



SECTION VIII STANDING RULES 2021 AUSTRALASIA SECTION 26 January 2022

Standing Rules convey details of the governance policies of an organisation and are adopted to supplement and interpret the Bylaws of the organisation. These Section VIII Standing Rules supplement the Section VIII Bylaws and are in turn supplemented by the Section VIII Procedures Guide. They comply with the College Bylaws and Standing Rules. The Section VIII Bylaws and Standing Rules are posted on the Section VIII website: <http://www.icdsectionviii.org/>

Table of Contents

1. Mission Statement
2. Core Values
3. College Motto
4. Section VIII Strategy and Objectives
5. Section VIII Administration
 - 5.1 Administrative Officer
 - 5.2 Office
6. Governance
 - 6.1 Appointment of New Board Members
 - 6.2 Duties of Board Officers and Members
 - 6.3 Committees
 - 6.4 Grants for Volunteer Programs
 - 6.5 Grants and Sponsorships for Young Leaders
 - 6.6 Donations for Oral Health Research
 - 6.7 Honours and Awards
7. Membership
 - 7.1 Membership Requirements
 - 7.2 Nomination (Sponsorship) and Admission
 - 7.3 Membership Classifications
 - 7.4 Membership Subclassifications
 - 7.5 Good Standing
 - 7.6 Use of ICD Postnominals
 - 7.7 Termination of Membership
 - 7.8 Necrology
 - 7.9 Readmission to Membership
 - 7.10 Transfer of Membership
8. Fees
 - 8.1 New Fellow Fees
 - 8.2 Annual Fellowship Renewal Fees
 - 8.3 Waiver of Fellowship Fees
 - 8.4 Capitation Fees
 - 8.5 Initiation Fees
9. Membership Register (Database)
10. Induction
11. College Property
12. Financial Management
13. Amendments to Standing Rules
14. Definitions

1. MISSION STATEMENT

The International College of Dentists is the pre-eminent global dental honour society recognizing outstanding professional achievement and meritorious service while advocating for humanitarian and educational initiatives.

2. CORE VALUES

- **Leadership:** uphold the highest standard of professional competence and personal ethics.
- **Recognition:** recognize distinguished service to the profession and the public in the Australasian region.
- **Humanitarianism:** foster measures for the prevention and treatment of oral disease by encouraging and supporting humanitarian projects led by Section VIII Fellows.
- **Education:** contribute to the advancement of the profession of dentistry by fostering the growth and diffusion of dental knowledge in the Australasian region.
- **International Professional Relations:** provide a universal forum in the Australasian region for the cultivation of cordial relations within the profession and assist in preserving the highest perception of the profession in the Australasian region.

3. COLLEGE MOTTO

Recognizing service and the opportunity to serve.

4. SECTION VIII STRATEGY AND OBJECTIVES

4.1 Section VIII Strategic Plan 2020

The Section VIII Strategic Plan 2020 states that Section VIII aspires to be recognised for:

- providing leadership within the dental profession
- developing future leaders within the dental profession
- supporting projects that improve oral health in underserved areas in our region
- fostering collegiate collaboration within the dental profession
- demonstrating good governance and upholding high ethical professional standards

The Plan lists these actions for achieving the Strategic Plan goals:

- By identifying leaders within the dental profession in our region and ensuring they wish to become Fellows
- By identifying young dentists in our region with leadership potential and supporting their professional development
- By identifying effective oral health projects to sponsor
- By encouraging our Fellows to be involved with oral health projects
- By engaging more Fellows to play an active role within ICD
- By developing strategic relationships and enhancing professional networks
- By ensuring our governance is of the highest standard
- By managing the business of the ICD to achieve our strategic goals

4.2 Objectives

The objectives of the Australasia Section of the College are:

- To provide a universal forum for the cultivation of cordial relations within the profession in the Australasia region
- To foster the growth and diffusion of dental knowledge in the Australasian region
- To recognize distinguished service to the profession and to the public in the Australasian region
- To promote post-graduate study and research in the field of oral health in the Australasian region
- To contribute to the advancement of the profession of dentistry in the Australasian region
- To encourage and support projects of a humanitarian nature in the Australasian region or other underserved areas where Fellows of the Australasian Section are active
- To uphold the highest standard of professional competence and personal ethics
- To assist in preserving the highest public perception of the profession
- To perpetuate the history of the profession of the Australasian region and maintain its dignity and stature
- To support development of young leaders within the dental profession in the Australasian region.

5. SECTION VIII ADMINISTRATION

5.1 Administrative Officer

- 5.1.1 The Board shall have the authority to advertise, screen, interview, negotiate and enter into contract with the individual appointed as the Section VIII Administrative Officer.
- 5.1.2 The Administrative Officer position is a paid position.
- 5.1.3 The role of the Administrative Officer is to provide administrative support for the Section VIII Board.
- 5.1.4 The Administrative Officer reports to the President Elect for financial responsibilities and to the President for all other responsibilities.
- 5.1.5 The Administrative Officer will discharge the duties specified in the Job Description for the Administrative Officer which will be reviewed annually and amended as needed by the Board.

5.2 Section VIII Office

- 5.2.1 The Office of Section VIII shall be located at and its affairs conducted from the home of the duly appointed Administrative Officer or at such other location as determined by the Board.

