



# **Constitution of Dental Students' Scientific Association of Egypt**

*Founded in 1972  
Faculty of Dentistry, Alexandria University  
Egypt*

The constitution is composed of three main sections:

## **I- Section one: Articles**

This section includes all the data regarding the foundation and the establishment of the Dental Students' Scientific Association of Egypt.

## **II- Section two: Internal laws**

This section includes all laws and rules running the Association.



### III- Section three: Standing orders

This section includes the rules of the General Assembly and decision-making procedures.

Note: the reference name of the Dental Students' Scientific Association of Egypt in this constitution is: DSSA-EGYPT

The G.A. refers to the General Assembly.

The Ex.Co. refers to the Executive Committee.

### **The first section: the Articles**

The General Assembly adopted and ratified all articles included in the first section in July 1972 in its first session.

The Constitution was revised and approved by the President of Alexandria University and the Dean of the Faculty of Dentistry at that time.



Further amendments were approved by the General Assembly in July 2000 in its last session.

Further amendments were made on the DSSA-EGYPT General Assembly in February 2006.

Further amendments were made and approved on the DSSA-EGYPT General Assembly in July 2009.

Latest amendments were made and approved on the DSSA-EGYPT General Assembly in November 2010, revised by the General Secretary 2010-2011 (Mr.Aly Abdel Rehim)

**Article 1: Establishment of DSSA-EGYPT**

By the assembly of 26 persons including: Vice Dean for Education & Students Affairs, one staff member, 2 young dentists & 22 dental students, it was agreed to re-establish the DSSA-Egypt, to assume tasks mentioned in article 4 of the first section.

**Article 2: Name of the association**

The name of the association was agreed to be: “THE DENTAL STUDENTS’ SCIENTIFIC ASSOCIATION of EGYPT” and in this constitution referred to as “DSSA-EGYPT” with referral meaning kept constant.

**Article 3: Official legal status:**

Section 1: The legal form

DSSA-EGYPT is a private organization following the Egyptian law of private associations.

Any law cases shall be discussed under the jurisdiction of primary courts of Alexandria.

Section 2: Dissolution

Dissolution of the Association shall require full majority voting and the approval of the Dean of the Faculty of Dentistry, Alexandria University and the President of the Association.

All assets of the Association shall be delivered to the Faculty bank account at: The Central Bank, Alahly Branch, and Elgamaa office.



**Article 4:** the purpose of Association

a- To act as a non-political association, which aims at gathering all interests of the Egyptian dental students.

b- To officially represent Egyptian dental students in local and international events.

**Article 5:** Activities

All activities are listed in the Second Section of this Constitution under Chapter Four of the Second Section of the Constitution.

**Article 6:** Central office

The central office of the Association shall be: the conference room, fourth floor, Faculty of Dentistry, Alexandria University, Champollion Street, Azarita, Alexandria, Egypt.

**Article 7:** Official language

English shall be the official language of the Association & all administrative, correspondence & other paperwork shall be written in English.

Arabic shall be used in correspondence with local authorities, when deemed necessary as well as during the GA.

**Article 8:** Members of DSSA-EGYPTSection 1: Types of membershipA-Organization membership

- 1- Faculty membership
- 2- Corresponding membership

B-Personal membership

- 1 - Honorary membership
- 2- Working membership
- 3- Individual membership
- 4- Supporting membership
- 5- Full membership

Section 2: Requirements of membership

a-Membership of DSSA-EGYPT shall be open to organizations of dental students, organizations of young dentists and any dental students or young dentists not members in any other dental students' associations or organizations provided that they agree to



abide by the Constitution of DSSA-EGYPT & IADS and to have a valid paid membership fee.

b-The constitution of organizations applying for membership and membership applications presented by individuals shall be revised by the Executive Committee and shall finally be approved by the General Assembly after voting by the simple majority.

c-The duration of the membership shall be one year, renewable upon payment of the required fees in the due time.

