2013 ADEA House of Delegates Manual

- Members of the 2013 ADEA House of Delegates
- Introduction to the ADEA Governing Process
- Resolutions for Consideration by the 2013 ADEA House of Delegates
- Proposed Revised Bylaws of the American Dental Education Association
- ADEA Bylaws (in place until March 19, 2013)
2013 ADEA
House of Delegates Manual
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Schedule of the 2013 ADEA House of Delegates

Opening Session of the ADEA House of Delegates
Saturday, March 16, 2013, 4:30 to 5:30 p.m., Washington State Convention & Trade Center, Ballroom 6A-B.

Voting for ADEA Chair-elect of the Board (applies only if an election is necessary)
Sunday, March 17, ballots may be cast between the hours of 8:00 a.m. and 5:00 p.m., at the ADEA House of Delegates booth in the registration area Washington State Convention & Trade Center.
Monday, March 18, ballots may be cast between the hours of 8:00 a.m. and 4:30 p.m., at the ADEA House of Delegates booth in the registration area at the Washington State Convention & Trade Center

ADEA Reference Committee Hearings
Association Administrative Affairs Reference Committee Hearing
Sunday, March 17, 1:30 to 2:30 p.m. Washington State Convention & Trade Center 4C-1

Association Policy Reference Committee Hearing
Sunday, March 17, 3:30 to 4:30 p.m., Washington State Convention & Trade Center 4C-1

Closing Session of the ADEA House of Delegates
Tuesday, March 19, 2013, 3:30 to 4:30 p.m., Washington State Convention & Trade Center Ballroom 6A-B

For the order of business of each session of the House, please see the section on “Order of Business of the ADEA House of Delegates” on page 24. For the names of the members of the Reference Committees and the resolutions assigned to them, please see pages 22-23.
Members of the 2013 ADEA House of Delegates

ADEA Board of Directors
Dr. Gerald Glickman, President, Texas A&M University, Baylor College of Dentistry
Dr. Stephen Young, President-elect, University of Oklahoma
Dr. Leo Rouse, Immediate Past President, Howard University
Dr. Ryan Hajek, Vice President for Students, Residents, and Fellows, University of Nebraska Medical Center
Dr. Pamela Hughes, Vice President for Hospitals and Advanced Education Programs, University of Minnesota
Dr. Susan Kass, Vice President for Allied Program Directors, Miami Dade College
Dr. Michael Landers, Vice President for Sections, Case Western Reserve University
Ms. Barbara Nordquist, Vice President for the Corporate Council, KaVo Imaging_DEXIS, Gendex, i-CAT, Instrumentarium, SOREDEX
Dr. Michael Siegel, Vice President for Faculties, Nova Southeastern University
Dr. Huw Thomas, Vice President for Deans, Tufts University
Dr. Richard Valachovic, Executive Director, American Dental Education Association

ADEA Council of Allied Dental Program Directors
Administrative Board
Chair, Prof. Christine Blue, University of Minnesota
Chair-elect, Dr. Vickie Kimbrough-Walls, Southwestern College
Secretary, Prof. Kim Isringhausen, Virginia Commonwealth University
Member-at-Large, Prof. Sharon Peterson, College of Southern Nevada

Additional Delegates, Dental Hygiene
Prof. Deborah Gerecke, Missouri Southern State University
Prof. Phyllis Spragge, Foothill College
Prof. Kathleen D’Ambries, The Community College of Baltimore County
Prof. Michele Carr, The Ohio State University
Prof. Michelle Hurlbutt, Loma Linda University
Prof. Michelle McGregor, Virginia Commonwealth University
Prof. Ann O’Kelley Wetmore, Eastern Washington University
Prof. Lisa Rowley, Pacific University, Oregon
Dr. Cheryl Westphal Theile, New York University
Prof. Monica Hospenthal, Pierce College
Prof. Christine Blue, University of Minnesota
Dr. Janice DeWald, Baylor College of Dentistry
Prof. Gwen Hlava, University of Nebraska Medical Center
Prof. Patricia Nunn, Texas Woman’s University

Additional Delegates, Dental Assisting
Dr. Carolyn Breen, University of Medicine and Dentistry of New Jersey

Additional Delegates, Dental Laboratory Technology
Prof. Phebe Blitz, Mesa Community College