6. GOVERNANCE

6.1 Appointment of New Board Members

- 6.1.1 In the normal course of events, a new Regent joins the Board as a non-voting "Regent Elect" one year prior to the biennial Section VIII changeover of Board officers.
- 6.1.2 Nominations of new Regents are voted on by the Board at the first Board meeting in the year prior to the President vacating office.
- 6.1.3 On approval by the Board and acceptance of the position, the Regent Elect immediately becomes a non-voting member of the Board.
- 6.1.4 The Regent Elect becomes a voting Regent on the Board after the next changeover of officers.
- 6.1.5 New members to the Board are nominated and appointed by the Board from current Fellows in good standing.
- 6.1.6 In as much as is possible, the Board appoints new Board members to give a broad representation of dentists within the Australasia region.
- 6.1.7 Appointments of new Board members require at least two-thirds of the votes cast by Board members to be approved. It is at the discretion of the President to determine if the vote should be by secret ballot. Should the President not initially declare the vote to be by secret ballot, any member of the Board can suggest that a secret ballot be used. Should a majority of Board members agree, a secret ballot is used.
- 6.1.8 When appointment of a new Board member is being deliberated by the Board, a second candidate will be nominated and approved by the Board as a contingency should the first candidate decline the invitation.
- 6.1.9 The President will extend the invitation to the approved new Board member.
- 6.1.10 Should the first candidate decline the invitation to join the Board, the President will extend an invitation to the second candidate to join the Board.
- 6.1.11 Should the second candidate decline the invitation to join the Board, the President will notify the Board and a special Board meeting will be held to determine how to proceed with the appointment.

6.2 Duties of Board Officers and Members

6.2.1 President

In addition to the duties listed for all Board members, it shall be the duty of the President:

- 6.2.1.1 To preside at all meetings of the Board.
- 6.2.1.1 To determine the order of business for all meetings of the Board in order to assure an orderly flow in the conduct of the meetings.
- 6.2.1.2 To appoint the chair and members of all committees as required from time to time, subject to approval of the Board, except as may otherwise specifically be provided in these Standing Rules or the Section VIII Bylaws.
- 6.2.1.3 To preside at Australasia Section induction ceremonies of new Fellows
- 6.2.1.4 To sign certificates and correspondence requiring the signature of the Section VIII President
- 6.2.1.5 To keep Section VIII members informed about Section matters through reports at Section functions and articles for the Section newsletters
- 6.2.1.6 To submit a Presidential Message on behalf of the Section for inclusion in the annual edition of The Globe

- 6.2.1.7 To liaise with and oversee the performance of the Administrative Officer in non-financial matters of Section VIII
- 6.2.1.8 To perform such other functions as usually devolve upon the President of an organisation and as are prescribed by the Section VIII Board.

6.2.2 President Elect

In addition to the duties listed for all Board members, it shall be the duty of the President Elect:

- 6.2.2.1 To assist the President as requested
- 6.2.2.2 To perform the duties of the President in the absence of the President or other inability of the President to serve.
- 6.2.2.3 To succeed to the office of President at the conclusion of the term of the President or should the President be unable to complete the term of office. In the latter circumstance, the President Elect shall assume the office of the President for the unexpired term and continue as President for the following term.
- 6.2.2.4 To oversee finances of the Section
- 6.2.2.5 To liaise with and oversee the performance of the Administrative Officer in financial matters of Section VIII
- 6.2.2.6 To approve payments and reimbursements as required
- 6.2.2.7 To draft budgets for approval by the Section VIII Board
- 6.2.2.8 To review the annual EOFY report and the auditor's report
- 6.2.2.9 To make recommendations to the Board on redistribution of funds of the Section as may be required from time to time
- 6.2.2.10 To submit written financial reports for all Board meetings or as requested by the President, providing details of the financial status of Section VIII
- 6.2.2.11 To keep Section VIII Fellows informed about financial matters through an annual financial report for the Section VIII newsletter

6.2.3 Registrar

In addition to the duties listed for all Board members, it shall be the duty of the Registrar:

- 6.2.3.1 To assist the President as requested
- 6.2.3.2 To correspond with the College Office, as needed, on behalf of the Section
- 6.2.3.3 To keep Section VIII Fellows informed about membership, events and business matters through reports at Section functions and articles for the Section newsletters
- 6.2.3.4 To submit an annual Section report to the International Council, as requested

6.2.4 International Councillor

In addition to the duties listed for all Board members, it shall be the duty of the International Councillor:

- 6.2.4.1 To assist the Section President as requested
- 6.2.4.2 To mentor new International Councillors
- 6.2.4.3 To attend annual meetings of the International Council
- 6.2.4.4 To represent the Section as a member of the International Council
- 6.2.4.5 To liaise between the Council, Council Executive and Section VIII
- 6.2.4.6 To report back to the Board on all Council directives and business
- 6.2.4.7 To keep Section VIII Fellows informed on Council matters through reports at Section functions and articles for the Section newsletters
- 6.2.4.8 To be responsible for all committee assignments within the Council
- 6.2.4.9 To correspond with the Council between meetings as required

