beyond;
- .5 to promote links between the various national associations, societies or groups of Endodontology within Europe, and to encourage their establishment and development.

2.3 OBJECTIVES

The objectives of the ESE are:

- .1 to promote the research, education and practice of endodontology in order to improve understanding of pulp and periapical disease and enhance dental services to the public;
- .2 to recognise the experience and training within endodontology of appropriate individuals and acknowledge their special status;
- .3 to maintain a register of individuals with special status;
- .4 to promote high standards of endodontic practice within the dental profession;
- .5 to stimulate and sponsor research activities;
- .6 to stimulate undergraduate and graduate endodontic education;
- .7 to stimulate and support continuing professional development in endodontology;
- .8 to sponsor a professional journal.

ARTICLE THREE

3 STRUCTURE OF THE ESE

The ESE is constituted by full member societies and associate member societies.

3.1 FULL MEMBER SOCIETIES

Approved national endodontic societies within the European region or endodontic associations affiliated with a European national dental or medical association.

3.2 ASSOCIATE MEMBER SOCIETIES

Approved national endodontic societies within the European region or endodontic associations affiliated with a European national dental or medical association with a special interest in the aims and objectives of the ESE but which do not fulfil the requirements for full membership.

3.3 PRIVILEGES OF FULL MEMBER SOCIETIES

Full member societies have the right to appoint two representatives to attend the general assembly, one being the official, elected country representative. Official country representatives will be entitled in the general assembly to all privileges of membership in the ESE including the right to vote and to make nominations. At meetings of the general assembly, only one vote will be allowed for each country.

3.4 PRIVILEGES OF ASSOCIATE MEMBER SOCIETIES

Associate member societies have the right to attend meetings of the general assembly and be represented by one delegate, normally the elected country representative. They have the same rights as those of full members, except the eligibility to vote in the general assembly.

3.5 TERMINATION OF MEMBERSHIP

Any member society of the ESE that is in arrears with its dues or is deemed by at least three quarters of a general assembly not to be promoting the agreed objectives of the ESE shall have its membership terminated.

ARTICLE FOUR

4 INDIVIDUAL MEMBERS WITHIN THE ESE STRUCTURE

4.1 Only individuals who are members of full or associate member societies are considered individual members of the ESE, and are eligible for office.

4.2 After submitting an application and fulfilling the requirements, individuals may be registered as having special status and an appropriate title conferred.

4.3 Honorary individual membership of the ESE will be considered for individuals who have made an exceptional contribution to the ESE and to endodontology within Europe.

4.4 The ESE provides ESE guest membership to dentists, who are not living/working in countries represented by an ESE full or associate member society, but who wish for an “endodontic homeland” and fulfil certain requirements.

4.5 The ESE provides membership for students registered on a postgraduate programme in Endodontology leading to an award of a recognised university within Europe.

ARTICLE FIVE

5 GENERAL ASSEMBLY

5.1 COMPOSITION

The general assembly shall consist of official country representatives at a duly convened meeting. Individuals acting as official country representatives shall normally serve for a minimum of four years and a maximum of eight years. One other individual representing a full member society can attend.

5.2 QUORUM

The quorum shall be at least 50 per cent of the eligible full member societies excluding those using a proxy vote.

5.3 FUNCTIONS

The general assembly is the only legislative body of the ESE and shall have the following powers:

- .1 to enact, amend and repeal the constitution and bylaws of the ESE;
- .2 to accept endodontic societies, associations or groups as full or associate member societies following their assessment by the executive board;
- .3 to elect and approve appointments to the executive board and appropriately constituted committees of the ESE;
- .4 to elect two auditors among the members of the general assembly;
- .5 to authorise the signing of contracts with other organisations for projects of mutual benefit.

The General Assembly shall:

- .6 monitor and oversee the administration and management of the ESE by the executive board and approve the accounts;
- .7 initiate proposals that comply with the objectives of the ESE and that are financially sound;
- .8 agree on the annual dues and approve the budget;
- .9 create permanent or time-limited committees as required and approve their remit and constitution;
- .10 approve the time, place and venue of future general assemblies, biennial congresses and other meetings, and have overall control and responsibility for their management and financial viability.

