

# REGULATIONS

*Of the*

## Balkan Stomatological Society

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### Article1: MEMBERSHIP

#### 1.1. Active Members

1. A candidate applying to the BaSS Council through his own country's councilors after approval by the BaSS Council is voted as Active Member in the GA.
2. Any Dentist residing and practicing in a Balkan country who registers at a BaSS Congress may if he so wishes simultaneously be considered as applicant for active member of BaSS.
3. In the case of (2) above, the BaSS Congress Organizing Committee will forward the registered non members wishing to be applicants, to the BaSS Council in its second session. Upon approval of the Council all registered non members will be presented for voting as new active members to the General Assembly before item AOB of the Agenda of the General Assembly.
4. The New active members are considered active members until the next Congress where they can register as active members. If they do not attend the next Congress then in order to retain their active membership they need to pay their annual membership fee to their country Councilors or directly to the Treasurer or bank transfer.
5. Active members pay annual membership fees. The annual membership fee is decided by the BaSS Council and approved by the General Assembly.
6. The annual membership fee is paid to the country Councilors or directly to the treasurer of BaSS or bank transfer, or to the Organizing Committee during the Congress of BaSS.
7. Active members who have not paid their annual fees for two consecutive years shall have their membership revoked by the Council. If such a member wants to be reinstated he or she must pay all the membership dues that are in array.

8. Active members will be issued each year with an official Membership Certificate and a Membership Card by the BaSS Council, signed by the President and the Secretary General and distributed by e-mail.

### **1.2. Associate Members**

1. Physicians or Dentists regardless of their residence, attending the BaSS Congress, can be simultaneously registered as applicants for associate membership of BaSS.
2. The annual membership fee for associate membership is paid directly to the Treasurer of BaSS or by bank transfer, or to the Organizing Committee during the Congress of BaSS.

### **1.3. Supporting Members**

1. Supporting members are National or Local Dental Associations or Scientific Societies that sponsor BaSS.

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## **Article 2: ORGANIZATION**

The Society was founded in Thessaloniki, Greece, where it is registered. The Society shall be a scientific, professional, non-political and non-governmental organization for public benefit.

### **2.1. General Assembly**

1. The Secretary General is responsible to check that there is a quorum present in the General Assembly. If the 50%+1 of the registered Active Members in the Congress are present they constitute a quorum of the GA. In case that a Quorum is not achieved the General Assembly is repeated after half an hour and all the present active members constitute a quorum. The Congress Organizing Committee under the administrative authority of the BaSS Council, shall ensure that only active members vote in the General Assembly.
2. One of the issues of the General Assembly Agenda shall be the establishment of the location of future congresses upon proposals of the Council.
3. The penultimate issue of the General Assembly Agenda shall be the acceptance or otherwise of applications for membership approved by the majority of the Council at the previous Council meetings.

### **2.2. Council Meetings**

1. Each country must be represented by at least by one councilor, in default of this they will be bound to accept the decisions of the Council without any discussion.
2. The autumn Council Meeting will be financially supported by the BaSS Bank Account with an amount which will be decided by the Council in the Council Meeting during the BaSS Congress prior to the autumn Meeting.
3. At the Council Meeting during the BaSS Congress one Councilor of each Country should present a National report according to the national report template form.

## **2.3. Duties of the Officers**

### **2.3.1. Duties of the President**

**2.3.1.1.** The President of BaSS represents the Society in all formal activities. The President presides the General Assemblies, the Council Meetings, and the Executive Committee Meetings. He is responsible that all the decisions of the GA, Council and Executive Committee are executed. He signs all the official documents of the Society. Coordinates and supervises the works of all the other Officers, Committees and working groups of BaSS.

### **2.3.1.2 Duties of the Secretary General**

The Secretary General of BaSS is responsible of keeping the minutes of the GA, Council Meetings and Executive Committee Meetings. The Secretary General is also responsible to propose the Agendas of all the above Meetings, The SG handles all the correspondence of the Society and reports it to the BaSS Council, is responsible to circulate all the material relevant to the Meetings of the Council to all the members of the BaSS Council. The minutes of the BaSS Council Meeting and the decisions made there should be distributed to the Council within one month after the Meeting. The Draft Agenda should be distributed to the Council Members a month and a half before the upcoming BaSS Council Meetings and the Final Agenda three weeks before the upcoming Meeting. The Secretary General is responsible in keeping the Roster of members of all active, associate and supporting members of the Society as well as the friends of the Society.

