



European Society of Endodontology

**INTERIM
CONSTITUTION & BYLAWS
2018-2019**

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1 ARTICLE ONE: NAME

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

2 ARTICLE TWO: 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.

3 ARTICLE THREE: 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. However, at meetings of the General Assembly, only one vote will be allowed for each country with the right to vote within each country being allocated to the National Society with the largest number of members as recorded by the ESE. Additional national societies within a particular country must be affiliated to the ESE for 5 years before they have the right to vote regardless of the number of members.

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.

4 ARTICLE FOUR: INDIVIDUAL MEMBERS WITHIN THE ESE STRUCTURE

4.1 SPECIALIST MEMBERS

Specialist members are individuals who are members of full or associate member societies and fulfil certain requirements.

4.2 CERTIFIED MEMBERS

Certified members are individuals who are members of full or associate member societies and fulfil certain requirements.

4.3 HONORARY MEMBER

Honorary 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 GUEST MEMBERS

Guest members are individuals who are not living/working in countries represented by an ESE full or associate member society or are not a member of a full member national society but who wish for an “endodontic homeland”.

4.5 POSTGRADUATE STUDENT MEMBERS

Postgraduate student members are individuals registered on a postgraduate programme in Endodontology leading to an award of a recognised university within the region covered by the ESE, and those registered on clinical training programmes that lead to a nationally recognised certificate of completion of specialist training (or equivalent) following appropriate assessment.

Details of the criteria necessary to fulfil the membership categories are in the Bylaws.

5 ARTICLE FIVE: GENERAL ASSEMBLY

5.1 COMPOSITION

The General Assembly shall consist of one official Country Representative from each full member national society 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 but not vote. Country Representatives of associate member societies can attend the General Assembly meeting but are not eligible to vote.

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 legislative body of the ESE and shall have the following powers:

- .1 to enact, amend and repeal the Interim 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 Membership Committee and Interim Executive Board;
- .3 to elect Interim Executive Board members;
- .4 to approve appointments to appropriately constituted committees of the ESE;
- .5 oversee the signing of contracts with other organisations for projects of mutual benefit;
- .6 to ensure the ESE accounts are audited on an annual basis.

The General Assembly shall:

- .7 monitor and oversee the administration and management of the ESE by the Interim Executive Board;
- .8 initiate proposals that comply with the objectives of the ESE and that are financially sound;
- .9 agree on the annual dues, and approve the budget and annual accounts;
- .10 authorise permanent or time-limited committees as required and approve their membership and Terms of Reference;
- .11 note the time, place and venue of future general assemblies, biennial congresses and other meetings, and be assured of their financial viability;
- .12 in the event of the dissolution of the ESE oversee the distribution of the assets and/or funds held within ESE bank accounts, normally on a pro-rata basis to each full member national society depending on the number of members recorded by the ESE at the beginning of the membership year.

5.4 SESSIONS OF THE GENERAL ASSEMBLY

The General Assembly shall meet at least once a year, normally 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 who are eligible to vote (see 3.3). This will be achieved either on the ESE website using an electronic voting system or at the General Assembly by show of hands or secret ballot, except where otherwise stated in the Interim Constitution and Bylaws. Each country representative who is eligible to vote (see 3.3) 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 Administrator prior to the meeting.

6 ARTICLE SIX: INTERIM EXECUTIVE BOARD

6.1 INTERIM COMPOSITION 2018-19

During the transitional arrangements in 2018-19 the Interim Executive Board will continue to be the administrative and management body of the ESE. The Interim Executive Board shall consist of:-

- .1 Interim President. Term of office 2 years (2018-19) with no prospect of re-election;
- .2 Interim President Elect. Term of office 2 years (2018-19) with no prospect of re-election to that position;
- .3 Interim Treasurer. Term of office 2 years (2018-19);
- .4 Chair of the Education & Scholarship Committee. Term of office 2 years (2018-19) with the period not impacting on the original term of office;
- .5 Chair of the Research Committee. Term of office 2 years (2018-19) with the period not impacting on the original term of office;
- .6 Chair of the Membership Committee. Term of office 2 years (2018-19) with the period not impacting on the original term of office;
- .7 Chair of the Clinical Practice Committee. Term of office 2 years (2018-19) with the period not impacting on the original term of office;

In attendance:

- Interim Chief Executive Officer;
- Administrator.