6.2.5 Editor

In addition to the duties listed for all Board members, it shall be the duty of the Editor:

- 6.2.5.1 To contact contributors in a timely manner to submit reports and articles for inclusion in the Section VIII newsletters
- 6.2.5.2 To edit reports and articles submitted for the Section VIII newsletters
- 6.2.5.3 To write reports and articles for the Section VIII newsletters
- 6.2.5.4 To liaise with the Administrative Officer on production of the Section newsletters
- 6.2.5.5 To publish the biannual Section VIII newsletters according to the annual publication schedule approved by the Board
- 6.2.5.6 To oversee information posted on the Section VIII Facebook page
- 6.2.5.7 To coordinate and submit Section VIII reports for the annual publication of The Globe
- 6.2.5.8 To liaise with the Chair of the College Communications Committee, as required, regarding Section VIII participation in College communications

6.2.6 All Board Members

It shall be the duty of all Section VIII Board Members:

- 6.2.6.1 To represent the Fellows of New Zealand or the designated state/territory of Australia for which they were appointed to the Board
- 6.2.6.2 To chair and oversee the activities of their respective local committees
- 6.2.6.3 To assist Board Officers and the Administrative Officer in performance of their duties as requested
- 6.2.6.4 To attend all Board meetings and participate in email votes
- 6.2.6.5 To mentor new Board members appointed to replace them on the Board
- 6.2.6.6 To make recommendations to the Board and oversee organization of Section induction ceremonies and functions to be held in their respective state/New Zealand
- 6.2.6.7 To uphold the values and support the objectives of Section VIII
- 6.2.6.8 To protect and act in the best interests of the College.

6.3 Committees

6.3.1 Executive Committee

Details of Section VIII Executive Committee responsibilities are described in Section VIII Bylaws 7.4.

6.3.2 Local Committees

Local Committees in Australia and in New Zealand assist their respective Board members with nominations of new Fellows and organization of local ICD functions. Six local committees have been established: Queensland & Northern Territory, New South Wales & ACT, South Australia & Tasmania, Western Australia, Victoria and New Zealand.

6.3.2.1 Role of Local Committees in Nominating New Fellows

- To encourage Fellows within their local area to nominate dentists and individuals deserving of ICD Fellowship
- To identify and nominate dentists and individuals deserving of ICD Fellowship
- To ensure nominations consider the full scope of practice amongst dentists in our Region which includes General Practice, Endodontics, Forensic Dentistry, Oral Surgery/Oral Maxillo-Facial Surgery, Oral Medicine/Oral Pathology, Orthodontics, Paediatric Dentistry, Periodontics, Prosthodontics and Special Needs as applied within the settings of academia, the armed forces, private practice or the public service
- To ensure nominations consider dentists and individuals who significantly contribute to enhancement of the dental profession and of oral health in the community through community service, volunteer work and/or are leaders in organisations within dentistry such as the ADA/NZDA and other key dental associations, Dental Boards, Dental Councils, Professional Development, the RACDS or other societies/associations
- To duly review nominated candidates and submit nominations to the Board for approval
- To follow up nominations as requested by the Section VIII Board.

6.3.2.2 Role of Local Committees in Organizing Functions

Members of local committees assist the relevant Board member and the Section VIII Administrative Officer with every aspect of local functions as requested.

6.3.2.3 Composition of Local Committees

- The relevant Board member will serve as the chair of each local committee.
- The composition of each local committee will be at the discretion of the Chair of the committee. Members are appointed to give a broad overview of the practice of dentistry in the Australasia Region.

6.3.2.3 Term of Appointments

Members of local committees are appointed for a two year period to coincide with the terms of office of Board Members. Committee members may be reappointed to serve consecutive terms.

6.3.3 Ad Hoc Committees

The Section VIII Board convenes ad hoc committees as needed from time to time to collect information and make recommendations to the Board on specific matters. The terms of reference, composition, timeframe and chairmanship of ad hoc committees are at the discretion of the Board.

6.3.4 Standing Committees

The only Section VIII standing committee is the Grants Assessment Committee first convened in 2022.

6.3.4.1 Purpose

The purpose of the Grants Assessment Committee is assess grant applications for volunteer programs that are submitted to the ICD Section VIII Board and make recommendations to the Board on allocation of grant funds.

6.3.4.2 Composition

The committee is comprised of two Board members and one Section VIII Fellow in good standing who is not a Board member.

6.3.4.3 Term of Office

Members of the committee are appointed by the Board annually.

6.3.4.4 Meetings

The committee will meet annually prior to the September Board meeting at which grant applications will be considered by the Board. Informal meetings can be convened as needed and as agreed by all the Committee members.

6.3.4.5 Quorum

All three (3) members of the committee are required for a quorum. Where a member of the committee cannot attend a scheduled meeting, the Section VIII President will act as the third committee member or appoint a Board member or Fellow in standing to act as the third committee member. Should two members of the committee not be able to attend a scheduled meeting, the meeting will be rescheduled by the committee members.

6.3.4.6 Terms of Reference

Terms of reference for the Grants Assessment Committee can be found in the Section VIII Procedures Guide.

6.4 Grants for Volunteer Programs

Support for volunteer programs in the Section VIII region aimed at improving oral health in underserved communities is a key strategic focus for Section VIII. Grants for this purpose are awarded annually by the Board.