5.4 SESSIONS OF THE GENERAL ASSEMBLY

The general assembly shall meet at least once a year, preferably in the autumn.

5.5 DECISIONS

Decisions of the general assembly shall be carried by a simple majority vote of the country representatives of the full member societies, either by show of hands or secret ballot, except

where otherwise stated in the constitution and bylaws. Each country representative may act as proxy for up to two absent full member societies, providing that written notice has been given by the absent country representative(s) to the secretary prior to the meeting.

ARTICLE SIX

6 EXECUTIVE BOARD

6.1 DUTIES AND COMPOSITION

The executive board shall be the administrative and management body of the ESE. It shall take appropriate legal and financial advice when needed. The term of office for positions of the executive board is four years. Individual members of the executive board may be re-elected to the same position for a second term.

The executive board shall direct and organise the activities of the ESE, co-ordinate, execute and be responsible for decisions agreed by the general assembly. The executive board shall consist of at least the president, secretary, treasurer and editor. The congress president and congress president-elect will attend the executive board as adjunct, non-voting members.

The executive board will search for and propose to the general assembly individuals for executive positions. Appointments to the executive board will be staggered to ensure continuity.

6.2 FUNCTION AND APPOINTMENT OF MEMBERS OF THE EXECUTIVE BOARD

The president shall:

- .1 be elected by the general assembly;
- .2 preside at business meetings of the society and chair the executive board;
- .3 decide upon questions of order and interpret the bylaws of the society;
- .4 be the executive director of the general assembly and chair its meetings;
- .5 sign the minutes of general assembly and executive board meetings;

The secretary shall:

- .1 be elected by the general assembly;
- .2 take accurate records of the proceedings of the ESE other than those pertaining to the treasurer and editor;

- .3 attend to correspondence and be the custodian of the records of the society;
- .4 distribute as directed notifications and agendas of all meetings, together with appropriate documentation;
- .5 take and archive the minutes of all meetings of the executive board and general assembly;
- .6 provide reports to the executive board and general assembly when requested;
- .7 maintain a database of all full/associate member societies, country representatives and of individual members with special status.
- .8 assume all responsibilities in the absence of the president.

The treasurer shall:

- .1 be elected by the general assembly;
- .2 keep an account of all funds received and all payments made, and be responsible for the collection of dues;
- .3 manage the ESE's funds as directed by the executive board;
- .4 provide a written report to meetings of the executive board and suitably audited finances to meetings of the general assembly;
- .5 prepare a budget for each financial year; the latter shall correspond with the calendar year, i.e. 1 January to 31 December.

The editor shall:

- .1 be elected by the general assembly;
- .2 represent the ESE on the editorial board of the International Endodontic Journal;
- .3 arrange to publish the research abstracts accepted for the biennial congress in the International Endodontic Journal;
- .4 help to promote the ESE, the biennial congresses and other relevant meetings within the International Endodontic Journal;
- .5 provide a written report to meetings of the executive board and general assembly.

The congress president shall:

- .1 be determined by the national society/association that has been awarded the designated biennial congress subject to the endorsement of the general assembly;
- .2 be responsible for organising the biennial congress in his/her country within the overall control of the executive board and general assembly;
- .3 report when requested to the executive board and general assembly on the arrangements for the biennial congress;

- .4 assure the executive board and general assembly of the financial and logistical viability of the biennial congress;
- .5 preside over the biennial congress;
- .6 deliver an address to the society at the biennial congress.

The position of congress president is assumed automatically by the congress president-elect after two years in office; the position is limited to two years.

The congress president-elect shall:

- .1 be determined by the national society/association that has been awarded the designated biennial congress subject to the endorsement of the general assembly;
- .2 assume responsibility for and manage the organisation of his/her designated biennial congress;
- .3 report when requested to the executive board and general assembly on the arrangements for the designated biennial congress;
- .4 assure the executive board and general assembly of the financial and logistical viability of the designated biennial congress.