The Interim Executive Board may appoint non-voting co-opted members, subject to the approval of the General Assembly.

6.2 DUTIES

The Interim Executive Board shall:

- .1 Take appropriate legal and financial advice when needed;
- .2 Direct and organise the activities of the ESE, co-ordinate, execute and be responsible for decisions agreed by the General Assembly;
- .3 Select venues for the Biennial Congresses and other meetings;
- .4 Search for, recruit and support potential officers for ESE Committees and the Interim Executive Board and propose to the General Assembly individuals for executive positions;
- .5 Ensure compliance with EU best practice in managing a non-profit scientific society;

- .6 Ensure the highest possible ethical standards are maintained;
- .7 Manage, on behalf of the General Assembly, the distribution of ESE assets and funds in the event that the ESE ceases to operate.

6.3 FUNCTION AND APPOINTMENT OF MEMBERS OF THE INTERIM EXECUTIVE BOARD

The Interim President shall:

- .1 be appointed by the General Assembly on the advice of the Interim Executive Board;
- .2 be a member of a full national society affiliated to the ESE;
- .3 be held in high esteem within the specialty;
- .4 provide leadership and authority;
- .5 preside at business meetings of the Society and Chair the Interim Executive Board;
- .6 decide upon questions of order and interpret the Bylaws of the Society;
- .7 be the Executive Director of the General Assembly and chair its meetings;
- .8 sign the minutes of General Assembly and Interim Executive Board meetings;
- .9 develop the strategic direction and priorities of the ESE in collaboration with the Interim Executive Board and General Assembly;
- .10 preside over the biennial congress and other meetings;
- .11 approve payments to the Interim CEO and Administrator.

The Interim President Elect shall:

- .1 be appointed by the General Assembly on the advice of the Interim Executive Board;
- .2 be a member of a full national society affiliated to the ESE;
- .3 be held in high esteem within the specialty;
- .4 provide leadership and authority;
- .5 develop the strategic direction and priorities of the ESE in collaboration with the Interim Executive Board and General Assembly;
- .6 in the absence of the President act as Chair of the Interim Executive Board and General Assembly.

The Interim Treasurer shall:

- .1 be elected by the General Assembly on the advice of the Interim Executive Board;
- .2 be a member of an ESE full member (national) society;
- .3 be held in high esteem within the specialty;
- .4 provide leadership and authority;

- .5 develop the strategic direction and priorities of the ESE in collaboration with the Interim Executive Board and General Assembly;
- .6 along with the Interim Executive Board manage the funds of the ESE with the approval of the General Assembly;
- .7 help to provide written reports to meetings of the Interim Executive Board and present suitably audited finances to meetings of the General Assembly;
- .8 along with the Interim Executive Board prepare a budget for each financial year (corresponding to the calendar year, i.e. 1 January to 31 December);
- .9 ensure compliance with EU best practice in financial management;
- .10 consider financially effective ways of supporting ESE activities;
- .11 work with the Interim Executive Board to maintain the non-profit status of the ESE;
- .12 help assure financial probity;
- .13 be a signatory on the ESE accounts.

The Interim Treasurer shall be appointed after nominations are sought by the Executive Board and a recommendation made to the General Assembly. Following the receipt of nominations, the candidates shall develop a short statement on their aspirations and an online vote held as soon as possible thereafter.

The Chairs of Committees shall continue in post during the transitional arrangements. Any new Chairs that are necessary shall:

- .1 be elected by the General Assembly on the advice of the Interim Executive Board;
- .2 be a member of a full national society affiliated to the ESE;
- .3 be held in high esteem within the specialty;
- .4 provide leadership and authority;
- .5 develop the strategic direction and priorities of the ESE in collaboration with the Interim Executive Board and General Assembly;
- .6 lead the activities of their respective Committee and adhere to their Terms of Reference;
- .7 provide oral or written reports to meetings of the Interim Executive Board and General Assembly;
- .8 work collaboratively with the Interim Executive Board and ensure the activities of their committee are budgeted and remain within their allocated funding.

