



ORTHODONTIC TECHNICIANS ASSOCIATION (United Kingdom)

Affiliated to the BOS

CONSTITUTION

March 2011

Herein after, all references to “all members” will mean all grades of membership.

1. NAME

The name of the Association shall be the ORTHODONTIC TECHNICIANS ASSOCIATION (United Kingdom)

2. GENERAL AIMS

The Association will be strictly a professional body devoted to the interests of orthodontics. This is to imply that it is not a trade union, but there would be no reason why the Association should not suggest and give opinions to institutions on the role of the orthodontic technician.

3. OBJECTIVES

- (i) To encourage the study, improve the practice and advance the knowledge of the science of orthodontic laboratory techniques for the benefit of the patients.
- (ii) To act as an advisory body to institutions and individuals on the use of all orthodontic laboratory techniques and the service orthodontic technicians provide.
- (iii) To widen, improve and develop the education and knowledge through the media, publications, lectures, exhibitions and conferences of those actively engaged in the pursuit of orthodontic laboratory techniques.
- (iv) To keep a register of members and their qualifications
- (v) To invite and collect subscriptions and donations to the funds of the Association by any lawful means.
- (vi) To co-operate with other organisations with the view to the promotion of the objectives of the Association.

4. GRADES OF MEMBERSHIP

All the following grades of membership will have the right to attend meetings, conferences and receive all literature. All grades are awarded at the discretion of the Council. Any member may appeal over the grading awarded. The Council will issue a list of National qualifications that are recognised by the Association.

(i) ASSOCIATE MEMBERS

Any person or body, who is in sympathy with the aims and objectives of the Association and who is interested in the subject of orthodontic laboratory techniques, is professionally engaged in orthodontic laboratory techniques and who gains the major part of their income from such activities, or whose professional experience or qualifications are such as to satisfy the council of their fitness for membership in this category. This grade will also include those studying for a recognised first professional qualification in Dental Technology.

Associate members shall have the right to place the letters 'A.M.O.T.A.' after their name for as long as they remain in the Association. Associate members shall not have voting rights or be eligible for election to the Council.

1(ii) MEMBER

Any person who wishes to become a member of the OTA must be registered with the General Dental Council as a registered Dental Technician.

And in addition holds a recognised first professional qualification in Dental Technology, or has satisfied the Council of the Association of his, or her ability in Orthodontic Laboratory techniques and the science relating thereto, or such to satisfy the Council of their fitness for membership to this category.

Members shall have the right to place the letters 'M.O.T.A.' after their name for as long as they remain members of the Association and shall have voting rights. Two members only may sit on the Council.

(iii) LICENTIATE

Any member of the Association who holds an advanced qualification in orthodontic laboratory techniques or who in the opinion of the Council of the Association has shown distinguished ability or originality in the science of orthodontic laboratory techniques, or who has in the judgement of the council been of service to the Orthodontic Profession.

Licentiates shall have the right to place the letters 'L.O.T.A.' after their name for as long as they remain members of the Association and shall have voting rights.

(iv) INTERNATIONAL MEMBER

Any member of the association who holds a recognized Non-UK qualification and is not required to register with the General Dental Council. These members will not have voting rights and will not be eligible to be council members.

(v) HONORARY AND LIFE MEMBERS

Any member of long standing who has made a notable contribution to the Association's affairs, or to Orthodontics may be nominated for Life Membership by the Council and approved at the next AGM.

This grade will also include those members who have reached retirement age, but who still wish to be involved with the affairs of the Association.

Life and Honorary members shall have voting rights.

(vi) FELLOWS

Fellowship may be awarded to any member or past member, that the Council deems to merit this recognition either for their many years of service to Orthodontic Technology or who has shown distinguished ability or originality in their field.

Fellows shall have the right to place the letters 'F.O.T.A.' after their name. Fellow members shall have voting rights.

(vi) RETIRED MEMBERS

Members of the Association who have reached retirement age will be allowed to pay a reduced subscription. Retirement is considered to be any age above 60 years when full employment is

ended. Retired members shall retain all the benefits of the grade membership they held at the time of retirement.

