

**Statute for the Malta Association of Dental
Hygienists**

ARTICLE 1 NAME

1.1 The Association referred to in this statute shall be called the “Malta Association of Dental Hygienists” (referred to as MADH).

ARTICLE 2 AIMS AND OBJECTIVES

- To promote the advancement of the Dental Hygiene profession
- To safeguard the Code of Ethics and Practice of the profession
- To maintain and update standards of Dental Hygiene with current developments
- To liaise, in an advisory capacity, with health authorities, professional bodies and voluntary organisations, related issues related to Dental Hygiene.
- To raise public awareness regarding dental hygiene.
- To maintain international and local communications with similar organisations.
- To provide opportunities for continuous professional education
- To issue and maintain a newsletter published annually.
- To maintain a website related to the profession
- To voice opinions on dental hygiene related issues

The organisation shall be a non-profit making organisation as defined in the Voluntary Organisations Act (chapter 492 of the Laws of Malta)

ARTICLE 3 OFFICIAL ADDRESS

The official address of the MADH is the home address of the incumbent President.

ARTICLE 4 EMBLEM

The emblem of the MADH shall be determined by the Executive Committee with approval from the members.

ARTICLE 5 MEMBERSHIP

4.1 Individual full membership

Anybody who has a recognized qualification to practice as a dental hygienist in Malta and who is registered with the Council for the Professions Complimentary to Medicine can apply for membership within the association. Individual full members shall have voting powers in the General Meetings.

4.2 Associate Membership

This is open to students following a degree course or equivalent in the area of dental hygiene leading to a qualification in Dental Hygiene may apply for associate membership. Associate members have the right to attend all General Meetings. However, they do not have voting powers.

ARTICLE 5 REGISTRATION FEE AND ANNUAL RENEWAL OF MEMBERSHIP

Initial registration fee will be of €25 per member. Consequently, an annual membership fee of €25 is payable on the 1st January of each year after year of registration. Associate membership fee will be of €15 annually.

Membership fees are payable to the treasurer and are subject to change by committee only upon approval either at the Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

ARTICLE 6 TERMINATION OR SUSPENSION OF MEMBERSHIP

6.1 To resign from the Association a member must inform the secretary in writing.

Suspension of a member can take place for one of the following reasons:

- The breaching of the Code of Ethics.
- Failure of payment, within 1 year from when membership fee is due, following 2 reminders in writing by the treasurer.

6.2 For suspension of a member to take place, there must be four-fifths majority of the Committee in favour. A person, whose membership has been terminated, may register, as a new member if he/she desires so given this was not based on ethical misconduct.

ARTICLE 7 ASSOCIATION COMMITTEE

7.1 The affairs of the MADH shall be managed by The Executive Committee.

- The responsibility of the Executive Committee (EC) shall be to execute decisions reached by the council.
- The EC shall represent the MADH on both national and international issues.

7.2 The election for the posts at the Executive's Committee shall take place at the Annual General Meeting from among persons duly nominated and seconded by two different members of MADH. Any full member who has the membership fee paid up to the respective year may be nominated for election as a committee official. All members of the association shall be eligible for election as officials for two years. On the year when elections are not due a vote of confidence is taken. Should there be any objections an EGM is to be called to elect a new committee.

7.3 A person who is a Member of the House of Representatives, or who holds an office with a political party, or trade union, shall not hold the office of President, Deputy President, Secretary General, or Financial Controller of the MADH.

7.4 During the General Meetings of the MADH, every full member shall have one vote. Members not up to date in their dues to the Association will not be allowed to attend and vote at the Annual General Meeting.

7.5 The Executive Committee shall meet at least once every year.

7.6 The quorum necessary for the transaction of the business of the Executive Committee shall be of fifty percent plus one member of the full members.

If there is no quorum, the meeting/s shall start after fifteen minutes from the stipulated time with the members present.

7.7 All elected members shall hand over to their successors in office or to any person authorized by the Executive Committee, all documents or property belonging to the MADH that may be in their possession.

7.8 Filling of Vacant Posts in Committee

Vacancies in Committee shall be filled by co-opting the member or members who, at the General Meeting for the election of the Committee, obtained the next highest number of votes. If there are two or more of such members, the more senior in membership shall be appointed. If no one is available, it shall be within the discretion of the President either to call an EGM for the filling of the vacancy/vacancies or to leave the vacancy/vacancies open until the next General Meeting. The Committee reserves the right to co-opt a member to fill in the vacant post at any time during the year.

