European Society of Endodontology

CONSTITUTION & BYLAWS

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1 ARTICLE ONE: NAME

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

2 ARTICLE TWO: PURPOSE, MISSION, ASPIRATIONS, VALUES, AIMS AND OBJECTIVES

2.1 PURPOSE

The purpose of the Society is to be an organisation with global reach and impact focused on the broad field of Endodontology, the branch of dental sciences dealing with health, injuries to and diseases of the dental pulp and periradicular region, and their relationship with general health and wellbeing.

2.2 MISSION

The ESE exists to enhance the development of Endodontology for the benefit of patients, general dentists, endodontists, educators, researchers and those in training, and to represent Endodontology and Endodontists within Europe and beyond.

2.3 ASPIRATIONS

The ESE strives to be:

- Educationally-driven;
- Research-centred;
- Membership-focussed;
- Patient-oriented;
- Evidence-based;
- Globally active;
- Independent and objective;
- Influential;
- Sustainable;
- Friendly, open and inclusive;
- Responsible and transparent.

2.4 VALUES

The ESE is guided by the following values:

Good governance and integrity
We will strive to manage the Society effectively, efficiently and ethically in order to achieve our goals.

Fiscal responsibility and financial resilience
We are committed to managing Society finances effectively to deliver our mission, invest for the future and to minimise the risks of adverse events.

Excellence and continual improvement
We are committed to quality, excellence and professionalism in all our activities and will strive to develop a culture of continual improvement.

Collegiality, leadership and management
We encourage collegiality and promote the leadership and management necessary for the effective and responsible use of Society resources. We will strive to support member societies and individual members, and promote Endodontology within the context of knowledge generation, education and training, promoting standards and life-long learning.

Equality, diversity and inclusion
We are committed to equality and supporting diversity by creating an open and inclusive community based on mutual respect.

Communication, engagement and teamwork
We are committed to communicate effectively and to engage with our member societies, individual members, patients, regulatory authorities and our partners in the dental industry and other stakeholders.

Patient care and safety
We are committed to develop and support evidence-based clinical practice through research, education and training.

2.5 AIMS

The aims of the ESE are to:

.1 serve as a non-profit federal organisation to recognise and support member national societies and individual members, including those in training;

.2 support research in the broad field of Endodontology;

.3 support education in the broad field of Endodontology;

.4 accredit and revalidate taught postgraduate specialty training programmes in Endodontology;

.5 enhance and promote the provision of endodontic care to save teeth and improve oral and general health;

.6 support work investigating relationships between endodontic diseases and treatments and general health and wellbeing;

.7 represent the discipline and act as a scientific consultant of Endodontology at a European and world level;

.8 support the recognition of Endodontology as a dental specialty within Europe;

.9 influence national and international health policy;

.10 benefit patients by promoting high quality evidence-based practice;

.11 ensure the Society's sustainability through effective administration and financial management.

2.6 OBJECTIVES

The objectives of the ESE are to:

.1 sponsor and promote research, education and activities to enhance clinical practice in Endodontology in order to improve understanding of pulp and periapical diseases and enhance dental services to the public;

.2 attract funding to invest in research, education and the promotion of standards in clinical practice whilst retaining its status as a non-profit organisation;

.3 recognise special experience and training in Endodontology by maintaining a register of individual members with rigorous entry criteria;

.4 establish and maintain an effective website;

.5 arrange congresses and meetings;

.6 collaborate with national and regional societies of Endodontology within Europe and beyond, and encourage their establishment and development;

.7 collaborate with the Association for Dental Education in Europe, national regulatory authorities and regional universities to enhance undergraduate and postgraduate education and training;

.8 establish links with and work in partnership with dental companies who have an interest in Endodontology;

.9 publish guidelines and position statements on key topics within the specialty;

.10 publish annual reports and/or newsletters;

.11 sponsor a professional journal.

3 ARTICLE THREE: MEMBER SOCIETIES

Details of the criteria necessary to fulfil the national society membership regulations are in Bylaw 1.

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. Full member societies will pay an annual fee to the ESE on 1st January based on the total number of paying members within their Society in the previous year. The level of the annual fee is set by the Executive Board and ratified by the General Assembly. The fees are set out on the ESE website:

https://www.e-s-e.eu/about-the-ese/joining-as-a-society.html

3.2 INTERNATIONAL AFFILIATE MEMBER SOCIETIES

Approved national endodontic societies from countries outside the European region, dental or medical associations with a special interest in the aims and objectives of the ESE. International Affiliate Member Societies will pay an annual fee to the ESE on 1st January based on the total

number of paying members within their Society in the previous year. The level of the annual fee is set by the Executive Board and ratified by the General Assembly. The level of the annual fee is set-out on the ESE website:

https://www.e-s-e.eu/about-the-ese/joining-as-a-society.html

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 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 and in good standing with the ESE for 5 years before they have the right to vote regardless of the number of members. Members of Full Member Societies are categorised as “Society members” of the ESE but not “individual members”.

3.4 PRIVILEGES OF INTERNATIONAL AFFILIATE SOCIETY MEMBERSHIP

International Affiliate Member Societies have the right to attend meetings of the General Assembly and be represented by one delegate, normally the elected country representative. Members of International Affiliate Member Societies are categorised as “Society members” of the ESE but not “individual members”.

3.5 TERMINATION OF MEMBERSHIP

Any member society of the ESE that is in arrears with its annual fees for 2 consecutive years 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

Details of the criteria necessary to fulfil the individual membership categories are in Bylaw 2. Individual members pay an annual fee to the ESE. The level of the annual fee is set by the Executive Board and ratified by the General Assembly. Late payment of fees will incur an additional charge.

