

# Network of Erasmus Based European Orthodontic Postgraduate Programmes NEBEOP

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## Bylaws

June 2015



## **Network of Erasmus Based European Orthodontic Programmes (NEBEOP)**

The Network is a group of orthodontic postgraduate training programmes represented by programme directors or orthodontists assigned by institutes which deliver a structured programme in orthodontics, who are members of the EOS in good standing. The primary concern of the network is education, specific to the specialty of orthodontics and the main purpose will be the advancement of orthodontic postgraduate training in Europe.

### **Chapter I – General**

#### **Section I.1**

**Name** The name of the Network is  
« **Network of Erasmus Based European Orthodontic Programmes (NEBEOP)**».

#### **Section I.2**

**Objectives** The objectives of the Network are the following:

- to strengthen the level of postgraduate training in orthodontics in Europe
- to advocate NEBEOP guidelines that promote optimal postgraduate training in orthodontics in Europe (European Journal of Orthodontics 2014;36:340-349)
- to exchange information on the educational content of postgraduate programmes
- to establish educational collaborations between orthodontic programmes in Europe (common courses, minimum literature reading lists, e-learning, etc)
- to serve as a knowledge platform to bodies involved in postgraduate training in orthodontics in Europe
- to strive for inclusion within this Network of all institutes providing orthodontic education in Europe
- to seek cooperation with comparable or other orthodontic networks and organizations in other regions and countries.

#### **Section I.3**

**Legislative Body** The legislative body of the Network is the NEBEOP General Assembly, comprising representatives from the Full Members present at the Annual Meeting. The NEBEOP Annual Meeting will take place at the time of the Annual Congress of the European Orthodontic Society.

#### **Section I.4**

**Voting** Each Full member can have one vote. Voting is normally done by raising of hands. At request of one of the members the voting will be performed by ballot. Unless otherwise stated, a majority vote of the General Assembly will signify approval.  
One half of the total full membership present at the NEBEOP Annual Meeting will constitute a quorum.

**Executive Body**

**Section I.5**

The executive body of the Network is the NEBEOP council.

**Language**

**Section I.6**

The English language is the only official language of the Network.

**Principal Office**

**Section I.7**

The principal office of NEBEOP is that of NEBEOP secretary. All NEBEOP documentation is transmitted to the EOS office on an annual basis.

## **Chapter II – Membership**

**General eligibility**

**Section II.1**

The Network is a group of orthodontic postgraduate training programmes represented by programme directors or orthodontists assigned by institutes, which deliver a structured programme in orthodontics and which strive to fulfill the guidelines for postgraduate education in orthodontics in Europe (European Journal of Orthodontics 2014;36:340-349)

*Programme*

- Structured programme
- Minimum of 3 years full time or equivalent
- Delivered in universities or institutes with an officially recognized academic affiliation
- Accredited according to national standards, if applicable

*Clinical activity*

- Clinic activity (chair-side time) minimum 16 h/week (approx 2000h over the 3 year programme)
- Treatment of at least 50 new cases with a variety of malocclusions
- Clinical supervision by an orthodontic specialist
- If part of the education is performed in private or hospital clinics, the latter must have agreed affiliation with a university

*Theoretical education*

- Based on a structured programme
- Lectures and seminars equivalent to at least 5h/week (minimum 600h over the 3 year programme) distributed over the entire educational period
- Treatment planning or treatment evaluation seminars or discussions equivalent to at least 3h/week
- Assessment of knowledge within the education period and a summative final examination.

