

TANZANIA DENTAL ASSOCIATION

(TDA)



Constitution

Prepared by:

The Tanzania Dental Association Management Committee

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1. Article I: Designation

1.1. The Name of the Association shall be **“Tanzania Dental Association (TDA)”**

1.1.1. The Tanzania Dental Association is the Association of Dental Practitioners registered in Tanzania by the Medical Management Committee of Tanganyika

2. Article II: Emblem Of The Association

The emblem of the Association shall be a circle bearing the name of the Association around the signs of a snake, Mswaki, a probe and a mouth mirror in the centre.

3. Article III: The Patron/Patroness

3.1. There shall be a Patron/Patroness who shall be appointed by Management Committee approved by the AGM and shall serve for five years and be eligible for re-election.

4. Article IV: Aims and Objectives

The aims and objectives for which the Association is established are:

- 4.1. To ensure, maintain and safeguard the interests, privileges and welfare of its members.
- 4.2. To promote the dental and allied sciences, to maintain the honour and interests of the dental profession and to uphold a high standard of medical and dental ethics and conduct among its members.
- 4.3. To act as a representative body of the dental profession in Tanzania and to liaise with and advise the Government on general and oral health matters.
- 4.4. To encourage and where possible assist members to attend professional development scientific meetings, symposia and workshops, which are held inside and outside Tanzania.
- 4.5. To disseminate technical information and research findings in the field of dentistry and allied sciences through the Tanzania Dental Journal. The journal will be for all intents and purposes as the official organ of the Association.

- 4.6. To maintain liaison by meeting, correspondence or otherwise with members of other health related associations and other related bodies throughout the world.
- 4.7. To seek and raise funds by such means that are desirable and within legal parameters to enable the Association to achieve its objects.
- 4.8. To employ advisors, experts and other staff for all or any of the objects of the Federation;
- 4.9. To establish or assist in the establishment of centers in suitable premises for the use and benefit of its members and to advocate the causes of the Federation and to publish newsletters, brochures, periodicals, books and other publications as the Management Committee of the Federation may deem desirable for the promotion of the objects of the Federation;
- 4.10. To acquire any moveable or immovable property and any buildings or things whatsoever and sell, dispose of, mortgage, lease or otherwise deal with all or any part of the property or rights of the Federation;
- 4.11. To enter into any arrangement with any government or authority that may seem conducive to the Federation's object or any of them, and to obtain from such government or authority any rights, privileges and concessions which the Federation may think desirable to obtain;
- 4.12. To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Federation in the form of donations, annual subscriptions or otherwise;
- 4.13. To apply to any government or authority, public body, corporation, company or person for and to accept grants or gifts of money and of any moveable or immovable property, donations, subscriptions and other assistance with a view to promoting the objects of the Federation;
- 4.14. To draw, execute or otherwise deal with negotiable or transferable instruments;
- 4.15. To foster public interest in the professions

5. Article V: Membership And Fellowship

5.1. Ordinary Membership

Every practitioner registered to practice dentistry by the Medical Management Committee of Tanganyika shall be eligible for ordinary membership.

5.2. Associate Membership

Any person who holds a medical or dental qualification which may not be registerable by the Medical Management Committee of Tanganyika, or who holds qualification approved by the National Management Committee in para-medical or biological sciences shall be eligible for associate membership.

5.3. Student Membership

Students studying at the Medical or Dental faculty of any recognized University or College shall be eligible for student membership.

5.4. Honorary Membership

The National Management Committee may confer honorary membership by election of individuals, who are not ordinary or associate Members of the Association, who have made outstanding contributions for the promotion of the objectives of the Association.

5.5. Foreign Members

Medical and dental practitioners who are registered in foreign countries may apply to be elected as foreign members.

5.6 Honorary member

Person approved by the Management Committee who does not fall in the afore said categories 5.1 to 5.5

5.7 Life member

This shall be accorded to those who in the opinion of the Management committee deserve that honour, namely retired Dentists, eminent Dental professional and allied health workers

5.6. Mode of Members' Election

- 5.6.1 All members of the Association shall be elected by the Management Committee or by a committee authorized by the Management Committee.
- 5.6.2 Every candidate for membership shall apply in writing to the Association indicating professional qualifications and abridged curriculum vitae.
- 5.6.3 Every candidate shall state in his/her application his/her agreement, if elected to abide by the Constitution, Rules and Ethics of the Association.