4.1 SPECIALIST MEMBERS

Specialist members are individuals accepted by the Membership Committee after completion of an application process and fulfilment of the requirements established in Bylaw 2.1. The level of the annual fee is set-out on the ESE website:

https://www.e-s-e.eu/about-the-ese/how-to-become-a-specialiset outer.html

4.2 CERTIFIED MEMBERS

Certified members are individuals accepted by the Membership Committee after completion of an application process and fulfilment of the requirements established in Bylaw 2.2. The level of the annual fee is set out on the ESE website:

https://www.e-s-e.eu/join-us/join-the-ese-as-an-individual-member/

4.3 POSTGRADUATE STUDENT/TRAINEE MEMBERS

Postgraduate Student/Trainee Members are individuals registered on a postgraduate programme in Endodontology and/or a research programme leading to an award of a recognised university, and those registered on clinical training programmes that lead to a recognised certificate of training (or equivalent) following appropriate assessment (see Bylaw 2.4). The level of the annual fee is set out on the ESE website:

https://www.e-s-e.eu/about-the-ese/how-to-become-a-postgrad-member.html

4.4 DENTAL NURSE MEMBERS

Dental Nurse Members are individuals that have demonstrated they are authentic and *bona fide* dental nurses and have certain knowledge and skills (see Bylaw 2.5). The level of the annual fee is set-out on the ESE website:

https://www.e-s-e.eu/about-the-ese/how-to-become-a-dental-nurse-member.html

4.5 ASSOCIATE MEMBERS

Associate Members are individuals with special interest in endodontics accepted by the Membership Committee. Such applications are submitted via the ESE website and do not require assessment by the Membership Committee. Associate Members' application is established in Bylaw 2.5 and level of the annual fee is set out on the ESE website.

4.6 HONORARY MEMBERS

Honorary Membership of the ESE will be considered for individuals who have made an exceptional contribution to the ESE and to Endodontology within Europe (see Bylaw 2.8).

4.7 NON-PRACTICING MEMBERS

ESE Specialist, Certified and Dental Nurse members who cease active clinical practice and/or academic posts including those taking a career break are able to maintain their special status and thus individual membership of the ESE (see Bylaw 2.6).

4.8 PRIVILEGES OF INDIVIDUAL MEMBERS

Each category of individual member of the ESE, with the exception of Associate Members and Honorary Members, have the right to elect a representative to attend the General Assembly, subject to the membership group having 20 or more members. The elected representative of each group shall be from or based in a European Full Member Society country and will be entitled in the General Assembly to vote and to make nominations.

The benefits of each category of individual membership are set out on the ESE website:

https://www.e-s-e.eu/about-the-ese/index.html

4.9 TERMINATION OF MEMBERSHIP

Any individual member of the ESE that is in arrears with their annual fee or has been found guilty of professional misconduct shall have their membership terminated.

5 ARTICLE FIVE: GENERAL ASSEMBLY

5.1 COMPOSITION

.1 the Country Representative from each Full Member Society (one other individual representing a full member society can attend but not vote) with a term of office of 4-years plus the possibility of a maximum further 2-years;

.2 the Country Representative from each International Affiliate Member Society (with no voting powers);

.3 an elected representative of Specialist Members (subject to there being 20 members or more);

.4 an elected representative of Certified Members (subject to there being 20 members or more);

.5 an elected representative of registered Postgraduate Student/trainee Members (subject to there being 20 members or more);

.6 an elected representative of Dental Nurse Members (subject to there being 20 members or more);

.7 the members of the Executive Board - in attendance but with no voting rights;

.8 the Vice-Chairs of ESE Committees - as observers but with no voting rights;

.9 the COO and Administrator - in attendance but with no voting rights.

All members of the Executive Board, including Vice-Chairs, the COO and Administrator, will receive expenses for travel and subsistence as indicated in Bylaw 8.

5.2 QUORUM

The quorum shall be at least 50 per cent of the membership, that is, the half of the total number of representatives of the eligible Full Member Societies (excluding those using a proxy vote) and the elected representatives of the Individual Membership categories.

5.3 POWERS

The General Assembly is the legislative body of the ESE and has the following powers to:

.1 enact, amend and repeal the Constitution & Bylaws of the ESE;

.2 ratify the membership of national endodontic societies, associations or groups as Full or International Affiliate Member Societies following their assessment and approval by the Membership Committee and Executive Board;

.3 ratify the selection of Executive Board members following their selection and endorsement by the Executive Board;

.4 ratify the Chair and be informed of individuals appointed to appropriately constituted committees of the ESE;

.5 ratify the appointment of the Chief Operating Officer and Administrator;

.6 ratify contracts with other organisations for projects of mutual benefit.

The General Assembly shall:

.1 monitor and oversee the administration and management of the ESE by the Executive Board, COO and Administrator;

.2 initiate proposals that comply with the strategic goals of the ESE and that are financially sound;

.3 have oversight of the finances of the Society;

.4 ratify annual membership dues, and approve budgets and annual accounts;

.5 ensure the ESE accounts are audited on an annual basis;

.6 have oversight of permanent or time-limited committees, working groups and task / finish groups as recommended by the Executive Board, including their Chairs, membership and terms of reference;

.7 ratify the time, place and venue of congresses and other meetings, and be assured of their financial viability;

.8 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 Society depending on the number of members recorded by the ESE at the beginning of the relevant membership year.

5.4 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 and elected individual member representatives (see 3.3 and 4.8). This will be achieved either using an electronic voting system or at the General Assembly by electronic vote, show of hands or secret ballot. Each country representative who is eligible to vote (see 3.3) may act as proxy for up to two absent country

representatives from full member societies, providing that written notice (by email) has been given by the absent country representative(s) to the Administrator prior to the meeting.

5.5 MEETINGS

The General Assembly shall meet at least once a year, normally in the autumn.