*Research*

- Protected research time allocated with provision of academic guidance. The research should be of sufficient quality to lead to a publication or a congress presentation

<b>Members</b>	<p><b>Section II.2</b></p> <p>The Network comprises of following types of members:</p> <ol style="list-style-type: none"> <li>a) Full NEBEOP members as defined in section II.2</li> <li>b) Provisional NEBEOP members</li> </ol>
<b>Full Members</b>	<p><b>Section II.3</b></p> <ul style="list-style-type: none"> <li>• Have the right to attend all meetings, be eligible to vote, hold office and become guarantors for provisional members</li> <li>• At least twice every seven years, they must participate as assessors in an evaluation procedure of a programme which has been proposed by the Membership Committee and accepted by the NEBEOP General Assembly.</li> <li>• To be an assessor one must be full NEBEOP member. The programme which is assessed acts as a host for both assessors providing accommodation and traveling expenses.</li> <li>• Full membership is for a period of seven years in the first instance. Subsequently membership is renewed with a further application (Ch II, section 4d).</li> </ul>
<b>Provisional Members</b>	<ul style="list-style-type: none"> <li>• Have the rights, privileges and obligations of full members, except the right to vote, to hold office, and to serve as an assessor in the evaluation process of a programme.</li> <li>• Provisional membership is possible for a minimum period of two and maximum of five years. After this period, membership is lost if full membership is not applied for.</li> </ul>
<b>Application for Provisional Membership</b>	<p><b>Section II.4</b></p> <ul style="list-style-type: none"> <li>• An applicant for provisional membership must complete a self-assessment form (Appendix 1) proving that the programme broadly fulfills the requirements for membership. Two full members should serve as sponsors (guarantor) to the application.</li> <li>• The request is submitted to the Membership Committee at least three months prior to the NEBEOP Annual Meeting.</li> <li>• Applicants must be eligible for membership in accordance with the requirements set forth in Chapter II, Section 2.</li> </ul>
<b>Admission for Provisional Membership</b>	<ul style="list-style-type: none"> <li>• The Membership Committee decides by a majority vote and report its decision to the NEBEOP Council.</li> <li>• Where the Membership Committee and the NEBEOP Council are unable to independently agree on a decision there will be a common meeting of the Membership Committee and the NEBEOP Council; a majority vote decides the issue.</li> <li>• The NEBEOP Council proposes an application for provisional membership to the General Assembly. Ratification requires a <math>\frac{3}{4}</math> majority vote.</li> <li>• If a proposal is rejected, the applicant may appeal to the NEBEOP General Assembly. A <math>\frac{3}{4}</math> majority vote is required to over-ride the decision of the Membership Committee and the Council.</li> <li>• The NEBEOP Council communicates the result to the applicant.</li> <li>• In the case of rejection an applicant may re-apply for provisional</li> </ul>

<b>Application for Full Membership</b>	<p>membership after two annual meetings.</p> <ul style="list-style-type: none"> <li>• Provisional members, who have held membership for at least two years and no more than five years, should apply for full membership.</li> <li>• The application for full membership has to be made in writing to the Membership Committee.</li> <li>• The application comprises an extensive self assessment of the programme (Appendix 2).</li> </ul>
<b>Admission for Full Membership and renewal of Full Membership</b>	<ul style="list-style-type: none"> <li>• During a site visit, the programme is evaluated by two external assessors, assigned by the Membership Committee and approved by the NEBEOP Council. The assessors meet the programme director, members of the staff and the graduate students. They also inspect the clinics, the research facilities and other infrastructure as well as exploring the organization and running of the programme (Appendix 3).</li> <li>• The two assessors submit a final report to the Membership Committee.</li> <li>• The Membership Committee makes a decision with a majority vote and report the decision to the NEBEOP Council.</li> <li>• In the event of a rejection, the reasons must be fully presented to the NEBEOP Council.</li> <li>• Where the Membership Committee and the Council are unable to independently agree on a decision there will be a common meeting of the Membership Committee and the Council; a majority vote will decide the issue.</li> <li>• The Council communicates the result to the applicant and announces the decision to the General Assembly.</li> <li>• If a proposal is rejected, the applicant may appeal to the General Assembly. A <math>\frac{3}{4}</math> majority vote is required to over-ride the decision of the Membership Committee and the Council.</li> <li>• Rejected applicants may re-apply for full membership after 4 annual meetings. They should only apply after consultation with the Membership Committee.</li> </ul>
<b>Loss of Membership</b>	<p><b>Section II.5</b></p> <p>Provisional members lose their membership after five years, and full members after seven years, unless they are engaged in the assessment procedure or re-assessment procedure, respectively.</p> <p>An institution may choose to lose membership, which requires a written resignation to the Secretary.</p>
<b>Re-installment of membership</b>	<p><b>Section II. 6</b></p> <p>A full member may be re-installed through a written request to the NEBEOP Council. This must be approved by a <math>\frac{3}{4}</math> majority vote of the General Assembly at the NEBEOP Annual Meeting.</p> <p>After a membership lapse of more than two years, membership can only be re-installed by application as a provisional member, unless the NEBEOP Council deems otherwise.</p>

