

**AUSTRALIAN DENTAL ASSOCIATION VICTORIAN BRANCH INC.****BYLAW 4****LOCAL GROUPS OF THE BRANCH****1. INTERPRETATION**

Unless inconsistent with the context or subject matter

- (1) A "Local Group" shall be a group comprising Members of the Branch in a particular geographically defined district;
- (2) words and expressions defined in the Rules of the Branch shall be given the same meaning in this By-Law.

**2. OBJECTS**

The objects for the formation of Local Groups of the Branch are:

- (1) to further the interests and objects of the Association and of the Branch;
- (2) to establish closer liaison between Members of the Branch practising within the area allotted by the Branch Council to each Local Group;
- (3) to afford a medium for discussion and consideration of:
  - (a) any matter referred by the Branch Council;
  - (b) any matter for possible referral by the Local Group to the Branch Council or to a Local Group delegates meeting convened as provided for in these Regulations;
  - (c) matters of a clinical, scientific or professional nature or otherwise of mutual interest to Members;
- (4) to provide a means of cooperation and social intercourse between members of such Local Groups.
- (5) to provide continuing professional development activities for eligible Branch Members

**3. REGULATIONS GOVERNING THE ORGANISATION**

(1) Formation of Local Groups

- (a) Any twelve or more Members of the Branch in a particular geographically defined district may make written application to the Branch Council for the formation of a Local Group, such application to state the full names and addresses of the applicants.
- (b) To formally be accepted by the Branch Council the Local Group must agree to comply with and be subject to the provisions of this By-Law and only then can the name of the Branch be used and other benefits of special association be available.
- (c) The Branch Council may, in its sole discretion, either approve or reject an application for the formation of a Local Group after consultation with representatives of the applicants and of such other parties as the Branch Council thinks fit, including (without limitation) representatives of other Local Groups.

(2) Description of Local Groups

- (a) When approving the formation of a Local Group the Branch Council shall define the boundaries within which membership applies and shall allocate a name for such Local Group. (Appendix 1)
- (b) The Branch Council shall have the power to alter the boundaries or name of any Local Group or amalgamate or subdivide certain Local Groups as it thinks fit PROVIDED ALWAYS that not less than three months' notice in writing of such proposed action shall be given by the Branch Council to the Local Group or Groups concerned.

(3) Objects

- (a) Further the interests and objects of the Association and of the Branch
- (b) Establish closer liaison between Members of the Branch practising within the Group Area
- (c) Provide a means of cooperation and social connection between members of the Group.
- (d) Provide continuing professional development activities for eligible Branch Members
- (e) Afford a medium for discussion and consideration of
  - (i) matters of a clinical, scientific or professional nature or otherwise of mutual interest to its members
  - (ii) any matter referred by the Branch Council
  - (iii) any matter for possible referral by the Group to the Branch and/or to a Local Group delegates meeting convened by the Branch;

**(4) Finance**

Each Local Group shall arrange its own method of finance. The office bearers of a Local Group shall be empowered to make financial calls on its members sufficient to cover the costs of meetings and other incidental expenses. However, each Local Group must present its financial statements to the Branch on a quarterly basis.

**(5) Office Bearers**

The Office Bearers of the Group shall be elected by the members at the Annual Meeting, and may include a Chair, an Honorary Secretary and an Honorary Treasurer.

**(6) Meetings**

**(a) Meetings/events**

- (i) The Group shall meet at least annually and meetings may be convened by the Chair or by any three members of the Group. The location of each meeting shall be decided by the Chair.

**(b) Annual Meeting**

- (i) The Group shall hold an Annual Meeting every year
- (ii) At the Annual Meeting in each year the Office Bearers of the Group for the ensuing year shall be elected and shall assume office immediately upon the conclusion of such meeting and such election be reported by the Honorary Secretary to the Branch as soon as possible.
- (iii) At each Annual Meeting, the honorary treasurer shall present a financial report for the past financial year to the members.

**(c) Conduct of Meetings/Events**

- (i) The Office Bearers of the Group shall determine the business of each meeting/event of the Group, which shall include a presentation from the President's Representative.
- (ii) The Chair of the Group may invite a non-member of the Branch to any meeting of the Group, but such invitees shall not have any right to vote in the election of Office Bearers, or upon any motion or may be excluded from sensitive Branch business.