7.9 The Executive Committee shall be composed of: -

- (a) The President
- (b) The Deputy President
- (c) The Secretary General
- (d) The Treasurer
- (e) The Public Relations Officer (PRO)

Committee Members do not receive any remuneration for their services.

7.9.1 Duties of Officials

- **President**

The president has the following responsibilities:

1. Call meetings.
2. Preside over such meetings.
3. Explain the matters to be discussed.
4. Ensure the execution of the decisions taken.
5. Ensure that minutes of meetings are kept. These are to be read out at the next meeting to confirm their correctness. President or Secretary or their substitute present at that meeting signs these.
6. Represent the Association at formal events.

- **Vice-President**

In the absence of the president, the Vice-president shall, assume his/her responsibilities. Whenever both president and vice-president are unable to attend, the members present shall elect their own chairman for that meeting.

- **Secretary**

The Secretary has the following responsibilities:

1. All correspondence, except that relating to financial matters, which should be dealt with by the treasurer.
2. Communication with the members and outside parties.
3. Keep the minutes of every meeting.
4. Confirm their correctness by signing them.
5. Coordinate with the treasurer to keep an up to date list of paid up members and seek ways of encouraging continuation of membership and engaging new members.
6. In the secretary's absence another member present will then be nominated to act as secretary for that meeting.

- **Treasurer**

The Treasurer has the following responsibilities:

1. Administer the finances of the Association.
2. Collect registration and membership fees.
3. Represent the Association in all judicial matters.
4. Keep accounts updated.
5. Submit a financial report at the AGM.
6. Coordinate with the secretary to keep an up to date list of paid up members and seek ways of encouraging continuation of membership and engaging new members.

No expenditure on behalf of the Association may be incurred without the specific or general authorizations of the Committee. All cheques are to be signed by the Treasurer and countersigned by the President.

7.9.2 The Executive Committee may call an Extraordinary General Meeting.

7.9.3 The Executive Committee shall regulate its own procedure.

7.9.4 Term of office

The post of president should not exceed three consecutive terms of office (six years) unless in exceptional circumstances. For continuity purposes, when a new president is elected, the secretary's post will not be contested. There should not be a new president and a new secretary within the same term.

ARTICLE 8 ANNUAL GENERAL MEETING

8.1 The Annual General Meeting of the MADH shall be held by not later than the last day of January of each year.

8.2 Not less than seven (7) days notice shall be given in writing to all affiliated full members.

8.3 The Agenda shall read as follows:

1. Minutes of the last Annual General Meeting
2. Minutes of the Extraordinary General Meeting (if any)
3. Address by the President
4. Secretary General report (including correspondence)
5. Approval of the Audited Financial Report
6. Amendments to Statute
9. Other matters

8.4 The Audited Financial Report will be sent with the Agenda.

8.6 The quorum of the General Meeting shall be 50% plus one of the full members. If there is no quorum, the meeting shall start fifteen (15) minutes later than the stipulated time with the members present.

ARTICLE 9 EXTRAORDINARY GENERAL MEETINGS

9.1 An Extraordinary General Meeting may be called by any of the following:

- (a) The President
- (b) The Executive Committee
- (c) One third (1/3) of the full members

9.2 An Extraordinary General Meeting shall be convened within three (3) weeks of the receipt by the Secretary General of the MADH of a written request. Such request shall state the matter it proposes to bring forward at the Meeting. No other item may be brought forward or discussed at such meeting.

ARTICLE 10 AMENDMENTS OF STATUTE

10.1 Any amendment to the Statute to be proposed at the Annual General Meeting must be made in writing and submitted to the Secretary General by not later than ten (10) days prior to the Annual General Meeting. The proposed amendments shall be distributed to all full members.

10.2 This Statute may only be amended in General meeting with the approval of a two-thirds majority of all full members present at the meeting.

ARTICLE 11 CONTRACTUAL AND JUDICIAL PROCEEDINGS

11.1 In all contractual and judicial proceedings the MADH shall be represented by the President and the General Secretary.

ARTICLE 12 DISSOLUTION OF THE ASSOCIATION

12.1 Dissolution of the Association requires the presence of two thirds of the Association full members at a meeting convened specifically for the purpose. Each member shall have one vote. A majority vote is required.

12.2 Upon dissolution, all debts are to be paid and remaining assets shall be donated to a charitable institution.