### **2.3.1.3 Duties of the Honorary Treasurer**

The Honorary Treasurer is responsible of the monies of the Society. He proposes the Budget of the Society that is approved by the BaSS Council during the Autumn Meeting. Furthermore during this Meeting he gives an interim report of the current year. In the Council Meeting during the BaSS Congress the Honorary Treasurer is responsible to present the end of the year financial report of the previous year and the report of the auditing committee which is then approved by the Council and the Honorary Treasurer is discharged for that year. The Honorary Treasurer is responsible to pay out all the expenses of the Society and collect all the membership fees, donations and any other form of income of the Society which he reports to the BaSS Council biannually.

## **2.4 Establishment of Country Sections in BaSS**

1. **Purpose:** The purpose of establishing Country Sections in BaSS is to:

- Promote the idea of BaSS
- Promote the BaSS Congresses
- Prepare and maintain the list of active members
- Organize if it's possible local scientific or professional events

The BaSS local scientific or professional events (symposia or similar events) shall be organized, where possible, on an annual basis by each of the Country Sections represented in the BaSS Council. Wherever possible, this shall be done under the auspices of the National or Local Dental Association(s) or Scientific Societies.

- Organize if it's possible the travel arrangements of their country's members to enable them to participate in the various activities of BaSS (congresses, meetings etc.)
2. Under the guidance of the countries' Councilors the active BaSS members of each country constitute a Section.
  3. One of the councilors of each country shall be elected as Sectional Secretary and one of the deputy councilors should be elected as Sectional Treasurer.
  4. The duty of the Sectional Secretary is to collaborate with the General Secretary and the BaSS Honorary Treasurer in the preparation of the list of active members, to promote the idea of BaSS and the BaSS Congresses, to recruit new members.
  5. Local Sections may collect money through their activities. This money belongs to the Section can be spent on the functions of the Section and postal expenses for the BJDM.

## **2.5. Headquarters Office**

1. The BaSS Headquarters Office is financially supported by the BaSS Bank Account annually, with an amount determined by the BaSS Council during the approval of the budget in the Autumn Meeting.
2. The BaSS Headquarters Office employs a secretary and an accountant to take care of the correspondence and the financial bookkeeping of the society, respectively.
3. The BaSS Headquarters Office will enforce the implementation of an electronic database for Membership and Congress Participants managed by a person appointed by the BaSS Council.

## **2.6. New BaSS Council officers**

- Other Balkan Countries fulfilling the constitutional requirements as described in articles: 7.1 paragraphs 3 and 4 (page 5) and 8.3 paragraph 3 (page 6) of the BaSS Constiution, wishing to participate in the Balkan Stomatological Society, apply to the BaSS Council and after approval by the BaSS General Assembly will be added and will be represented to the BaSS Council with two Councilors and two deputy Councilors.

## **2.7. Vacant BaSS Council positions**

2.7.1. All country delegations should make sure that all the positions of Councilors and deputy Councilors are filled according to Article 7 of the BaSS Constitution. In case that a position of a Councilor or deputy Councilor is not filled during the nominations before the elections a provisional Councilor or deputy Councilor can be proposed within 4 months and participate in the Council Meetings without vote until the next elections.

2.7.2 In case that a position of the Executive Committee suddenly becomes vacant it is provisionally filled by another member of the Council following the line of procession.

2.7.3 The provisional councilors may be voted in full position in the next general Assembly.

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## **Article3: CONGRESS**

### **3.1. Purpose**

1. The purpose of BaSS Congresses shall be to provide Balkan dentists with opportunities to exchange their knowledge, experience and advancement of dentistry and dental materials by a scientific and professional program, working groups and a trade exhibition.
2. The Congress of the Balkan Stomatological Society shall be organized every spring in one of the countries that are represented on the BaSS Council. This should be done under the auspices of the National or Local Dental Association or Scientific Societies.

### **3.2. Application**

1. The candidate country – through a unanimous written consent of its Councilors at the BaSS Council - applies to the Council by submitting a folder including details of the hosting city and the venue (hotel or convention center), the facilities, the social program and the probable cost for the participants. The file should include a letter of interest (application) from the responsible Dental Organization and should include a letter of interest (application) from the putative President of the Congress who is to be responsible for all activities of the Congress.
2. The President of the Congress must be proposed to and approved by the BaSS Council.
3. The organizing country should fulfill the minimum standards of the Congress which are:
  - a. A hall for at least 300 persons for opening and closing ceremonies and conferences.
  - b. 3 halls for conferences and lectures at least 60 persons capacity.
  - c. A poster hall.
  - d. A trade exhibition hall.
  - e. A room for council meetings.
  - f. A room for working groups.
4. The application envelope shall be forwarded to the BaSS Secretariat by the end of March and not less than two years before the proposed date of the Congress. In case that there are no applicants by the above mentioned time frame, applications can be accepted minimum one year before the proposed dates for the congress otherwise the Congress for that year will be cancelled.