6 ARTICLE SIX: EXECUTIVE BOARD

6.1 COMPOSITION

The Executive Board shall consist of:

.1 President (2 years);

.2 President Elect (2 years) – selected by the Executive Board, normally from amongst the Treasurer and Chairs of ESE Committees;

.3 Past President (2 years) - co-opted position by the immediate Past-President (with no voting rights);

.4 Treasurer (4 years plus an option for a further 2 years as determined by the Executive Board);

.5 Chairs of the Research, Education & Scholarship, Clinical Practice, Membership and Benefits of Endodontics Committees (4 years plus an option for a further 2 years as determined by the Executive Board). The chair of any newly created committee will be co-opted until the Constitution and Bylaws can be amended;

.6 In attendance: the Chief Operating Officer (COO) and Administrator (with no voting rights) and Vice-Chairs of standing committees as observers, with no voting rights.

The President, President Elect, Past President, Treasurer and Committee Chairs will be honorary positions, and they will not receive a salary. All members of the Executive Board, including the COO and Administrator, will receive expenses for travel and subsistence as indicated in Bylaw 8.

6.2 QUORUM

The quorum shall be at least 50 per cent of the membership, excluding the COO and Administrator.

6.3 ROLE

The Executive Board shall:

.1 direct and organise the activities of the ESE;

.2 co-ordinate, execute and be responsible for delivering the actions agreed by the General Assembly;

.3 take appropriate legal and financial advice when needed;

.4 select venues for congresses and other meetings;

.5 search for, recruit and support potential officers for ESE Committees and the Executive Board and propose to the General Assembly individuals for executive positions;

.6 ensure compliance with EU best practice in managing a non-profit scientific society;

.7 ensure the highest possible ethical standards are maintained;

.8 monitor and manage the activities and performance of the COO and Administrator;

.9 manage the distribution of ESE assets and funds in the event that the ESE ceases to operate on behalf of the General Assembly.

6.4 DECISIONS

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

6.5 MEETINGS

Meetings of the 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 the country in which the Society is domiciled.

6.6 CO-OPTED MEMBERS

The Executive Board may appoint non-voting co-opted members, e.g. should specific tasks need to be undertaken within a limited time. The term of office and role(s) for the co-opted member will be determined by the Executive Board. A co-opted member will be an honorary position, and individuals will not receive a salary. They will receive expenses for travel and subsistence as indicated in the Bylaws. The co-opted member will be ratified by the General Assembly as soon as practicable.

7 ARTICLE SEVEN: ROLES & ATTRIBUTES OF THE PRESIDENT, PRESIDENT ELECT, PAST PRESIDENT, TREASURER AND COMMITTEE CHAIRS

The roles and criteria for appointing the President, President Elect, Past President, Treasurer and Chairs of committees are set out in Bylaw 5.

8 ARTICLE EIGHT: SELECTION OF OFFICERS, COMMITTEE CHAIRS AND MEMBERS OF COMMITTEES

The terms of office for the President, President Elect, Past President, Treasurer and Chairs of committees are set out in section 6.1 above.

8.1 EXECUTIVE BOARD

When necessary, an independent group, chaired by the outgoing President will carry out a search for individuals with the potential to act as President, President Elect, Treasurer and Chairs of Committees and nominate them to the Executive Board for approval. The Board will then seek the endorsement of the General Assembly. Should one of the officers unexpectedly terminate their 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 Executive Board may purchase retiring officers a gift to the value of approximately 300 Euros.

8.2 COMMITTEE MEMBERS

The terms of office and the process for selecting members of committees are set out in Bylaw 6.

9 ARTICLE NINE: COMMITTEES

The ESE committees shall be:

.1 Research;

.2 Education and Scholarship;

.3 Membership;

.4 Clinical Practice;

.5 Benefits of Endodontics;

.6 Communication and Engagement.

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

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

The Executive Board has the authority to create new committees, working groups and/or task/finish groups to ensure the strategic goals of the Society are achieved. Any new committee/group will be ratified subsequently by the General Assembly.

10 ARTICLE TEN: CHIEF OPERATING OFFICER AND ADMINISTRATOR

10.1 CHIEF OPERATING OFFICER

The Executive Board, on behalf of the General Assembly, shall appoint a paid Chief Operating Officer to lead the operations of the Society.

The appointment, role and salary of the COO are set out in Bylaw 7. In the event the COO was not able to fulfil their duties the Executive Board shall take responsibility for the business normally undertaken by the post-holder and, if the period was likely to be extensive, have the authority to appoint a temporary alternate.

10.2 ADMINISTRATOR

The Executive Board, on behalf of the General Assembly, shall appoint a paid Administrator.

The appointment, role and salary of the Administrator are set out in Bylaw 7. In the event the Administrator was not able to fulfil their duties the Executive Board shall take responsibility for the business normally undertaken by the post-holder and, if the period was likely to be extensive, have the authority to appoint a temporary alternate.

11 ARTICLE ELEVEN: LANGUAGE

The official language of the ESE is English.

12 ARTICLE TWELVE: 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 or COO to the members of the General Assembly not less than six weeks before the date on which the vote is taken.

13 ARTICLE THIRTEEN: 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 Executive Board is therefore normally expected to a hold minimum of one meeting a year in Norway.

European Society of Endodontology

BYLAWS

www.e-s-e.eu

1 BYLAW ONE: MEMBER SOCIETIES

1.1 FULL MEMBER SOCIETY APPLICATIONS

ESE Full Society 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 Membership of the ESE must be directed to the Administrator. After evaluation of the submission by the Membership Committee, the Chair will report the decision 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 information must be included in the formal application:

.1 an English version of the Society's Constitution;

.2 an affirmation that the society/association is consistent with the mission, aspirations, values, aims and objectives of the ESE (see Constitution 2.1 to 2.6);

.3 an official declaration that states the requirements outlined 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 total number of paying members on the date of application.

1.2 INTERNATIONAL AFFILIATE MEMBER SOCIETY APPLICATIONS

Applications for International Affiliate Society Membership of the ESE must be directed to the Administrator. After evaluation of the submission by the Membership Committee, the Chair will report the decision to the Executive Board. The General Assembly will be informed of all submissions for International Affiliate 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 the Constitution of the society/association is consistent with the missions, aspirations, values, aims and objectives of the ESE (see Constitution 2.1 to 2.6). The total number of paying members of the society/association must be stated.