6.3 CO-OPTED MEMBER

A “co-opted member” may be appointed by the general assembly upon the suggestion of the executive board, e.g. should specific tasks need to be undertaken within a limited time. The term of office for the “co-opted member” will be determined by the general assembly on the advice of the executive board.

6.4 DECISIONS

Decisions of the executive board shall be carried out by a simple majority vote of the officers present. In case of an impasse the vote of the president is counted twice.

6.5 TERM OF OFFICE

- .1 The president of the ESE, the secretary, the treasurer and the editor shall be elected for four years, in the year in which a biennial congress takes place, by the general assembly with a simple majority vote. The election of executive officers will be staggered in order to assure continuity. Suggestions by the members of the executive board and general assembly for election or re-election of members of the executive board must be submitted to the secretary

in writing 6 weeks prior to the meeting of the general assembly. Individuals nominated for election must be a member of one of the full member societies of the ESE and provide a written statement that they agree to their nomination and that they will undertake the appropriate tasks laid down by the constitution and bylaws. Individuals would normally hold the same executive position for no more than two consecutive terms of office.

.2 One of the main roles of the Executive Board is to assure effective continuation of ESE business. Thus, should one of the officers terminate his/her position suddenly the Board has the authority to co-opt one or more individuals. Formal approval of the co-option will be sought from the next General Assembly.

Officers elected outside the normal election schedule will serve the remainder of that term. They would be eligible for re-election for one further full term of four years.

.3 As a token of appreciation the Executive Board may purchase retiring officers a gift to the value of approximately 300 Euros.

ARTICLE SEVEN

7 LANGUAGE

English shall be the official language of the ESE.

ARTICLE EIGHT

8 AMENDMENTS

This constitution may be amended at any session of the general assembly by at least a three quarters majority and its bylaws by a simple majority, provided that the proposed amendments were submitted in writing at a previous general assembly or provided that such amendments were submitted in writing via the secretary to the members of the general assembly not less than six weeks before the date on which the vote is taken.

THE EUROPEAN SOCIETY OF ENDODONTOLOGY

BYLAWS

1 BYLAW ONE: FULL/ASSOCIATE MEMBER SOCIETIES

1.1 APPLICATION

Full Member Society

ESE membership will be approved providing the society/association is able to demonstrate it is a properly constituted, democratically structured, independent society/association able to communicate the views of endodontists and general dentists with a special interest in the field of Endodontology in the country or countries of origin.

Applications for full member society of the ESE must be directed to the ESE secretary. After evaluation of the submission, the secretary will report to the executive board. The general assembly will be informed of all submissions for membership and debate whether they should be accepted based on the recommendation of the executive board.

The following attachments must be included in the formal application:

- .1 an English version of the constitution;
- .2 an affirmation that the society/association is consistent with the mission, aims and objectives of the ESE (see constitution 2.1 to 2.3);
- .3 an official declaration that states the requirements outlined in 1.1 (above) are fulfilled (democratically structured means, among other things, unlimited membership, a general assembly or equivalent held at least once a year, an executive board/council elected by the general assembly, limited time period in office for members of the executive board/council);
- .4 number of members at the date of application.

1.2 APPLICATION

Associate Member Society

Applications for associate member society of the ESE must be directed to the ESE secretary. After evaluation of the submission, the secretary will report to the executive board. The general assembly will be informed of all submissions for membership and debate whether they should be accepted based on the recommendation of the executive board.

An official declaration should be included in the formal application that states that the constitution of the society/association is consistent with the missions, aims and objectives of the ESE (see constitution 2.1 to 2.3). Normally an action plan would be developed to allow the associate member society to apply for full membership. The number of members of the society/association should be stated.

1.3 RIGHTS AND OBLIGATIONS

Full Member Societies

Full member societies can influence the policy and activities of the ESE through their voting rights at the general assembly. When two elected country representatives from different societies from one country attend the general assembly, the right to vote is given to the full member organisation with the greatest number of individual members. Individual members of societies that are full member societies may participate at the biennial congresses of the ESE and other ESE events at a reduced participation fee.