6.4.1 Applications for Section VIII grants

6.4.1.1 Applicants for Section VIII grants must use the "Section VIII Grant Application" form, with reference to grant guidelines, to submit applications to the Board for Section VIII grants.

6.4.1.2 At least one applicant must be a Section VIII Fellow in good standing.

6.4.2 Assessment Process

Grant applications are assessed by the Section VIII Grants Assessment Committee as detailed in section 6.3.4 of these Standing Rules and further described in the terms of reference for the committee in the Section VIII Procedures Guide.

6.4.3 Approval Process

6.4.3.1 In the normal course of events, applications for Section VIII grants are considered by the Board each year at its meeting in September.

6.4.3.2 At the discretion of the Board, applications may also be considered at other Board meetings.

6.4.3.3 In special circumstances, the Board can approve applications for grants via email vote between Board meetings. Decisions are minuted at the time of the next Board meeting.

6.4.4 Notification of Board Decisions

The Administrative Officer notifies all applicants in writing of the decisions of the Board.

6.4.5 Financial Management

6.4.5.1 The Administrative Officer arranges transfer of funds for all approved grants within thirty (30) days of Board approval upon confirmation of bank details for grant recipients.

6.4.5.2 For auditing purposes, grant recipients must complete and return a Section VIII grant acknowledgement form confirming receipt of grant funds and terms and conditions.

6.4.6 Reporting

6.4.6.1 A record is kept by the Administrative Officer of all grant applications, grant approvals and grant payments for reporting to the Board.

6.4.6.2 Grant recipients are required to send an annual financial report for the information of the Board, to submit an article for publication in a Section VIII newsletter as requested by the Editor and to share posts placed on social media.

6.5 Grants and Sponsorships for Young Leaders

A key strategic focus for the Section VIII Board is support for the development of future leaders within the dental profession in the Australasia region. The Board seeks to support young leaders through annual grants and sponsorships.

6.5.1 Young Dentists Volunteer Grant

The Section VIII Young Dentists Volunteer grant is a collaboration with ADA Inc, the NZDA and Section VIII Fellows who are recipients of Section VIII grants for their volunteer programs.

6.5.1.1 Applications for YDV grants

- Applicants for YDV grants must have graduated from dental school within the past ten (10) years.
- The ADA and NZDA promote the YDV grant to their recent graduate members.
- Applications must be submitted on the Section VIII “Young Dentists Volunteer” grant application form.
- Applicants nominate specific volunteer programs they wish to participate in from a list of volunteer programs supported by Section VIII and led by Section VIII Fellows.

6.5.1.2 Approval Process

- The Board appoints a committee comprised of Board members to review applications for the YDV grant and make recommendations to the Board.
- In the normal course of events, applications for the YDV grant are considered by the Board at its annual meeting in March/May.
- In special circumstances, the Board can approve applications for the YDV grant via email vote between Board meetings. Decisions are minuted at the time of the next Board meeting.
- Final approval for participation in a specific volunteer program rests with the leader of the volunteer program who has absolute authority to determine the level of participation of the approved applicant based on the applicant’s experience and skills.

6.5.1.3 Notification of Board Decisions

The Administrative Officer notifies all applicants in writing of the decision of the Board.

6.5.1.4 Financial Management

- The Administrative Officer arranges transfer of funds for the approved grant upon receiving receipts for expenses from grant recipients.
- For auditing purposes, the grant recipient must complete and return a Section VIII grant acknowledgement form confirming receipt of the grant funds and terms and conditions.

6.5.1.5 Reporting

- The YDV grant is recorded in the record of Section VIII grants kept by the Administrative Officer.
- Following participation in their designated volunteer program, grant recipients are required to send a report for the information of the Board and for publication in a Section VIII newsletter.

6.5.2 YDAG Sponsorship

Section VIII sponsors the NZDA Young Dentists Action Group Speaker Development Day each year upon receipt of notification of the day from the YDAG organizing committee.

6.5.2.1 Financial Management

The Administrative Officer arranges transfer of funds for the sponsorship within thirty (30) days of Board approval and upon confirmation of bank details from the NZDA.

6.5.2.2 Reporting

Following the day, a member of YDAG sends a report for the information of the Board and for publication in a Section VIII newsletter.

6.5.2.3 Review

The ICD Board reviews the YDAG sponsorship periodically in consultation with the NZDA.

6.6 Donations for Oral Health Research

Financial support for the ADRF and NZDRF is viewed by the Board as underpinning the important collaborative relationship that Section VIII has with the ADA and NZDA. Donations of \$5000 AUD are given annually by the Board with this commitment reviewed periodically in consultation with the ADA/NZDA.

6.7 Honours and Awards

6.7.1 Commonwealth Honours

Section VIII Fellows who are named in the New Year (New Zealand), Australia Day (Australia) and Queen's Birthday honours are acknowledged by the Board through letters of congratulations signed by the Section VIII President and publication of the honours in Section VIII newsletters.

6.7.2 ICD Awards for Section VIII Fellows

The Section VIII Board seeks to ensure that deserving Fellows of the Section receive due recognition through awarding of ICD Distinguished Service Awards, President's Citations and Meritorious Service Awards.