5. VOTING RIGHTS

Voting rights will be limited to the members of the following grades: Members, Licentiates, Fellows, Honorary and Life Members.

6. COUNCIL - Functions and Composition

(i) The elected council will be the governing body of the Association and will consist of: CHAIRPERSON, SECRETARY, TREASURER, MEMBERSHIP SECRETARY, and at least four ordinary members, who must be eligible for Member, Licentiate or Fellow membership grades of the Association.

(ii) The CHAIRPERSON, SECRETARY, TREASURER AND MEMBERSHIP SECRETARY, will act as the Executive officers of the Council.

The Chairperson and Vice Chair shall serve in office for a period of 2 years and will serve no more than 2 consecutive terms, i.e. no more than 4 years, before standing down from these positions.

(iii) The Council will be elected at the AGM, and will serve in office for a period of two years, when they may be re-elected.

(iv) Nominations for council must be received by the secretary by noon on the day prior to the AGM.

(v) Members may resign from the Council at any time by giving written notice to the Chairperson or Secretary

(vi) Vacancies that arise within the Council before an AGM may be filled by a co-opted member at the discretion of the executive officers or Council.

(vii) At the first Council meeting, the Council will appoint a council member to act as Vice Chairperson.

7. COUNCIL MEETINGS

(i) All meetings of the council shall be convened by the Secretary by means of electronic/written notice to each of the members of the council.

(ii) A quorum shall consist of two Executive officers and two other members of the Council.

(iii) Minutes shall be kept of all meetings and members of the Association can obtain copies upon request from the Secretary.

8. ANNUAL GENERAL MEETINGS

(i) These shall be called once a year and may take place during the Conferences. Notice will be sent to all members at least 28 days prior to the meeting. NB Our preferred method of communication will be via email, however you must notify us if you would prefer paper format.

(ii) A quorum at these meetings will consist of 15 voting members.

(iii) Minutes shall be kept of all meetings, and shall be sent to the members at least 28 days prior to the next AGM.

(iv) All members entitled to vote may attend these meetings.

Resolutions and proposals must be received in writing by the Secretary no later than seven days prior to an AGM

9. RIGHTS AND OBLIGATION

- (i) Every member of the Association shall be entitled to receive a copy of the rules and any revisions that may be made.
- (ii) All publications of the Association shall be available to members on such conditions as laid down by the Executive Committee or Council of the Association.
- (iii) Members may resign from the Association by giving written notice to the secretary.
- (iv) A member who has not resigned by the first day of July in any year shall be liable for that year's subscription
- (v) The Council has the right to suspend any member who brings the Association into disrepute.
- (vi) Members who are suspended will have the right of appeal to the Council.
- (vii) The use of the OTA logo on any literature is restricted to the following grades of membership, namely Member, Licentiate, Fellow, Honorary and Life members only and in each instance is subject to prior approval upon application to the Council of the Association.
- (viii) The use of the OTA logo is a privilege only for that period of time which those persons using the logo remain members.
- (ix) It should be stated that the use of the OTA logo by any member of the Association is not a declaration of approval of the quality or standard of any work produced by that member, but rather an indication of that members status within the Association.

10. SUBSCRIPTIONS

- (i) All members will pay subscriptions annually, the level of such fees will be by recommendation of the Council to an annual general meeting. These fees will have effect as from the first day of January each year.
- (ii) Subscriptions fall due on the First day of January each year.
- (iii) Any member whose subscriptions are more than twelve months overdue shall cease to be a member of the Association.

11. FUNDS OF THE ASSOCIATION.

- (i) Accounts shall be kept by the Treasurer of all transactions undertaken by the Association, and these accounts will be audited once a year and presented at the AGM.
- (ii) The funds of the association shall be controlled by the Council and employed so that the aims of the Association can be carried out.
- (iii) At the AGM two honorary auditors will be appointed from the members present.

Agreed by Chairman

Date: