

NORTH EAST ASSOCIATION OF CONSERVATIVE DENTISTRY & ENDODONTICS

Reg. No. RS/KAM(M)/263/RFSRS/202505843

CONSTITUTION and BYE-LAWS



Bridging Frontiers
in Dental Education

Registered Head Office

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Article 1: Name and Purpose

1.1 Name

The name of the organization shall be the North East Association of Conservative Dentistry & Endodontics (NACE).

1.2 Purpose

NACE aims to:

- Promote cooperative efforts among members to advance the science and practice of Conservative Dentistry and Endodontics.
- Organize scientific meetings, seminars, workshops, and conferences at periodic intervals to foster academic and clinical excellence.
- Enhance public awareness and education in oral hygiene, preventive dental care, and conservative dental treatments.
- Publish journals, periodicals, articles, and other literature related to Conservative Dentistry and Endodontics.
- Collaborate with national and international organizations to improve education, research, and delivery of dental care in the field.
- Encourage research through scholarships, awards, and grants to advance the specialty.

Article 2: Membership

2.1 Eligibility

Membership is open to individuals committed to the objectives of NACE, categorized as follows:

- *Life Membership:* Individuals holding postgraduate qualification: MDS in Conservative Dentistry, Operative Dentistry, Restorative Dentistry, or Endodontics from institutions recognized by the National Dental Commission (NDC), and registered under Part A of the Dentists Register of NDC.
- *Student Membership:* Postgraduate students currently enrolled in NDC-recognized courses in Conservative Dentistry or Endodontics.
- *Associate Membership:* Individuals with Fellowship and Diploma holders from NDC recognized institutions, subject to Executive Committee approval.

- *Honorary Membership*: Individuals who have made outstanding contributions to dentistry, particularly in Conservative Dentistry and Endodontics, approved by the Executive Committee.
- *Affiliate Membership*: Individuals with postgraduate qualifications in Conservative Dentistry and Endodontics, residing outside India, or those with equivalent qualifications from other countries, interested in NACE's objectives, subject to Executive Committee approval.

2.2 Membership Fees

- Life Membership: A one-time fee of ₹10,000.
 - (Special) Life Membership instalment scheme: (4000 + 3000 + 3000)
 - Student Membership: A one-time fee of ₹4,000.
 - Associate Membership: A one-time fee of ₹6,000.
 - Affiliate Membership: A one-time fee of ₹8,000 (or equivalent in foreign currency).
 - Honorary Membership: No fee applicable.
- Fees are subject to revision by the General Body.

2.3 Rights & Tenure

- *Life Members*: Possess full voting rights, eligibility to hold office, and participation in all organizational activities. Membership is for a lifetime unless ceased as per these bye-laws.
- *(Special) Life Members under instalment scheme*: All membership benefits except voting rights and eligibility to hold office until full payment.
- *Student Members*: May attend General Body Meetings and participate in academic activities but cannot vote or hold office. Upon obtaining a postgraduate degree and submitting required documentation, they may convert to Life Membership by paying the differential fee.
- *Associate Members*: May participate in academic and organizational activities but cannot vote or hold office unless approved by the Executive Committee.
- *Honorary Members*: May participate in activities but have no voting or office-holding rights.
- *Affiliate Members*: May participate in academic activities but cannot vote or hold office.

2.4 Membership Application Process

- Applications for all membership categories (except Honorary) shall be submitted to the Honorary General Secretary along with relevant documents and payment of fees.

- The Executive Committee shall scrutinize applications and communicate decisions within 60 days. Provisional membership is granted until approval, allowing participation in activities except voting or holding office.
- Approved members receive a certificate, and their names are entered into the membership register maintained by the Honorary General Secretary.

2.5 Cessation of Membership

Membership may cease due to:

- *Resignation:* Written notice to the Executive Committee, accepted upon clearance of all dues. No refunds are provided.

Termination: For misconduct, violation of NACE objectives, or criminal conviction, decided by a two-thirds majority of the Executive Committee and ratified by the General Body. The member shall be notified of charges and given an opportunity to respond. (*Note:* Terminated members may not participate in NACE activities for a minimum of 5 years.)

- *Non-Payment:* Failure to pay dues for two consecutive years after three notices, the last via registered mail.
- *Death:* Automatic cessation upon notification.

2.6 Re-Admission

- Terminated members may apply for re-admission after 5 years, submitting a fresh application, paying outstanding dues, and providing a written apology acceptable to the Executive Committee, subject to General Body approval.
- Re-admitted members regain privileges except voting or holding office until one year of good standing is established.