6.7.2.1 Recommendations for ICD Awards

- Awareness of the ICD awards is raised through Section VIII newsletters emphasizing the prestige and rarity of the awards and criteria for the awards as detailed in section IV-E of the College Standing Rules.
- Fellows who wish to recommend Fellows for ICD awards contact the Section VIII Administrative Officer who emphasises the prestige and rarity of the ICD awards and requests written documentation in the form of a "history" detailing why the Fellow being recommended deserves an ICD award.
- Where appropriate, the Administrative Officer may forward the early communications to a relevant member of the Board for advice and involvement.
- Board members and members of Section VIII local committees are encouraged to make recommendations on Fellows deserving of ICD awards and to provide written documentation to support their recommendations.

6.7.2.2 Board Deliberations

- The Board references criteria for ICD awards as detailed in section IV-E of the College Standing Rules.
- Recommendations for ICD awards for Section VIII Fellows may be considered by the Board at any Board meeting.
- Recommendations endorsed by the Board will be progressed with the Secretary General and advised to the ICD Awards Committee for review and approval.
- The Section VIII Board will determine when approved ICD awards are to be presented to Section VIII Fellows.

6.7.2.3 Announcements

Announcements about ICD awards for Section VIII Fellows are published in Section newsletters and on the Section Facebook page and announced at Section VIII functions.

6.7.2.4 Records

The Administrative Officer keeps a record of all ICD awards for Section VIII Fellows for reference by the Board.

7. MEMBERSHIP

7.1 Membership Requirements

A candidate for admission as a Fellow in the International College of Dentists shall:

- 7.1.1 Have been active in the practice of dentistry or in any phase of dentistry that meets that definition such as teaching, research, dental administration or government service for at least five (5) years
- 7.1.2 Be accepted as an active contributor to the dental profession and to the community and highly esteemed by both for integrity and character
- 7.1.3 Be acceptable to the Board.
- 7.1.4 Although membership of the relevant national dental association is not a requirement for ICD Fellowship, the number of Fellows within our Section who are ADA/NZDA members must comply with the ADA/NZDA terms and conditions for affiliation, as appropriate.
- 7.1.5 It is expected and customary practice that Fellows nominated for Section VIII Fellowship reside or work in the Australasia region.
- 7.1.6 In exceptional circumstances, an individual not residing or working in the Australasia region may be nominated for Section VIII Fellowship following procedures given in section V-A of the College Standing Rules.

7.2 Nomination (Sponsorship) and Admission

Candidacy for membership shall be by invitation only.

- 7.2.1 A candidate shall be nominated (sponsored) for Fellowship by no less than two (2) Section VIII Fellows in good standing who have personal knowledge of the candidate and who are in a position to know whether or not the candidate conforms to the membership requirements specified in these Bylaws.
- 7.2.2 The Fellows nominating a candidate for Fellowship must present supportive documentation of the candidate's contributions to the dental profession and to the community using the Section VIII nomination form.
- 7.2.3 Candidates are not to be openly informed of their nominations.
- 7.2.4 Nominations are considered and voted on by the Board at Board meetings
- 7.2.5 Nominations are processed through local committees or initiated by Section VIII Fellows and are forwarded to the Administrative Officer of the Section at least one week prior to scheduled Board meetings
- 7.2.6 In exceptional circumstances, votes on nominated candidates may be cast via email by Board members.
- 7.2.7 If the Board approves the nomination, the Administrative Officer notifies the successful candidate using the approved letter of invitation.
- 7.2.8 Upon receipt of the invitation, the candidate shall forward written acceptance together with a completed Section VIII personal details form and the new Fellow fee to the Administrative Officer within thirty (30) days.
- 7.2.9 Membership will be deemed to be effective from the date of receipt of the written acceptance and payment and new Fellows will be so advised in writing by the Administrative Officer and will receive a copy of the Section VIII 'Know Your College Booklet'.
- 7.2.10 Candidates who accept invitations to Fellowship become Fellows of both the College and Section VIII.
- 7.2.11 The Administrative Officer will contact all approved candidates who do not respond within thirty (30) days and advise the Board of responses.

7.3 Membership Classifications

7.3.1 Active Fellows

- 7.3.1.1 An Active Fellow is a Fellow in good standing who is actively engaged in the practice of dentistry or in any phase of dentistry that meets that definition such as teaching, research, dental administration or government service.
- 7.3.1.2 Active Fellows pay annual membership fees as set by the Board of Regents to retain membership.