Additional Delegates, Advanced Programs
Dr. Linda Boyd, Massachusetts College of Pharmacy and Health Sciences
ADEA Council of Deans

Administrative Board

Chair, Dr. Cecile Feldman, University of Medicine and Dentistry of New Jersey
Chair-elect, Dr. Lamont MacNeil, University of Connecticut
Secretary, Dr. Karen West, University of Nevada, Las Vegas
Member-at-Large, Dr. Henry Gremillion, Louisiana State University

Dr. Mert Aksu, University of Detroit Mercy
Dr. Leon Assael, University of Minnesota
Dr. Joel Berg, University of Washington
Dr. Charles Bertolami, New York University
Dr. Thomas Braun, University of Pittsburgh
Dr. Richard Buchanan, Roseman University of Health Sciences
Dr. Gregory Chadwick, East Carolina University
Dr. Gary Chiodo, Oregon Health & Science University
Dr. Jack Dillenberg, Arizona School of Dentistry & Oral Health
Dr. William Dodge, University of Texas Health Science Center at San Antonio
Dr. Teresa Dolan, University of Florida
Dr. Bruce Donoff, Harvard School of Dental Medicine
Dr. Connie Drisko, Georgia Regents University
Dr. John Featherstone, University of California, San Francisco
Dr. David Felton, West Virginia University
Dr. Patrick Ferrillo, Jr., University of the Pacific Arthur A. Dugoni School of Dentistry
Dr. Steven Friedrichsen, Western University of Health Sciences
Dr. Russell Gilpatrick, Midwestern University-Arizona
Dr. Michael Glick, University at Buffalo
Dr. Jerold Goldberg, Case Western Reserve University
Dr. Charles Goodacre, Loma Linda University
Dr. Bruce Graham, University of Illinois at Chicago
Dr. Christopher Halliday, Missouri School of Dentistry & Oral Health
Dr. Robert Hirsch, Lake Erie College of Osteopathic Medicine
Dr. Timothy Hottel, University of Tennessee Health Science Center
Dr. Jeffrey Hutter, Boston University
Dr. Amid Ismail, The Maurice H. Kornberg School of Dentistry, Temple University
Dr. David Johnsen, University of Iowa
Dr. Denise Kassebaum, The University of Colorado
Dr. Denis Kinane, University of Pennsylvania
Dr. James Koelbl, University of New England
Dr. Mark Latta, Creighton University
Dr. Patrick Lloyd, The Ohio State University
Dr. William Lobb, Marquette University
Dr. Lex MacNeil, Midwestern University-Illinois
Dr. Ronnie Myers, Columbia University
Dr. No-Hee Park, University of California, Los Angeles
Dr. Peter Polverini, University of Michigan
Dr. Lynn Powell, University of Utah
Dr. Marsha Pyle, University of Missouri - Kansas City
Dr. Michael Reddy, University of Alabama at Birmingham
Dr. Gary Reeves, University of Mississippi
Dr. John Reinhardt, University of Nebraska Medical Center
Dr. Bruce Rotter, Southern Illinois University
Dr. Avishai Sadan, University of Southern California
Dr. John Sanders, Medical University of South Carolina
Dr. David Sarrett, Virginia Commonwealth University
Dr. John Sauk, University of Louisville
Dr. Janet Southerland, Meharry Medical College
Dr. Christian Stohler, University of Maryland
Dr. Sharon Turner, University of Kentucky
Dr. Robert Uchin, Nova Southeastern University
Dr. John Valenza, The University of Texas School of Dentistry at Houston
Dr. Humberto Villa Rivera, University of Puerto Rico
Dr. Jane Weintraub, University of North Carolina at Chapel Hill
Dr. John Williams, Indiana University
Dr. Ray Williams, Stony Brook University
Dr. Lawrence Wolinsky, Texas A&M University Baylor College of Dentistry

Additional Delegates, Nonhospital Based Advanced Dental Education Programs
Dr. Rolf Behrents, Saint Louis University
Dr. William Calnon, University of Rochester
Dr. Steven Rose, Mayo School of Graduate Medical Education
Dr. Philip Stashenko, The Forsyth Institute