### **3.3. Nomination**

1. Congress Evaluation Committee (CEC) The CEC shall be composed of three members of the BaSS Council (the Secretary General and two councilors from the countries that organized the two last Congresses) appointed annually by the Council. The CEC shall review and evaluate the reports on the proposed time, physical and technical capacity of the venue and accommodation fees of the candidate countries of the future congresses and will report to the Council the relevant candidates.

2. The Council shall decide on the location of the Congress by the same procedures used for the other decisions of the Society. In the evaluating criteria, the facilities (place, rooms, technical and secretarial support, e.t.c.), the possibilities for easy access to the Congress, and the candidate country, shall be taken into account within the overall principal that countries which have seldom or never hosted the congress are preferable.
3. The time and place of the BaSS Congresses shall be determined by the Council not less than two years prior to the Congress with the exception described in article 3.2.4. of the Regulations following the report of the Congress Evaluation Committee (CEC).
4. The decisions for the location and dates of the Congress, proposed by the Council are approved by the General Assembly.

### **3.4. Cancellation**

1. Cancellation of the Congress for security, financial or other reasons can only be decided on by the President of the Congress after an application to the Council, referring to all the reasons in details. The application is distributed to all the delegations of the Society. The application for cancellation ought to be accepted by the Council.
2. The BaSS Council has the right to determine at any time if the Constitution and the Regulations of the Society are being respected and applied. In case of problems or doubt the President of the Society and the Secretary General shall call on the President of the Congress for explanations. If the explanations are not convincing or the infraction of the rules is obvious, then the Council has the right to withdraw the nomination.
3. If the Council's decision to withdraw the nomination or the application to the BaSS Secretariat for cancellation is received before the last General Assembly before the proposed Congress, the Council shall appoint another host country starting from those who had already applied before continuing to any new candidate country. In case of failure, the Congress is not held for that year. In either case the country concerned loses the right to apply for the next three (3) Congresses.

### **3.5. Announcements**

1. The Congress should be made known to the Balkan dentists through all possible mass media. An announcement should be distributed to the audiences of the previous Congress. The announcements should provide information about the main items of the Congress such as place, date, fees, the deadlines for submitting papers, registration, e-mail addresses, telephone and fax numbers, etc.
2. In addition, the President of the Congress is responsible for forwarding all the information about the Congress, in electronic type, to the webmaster for publishing it through the website of the Society.

### **3.6. Fees**

1. The fees for attending the Congress are defined and decided by the BaSS Council. The amount shall include the registration fee, which goes to the Organizing Committee, and the annual membership fee, which is transferred to BaSS. The fees of the Congress

are differentiated as following while a 20% differentiation between "members" and "non members" shall be made:

- a. Early Registration Fee: (up to February 28/29 or up to abstract submission deadline) The early Registration Fees will be the fee that has been set by the Council after the proposal of the Organizing Delegation.
  - b. Late and on-site Registration Fee Late and on site Registration Fee will be increased by a percentage of the Early Registration Fee decided by the Council.
  - c. Contributors Registration Fee: (Early Registration Fee) Contributors to the Congress' Scientific Program (oral presentations-Posters) are eligible to the Early Registration Fee after they receive acceptance of their presentation providing that they Register within a period of 7 days after the acceptance.
  - d. Students Registration Fee: Students (either under- or post-graduate) pay a reduced Fee compared to the Early Registration Fee which will be decided in the Council which will be excluding the participation to the Gala Dinner. Students Registration Fee will be constant whether it is early, late or on site.
2. The members of the BaSS Council (Officers, Councilors and Deputy Councilors) and the former Presidents of BaSS do not pay registration fees at the Congresses of the Society.
  3. The accommodation cost for members of the Executive Committee, councilors of the BaSS Council and the former Presidents of BaSS, present at Congresses, shall be covered by the Organizing Committee. In case of an absent Councilor the accommodation cost of the deputy councilor is covered by the Organizing Committee.
  4. Participants of the Congress have the right a) to receive from the Organizing Committee a bag, the program, the book of abstracts either in hardcopy either in an electronic form (CD-ROM or flash drive), a certificate of attendance, a name badge etc. b) to attend the opening and closing ceremony c) to enter the exhibition center and d) of course, to enter all halls of the Congress. No one is allowed to enter any place of the Congress without his badge.
  5. Coffee, lunch and dinner charges are entirely at the discretion of the Organizing Committee.
  6. Congress fees shall include an opening cocktail and gala dinner.

