



Swiss College of Dental Medicine (SFZ)

Constitution and By-laws

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All terms are used as masculine, but they can certainly pertain to females at any time or place.

Art. 1 Name and Domicile

1. The organisation's name is:

Schweizerische Fachrat für Zahnmedizin (SFZ)

Collège Suisse d'Odontostomatologie (CSO)

Collegio Svizzero di Odontostomatologia (CSO)

Swiss College for Dental Medicine (SCDM)

The organisation was founded as a Society according to Article 60 ff of the Swiss Constitution (ZGB)

2. The organisation's domicile is in the same city or town in which its Headquarters are situated.

Art. 2 Goals

The Swiss College of Dental Medicine is a professional organization representing all the different Dental Specialities in Switzerland

The Swiss College of Dental Medicine promotes the oral health of the Swiss population concerning its publicity, its practise, clinical application, education and research. The Swiss College of Dental Medicine supports the goals set by the individual Swiss Dental Specialities within its Organisation.

The Swiss College of Dental Medicine assists its member Dental Specialist Societies to obtain the goals that each society has set for itself.

In particular, the Swiss College of Dental Medicine promotes and supports dental continuing education and the acquisition of specialised dental training and maintaining the quality within the specialities.

The Swiss College of Dental Medicine carries out commissions issued by the Swiss Dental Association (SSO) related to specialisation.

In consultation with the Swiss Dental Association (SSO), the Swiss College of Dental Medicine represents its member Dental Societies at matters concerning national and international professional organisations.

The Swiss College of Dental Medicine supports and coordinates the activities of its member societies and fulfils unusual duties as a subsidiary.

In consultation with the Swiss Dental Association (SSO), the Swiss College of Dental Medicine represents its member Dental Societies at matters concerning national and international professional organisations.

The Swiss College of Dental Medicine can perform activities for its own financial gain particularly when performing and coordinating teaching, continuing education courses and specialisation courses.

To achieve these goals, the Swiss College of Dental Medicine can carry out the following:

- Guiding principles for dental practise, clinics, education and research
- Specialist meetings and continuing education courses
- Media information
- Special committees
- Cooperate with similar specialist organisations and groups within Switzerland, abroad and with the Swiss Dental Association (SSO).
- Participate when making opinions and legalising the opinions.

The Swiss College of Dental Medicine can invite representatives from University Departments to help solve specialisation problems.

The Swiss College of Dental Medicine supports the Swiss Academy of Medical Science (SAMW).

Art. 3 Membership

3.1. Type of Members

The Swiss College of Dental Medicine is made up of one representative from:

- the National Specialist Societies
- the Swiss Dental Association (SSO)
- the Swiss Dental Educators Forum

3.2. Member Societies

1. The applications of Dental specialist societies can be accepted if they comply with the following:
 - have formed a society according to the guidelines set out in Article 60 ff of the Swiss Constitution
 - if the activities of the speciality is available throughout Switzerland
 - if the Society has been active for at least three years
 - if the statutes of the Society pursue the licensing of a dental speciality
2. Membership is not possible for:
 - Organisations whose main goals are mainly commercially orientated
 - Organisations whose main goals are mainly committed to business interests
3. The conditions and modalities for accepting the applications for new specialist societies are described in greater detail in these statutes.

3.3. General Duties and Rights

1. Each specialist society functions autonomously
2. Each specialist society is bound to follow the statutes and regulations of the Swiss College of Dental Medicine and to actively strive to reach the College's goals.

3.4. Terminating Membership

1. Any member specialist society of the Swiss College of Dental Medicine can resign at the end of a business year by submitting a letter of intent to do so addressed to the Board of Executives.
2. The Council of delegates can terminate the membership of a specialist society if:
 - the prerequisites for membership are no longer fulfilled
 - they intentionally or seriously neglect to carry out the Organisation's instructions or if binding decisions of the Swiss College of Dental Medicine are not adhered to
 - they do not fulfil their financial requirements to the College
 - they bring the Swiss College of Dental Medicine into disrepute or harm the functions of the Colleges
3. The involved specialist society must be informed heard before their membership is terminated

Art. 4 Administration

4.1. The Organs of the Swiss College of Dental Medicine include

- the Council of Delegates
- the Board of Executives
- the Auditors

4.2. Other Administrative Posts

A general secretary is available to attend to the functions of the Swiss College of Dental Medicine.