The Interim Chief Executive Officer shall:

- .1 provide operational leadership to ensure actions agreed by the Interim Executive Board and GA are implemented;
- .2 develop agendas for meetings of the Interim Executive Board and General Assembly through discussion with the President and members of the Interim Executive Board / GA;
- .3 maintain accurate records of all the proceedings of the ESE, including its committees;
- .4 provide reports to the Interim Executive Board and General Assembly when requested;
- .5 safeguard key ESE functions through contingency planning;
- .6 manage and co-ordinate the work of the Interim Executive Board, General Assembly and ESE Committees;
- .7 be the custodian of the records of the Society;
- .8 on a day-to-day basis manage the funds of the ESE as directed by the Interim Executive Board;
- .9 prepare a budget for each financial year (corresponding to the calendar year, i.e. 1 January to 31 December) for approval by the Interim Executive Board and General Assembly;
- .10 ensure compliance with EU best practice in financial matters and governance;
- .11 consider innovative and financially viable ways of supporting ESE activities;
- .12 maintain the non-profit status of the ESE in Norway;
- .13 produce 4-year strategic and financial plans for the direction and forward planning of the ESE;
- .14 drive the work of the Interim Executive Board and ensure strategic plans are implemented.
- .15 to develop a communication plan and establish and maintain links to other scientific societies, politicians and the dental industry.

6.4 CO-OPTED MEMBERS OF THE INTERIM EXECUTIVE BOARD

A “co-opted member” may be appointed by the Interim 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 Interim Executive Board.

6.5 ESE COMMITTEES

The following committees will continue during the interim period 2018-19:

- .1 Research;
- .2 Education and Scholarship;
- .3 Membership;
- .4 Clinical Practice.

All committees shall be bound by their Terms of Reference see:

<http://www.e-s-e.eu/about-the-ese/index.html>.

Committees will continue to be led by the existing Chair but the interim period 2018/19 will not count towards their official term of office.

6.6 INTERIM CHIEF EXECUTIVE OFFICER

The interim CEO will be Professor Paul Dummer who will work as an independent contractor at an annual gross salary of €50 000 for 24 months from 2018 to 2019 during the transition from the present state to the more permanent future state; this will represent a nominal 2 days per week. The transition period will be used to develop and refine the final structure of the future Executive Board. It also provides time to search for, appoint and train the substantive CEO who will shadow Professor Dummer for a suitable period of time, e.g. 4 months. The Interim CEO will receive expenses for travel and subsistence as indicated in the Bylaws.

6.7 ADMINISTRATOR

The Administrator will continue in post during the transitional arrangements. The duties of the Administrator will vary depending on the requirements of the Interim Chief Executive Officer and the Interim Executive Board. The Administrator will receive an honorarium as determined by the Interim Executive Board and ratified by the General Assembly as well as expenses for travel and subsistence as indicated in the Bylaws.

6.8 DECISIONS

Decisions of the Interim Executive Board shall be carried out by a simple majority vote of the officers present. In case of an impasse the vote of the Interim President is counted twice.

6.9 TERMS OF OFFICE

.1 Interim Executive Board 2018-19

The Interim President, Interim President Elect, Interim Treasurer and any new Chairs of Committees shall be appointed by the General Assembly with a simple majority vote on the advice of the Interim Executive Board.

Suggestions by the members of the Interim Executive Board and General Assembly for election or re-election of members of the Interim Executive Board must be submitted to the Administrator in writing 6 weeks prior to the meeting of the General Assembly. Individuals nominated for election must provide a signed written statement that they agree to their nomination and that they will undertake the appropriate tasks laid down by the Interim Constitution and Bylaws 2018-2019.

Should one of the officers unexpectedly terminate his/her position the Board has the authority to co-opt one or more individuals to assure effective continuation of ESE business. Formal approval of the co-option will be sought from the next General Assembly or via online voting.

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

.2 Committee Chairs

Committee Chairs will continue in post during the interim phase with no impact on their existing period of office. Should a new Chair be required they will be appointed by the Interim Executive Board with the approval of the General Assembly. The period of office of new Chairs will be four years with a possibility of renewal for one further term of 2 years.