Article 3: Governance & Administration

3.1 Executive Committee (EC)

NACE shall be governed by an elected Executive Committee comprising:

- President (1)
- President-Elect (1)
- Vice President (1)
- Honorary General Secretary (1)
- Joint Secretary (1)
- Treasurer (1)
- Academic Coordinator (1)

- Event Coordinator (1)
- Executive Members (6)
- Immediate Past President (ex-officio, non-voting)

3.2 Duties of Office Bearers

- *President*: Presides over meetings, represents NACE externally, ensures execution of objectives, and has a casting vote in case of a tie (except in elections). Leads initiatives and maintains order in meetings.
- *President-Elect*: Assists the President and assumes the President's role at the next Annual General Meeting (AGM).
- *Vice President*: Assists the President and presides in their absence, exercising presidential powers temporarily.
- *Honorary General Secretary*: Maintains membership registers (hard and soft copies), manages correspondence, organizes meetings and events, prepares annual reports, and passes bills for payment.
- *Joint Secretary*: Assist the Honorary General Secretary in all official duties including correspondence, record-keeping, event organization, and communication with members.
- *Treasurer*: Manages finances, collects subscriptions, maintains audited financial records, presents annual financial reports, and operates the bank account jointly with the Honorary General Secretary.
- *Academic Coordinator*: Organizes educational programs, including workshops, seminars, and research initiatives, and oversees journal publications.
- *Event Coordinator*: Plans and executes conferences, conventions, and public health events, ensuring logistical and financial compliance.
- *Executive Members*: Support decision-making, participate in committees, and contribute to NACE's objectives.

3.3 Term of Office

- The Executive Committee serves a term of 2 years, from April 1 to March 31 of the following year.
- Office bearers may be re-elected for one additional consecutive term for the same post, after which a one-term lapse is mandatory before re-contesting the same position.
- Executive Members may serve up to two consecutive terms, subject to re-election.

3.4 Elections

- **Nomination:**
 - Nominations must be submitted to the Honorary General Secretary 30 days prior to the AGM, proposed and seconded by Life Members who have attended 3 of the last 5 AGMs.
- **Voting:**
 - Conducted at the AGM via secret ballot, supervised by a Chief Election Officer (CEO) appointed at the prior EC meeting.
 - The candidate with the most votes wins; in case of a tie, the CEO casts the deciding vote.
 - If no nominations are received for a post, floor nominations may be called at the AGM.
- **Vacancies:**
 - If the President's post is vacant, the Vice President assumes the role for the remaining term.
 - Vacancies in other posts (Honorary General Secretary, Treasurer, Academic Coordinator) are filled by the President-Elect, Joint Secretary, or Assistant Treasurer (if appointed) until the next AGM.
- **Cessation:** An EC member may cease to hold office due to resignation, death, court order, violation of bye-laws, or removal by a two-thirds majority vote at a General Body Meeting.

3.5 Removal of Office Bearers

- A no-confidence motion requires a resolution signed by one-fourth of Life Members, circulated to all members, and discussed at a Special General Body Meeting within 60 days.
- The accused office bearer is given an opportunity to respond.
- A two-thirds majority vote at the meeting, with a quorum of one-fourth of total members, is required for removal.
- Removed members are barred from NACE activities for 5 years.

3.6 Executive Committee Meetings

- The EC shall meet at least 4 times annually (once every quarter).
- Meetings require a 15-30 day notice and a quorum of 8 members. If quorum is unmet, the meeting adjourns for 10 minutes, after which present members constitute the quorum.
- Decisions are by majority vote; the President has a casting vote in ties.
- Extraordinary meetings may be called by the President with shorter notice.

3.7 Branch Creation

- No sub-chapter, division, district unit, or state body shall be constituted under NACE. All activities within the eight North-Eastern states shall function solely under the banner of NACE.

Article 4: Meetings & Activities

4.1 Regular Meetings

- NACE shall hold quarterly meetings to discuss academic advancements, clinical cases, organizational activities, and strategic planning.
- Meetings may be virtual or in-person, as decided by the Executive Committee.

4.2 Scientific Meetings & Seminars

- NACE shall organize scientific meetings, seminars, workshops, and continuing dental education (CDE) programs at least twice annually to promote advancements in Conservative Dentistry and Endodontics.
- These events shall feature presentations, case discussions, and hands-on training.

4.3 Annual Conference and Conventions

- *Annual Conference:* Hosted annually, with bids invited by the Honorary General Secretary.
- *Conventions:* Postgraduate conventions may be held annually.

4.4 Public Health Initiatives

- NACE shall conduct dental health education programs in schools and communities to promote oral hygiene, caries prevention, and conservative dental care.
- Collaborate with local governments and organizations to implement preventive dental measures.