### **3.7. Committees**

1. The President of the Congress appoints the Organizing and the Scientific Committee and ensures their collaboration.
2. The Organizing Committee is responsible for the harmonious function of
  - Congress Secretariat (registration, fees, list of participants e.t.c.).
  - Technical and security staff.
  - Supplying the required technical equipment.

- Organizing the dental exhibition.
  - The social program.
  - The correspondence to all the participants by post, fax or e-mail.
  - Hosting invited persons and the BaSS Council members. All correspondence regarding the hosting has to be done in due time (at least 1 month before the Congress).
  - Invited Lecturers and BaSS lecturers are invited for the duration of the Congress (3 days min), Council Members and Past Presidents for 3 days min and the Council Meeting Sessions are organized on Friday (1<sup>st</sup> Session) and Saturday (2<sup>nd</sup> Session) and the General Assembly is also organized Saturday (late afternoon) The Accommodation and Social Program of all the aforementioned are covered by the Organizing Committee.
  - Facilitating the attendance of all the Balkan colleagues (travel agency, visa, e.t.c.)
3. All issues related to financial management of the Congress are exclusively the responsibility of the Organizing Committee and have nothing to do with BaSS.
  4. The Scientific Committee, in collaboration with the country's delegation, invites, from each Balkan country, at least one specialist to lecture with the obligation of the lecturer to submit a Scientific paper related to the lecture for publication to the Balkan Journal of Dental Medicine prior to the Meeting.
  5. The Scientific Committee is responsible for:
    - the preparation of the scientific program of the Congress.
    - the definition of the main theme and the topics of the Congress.
    - the collection, evaluation and approval or rejection of submitted papers, and all scientific presentations.
    - the publications of the Congress (wall bills, announcements, program, abstracts, invitations, certificate of attendance, e.t.c.)
    - the correspondence with all the invited lecturers BaSS lecturers, presenters, etc. informing them at least one month before the Congress of the exact date, time and lecture hall of their presentations.
    - the BaSS Awards process.

### **3.8. Program**

1. The scientific program of the Congress will begin on Thursday (morning or noon and will finish by Saturday afternoon or evening with the closing ceremony. Care should be taken to place the invited lecturers and presenters from other countries in the Program after the first day of the Congress.



2. The timetable of the program must appear on the web site at least one month before the Congress.
3. The scientific program consists of an onward/guided program (lectures, round tables, video projections, table demonstration e.t.c.) and a liberal/optional program (oral presentations, posters), guided by a general ratio of 60/40% of total time.
4. It is up to the Organizing and Scientific Committees to organize, pre, post or even during the breaks of the Congress, events or seminars during the Congress with extra fees.
5. There must be possibilities for continuous professional development courses, hands-on courses and workshops organized by BaSS.
6. For the unvarying procedure of the Congress, the time of its scientific events is defined as follows:

Event	PresentationTime	Discussing Time	Total
Lectures (BaSS)	25 min	5 min	30 min
Invited Lecturers	50 min	10 min	60 min
Round Table	75 min	15 min	90 min
Table Demonstration	20 min	10 min	30 min
Video Projection	20 min	10 min	30 min
Oral Presentation	10 min	5 min	15 min
Hands on	90 min	30 min	120 min
Poster Presentation	5 minutes	3 minutes	8 minutes

### 3.9. Ceremonies

1. During the Congress and the Opening and Closing Ceremonies only the BaSS flag shall remain raised in the Congress venue.
2. The Organizing Committee has to organize two ceremonies, one is the Opening and the other one is the Closing.
3. The Opening ceremony will be divided into two parts. Officials who are entitled to address the audience such as: a) the President of the Congress b) the President of the Society c) two officials from the National and the local dental community for a short greeting and d) the official guest (minister etc) cover the first part. Culture event(s) promoting the local tradition, customs and culture cover the second part. Holding a reception at the end of the Opening ceremony, whenever possible, is desirable.
4. The Closing ceremony, is held during the Gala Dinner, will be as simple as possible. The President of the Congress 1) presents all data of the Congress (number of participants, number of presented works, statistics, e.t.c.) 2) announces the winners of the BaSS Awards and presents them and c) handles the flag of the Society to the next President of the Congress who keeps it until the next Closing ceremony. In case

of cancellation of the Congress, the flag immediately is returned to the President of the Society.

### **3.10. Submitted Papers**

1. All submitted papers must follow the instructions of the Organizing and the Scientific Committee and are submitted online using the Congress platform.
2. In the on-line submission care should be taken by the Scientific Committee that every abstract form shall consist of two separate parts.
  - a. On the first part the submitting author(s) has to fill in a) the title b) the authors (full names and titles) c) the centre or institute, where the work has been performed c) identify the author to present the work and d) name, full address, e-mail, and mobile phone number with the country code of the corresponding author. The submitting author(s) must also identify 1) the topic 2) the type of the presentation (lecture, table demonstration, round table, video projection, oral presentation, poster, etc.) and 3) if the paper is candidate for the BaSS Awards.
  - b. On the second part only the title and the abstract with no names, or anything revealing the origin of the work shall be written. The abstract must be 300 words for lectures, 250 words for round tables, oral presentations, posters, and 200 words for table demonstrations and video projections. The abstract should include an Introduction, Aims, Materials and Methods, Results and Conclusions. The second part of the abstract form must be typed using the program Microsoft Word, with font "Times New Roman", style "Normal", size "12" using the English language keyboard. The title should be in capital letters.
3. Two months before the Congress all submitted papers shall receive an answer of acceptance or rejection, to allow corresponding authors to register for the Congress.
4. All the authors of a submitted abstract must register to the Congress within one week after they receive the acceptance letter.

Reasons for rejecting the submitted papers are a) abstracts with more number of words than required, b) title in discordance with the content of the abstract c) content similar to another abstract(s) announced by the same author(s) d) not following the format: Introduction, Aims, Materials and Methods, Results and Conclusions e) the abstract text discloses the origin of the paper and the authors f) all the authors of the paper have not registered in the Congress and g) the abstract was received after the deadline set by the Scientific Committee.

### **3.11. Referees**

1. The Congress Scientific Committee is responsible for the collection and evaluation of the submitted papers. After the completion of collection, the papers are divided according to the preferable by the authors' topic and a number is assigned at both parts of each abstract form.
2. The Scientific Committee appoints the referees for each topic of Dentistry Three months before the Congress, the Scientific Committee sends to the relevant referees for evaluation the second part of the submitted abstracts. Instructions to the authors for participation in the Congress are also attached. Care is taken that the names of the authors and the origin of the papers are not disclosed. The referees evaluate each paper on a scale from "" to "10". Papers that do not follow the directions of the Scientific Committee are graded with "0". An evaluation list listing the papers in terms of grade is composed. The referees have to send the evaluation list to the Scientific Committee within fifteen days.
3. The Scientific Committee collects all the referees-evaluation lists and prepares the final evaluation list, for each subject, from the average mark of each referee 's grading. In case a referee has not send his or her evaluation list within thirty days, the Scientific Committee appoints one of its members as a referee on the topic.

4. The best marked papers will be chosen for presentation according to the space on the program.
5. The Scientific Committee has the right to suggest to submitting authors to present a submitted work as Oral Presentation, as Poster Presentation and vice versa.