.3 Committee members

Committee members will continue in post during the interim phase with no impact on their existing period of office. Should a new member be required they will be appointed by the Interim Executive Board following discussion with the Committee Chair and with the approval of the General Assembly. The period of office of new members will be four years with a possibility of renewal for one further term of 2 years.

7 ARTICLE SEVEN: LANGUAGE

The official language of the ESE will be English.

8 ARTICLE EIGHT: AMENDMENTS

This Constitution may be amended at any session of the General Assembly or by online voting 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 Administrator to the members of the General Assembly not less than six weeks before the date on which the vote is taken.

9 ARTICLE NINE: REGISTERED ADDRESS

The European Society of Endodontology is a registered non-profit making organisation (Norwegian: "Forening") with a registered address at:

Postboks 1237 Vika, 0110 OSLO, Norway

(web address: www.e-s-e.eu)

The European Society of Endodontology is domiciled in Norway and the Interim Executive Board is therefore expected to hold minimum of one meeting a year in Norway.

The mail address for routine correspondence during the Interim Executive Board shall be:

ESE, PO Box 1978, Newport NP19 1DF, UK

THE EUROPEAN SOCIETY OF ENDODONTOLOGY

BYLAWS

1 BYLAW ONE: FULL/ASSOCIATE MEMBER SOCIETIES

1.1 FULL MEMBER SOCIETY APPLICATIONS

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 their membership.

Applications for Full Member Society of the ESE must be directed to the Administrator. After evaluation of the submission by the Membership Committee, the Interim Chief Executive Officer will report to the Interim 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 Interim 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, 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 ASSOCIATE MEMBER SOCIETY APPLICATIONS

Applications for Associate Member Society of the ESE must be directed to the Administrator. After evaluation of the submission by the Membership Committee, the Interim CEO will report to the Interim 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 Interim 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 or more 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 as registered with the ESE at the time of the meeting. 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 four years with an opportunity for a further term of four years;
- .2 ensure the Administrator 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 Administrator of any changes that may arise during the year);
- .3 inform the Administrator, through their country representative, of the number of individual members no later than the 1 February each year and agree with the Administrator 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 Administrator (preferably by e-mail).

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.

2 BYLAW TWO: INDIVIDUALS WITH SPECIAL STATUS

2.1 SPECIALIST MEMBERS

.1 Application

Individuals who wish to apply for specialist status should apply online at:

<http://www.e-s-e.eu/members/specialty/specialty.php>

The submitted application will be examined by the Membership Committee. Those individuals who have successfully demonstrated their specialist status will be reported to the Interim Executive Board and General Assembly. Decisions of the Membership Committee are final.

.2 Prerequisites for accepting Specialist Members

In order to become an individual ESE Specialist Member, the applicant has to verify his/her graduation from at least a three-year full time specialty training programme or have equivalent training and experience and be members of a full member national society. Detailed criteria are available at:

<http://www.e-s-e.eu/about-the-ese/how-to-become-a-specialist-member.html>

2.2 CERTIFIED MEMBERS

.1 Application

Individuals who wish to apply for certified status, must forward their formal application with appropriate documentation to the Administrator (administrator@e-s-e.eu). Applications will be considered by the Membership Committee. Those individuals accepted for recommendation as having certified status will be reported to the Interim Executive Board and General Assembly. Decisions of the Membership Committee 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

To evaluate all applications for Certified Membership a points system will be used that takes into account completion of taught programmes, as well as clinical, educational and research knowledge, experience and publications. The points system can be revised by the Membership Committee following agreement by the Interim Executive Board and noting by the General Assembly. Detailed criteria are available at:

<http://www.e-s-e.eu/about-the-ese/how-to-become-a-member.html>.

2.3 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 Administrator 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.

2.4 GUEST MEMBERS

.1 Application

Individuals who wish to apply for Guest Member status must forward their formal application with appropriate documentation to the Administrator (administrator@e-s-e.eu). The application procedure for ESE Guest Membership will be the same as for Certified Members depicted in Bylaw 2.1.