Additional Delegates, Federal Dental Service Programs
Dr. Patricia Arola, United States Department of Veterans Affairs
RADM William Bailey, United States Public Health Service
Maj. Gen. Gerard Caron, United States Air Force Dental Service
Col. Priscilla Hamilton, U.S. Army Graduate Dental Education
Cpt. Glenn Munro, Naval Postgraduate Dental School
Col. Thomas Schneid, United States Air Force Dental Service
RADM Elaine Wagner, United States Navy Dental Corps
Maj. Gen. Ted Wong, United States Army Dental Corps

Additional Delegates, Association of Canadian Faculties of Dentistry
Dr. Jeffrey Myers, McGill University

ADEA Council of Faculties

Administrative Board
Chair, Dr. Valerie Murrah, University of North Carolina at Chapel Hill
Chair-elect, Dr. Nereyda Clark, University of Florida
Secretary, Dr. Todd Watkins, East Carolina University
Member-at-Large, Dr. Lisa Mruz, University at Buffalo

Additional Delegates
Dr. Robert Alder, Roseman University of Health Sciences
Dr. Mary Baechle, Virginia Commonwealth University
Dr. Douglas Barnes, University of Maryland
Dr. Laura Barritt, Creighton University
Dr. Carol Bibb, University of California, Los Angeles
Dr. Stephen Brisco, Louisiana State University
Dr. Richard Callan, Georgia Regents University
Dr. Susan Chialastri, The Maurice H. Kornberg School of Dentistry, Temple University
Dr. Madelyn Coar, University of Alabama at Birmingham
Dr. Allison Crutchfield, Missouri School of Dentistry & Oral Health
Dr. John Da Silva, Harvard School of Dental Medicine
Dr. Joseph D'Ambrosio, University of Connecticut
Dr. Michael Dobos, University of Pittsburgh
Dr. Evelyn Donate-Bartfield, Marquette University
Dr. Vicky Evangelidis-Sakellson, Columbia University
Dr. Kim Fenesy, University of Medicine and Dentistry of New Jersey
Dr. Ronald Forde, Loma Linda University
Dr. Robert Frazer, University of Kentucky
Dr. Cheryl Fryer, Howard University
Dr. Marc Geissberger, University of the Pacific Arthur A. Dugoni School of Dentistry
Dr. John Guarente, Boston University
Dr. Uri Hangorsky, University of Pennsylvania
Dr. Jessica Hinz, Southern Illinois University
Dr. Jean Iannadrea, Case Western Reserve University
Dr. Nancy Jacobsen, University of Oklahoma
Dr. Bernard Karshmer, The University of Colorado
Dr. Nahid Kashani, University of Detroit Mercy
Dr. Gordon Keyes, West Virginia University
Dr. Gail Krishnan, University of Michigan
Dr. Allan Kucine, Stony Brook University
Dr. Damian Lee, University of Illinois at Chicago
Dr. Tawana Lee Ware, Meharry Medical College
Dr. Peter Loomer, University of California, San Francisco
Dr. James Lott, University of Mississippi
Dr. Gary Lowder, University of Utah
Dr. José Matos, University of Puerto Rico
Prof. Melinda Meadows, Indiana University
Dr. Norma Olvera, University of Texas Health Science Center at San Antonio
Dr. Ivy Peltz, New York University
Dr. Elizabeth Pilcher, Medical University of South Carolina
Dr. Ryan Quock, The University of Texas School of Dentistry at Houston
Dr. Sandra Rich, University of Southern California
Dr. Frank Roberts, University of Washington
Dr. David Rolf, Midwestern University-Arizona
Dr. Mark Schweizer, Nova Southeastern University
Dr. Robert Spears, Baylor College of Dentistry
Dr. Dawne Stefanik, The Ohio State University
Dr. Jeffery Stewart, Oregon Health & Science University
Ms. Jill Stoltenberg, University of Minnesota
Dr. Cheryl Straub-Morarend, University of Iowa
Dr. Paul Trombly, Tufts University
Dr. Kevin Van Kanegan, Midwestern University-Illinois
Dr. Randall Vaught, University of Louisville
Dr. Nithya Venugopal, Western University of Health Sciences
Dr. Merlyn (Dub) Vogt, University of Nebraska Medical Center
Dr. Martha Wells, University of Tennessee Health Science Center
Dr. Connie White, University of Missouri - Kansas City  
Dr. Janet Woldt, Arizona School of Dentistry & Oral Health  
Dr. Wendy Woodall, University of Nevada, Las Vegas  
Dr. Paul Zimmerman, University of New England  

ADEA Council of Sections  

Administrative Board  
Chair, Dr. Sharon Siegel, Nova Southeastern University  
Chair-elect, Dr. Joan Kowolik, Indiana University  
Secretary, Dr. Keith Mays, East Carolina University  
Member-at-Large, Dr. Mark Wolff, New York University  

Academic Affairs  
Chair, Dr. Brad Potter, The University of Colorado  
Councilor, Dr. Pamela Overman, University of Missouri - Kansas City  

Anatomical Sciences  
Chair, Dr. Margaret Jergenson, Creighton University  
Councilor, Dr. Wayne Lambert, West Virginia University  

Behavioral Sciences  
Chair, Dr. Stuart Schrader, Indiana University  
Councilor, Dr. Elaine Davis, University at Buffalo  

Biochemistry, Nutrition, and Microbiology  
Chair, Dr. Neal Johnson, Loma Linda University  
Councilor, Dr. Carole Palmer, Tufts University  

Business and Financial Administration  
Chair, Prof. Sara Patterson, Columbia University  
Councilor, Prof. Scott Arneson, University of Iowa  

Cariology  
Chair, Prof. Deborah Horlak, University of the Pacific Arthur A. Dugoni School of Dentistry  
Councilor, Dr. Margherita Fontana, University of Michigan  

Clinic Admin  
Chair, Prof. Sandra Phillips, University of Washington  
Councilor, Dr. Wilbert Milligan, University of Pittsburgh  

Clinical Simulation  
Chair, Dr. Ying Gu, Stony Brook University  
Councilor, Dr. Kenneth Allen, New York University  

Community and Preventive Dentistry  
Chair, Prof. Donna Warren-Morris, The University of Texas School of Dentistry at Houston  
Councilor, Prof. Christine Miller, University of the Pacific Arthur A. Dugoni School of Dentistry
Comp Care and General Care Dent
Chair, Dr. Becky Smith, University of Missouri - Kansas City
Councilor, Dr. Fred Fendler, University of the Pacific Arthur A. Dugoni School of Dentistry

Continuing Education
Chair, Dr. Jane Wright-Hayes, University of the Pacific Arthur A. Dugoni School of Dentistry
Councilor, Prof. Carol Trecek, Marquette University

Dental Anatomy and Occlusion
Chair, Dr. Richard White, University of the Pacific Arthur A. Dugoni School of Dentistry
Councilor, Prof. Robert Holmes, Georgia Regents University

Dental Assisting Education
Chair-elect, Prof. Madge Webster, University of North Carolina
Councilor, Prof. Patricia, Capps, Indiana University

Dental Hygiene Education
Chair, Prof. Rebecca Wright, University of Texas Health Science Center at San Antonio
Councilor, Prof. Joyce Hudson, Ivy Tech Community College

Dental Informatics
Chair, Dr. Amit Acharya, Marshfield Clinic
Councilor, Dr. Muhammad Walji, The University of Texas School of Dentistry at Houston

Dental School Admissions Officers
Chair, Dr. Shelia Price, West Virginia University
Councilor, Dr. Venita Sposetti, University of Florida

Development Alumni Affairs and PR
Chair, Prof. Denean Paulik, New York University
Councilor, Prof. William Butler, University of Texas Health Science Center at San Antonio

Educational Research Development and Curriculum
Chair, Dr. Linda Behar-Horenstein, University of Florida
Councilor, Prof. Gail Childs, University of Florida

Endodontics
Chair, Dr. Anita Aminoshariae, Case Western Reserve University
Councilor, Dr. Kathy Marshall, Howard University

Gay-Straight Alliance
Chair, Dr. John Da Silva, Harvard School of Dental Medicine
Councilor, Prof. Mark Gonthier, Tufts University

Gerontology and Geriatrics
Chair, Dr. June Sadowsky, The University of Texas School of Dentistry at Houston
Councilor, Dr. Georgia Dounis, University of Nevada, Las Vegas

Graduate and Postgraduate Education
Chair, Dr. Ahmad Maalhag-Fard, University of Detroit Mercy
Councilor, Dr. Kathy Marshall, Howard University
Minority Affairs
Chair, Dr. John Killip, University of Missouri - Kansas City
Councilor, Dr. Mildred McClain, University of Nevada, Las Vegas