## Chapter III-Organization

### **Organization**

#### **Section III.1**

The organization of the Network includes:

- the NEBEOP Council
- the Membership Committee
- Such other committees as the Council or the General Assembly may deem necessary.

### **Council**

#### **Section III.2**

The Council comprises of:

- the President
- the Vice President
- the Secretary
- the Secretary elect

The officers should be full members of the EOS and should represent programmes from different countries and will automatically shift functions through the hierarchy from Secretary-elect to President. Every second year elections will be held for the position of Secretary elect.

### **Election and Term of Office of Council Members**

#### **Section III.3**

- a) The Council members are elected from amongst the full members by the General Assembly at the NEBEOP Annual Meeting.
- b) The Council members are elected for a maximum term of eight years.
- c) No member can be elected for more than one term.
- d) No member of the NEBEOP Council can at the same time hold a position in the Membership Committee.
- e) In the meeting of the year 2015, election of the Council will take place for one position namely Secretary elect. At that time the positions of President, Vice-President and Secretary should preferably be re elected among the present NEBEOP Council Members for two, four and six years, respectively. Thereafter, ad hoc elections may be held whenever one of the positions becomes vacant (According Chapter III, Section 2)
- f) Full members have the right to propose candidates for Council members. Nominations for Council members should be sent in writing or by mail to the Secretary at least three months before the Annual Meeting. The nominations have to include a letter of acceptance for the nomination by the proposed candidate. The nominations will be made known to the full members by the Secretary at least six weeks prior to the meeting.
- g) The Council member will take office three months after the election. The retiring member must complete all relevant business during this time.

### **Duties of the Council**

#### **Section III.4**

The duties of the NEBEOP Council include:

- a) To act as the administrative and executive body of the Network with responsibility to submit proposals governing the policies of the Network to the General Assembly.
- b) Additional duties: to review the qualifications of applicants for membership
  - to approve the assessors proposed by the Membership Committee

- to propose to the General Assembly
  - the date, place and topics of the NEBEOP Annual Meeting
  - the election of new members of the Membership Committee from the full members
  - the admission or expulsion of members
  - procedures for the admission of applicants recommended by the Membership Committee.

A majority of the Council will constitute a quorum.

In principle, the Council meets at the NEBEOP Annual Meeting. The Council may also meet at the request of the President or by the request of a majority of Council members.

If the Council vote is evenly divided, the President holds the casting vote.

### Section III.5

#### ***Duties of Council Members***

a) The *President* will:

- Preside at all meetings of the Network and the Council
- Assume all other duties relevant to the office of President
- Represent the NEBEOP in the European Orthodontic Society as a co-opted member in the EOS Council

b) The *Vice-President* will

- Take care of the responsibilities of the President in case of his/her absence or inability.

c) The *Secretary* will :

- Keep a record of the proceedings at all the meetings of both the Network and the NEBEOP Council
- Maintain contemporary records of members of the Network including contact details
- Conduct all the correspondence for the Network
- Be custodian and responsible for all related papers and books
- Present an Annual Report at the Annual Meeting.
- Inform applicants of any NEBEOP Council decisions.
- Be responsible for keeping records of the Network and provide the minutes of all the meetings. These minutes should be approved by the General Assembly and the NEBEOP Council respectively and subsequently signed by the President.
- Announce the vacant positions and the proposed names at least six weeks prior to the NEBEOP Annual Meeting, if elections are to be held.
- Ensure that all relevant documentation will be sent to the office of the EOS

d) The *Secretary-elect* will:

