
**REGULATIONS OF
THE ASSOCIATION OF BRITISH DISPENSING OPTICIANS**

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**REGULATIONS OF
THE ASSOCIATION OF BRITISH DISPENSING OPTICIANS
(THE ASSOCIATION)**

These Regulations of the Association are made by the Board of Directors of the Association pursuant to the power granted to them by Article 109 of the Association's Articles of Association on [] (subject to amendments made on [] 2019), and supersede and revoke the existing Regulations of the Association.

The definitions and interpretation which apply to the Articles of Association of the Association shall apply equally to these Regulations, unless the context otherwise requires.

1 ADMISSION OF MEMBERS (ARTICLE 25)

- 1.1 There are no eligibility criteria for admission as a Member except for those stated in the Articles.
- 1.2 An applicant for a Full Member, Associate Member or Student Member must deliver to the Membership Department of the Association a duly completed application in the standard form provided by the Association.
- 1.3 An applicant for a category of Membership who has satisfied the eligibility criteria in the Articles, complied with Regulation 1.2 and commenced payment of his or her subscription shall be admitted as a Member by the Membership Department of the Association, subject to the Board of Directors' discretion under Article 26.

2 USE OF "FBDO" (ARTICLE 30)

A Fellow shall not use the designatory letters "FBDO" after his or her name when he or she has chosen to place after his or her name letters designating membership or former membership of any of the following bodies:

- FADO indicating a Fellow of the Association of Dispensing Opticians
- FFDO indicating a Fellow of the Faculty of Dispensing Opticians
- MFDO indicating a Member of the Faculty of Dispensing Opticians
- SMC (Disp) indicating a Member of the Worshipful Company of Spectacle Makers
- BOA (Disp) indicating a Member of the British Optical Association.

3 PAYMENT OF ANNUAL SUBSCRIPTION (ARTICLE 34)

- 3.1 The methods for paying the subscriptions for Membership shall be those from time to time publicised by the Membership Department of the Association.
- 3.2 For the purposes of Article 34, a Member shall be deemed to have paid his or her annual subscription when he or she has commenced payment by any of the methods referred to in Regulation 3.1.

4 ELECTION OF DIRECTORS (ARTICLES 71 TO 73)

- 4.1 Each of the following is a “body” for the purposes of Articles 71.2 and 85.11:
 - 4.1.1 Association of Optometrists;
 - 4.1.2 College of Optometrists;
 - 4.1.3 Federation of Ophthalmic and Dispensing Opticians.
- 4.2 The Board of Directors shall designate in each calendar year one of its meetings as the Annual Board Meeting for the purpose of setting the date upon which Directors retire and take office in that year.
- 4.3 A candidate eligible to be elected a Director must be nominated in writing by six persons being Full Members or Life Members.
- 4.4 At least fifty-six days prior to the proposed date of an Annual Board Meeting at which the election is to take effect, the General Secretary shall invite nominations for election as Directors. The invitation may be sent by post or electronically and shall be sent to all Full Members and Life Members stating the vacancies to be filled together with the nomination form and specifying that the nomination form must be signed by six nominators and the candidate confirming his or her willingness to stand for election and that the candidate must complete and return a candidate statement in compliance with any requirements set out in the invitation. The invitation shall also state that the nomination form and candidate statement must be returned to the General Secretary by post or electronically so as to be received no later than 35 days before the date of the Annual Board Meeting.
- 4.5 If the number of candidates for Directors is equal to or less than the number of vacancies the candidate(s) shall be declared to be duly elected thereto.
- 4.6 If there are more valid nominations than the number of vacancies the election to fill the vacancy(s) shall be by ballot conducted by an organisation on behalf of the Association in accordance with the following Regulations.

- 4.7 At least 28 days before the date of the Annual Board Meeting at which the election is to take effect, the organisation conducting the ballot shall send by post or electronically to all Full Members and Life Members a ballot paper specifying the vacancies and containing the candidates' statements together with instructions for voting.
- 4.8 Each Full Member and Life Member shall be entitled to cast the number of votes as equals the number of vacancies (on the basis of one vote for a candidate). Votes may be cast by telephone, post or electronically in accordance with the voting instructions given by the organisation appointed to conduct the ballot. The nominees equal to the number of vacancies to be filled, who receive the highest number of votes, shall be elected. If there is an equality of votes, the election shall be decided by lot conducted by the organisation appointed to conduct the ballot in the manner it sees fit.
- 4.9 The instructions for voting shall specify a date not later than 5 days before the Annual Board Meeting at which the election is to take effect by which the votes must be cast. A vote which is not cast in accordance with such instructions shall be invalid.
- 4.10 The votes cast shall be counted by the organisation appointed to conduct the ballot before the Annual Board Meeting at which the election is to take effect and the results of the election of Directors shall be declared at the Annual Board Meeting immediately following their election.