7.3.2 Life (Retired) Fellows

- 7.3.2.1 A Life (Retired) Fellow is a Fellow in good standing who has reached the age of 70 years and who no longer derives income from the practice of dentistry or any phase of dentistry that meets that definition such as teaching, research, dental administration or government service.
- 7.3.2.2 A Fellow forced to retire from practice due to a disabling medical problem or other extenuating circumstances may apply to the Board to change from Active to Life (Retired) Fellowship status regardless of age.
- 7.3.2.3 Life Fellows pay a reduced annual membership fee, not to exceed 50% of the fee set for Active Fellows of Section VIII, as determined by the Board.
- 7.3.2.4 To change membership status to that of a Life Fellow, a Fellow must apply to the Board in writing.
- 7.3.2.5 Requests for changes to Life status are considered at Board meetings.
- 7.3.2.6 While awaiting the decision of the Board, the Administrative Officer may temporarily reduce the annual membership renewal fee to the Life (Retired) Fellow rate if the request is received at the time annual membership renewal payments are due and if the requesting member meets the age criterion.
- 7.3.2.7 Should the Board not approve the request to change to Life Fellowship status, the Fellow is responsible for paying the Active Fellow fee in full upon notification of the Board's decision.
- 7.3.2.8 It is incumbent upon Life Members who return to active practice to inform the Board to restore their membership status to that of Active Members.
- 7.3.2.9 Fellows who reach the age of 80 AND have been Fellows in good standing continuously for 25 years are eligible to become Life Fellows without fees (described as "Life Plus" members

in the Section VIII database). Fellows categorized in this way are exempt from annual membership renewal fees.

7.3.2.10 Life Fellows have all the privileges of Active Fellows.

7.3.3 Honorary Fellows

7.3.3.1 The Section VIII Board may confer Honorary Fellowship upon an individual, other than a member of the College and not necessarily a dentist, who has rendered conspicuous service to the cause of dental science, has contributed to the promotion of the dental profession or has otherwise significantly advanced the dental profession within the Australasian region.

7.3.3.2 Honorary Fellowship shall only be conferred after careful investigation has revealed said individual fully worthy of such high honour.

7.3.3.3 Awarding of Honorary Fellowship requires prior approval from the College Executive Committee.

7.3.3.4 Honorary Fellows have no vote in College affairs.

7.3.3.5 Honorary Fellows are exempt from Section VIII annual membership fees.

7.3.3.6 As this is an "honorary" award, Honorary Fellows should not be asked to cover any portion of expenses related to this honour nor for their attendance at their induction ceremonies.

7.3.3.7 Honorary Fellows will be presented with an ICD Honorary Fellowship certificate and a College lapel pin at their induction ceremonies but not with the College key.

7.3.3.8 Awarding of Honorary Fellowships will be conducted following presentation of other Fellowships at induction ceremonies emphasizing the rare and special nature of Honorary Fellowship.

7.3.4 Masters

7.3.4.1 Masters shall, at the time of their induction, be Fellows in good standing who have rendered extraordinarily conspicuous and outstanding service to the College.

7.3.4.2 Master Fellows must have served on the Section VIII Board or on the International Council for a cumulative minimum total of ten (10) years.

7.3.4.3 The awarding of the status of Master is considered a rare distinction. The numbers admitted to this status should not be such as to lessen the honour so conferred.

7.3.4.4 Each Section may nominate one (1) Master Fellow per year, plus an additional nomination for every five hundred (5) hundred Active Fellows in Section VIII, with a maximum of four (4) new Master Fellows per year for any Section.

7.3.4.5 To be considered for Master Fellowship, a Fellow must have maintained active ICD Fellowship for at least fifteen (15) years.

7.3.4.6 Approval of the International Council or the College Executive Committee must be obtained before Mastership is awarded having received prior nomination from Section VIII.

7.3.4.7 Election to the status of Master within Section VIII shall be by secret ballot of the Board and the candidate shall obtain at least two-thirds of the votes cast in order to be recommended by the Section for the status of Master.

7.3.4.8 Nominations for Mastership are forwarded to the College Awards Committee for review prior to approval by the International Council or the College Executive Committee.

7.3.4.9 Masters are exempt from annual Section VIII membership fees.

7.4 Membership Subclassifications in Section VIII

7.4.1 Honorary Life Members

7.4.1.1 Section VIII Honorary Life Members are Active or Life Fellows in good standing who have made an outstanding contribution to Section VIII and to the profession as determined by the Section VIII Board.

7.4.1.2 Honorary Life Membership shall only be conferred after careful investigation has revealed such Fellow to be fully worthy of such a high honour.

7.4.1.3 Honorary Life Members are exempt from annual Section VIII membership fees.

7.4.1.4 Capitation fees are paid to the College Office for Honorary Life Members who are classified as "Active" Fellows as defined in the College Standing Rules

7.5 Good Standing

A Section VIII Fellow shall be adjudged to be in Good Standing if:

7.5.1 The Fellow is compliant with ICD Fellowship criteria, both international and of Section VIII

7.5.2 The Fellow respects and demonstrates the core values of the College

7.5.3 All applicable fees are current

- 7.5.4 The Fellow is free from allegations or charges and compliant with applicable regulatory Authorities
- 7.5.5 There are no known convictions pending with the College or any component of organised dentistry
- 7.5.6 The Fellow is respected within the dental profession and community.

7.6 Use of ICD Postnominals

Section VIII Fellows in the College, in good standing, are permitted to use the letters FICD (Fellow, International College of Dentists) or, if applicable, MICD (Master, International College of Dentists) immediately following their name and professional degrees.