6. Article VI: Management Committee

- 6.1 The Tanzania Dental Association shall be governed by a Management Committee, which shall consist of members elected by the General Meeting of the members.
- 6.2 The Management Committee* shall be composed of the following:-

- (i) The President,
- (ii) President – Elect
- (iii) Immediate Past President
- (iv) Honorary Secretary
- (v) Honorary Treasurer
- (vi) Assistant Honorary Secretary
- (vii) Editor of the Tanzania Dental Journal (TDJ)
- (viii) Zonal Branches Chairpersons (Where available)
- (ix) Three ordinary members elected by the Annual General Meeting
- (x) Three Students representative(s) {Allied Sciences, DDS, Postgraduate}

***At least 30% of the members shall be women**

- 6.3 The Quorum of the Management Committee shall be half of the members
- 6.4 Executive Committee
 - 6.4.1 There shall be an Executive Committee of the Management Committee which shall consist of: -
 - (i) The President
 - (ii) President elect

- (iii) Immediate Past President
- (iv) Honorary Secretary
- (v) Honorary Assistant Secretary
- (vi) Honorary Treasurer
- (vii) Editor TDJ
- (viii) FDI Liaison officer

6.4.2 The quorum for the Executive Committee shall be half of the members.

6.5 **Co-opted members**

The elected members of the Management Committee may co-opt not more than three persons from amongst membership of the Association to be Management Committee members for a period not exceeding the term of that of Management Committee.

6.6 **Term of office**

The MC members shall serve a three-year term, which is renewable for one more term.. Except the President, at the end of the first term officers may be re-election for a second term of office provided that only a third of the MC members in the first and second terms from the commencement of this constitution shall offer themselves for election.

6.7 **Non-attendance of meetings**

Any MC member who fails to attend three consecutive MC meetings within the Association's year shall be removed from office unless a majority of the MC members present and voting at the meeting from which the member is absent for the third time votes to excuse the absences.

6.8 **Committees**

The Management Committee may at any time appoint one or more Committees consisting of such persons belonging to members as it shall think fit to advise and assist the Management Committee in carrying out of its functions. The functions and duties of such Committees may be varied at any time by the Management Committee. Committees may be dissolved by the Management Committee at any

time but until dissolved shall continue in existence notwithstanding changes in the composition of the Management Committee.

6.9 Management of the Secretariat

The Management Committee may at its sole discretion employ such person(s) on such terms and conditions as it may deem fit to constitute the Secretariat of the Association and upon whom it may delegate any duties and responsibilities as appropriate.

6.10 Vacancies in Office

In the event of a vacancy in office of any officer during the term of office the Management Committee shall have power to elect a member of the Management Committee, or an ordinary member of the Association, to hold the office vacated until the next Annual general Meeting

7. Article VII: Powers and Duties of the Management Committee

- 7.1 To manage the activities of the Association and its financial affairs so as to carry out its aims and objectives
- 7.2 In order to carry out its aims and objectives the Management Committee shall have the power to sanction any expenditure.
- 7.3 The Management Committee shall have the power to appoint subcommittee from the members from the Association
- 7.4 The Management Committee may make, repeal or amend the Constitution at a General Meeting, provided sanction to do so is given by a majority of $\frac{3}{4}$ of the members present at the Annual General Meeting.
- 7.5 The Management Committee shall be considered to have retired from office at the end of its working term, but shall act until the new Management Committee takes over the reigns of administration.

8 Article VIII: Duties of the Management Committee Members

8.1 President

- 8.1.1 He/she shall preside over and conduct all the meeting of the Association and the Management Committee.

- 8.1.2 He/she shall be the official spokesman of the Association and shall represent the Association at such function as well be deemed essential in the interest of the Association
- 8.1.3 He/she can postpone any decision of the Management Committee for one month if he/she considers it to be necessary and in the best interest of the Association. Provided an emergency meeting is not called within the period of such a month, such a decision is not reversed or modified by the Emergency meeting, such decision shall become effective.
- 8.1.4 To supervise the running of all the activities of the Association and give guidance to office bearers hen necessary.
- 8.1.5 He/she shall sign the minutes of the Management Committee and the General Meeting.
- 8.1.6 He/she shall present the annual report to the General Meeting.

8.2 Vice President

- 8.2.1 Assist the President in performing his/her duties and functions
- 8.2.2 To exercise all the powers of and to perform the duties of the President in the latter's absence.

8.3 Honorary Secretary

- 8.3.1 Convene all the General and Management Committee Meeting according to the provision of the constitution.
- 8.3.2 Keep records of the proceedings of all such meetings.
- 8.3.3 Manage all the activities of the Association and Implement the decision of the Management Committee.
- 8.3.4 Attend to all correspondences.
- 8.3.5 See that all the rules are being observed and carried out from time to time.
- 8.3.6 He/she will maintain an up to date member's registrar and will notify and advise the Treasurer of any change in the member's address.
- 8.3.7 In the absence of the Hon. Secretary any other office bearer chosen by the Management Committee will perform his/her duties.

8.4 Hon. Treasurer

The Hon. Treasurer will:-

- 8.4.1 Receive member's fees and money for entrance and subscription he/she will receive all donations for the Association.
- 8.4.2 Make all the payments required by the Management Committee.
- 8.4.3 Keep proper accounts of the amount of money received and paid duly supported by vouchers.
- 8.4.4 Sign all the vouchers conjointly with the President.
- 8.4.5 Safeguard the funds of the Association and will look after all the financial affairs in liaison with the President and/or the Hon. Secretary.
- 8.4.6 On completing his/her term in office, hand over to the new Hon. Secretary all the books of accounts and cash together with a proper statement of outstanding payments.
- 8.4.7 Prepare the Accounts for Audit purposes and submission to General Meeting.

8.5 Honorary Assistant Treasurer

- 8.5.1 Assist the Honorary Treasurer in performing his/her duties and functions
- 8.5.2 Performing duties and functions of Honorary Treasurer in his/her absence
- 8.5.3 Responsible for organization of the fund raising activities
- 8.5.4 Responsible for recruitment of members

8.6 Honorary Publicity Secretary

- 8.6.1 Assist the Honorary secretary in performing his/her duties and functions
- 8.6.2 Be responsible for publicity matters relating to the Association with the public in consultation with the Executive Committee
- 8.6.3 Be responsible for upholding the good name and image of the Association by publicizing the Association's activities

9 Article IX: Finance

- 9.1 It shall be the duty of the members to provide the financial support of the Association
- 9.2 The Management Committee shall determine the subscriptions of the members of the Association from time to time, provided that the subscription fee for student membership shall not exceed 50% of the ordinary membership fee.

9.3 Members who for three consecutive years have failed to remit their subscriptions shall cease to be members unless excused by the Management Committee

9.4 **Financial Management**

9.4.1 All funds of the Association will be paid into the Muhimbili Branch of the National Bank of Commerce.

9.4.2 The accounts will be operated by the Hon. Treasurer in conjunction with the President and/or Hon. Secretary of the Association. All cheques must bear the signature of the President.

9.5 **Audit**

9.5.1 The accounts of the Association will be audited annually or oftener if required.

9.5.2 At the annual general meeting, the MC shall present an income and expenditure statement for the period since the last statement. A Balance Sheet as at the date on which the income and expenditure statement is made up shall be prepared every year, and presented at the annual general meeting.

9.6 **Financial Year**

This financial year of the Association will be from July to 30th June each year.

10 **Article X: Meetings**

10.1 **Annual General Meeting.**

10.1.1 There shall be an Annual General Meeting to be held once every year or not more than 18 calendar months after holding the last preceding meeting.

10.1.2 The quorum for an Annual General Meeting shall be 25% of bonafide members on the register for that year.

10.1.3 The Management Committee shall decide the venue of the Meeting.

10.1.4 The Management Committee and Annual General Meetings shall be presided over by the President or in his absence by the President elect or in their absence by a Chairperson appointed by the meeting from its ordinary members.

- 10.1.5 Questions arising at any Meeting of the Annual General Meeting shall be decided upon by a majority of votes. In case of equality to votes, the Chairperson shall have a final casting vote.
- 10.1.6 Only Student leaders shall have the right to vote.
- 10.1.7 The General Secretary shall be responsible for recording the Minutes of the Annual General Meetings, and all correspondences of the Association.
- 10.1.8 The Treasurer shall collect and receive the subscriptions and other monies payable to the Association, maintain the Association’s bank account and discharge all accounts which shall be ordered by the Management Committee or Executive Committee.

11 Extraordinary General Meeting

- 11.1 On receipt of a requisition signed by at least 25% of the total members of the Association and the reason for such requisition to call an Extraordinary General Meeting, the Hon. Secretary will call such meeting within two months of the receipt of such requisition, after giving one month prior notice to the members.
- 11.2 The Management Committee may whenever it finds fit at least before 21 days, convene an Extraordinary General Meeting for the purpose of considering any matter.

11.3 Management Committee Meetings

- 11.3.1 The Management Committee shall host meetings at least four times a year.

