

Network of Erasmus Based European Orthodontic Postgraduate Programmes (NEBEOP)

Bylaws

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Network of Erasmus Based European Orthodontic Postgraduate Programmes (NEBEOP)

The Network is a group of postgraduate programmes in the discipline of orthodontics that comply with the most recent guidelines of the Erasmus Programme for postgraduate education in orthodontics in Europe (European Journal of Orthodontics 2014;36:340-349). Each programme is represented by an orthodontist or his representative, who is in charge of the postgraduate programme in orthodontics at a university or an academic institute and who is a member in good standing of the European Orthodontic Society (EOS). The primary concern of the network is education, specific to the specialty of orthodontics and its main purpose is the advancement of orthodontic postgraduate training in Europe.

Chapter I – General

Name	Section I.1 The name of the Network is « Network of Erasmus Based European Orthodontic Postgraduate Programmes (NEBEOP) ».
Objectives	Section I.2 The objectives of the Network include the following: <ul style="list-style-type: none">• to improve the level of postgraduate education in orthodontics in Europe• to advocate NEBEOP guidelines, known as the ERASMUS guidelines, which promote high quality postgraduate education in orthodontics in Europe (European Journal of Orthodontics 2014;36:340-349)• to exchange information on the educational content of postgraduate programmes in orthodontics• to establish educational collaborations between orthodontic postgraduate programmes in Europe• to serve as a knowledge platform for postgraduate education in orthodontics in Europe• to strive for inclusion within the Network of all programmes that provide high quality postgraduate education in orthodontics in Europe and comply with the NEBEOP standards• to seek cooperation with comparable orthodontic networks and organizations in other regions and countries• to organize educational events including the annual orthodontic Teachers' Forum meeting
Organization	Section I.3 The Network is part of the Educational Forum. The Educational Forum comprises NEBEOP and the European Orthodontic Teachers' Forum (EOTF).
NEBEOP Limited	Section I.4

	<p>The legislative body of the Educational Forum is NEBEOP Limited, a company governed by the Companies Act 2006 (United Kingdom). All legal issues concerning the Educational Forum are handled by NEBEOP Limited. NEBEOP Limited has three directors, one representing the EOS, one representing the European Federation of Orthodontic Specialists Associations (EFOSA), and one representing the Educational Forum. The latter representative is assigned by the Board of NEBEOP.</p>
Legislative Body	<p>Section I.5 The legislative body of the Network is the NEBEOP General Assembly, comprising representatives from the Full Members present at the Annual Meeting. The NEBEOP Annual Meeting takes place at the time of the Annual Congress of the EOS.</p>
Voting	<p>Section I.6 Each full member has one vote. Voting is normally carried out by a show of hands. At the request of one of the members, voting will be performed by ballot. Unless otherwise stated, a majority vote of the General Assembly will signify approval. One half of the total full membership present at the NEBEOP Annual Meeting will constitute a quorum.</p>
Executive Body	<p>Section I.7 The executive body of the Network is the NEBEOP Board.</p>
Language	<p>Section I.8 English is the only official language of the Network.</p>
Office	<p>Section I.9 The network office will be based at the address of the NEBEOP Secretary.</p>
Website	<p>Section I.10 The website of the Network is www.nebeop.org</p>
	<p>Chapter II – Membership</p>
General eligibility	<p>Section II.1 The Network comprises a group of postgraduate programmes in orthodontics that comply with the most recent guidelines of the Erasmus Programme for postgraduate education in orthodontics in Europe (European Journal of Orthodontics 2014;36:340-349). Each programme is represented by the orthodontist in charge or his representative from a university or academic institute who is a member in good standing of the EOS.</p> <p><i>Programme</i></p> <ul style="list-style-type: none"> ○ Structured programme ○ Minimum of 3 years full time or equivalent

- Delivered in universities or institutes with a nationally recognized academic affiliation. Accredited according to national standards, if applicable

Clinical activity

- Clinical activity (chair-side time) minimum 16 h/week (approx 2000h over the 3-year programme)
- Treatment of at least 50 new cases with a variety of malocclusions
- Clinical supervision by a specialist in orthodontics
- If part of the education is performed in private or hospital clinics, these clinics must have an official affiliation with a university

Theoretical education

- Based on a structured programme
- Lectures and seminars equivalent to at least 5h/week (minimum 600h over the 3-year programme) distributed over the entire educational period
- Treatment planning or treatment evaluation seminars or discussions equivalent to at least 3h/week
- Assessment of knowledge throughout the education period and a summative final examination.

