

KINGDOM OF CAMBODIA

Nation Religion King



Dental Council of Cambodia
Board of National Dental Council
No: 0019/15/ (Ref.)

Phnom Penh: 26 March, 2015

INTERNAL REGULATIONS **Dental Council of Cambodia**

CHAPTER 01 **MISSION**

Article 01:

Dental Council of Cambodia holds a mission in accordance with the Royal Degree No. (Ref.) 0905/369 dated on September 02, 2005 on the establishment of the Dental Council of Cambodia.

CHAPTER 02 **HEADQUARTER**

Article 02:

Board of National Dental Council is located at No. 62F, St. 568, Sangkat Boeungkork, Khan Toul Kork, Phnom Penh.

CHAPTER 03 **SECRETARIAT**

Article 03:

Secretariat will be with the Board of National Dental Council including Secretary General, Deputy Secretary, General Treasurer, Deputy Treasurer, and other secretaries.

Article 04:

Secretariat is obliged to manage and lead all the Board of National Dental Council's tasks constantly.

CHAPTER 04 **Board of National Dental Council**

Article 05:

The specific roles and tasks of the Board of National Dental Council's members are defined in a separate appendix.

Article 06:

The Board of National Dental Council holds a meeting the every first week of a month.

If necessary, the meeting will be held under the chairman or Secretary General's summon as requested by three members at least three days before the meeting by attaching a specific agenda via an invitation letter, electronic message, or phone.

Article 07:

Every meeting must be led by the chairman or sub-chairman. In the event that the chairman is absent, the sub-chairman or Secretary General is delegated in writing but via electronic messages or phones in case it can't be done in writing.

When the meeting is done, the chairman must sum up a report and set up a new agenda for next meeting.

CHAPTER 05 **Board of National Dental Council**

Article 08:

The Board of National Dental Council's meeting is held every 6 months the fourth week of January and July. Regardless the meeting turning out to be a 2 or 6 year mandate will be arranged by the Board of National Dental Council.

If necessary, a meeting is able to be held under the chairman or Secretary General's summon as requested by at least 10 members of the Board of National Dental Council 15 days before the meeting by attaching a specific agenda via an invitation letter or electronic message.

The Board of National Dental Council's meeting can be held as long as a number of members are at least 50% + 1. In the event that there is a lack of consensus, the meeting will be postponed automatically.

The Board of National Council must rearrange an invitation letter for the second meeting.

Article 10:

The second meeting is held 15 days after the first meeting's summon. In this case the meeting must be held on no condition even though there is a lack of consensus.

Article 11:

The agenda of a meeting is arranged by Secretary General and approved by the members of Board of National Dental Council in a meeting.

Article 12:

Any agenda which is intended to include in a meeting must be sent to Secretary General a month before a meeting in order that the Secretary General can prioritize and have the chairman check and approve.

If necessary, during a meeting, the chairman is authorized to add other agendas. Also the member can add any agenda if there is an agreement from the chairman.

Article 1:

Every meeting's decision which is accepted must have at least 50% + 1 of votes of members in a meeting via hand-ups or secret votes. In the case of the same votes, the chairman's vote is prioritized

Article 14:

An absence of Board members must bear acceptable reasons in writing, electronic messages or phones.

In the case of a careless absence of Board members for more than two times for a two year mandate and four times for a six year mandate, those are considered to give up candidacy in selecting the Board for a new mandate automatically.

Article 15:

The Board of National Dental Council must hold a meeting every end of a two year mandate. The meeting is participated by members of Board of National Dental Council and important delegates and guests.

The meeting is held under the presidency of the chairman of Board of National Dental Council. An activity report, an income statement, the Board of National Dental Council's objectives for next two years, and a vote for a member of the Board for a new mandate will be done in the meeting.

Article 16:

In voting for a member in a new mandate, a voting committee, which consists of 3 members and they are approved by the chairman, is formed. The voting committee must lead a voting process until the final result is announced and delegate tasks to the chairman of a new board. The chairman of a new board must vow to his members in a meeting.

Candidates in the former mandate must perform the tasks constantly until the sub-degree is issued for the new board.

Article 17:

The Board of National Dental Council's meeting is held when a 6 year mandate is done. Because members of Dental Council of Cambodia are plenty across the country and can't attend a meeting as a whole, the Board of National Dental Council in regions, cities, and provinces is to assign its representative in accordance with the Board of National Dental Council's decision.

The meeting is held under the presidency of the chairman of Board of National Dental Council. The meeting intends to inform, counsel, approve of the Board of Dental Council's important policies, report on job tasks for the last six years, set up tasks which are performed for a next 6 year mandate, and vote for Board of Municipal Provincial and Regional Dental Councils' representative to establish a new Board of National Dental Council.

Article 18:

The meeting can be held as long as there is 50% + 1 of the participating members.

