

ORCA

The European Organization for Caries Research

Constitution and Bylaws

**Approved
at the Annual Congress
in Cagliari, Italy, June 2022**

The European Organization for Caries Research

CONSTITUTION

Art. I Name

This Organization, known as "The European Organization for Caries Research" or "L'Organisme Européen de Recherche sur la Carie" or "Europäische Arbeitsgemeinschaft für Kariesforschung" and in the following referred to as "ORCA", was founded in 1953 according to article 60 *et seq* of the Swiss Civil Code.

Art. II Headquarters

The Headquarters of ORCA shall be in Basel, Switzerland.

Art. III Objectives

1. The objectives of ORCA shall be
 - to promote oral health through scientific understanding of the aetiology, pathogenesis, prevention and clinical control or management of dental caries. Health outcomes related to dental caries are also of interest, as are other disorders of dental hard tissues;
 - to evaluate the findings of research; to encourage their practical application; and to prevent their abuse;
 - to establish close contacts between all individuals and organizations with similar aims, without distinction as to nationality.
2. ORCA shall be a not-for-profit organization.

Art. IV Membership

Membership shall consist of

1. Individual Members
2. Corporate Members
3. Institutional Members

whose qualification, classification, nomination, election, privileges and responsibilities shall be established in parts I, II and III of the Bylaws.

Art. V Government

1. The legislative and governing body shall be the *General Assembly* which is the supreme authority of ORCA as provided by part IV of the Bylaws.
2. The administrative body of ORCA shall be the *Board of ORCA*, consisting of the *Executive Council* and *Advisory Council*.

Art. VI Official Language

The official language of ORCA shall be English.

Art. VII Meetings

The General Assembly of ORCA shall meet once a year, normally at or ad the Congress of ORCA.

Art. VIII Journal

The official publication of ORCA shall be "Caries Research".

Art. IX Dues and Fees

The dues and fees of ORCA shall be established according to part VII of the Bylaws.

Art. X Endowment Funds, Grants and Donations

ORCA may receive endowment funds, grants and donations for the support of its official publication and for other projects designed to promote the objectives of ORCA.

Art. XI Bylaws

Additions and amendments to Bylaws may be proposed at any General Assembly, either live or online, and may be adopted at the Assembly by a two-thirds majority of the members present and voting, the alterations coming into effect immediately after the vote.

Art. XII Quorum

At any General Assembly called by the Executive Council, 30 members including 3 members of the Executive Council shall constitute a quorum.

Art. XIII Amendments to the Constitution

This Constitution may be amended at any General Assembly on a recommendation of the Board, or on a proposal by 30 ORCA Members, and on a two-thirds majority vote of the members present and voting, provided that the proposed amendment has been forwarded to all members of ORCA at least 30 days prior to the date on which the vote is taken.

Art. XIV Dissolution

The dissolution of ORCA may be decided by a two-thirds majority vote of the members present at two successive General Assemblies. The second Assembly shall not be held earlier than six months after the previous regular General Assembly.

Should a quorum not be achieved at the second General Assembly, the organization could be dissolved by an online vote of not fewer than 30 members, in which a two-thirds majority vote in favour of dissolution is reached. If ORCA is dissolved, no part of its funds or property may be distributed to or among its members. The Executive Council shall decide on the allocation of the remaining funds, properties and documents of ORCA to appropriate charitable organizations. The liquidation of ORCA shall not be effective until the final financial account has been examined and approved by a professional auditor.

The European Organization for Caries Research

BYLAWS

I. Membership

1. *Individual Members.*

Individual Membership shall be restricted to scientists engaged in research compatible with the objectives of the organization.

Individual Membership shall be composed of four categories:

- 1.1. *Full Members* shall be all researchers who have a special interest in dental caries and other disorders of dental hard tissues, and wish to participate in the activities of ORCA.
- 1.2. *Retired Members* shall be former Full Members who have retired from active work in research and who wish to remain in contact with ORCA and participate in its activities.
- 1.3. *Honorary Members* shall be persons who have made outstanding contributions to ORCA.
- 1.4. *Student Members* shall be persons who are students currently enrolled for a degree at a recognized academic institution; who do not hold an academic appointment and who are interested in caries research. Student Members must become Full Members when eligible or be discontinued from membership. Individuals may be classified at the Student level for no more than 8 years.