Operative Dentistry and Biomaterials
Chair, Dr. Cathia Bergeron, Université Laval
Councilor, Dr. Derek Williams, University of Missouri - Kansas City

Oral Biology
Chair, Dr. L. Jack Windsor, Indiana University
Councilor, Dr. Rena N. D'Souza, Texas A&M University Baylor College of Dentistry

Oral Diagnosis/Oral Medicine
Chair, Dr. Samuel Nesbit, University of North Carolina at Chapel Hill
Chair, Dr. Wendy Hupp, University of Louisville

Oral and Maxillofacial Pathology
Chair, Prof. Kristina Okolisan-Mulligan, University of Detroit Mercy
Councilor, Dr. J. Craig Whitt, University of Missouri - Kansas City

Oral and Maxillofacial Radiology
Chair, Dr. Dan Colosi, Stony Brook University
Councilor, Dr. Jahanzeb Chaudhry, The Ohio State University

OMS Anesthesia Hospital Dent
Chair, Dr. Martin Steed, Emory University
Councilor, Dr. Jeffrey Bennett, Indiana University

Orthodontics
Chair, Dr. Maria Therese Galang, University of Illinois at Chicago
Councilor, Dr. Mitchell Lipp, New York University

Pediatric Dentistry
Chair, Dr. LaQuia Walker, Indiana University
Councilor, Dr. Alton McWhorter, Texas A&M University Baylor College of Dentistry

Periodontics
Chair, Dr. Dolphus Dawson, University of Kentucky
Councilor, Dr. Peter Loomer, University of California, San Francisco

Physiology, Pharmacology, and Therapeutics
Chair, Dr. Lincoln Edwards, Loma Linda University
Councilor, Dr. Ted Pate, The University of Texas School of Dentistry at Houston

Postdoctoral General Dentistry
Chair, Dr. Alfonso Aguilera, University of Texas Health Science Center at San Antonio
Councilor, Lt. Col. Sheryl Kane, U.S. Air Force Dental Service

Practice Management
Chair, Dr. Thomas Carroll, University of Kentucky
Councilor, Dr. David Willis, University of Louisville
Prosthodontics
Chair, Dr. Igor Pesun, University of Manitoba
Councilor, Dr. Paul Richardson, Loma Linda University

Student Affairs and Financial Aid
Chair, Prof. James Betbeze, University of California, San Francisco
Councilor, Dr. Hugh Pierpont, The University of Texas School of Dentistry at Houston

ADEA Council of Hospitals and Advanced Education Programs
Administrative Board
Chair, Dr. Tracy Dellinger, University of Mississippi
Chair-elect, Dr. David Shafer, University of Connecticut
Secretary, Dr. Martin Steed, Emory University
Member-at-Large, Dr. Raymond Simmons, Monmouth Medical Center-Long Branch

Additional Delegates
Dr. Shyam Aravindaksha, University of Detroit Mercy
Dr. David Cappelli, University of Texas Health Science Center at San Antonio
Dr. Elizabeth Clemente, Morristown Memorial Hospital
Dr. Alice Curran, University of North Carolina at Chapel Hill
Dr. Carla Evans, University of Illinois at Chicago
Dr. Julie Holloway, The Ohio State University
Dr. Vincent Iacono, Stony Brook University
Dr. Joe Krayer, Medical University of South Carolina
Dr. George Kushner, University of Louisville
Dr. Alton McWhorter, Texas A&M University Baylor College of Dentistry
Dr. Anitha Potluri, University of Pittsburgh
Dr. William Stewart, Long Island Jewish Medical Center

ADEA Council of Students, Residents, and Fellows
Administrative Board
Chair, Mr. Robert Hann, University of Southern California
Vice-chair, Ms. Rosalie Brao, University of California, San Francisco
Secretary Ms. Adrienne Perry, Howard University
Member-at-Large, Mr. Austin Baruffi, University of Southern California

Predoctoral Dental Students-South Central
Mr. Sumit Patel, Louisiana State University
Ms. Sumei Zhong, Louisiana State University

Predoctoral Dental Students-Pacific
Ms. Rachael D'Souza, University of Nevada, Las Vegas
Ms. Rachel Paik, Western University of Health Sciences
Predoctoral Dental Students-Ohio Valley  
Ms. Diana Blau, University of Louisville  
Ms. Anne Frazer, University of Kentucky