Research

- Protected research time allocated with provision of academic guidance. The research should be of sufficient quality to lead to a scientific publication or a congress presentation

Members

Section II.2

The Network comprises of following types of members as defined in section II.3:

- Full NEBEOP members
- Provisional NEBEOP members

Full Members

Section II.3

- Have the right to attend all meetings, be eligible to vote, hold office, become guarantors for provisional members, and to publicize their membership according to the rules set forth by NEBEOP
- Must participate at least twice every seven years, as assessors in an evaluation procedure of a programme that has applied for full membership.
- Full membership is granted for a period of seven years. Subsequently membership is renewed with a further application (Ch II, section 10).
- Full membership commences on September 1 in the year in which full membership was announced at the General Assembly.

Provisional Members

Section II.4

- Have the rights, privileges and obligations of full members, except the right to vote, to hold office, to serve as an assessor in the evaluation process of a programme, and to publicize membership.
- Provisional membership lasts for a minimum period of two and a maximum of five years. After this period, membership is lost if full membership is not applied for.

Application for Provisional Membership

- Provisional membership commences on September 1 in the year in which provisional membership was announced to the General Assembly.

Section II.5

- An applicant for provisional membership must complete a self-assessment form (Appendix 1) proving that the programme broadly fulfills the requirements for membership. Two full members should serve as sponsors (guarantors) to the application.
- The application is submitted to the NEBEOP Board before April 1st prior to the NEBEOP Annual Meeting.
- Applicants must be eligible for membership in accordance with the requirements set forth in Chapter II, Section 1.
- After loss of provisional membership an applicant can only re-apply after two further annual meetings.

Admission for Provisional Membership

Section II.6

- The NEBEOP Board decides on admission based on the requirements as set forth in Chapter II, section II.1 and II.5 by a majority vote.
- The NEBEOP Board then announces its decision to the General Assembly.
- If the Board rejects an application, the applicant may appeal to the NEBEOP General Assembly. A $\frac{2}{3}$ majority vote is required to over-ride the decision of the Board.
- The NEBEOP Board communicates the result to the applicant.
- In the case of rejection, an applicant may re-apply for provisional membership after a further two annual meetings.

Application for Full Membership

Section II.7

- Provisional members, who have held membership for at least two years and no more than five years, should apply for full membership.
- The application for full membership must be made in writing to the Board.
- The application comprises an application letter and an extensive self-assessment of the programme (Appendix 2a and 2b).
- The application for full membership must be submitted before April 1st prior to the next NEBEOP Annual Meeting
- During a site visit, the programme is evaluated by two external assessors, assigned randomly from the pool of assessors, by the Board. The assessors meet the programme director, members of staff and the postgraduate students. They also inspect the clinics, the research facilities and other infrastructure, as well as the organization and running of the programme (Appendix 3).
- The two assessors submit a final report to the Board.

Admission for Full Membership

Section II.8

- The Board decides on admission based on the requirements as set forth in Chapter II, section II.7 by a majority vote
- The Board communicates the result to the applicant and announces the decision to the General Assembly.

- If an application for full membership is rejected by the Board, the applicant may appeal to the General Assembly. A $\frac{2}{3}$ majority vote is required to over-ride the decision of the Board.
- Rejected applicants may re-apply for full membership after 3 further annual meetings. They should only re-apply after consultation with the Board.

End of Membership

Section II.9

Provisional membership ends after five years, and full membership after seven years, unless the member engages in the assessment procedure or re-assessment procedure, respectively.

Renewal of Full Membership

Section II.10

To renew full membership, full members should re-apply during the 7th year of their membership.

- The application for renewal of full membership must be made in writing to the Board.
- The application process comprises an application letter and an extensive self-assessment of the programme (Appendix 2a and 2b).
- Application for renewal of full membership must be submitted before April 1st prior to the next NEBEOP Annual Meeting

Admission for renewed full membership

The requirements for renewal of full membership are the same as outlined in Section II.7 for admission for full membership.

Loss of Membership and Disciplinary Measures

Section II.11

- A programme may resign from membership, which requires a written resignation to the Secretary.
- Disciplinary measures, which may take the form of a reprimand, censure, or expulsion, can be taken at the discretion of the Board subsequent to:
 - a) failure to comply with the Bylaws of NEBEOP
 - b) abuse of NEBEOP's name
 - c) other misdemeanors

In the event that the Board decides that exclusion from membership is necessary, this must be approved by a $\frac{2}{3}$ majority vote of the General Assembly at the Annual General Meeting.

Re-installment of membership

Section II.12

A full member may be re-installed through a written request to the NEBEOP Board. This must be approved by a $\frac{2}{3}$ majority vote of the General Assembly at the NEBEOP Annual Meeting.

After a membership lapse of more than two years, membership can only be re-installed by application as a provisional member, unless the NEBEOP Board deems otherwise.