1.3 RIGHTS AND OBLIGATIONS

1.3.1 Full Member Societies

Rights: Full Member Societies have 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 of the ESE (so-called ESE Society Members) may participate at the biennial congresses of the ESE and other ESE events at a reduced registration fee;

Postgraduate taught programmes in countries with an ESE Full Member Society are eligible for ESE accreditation;

Obligations: 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 a maximum of four years plus the possibility of a maximum further 2-years;

.2 ensure the Administrator is informed immediately by the country representative to the ESE of any changes to the President, Secretary and Country Representative with the name, address and e-mail addresses of the individuals;

.3 grant all ESE Individual Members admission to their congresses/scientific meetings on the same terms as their own members;

.4 inform the Administrator of news items and meetings/conferences for inclusion in the "event calendar" on the ESE website;

.5 communicate regularly with the ESE via the Administrator or COO (preferably by e-mail);

.6 disseminate information from the ESE to their membership;

.7 support and promote ESE activities.

1.3.2 International Affiliate Member Societies

Rights: International Affiliate Member Societies are represented by their country representative during the General Assembly but have no voting rights.

Individual members of societies that are International Affiliate Member Societies of the ESE (so-called ESE Society Members) may participate at the biennial congresses of the ESE and other ESE events at a reduced registration fee;

Postgraduate taught programmes in countries with an ESE International Affiliate Member Society are eligible for ESE accreditation;

Obligations: International Affiliate Member Societies are obliged to:

.1 elect a country representative to the General Assembly of the ESE; the individual will represent the International Affiliate Member Society for a maximum of four years plus the possibility of a maximum further 2-years;

.2 ensure the Administrator is informed immediately by the country representative to the ESE of any changes to the President, Secretary and Country Representative with the name, address and e-mail addresses of the individuals;

.3 grant all ESE Individual Members admission to their congresses/scientific meetings on the same terms as their own members;

.4 inform the Administrator of news items and meetings/conferences for inclusion in the "event calendar" on the ESE website;

.5 correspond regularly with the ESE via the Administrator or COO (preferably by e-mail);

.6 disseminate information from the ESE to their membership.

.7 support and promote ESE activities.

2 BYLAW TWO: INDIVIDUALS WITH SPECIAL STATUS

2.1 SPECIALIST MEMBERSHIP

2.1.1 Application

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

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

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

2.1.2 Prerequisites for accepting Specialist Members

In order to become an individual ESE Specialist Member, the applicant must verify their graduation from an ESE accredited specialty training programme of at least 3 years full-time duration or have equivalent training and experience. Detailed criteria are available at:

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

2.1.3 Election of a Specialist Member Representative to the General Assembly

ESE Specialist Members are able to elect a representative from or based in a European Full member society to attend the General Assembly, subject to the membership category having 20 or more members. The term of office for the elected Specialist Member will be 4 years with no possibility of re-election.

The Specialist Member will be elected through a confidential online vote administered by the COO/Administrator on behalf of the Executive Board. All eligible Specialist Members will be asked whether they wish to nominate an individual for consideration; the nominated individual must provide evidence they wish to be considered for the role. On receipt of the nominations, the COO/Administrator will ask each nominee to supply a brief CV and a summary of their ambitions for their role in representing the Specialist Members. This information will be provided online for all Specialist Members to consider before casting their vote.

The representative of Specialist Members will receive expenses when attending meetings of the GA as set out in Section 8 below.

2.2 CERTIFIED MEMBERSHIP

2.2.1 Application

Individuals who wish to apply for certified membership should apply online at:

https://www.e-s-e.eu/join-us/join-the-ese-as-an-individual-member/

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

2.2.2 Prerequisites for accepting Certified Members

In order to become an individual ESE Certified Member, the applicant must be a member of a Full Member or International Affiliate Member Society and provide documentation that they have certain skills/knowledge and/or training in Endodontology. Applications for Certified Membership will be evaluated using a points system that considers completion of taught programmes, as well as defined clinical, educational and research training and experience. The points system can be revised by the Membership Committee following agreement by the Executive Board and ratification by the General Assembly. Detailed criteria are available at:

https://www.e-s-e.eu/join-us/join-the-ese-as-an-individual-member/

2.2.3 Election of a Certified Member Representative to the General Assembly

ESE Certified Members are able to elect a representative from or based in a European Full member country to attend the General Assembly, subject to the membership category having 20 or more members. The term of office for the elected Certified Member will be 4 years with no possibility of re-election.

The Certified Member will be elected through a confidential online vote administered by the COO/Administrator on behalf of the Executive Board. All eligible Certified Members will be asked whether they wish to nominate an individual for consideration; the nominated individual must provide evidence they wish to be considered for the role. On receipt of the nominations, the COO/Administrator will ask each nominee to supply a brief CV and a summary of their ambitions for their role in representing the Certified Members. This information will be provided online for all Certified Members to consider before casting their vote.

The representative of Certified Members will receive expenses when attending meetings of the GA as set out in Section 8 below.

2.3 REGISTERED POSTGRADUATE STUDENT/TRAINEE MEMBERSHIP

2.3.1 Application

Individuals who wish to apply for Postgraduate Student/Trainee Membership should apply online at:

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

The submitted application will be examined by the Membership Committee. Those individuals who have successfully demonstrated their eligibility for postgraduate student/trainee status will be reported to the Executive Board and General Assembly. Decisions of the Membership Committee are final.

2.3.2 Prerequisites for accepting Postgraduate Student/Trainee Members

Postgraduate students must be registered for an academic award in Endodontology (e.g. Certificate, Diploma, Masters, PhD etc.) with a recognised academic institution. Trainees engaged on clinical training pathways in Endodontology must provide evidence of their status and proof that they are on a recognised training pathway leading to an award. The status of the student/trainee will be verified with the University/Training organisation and appropriate evidence presented to the Membership Committee for ratification.

In order to become a 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.