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### **Article 4: AWARDS**

#### **4.1. BaSS Congress Awards**

1. BaSS Congress Awards for Best Oral Presentations and Best Poster Presentations are given by BaSS at the BaSS Congresses, in order to promote the scientific activities and dental research.
2. For this purpose the BaSS Council appoints the Awards Committee consisting of a President and three members. The President of the Awards Committee is the President of the Congress Scientific Committee. The three members of the Awards Committee are appointed by the BaSS Council and are Councilors or deputy Councilors from countries with no candidates. The Awards Committee takes decisions by a simple majority of the members present. In tied votes the President's vote counts double. The final decisions for the Awards are given in writing in a sealed letter to the President of the Congress to be announced at the closing ceremony.
3. The Awards are given to the best 3 oral presentations and the best 3 Poster Presentations. The best Oral Presentations Awards will consist of a Certificate, issued by BaSS and the amount of one thousand Euro (1.000€) provided by the BaSS account (500€-300€-200€ for 1st, 2nd and 3rd award). The best Poster Presentations Awards consist of a Certificate, issued by BaSS and five hundred Euro (500€) provided by the BaSS account (250€-150€-100€ for 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> award)
4. Only Oral and Poster Presentations shall be considered for the competition. The papers must be the result of an original research (basic, experimental or clinical) and they must be presented for the first time and not in receipt of any previous Awards. If the research is teamwork, the approval for application of all the members of the team is required.
5. The candidate must be the first author of the paper, under the age of 35 (including), the presenter of the paper and should not be a senior academic (professor or associate professor). Senior academics are not prohibited from participating in a work and taking part in the competition, as long as they are not first authors. One of the authors must be an active member of BaSS.
6. The candidates should inform the Scientific Committee, about their application for the Award when they are submitting their abstract form. The Congress Scientific Committee has the duty and the responsibility of determining whether the above criteria have been fulfilled. A preliminary selection of the candidate abstracts fulfilling the above criteria should be prepared by the President of the Scientific Committee and distributed to the Award Committee members. The candidate papers should be submitted to the Scientific Committee in full text at least one month before the beginning of the Congress. All the candidate papers in full text should be in the hands of the Award Committee members during the Council Meeting (first Session).

7. All candidate papers will be presented at special sessions of the Congress in front of the Awards Committee members.
8. All Award candidates have to sign a written consent that if they are awarded they are obliged to submit their manuscripts to the BJDM for publication free of charge.
8. Extra Awards could be given in the same as the above procedure by persons, organizations or firms with the approval of the BaSS Council, which will specify the terms of the competition.

#### **4.3. BaSS Distinguished Member Award**

**4.3.1.** The **BaSS Distinguished Member Award** is established and is best owed to an Active Member who has served BaSS demonstrating an undisputed significant contribution to the Society.

**4.3.2.** The **BaSS Distinguished Member Award** is granted after a unanimous decision of the BaSS Council following a proposal signed by at least three Country Delegations (all six Councilors) submitted in writing to the Secretary General of the Society at least two months before the Autumn BaSS Council Meeting and a decision is reached during the Autumn Meeting as a separate item of the Agenda to be validated by vote of the Active Members during the BaSS General Assembly.

**4.3.3.** The **BaSS Distinguished Member Award** is presented to the recipient, during this same General Assembly after completion of the vote, by the President of BaSS.

**4.3.4.** The recipient of the **BaSS Distinguished Member Award** receives a certificate signifying the award, is exempt from annual membership dues for life, and retains all the rights and privileges of a Past President.

**4.3.5** Eligible for the **BaSS Distinguished Member Award** are Active Members who fulfill at least three of the following criteria:

1. Is a founding member of BaSS
2. Has served as President of BaSS
3. Has served BaSS as member of the Executive Committee for at least two terms (4 years)
4. Has served as BaSS Councilor for more than four terms (8 years)
5. Has an undisputed contribution in the promotion of BaSS worldwide or in International Scientific Fora
6. Has served as President of a BaSS Congress

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## **Article5: JOURNAL**

1. The Journal of BaSS is the Balkan Journal of Dental Medicine formerly the Balkan Journal of Stomatology. It is presently an Open Access Journal.
2. The policy of the Journal is proposed by the Editor in Chief and is approved by the Council. The Journal has its own budget which is part of the BaSS budget, is formed by the Editor in Chief and is approved by the BaSS Council. The BJDM is financed by BaSS and sponsors. Interim financial report for the current year and financial plan for the next year is presented by the Editor in Chief and is approved by the BaSS Council at the autumn meeting. The end of the year Financial report is presented by the Editor in Chief during the Council Meeting at the BaSS Congress. Any sponsorship to the Journal must be accompanied by a contract signed by the Editor in Chief of BaSS and responsible officer of the sponsor and is cosigned by the Honorary Treasurer approved by the BaSS Council.
3. Authors of published papers do not necessarily have to be members of BaSS.
4. Authors should submit their work directly to the Balkan Journal of Dental Medicine (BJDM) through the journal's web-site.
5. Members of the BJDM Editorial Board from each country should try and send two manuscripts a year to the Editor in Chief and submit a list of potential reviewers (name, institution, and area of expertise).
6. Every paper submitted to the Editor-in-Chief should be reviewed by two independent reviewers selected by the Editor in Chief. In cases of disagreement between the two reviewers, the Editor-in-Chief shall have the final decision.