2.5 ESE REGISTERED POSTGRADUATE STUDENT/TRAINEE MEMBERS

.1 Application

Individuals who wish to apply for ESE Registered Postgraduate Student/Trainee membership status must email the Administrator (administrator@e-s-e.eu) with their request. Postgraduate students must be registered for an award in Endodontology with a recognised academic institution within member countries. Trainees engaged on clinical training pathways in Endodontology must provide evidence of their status and proof that they are on a formal nationally recognised training pathway leading to a certificate of completion of specialist training (or equivalent). The status of the student/trainee will be verified with the University/Training organisation and appropriate evidence

presented to the Membership Committee for ratification. Those individuals accepted as having ESE Registered Postgraduate Student/Trainee membership status will be reported to the Interim Executive Board and General Assembly. Decisions of the Membership Committee are final.

.2 Prerequisites for accepting Postgraduate Student/Trainee Members

In order to become an ESE registered postgraduate student/Trainee member confirmation of their enrolment, length of course/training and expected qualification must be provided from the recognised university/institute making the award.

2.6 RIGHTS AND OBLIGATIONS

ESE Certified, Specialist, registered Postgraduate Student/Trainee and Guest Members

Rights/Advantages

.1 ESE Specialist, Certified, Guest and registered Postgraduate Student/Trainee 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 Specialist, Certified, Guest and registered Postgraduate Student/Trainee members will be allowed reduced fees for the Biennial ESE congresses; local congresses/ scientific meetings of full member societies of the ESE should also allow a reduced fee;

.3 ESE Specialist, Certified and Guest members have a mandatory online-only access subscription to the International Endodontic Journal (at a reduced rate) included in their membership fee (apart from those who are members of a national society who have a mandatory membership to the International Endodontic Journal);

.4 Registered Postgraduate Student/Trainee Members are entitled to a reduced subscription for the International Endodontic Journal from the Publisher with online-only access.

Obligations

.5 Payment of membership fees (subscription to the IEJ included where relevant) is due by 31st March. Only payment on time guarantees the above-mentioned rights.

Non-practicing status

.6 ESE Specialist, Certified and Guest members, who cease active clinical practice and/or academic posts including those taking a career break may be granted indefinite special status. To ensure continuity of special status, individuals must inform the Administrator by letter or email of the date they cease active clinical practice and/or academic posts and confirm their willingness to

continue their ESE membership. Membership will continue as long as the individual wishes to retain his/her special status and following payment of the appropriate annual membership fee.

Professional misconduct

.7 The membership of any Specialist, Certified, Guest and registered Postgraduate Student/Trainee 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

SHOULD INCLUDE:

- .1 welcome by the Interim 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 discussion in the following areas:
 - Membership
 - Education and Scholarship
 - Research
 - Clinical Practice
 - Congresses and other meetings
 - Governance
 - Finance, including acceptance of the budget
- .7 election of officers (where necessary);
- .8 any other business;
- .9 date and venue of next meeting.

3.2 GENERAL ASSEMBLY AGENDA

Items for the agenda must be received by the Administrator in writing or via e-mail at least 6 weeks prior to the meeting.

3.3 EXTRAORDINARY GENERAL ASSEMBLY

An extraordinary may be summoned by the Interim Executive Board, or at the request of at least 50% of the full member societies who write to the Administrator.

4 BYLAW FOUR: INTERIM EXECUTIVE BOARD MEETINGS

4.1 THE ORDER OF BUSINESS OF THE INTERIM EXECUTIVE BOARD

SHOULD INCLUDE:

- .1 welcome by the Interim 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;
- .6 discussion in the following areas:
 - Membership
 - Education and Scholarship
 - Research
 - Clinical Practice
 - Congresses and other meetings
 - Governance
 - Finance, including acceptance of the budget
- .7 any other business;
- .8 date and venue of next meeting.

4.2 MEETINGS OF THE INTERIM EXECUTIVE BOARD

.1 meetings of the Interim Executive Board will normally take place twice each year; one being held just prior to the General Assembly. Normally, at least one meeting per year will be held in Norway.

4.3 EXTRAORDINARY MEETING OF THE INTERIM EXECUTIVE BOARD

- .1 The Interim President can summon an extraordinary meeting when a just cause arises;
- .2 Under exceptional circumstances an extraordinary meeting of the Interim Executive Board can be summoned by a majority of the Interim Executive Board.