Art. 5 The Council of Delegates

5.1. Composition

The Council of Delegates is made up of the following members with voting rights:

- delegates of the national Dental Specialist Societies
- delegates of the Swiss Dental Association (SSO)

- Those taking part in discussions, but without voting rights include:
- delegates of the Senior Dental Lecturers of the Swiss Universities
 - the general secretary

5.2. Functions and Authority

1. The Council of Delegates is the main organ of the Swiss College of Dental Medicine
2. As described in the regulations and statutes, the powers of the Council of Delegates include:
 - a) Approving the annual report of the Board of Executives
 - b) Approving the annual balance sheet
 - c) Discharging the Board of Executives and the Auditors
 - d) Approving the budget and setting the annual membership fees
 - e) Elect
 - President, Vice President and General Secretary
 - Additional Members of the Board
 - Auditors
 - f) Decide on resolutions put forward by the Board and by members of the Specialist Societies
 - g) Elect or exclude members
 - h) Revise the statutes
 - i) Disband the Society

5.3. Voting Rights

1. Each specialist society has one vote
2. Both the President and the Vice President have one vote “ad persona”
3. Each member specialist society has additional votes calculated according to the number of members within that society and the total is calculated as follows:

	Additional Votes	Total Number of Votes
between 10 and 150 Members	1 vote	1 + 1 = 2 votes
more than 151 Members	2 votes	1 + 2 = 3 votes

4. Member societies can entrust their allotted votes to another member society, but not more than 2 votes.
5. One delegate may only represent one other specialist member society, with that societies number of votes.
6. The president has a casting vote if an equal number of votes have been cast.

5.4. Competence to Pass Resolutions

1. The Council of Delegates has a quorum when at least one half of the member specialist societies are present, and when simultaneously, one third of those eligible to vote are present.
2. When a meeting must vote to change a statute or the dissolve Swiss College of Dental Medicine, then at least one half of the member specialist societies must be present, and when simultaneously two thirds of those eligible to vote are present.
3. If a quorum is not present, then a second meeting must be called within six weeks. This meeting can pass resolutions, irrespective of whether a quorum is present or not.

5.5. Procedures for Passing Resolutions

1. Resolutions are passed when a simple majority of those with voting rights is obtained. Abstentions or unused votes do not counted in this voting process. The president has a casting vote when the number of votes cats is even.
2. Resolutions are passed publicly as long as three member specialist societies request a secret voting process. Voting is secret.

3. The following business matters require a two-thirds majority of those eligible to vote:
 - changing the statutes or dissolving the Swiss College of Dental Medicine
 - accepting new members or expelling members of the Swiss College of Dental Medicine

5.6. Calling a Meeting

1. Annual General Meeting

- the General Meeting takes place in the fourth quarter of each year
- the General Meeting is called and directed by the President. If he is unable to do so, then the Vice-President carries out these tasks. The Council of Delegates is notified 6 months in advance of the meeting's date. The agenda for the meeting must be circulated at least 30 days prior to the meeting. Applications to add to the agenda of business of the Council of Delegates must be lodged with the Board of executives at least 70 days prior to the meeting.

2. Extra-Ordinary Meeting

1. The Council of Delegates meets an extra-Ordinary meeting when:
 - the Board of executives considers this in the interest of the Swiss College of Dental Medicine at least one fifth of the members request such a meeting in writing, listing the proposed agenda
2. An extra-Ordinary meeting must take place within three months of the request being lodged.
3. The procedures and rules of an extra-Ordinary meeting follow exactly those of a General Meeting.

Art. 6 Administration

6.1. Board of Executives

1. The Board of Executives is composed of:
 - the President
 - the Vice-President
 - the General Secretary of the Swiss College of Dental Medicine
 - the Representatives of the Swiss Specialist Dental Societies
2. Adviser taking part in meetings include:
 - the leader of the Society
 - Representatives of the Swiss dental Association (SSO)
3. The leader of the Administration can also be elected as the General Secretary of the Swiss College of Dental Medicine. He assumes these duties in addition to those duties as leader of the Administration.