### **Article 9: Structure of DSSA-EGYPT**

Section 1: DSSA-EGYPT shall consist of:

a-The President

Vice-president (Optional and in absence of the President)

b-The General Secretary

c-Five committees:

- 1- Treasury Committee
- 2- Editorial Committee
- 3-Social Committee
- 4-Scientific Committee
- 5-Student Exchange Committee

d-The Executive Committee

The Executive Committee shall include the President, the Vice-President, the General Secretary and the Head of each of the Five committees. (The Vice-President has the right to vote ONLY in the absence of the President)

e-Members of the Association

Mentioned in section 1, article 8 of the first section.

### **Article 10: The running power of the Association**

Section 1: Legislative Authority

The running power and all legislative authorities shall be borne by the General assembly of the Association.

Section 2: The General Assembly

The General Assembly shall be responsible for running all internal affairs of DSSA-EGYPT. The General Assembly shall be composed of a representative of all organizations and all personal members provided that they hold a running membership.

*I. Voting for Faculty Members:*

- Only the official delegate is allowed to vote.
- His/her power of vote is based on the number of students he/she represents



- 1-50 (1 vote)
- 51-100(2 votes)
- 101-200 (3 votes)
- 201-400 (4 votes)
- 401-... (5 votes)

## *II. Voting for Individual Members:*

The decision they all make according to majority voting is considered as one faculty member and its power is based on the same rule as in point (I)

The elections of the Executive Committee shall be held in the last session at the end of the second term.

### Section 3: Executive Committee

The Executive Committee shall be composed of:

#### 1- The President

The Vice-President

#### 2- The General Secretary

3- Officers of the five committees: Treasurer Committee Officer, Editorial Committee Officer, Social Committee Officer, Scientific Committee Officer and the Student Exchange Officer known as the NEO standing for the National Exchange Officer.

### Section 4: Responsibility of Ex-Co.

The Executive Committee shall be responsible before and report to the General Assembly.

### **Article 11:** Amendments to articles of the first section.

Amendments to the present articles of DSSA-EGYPT shall come into force when a written proposal is submitted to the President one month prior to the next session of the General Assembly and shall only be approved by three quarters of majority voting.

Amendments shall take effect immediately after voting and clearly announced by the President.

### **Article 12:** Current status of the Association.

The Association was established in the Faculty of Dentistry, Alexandria University and was solely supervised by it in the period from 1972 to 2006.



At present, the Association includes, Faculty members as well as individual members.

## **The second section: Internal Rules**

### **Chapter one Membership**





### **Section 1:** Types of membership

#### a- Organization membership

- 1- Faculty membership
- 2- Corresponding membership

#### b- Personal membership

- 1- Honorary membership
- 2- Working membership
- 3- Individual membership
- 4- Supporting membership
- 5- Full membership

### **Section 2:** Basic requirements of organization membership

#### a- Faculty membership:

Faculty membership requires the following:

- 1- A letter from the Faculty Dean approving application of membership of his Faculty to the DSSA-EGYPT.
- 2- Consent of the obligations of the constitution of the IADS and DSSA-EGYPT.
- 3 - Establishment of a local association of dental students that follows the basic structure of the DSSA-EGYPT, with modifications deemed necessary to each association.
- 4- Full payment of the necessary annual fee before due time.
- 5- Active cooperation between the branch association and the mother organization DSSA-EGYPT.

#### b- Corresponding membership:

A free membership shall be awarded to associations representing schools or students' association provided that no other formal local associations are present.

Corresponding membership shall be awarded to above mentioned organizations or association during the first year of their establishment only to allow enough time to fulfill the basic requirements of a full membership.

### **Section 3:** Application procedures of organization membership

a- A written request for membership from the dean of the faculty in the case of faculty membership or from the person in charge of the local association in case of



corresponding membership, must be submitted to the General Secretary thirty days prior to the next scheduled meeting of the General Assembly.