5 FILLING VACANCIES IN DIRECTORS (ARTICLE 74)

The Board of Directors may appoint a person eligible under Article 71 to fill a vacancy in the Directors PROVIDED THAT as a result of such appointment there shall not be more than one Director who is a qualified optometrist. Any person so appointed shall hold office until the next Annual Board Meeting and shall then be eligible for re-election. Such period of office shall be disregarded for the purposes of Regulation 6.3.

6 TERM OF OFFICE OF DIRECTORS (ARTICLE 75)

- 6.1 A Director shall take office from the close of the Annual Board Meeting following his or her election, where the retiring Directors shall be deemed to retire.
- 6.2 A Director shall hold office for a term of three years at the end of which he or she shall retire and be eligible (subject to Regulation 6.3) for re-election for further terms of three years.
- 6.3 A Director who has held office for twelve consecutive years shall not be eligible for re-election until three years have elapsed thereafter.

6.4 "Year" for the purposes of this Regulation 6 and Regulation 9.4 means the period from the end of one Annual Board Meeting to the end of the next Annual Board Meeting.

7 ALLOWANCES AND PAYMENTS TO DIRECTORS (ARTICLES 13 AND 16)

7.1 A Director shall be entitled to be paid an allowance by the Association at a day rate or half day rate as agreed annually by the Board of Directors for the payment of locums by the Association for:

7.1.1 attendance at meetings of the Board of Directors and national committees of the Association or other meetings convened by the Association, which are in addition to 4 meetings of the Board of Directors and the Consultation Meeting held in each calendar year;

7.1.2 attendance at external meetings representing the Association;

7.1.3 acting as an examiner of the Association;

7.1.4 attendance at any other event authorised by the General Secretary.

A Director shall not be paid an allowance for attendance at 4 meetings of the Board of Directors and the Consultation Meeting held in each calendar year.

7.2 The allowance shall be paid either at the day rate or the half day rate depending on the time spent which includes reasonable time spent travelling to and from the meeting or Association activity.

7.3 Payment of an allowance shall be subject to submission by the Director of a duly completed claim on the standard form produced by the Association.

8 ANNUAL MEMBERS MEETING

8.1 The Association shall hold in each calendar year an annual meeting which shall be called the Annual Members Meeting.

8.2 The Annual Members Meeting shall be called by the General Secretary with an agenda set by the Board of Directors.

8.3 All Members are entitled to attend an Annual Members Meeting.

8.4 The Annual Members Meeting has no authority to take any decisions binding on the Association or the Board of Directors. An Annual Members Meeting is not a General Meeting.

8.5 The General Secretary may determine rules for regulating proceedings at Annual Members Meetings.

9 PRESIDENT, VICE-PRESIDENT AND CHAIR (ARTICLE 80)

The provisions of this Regulation 9 only apply to the President if he or she is to be elected by the Board of Directors from among the Directors pursuant to Article 80.

- 9.1 If following election a Vice-President decides he or she wishes to undertake the post of President solely in a Representational Role, he or she must declare that not later than six months prior to the Annual Members Meeting at which he or she takes office.
- 9.2 A candidate for election as President or Chair must be nominated by two Directors (excluding him or herself) and (in the case of a candidate for President) must declare whether he or she wishes to undertake the post solely in a Representational Role.
- 9.3 The Representational Role of the President and Vice-President is limited to:
 - 9.3.1 chairing General Meetings of the Association;
 - 9.3.2 presiding as the principal representative of the Association at Association events (excluding chairing meetings of the Board of Directors);
 - 9.3.3 chairing Consultation Meetings;
 - 9.3.4 presiding as the principal representative of the Association at external events as determined by the Board of Directors;
 - 9.3.5 such other ceremonial roles on behalf of the Association as determined by the Board of Directors.
- 9.4 A person will not be eligible to stand for election as President or Chair if at the time his or her election to that office would take effect he or she would have been a Director for more than seven consecutive years. A person may stand for election at the same time as President and Chair.
- 9.5 The vote for the election of the President and the Chair (if any) shall take place at a meeting of the Board of Directors held within six months prior to the Annual Members Meeting at which his or her election takes effect.
- 9.6 A candidate for the office of President or Chair who is unopposed shall be declared to be duly elected thereto.
- 9.7 If there is more than one candidate for the office of the President or Chair, the election for each office shall be secret written ballot at a meeting of the Board of Directors. A Director shall be entitled to cast one vote for one candidate for each office.