Article 19:

The process of voting is performed in accordance with the 16th article stated in the internal regulations.

CHAPTER 06

Regional Board of Dental Council

Article 20:

The regional Board of Dental Council holds a meeting every 2 months under the presidency of the chairman to investigate, counsel, and resolve regional job problems.

In a special case the chairman of regional Board of Dental Council can hold a meeting urgently to resolve any accidental problems such as dealing with a complaint from the Board of municipal provincial and regional Dental Council. In dealing with a complaint or punishing a member, the meeting is held in accordance with the 22-27 articles of Royal Degree on the establishment of Dental Council of Cambodia.

Article 21:

The regional Board of Dental Council can hold a meeting with the Board of Municipal and Provincial Dental Council in the region or the members in the region in the case that the regional chairman finds it necessary.

Article 22:

The regional Board of Dental Council must hold a meeting at the end of a 6 year mandate to report job tasks and accomplishments for the last 6 years, to set up job tasks for a next 6 year mandate, and to vote for legitimate members of the Board and substitutes for a next 6 year mandate.

The meeting is held under the leadership of the chairman of regional Board of Dental Council with participation of the Board of National Dental Council, the Board of Municipal and Provincial Dental Council in the region, authority, and other involved parties in the city and province.

Article 23:

The meeting can be held as long as there is 50% + 1 of the participating members.

Article 24:

The process of voting is performed in accordance with the 16th article stated in the internal regulations.

CHAPTER 07

Board of Municipal and Provincial Dental Council

Article 25:

The Board of Municipal and Provincial Dental Council holds a meeting every month in order to constantly check a dentist's registration and a member's contribution.

If necessary, a meeting can be held under the chairman's summon or the sub-chairman's summon in the case that the chairman is absent at least 1 day before the meeting, attaching a specific agenda via an invitation letter, electronic message or phone.

Article 26:

Every meeting must be led by the chairman or sub-chairman. In the event that the chairman is absent, the sub-chairman or Secretary General is delegated in writing but via electronic messages or phones in case it can't be done in writing.

When a meeting is done, the chairman must report job tasks and set up a new agenda for next meeting. Every meeting has to have a report in writing as a document, sending a set of document to the Board of National Dental Council.

Article 27:

The Board of Municipal and Provincial Dental Council must hold a meeting twice a year—on January and July— regardless the meeting ends up in a 2 or 6 year mandate which is defined by the Municipal and Provincial Board.

If necessary, a meeting can be held under the chairman's summon or the sub-chairman's summon in the case that the chairman is absent at least 1 day before the meeting, attaching a specific agenda via an invitation letter, electronic message or phone.

Article 28:

The Board of Municipal and Provincial Dental Council's meeting is held to inform the Board of National Dental Council's decision and other important information.

Article 29:

The regional Board of Dental Council must hold a meeting at the end of a 6 year mandate to report job tasks and accomplishments for the last 6 years, to set up job tasks for a next 6 year mandate, and to vote for legitimate members of the Board and substitutes for a next 6 year mandate.

The meeting is held under the leadership of the chairman of regional Board of Dental Council with participation of the Board of National Dental Council, the Board of Municipal and Provincial Dental Council in the region, authority, and other involved parties in the city and province.

Article 30:

All members of Board of Dental Council in the province are invited to attend a meeting. However, since there are plenty of Board of Municipal Dental Council's members, they are defined by the Board of Municipal Dental Council.

Article 31:

The Board of Municipal and Provincial Dental Council's meeting can be held as long as there is 50% + 1 of the participating members.

Article 32:

The process of voting is performed in accordance with the 16th article stated in the internal regulations.

CHAPTER 08

Board of Municipal Provincial and Regional Dental Councils

Article 33:

The Board of Municipal Provincial and Regional Dental Councils must hold a meeting at the end of a 2 year mandate. The meeting is attended by the Board's legitimate members and substitutes.

Article 34:

The meeting of Board of Municipal Provincial and Regional Dental Councils is held under the presidency of their own chairman and the Board of National Dental Council's representatives. A report on job tasks, income, objectives of the Board of Municipal Provincial and Regional Dental Councils for next two years as well as a vote for new members of Board of Dental Council in a new mandate is raised in the meeting.

Article 35:

Board of Municipal Provincial and Regional Dental Councils' meeting can be held as long as there is 50% + 1 of the participating members.

Article 36:

The process of voting is performed in accordance with the 16th article stated in the internal regulations.

CHAPTER 09

Careers

Article 37:

Dentists who are the Board of National Dental Council of Cambodia's members are legitimate to open:

- A. A counseling and dental treatment room as long as they graduate and perform dental jobs in other counseling and dental treatment rooms or clinics which are recognized by the Board of Dental Council of Cambodia for at least 2 years.
- B. A counseling and dental treatment clinic as long as they graduate and perform dental jobs in other counseling and dental treatment rooms or clinics which are recognized by the Board of Dental Council of Cambodia for at least 5 years.

