



**AUSTRALIAN DENTAL ASSOCIATION VICTORIAN BRANCH INC.**

**BY-LAW 4**

**REGIONAL GROUPS OF THE BRANCH**

**1. INTERPRETATION**

Unless inconsistent with the context or subject matter

- (1) A "Regional 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 Regional 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 Regional 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 Regional Group to the Branch Council or to a Regional 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 co-operation and social intercourse between members of such Regional Groups.
- (5) to provide continuing professional development activities for eligible Branch Members

**3. REGULATIONS GOVERNING THE ORGANISATION OF GROUPS**

- (1) Formation of Regional 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 Regional Group, such application to state the full names and addresses of the applicants.

- (b) To formally be accepted by the Branch Council the Regional Group must adopt the Model Constitution contained within this By-Law and only then can the name of the Branch be used and other benefits of special association be available.
- (c) Each Regional Group shall retain its existence without further formality and shall be subject to the provisions of these Regulations PROVIDED HOWEVER the Regional Group must adopt, at an Annual Meeting, any amendments to the Model Constitution.
- (d) The Branch Council may, in its sole discretion, either approve or reject an application for the formation of a Regional 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 Regional Groups.

## (2) Description of Regional Groups

- (a) When approving the formation of a Regional Group the Branch Council shall define the boundaries within which membership applies and shall allocate a name for such Regional Group. (Appendix 1)
- (b) The Branch Council shall have the power to alter the boundaries or name of any Regional Group or amalgamate or subdivide certain Regional 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 Regional Group or Groups concerned.

## (3) Finance

Each Regional Group shall arrange its own method of finance. The office bearers of a Regional Group shall be empowered to make financial calls on its members sufficient to cover the costs of meetings and other incidental expenses.

## (4) Limitations of Regional Groups

- (a) The members of a Regional Group shall be bound by the Rules and By-Laws of the Branch and no Regional 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 Regional Group, the Branch Council may, after consultation with those concerned, by notice in writing, carry out appropriate education, disciplinary action or dissolve such Regional Group.

## (5) Delegates Meetings

- (a) Each Regional Group shall appoint not more than two delegates to attend each meeting of delegates of all Regional 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 Regional Group and an agenda and relevant documents shall be dispatched to each Regional 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 Regional Groups respectively, 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.

(6) Continuing Professional Development

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

(7) President's Representatives

The President shall appoint a representative and an alternate representative from the Branch Council to each Regional Group.

President's Representatives normal registration fees will be paid directly to the Regional Group by the Branch.

Regional 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.

(8) 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.

#### 4. MODEL CONSTITUTION FOR GROUPS

##### THE ADAVB <...> GROUP

##### CONSTITUTION

**(1) Name**

The organisation shall be known as "ADAVB < ... > GROUP".

**(2) Definitions**

- (a) "the Association" means Australian Dental Association Inc
- (b) "the Branch" means Australian Dental Association Victorian Branch Inc
- (c) "Prescribed Area" means the geographic area described by Postcodes as determined by the Branch Council pursuant to Branch By-Law 4 Clause 3(2)

**(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 area allotted by the Branch Council to ADAVB < > Group
- (c) Afford a medium for discussion and consideration of
  - (i) any matter referred by the Branch Council;
  - (ii) any matter for possible referral by ADAVB < > Group to the Branch Council or to a Regional Group delegates meeting convened as provided for in these Regulations;
  - (iii) matters of a clinical, scientific or professional nature or otherwise of mutual interest to its members
- (d) Provide a means of co-operation and social intercourse between members of ADAVB < > Group.
- (e) Provide continuing professional development activities for eligible Branch Members

#### **(4) Membership**

- (a) Membership of ADAVB < > Group is limited to those Members of the Branch practising or living within the prescribed area PROVIDED ALWAYS that the President of the Branch shall be an ex-officio honorary member of ADAVB < > Group.
- (b) It shall be acceptable for a Member practising or living outside the Prescribed Area, to join ADAVB < > Group
- (c) A member of < > Group may at any time by notice in writing resign membership of the Group, but shall be liable for all obligations as a member of such up to the date of resignation.

