



**AUSTRALIAN DENTAL ASSOCIATION VICTORIAN BRANCH INC.**

**BY-LAW 9**

**RECOGNITION OF CONTRIBUTION & SERVICE**

The Branch provides for recognition of Members who have delivered significant service to Dentistry, or the Branch through the following awards.

The provisions of this By-Law fall within the province of Rules 17 and 18

**1. HONOURS AND AWARDS COMMITTEE**

- (1) The Honours and Awards Committee composition and duties are defined in By Law 6.2.
- (2) Recommendations shall be forwarded by the Honours and Awards Committee to the Branch Council for consideration “in Committee”.
- (3) The Branch Council, in considering the recommendations from the Honours and Awards Committee, shall have only two options:
  - (a) endorse the recommendation, or
  - (b) reject the recommendation, which will be sent back to the Honours and Awards Committee for further consideration.
- (4) Awards shall be made by the resolution of two-thirds of the members of the Branch Council present and voting

**2. NOMINATIONS**

- (1) All nominations from outside the Honours and Awards Committee must be made on the nominations form (appendix 2) which is to be available on the Branch website during the period when nominations are being accepted.
- (2) Nominations must include:
  - (a) The names of person being nominated for an award
  - (b) the name and if applicable Branch membership number of the person(s) making the nomination
  - (c) a description of the nominee’s activities and a current CV
- (3) Nominations shall be submitted to the Chief Executive Officer for forwarding on to the Honours and Awards Committee.

### 3. HONORARY LIFE MEMBER

(1) Qualification

Qualification for Honorary Life Members is described in Rule 17

(2) Election

Honorary Life Members shall be elected pursuant to Rule 17

(3) Benefits and Privileges

Benefits and privileges shall be accorded to Honorary Life Members pursuant to Rule 18 and By-Law I.

(4) Presentation

The Award shall be in the form of a badge and a certificate accompanied by an appropriate citation, which will usually be formally presented at a Branch function.

(5) Revocation

Honorary Life Membership may be revoked in exceptional circumstances by the Branch Council on the recommendation of the Honours and Awards Committee. Such a determination by the Branch Council shall be made by the resolution of two thirds of the members of the Branch Council present and voting.

### 4. HONORARY MEMBERS

(1) Qualification

Qualification for Honorary Members is described in Rule 19.

(2) Election

Election of Honorary Members shall be pursuant to Rule 19.

(3) Benefits and Privileges

Benefits and privileges shall be accorded to Honorary Members pursuant to Rule 20.

(4) Presentation

Nil

(5) Limitations

Limitations of Honorary Members shall be pursuant to Rule 21.

(6) Revocation

Honorary Membership may be revoked pursuant to Rule 22.

#### 4. AWARD FOR DISTINGUISHED SERVICE

(1) Qualification

- (a) The Award for Distinguished Service is to recognise outstanding service to the Branch or to dentistry by any person primarily in Victoria.
- (b) This award may be conferred on living persons or granted posthumously.

(2) Benefits and Privileges

The recipient of the Award for Distinguished Service shall have no special rights to membership of the Branch

(3) Presentation

The Award shall be in the form of a certificate accompanied by an appropriate citation, which will usually be formally presented at a Branch function.

(4) Revocation

The Award for Distinguished Service may be revoked in exceptional circumstances by the Branch Council on the recommendation of the Honours and Awards Committee. Such a determination by the Branch Council shall be made by the resolution of two thirds of the members of the Branch Council present and voting.