Detailed criteria are available at:

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

2.3.3 Election of a Postgraduate Student/Trainee Member Representative to the General Assembly

ESE Postgraduate Student/Trainee Members are able to elect a representative from or based in a European Full member country, to attend the General Assembly, subject to the membership category having 20 or more members. The term of office for the elected Postgraduate Student/Trainee Member will be 2 years with no possibility of re-election.

The Postgraduate Student/Trainee Member will be elected through a confidential online vote administered by the COO/Administrator on behalf of the Executive Board. All eligible Postgraduate Student/Trainee Members will be asked whether they wish to nominate an individual for consideration; the nominated individual must provide evidence they wish to be considered for the role. On receipt of the nominations, the COO/Administrator will ask each nominee to supply a brief CV and a summary of their ambitions for their role in representing the Postgraduate Student/Trainee Members. This information will be provided online for all Postgraduate Student/Trainee Members to consider before casting their vote.

The representative of Postgraduate Student/Trainee Members will receive expenses when attending meetings of the GA as set out in Section 8 below.

2.4 DENTAL NURSE MEMBERSHIP

2.4.1 Application

Individuals who wish to apply for Dental Nurse Membership should apply online at:

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

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

2.4.2 Prerequisites for accepting Dental Nurse Members

To become an ESE Dental Nurse Member the applicant must provide proof that they are an authentic and *bona fide* Dental Nurse, not a dentist or trainee dentist serving in a supporting role, and have defined skills, knowledge and where available, evidence of registration. Detailed criteria are available at:

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

2.4.3 Election of a Dental Nurse Member Representative to the General Assembly

ESE Dental Nurse Members are able to elect a representative from or based in a European Full member country to attend the General Assembly, subject to the membership category having 20 or more members. The term of office for the elected Dental Nurse Member will be 4 years with no possibility of re-election.

The Dental Nurse Member will be elected through a confidential online vote administered by the COO/Administrator on behalf of the Executive Board. All eligible Dental Nurse Members will be asked whether they wish to nominate an individual for consideration; the nominated individual must provide evidence they wish to be considered for the role. On receipt of the nominations, the COO/Administrator will ask each nominee to supply a brief CV and a summary of their ambitions for their role in representing the Dental Nurse Members. This information will be provided online for all Dental Nurse Members to consider before casting their vote.

The representative of Dental Nurse Members will receive expenses when attending meetings of the GA as set out in Section 8 below.

2.5 ASSOCIATE MEMBERS

2.5.1 Application

Individuals, practitioners or non-practitioners with special interest in endodontics, who wish to apply for Individual Membership should apply online via a dedicated link;

The submitted application will be accepted with no prerequisites by the Membership Committee. Those individuals will be reported to the Executive Board and General Assembly. Decisions of the Membership Committee are final and require no further steps in the application process.

2.6 NON-PRACTICING MEMBERS

ESE Specialist, Certified and Dental Nurse members who cease active clinical practice and/or academic posts including those taking a career break may maintain their special status and thus individual membership of the ESE. 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 their academic posts and confirm their willingness to continue their ESE membership. Membership may

continue as long as the individual wishes to retain their special status and following an annual payment of 50% of the equivalent full membership category.

2.7 RIGHTS AND OBLIGATIONS

2.7.1 Rights/Advantages

.1 ESE Specialist and Certified, 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, Postgraduate Student/Trainee, Dental Nurse and Associate members will be allowed reduced fees for ESE congresses and meetings; congresses/scientific meetings of Full and International Affiliate Member Societies of the ESE should also allow a reduced fee for these members;

.3 ESE Specialist, Certified, Postgraduate Student and Associate members have a mandatory online-only access subscription to the International Endodontic Journal (at a reduced rate) included in their membership fee;

.4 ESE Specialist, Certified, Postgraduate Student/Trainee and Dental Nurse members are able to elect a representative to attend the General Assembly, subject to the membership category having 20 or more members.

2.7.2 Obligations

Payment of membership fees is due by 31st March each year. Only payment on time guarantees the above-mentioned rights; late payment of fees will incur an additional charge.

2.7.3 Professional misconduct and non-payment of subscriptions

The membership of any ESE Specialist, Certified, Postgraduate Student/Trainee, Dental Nurse, Associate and Honorary members found guilty of professional misconduct will be terminated immediately as will those who are in arrears with their membership fees.

2.8 HONORARY MEMBERSHIP

2.8.1 Election

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 will be suggested by the Membership Committee and ratified by the Executive Board and General Assembly.

2.8.2 Rights

Honorary Members are exempt from membership fees and are granted complimentary registration to the congresses and other meetings of the ESE as well as complimentary access to social events; they will not receive travel, accommodation or subsistence expenses.

3 BYLAW THREE: GENERAL ASSEMBLY

3.1 AGENDA

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

3.2 ORDER OF BUSINESS

Should normally include:

.1 welcome by the President (and Chair);

.2 determination of the quorum;

.3 approval of the accuracy of the minutes of the previous General Assembly;

.4 discussion of any matters arising from the minutes not identified in the agenda;

.5 discussion in the following areas:

- Governance;
- Communication and Engagement;
- Membership;
- Education & Scholarship;
- Research;
- Clinical Practice;
- Benefits of Endodontics;
- Specialty of Endodontology in Europe;
- Congresses/Meetings;
- Awareness campaigns;
- Position Statements and Guidelines;
- Finance, including acceptance of the budget.

.6 appointment of officers (where necessary);

.7 any other business;

.8 date and venue of next meeting.

3.3 EXTRAORDINARY GENERAL ASSEMBLY

An extraordinary General Assembly may be summoned by the Executive Board, or at the request of at least 50% of the Full Member Societies. Requests should be addressed to the Administrator or COO, ideally by email.

4 BYLAW FOUR: EXECUTIVE BOARD MEETINGS

4.1 AGENDA

Items for the agenda must be received by the COO or Administrator via e-mail at least 4 weeks prior to the meeting.