6.2. Duration of Executives

1. The President and Vice-President are elected by the Council of Delegates of the Swiss College of Dental Medicine for a period of two years. They may be re-elected for only one additional two-year period.
2. Members of the Council of Delegates can be elected to the Board of Executives for a maximum of four years.
3. Members of the Board of Executives can be elected for three period of duties. Interruptions of two or less years do not count.
4. Elected members of the Board of Executives must retire at 70 years. They cease their duties at the General Meeting of the Council of Delegates of that year.
5. The general Secretary is elected by the Council of Delegates for a four-year period. One re-election is possible.

6.3. Functions and Authority

1. The Board of Executives is the main organ of the Swiss College of Dental Medicine. The Board prepares the motions for the Council of Delegates and oversees that the motions are carried out. It also represents the College externally.
2. The Board's authority covers all types of business, including those not covered by regulations or the statutes of other organs within the College. Such as:
 - a) determining the structure and administration of the of the Swiss College of Dental Medicine, its field of authority and its signatory rights.
 - b) appointing its administrative office
 - c) setting up working groups and projects
 - d) fixing middle- and long-term goals
 - e) approving concepts and plans of action
 - f) furthering relationships to its member specialities, to national and international authorities, organisations and private offices
 - g) promulgating regulations
 - h) appointing representatives of the Swiss College of Dental Medicine to other organisations or groups
3. The Board' of Executives can regulate the internal organisation of a business regulation

6.4.Procedures for Passing Resolutions

1. The Board of Executives is called together by the President or when he is absent by the Vice-President. When at least four members call for a meeting, the Board of Executives must meet within eight days.
2. The Board of Executives has a quorum when at least one half of the members are present.
3. Motions of the Board of Executives are accepted by a simple majority of the cast votes. The president has a casting vote when the number of votes cast is even
4. Any member of the Board of executives can request a secret vote.

6.5.Representation

The President, or if he if he is hindered, the Vice President or the General Secretary can represent the Swiss College of Dental Medicine.

Art. 7 Auditors

1. The Council of delegates elects auditors from a certified company for a period of four years.
2. The auditors examine the finances and prepare the balance sheet for the Board of Executives and the Council of delegates.

Art. 8 Administrative Office

8. 1. Organisation

1. The Administrative Office carries out the instructions under the supervision of the Board of Executives, represented by the President.
2. The Board of Executives determines the structure of Administrative Office.

8. 2. Duties

1. The Administrative Office supports the organs of the Swiss College of Dental Medicine
2. As a service organisation, the Administrative Office supports the member societies in carrying out their duties.

8. 3. Leader

1. The leader of the Administrative Office is elected by the Board of Executives.

2. He leads the Administrative Office.
3. The leader of the Administrative Office takes part in meetings of Board of Executives with an advisory capacity.

Art. 9 Financial and Legal Matters

9. 1. Financial Matters

Income of the Swiss College of Dental Medicine occurs as follows:

- a one-time admittance of Fr. 5.- per member of the incoming specialist society
- an annual membership fee of Fr. 10.- per member of the incoming specialist society
- federal subsidies
- profits of professional meetings
- other sources

9. 2. Liquidating the capital

If it is decided to liquidate the Swiss College of Dental Medicine, the Council of Delegates votes on how to distribute the College's existing funds.

Art. 10 Concluding Comments

These statutes were formulated, accepted and put into action on Wednesday 20th June 2001 by the Founding members of the Swiss College of Dental Medicine

The statutes were revised during the first meeting of the Council of Delegates Swiss College of Dental Medicine on Tuesday 27th November 2001.

Bern, 27th November 2001

The President: signed K. Lang

The Secretary: signed Adrian Glatthard

Bern, 20th June 2001

The Founding Members

SVPR The Swiss Society for Preventive and Restorative Dentistry
Signed: Peter Minnig, Dr. med. dent.

SVK The Swiss Society for Paedontics
Signed: Hubertus van Waes, Dr. med. dent.

SSE The Swiss Society of Endodontology
Signed: Fred Barbakow, BDS MSc

SSP The Swiss Society for Periodontology
Signed: Ulrich Peter Saxer, Prof. Dr. med. dent

SGKG The Swiss Society for Paedontics
Signed: Klaus W. Grätz, Prof. Dr. med. dent