**(7) Limitations of Local Groups**

- (a) The members of a Local Group shall be bound by the Rules and By-Laws of the Branch and no Local Group, either in its own name or in the name of the Branch or of the Association, shall without the express sanction of the Branch President make any press statement or have any communication whatsoever with any authority: governmental, local or otherwise.

- (b) In the event of a breach of the Rules or the By-Laws by those acting on behalf of a Local Group, the Branch Council may, after consultation with those concerned, by notice in writing, carry out appropriate education, disciplinary action or dissolve such Local Group.

(8) Delegates Meetings

- (a) Each Local Group shall appoint not more than two delegates to attend each meeting of delegates of all Local Groups (and of such other bodies or groups as the Branch Council shall at its sole discretion determine) and the Office Bearers of the Branch, which shall be convened for the discussion of matters of common interest.
- (b) Such combined meetings as aforesaid shall be held as frequently and at such dates and venues as are determined at the sole discretion of the Branch.
- (c) At least two months' notice of the date of the meeting shall be given to each Local Group and an agenda and relevant documents shall be dispatched to each Local Group for the meeting at least fourteen days prior to the date of the meeting.
- (d) On the requisition of at least half of the Local Groups, the Branch may convene a special conference within thirty days from the date of such requisition. Notice of such special conference shall state the objects thereof and no other business shall be considered at such special conference beyond that stated in the requisition.

(9) Continuing Professional Development

Each Local Group should conduct continuing professional development activities for their members in accordance with the guidelines of the Dental Board of Australia.

(10) President's Representatives and Secretariat

- (a) The President shall appoint a representative and an alternate representative from the Branch Council to each Local Group.
- (b) President's Representatives normal registration fees will be paid directly to the Local Group by the Branch.
- (c) Local Group Office Bearers shall ensure the President's Representative are invited to all meetings. Should the President's Representative or alternate be unable to attend a Local Group meeting, only then shall a member of the Branch Secretariat attend in their place.

Branch Secretariat members may, subject to approval of the President and CEO, attend Local Group meetings to promote Branch services.

- (d) Local Group Office Bearers shall ensure that time is allocated on each meeting agenda for the President's Representative to give an update on ADA activities and seek feedback from the members. Non-members may be excluded from this part of the meeting.

(11) Clarification

Any doubt arising as to the interpretation of these Regulations shall be submitted in writing to the Branch Council for decision, and the decision of the Branch Council on any such matter shall be final and binding.

(12) Winding up

In the event of wind up of the Group, achieved by a vote of three quarters of the members at a properly constituted meeting

- (a) The Group must merge with one or more other Local Groups as determined by Branch Council.
- (b) any funds owing to members shall immediately reimbursed; and
- (c) any realisable assets and records of the Group shall be passed on to the Branch.

(13) Privacy Policy

The Group must comply with the ADAVB Privacy Policy when dealing with participant information and must not disclose any information to external parties without the express consent of the Branch.

(14) Insurance

ADAVB maintains a Director's and Officers insurance policy, which covers Group Office Bearers acting in any official capacity under the auspices of ADAVB.

ADAVB maintains a Public Liability policy that will, subject to normal policy conditions, extend to all ADAVB related activities conducted by its Groups.

Compliance with this By-Law and any Branch group guidelines is required to ensure ADAVB's insurance cover applies.

(15) Guidelines and Support

To facilitate support of the Groups, leaders are expected to stay in regular communication with the Branch and to follow any group guidelines set out by the Branch.