Full member societies are obliged to:

- .1 elect a country representative to the general assembly of the ESE; the individual will represent the full member society for the following two years (preferably for at least two but no more than four consecutive terms of office);
- .2 ensure the ESE secretary is informed by the country representative to the ESE of the name, address, fax number and e-mail address of the current president, secretary and country representative to the ESE annually in December and to inform immediately the ESE of any changes that may arise during the year (preferably by using the electronic form made available by the secretary);
- .3 inform, through their country representative to the ESE, the ESE treasurer of the number of individual members no later than the 1 February each year and to agree with the treasurer the costs of ESE full membership. The respective annual fee is due no later than 1 March;
- .4 grant all ESE certified and specialist members admission to their congresses/scientific meetings on the same terms as their own members;

All correspondence between full member societies and the ESE must be conducted via the respective country representative and ESE secretary (preferably by e-mail).

1.4 RIGHTS AND OBLIGATIONS

Associate Member Societies

Associate member societies can be represented by their country representative during the general assembly. They will be informed of the current activities of the ESE by the country representative. Their members are eligible to participate at the biennial congresses of the ESE and other ESE events for reduced participation fees. The same obligations are valid as stated in section 1.3 of the bylaws.

Only full member societies of the ESE shall have voting rights.

2 BYLAW TWO: INDIVIDUALS WITH SPECIAL STATUS

2.1 CERTIFIED MEMBERS

.1 Application

Individuals who wish to apply for certified status, must forward their formal application with appropriate documentation to the secretary of the ESE (current address: <http://www.e-s-e.eu>). Those individuals accepted for recommendation as having certified status will be reported to the executive board. Decisions of the executive board are final.

.2 Prerequisites for acceptance of certified members

In order to become an individual ESE certified member, the applicant has to provide documentation that he/she has certain skills/knowledge and/or training in Endodontology.

.3 Details for certified membership and scoring system

A points system will be used to evaluate all applications for Certified Membership. It takes into account completion of taught programmes, as well as clinical, educational and research knowledge, experience and publications. A minimum of **80** points is required, and must be obtained from at least two of the categories. The list below provides a guide for applicants in terms of the supporting evidence that will be evaluated and considered.

Evidence must be provided to support applications and should include:

1. High quality copies of original certificates, diplomas and degrees with translations into English where appropriate
2. High quality copies of certificates of attendance and/or participation at congresses, lecture courses and hands-on training. An acceptable alternative would be a letter on society/congress headed notepaper signed by the meeting co-ordinator that confirmed attendance and/or participation

3. Full references of textbooks, chapters, original scientific articles, review articles, case reports and abstracts published by the applicant
4. Letter from Head of School or Department confirming teaching experience, length of contract and proportion of time devoted to teaching Endodontology
5. Letters from two colleagues confirming that clinical practice is devoted entirely or in-part to Endodontics to include number of years

Point System

Documenting evidence of	Controllable, attestable items	Credit points	Max. points
Above average knowledge	<ul style="list-style-type: none"> • (ESE accredited) post-graduate training 	*	*
	<ul style="list-style-type: none"> • full-time training recognised by a national society of at least 2 years duration 	*	*
	<ul style="list-style-type: none"> • structured training and certifiable further education of at least 100 hours duration with final examination 	50	50
	<ul style="list-style-type: none"> • attendance at conferences with a focus on Endodontology (in the past 5 years) 	5	10
	<ul style="list-style-type: none"> • courses taken that covered topics within Endodontology (in the past 3 years) <ul style="list-style-type: none"> ○ of at least 1 day duration ○ of at least 3 days duration 	5 10	10 20
Above average skills	<ul style="list-style-type: none"> • practical courses taken (in the past 5 years) <ul style="list-style-type: none"> ○ of at least 1 day duration ○ of at least 3 days duration 	5 10	10 20
	<ul style="list-style-type: none"> • practice limited to endodontics <ul style="list-style-type: none"> ○ full-time in the past 3 years ○ full-time in the past 6 years ○ full-time in the past 10 years ○ part-time in the past 3 years ○ part-time in the past 6 years ○ part-time in the past 10 years 	20 40 60 10 20 30	

*Certified membership guaranteed

Contribution to education	<ul style="list-style-type: none"> • lectures at congresses (in the past 5 years) <ul style="list-style-type: none"> ○ at international scientific congresses ○ at national scientific congresses 	5	20
		5	10
	<ul style="list-style-type: none"> • courses given (in the past 5 years) <ul style="list-style-type: none"> ○ of at least 1 day duration ○ of at least 3 days duration 	10	20
		20	40
	<ul style="list-style-type: none"> • textbook written (in the past 5 years) • chapter written in a textbook (in the past 5 years) • case report in an international journal • case report in a national journal 	40	40
		10	20
		5	20
		5	10
	<ul style="list-style-type: none"> • continuous, full-time teaching of Endodontology in a university setting <ul style="list-style-type: none"> ○ in the past 3 years ○ in the past 6 years ○ in the past 10 years 	50	
		70	
		*	
	<ul style="list-style-type: none"> • continuous, part-time teaching of Endodontology in a university setting (>= 40% time) <ul style="list-style-type: none"> ○ in the past 3 years ○ in the past 6 years ○ in the past 10 years 	25	
		35	
		50	
	<ul style="list-style-type: none"> • continuous, part-time teaching of Endodontology in a university setting (>= 20% time) <ul style="list-style-type: none"> ○ in the past 3 years ○ in the past 6 years ○ in the past 10 years 	15	
		20	
		25	
Contribution to research	<ul style="list-style-type: none"> • PhD thesis related to Endodontology or pulp biology 	70	70
	<ul style="list-style-type: none"> • Masters thesis or equivalent related to Endodontology or pulp biology 	40	40
	<ul style="list-style-type: none"> • Original research paper related to Endodontology in an international, peer-review journal 	15	75
	<ul style="list-style-type: none"> • Original research paper related to Endodontology in a national, peer-review journal 	10	30
	<ul style="list-style-type: none"> • Review paper related to Endodontology in an international, peer-review journal 	15	45
	<ul style="list-style-type: none"> • Review paper related to Endodontology in a national, peer-review journal 	10	20
	<ul style="list-style-type: none"> • Short paper (abstract) related to Endodontology given at an international meeting 	5	25
	<ul style="list-style-type: none"> • Short paper (abstract) related to Endodontology given at a national meeting 	5	15

2.2 SPECIALIST MEMBERS

.1 Application

Individuals who wish to apply for specialist status, must forward their formal application with appropriate evidence to the secretary of the ESE (current address: <http://www.e-s-e.eu>). The submitted application will be examined by a specialist certification committee. Those individuals who have successfully demonstrated their specialist status will be reported to the executive board for ratification. Decisions of the board are final and cannot be contested legally.

.2 Prerequisites for accepting specialist members

In order to become an individual ESE specialist member, the applicant has to verify his/her graduation from a specialty programme or have equivalent training and experience. Detailed criteria will be established by the ESE committee “accreditation of post graduate programmes” and be approved by the general assembly. These criteria shall be available at <http://www.e-s-e.eu>.

2.3 POSTGRADUATE STUDENT MEMBERS

.1 Application

Individuals who wish to apply for Postgraduate Student membership status must complete the application form on the web site (www.e-s-e.eu). Those individuals accepted for recommendation as having Postgraduate Student membership status will be reported to the executive board. Decisions of the executive board are final.

.2 Prerequisites for acceptance of postgraduate student members

In order to become a postgraduate student member a letter confirming their enrolment, length of course and expected qualification must be provided from the recognised university making the award.