2. *Corporate Members*

Corporate Members shall be commercial organizations supporting the objectives of ORCA.

3. *Institutional Members*

Institutional Members shall be registered not-for-profit organizations, educational or research institutions engaged in caries research or, in oral/dental health promotion, and interested in the activities of ORCA.

II. Application for Nomination to Membership, Election to Membership and Suspension and Cancellation of Membership

1. *Individual Members*

1.1. *Full Members and Student Members*

Application for Full or, Student Membership should be made to the Membership Secretary of ORCA. Any individual eligible for membership under the Constitution and Bylaws and whose membership credentials have been found acceptable to ORCA shall become a member of the Organization. Applications may be approved by the ORCA Membership Committee consisting of the Membership Secretary, the Secretary-General and the Treasurer, on a periodic basis. The completed application form should be accompanied by the curriculum vitae of the applicant. Full or, Student Members will be considered following submission of application and payment, and will become official members upon review of their application.

1.2. *Retired Members*

Application for Retired Membership should be made to the Membership Secretary by submission of a completed application form and may be approved by the ORCA Board.

1.3. *Honorary Members*

The Honorary Membership Committee may nominate members who fulfil the terms as indicated in I.1.3. Such nomination, if passed unanimously by the Board of ORCA, must be agreed to by a vote of the General Assembly.

1.4. *Cancellation of Individual Membership*

a) Members of ORCA who want to cancel their membership should send written communication to the Membership Secretary. End of membership will only be effective at the start of the calendar year following the cancellation. There is an obligation to pay membership fees for the whole year in which the cancellation is requested.

b) Members are terminated from membership after 180 days of non-payment of dues.

2. *Corporate Members*

Commercial organizations supporting the objectives of ORCA are invited to apply for Corporate Membership. Applications should be made to the Membership Secretary and should be accompanied by a statement

describing the objectives of the organization applying.

Corporate Members shall be nominated by the Executive Council and elected by a two-thirds majority vote of the members present at a General Assembly.

2.1. *Cancellation of Corporate Membership*

Corporate Members of ORCA who want to cancel their membership should send written communication to the President. End of membership will only be effective at the start of the calendar year following the cancellation. There is an obligation to pay membership fees for the whole year in which the cancellation is requested.

3. *Institutional Members*

Registered not-for-profit, educational or research organizations supporting the objectives of ORCA are invited to apply for Institutional Membership. Applications should be made to the Membership Secretary and should be accompanied by a statement describing the objectives of the organization applying.

Institutional Members shall be nominated by the Executive Council and elected by a two-thirds majority vote of the members present at a General Assembly.

3.1. *Cancellation of Institutional Membership*

Institutional Members of ORCA who want to cancel their membership should send written communication to the President. End of membership will only be effective at the start of the calendar year following the cancellation. There is an obligation to pay membership fees for the whole year in which the cancellation is requested.

III. Privileges and Responsibilities of Membership

A.

1. *Full Members* shall have all the following privileges and responsibilities of ORCA Membership:
 - a) receive an online subscription to “Caries Research” (a printed copy of the journal available at an extra fee);
 - b) attend ORCA Congresses at the membership fee;
 - c) the right to vote, to make nominations and to hold office.
2. *Honorary Members* shall have the same privileges and responsibilities as Full Members.
3. *Retired Members* shall have the same privileges and responsibilities as Full Members but may not hold office.
4. *Student Members* shall have the same privileges and responsibilities as Full Members but may not hold office.
5. *Corporate Members* shall have the privileges and responsibilities of ORCA Membership as determined by Corporate Membership category as described on the ORCA corporate membership page, such as
 - a) receive number of online subscriptions to “Caries Research” as determined by Corporate Membership category, with additional subscriptions to print versions of “Caries Research” available at an extra fee;
 - b) receive attendance to ORCA Congresses at the membership fee for the number of persons determined by Corporate Membership category;
 - c) may appoint one official representative who has the right to vote and to make nominations but cannot hold office;
 - d) may appoint one additional contact person.
6. *Institutional Members* shall have the privileges and responsibilities of ORCA Membership, as determined by Institutional Membership category as described on the ORCA Institutional membership page, such as
 - a) receive an online subscription to “Caries Research”, with additional subscriptions to print versions of “Caries Research” available at an extra fee;
 - b) may appoint one official representative who has the right to vote and to make nominations but cannot hold office;
 - c) may appoint one additional contact person.