Article 38:

All dentists have to constantly attend training courses under the preparation of the dental university, dental association and other organizations which are recognized and scored by the Board of National Dental Council.

Forms and scores on a yearly training course are defined by the chairman of the Board of National Dental Council.

**CHAPTER 10
Disciplines****Article 39:**

The Board of National Disciplines is a group which is voted by the Board of National Dental Council's members in accordance with article 33 of the Royal Degree on the establishment of the National Dental Council to evaluate and discipline a dental who is professionally and regulatory wrong doing.

Article 40:

The Board of National Disciplines holds a meeting to evaluate and punish a wrong dental after getting a complaint from the owner, the minister of Health Ministry, the chief of Health Ministry, the municipal prosecutor or province on the Board of Regional Dental Council's decision.

Every decision on the trial' punishment has to be reported to the Board of Municipal and Provincial Dental Council and National Dental Council.

Article 41:

The Board of Regional Dental Council's trial is authorized to punish a dental who is wrong doing in accordance with article 25 26 27 of the Royal Degree of the establishment of Dental Council of Cambodia by 50% +1 the Board of Regional Dental Council's member.

Every decision on the trial' punishment has to be reported to the Board of Municipal and Provincial Dental Council and National Dental Council.

After receiving the Board of Regional Dental Council's decision, a dentist can file a complaint to the Disciplinary Council for 30 days.

**CHAPTER 11
Accounting Committee****Article 42:**

The Accounting Committee is established by the Board of National Dental Council in accordance with article 37 of the Royal Degree on the establishment of Dental Council of Cambodia. The committee consists of 1 chairman and 2 members.

Article 43:

The Accounting Committee has a duty to check all of the Board of Dental Council's account and budget.

The Accounting Committee can check all of the Board of Dental Council's account and budget at least one time a year without any notice in advance after receiving a permission or order from the chairman of the Board of National Dental Council.

Article 44:

Every year-end the Accounting Committee shall report its check to the Board of National Dental Council.

**CHAPTER 12
Contribution****Article 45:**

When registering in a list of Dental Council of Cambodia for a membership, a dentist must pay 200,000 riels to the Board of Municipal and Provincial Dental Council where a dentist works at in accordance with article 36 of the Royal Degree on the establishment of Dental Council of Cambodia.

Article 46:

When receiving a membership, a dentist has a duty to pay contribution yearly to the Board of Municipal and Provincial Dental Council where a dentist works at. Yearly contribution is defined by the chairman of National Dental Council.

Article 47:

All foreign dentists who wish to practice in medical profession in Kingdom of Cambodia are required to register in the list of the Dental Council of Cambodia. When registering, a foreign dentist must pay 2,000,000 riels for membership and 1,200,000 riels for contribution to the Municipal and Provincial Dental Councils where he works at.

Foreign dentists who help develop the dental sector in Kingdom of Cambodia will be allowed not pay for registration and yearly contribution defined by the Board of National Dental Council's decision.

Article 48:

For members who don't pay contribution for over 1 month without a reason, the Respective Municipal and Provincial Dental Councils send them the first and last warning letter.

Article 49:

As stated in article 48, 6 months after receiving a warning letter, if members still don't pay for yearly contribution to the Dental Council of Cambodia, the Respective Municipal and Provincial Dental Councils must send a request letter to the Board of Regional Dental Council to decide and resolve. If unsuccessful, the Board of Regional Dental Council must send a request letter to the Board of National Dental Council, attaching the specific minute and request for the Board of National Dental Council to decide.

Article 50:

Every 6 months the Board of Municipal and Provincial Dental Council must pay contribution 15% and 45% of the total from members to the Board of Regional Dental Council and the Board of National Dental Council respectively. For the 40% the Board of Municipal and Provincial Dental Councils keep to run their operation (article 35 of the Royal Degree on the establishment of the National Dental Council)

**CHAPTER 13
Implementation**

Article 51:

The internal regulation shall be revised and passed solely at the Board of National Dental Council's meeting on February 27, 2015.

Article 52:

The revision of the internal regulation can be done as long as it is requested by 50% of the Board of National Dental Council's members or five members of the Board of National Dental Council who are approved by the Board of National Dental Council 50% +1.

Article 53:

The internal regulation shall come into effect on the date of signing.

**On behalf of Board of the National Dental Councils
Chairman
Signature of**

H.E Sokhom Rithivuth

Recipient site:

- Ministry of Health
- Dental Committee of Cambodia
- KTC members
- KTC secretariats
- Board of Regional Dental Council
- Board of Municipal and Provincial Dental Council
- Disciplinary Council
- Accounting Committee
- For all members
- Document- chronicle