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## **Article6: SOCIAL MEDIA**

1. The design, administration and the content of web site, facebook and any other social media used by BaSS must be regulated by a committee appointed by the Council. Contributions from members would be appreciated.

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## **Article7: STUDENT EXCHANGE PROGRAM**

1. Regulations for the undergraduate and postgraduate student and staff exchange programs shall be formulated and recorded in writing. Existing exchange framework and network programs (i.e. Erasmus, Erasmus International, Medea etc.) should be utilized in order to facilitate exchange programs between Universities in the BaSS countries.
2. In order for the program to be realized the Dental Faculties accepting the student and staff exchange programs should be contracted.

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## Article 8: BaSS Name and Logo

8.1. The BaSS Name and Logo represent symbolically the possibilities of the Society.

8.2. The BaSS Name and Logo are approved with a decision of the General Assembly of BASS since 1996.

8.3. The BaSS Logo is a visual image of BaSS.

8.3.1. Structure of the visual image:











8.3.1.1. Preserved symbol: to describe and visualize with wording the BaSS Logo

8.3.1.2. Preserved logotype: The preserved logotype is written with majuscules (capital letters) in English language: YoungSerif Regular

8.3.2. The code of the colors of the visual image

8.3.2.1. Preserved symbol: The graphic design is colored or black and white and colored.

The colors are:

 R: 168 G: 186 B: 114 #A8BA72	 R: 161 G: 156 B: 61 #A19C3D	 R: 143 G: 156 B: 123 #8F9C7B	 R: 140 G: 153 B: 89 #8C9959	 R: 30 G: 56 B: 135 #1E3887
 R: 101 G: 117 B: 53 #657535	 R: 27 G: 57 B: 117 #1B3975	 R: 95 G: 110 B: 63 #5F6E3F	 R: 63 G: 82 B: 105 #3F5269	 R: 38 G: 59 B: 102 #263B66

8.3.3. The symbol is represented on the stamp of the Society in a way that is described in the Regulations of BaSS.

8.3.4. The preserved symbol, the preserved logotype and the stamp are saved as digital electronic record.

8.4. The Name and Logo of BaSS is represented on:

- The stamp of the BaSS.
- Official templates, certificates, diploma, templates, official addresses, greetings, business cards and other official documents and printed and materials of BaSS.
- Electronic publications of BASS, plastic awards, medals, badges and other official plastic art.

8.5. The representation of the BaSS Name and Logo are without any restrictions in the stated formats issued by the official bodies of BaSS.

8.6. The members of BaSS are not allowed to represent the BaSS Name and Logo on the managing boards, business cards, on the websites and social media of their member associations without written permission from the BaSS Council. If the application for using the BaSS Name and Logo is approved it has to be used for fulfilling and following the requirements, stated in point 10 and 11 of these Guidelines.

8.7. The representation of the BASS Name and Logo for advertisement purposes of BaSS and other not mentioned needs of the BaSS bodies are allowed with a decision of the BaSS Council for international or national usage or with a decision of the Council of BaSS.

8.8. The usage of the BaSS Name and Logo on a request of outside users, including the representation of the elements of the BaSS Name and Logo are allowed with a decision of the BASS Council for every single occasion after a proposal from the BaSS Council's members.

8.9. The fee, requested to be paid by the outside users is defined according to a table, approved by the BaSS Council's after a proposition from the BaSS Council members, which reflects the basic criteria, volume of usage, broadness of the media coverage, forecasted financial benefit of the user, type of representation of the Logo and their derivative sub criteria.

8.10. Every user – body of BaSS – user by privilege, according to Regulations and the outside user, could represent the BaSS Name and Logo in compliance with the approved parameters of the pattern for graphic design with described symbols, dimensions, ratios, centralization and colors.

8.11. The plastic image of the BaSS Name and Logo, drafted in a plain, should correspond to the template of the graphic design of the Logo.

8.12. The application documents for the usage of the BaSS Name and Logo from an outside user are irreversible part of the chapter. Drafts for their update are developed by the BaSS Council and are proposed for confirmation by the BaSS Council's members and BaSS General Assembly.

8.13. Usage of the BaSS Name and Logo has to be approved by the BaSS Council and a Contract has to be signed by BaSS represented by the BaSS President and the responsible officer of the party, which will use the BaSS Name and Logo.