#### 5 DENTISTRY ACHIEVEMENT AWARD

(1) Qualification

- (a) Dentistry Achievement Award is to recognise special service by past and present Members of the Branch in the promotion, development or representation of the dental profession.
- (b) The candidate should have made a special contribution to furthering the profession:
  - (i) in a particular field of dentistry, or
  - (ii) to dentistry generally, or
  - (iii) to the community
- (c) Generally greater consideration will be given to recent achievements and/or those beyond regular career activities.
- (d) The candidate should demonstrate a strong commitment to the profession and will have made a contribution that is considered to be striving for excellence at both

professional and personal level, and have a record of promoting, developing or representing the profession. This could be in any of the following ways:

- (i) public relations
- (ii) research through publications, conference presentations, etc.
- (iii) involvement with the ADAVB
- (iv) management in the public or private sector health system
- (v) community service (including outside dentistry)
- (vi) promotion of dental health
- (vii) education
- (viii) clinical advancement.

(e) This award may be conferred on living persons or granted posthumously.

(2) Benefits and Privileges

The recipient of the Dentistry Achievement Award shall have no special rights to membership of the Branch.

(3) Presentation

The Award shall be in the form of a certificate accompanied by an appropriate citation, which will usually be formally presented at a Branch function.

(4) Revocation

The Dentistry Achievement Award may be revoked in exceptional circumstances by the Branch Council on the recommendation of the Honours and Awards Committee. Such a determination by the Branch Council shall be made by the resolution of two thirds of the members of the Branch Council present and voting.

## 6 BRANCH SERVICE AWARD

(1) Qualification

The Branch Service Award is to recognise long and loyal service to the Branch by a member of staff.

(2) Benefits and Privileges

The recipient of the Branch Service Award shall have no special benefits or privileges.

(3) Presentation

The Award shall be in the form of a certificate, which will usually be formally presented at a Branch function.

## 7 CERTIFICATE OF APPRECIATION

(1) Qualification

A Certificate of Appreciation is to recognise service to the Branch which may include upon resignation:

- (i) multiple terms on Branch Council
- (ii) at least three terms on a committee
- (iii) for staff members at the discretion of the CEO

(2) Benefits and Privileges

The recipient of a Certificate of Appreciation shall have no special benefits or privileges.

(3) Presentation

The certificate will usually be formally presented at a Branch function or meeting.

## **8 HONOURS BOARDS AND REGISTERS**

(1) An Honour Board shall be held on display at the office of the Australian Dental Association Victorian Branch of:

- (a) Honorary Life Members
- (b) Award for Distinguished Service recipients
- (c) Dentistry Achievement Award recipients
- (d) Branch Presidents

(2) A Register shall be kept of

- (a) Honorary Life Members
- (b) Award for Distinguished Service recipients
- (c) Dentistry Achievement Award recipients
- (d) Branch Members who have received Association awards
- (e) Branch Members who have received Order of Australia awards
- (f) Branch Presidents

## **9 YEARS OF MEMBERSHIP CERTIFICATES**

The Branch or the Association shall issue 25 years and 50 years of membership certificates annually

## **10 PRESENTATION OF AWARDS AND CERTIFICATES**

The following shall be presented at a continuing professional development event, preferably in the first half year:

- (a) Annual Student Prizes
- (b) Association and Branch Honours, if applicable
- (c) 50 Year Certificates, if applicable

## 11 EXTERNAL AWARDS

External Awards shall be progressed in confidence by the Honours and Awards Committee, whether the nomination is initiated by the Branch, or a reference is sought by an external body.

## 12 DEATH OF A MEMBER

The action to be taken upon advice to the Branch of the death of a member shall be as follows:

- (a) a letter of condolence upon the death of a present member or a prominent dental figure shall be forwarded by the President to the spouse or next of kin
- (b) the President or President's nominee may attend the funeral of the deceased member
- (c) in the case of the death of a past President, or a prominent dental figure, the CEO or President shall request the preparation of an obituary notice for publication in the Branch Newsletter by a close colleague or the Honours and Awards Committee
- (d) where the deceased member was a past President or recipient of a Branch honour or award, a death notice with Branch logo to be placed in one daily paper (usually The Age).

Adopted by the Branch Council	20/07/15
Amended by Branch Council	26/11/18
Reviewed by Branch Council	21/10/24
Reviewed by the Constitution and Policy Committee	14/03/23 15/03/24 12/09/24