- Assist the Secretary in their duties
- Assist in maintaining an accurate record of members and the length of their period as Provisional or Full members

**Membership  
Committee**

**Section III.6**

The Membership Committee comprises of:

- the Committee Chairman
- the two Committee members

**Election and  
Term of Office  
of the  
Membership  
Committee**

**Section III.7**

- a) The members of the Membership Committee are elected among the full members by the General Assembly at the NEBEOP Annual Meeting.
- b) Full members have the right to propose candidates for Committee members. Nominations for Committee members should be sent in writing or by mail to the Secretary at least three months before the NEBEOP Annual Meeting. The nominations have to include a letter of acceptance for the nomination by the proposed candidate. The nominations will be made known to the members by the Secretary at least six weeks prior to the meeting.
- c) The Committee members are elected for two years with a possibility to be re-elected for maximum 3 terms.
- d) In the meeting of the year 2015, election of the Membership Committee will take place for three positions: The Chairperson for one year, and two members for three and five years respectively. From the year 2015 the elections for the members of the Membership Committee will take place as in Chapter III, Section 6. Thereafter, ad hoc elections may be held whenever one of the positions becomes vacant.
- e) At least 1 new member is elected each second year.
- f) No member can be elected for more than three terms.
- g) No member of the Membership Committee can at the same time hold a position in the NEBEOP Council. If a member of the Membership Committee is elected as a member of the Council, a new member must be elected to the Membership Committee.
- h) Every second year the Chairmanship is held by the senior member in term, thus all members will serve as Chairman the last two years in the Committee, apart from the initial election in 2015

**Duties of the  
Membership  
Committee**

**Section III.8**

- a) The Membership Committee will evaluate each applicant for provisional or full membership, according to the bylaws and the policies developed by the Network. Specifically for the full membership, the Committee will propose to the Council two full members of the Network to become assessors of the member applying for full membership. After the approval of the Council the Committee will provide detailed information to the assessors before their on site visit (Appendix 4 – *not yet present*).
- b) The Membership Committee will examine the application of new members and advise if they have attained the standards required of applicants for provisional membership. The Committee will subsequently inform the Council of its findings, and if the applicant is eligible to apply for provisional membership.
- c) The Membership Committee will keep a record of the applicants examined and the decisions and recommendations made. The report of the Membership Committee is confidential to that committee and the Council. The chair of the Membership Committee verbally reports to the General Assembly on the decisions reached regarding applications (name

- and institute).
- d) The deliberations of the Membership Committee are confidential and final. The Committee maintains current requirements for the different membership categories and suggests new recommendations to the Council from time to time to uphold the ideals set forth in the preamble and the bylaws of the Network.
  - e) Where the Membership Committee and the Council are unable to independently agree on a decision there will be a a common meeting of the Membership Committee and the Council; a majority vote will decide the issue. In the event of an evenly split vote the president will hold the casting vote.
  - f) Decisions of the Membership Committee can be overruled by a  $\frac{3}{4}$  majority vote of the General Assembly.

## **Chapter IV-Amendments to the Bylaws**

### **Section IV.1**

Amendments can be instigated through a  $\frac{3}{4}$  majority vote of the General Assembly. If the quorum is not reached, decisions will be taken to the next Annual Meeting with no quorum requirements and a  $\frac{3}{4}$  majority of votes.

### **Section IV.2**

Proposals must be submitted to the Secretary at least three months in advance of the annual General Meeting and circulated to the membership not less than six weeks before the annual General Meeting.

### **Section IV.3**

Amendments cannot be proposed more than once in 3 years.

## **Chapter V-Dissolution of the Network**

The Network may be dissolved by a  $\frac{3}{4}$  majority vote of the General Assembly, which would then decide the modalities of eventual liquidation; or if the number of members is reduced to three.