The written request shall be considered by the Ex.Co. If approved the request shall be included in the agenda of the nearest General Assembly meeting.

b- Simple majority voting shall be required for the approval of the request for membership

c- On approval by the General Assembly, a copy of the necessary procedures and the membership protocol shall be handled to the representative of the association and shall be awarded one year free membership to allow enough time to fulfil the necessary requirements of a full membership

#### **Section 4:** Application procedures of personal membership

##### a- Honorary membership

Shall be awarded to individuals who have significant contributions to DSSA-EGYPT and whose work and services were of major importance to the Association.

Honorary membership shall, also, be awarded to former Presidents of the Association or to members who spent more than five continuous years as members of the DSSA-EGYPT. In such case members must be elected by three quarters of votes at the G.A. and shall abstain from any voting in future G.A meetings.

Honorary members shall be given lifetime free membership plus 25% discount on all activities of the DSSA-EGYPT.

##### b- Individual membership

Individual membership shall be open to individuals not affiliated with any formal or local dental associations and wish to join DSSA-EGYPT. Candidates for membership must submit a written request, a filled in application form and two recent photos to the General Secretary before the application deadline at the beginning of the academic year. Approval of membership request shall require a simple majority vote. The annual fee shall be paid to the treasurer who give out and receive application forms.

Individual members shall have a single vote only and have no right of objection.

Individual members have no right to election in the Ex. Co.

##### c- Full membership



Full membership shall be open to Active members of the association, as stipulated in the constitution, and who are committed to regular attendance of the DSSA meetings and participation in its events.

Full members shall pay the yearly registration fees.

Full members shall have the right to vote and shall have a single vote. Full members shall have the right to objection.

Full members shall have the right to election in the Ex. Co.

d- Supporting membership:

Supporting membership shall be given to individuals who are not in the dental profession but they show interest in the DSSA activities and they maintain a business that shall serve the DSSA intentions and activities (A kind of Sponsoring).

Supporting members shall have no right of voting, no right of objection and shall have no right to election in the Ex.Co.

**Section 5:** Shifting from one type of membership to another

a- Organization memberships may be shifted from one type to another provided that a written proposal is submitted thirty days prior to the next scheduled G.A meeting.

b- Individual memberships may not be shifted to another type unless the conditions pertaining to its status are no longer valid.

**Section 6:** Termination of membership

a- Resignation

Membership shall be automatically terminated on submission of a written request to the G.A. provided that no debts or treasuries are in withholding of the resigning.

b- Expulsion

Any member in the Association may be expelled by the president in accordance with the following causes:

Violation of the constitution of DSSA-Egypt

Violation of the code of ethics

Otherwise the G.A. has also the right to expel a member by  $\frac{3}{4}$  majority votes.

1- Expulsion of an organization member

Expulsion of an organization shall require three quarters of voting. The warning letters must be delivered to the Dean or the President of corresponding organization.



## 2- Expulsion of individual member

The President of the association shall hold the power to expel an individual or half of the votes of members shall be required to expel a member.

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## **Chapter two**

### **Running the General Assembly**

#### **Section 1: Holding the G.A.**

##### a- The annual sessions

The first session of the G.A shall be in the second week at the beginning of the academic year, as stipulated in Section 2, Article 10 of the first section of this constitution. The second session is at the end of the first term. The third session is at the beginning of the second term and final session forty days before the end of second term.

##### b- Emergency and closed meetings

Extraordinary unscheduled meetings or closed sessions may be held upon call of Ex. Co. or upon request of half majority of votes.

#### **Section 2: Representation of memberships at G.A.**

a- The President and Ex. Co of the DSSA-Egypt shall be entitled to attend the G. A meetings.

b- All organization and personal members shall be entitled to attend the G.A meetings.

c- Apart from the authorized attendees, observers wishing to attend G.A meetings shall be permitted to attend upon approval the President or Ex. Co. prior to the G.A. session.

#### **Section 3: Members of the G.A.**

a- All organization memberships of all kinds as mentioned beforehand..

b- All personal members of all kinds as mentioned beforehand.

c- Observers who gained approval as stated in Section 2, Chapter Two of the Second Section, with no rights of voting or objection.