The candidate who receives the highest number of votes shall be deemed elected, if approved by a resolution passed by a majority of votes at the meeting of the Board of

Directors. In the event of an equality of votes, the election shall be decided by lot, the draw being made by the General Secretary.

- 9.8 The results of the election of the President or Chair shall be declared at the Annual Members Meeting following his or her election. The election of the President or Chair shall take effect as from the close of that Annual Members Meeting.

10 TERM OF OFFICE OF PRESIDENT, VICE-PRESIDENT AND CHAIR (ARTICLES 84 AND 85)

- 10.1 The appointment of the President pursuant to Article 81.2 shall take effect as from the close of the Annual Members Meeting immediately following the meeting of the Board of Directors at which the appointment was made.

- 10.2 The person elected or appointed to be President under Articles 80 or 81.2 shall serve as Vice-President for two years after his or her election or appointment takes effect and thereafter as the President for two years. Upon completion of his or her term of office the President shall not be eligible to stand for re-election or re-appointment to that office.

- 10.3 The Chair shall serve for two years after his or her election takes effect at the end of which he or she shall retire and (if the President is undertaking his or her office solely in a Representational Role) be eligible for re-election for one further term of two years.

- 10.4 If there is a vacancy in the office of President, the Vice-President (then in office) shall be the President and hold office for the unexpired term of office of the person who has vacated the office of President and thereafter for two years, subject to serving a maximum period which shall expire at the end of the third Annual Members Meeting following filling such vacancy.

- 10.5 If there is a vacancy in the office of Vice-President, the Directors may elect a person from the Directors to fill that vacancy in accordance with the procedures in Regulations 9.6 and 9.7 or, if Article 81 applies, may appoint a person to fill the vacancy in accordance with Article 81.2.

Such person so elected or appointed shall hold office as Vice-President for the unexpired term of office of the person who has vacated that office and thereafter as the President for two years.

- 10.6 If there is a vacancy in the office of Chair, the Directors may elect a person from the Directors to fill that vacancy in accordance with the procedures in Regulations 9.6 and 9.7.

Such person so elected shall serve for the unexpired term of office of the former Chair, at the end of which (if the former Chair vacated office during his first term and the President is undertaking his or her office solely in a Representational Role) shall be eligible to be re-elected for a second term of two years.

- 10.7 “Year” for the purposes of this Regulation 10 means the period from the end of one Annual Members Meeting to the end of the next Annual Members Meeting.

11 ALLOWANCES FOR PRESIDENT, VICE-PRESIDENT AND CHAIR (ARTICLE 14)

- 11.1 The President and the Vice-President (whether elected or appointed under Article 80 or 81.2) and any Chair shall be paid an annual allowance of such sum agreed by the Board of Directors for the performance of their duties in that office.

12 CONSULTATION MEETINGS (ARTICLES 108 to 111)

- 12.1 Full Members and Student Members are entitled to attend Consultation Meetings.
- 12.2 The General Secretary shall call Consultation Meetings.
- 12.3 The General Secretary may determine rules for regulating the proceedings of Consultation Meetings.

13 REGIONS

- 13.1 A “Region” is a part of the United Kingdom from time to time declared to be a Region by the Board of Directors.
- 13.2 A Region is incorporated within the Association and accordingly is not an independent organisation from the Association.
- 13.3 Each Full Member, Student Member, Retired Member and Associate Member is entitled to attend a meeting of the Region in which he resides or works and may attend a meeting of other Regions.
- 13.4 All meetings of Regions shall be called and organised through the Membership Department of the Association.
- 13.5 The sole purpose of a Region is to carry out the Association’s Objects and a Region shall not carry on any activities which do not further the Association’s Objects.

Amended on 3 July 2024