Adopted by the Branch Council	25/10/04
Reviewed by Constitution & Policy Committee	01/05/25 06/11/25
Amended by the Branch Council	21/06/10 03/12/12 17/02/14 21/07/14 10/10/16 01/05/17 24/07/17 26/03/18 26/04/21 23/10/23 26/05/25

**APPENDIX 1**      **LOCAL GROUP BOUNDARIES**

GROUP	GEOGRAPHICALLY DEFINED DISTRICT BY POSTCODE
BAYSIDE	3165, 3186, 3187, 3188, 3189, 3190, 3191, 3192, 3193, 3194, 3195, 3202, 3204
MELBOURNE NORTH WEST	3011, 3012, 3013, 3014, 3015, 3016, 3018, 3019, 3020, 3021, 3022, 3023, 3024, 3025, 3026, 3027, 3028, 3029, 3030, 3031, 3032, 3033, 3034, 3036, 3037, 3038, 3039, 3040, 3041, 3042, 3043, 3044, 3045, 3046, 3047, 3048, 3049, 3051, 3055, 3056, 3057, 3058, 3059, 3060, 3061, 3062, 3064, 3335, 3337, 3429, 3651, 3652
GREATER DANDENONG	3168, 3169, 3170, 3171, 3172, 3173, 3174, 3175, 3176, 3177, 3178, 3802, 3803, 3804, 3805, 3806, 3807, 3808, 3809, 3810, 3975, 3976, 3978, 3981
GOULBURN VALLEY	3616, 3620, 3629, 3630, 3608, 3636, 3631, 3666
INNER MELBOURNE	3000, 3002, 3003, 3004, 3006, 3008, 3010, 3050, 3052, 3053, 3054, 3205, 3206, 3207, 3249, 3427
MELBOURNE INNER EAST	3101, 3102, 3103, 3104, 3105, 3106, 3107, 3108, 3109, 3121, 3122, 3123, 3124, 3126, 3127, 3128, 3129, 3152
MELBOURNE NORTH	3065, 3066, 3067, 3068, 3070, 3071, 3072, 3073, 3074, 3075, 3076, 3078, 3079, 3081, 3082, 3083, 3084, 3085, 3087, 3088, 3089, 3090, 3091, 3093, 3094, 3095, 3096, 3097, 3099, 3750, 3751, 3752, 3754, 3756, 3757, 3758, 3761, 3775
MID WESTERN	3338, 3340, 3342, 3350, 3351, 3353, 3355, 3356, 3363, 3377, 3380, 3393, 3400, 3437, 3442, 3460, 3464
NORTHERN	3450, 3451, 3465, 3478, 3480, 3537, 3550, 3551, 3552, 3555, 3556, 3561, 3564, 3568, 3579
NORTH EASTERN	3434, 3444, 3644, 3660, 3662, 3672, 3677, 3690, 3691, 3693, 3730, 3737, 3741, 3747, 3764
NORTH WESTERN	3490, 3496, 3549, 3500, 3501, 3502, 3585
PENINSULA	3196, 3197, 3198, 3199, 3200, 3201, 3910, 3911, 3912, 3914, 3915, 3916, 3917, 3918, 3919, 3920, 3922, 3926, 3927, 3928, 3929, 3930, 3931, 3932, 3933, 3934, 3935, 3936, 3937, 3938, 3939, 3940, 3941, 3942, 3943, 3944, 3977, 3980
PORT PHILLIP	3141, 3142, 3143, 3144, 3145, 3146, 3161, 3162, 3163, 3181, 3182, 3183, 3184, 3185
SOUTHERN	3212, 3214, 3215, 3216, 3217, 3218, 3219, 3220, 3222, 3224, 3225, 3226, 3228, 3233, 3250, 3331
SOUTH EASTERN	3714, 3722, 3777, 3779, 3818, 3825, 3840, 3842, 3844, 3851, 3852, 3858, 3860, 3875, 3850, 3880, 3885, 3888, 3903, 3909, 3950, 3953, 3960, 3971, 3958, 3959, 3995, 3996
SOUTH WESTERN	3260, 3264, 3280, 3300, 3305, 3311, 3373
WAVERLEY	3125, 3147, 3148, 3149, 3150, 3151, 3166, 3167
YARRA RANGES	3111, 3113, 3114, 3115, 3116, 3130, 3131, 3132, 3133, 3134, 3135, 3136, 3137, 3138, 3139, 3140, 3152, 3153, 3154, 3155, 3156, 3158,

	3159, 3160, 3179, 3180, 3760, 3765, 3770, 3781, 3782, 3783, 3787, 3788, 3793, 3795, 3796, 3797, 3799, 3820
--	---