B. Responsibilities of Membership

To promote the proper conduct, publication and application of research into dental caries and related matters.

IV. General Assembly

1. *Composition*

The General Assembly shall consist of Individual Members and of Corporate Members' representatives present at a duly convened meeting, either live or online.

2. *Powers*

The General Assembly is the supreme legislative body of ORCA and shall have the following powers:

1. to enact, amend and repeal the Constitution and Bylaws of ORCA;
2. to elect Corporate Members;
3. to elect Institutional Members;
4. to elect Honorary Members;
5. to elect the Board of ORCA;
6. to expel members;
7. to appoint auditors.

The General Assembly shall:

1. approve the administration and management of ORCA and the accounts presented by the Executive Council;
2. initiate proposals compatible with the aims of ORCA;
3. decide on the fees and annual dues and approve the annual budget;
4. designate the time and place of future General Assemblies and Congresses.

3. *Sessions*

The General Assembly shall meet once a year, usually at or just prior to the Congress of ORCA. It shall be summoned by the Secretary-General on behalf of the Executive Council.

An extraordinary General Assembly may be summoned by the Executive Council or at the request of one fifth of Individual Members in writing to the President or to the Secretary-General.

4. *Order of business*

The Agenda of the General Assembly shall be based on the following order of business:

1. Call to order by the President
2. a.) Approval of the Minutes of the previous General Assembly
b.) Matters arising
3. Nominations and elections of officers and members of ORCA
4. Report of the President
5. Report of the Secretary-General
6. Report of the Membership Secretary
7. Report of the Editor
8. Report of the Treasurer
9. Reports of the Working Groups and Committees
10. Venues of future ORCA Congresses and other ORCA activities
11. Any other business
12. Closure of session.

V. Board of ORCA

1. *Composition*

- The Board shall consist of the Executive Council and Advisory Council.
- The Board shall be the administrative body of ORCA.

a) *The Executive Council* shall consist of the following officers:

- President
- Vice-President (President Elect)
- Immediate Past-President
- Secretary General
- Membership Secretary and Webmaster
- Treasurer
- Editor of "Caries Research".

i. The *President* shall

1. lead ORCA and preside over the General Assembly and Meetings of the Board and the Executive Council;

2. he/she shall present a written report on the current state of ORCA to the General Assembly;
 3. if there is a tie in voting, the President shall have the casting vote.
- ii. The *Vice-President* shall
 1. assume the duties of the President in his/her absence;
 2. the Vice- President shall also preside at meetings of the working groups as indicated in the ORCA Protocols.
 - iii. The *Immediate Past-President* shall
 - facilitate the continuity of presidential duties during the 2 years following his/her presidency.
 - iv. The *Secretary-General* shall
 1. serve as secretary of the General Assembly, of the Executive Council and of the Board;
 2. prepare all official Minutes and proceedings;
 3. be the custodian of all records except those pertaining to the duties of the Treasurer and of the Editor;
 4. make annual reports to the Board and the General Assembly;
 5. assist in the co-ordination of the activities of the Board, Committees and Working Groups;
 6. act as adviser in the organization of the annual congress by personally undertaking a site visit on behalf of the Executive and Advisory Council (if this is not possible, a Senior Member of ORCA will be deputised by the Secretary- General) and support the Co-President in organizational matters;
 - v. The *Membership Secretary and Webmaster* shall
 1. collect and process applications for and cancellations of ORCA personal membership;
 2. establish and maintain a list of all ORCA Members.
 3. Maintain the content of the ORCA website.
 - vi. The *Treasurer* shall
 1. serve as custodian of all monies, securities and other financial assets of ORCA;
 2. hold, invest or disburse monies as decided by the Executive Council;
 3. prepare an annual budget of ORCA's income and expenditure;
 4. submit the financial records of ORCA to auditors;
 5. annually present a written report to the Board and the General Assembly;
 6. collect and process applications for ORCA Corporate Membership.
 7. collect membership fees and dues and keep the Board informed about the financial state of ORCA.
 - vii. The *Editor* of "Caries Research" shall
 1. manage the editing of "Caries Research" in collaboration with the Associate Editors in accordance with established practice of international scientific journals. He/she will make sure that a meeting with the Associate Editors is arranged once a year. Appointment of Associate Editors is subject to the approval of the Board of ORCA;
 2. negotiate for ORCA with the Publishers on behalf of and with the approval of the Executive Council;
 3. submit reports to the ORCA Board and the General Assembly;
 4. be a member of the Scientific Programme Committee.
 - viii. *Auditors*
 Members of the Board are not eligible to be auditors. The Accounts of ORCA shall be audited by professional auditors. The written report regarding the finances needs approval by the General Assembly.
- b) *The Advisory Council*** shall consist of
- i. ten Full or Honorary Members serving as Scientific Advisors, among which
 - ii. the *Co-President*, who shall be a Senior Member of ORCA in the country in which the next Congress is to be held and who shall be responsible for financing and organizing the Congress;
 - iii. Organizers of future conferences, who shall have a seat on the advisory council from two years in advance of the congress to be organized until one year thereafter.

2. *Sessions*

The Board shall meet at least once a year. Normally they shall meet approximately 5 months prior to the Annual Congress and also at the time of the Congress. The Board may also meet at the request of the President or of two other members of the Executive Council.

3. *Term of office and election procedures*

- a) Members of the Executive Council
 - The *President*, the *Vice-President* and the *Immediate Past-President* shall normally serve for two years.
 - The term for all other executives (Secretary-General, Membership Secretary and Webmaster, Treasurer, Editor of "Caries Research") shall normally be limited to 5 years.

The executive members, except the Vice-President, are nominated by the Board and take office on approval by the General Assembly. In case of several nominations to each office, the election shall be confirmed by secret voting of the Board Members.

- The *Editor* of “Caries Research“ can be elected for another term of 5 years, following the procedure of nomination and approval by the Board.

b) **Members of the Advisory Council**

The members of the Advisory Council shall hold office for three consecutive years. Nominations, with the agreement of the nominee, should be sent (by email or mail) to the Secretary-General before the annual General Assembly. Both the nominee and the person who is nominating shall be Senior or Honorary Members of ORCA and members are not allowed to nominate themselves. Each nomination should be accompanied by a short (limited to one sentence) bio-sketch of the nominee. Voting shall take place via secure polling at the membership page of the website in a two week period following the General assembly.

c) **Nominations for Vice-President**

In July, one year prior to election of a new *Vice-President* of ORCA, it will be announced that nominations may be made to the Secretary-General of ORCA, subject to permission of the nominee. The deadline for nominations will be January 1st and a nomination should be accompanied by a short curriculum vitae. These will be brought to the Winter Board Meeting where the Board will select a group of up to three candidates. Immediately after the Winter Board Meeting, the Secretary-General will organize an electronic ballot of the membership via secure polling at the membership page of the website. The new Vice-President will take office after the next Annual Meeting.

4. *Powers and Duties of the Board*

The Board shall have all administrative powers and duties. It shall be answerable to the General Assembly and

- a) direct and organize the activities of ORCA;
- b) consider proposals for election and the expulsion of member;
- c) accept resignations;
- d) be responsible for the official publications of ORCA;
- e) approve the recommendations of the Co-President regarding the arrangements for the next ORCA Congress;
- f) approve the financial management of the organization.

5. *Powers and Duties of the Executive Council*

The Executive Council shall be responsible for:

- a) the day to day administration of ORCA;
- b) the execution of decisions reached by the General Assembly and by the Board;
- c) monitoring the finances of ORCA.

6. *Order of business*

The Agenda for a session of the Board shall be based on the following order of business:

1. Meeting called to order by the Chairman
2. Approval of the Minutes of the previous session
3. Matters arising from the minutes and past months
4. Reports of the President, Secretary-General, Membership Secretary and Treasurer
5. Report of the Editor
6. Reports of the Working Groups and Committees
7. Future venues of Congresses of ORCA
8. Any other business
9. Next Board Meeting
10. Close of session

7. *Quorum*

Six voting members, including 3 members of the Executive Council, shall constitute a quorum for transaction of the business of the Board. The resolutions shall be passed by a simple majority of votes. In the event of a tie, the Chairman (who shall normally be the President) shall have the casting vote.