2.4 HONORARY MEMBERS

Honorary membership may be conferred upon individuals demonstrating exceptional service to the ESE and to Endodontology within Europe by unanimous vote of the general assembly. Proposals for honorary membership must be sent to the secretary and be sponsored by two full member societies. Honorary members are exempt from membership fees and are granted

complimentary access to the biennial congresses of the ESE.

2.5 GUEST MEMBERS

.1 Application

Individuals who wish to apply for guest member status must forward their formal application with appropriate documentation to the secretary of the ESE (www.e-s-e.eu). The application procedure for ESE guest membership will be the same for certified members depicted in Bylaw 2.1.

2.6 RIGHTS AND OBLIGATIONS

ESE certified, specialist, postgraduate student and guest members

Rights/Advantages

- .1 ESE certified, specialist postgraduate student and guest members will be listed with addresses at the website of the ESE (<http://www.e-s-e.eu>) if they agree to the information being made public;
- .2 ESE certified, specialist, postgraduate student and guest members will be allowed reduced fees for the biennial ESE congresses; local congresses/scientific meetings of full member societies of the ESE might also allow a reduced fee;
- .3 ESE certified, specialist and guest members will be able to subscribe to the International Endodontic Journal at a reduced rate; postgraduate students are entitled to a reduced subscription for the International Endodontic Journal from the Publisher.

Obligations

- .4 Payment of membership fees (subscription to the IEJ included) is due by 31st December for the next calendar year. Only payment on time guarantees the above mentioned rights.

After retirement

- .5 ESE guest, certified and specialist members, who have retired from active clinical practice and/or academic posts, and have attained the age of 65 may be granted indefinite special status. To ensure continuity of special status individuals must inform the ESE secretary by letter of their retirement date and confirm their willingness to continue their ESE membership. In such cases the membership fee will be waived from the first year following retirement; however, subscription charges for the journal

sponsored by the society (currently the IEJ) will continue as long as the individual wishes to retain his/her special status.

Professional misconduct

- .6 The membership of any ESE certified, specialist, postgraduate student and guest member found guilty of professional misconduct will be terminated immediately.

3 BYLAW THREE: GENERAL ASSEMBLY

3.1 The order of business of the general assembly shall be:

- .1 welcome by the president;
- .2 determination of the quorum;
- .3 approval of the agenda;
- .4 approval of the accuracy of the minutes of the previous general assembly;
- .5 discussion of any matters arising from the minutes not identified in the agenda;
- .6 report by the president;
- .7 report by the secretary;
- .8 report by the treasurer;
- .9 report by the editor;
- .10 report by the congress president;
- .11 report by the congress president-elect;
- .12 reports of chairs of relevant committees;
- .13 election of officers (where appropriate);
- .14 determine the annual dues for member societies and individuals with special status (when appropriate);
- .15 any other business;
- .16 date and venue of next meeting.

3.2 Items for the agenda of the general assembly must be received by the ESE secretary in writing or via e-mail at least 6 weeks prior to the meeting.

3.3 An extraordinary general assembly may be summoned by the executive board, or at the request of at least 50% of the full member societies who write to the secretary.

4 BYLAW FOUR: EXECUTIVE BOARD MEETINGS

4.1 The order of business shall be:

- .1 welcome by the president / approval of the agenda;
- .2 approval of the accuracy of the minutes of the previous meeting;
- .3 discussion of any matters arising from the minutes not identified in the agenda;
- .4 report by the president;
- .5 report by the secretary;
- .6 report by the treasurer;
- .7 report by the editor;
- .8 report by the congress president;
- .9 report by the congress president-elect;
- .10 report of invited chairs of relevant committees;
- .11 any other business
- .12 date and venue of next meeting

4.2 Meetings of the executive board normally take place in the spring and autumn each year. The latter is held prior to the general assembly.

4.3 The president can summon an extraordinary meeting when a just cause arises.

5 BYLAW FIVE: COMMITTEES

5.1 PERMANENT AND TIME-LIMITED COMMITTEES

On the suggestion of the ESE executive board or independently, the general assembly can agree to the establishment of permanent or time-limited committees. The latter will be responsible for specific tasks that need to be completed within an agreed time period.