4.5 Publications

- NACE shall publish a journal/ newsletter/ monograph as its official publication, managed by the Academic Coordinator and a Journal Committee (up to 12 members, including the President and Honorary General Secretary).
- The journal/ newsletter/ monographs shall be scientific but may include publicity content.

- Life and Student Members are exempt from publication fees; non-members and international authors may be charged a processing fee.

4.6 Awards

- Members exhibiting exceptional academic contributions, and good standing can be nominated by the EC.

Article 5: Finances

5.1 Sources of Funds

- Membership fees and subscriptions.
- Donations from individuals, organizations, or governments.
- Revenue from journal advertisements and subscriptions.
- Shares from conference and convention registration fees.
- Grants and endowments for research and educational activities.

5.2 Management

- The Treasurer shall maintain financial records, audited annually by a registered accountant.
- Audited accounts are presented at the Annual General Body Meeting (AGBM) for approval.
- The bank account is operated jointly by the Treasurer and Honorary General Secretary.

5.3 Expenditure

- Funds shall support NACE's objectives, including publications, events, research grants, and administrative costs.
- All payments require approval by the Honorary General Secretary and Treasurer.

Article 6: Annual General Body Meeting (AGBM)

6.1 Convening

- Held annually with date and venue proposed by the EC and approved at the prior AGBM.
- Notice and agenda are sent to members 3 weeks prior.

6.2 Quorum

- Two-thirds of registered members. If unmet, the meeting adjourns for 15 minutes, after which present members constitute the quorum.

6.3 Agenda

1. Collaring the President and calling the meeting to order.
2. Adoption of the Honorary General Secretary's report.
3. Adoption of the Treasurer's audited financial report.
4. Adoption of the Academic Coordinator's report.
5. Constitutional amendments, if any.
6. Election of office bearers and EC members.
7. Addresses by outgoing and incoming Presidents.
8. Resolutions from members.
9. Other business with the Chair's permission.

6.4 Voting

- Decisions are by show of hands unless a secret ballot is requested.
- The President has a casting vote in case of a tie.

6.5 Extraordinary General Body Meeting (EGBM)

- Called by 20% of voting members or the EC, with 10 days' notice.
- Discusses only the specified agenda, with a quorum of one-third of members.
- If quorum is unmet, the meeting dissolves.

Article 7: Amendments to the Bye-Laws

7.1 Process

- Amendments require a resolution proposed by a Life Member, submitted to the Honorary General Secretary 3 months before the AGBM.
- The EC reviews and presents the resolution with comments at the AGBM.

- A one-month special notice is issued to members.

7.2 Approval

- Requires a two-thirds majority vote at the AGBM, with a quorum of two-thirds of registered members.
- Voting is restricted to Life Members.

Article 8: General Code of Conduct

8.1 Member Responsibilities

- Members must uphold NACE's constitution and bye-laws, participate actively, and maintain professional ethics.
- Ignorance of bye-laws is not an excuse for non-compliance.

8.2 Good Standing Criteria

- Life Member for at least one year.
- Attended 3 of the last 5 annual conferences.
- No financial defaults with NACE or other professional bodies.
- No violation of NDC or professional regulations.
- No pending civil or criminal litigation.
- Active participation in NACE activities.
- Continuous engagement in the profession.

8.3 Dispute Resolution

- Conflicts are resolved amicably by the EC, ratified by the General Body.
- Bye-laws shall not be used for litigation against members or office bearers.

Document Control & Acknowledgement

Version	Date	Description	Prepared By
Version 1.0	26 April 2025	Original Constitution & Bye-Laws	Dr. Basabi Dutta & Dr. Minhaj A. Khan
Version 2.0	26 April 2026	Revised Edition incorporating amendments approved at the Annual General Body Meeting	NACE Executive Committee

Amendment Record

Amendment No.	Article/Clause	Amendment Details	Approved at	Effective Date
01/2026	Article 2.1	Replaced "Dental Council of India (DCI)" with "National Dental Commission (NDC)".	AGBM 2026	26 April 2026
02/2026	Article 2.1	Fellowship and Diploma holders from NDC-recognized institutions eligible for Associate Membership.	AGBM 2026	26 April 2026
03/2026	Article 2.2	Introduced Fresh Graduate Life Membership instalment scheme (₹4000 + ₹3000 + ₹3000). Voting rights and office eligibility deferred until full payment.	AGBM 2026	26 April 2026
04/2026	Article 3 <i>New Clause 3.7</i>	Creation of sub-chapters, divisions, or state bodies under NACE prohibited.	AGBM 2026	26 April 2026

End of Bye-Laws