#### **Section 4: Running of the G.A.**

The President shall be in charge of running all G.A. sessions.

The General Secretary shall be responsible for recording the events, roll call of the members and all related matters to be recorded in the minutes of the meeting.

#### **Section 5: Establishment of quorum**



Quorum shall be established by the attendance of at least half members holding valid membership.

**Section 6:** Power entitled to, and obligations of the General Assembly

The General Assembly is the governing body of the Association, responsible for:

- a- Setting-up activities and policies of the Association.
- b- Accepting, shifting or terminating memberships in accordance to provisions in Section 2, Article 8 of the First Section of this constitution.
- c- Approving the increase in fees if any
- d- Drafting any modifications of the constitution, Article 11 of the First Section.
- e- Elections of the head of committees.
- f- Presenting, receiving, commenting, approving or rejecting any projects, reports, papers, written appeals and related matters.
- g- Establishing branch organizations.
- h- Dissolving the Association, in accordance to Section 2, Article 3 of the First Section.
- i- Approving the annual budget.
- k- Be responsible before any authority.
- l- Applying the constitution of the Association.

**Section 7:** In cases of emergency

In cases of emergency or failure to establish the quorum, the power of the G.A. shall be borne by the Ex. Co.

**Section 8:** Termination of state of emergency

By establishment of quorum in the sussecional G.A. or by clearance of the cause of emergency.

**Section 9:** Bylaws of protocol of the G.A.

Refer to the third section of the constitution.

## Chapter three

### The Executive Committee (Ex. Co.)

**Section 1:** Structure

In accordance to Section 3, Article 10 of the first section, the Ex.Co. shall include:



1- The President

2- Vice-President (Optional and in absence of the President)

3- The General Secretary

4- The officers of the five committees: the treasurer, the editor, social committee officer, scientific committee officer and the student exchange officer known as the NEO standing for the "National Exchange Officer".

### **Section 2:** Status of members of the Ex. Co.

a- Any member of the Ex. Co. must be a dental student who spent at least two years in DSSA-EGYPT provided that he/she spent one year as an assistant to the officer of the committee he/she is applying to.

b- The President must have obtained his BDS but not for more than three years with being a member of the Association for three years with one year as a member of Ex. Co.

### **Section 3:** Elections

The Ex. Co. shall be elected by G.A. in the first session of G.A. by simple majority of votes. The order of election is as follows:

1- The President.

2- The General Secretary.

3- The officers of the five committees: the treasurer, the editor, social committee officer, scientific committee officer and the NEO.

Note: the General Secretary must make sure that the rules mentioned in Section 2, Chapter three of the second section is valid before applying candidacy.

Candidates shall notify the General Secretary 3 days in advance in order to run for a position, in turn the General Secretary shall announce the final candidates list 2 days in advance.

### **Section 4:** Immediate Past President

The retiring president shall automatically become the Immediate Past President (I.P.P.) without voting on this matter.

This position is an advisory position that lasts only for one year after leaving the ExCo.

### **Section 5:** Year of office

One academic year September to September

### **Section 6:** Duties and responsibilities of Ex. Co.

a- Responsible authority in front of G.A. and shall report to it.



b- Motivates the duties of the G.A. mentioned in Section 6, Chapter two the second section.

c- Follows the constitution.

d- Replaces the G.A. in cases of emergency, section 7, chapter two of the first section.

e- Evaluates and reports the current and future status of the Association to the General Assembly.

f- Keeps records.

g- Runs all activities and projects.

h- Issues and receives correspondence.

i- Participates and represents the Association in all IADS activities.

j- Signs and terminates contracts.

### **Section 7: Assistance and future election**

Each member of the Ex. Co. except for the President and the General Secretary has the right to select an assistant/s who gains experience by helping any of the officers, which might qualify this person to be nominated for future election for Ex. Co. position. This provides the assistance with experience for future tasks.

### **Section 8: Resignation**

Resignation is automatically accepted upon submitting a written letter of resignation to the G.A. provided that no debts or treasuries are in possession of resigning.

Vacant position shall be open for elections or assignment by G.A. or President of the DSSA.

### **Section 9: Expulsion**

The President or the Ex. Co. shall have to right to expel any member, by majority voting, and shall notify the expelled with two written notices before such action.

### **Section 10: Ex. Co. meetings**

Meetings shall take place three weeks before scheduled G.A. Meetings or whenever called by any officer.

### **Section 11: Expenses**

All DSSA-Egypt positions are voluntary; hence, only paperwork, correspondence stationary and travel expenses of IADS meetings are paid for.



## Chapter four

### Duties of Committees and Officers

#### Section 1: Executive Committee Duties

##### a- The President:

- 1- The official representative of the Association before any authority or destination.
- 2- Leads the Association in all occasions.
- 3- Sign the cheques and approve finances.
- 4- Presides and guides the Ex. Co.
- 5- Assigns a Vice-President when needed
- 6- Reports to G.A.
- 7- Holds official stamps of DSSA-Egypt.

##### b- The Vice-President:

Replaces the president and fulfils the duties assigned to him by the president.

##### c- The General Secretary:

- 1- Is the Secretary of the Association and all its meetings.
- 2- Prepares and delivers the minutes of the meetings.
- 3- Keeps records.
- 4- Makes sure that the requirements of personnel interested in elections are fulfilled as stated in Section 2, Chapter 3 of the second part.
- 5- Prepares records of the members.
- 6- Registration book keeping.
- 7- Manages application forms.
- 8- Sets the annual recruitment plan.
- 9- Reports to the General Assembly.
- 10- Maintains correspondence with other Associations.
- 11- fulfils the duties assigned to him by the President, Ex.Co. or the G.A.

##### d- The Treasurer:

- 1- Custodian of the Association withholdings, bank accounts, checks and receipts.
- 2- Financial record keeping.
- 3- Countersign checks with the President.
- 4- Reports to the G.A.
- 5- Runs the budget for the year.





- 6- Sets the fundraising and sponsorship plan.
- 7- Monitors the expenses as recommended by the G.A.

e- The Editor:

- 1- Edits the DSSA-Egypt annual newsletters.
- 2- Edits all advertisements, posters and announcements.
- 3- Responsible of the DSSA-Egypt website.
- 4- Communicates with the IADS Editor to participate in the IADS News Letter & website.
- 5- Assigns the two heads of both; the Publication and the IT Subcommittees.
- 6- Reports to G.A.

f- Social committee officer:

- 1- Prepares the annual trip.
- 2- Arranges social meetings and gatherings.
- 3- Leads the organizing team responsible for organizing events
- 4- Reports to G.A.

g- Scientific committee officer

- 1 - Arranges scientific contests.
- 2 – Prepares scientific newsletters.
- 3- Feeding back with recent developments in dentistry.
- 4- Arranges revision classes for students if possible.
- 5- Prepares any necessary notes or references for students if possible.
- 6- Reports to G.A.

h- National exchange officer (N.E.O)

- 1- Prepares the annual exchange program.
- 2- Communicates with IEO and other NEOs.
- 3- Presides his delegation at NEO meetings.
- 4- Opens pathways between the DSSA-Egypt and worldwide dental faculties and associations.
- 5- Shares in the international exchange program of FADS.
- 6- Reports to G.A.

i- Immediate Past President (I.P.P)

- 1-Guide and Advise the Ex Co. throughout the year

**Section 2: Executive Subcommittee Duties**

1-Faculty Representative:

Represents his/her Faculty in front of the ExCo



Delivers messages to and from his Faculty.

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## Chapter Five Publications

### **Section 1:** DSSA-EGYPT newsletters

To be released at least once a year.

### **Section 2:** Announcements and Posters.

To be released on demand of Ex. Co. as a method of notification to all members.  
ALL announcements and posters must be signed by the Vice Dean for Education & Student Affairs and the President or the related officer of the Ex. Co.

### **Section 3:** Scientific newsletter

The above stated sections are released under the direction of the ex.co. and edited under-supervision of the editor.

### **Section 4:** DSSA-EGYPT website

Was established in January 2002 and was known as [www.dssaegypt.org](http://www.dssaegypt.org) . It shall be the responsibility of the DSSA-Egypt Editor.  
Annual fees for the domain name and hosting of the website are funded by the DSSA-Egypt treasury.

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## Chapter six Finances of the Association

### **Section 1:** The source of finances:

#### 1- Annual membership fees.

a- Individual membership fees –150 LE.

b- Organization membership:

Organization including up to 50 members –1000L.E

Organization including 51 to 100 members –1500L.E

Organization including 101 to 200members –1750L.E



Organization including 201 to 400 members –2000L.E

Organization including over 400 members –4000L.E

2- Donations and grants.

3- Advertisements.

4- Profits from activities.

5- Sponsorships.

### **Section 2:** Payments of membership fee

The deadline for payments shall be the end of March. Fees must be delivered to the Treasurer before deadline. Afterwards acceptance of any members shall be referred to the Ex. Co. for decision making and extra 25% shall be added in case acceptance.

### **Section 3:** Duration of membership fee

The fee is annual, and once a deadline is due without payments delivered to the Treasurer, the membership shall be automatically rejected, in accordance with provisions of Section 2c, Article 8 of the first section.

### **Section 4:** Alternation to membership fees

a- The President and the Ex. Co. shall have the right of reducing or deletion of individual membership for consideration of his situation.

b- Membership fee amendments require approval of three- quarters of attending votes.

## **Chapter seven**

### **Abnormal situations**

#### **Section 1:** Abnormal situations

The Ex. Co. and the G.A. shall have the right to add any new or alter existing provisions of the constitution when deemed necessary for the interest of the Association. Procedures follow Article 11 of the first part.

#### **Section 2:** Legal presentation

The Association follows the Egyptian law of local associations and any legal claims shall be handled by the faculties' legal department after through investigation that



delineates the possibility of any intentional misact or negligence committed by the officers in charge, in accordance to Section 1, Article 3 of the first section.

### **Section three: The standing orders**

#### **Section 1: Establishment of quorum**

Requires at least 50% of members with valid membership.

**Section 2:** The Assembly is directed by the President and in his absence the Ex. Co. shall occupy his vacancy. The rules of chairman of the assembly are considered final as long as it follows the constitution.

#### **Section 3: Motions**

a- All the members and Ex. Co. can move motions.

b- These motions must be approved by the G.A. before processing.

c- Each point of the agenda is processed only in due time.

d- Substantive motions note listed in the agenda must be approved by the president or ex.co. before subjecting it to G.A.

e- Once motions approved it's opened for discussion and the proposer shall respond to all related questions

f- The time and conclusion of the motion will be estimated by the Chairman of the session.

g- Only in case of fulfilment of discussion and in the absence of any rejection moves the Chairman shall declare the motion carried.

#### **Section 4: voting**

a- Voting is only for organizations or personal full members with valid membership card.



b- Voting is by hand raising and counting each representative number of the power of the organization and members stipulated in Section 2, Article 10 of the first section.

c- The President, General Secretary and Ex. Co. have no voting rights and in cases of equilibrium, the decision shall be referred to them.

### **Section 5: Agenda**

The General Secretary shall be responsible for the operation of the agenda for each meeting.

### **Section 6: Setting up agenda for G.A**

Steps of the first meeting of the G. A goes through the following steps, following meetings go through the points one to three then proceed to discuss matters of concern.

- 1- Opening of session with a word of the President.
- 2- Establishment of quorum
- 3- Adoption of agenda.
- 4- Receiving membership applications “prepaid for”
- 5- Adoption of minutes of last meeting in last year.
- 6- Receiving, accepting, recycling or referring back reports of the President, General Secretary and Ex. Co.
- 7- Any related business.
- 8- Elections “at the third meeting of the association only
- 9- Closure

### **Section 7: Announcements**

All announcements shall be posted on the main boards of DSSA-Egypt located in different places in the faculty building.