11.4. Notice of Meetings

- 11.4.1 At least 21 days notice of the holding of a General Meeting, and 7 days of a Management Committee Meeting, specifying the place, the day and the hour of the meeting, shall be given in the form of a notice to all members by the Honorary Secretary.

11.5. Quorum of Meetings

11.5.1 The quorum for an Annual general Meeting shall be 25% and for an extraordinary General Meeting 10% of the registered members, at least half of who must be ordinary members.

11.6. The Executive Committee

11.6.1 The quorum shall be a 50% of the Members

11.6.2 The Meetings shall be held as often as possible in order to determine the day to day issues of the Association and plan for Meetings of the Management Committee and Annual General Meetings.

11.6.3 Decisions shall as far as is possible be by consensus. Should voting be necessary, the Chairperson shall have the casting vote if the votes for either side are equal.

12 Article XII: Tanzania Dental Journal

12.1 Members of the Editorial board

- (i) The Editor
- (ii) The Deputy Editor
- (iii) The Secretary
- (iv) Five ordinary members

12.1.1 The quorum shall be 50% of the Members.

12.1.2 The Meetings shall be held as frequently as requirement of their business shall demand.

12.1.3 The Editorial board shall have power to regulate their activities in consultation with the Executive Committee.

12.1.4 The Editorial Board shall be answerable to the Management Committee.

12.1.5 The term of office of the Editor of Tanzania Dental Journal shall be four years. At the end of the four-year term, Editor can be re-appointed based on performance evaluation by the Management Committee.

12.1.6 The term of office of the Editorial board members shall be four years. At the end of the four-year term, the Editor shall propose the members of the Board to the TDA Executive and Management Committees for approval and re-appointed. In any event, at least one third of the Board members must be retained to maintain the viability and strength of the journal.

12.1.7 The Board shall open an account to be called the Tanzania Dental Journal Account for running the Tanzania Dental Journal. The signatories for this account shall be of the following: The Editor, the Treasurer and the President of the Association.

12.1.8 The Treasurer shall present audited statement of accounts of Tanzania Dental Journal to the Management Committee and Annual General Meeting.

13 Article XIII: ELECTIONS

13.1 A TDA member of good professional standing of the Association who has been a member not less than 5 consecutive years shall be eligible for election into any office of the Management Committee.

13.2 The President elect shall be nominated by the Management Committee amongst members serving in the current Management Committee and approved by the Annual General Meeting.

13.3 The elections shall be by a secret ballot. All ordinary and associate members shall have the right to vote.

13.4 The term of office of the Management Committee shall be three years. All members of Management Committee shall be eligible for re-election.

13.5 The Annual General Meeting shall elect one returning Officer and two assistants who will conduct the elections.

14 Article XIV: ZONAL BRANCHES

- 14.1 Certain geographical areas of the country may be designated by the Management Committee into Zonal Branches of the Association, provided there at least ten ordinary members.
- 14.2 Each such branch is an integral part of the association and must follow the Constitution of the Association
- 14.3 The Zonal Branch shall elect a Zonal Chairperson, a Zonal Secretary and a Zonal treasurer and these shall constitute a Zonal Management Committee for a period of the office of three years.
- 14.4 The Chairperson shall chair all the meetings in the Zone.
- 14.5 The Zonal Secretary shall be the secretary of all the Zonal meetings, keep records and be responsible for all correspondence of the Zonal Branch.
- 14.6 The Zonal Treasurer shall on behalf of the Honorary Treasurer of the Association be responsible for the collection of all fees payable to the Association and forward to the Honorary treasurer all yearly collections together with a full account of all monetary transactions of the Branch.
- 14.7 Each Zonal branch shall hold Zonal Branch Meetings at least three times a year and report its activities to the Management Committee. The quorum of Zonal branch meeting shall be at least a half of the members.

15 Article XV: AMENDMENTS

- 15.1 The Constitution may be amended by a two thirds majority vote of the members present at a duly called General meeting, provided notice of such meeting and the proposed amendments have been sent to the members at least 7 days prior to such a meeting.

16 Article XVI: Winding Up

The Association may be wound up voluntarily whenever a special resolution to that effect is valid passed by the General Meeting.

17 Article XVII: Constitution Meaning

In the event of any dispute as regards the interpretation of the Association's constitution, the Managing Committee's ruling will be final.

18 Article XVIII: TDA Standing Committee

1. Finance and Planning
2. Ethical and Disciplinary
3. Social Welfare and Public Relations
4. Scientific, Research and Publication
5. Community Services