#### **(5) Office Bearers**

The Office Bearers of ADAVB < > Group shall be elected by the members thereof at the Annual Meeting, and shall include a Chair, an honorary secretary and an honorary treasurer PROVIDED HOWEVER that the latter two offices may be combined if so agreed at the Annual Meeting. ADAVB < > Group Office Bearers shall hold office until the next Annual Meeting, at which meeting their successors shall be elected. A retiring Office Bearer shall be eligible for re-election, PROVIDED HOWEVER that no member may be an Office Bearer ADAVB < > Group for more than six years in continuity.

#### **(6) Meetings**

- (a) Meetings

ADAVB < > Group shall meet at least annually and meetings may be convened by the Chair or by any three members of ADAVB < > Group. The location of each meeting shall be decided by the Chair.
- (b) Annual Meeting
  - (i) ADAVB < > Group shall hold an Annual Meeting no later than the 30<sup>th</sup> day of September in each year.

- (ii) At the Annual Meeting in each year the Office Bearers of ADAVB < > Group for the ensuing year shall be elected and shall assume office immediately upon the conclusion of such meeting.
  - (iii) At each Annual Meeting, the honorary treasurer shall present a financial report for the past financial year to the members.
  - (iv) Any amendments to the constitution of ADAVB < > Group shall be voted on at an Annual meeting.
  - (iv) Immediately following each Annual Meeting, the names of the newly elected office bearers of the ADAVB < > Group shall be communicated in writing by the honorary secretary of the Group to the Chief Executive Officer of the Branch, together with a summarised report of the activities of the Group for the last financial year and a list showing the names of all members of the Group.
- (c) Conduct of Meetings
- (i) Standing Orders for all meetings conducted by ADAVB < > Group shall be as specified in Branch By-Law 1.
  - (ii) The Office Bearers of ADAVB < > Group shall determine the business of each meeting of the Group, which shall include a presentation from the President's Representative, and shall be responsible for obtaining such lecturers or commissions to address and instruct the members of the Group in accordance with Branch By-Law 4, and may request the advice or assistance of the Branch Council (or of any other body nominated for the purpose by the Branch Council), in such matters or otherwise generally.
  - (iii) The Chair of ADAVB < > Group may invite a non-member of the ADAVB 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, and shall not be permitted to be present at any meeting or part a meeting of ADAVB < > Group at which Association and Branch business is discussed.

## **(7) Finance**

- (a) Subscriptions will be set to allow members to pay an equal share of any non-meeting expenses incurred by the Organisation, provided always that the latter expenses shall have received the prior approval of a two thirds majority of members present and eligible to vote at an Annual Meeting.
- (b) Other funds as required shall be raised by levies on members. Such levies shall be determined by the Treasurer to cover member participation in the Meetings of the Group, and shall become due at the Treasurer's request and payable within 14 days thereof.
- (c) A proper debit and credit record in a ledger shall be kept by the Treasurer for each member.
- (d) An account shall be operated in the ADAVB < > Group name with current Office Bearers registered as alternative signatories.
- (e) All financial transactions shall appear in the ADAVB < > Group account.

- (f) ADAVB < > Group recognises that it is financially independent from the Association and the Branch and that it is entirely accountable for its own financial and taxation affairs.
- (g) In the event of wind up of the ADAVB < > Group, achieved by a vote of three quarters of the members at a properly constituted meeting
  - (i) ADAVB < > Group must merge with one or more other Regional Groups of the Branch as determined by Branch Council.
  - (ii) members whose personal account is in debit shall immediately reimburse the ADAVB < > Group account to the extent of the deficit;
  - (iii) members in credit shall have their surplus refunded;
  - (iv) any realisable assets of ADAVB < > Group shall be sold and the proceeds directed to the Branch for consideration of reassignment to the relevant Group or Groups; and
  - (v) any other records or property shall be disposed of in accordance with the wishes of a meeting of members, or failing this shall remain with the member or members in whose care they resided at the time of wind up.

Adopted by the Branch Council	25/10/04
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

**APPENDIX 1 REGIONAL 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