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### **Article 9: BaSS Communications**

**An Annual Communications Work Plan** has to be developed each year by BaSS TaskForce appointed by the BaSS Council, in parallel with the development of the annual BaSS Budget, to ensure adequate funding. An Annual Communications Work Plan for the coming year is submitted to the BaSS Annual Congress for adoption.

The BaSS Annual Communications Work Plan consists of:

- 9.1. **Goals** -Short-term, middle-term and long-term strategic goals of BaSS communications.
- 9.2. **Objectives** - Specific, concrete and measurable objectives to be achieved each year in support of the strategic goals with the activities, responsible body/persons, audience, evaluation indicators, timeline and budget.
- 9.3. **Evaluation** – An evaluation of the Annual Communications WorkPlan has to be made each year.

The goals that the BaSS is aiming to achieve through its communications activities are the following:

- **Lobbying**  
Influence the role of BaSS in the Balkan scientific and professional institutions and other initiatives, which affect the dental profession.
- **Advocacy**  
Raise the awareness of dentistry as an integral part of general health care, promote high standards of oral and general health, dentistry and dental care in the Balkans.
- **Reputation**  
Increase visibility of the BaSS as an organisation that is trustworthy and credible and is representative of the Balkan dental profession among representatives of Balkan institutions and of national governments and among Balkan dentists.

- **Capacity**  
Support BaSS member organisations in their own communications activities and improve the synergies between the communications activities of the BaSS and of BaSS member organisations. Identify communication competences not available in the BaSS (BaSS Council, BaSS member organisations) and determine how the gaps could be filled.

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**Article 10.MISCELLANEOUS**

1. All previous decisions related to the above regulations are replaced with the new established articles.
2. For those issues who are not covered by the newly established articles of regulations, relative previous decisions remain active.

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These articles were conducted and agreed during meetings in Iasi, Romania (11<sup>th</sup> May 2018) by the following members of the Council:

- Prof. Argirios Pissiotis, *president*
- Prof. Dragoslav Stamenkovic, *past president*
- Prof. Norina Forna, *president elect*
- Prof. Ana Minovska, *vice president*
- Prof. Anastasios Markopoulos, *secretary general*
- Dr. Nicos Maroufidis, *honorary treasurer*
- Prof. Dejan Markovic, *editor-in-chief*
- Prof. Ruzhdie Qafmolla, *councillor for Albania*
- Prof. Rozarka Budina, *councillor for Albania*
- Prof. Nikolai Sharkov, *councillor for Bulgaria*
- Assoc. Prof. Iljana Muratovska, *councillor for F.Y.R.O.M.*
- Dr. Julio Popovski, *councillor for F.Y.R.O.M.*
- Dr. Georgios Tsiogas, *councillor for Greece*
- Prof. Athanasios Pouloupoulos, *councillor for Greece*



- Prof. Eder Kazazoglou, *councillor for Turkey*
- Prof. Momir Carevic, *councillor for Serbia and Montenegro*
- Dr. Slobotan Andjelkovic, *councillor for Serbia and Montenegro*
- Dr. Rodos Irodotou, *councillor for Cyprus*
- Dr Huseyin Bicak, *councillor for Cyprus*
- Dr. Mihael Stanojevic, *councillor for Bosnia-Herzegovina*
- Prof. Sedin Kobaslija, *councillor for Bosnia-Herzegovina*
- Dr. Dzenad Ganjola, *councillor for Montenegro*
- Assoc. Prof. Dr. Mirjan Djurickovic, *councillor for Montenegro*
- Assoc. Prof. Edit Xhajanka, *deputy councillor for Albania*
- Prof. Elmedin Bajric, *deputy councillor for Bosnia-Herzegovina*
- Dr. Miroslav Lucic, *deputy councillor for Bosnia-Herzegovina*
- Dr. Ivailo Metodiev, *deputy councillor for Bulgaria*
- Dr. Georgios Minas, *deputy councillor for Cyprus*
- Dr. S. Solyali, *deputy councillor for Cyprus*
- Dr. Bruno Nikolovski, *deputy councillor for F.Y.R.O.M.*
- Dr. Zoran Vlahovic, *deputy councillor for Montenegro*
- Assoc. Prof. Dr. Paula Perlea, *deputy councillor for Romania*
- Ass.Prof.Ramona Diane, *deputy councillor for Romania*

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The Articles were amended and approved by the BaSS Council in its Autumn Meeting held in Thessaloniki on the 14<sup>th</sup> of October 2017 and approved in the General Assembly in Iasi Romania on the 12<sup>th</sup> of May 2018.