Chapter III-Organization

Organization	<p>Section III.1</p> <p>The organization of the Network includes:</p> <ul style="list-style-type: none"> • the NEBEOP Board • Such other ad-hoc committees, installed by the Board and approved by the General Assembly.
Board	<p>Section III.2</p> <p>The Board comprises of:</p> <ul style="list-style-type: none"> • the President • the Vice President • the Secretary • the Secretary Elect <p>The officers should be full members of NEBEOP and should represent programmes from different countries. They will automatically shift functions through the hierarchy from Secretary-elect to President. Every second year, elections will be held for the position of Secretary elect.</p>
Election and Term of Office of the Board Members	<p>Section III.3</p> <ol style="list-style-type: none"> a) Board members are elected from amongst the full members by the General Assembly during the NEBEOP Annual Meeting. b) Board members are elected for a maximum term of eight years. c) No member can be elected for more than one term. d) Every uneven year, election of the Board will take place for one position, namely Secretary elect, unless a vacant position in the Board occurs. e) Full members have the right to propose candidates for Board members. Nominations should be sent by e-mail to the Secretary before April 1st prior to the following Annual Meeting. Each nomination must be supported in writing by at least two full members from other countries than the nominee's country. Any nomination-must include a letter of acceptance for the nomination by the proposed candidate. The nominations will be made known to the full members by the Secretary before May 1st prior to the next Annual Meeting. f) Election of Board members takes place through a closed ballot at the annual meeting. g) In the event of the vote being tied, the President has a casting vote. h) Newly elected Board members will take office starting on September 1st after the Annual meeting. Any retiring member must complete all relevant business before this time.
Duties of the Board	<p>Section III.4</p> <p>It is the duty of the NEBEOP Board:</p> <ol style="list-style-type: none"> a) to act as the administrative and executive body of the Network with responsibility to submit proposals governing the policies of the Network to the General Assembly. b) to evaluate the applications for provisional and full membership according to the Bylaws and the policies developed by the Network.

**Duties of Board
Members**

- c) to select and appoint the assessors of the applicants for full membership.
- d) to examine the assessment report of the assessors after their site visit
- e) to decide if an applicant for provisional or full membership has attained the standards required of membership
- f) to announce to the General Assembly
 - o the date, place and topics of the NEBEOP Annual Meeting
 - o the admission or expulsion of members
- g) to organize the annual Teachers' Forum in connection with the Annual Congress of the EOS

A majority of the Board will constitute a quorum.

The Board meets at the NEBEOP Annual Meeting. The Board may also meet at the request of the President or other Board members.

If the Board vote is evenly divided, the President holds the casting vote.

Section III.5

a) The *President* will:

- Preside at all meetings of the Network and the Board
- Assume all other duties relevant to the office of President
- Represent the NEBEOP in the EOS as a co-opted member in the EOS Council
- Act as the director of NEBEOP Limited
- Present an Annual Report at the closing business meeting of the EOS

b) The *Vice-President* will:

- Assume the responsibilities of the President in case of his/her absence or inability.

c) The *Secretary* will:

- Keep a record of the proceedings at all the meetings of both the Network and the NEBEOP Council
- Maintain contemporary records of members of the Network including contact details
- Keep a record of the applicants examined and the decisions and recommendations made. These records are confidential and only the Board has access to these records.
- Conduct all the correspondence for the Network
- Be custodian of, and responsible for, all related papers and digital files
- Present an Annual Report at the Annual Meeting of NEBEOP.
- Provide detailed information to the assessors prior to their on-site visit.
- Inform applicants of any NEBEOP Board decisions.
- Be responsible for keeping records of the Network and provide the minutes of all the meetings. These minutes should be approved by the General Assembly and the NEBEOP Board.
- Announce any vacant positions before April 1st and the proposed names before May 1st prior to the next NEBEOP Annual Meeting, if elections are to be held.
- Ensure that all relevant documentation is sent to the EOS office.

d) The *Secretary-elect* will:

- Assist the Secretary in his/her duties
- Assist in maintaining an accurate record of members and the length of their period as Provisional or Full members

Chapter IV-Amendments to the Bylaws

Section IV.1

Amendments can be instigated through a $\frac{2}{3}$ majority vote of the General Assembly. If a quorum is not reached, decisions will be taken at the next Annual Meeting with no quorum requirements. In such a case, decisions will be taken by the members present at that meeting following a $\frac{2}{3}$ majority of votes.

Section IV.2

Any proposals for amendments must be submitted to the Secretary before April 1st prior to the next Annual Meeting and circulated to the membership before May 1st prior to that Annual Meeting.

Section IV.3

Amendments cannot be proposed more than once in 2 years.

Chapter V-Dissolution of the Network

The Network may be dissolved by a $\frac{2}{3}$ majority vote of the General Assembly, which would then decide the process of eventual liquidation.

The Network may also be dissolved if the number of members is reduced to four or fewer.