4.2 ORDER OF BUSINESS

Should normally include:

.1 welcome by the President (and Chair);

.2 declaration of conflicts of interest;

.3 approval of the accuracy of the Minutes of the previous meeting;

.4 discussion of any matters arising from the Minutes not identified in the agenda;

.5 discussion in the following areas:

- Governance;
- Communication and Engagement;
- Membership;
- Education & Scholarship;
- Research;
- Clinical Practice;
- Benefits of Endodontics;
- Specialty of Endodontology in Europe;
- Congresses/Meetings;
- Awareness campaigns;
- Position Statements and Guidelines;
- Finance, including acceptance of the budget.

.6 any other business;

.7 date and venue of next meeting.

4.3 EXTRAORDINARY MEETING OF THE EXECUTIVE BOARD

The President can summon an extraordinary meeting when a just cause arises. Under exceptional circumstances an extraordinary meeting of the Executive Board can be summoned by a majority of the Executive Board, not including the COO and Administrator. Extraordinary meetings may be conducted face-to face or by tele/video conference.

5 BYLAW FIVE: APPOINTMENT AND ROLES OF THE PRESIDENT, PRESIDENT ELECT AND TREASURER

5.1 PRESIDENT

The President shall:

.1 normally be elected following a period of office as President Elect;

.2 be nominated as President Elect by an working group, chaired by the outgoing President, and then approved by the Executive Board and subsequently ratified by the General Assembly for a period of 2 years with no possibility of re-election;

.3 be a member of a Full Member Society affiliated to the ESE;

.4 normally, be a recognised Specialist or Certified Member of the ESE and/or Specialist in Endodontology;

.5 have experience of chairing committees and/or running a practice;

.6 be a good communicator with command of written and oral English;

.7 be able to attend meetings of the Executive Board and General Assembly;

.8 be held in high esteem within the specialty;

.9 provide leadership and authority;

.10 develop the strategic direction and priorities of the ESE in collaboration with the Executive Board, COO and General Assembly;

.11 chair the Executive Board;

.12 chair the General Assembly;

.13 decide upon questions of order and interpret the Bylaws of the Society;

.14 preside over and host congresses and other meetings;

.15 be a signatory on the ESE accounts;

.16 take a lead in monitoring the activities and performance of the COO and Administrator;

.17 take a lead in overseeing the Autumn Meeting and Biennial Congress that will occur within their term of office as President.

5.2 PRESIDENT ELECT

The President Elect shall:

.1 be nominated by an independent working group, chaired by the outgoing President, and then approved by the Executive Board;

.2 be ratified by the General Assembly on the advice of the Executive Board for a period of 2 years with no possibility of re-election and normally progress to become President;

.3 be a member of a Full Member Society affiliated to the ESE;

.4 normally, be a recognised Specialist or Certified Member of the ESE and/or Specialist in Endodontology;

.5 have experience of chairing committees and/or running a practice;

.6 be a good communicator with command of written and oral English;

.7 be able to attend meetings of the Executive Board and General Assembly;

.8 be held in high esteem within the specialty;

.9 provide leadership and authority;

.10 develop the strategic direction and priorities of the ESE in collaboration with the Executive Board, COO and General Assembly;

.11 in the absence of the President, chair the Executive Board;

.12 in the absence of the President, chair the General Assembly;

.13 in the absence of the President, decide upon questions of order and interpret the Bylaws of the Society;

.14 in the absence of the President, preside over and host congresses and other meetings;

.15 take a lead in monitoring the activities and performance of the COO and Administrator;

.16 take a lead in overseeing the Autumn Meeting and Biennial Congress that will occur within their term of office as President.

5.3 PAST PRESIDENT

The Past-President shall:

.1 be co-opted to immediate Past President with no voting rights;

.2 be a non-renewable position;

.3 provide guidance and historical context to the President and the Board on strategic matters;

.4 support society continuity by integrating and counselling the President and other emerging leaders;

.5 represent the ESE at external events and act as an ambassador when requested by the Board;

.6 contribute to the preservation of the ESE's history, ensuring continuity of key projects;

.7 be able to attend Board Meetings and General Assemblies.

5.4 TREASURER

The Treasurer shall:

.1 be nominated by an independent working group, chaired by the outgoing President, and then approved by the Executive Board;

.2 be ratified by the General Assembly on the advice of the Executive Board for a period of 4 years plus an option for a further 2 years as determined by the Executive Board;

.3 be a member of a Full Member Society affiliated to the ESE;

.4 normally, be a recognised Specialist or Certified Member of the ESE and/or Specialist in Endodontology;

.5 have experience of chairing committees and/or running a practice;

.6 be a good communicator with command of written and oral English;

.7 be able to attend meetings of the Executive Board and General Assembly;

.8 be held in high esteem within the specialty;

.9 provide leadership and authority;

.10 develop the strategic direction and priorities of the ESE in collaboration with the Executive Board, COO and General Assembly;

.11 manage the funds of the ESE along with the Executive Board and with the approval of the General Assembly;

.12 provide oral and written reports and present suitably audited finances to meetings of the Executive Board and General Assembly;

.13 along with the Executive Board and COO prepare a budget for each financial year (corresponding to the calendar year, i.e. 1 January to 31 December);

.14 ensure compliance with EU best practice in financial management;

.15 consider innovative and financially viable ways of supporting ESE activities;

.16 work with the Executive Board to maintain the non-profit status of the ESE;

.17 help assure financial probity;

.18 be a signatory on the ESE accounts;

.19 take a lead in monitoring the activities and performance of the COO and Administrator.

6 BYLAW SIX: COMMITTEES

6.1 PERMANENT AND TIME-LIMITED COMMITTEES

The Executive Board can agree to the establishment of permanent or time-limited committees subject to ratification by the General Assembly. The time-limited committees will be responsible for specific tasks that need to be completed within an agreed time period.

6.2 TERMS OF REFERENCE

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 Executive Board. The Chair must report to the Administrator and/or COO when requested and will be expected to report in writing and person at meetings of the Executive Board and/or General Assembly.