5.2 TERMS OF REFERENCE AND CONSTITUTION

A committee shall consist of a chair and normally up to five members; the terms of reference and constitution of each committee will be developed by the executive board and approved by the general assembly. The chair must report to the ESE secretary when requested and may be invited to report in person or in writing at meetings of the executive board and/or general assembly.

6 BYLAW SIX: ESE POLICY ON REIMBURSEMENT OF EXPENSES

6.1 General Assembly

The ESE will not refund travel expenses or subsistence for the representatives of full and associate member societies.

6.2 Executive Board

The president, secretary (and assistant), treasurer, editor and any co-opted members, shall have their costs reimbursed by the ESE when they have to attend meetings of the executive board and general assembly. The same rule applies to costs that arise to individual members of the Executive Board attending other official approved meetings in their capacity as ESE officers.

Officers of the ESE should minimize expenses and avoid unnecessary cost to the ESE and, where possible, are requested to seek other means of covering their travel costs.

It is the policy of the ESE to reimburse only those individuals attending meetings in their capacity as officers of the ESE. No refunds will be made when the officers also represent their national endodontic society at meetings. The travel costs for the congress president and congress president-elect, when they have to attend meetings of the executive board and general assembly, should be recovered from the budget of their designated biennial congress.

6.3 Individuals invited by the General Assembly or Executive Board

Chairs of ESE Committees and individuals invited to attend official ESE Executive Board meetings and/or General Assemblies are entitled to reimbursement of their expenses as described in 6.2. Members of ESE committees who incur expenses when attending official committee meetings and or incur consumable costs will also be reimbursed when claims are approved and accompanied by receipts.

6.4 Reimbursement of Travel Costs

.1 Transportation

Economy airfare, or special rebate airfare, standard-class train fare, bus or tram fare may be reimbursed. Taxi expenses may be refunded if public transportation is ineffective. The use of a private car is reimbursed (0.40 € per km), as is parking at the location of the meetings or at an airport or station, if total expenses are less than public transportation or if public transportation is ineffective.

.2 Accommodation

Nights preceding and/or following meetings may be reimbursed; officers should stay preferably at the hotel where the meetings take place. Normally, unnecessary, additional over-night stays are excluded unless a “special offer” that includes a reduced air fare and

a longer stay is available. The ESE Executive Board may be reimbursed by the ESE when attending Biennial ESE Congresses (and possible ESE research conferences) if the expenses cannot be claimed from a third party.

.3 Meals

Breakfast, lunch and dinner are reimbursed if not paid or otherwise provided by the ESE.

.4 Incidental Expenses

The ESE will not reimburse personal costs (e.g. bar, entertainment). However, the ESE will reimburse costs incurred as a result of Officers being away from their normal place of work/home without receipts up to the sum of 50 € per day. The amount reimbursed must be approved by the Treasurer, or in the case of the Treasurer, by the Secretary.

7 BYLAW SEVEN: BIENNIAL CONGRESS OF THE ESE

- 7.1** The ESE normally holds a congress every two years in one of the countries represented by the full member societies of the ESE;
- 7.2** The host country and specific venue for the biennial congress will be determined by a majority vote of the general assembly;
- 7.3** Applications for hosting the biennial congress will be made to the secretary (no later than February of the year in which a biennial congress will be held, and four years prior to the congress in question) and then be considered by the executive board. By submitting an application, applicants agree to comply with the “Guidelines for ESE Biennial Congresses” including appendices (see <http://www.e-s-e.eu>). Appropriate bids will be submitted to the general assembly for approval. Normally, each prospective host society/association will give a presentation at a meeting of the general assembly no later than four years prior to the congress under consideration (details see above mentioned website).
- 7.4** The above mentioned “Guidelines for ESE Biennial Congresses” describe the structure of ESE Congresses and the arrangements that must be entered into between the ESE and those Full Member Societies selected as hosts. These “Guidelines” are updated by the ESE Executive Board after clearance with the General Assembly should new experience, findings and developments indicate it.