7.7 Termination of Membership

- 7.7.1 A Section VIII Fellow may resign membership at any time by notifying the Section VIII Board in writing.
- 7.7.2 A Fellow shall be regarded as unfinancial and not in good standing when failing to pay membership fees or other applicable fees for College activities within 90 days of the designated payment date.
- 7.7.3 The Board can terminate membership of Fellows who are delinquent in paying applicable College fees.
- 7.7.4 In extenuating circumstances, members may apply to the Board for an extension of time for payments.
- 7.7.5 A Section VIII Fellow may be censured, suspended or expelled from the College by the Board for misconduct in relationship to the College or the dental profession in accordance with professional codes of conduct, professional registration requirements and laws that apply within the states and countries in which Section VIII Fellows practice.
- 7.7.6 The Section VIII Executive Committee is responsible for investigating allegations of misconduct by a Section VIII Fellow and reporting their findings and making recommendations to the Board.
- 7.7.7 All instances of investigation resulting in disciplinary action shall be reported to the Secretary General.
- 7.7.8 All property of the College (Certificate of Fellowship, College key and College lapel pin) must be returned upon request immediately upon resignation, expulsion or termination and use of the FICD or MICD letters must cease immediately.

7.8 Necrology

The death of a Section VIII Fellow shall be recorded immediately upon notification in the Section VIII Membership Register, entered on the Section VIII Perpetual Fellowship Roll on the Section VIII website, advised to the College Office and announced at the next Section meeting and in the next Section newsletter. Where a vale Fellow has served on the Section VIII Board, a tribute article is included in the next Section VIII newsletter and posted on the Section VIII Facebook page.

7.9 Readmission to Membership

- 7.9.1 Fellows who have resigned or who were expelled or whose membership was terminated may apply to the Board for readmission.
- 7.9.2 Applications for readmission will be considered by the Board on individual merits.
- 7.9.3 Readmission must be accompanied by all current and outstanding dues unless otherwise determined by the Board due to extenuating circumstances.

7.10 Transfer of Membership

7.10.1 Transfer from Section VIII

- 7.10.1.1 A Section VIII Fellow in good standing who moves to another Section may apply to the Board for a transfer of membership to the new Section and must notify the governing body of the new Section of the request for transfer.
- 7.10.1.2 The Administrative Officer will correspond with the Registrar of the relevant Section to confirm the transfer.
- 7.10.1.3 Until the transfer is confirmed, the member remains a fee paying Fellow of Section VIII.
- 7.10.1.4 The Section VIII Administrative Officer must notify the College Office of transfers of Section VIII Fellows to other Sections.

7.10.2 Transfer into Section VIII

- 7.10.2.1 Approval for transfer into Section VIII is at the discretion of the Section VIII Board.

- 7.10.2.2 Fellows wishing to transfer into Section VIII must request a transfer in writing with the Board.
- 7.10.2.3 The Administrative Officer will contact the Registrar of the Section from which the Fellow wishes to transfer to confirm the Fellow is in good standing with the Section.
- 7.10.2.4 If the Fellow is approved for transfer by the Board, fees will apply pro rata for the months prior to Section VIII renewal payments becoming due.
- 7.10.2.5 The Admin Officer will notify the College Office of the transfer.

8. FEES

8.1 New Fellow Fee

The initial fee for new Fellows shall be determined by the Board and shall be payable within thirty (30) days of receipt of the invitation to become a Fellow of the Section.

8.2 Annual Membership Renewal Fees

Section VIII annual membership renewal fees shall be reviewed and set each year by the Board and shall be due and payable at the end of October each year unless otherwise varied by the Board.

8.3 Waiver of Membership Fees

- 8.3.1 During the annual collection of renewal fees, the Administrative Officer can advise Fellows of potential waiver of fees by the Board due to extenuating circumstances, as indicated. The proposed waiver of fees will be considered by the Board at the next Board meeting.
- 8.3.2 Depending on the circumstances, the Board may approve an annual waiver of the renewal fee or may convert the Fellow to Life membership status or to Life Member without fees (Life Plus) status regardless of the Fellow not meeting other criteria for Life membership or Life membership without fees.

8.4 Capitation Fees

- 8.4.1 Annual capitation fees for each Active member of the Section are payable to the College Office.
- 8.4.2 The Section VIII Administrative Officer is responsible for payment of the Section VIII capitation fees to the College Office.
- 8.4.3 In the normal course of events, Section VIII pays its annual capitation fees in full to the College Office by April 30 each year.
- 8.4.4 Capitation fees may be paid in three instalments: 34% by April 30, 33% by June 30 and 33% by November 30.
- 8.4.5 Sections may apply to the International Council for fee modification for one year due to extenuating circumstances.
- 8.4.6 Exemption of capitation fees for new Section VIII subclassifications of membership must be approved by the International Council.
- 8.4.7 A copy of the current Section VIII membership register must accompany payment of capitation fees.

8.5 Initiation Fees

- 8.5.1 Initiation fees are payable to the College Office for each new Active Fellow inducted within thirty (30) days of each Section VIII induction ceremony.
- 8.5.2 There is no initiation fee payable for Honorary Fellows.
- 8.5.3 Full details of all new Fellows inducted must accompany payment of initiation fees to the College Office.
- 8.5.4 The Section VIII Administrative Officer is responsible for payment of the Section VIII initiation fees to the College Office.