6.3 APPOINTMENT AND ROLES OF CHAIRS AND MEMBERS OF COMMITTEES

6.3.1 Chairs of Committees

The Chairs of Committees shall:

.1 be nominated by an independent working group, chaired by the President, and then approved by the Executive Board;

,2 be ratified by the General Assembly for a maximum period of 4 years plus an option for a further 2 years as determined by the Executive Board;

.3 be a member of a Full Member Society affiliated to the ESE;

.4 normally, be a recognised Specialist or Certified Member of the ESE and/or Specialist in Endodontology;

.5 have experience of chairing committees and/or running a practice;

.6 be a good communicator with command of written and oral English;

.7 be able to attend meetings of the Executive Board and General Assembly;

.8 be held in high esteem within the specialty;

.9 provide leadership and authority;

.10 develop the strategic direction and priorities of the ESE in collaboration with the Executive Board and General Assembly;

.11 lead the activities of their respective Committee and adhere to their Terms of Reference;

.12 provide oral and written reports to meetings of the Executive Board and General Assembly;

.13 suggest individuals to the Executive Board (for approval) to act as committee members;

.14 work collaboratively with the Executive Board, COO and Administrator and ensure the activities of their Committee are budgeted and remain within their allocated funding.

6.3.2 Committee members

A committee member shall:

.1 be appointed by the Executive Board on the advice of the Committee Chair (taking advice from the Full Member Societies) for a maximum period of 4 years plus an option for a further 2 years as determined by the Executive Board;

.2 be a member of a Full Member Society affiliated to the ESE;

.3 normally, be a recognised Specialist or Certified Member of the ESE and/or Specialist in Endodontology;

.4 have experience of working in committees and/or running a practice;

.5 be a good communicator with command of written and oral English;

.6 adhere to the Terms of Reference of the committee.

Committee membership are honorary positions and individuals will not receive a salary. They will receive expenses for travel and subsistence as indicated in the Bylaws.

7 BYLAW SEVEN: APPOINTMENT, ROLES AND REMUNERATION OF THE CHIEF OPERATING OFFICER AND ADMINISTRATOR

7.1 CHIEF OPERATING OFFICER

The COO shall:

.1 be appointed by the Executive Board following a formal search and appointment process and ratified by the General Assembly;

.2 report directly to, and being accountable to, the Executive Board for the activities of the Society;

.3 take overall responsibility for implementing and integrating the strategic direction of the Society;

.4 manage the day-to-day finances of the Society on behalf of the Treasurer and Executive Board, in collaboration with the Administrator;

.5 develop communication plans and establish / maintain links to Individual Members and Member Societies;

.6 establish / maintain links with all stakeholders (e.g. patient groups, general dentists, endodontists, universities, relevant scientific societies, politicians and the dental industry);

.7 ensure that the strategic direction of the Society filters down through the national societies, individual members and other stakeholders to ensure its plans are achieved;

.8 ensure that the Executive Board maintains constant awareness of the specialty, and emerging opportunities, developments and challenges;

.9 provide operational leadership to ensure actions agreed by the Executive Board and General Assembly are implemented;

.10 lead, guide, direct, evaluate and work collaboratively with the Administrator;

.11 manage and co-ordinate the work of the Executive Board, General Assembly and ESE Committees;

.12 safeguard key ESE functions through contingency planning;

.13 be the custodian of the records of the Society;

.14 work with the Executive Board to ensure compliance with EU best practice in financial matters and governance;

.15 work with the Executive Board to consider ethical, innovative and financially viable ways of supporting ESE activities;

.16 work with the Executive Board to ensure the non-profit status of the ESE is maintained;

.17 work with the Executive Board to produce draft 4-year strategic and financial plans for the direction and forward-planning of the ESE;

.18 attend Executive Board and General Assembly meetings;

.19 present written and verbal reports when required;

.20 play a leading role in maintaining the Society's social media presence;

.21 work to safeguard the financial viability of the Society;

.22 evaluate the success of the Society in reaching its goals.

7.1.1 Remuneration and benefits:

The COO will receive a salary as agreed by the Executive Board and ratified by the General Assembly. Their performance will be managed by the Board. The COO will receive expenses for travel and subsistence as indicated in Bylaw 8.

7.2 ADMINISTRATOR

The Administrator shall:

.1 be appointed by the Executive Board following a formal appointment process and ratified by the General Assembly;

.2 be line-managed by the COO;

.3 undertake duties to support the COO, Executive Board, Committees and General Assembly that are compatible with their knowledge, skills and experience;

.4 be the point of first contact for Individual Members, Member Societies and other key stakeholders;

.5 play a role in the organisation and management of congresses/meetings together with a Professional Congress Organiser, the COO and Executive Board;

.6 maintain the day-to-day financial records of the Society and prepare them for scrutiny by the COO and Treasurer, and for the accountants and auditors;

.7 archive Society documents;

.8 attend meetings of the Executive Board and General Assembly;

.9 present written and verbal reports when required;

.10 play a leading role in maintaining the Society's website;

.11 play a leading role in maintaining the Society's social media presence.

7.2.1 Remuneration and benefits:

The specific duties of the Administrator will vary depending on the requirements of the COO and the Executive Board. The Administrator will receive a salary as determined by the Executive Board and ratified by the General Assembly. The Administrator will receive expenses for travel and subsistence as indicated in Bylaw 8.

8 BYLAW EIGHT: POLICY ON REIMBURSEMENT OF EXPENSES

8.1 EXECUTIVE BOARD AND GENERAL ASSEMBLY MEETINGS

8.1.1 Executive Board

All members of the Executive Board, the COO, the Administrator and those individuals who are required to attend Executive Board meetings are entitled to the reimbursement of reasonable and necessary expenses by the ESE. The same rule applies to costs incurred by members of the

Executive Board attending other approved official meetings in their capacity as ESE officers, COO or Administrator, e.g. accreditation events.