VI. Committees and Working Groups

1. ORCA Prize Committee

This shall consist of the 5 immediate past Prize-Winners and will be chaired by the person who has been on this committee for the longest period of time. The procedures for nomination of a Prize Winner are included in the ORCA Protocols.

2 ORCA Scientific Programme Committee

This shall consist of the Vice-President, the Editor and the Co-President. Their task is to prepare the scientific programme for the next ORCA Congress. The committee will meet 5 months before this congress, before the Winter Board Meeting, and the committee will be chaired by the Editor.

3 ORCA Nathan-Cochrane Junior Scientist's Award Committee

This committee shall consist of the Vice-President, a Past-President and a member of Advisory Council. The Vice President shall chair this committee. The task of this committee shall be to select a Winner of the Award based on the submitted abstracts as well as on the poster and verbal presentations at the ORCA Congress. The Award shall be given to the Winner at the Closing Ceremony of the ORCA Congress. The procedures for nomination of a Prize Winner are included in the ORCA Protocols.

4 ORCA Committee for the Promotion of Research into Dental Caries

This shall consist of the Vice-President, the Past-President and a member of the Advisory Council, and will be chaired by the Vice-President. The committee aims to stimulate and facilitate research related to the aims of ORCA using the methods described in the ORCA Protocols.

5. ORCA Honorary Membership Committee

This shall consist of the immediate Past-President, the President and the Vice-President. The President shall chair this committee.

6. ORCA Education Committee

This shall consist of 3 members: a Chair appointed by the Board and approved by the General Assembly; and the vice-president and past president. The Chair shall be appointed to hold office for a period of 3 years, with a possibility of renewal for a further 3 years. The committee aims to follow on the European Cariology Core Curriculum for undergraduate dental students as well as on the guidelines for postgraduate education in cariology, to promote education related events within ORCA Congresses or independently. Full description of the structure and activities of the committee can be found in the ORCA Protocols.

The total number of members of any committee shall constitute a quorum for business transactions, the chair having the casting vote. Replacement members may be appointed when necessary.

VII. Dues and Fees

1. *Full Members*

The annual membership fees shall be recommended by the Board and approved by the General Assembly.

2. *Student Members*

The annual membership fees shall be recommended by the Board and approved by the General Assembly.

3. *Honorary Members*

Honorary Members shall pay no membership fee.

4. *Retired Members*

Retired Members shall pay reduced membership fee. The reduced membership fee shall be recommended by the Board and approved by the General Assembly.

5. *Corporate Members*

The Executive Council of ORCA shall set the annual fee.

6. *Institutional Members*
The Executive Council of ORCA shall set the annual fee.
7. *Payment*
The membership fee shall be paid upon receipt of the annual invoice. The financial year shall correspond with the calendar year, i.e. 1 January to 31 December.
8. The financial commitment of ORCA shall be covered by the assets of ORCA without any personal obligation on Individual and Corporate Members.

VIII. Amendments

These Bylaws may be amended at any session of the General Assembly by a two-thirds vote of the members present and voting, provided that the proposed amendments have been submitted in writing at a previous General Assembly or provided that such amendments have been submitted in writing to the members of ORCA at least thirty days before the date on which the vote is taken.

The present revised edition of the Constitution and Bylaws of ORCA takes note of amendments and additions made since the first General Assembly of 29 May 1954 at Salzburg, including the resolutions accepted by the General Assembly of 17 May 1955 at Geneva, of 8 June 1966 at Perugia, of 17 July 1970 at Debrecen, of 24 May 1975 at Vienna, of 19 July 1988 at Budapest, of 7 July 1995 at Noordwijkerhout, of 3 July 1998 at Stockholm, of 6 July 2005 at Indianapolis, of 7 July 2006 at Glasgow, of 29 June 2012 at Cabo Frio, and of 7 November 2016 at La Granja de San Ildefonso.