5 BYLAW FIVE: COMMITTEES

5.1 PERMANENT AND TIME-LIMITED COMMITTEES

The Interim Executive Board can agree to the establishment of permanent or time-limited committees subject to the approval of the General Assembly. The time-limited committees 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 membership of each Committee will be developed by the Interim Executive Board and approved by the General Assembly. The Chair must report to the Administrator and/or Interim CEO when requested and will be expected to report in person at meetings of the Interim Executive Board and/or General Assembly.

6 BYLAW SIX: ESE POLICY ON REIMBURSEMENT OF EXPENSES

6.1 INTERIM EXECUTIVE BOARD AND GENERAL ASSEMBLY MEETINGS

All members of the Interim Executive Board, the Interim CEO, the Administrator and those individuals invited to attend the Interim Executive Board and General Assembly meetings shall have their costs reimbursed by the ESE when they have to attend meetings of the Interim Executive Board and General Assembly. The same rule applies to costs that arise to individual members of the Interim Executive Board attending other approved official meetings in their capacity as ESE officers, CEO or Administrator.

All members of the Interim Executive Board and those invited to attend the Interim Executive Board and General Assembly meetings should minimize expenses and avoid unnecessary cost to the ESE and, where possible, are requested to seek other means of covering their travel costs.

No refunds will be made when the officers also represent their national endodontic society at meetings.

6.2 COMMITTEE MEETINGS

Meetings of ESE committees shall be held as deemed necessary by the Chair of the Committee following discussion and with the agreement of the Interim CEO. Where possible these meetings should be held by video or teleconference. When it is necessary for a committee to meet in person the Chair must inform the Interim CEO of the reason for the meeting and provide an estimate of the costs prior to the meeting being arranged to include all likely travel and subsistence expenses.

6.3 REIMBURSEMENT

Members of the Interim Executive Board and ESE committees who incur expenses when attending official committee meetings and / or incur consumable costs will also be reimbursed when claims are approved by the Interim Chief Executive Officer and accompanied by receipts. Claims

made by the Interim CEO and Administrator will be approved by the Interim President or Interim Treasurer. All claims for expenses must be submitted using the website:

<http://www.xe.com/tec/>

Each expense must be entered into the online system in the currency that was used along with the correct date and the reason for the expense, e.g. flight. The completed form should be printed and sent together with the original receipts to the Administrator. The Administrator will check the receipts against the entries for accuracy. Following ratification the Administrator will register the payment online and inform the Interim Chief Executive Officer that the payment is ready to be checked and authorised. The process for claiming expenses will be set-out on the ESE website (www.e-s-e.eu). Claims by the Interim CEO and Administrator will be checked and authorised by the Interim President or Interim Treasurer.

.1 Transport

Economy airfare, or special rebate airfare, standard-class train fare, bus or tram fare may be reimbursed. Taxi expenses may be refunded if public transport 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; attendees 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 airfare and a longer stay is available. The Interim Executive Board, Interim CEO and Administrator will be reimbursed by the ESE when attending Biennial and other ESE Congresses 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. It is expected that all costs will be kept to a minimum.

.4 Incidental expenses

The ESE will not reimburse personal costs (e.g. bar, entertainment). However, the ESE will reimburse costs without receipts incurred as a result of attendees being away from their normal

place of work/home up to the sum of 50 € per day. The amount reimbursed must be approved by the Interim CEO, or in the case of the Interim President Elect/CEO and Administrator, by the Interim President or Interim Treasurer.

7 BYLAW SEVEN: BIENNIAL CONGRESS OF THE ESE

- .1 The ESE normally holds a biennial congress every two years in one of the countries represented by the full member societies of the ESE;
- .2 The specific venue for the biennial congress will be determined by the Interim Executive Board;
- .3 Suggestions for venues for the biennial congress will be made by the Interim Executive Board normally four years prior to the congress in question;
- .4 The Interim Executive Board will consider the suitability of the venues;
- .5 The Interim Executive Board will select the venue and following approval of the General Assembly invite the local national Society to help with the congress;
- .6 The “Biennial Congresses framework” will be updated for the relevant venue and will describe the structure of ESE Congress and the arrangements that must be entered into between the ESE and the Full Member Society/Societies;
- .7 The Interim Executive Board will develop a Memorandum of Agreement with the local national society that will set-out the relationships between the parties.