All officers and attendees of the Executive Board should keep their travel and subsistence costs as low as reasonably possible.

8.1.2 General Assembly

All members of the Executive Board, the COO, the Administrator and elected members representing the Individual Member categories, Postgraduate Students/Trainees and Dental Nurse members who are required to attend meetings of the General Assembly are entitled to reimbursement of reasonable and necessary expenses by the ESE.

All members of the Executive Board, the COO, the Administrator and elected members representing the individual member categories should keep their travel and subsistence costs as low as possible and avoid unnecessary cost to the ESE. Where possible, attendees should seek alternative means of covering their travel costs.

No refunds will be made from the ESE when the members of the Executive Board also represent their national endodontic society at meetings.

8.2 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 COO. Where possible these meetings should be held remotely by video or teleconference. When it is necessary for a committee to meet face-to-face the Chair must first inform the COO of the reason for the meeting with an estimate of all likely costs and expenses (e.g. travel, venue, hotel, subsistence) prior to the meeting being arranged. Where possible, the anticipated costs will be included in annual budgets.

8.3 REIMBURSEMENT

8.3.1 Expenses

Members of the Executive Board, ESE committees, the COO and Administrator and those who incur travel and associated expenses or consumables costs during the conduct of official and approved ESE business will also be entitled to reimbursement. Prior approval should normally be sought from the COO and all claims should be accompanied wherever possible by receipts. Claims made by the COO and Administrator will be approved by the Treasurer or President.

Each expense must be documented 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 (by mail) together with the **original** receipts (not copies) 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 COO 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 COO and Administrator will be checked and authorised by the Treasurer or President.

8.3.2 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 or unsafe. The use of a private car is reimbursed (at the equivalent of €0.40 per km for the first 100 km and then €0.15 per km thereafter – or the equivalent for other currencies), 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 or unsafe.

8.3.3 Accommodation

Nights preceding and/or following meetings may be reimbursed; attendees should stay preferably at the hotel where the meetings take place. Normally, additional over-night stays that are unnecessary or avoidable are excluded unless a "special offer" that includes a reduced airfare and a longer stay is available. The Executive Board, COO and Administrator will be reimbursed by the ESE when attending ESE congresses and meetings if the expenses cannot be claimed from a third party.

8.3.4 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.

8.3.5 Incidental expenses

The ESE will not reimburse individual 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 COO, or in the case of the COO and Administrator, by the Treasurer or President.

9 BYLAW NINE: CONGRESSES OF THE ESE

The ESE normally holds a major congress every two years in a country represented by the Full Member Societies of the ESE:

.1 The specific venue for the congress will be determined by the Executive Board and ratified by the General Assembly;

.2 Suggestions for venues for the congress will be made by the Executive Board normally four years prior to the congress in question;

.3 The Executive Board will consider the suitability of the venues and the location;

.4 The Executive Board will normally invite the local Full Member Society to collaborate with the congress;

.5 The "Congresses Framework" document 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 relevant full member society/societies;

.6 The Executive Board will develop a Memorandum of Agreement with the local Full Member Society that will set-out the relationships between the parties;

.7 The COO and Executive Board will provide a document for Corporate Partners, sponsors and exhibitors that sets out the various packages available;

.8 the Society will normally appoint a professional congress organiser to organise the event;

.9 the Executive Board will decide the theme/topics of the congress and the speakers.

10 BYLAW TEN: AUTUMN MEETINGS OF THE ESE

The ESE normally holds an autumn meeting every two years in a country represented by the Full Member Societies of the ESE;

.1 The specific venue for the autumn meeting will be determined by the Executive Board and ratified by the General Assembly;

.2 Suggestions for venues for the autumn meeting will be made by the Executive Board normally two years prior to the meeting in question;

.3 The Executive Board will consider the suitability of the venues;

.4 The Executive Board will normally invite the local Member Society to collaborate with the meeting;

.5 The Executive Board will develop a Memorandum of Agreement with the local Member Society that will set-out the relationships between the parties;

.6 the ESE will normally appoint a professional congress organiser to organise the event;

.7 the Executive Board will decide the theme/topics of the meeting and the speakers.

11 BYLAW ELEVEN: ACCREDITATION INSPECTIONS

11.1 PANEL MEMBERSHIP

During ESE accreditation inspections of taught postgraduate programmes, the visiting panel will consist of a Chair and two members appointed by the Chair of the Education & Scholarship Committee following discussion with the COO. On occasions, an additional "ESE Observer" will also be invited to attend as part of their induction and training to participate in future events. The individuals appointed will normally be senior academics with experience of running taught programmes; they will have received training and/or observe an accreditation event before participating in an inspection panel.

11.2 HONORARIA FOR PANEL MEMBERS

Panel members (but not Observers) will be reimbursed by the ESE for travel and subsistence as set out in Bylaw 8 and receive an honorarium, currently €1000 per event.

11.3 CHARGES TO INSTITUTIONS

Institutions undergoing programme accreditation will be charged for costs incurred by the ESE for the three panel members, including travel, hotels and subsistence. An additional charge will also be levied against the Institution to reimburse each panel member for their commitment at the rate of €1000 per event. Costs incurred by the Observers and ESE support will be paid by the ESE.

11.4 REVALIDATION INSPECTIONS

During ESE re-validation inspections of taught postgraduate programmes, the panel will normally consist of a Chair and two members appointed by the Chair of the Education & Scholarship Committee following discussion with the COO. On occasions, an additional "ESE Observer" will also be invited to take part to support their induction and training to participate in future events. The individuals appointed will normally be senior academics with experience of running taught programmes; they will have received training and/or observed on a previous accreditation event.

The honoraria for panel members and charges to institutions will be as described in Bylaw 11.2 and 11.3.

Update: October 2025

European Society of Endodontology

Contact information:

Administrator@e-s-e.eu

http://www.e-s-e.eu

Registered address - Postboks 1237 Vika, 0110 Oslo, Norway