9. MEMBERSHIP REGISTER (DATABASE)

- 9.1 The Section VIII membership register (database) is maintained by the Administrative Officer.
- 9.2 All changes to membership status will be reported to the Council Office of the College within seven (7) days by the Administrative Officer.
- 9.3 The Administrative Officer will notify the College Office regularly of changes to contact details for all Section VIII Fellows.
- 9.4 A list of all Section VIII Fellows (giving membership category, title, name, city, state and country) will be posted and regularly updated on the Section VIII website by the Administrative Officer.

10. INDUCTION

- 10.1 It is a condition of membership that approved new Fellows be presented for formal conferral of Fellowship by the President or other presiding officer at Section VIII induction ceremony within three (3) years of admission.
- 10.2 In extenuating circumstances, new Fellows may apply to the Board to be inducted in absentia.
- 10.3 In the normal course of events, a Section VIII induction ceremony will be held annually.
- 10.4 The inductions will alternate between Australia and New Zealand and will be held at the time of the biennial Australian Dental Congress or at the time of a NZDA Conference.
- 10.5 The ceremony shall include a welcome by the Section President; announcement of newly appointed Officers of the Board, if appropriate; a report by the Registrar, including deaths of Section VIII Fellows; an address by the International Councilor or special guest; induction of new Fellows and such other business as shall be determined by the Board.
- 10.6 New Fellows being inducted shall each receive an official Certificate of Fellowship, an official Section VIII lapel pin (key) presented on a gold and green ribbon to be worn around the neck and a College lapel pin.
- 10.7 The induction is followed by a dinner or luncheon to which all Section VIII Fellows shall be invited and may bring guests.
- 10.8 Official photos are taken of each new Fellow being presented with the ICD Fellowship certificate and Section VIII key and a group photo of all new Fellows at the conclusion of individual inductions. Each new Fellow will be sent via email or post a copy of the individual photo and the group photo.
- 10.9 Under extraordinary circumstances, modified induction ceremonies may be arranged by local committees or Fellows at the request of and under the direction of the Board and with assistance from the Administrative Officer.

11. COLLEGE PROPERTY

- 11.1 The ICD Certificate of Fellowship, the Section VIII lapel pin (key) and the College lapel pin are the permanent property of the College and may only be used or displayed by Fellows in good standing. The same applies to the use of the FICD designation in any form.
- 11.2 The Section VIII key must be produced to comply to specifications given in the College Standing Rules.
- 11.3 Upon admission as a Fellow, members are authorised to use the letters FICD (Fellow of the International College of Dentists) or MICD (Master of the International College of Dentists) signifying their status in the College.
 - 11.3.1 The letters are to be used immediately following their name and professional degrees.
 - 11.3.2 The letters may be used on professional stationery and promotional materials subject to guidelines for dental professionals which apply within the state or country in which the member is registered to practice.
 - 11.3.3 Authorisation to use the FICD or MICD designation ceases immediately on termination of membership.
- 11.4 The Section VIII President's medallion and chain of office are held securely by the current President of Section VIII until presented to the next President at the changeover of officers ceremony.

12. FINANCIAL MANAGEMENT

- 12.1 The fiscal year of Section VIII is July 1 – June 30.
- 12.2 The Board shall receive and approve an annual budget.
- 12.3 The Board shall appoint an auditor who is qualified to audit the books of the Section and report thereon to the Board annually.
- 12.4 The Section VIII Board has authority to borrow funds on behalf of the Section up to an amount of \$10,000 (AUD) for the purpose of providing a corporate credit card for the Administrative Officer of the Section. Such funding can be secured through a loan application signed by at least two of the designated signatories on the Section cheque account as approved by the Board.
- 12.5 The equivalent of one year's income from annual membership renewal payments and new Fellow fees is to be held in reserve.

13. AMENDMENTS TO STANDING RULES

- 13.1 Any member of the Section VIII Board or the Administrative Officer may recommend amendments to the Section VIII Standing Rules.

- 13.2 Proposed changes to Standing Rules will be voted on by the Section VIII Board either at a Board meeting or as deemed necessary by the President.
- 13.3 Changes are approved by a simple majority of votes.

14. DEFINITIONS

Active Practice – any continuing activity related to dentistry that results in financial gain

ADA – Australian Dental Association Inc

Annual Board meeting – the meeting of the Board schedule in March or May each year, depending on scheduling of the Australian Dental Congress, which may be held in person or virtually

Board – the Board of Regents of the Australasian Section (Section VIII) of the College

Board meeting – any form of Board interaction (face-to-face meetings, teleconferences, emails) during which official business of the Section is conducted

College – the International College of Dentists (ICD)

College Office – the central office of the International College of Dentists

Council – the International Council of the International College of Dentists

Councillor – a member of the International Council

Fellow – any person who is a current member in good standing of the College (Fellowship and membership shall mean the same)

NZDA – New Zealand Dental Association Inc

Practice – any activity related to dentistry that results in financial gain

Regent – a member of the Board representing New Zealand or a specific state/territory of Australia

Regent Elect – a non-voting member of the Board appointed to represent New Zealand or the Australian state of the outgoing President, as appropriate

Region – the geographic region of Australia, New Zealand, Timor Leste, New Guinea, the Fiji Islands and the other islands of the South Pacific governed by Section VIII

Section – the Australasia Section (Section VIII) of the College