Predoctoral Dental Students-Northeast  
Ms. Kelsey Hill, Boston University  
Ms. Ariana Weissend, University at Buffalo

Predoctoral Dental Students-Southeast  
Mr. Aaron Laird, Virginia Commonwealth University  
Ms. Christina Quarterman, Meharry Medical College

Predoctoral Dental Students-Midwest  
Ms. Jenna Lau, University of Detroit Mercy  
Mr. Patrick Wachter, Creighton University

Allied Representative, Dental Hygiene  
Ms. Rachel Roseland, University of Southern California

Advanced Dental Education Students-Hospital Programs  
Dr. (Joe) Kai-Chiao Chang, University of Detroit Mercy  
Dr. Ryan Lee, New York University

Advanced Dental Education Students-Nonhospital Programs  
Dr. Rishi Popat, Harvard School of Dental Medicine  
Dr. David Simhaee, Columbia University

Allied Dental Students—Dental Hygiene  
Ms. Rachel Roseland, University of Southern California

Allied Dental Students—Dental Assisting  
To be determined

Allied Dental Students—Dental Laboratory Technology  
To be determined

ADEA Corporate Council  
Chair, Dr. Elizabeth Roberts, Johnson & Johnson Healthcare Prod, Div. of McNEIL-PPC, Inc.  
Chair-elect, Mr. Harold (Buddy) Auten, Sirona Dental, Inc.
Introduction to the ADEA Governing Process

Introduction

The American Dental Education Association is an organization run by its members and has a democratically based governmental structure that at first appears complex. It really isn’t. Nevertheless, members—especially new ones—would have difficulty trying to understand the Association by studying its Bylaws. This is a summary of the Association’s structure and its policy-making procedures.

How ADEA is Organized

It’s important to know how ADEA is organized in order to understand the Association’s policymaking procedures. Illustration 1 at the end of this section shows that ADEA is organized into four basic components: (1) the House of Delegates, (2) the Board of Directors, (3) Councils and their administrative boards, and (4) Sections.

ADEA House of Delegates

The ADEA House of Delegates is the Association’s legislative (policymaking) body. It convenes twice at each ADEA Annual Session & Exhibition. The House of Delegates consists of the Board of Directors (see below) and all or some members of the Association’s seven councils. All members of the ADEA Councils of Deans and Faculties are delegates. The numbers of delegates from the ADEA Councils of Allied Dental Program Directors, Hospitals and Advanced Education Programs, and the Students, Residents, and Fellows are based on percentages of those councils’ members. The number of section delegates depends on the number of sections. The councilor and chair of each section serve as delegates. The chair, chair-elect, and vice president serve as delegates for the ADEA Corporate Council.

ADEA Board of Directors

The Board of Directors is ADEA’s administrative body and is responsible for running the Association’s affairs between ADEA Annual Sessions. It has 11 members—President, President-elect, Immediate Past President, the Vice President for each of the seven Councils, and the Executive Director. (Note: as of March 19, 2013 Board titles will change to: Chair of the Board, Chair-elect of the Board, Immediate Past Chair of the Board, Board Director for each of the seven Councils, and President and CEO.) The Board of Directors can establish interim Association policies that are consistent with existing policies if it apprises the House of its actions at the next ADEA Annual Session & Exhibition.

ADEA Councils

Six of the Association’s seven councils represent different constituencies at Member Institutions. The seventh consists of the councilor and chair of each ADEA section (see below). Councils represent their constituencies in the Association and at its Member Institutions. They identify, initiate, and oversee projects and reports of value to their members and other Association members. Councils may also participate in the Association’s policy-making process. When requested, they identify potential consultants to the Board of Directors and other groups. All councils meet at the ADEA Annual Sessions, and some hold additional meetings between Annual Sessions.

The Council of Allied Dental Program Directors consists of the directors of dental hygiene, assisting, and laboratory technology education programs conducted by Member Institutions. In addition, the council includes directors of special allied dental education programs at the post-entry level that lead to a baccalaureate or advanced degree.
The **Council of Deans** consists of the dean of each U.S. dental school; the chief dental administrative officer of each affiliate (nondental school) member institution conducting non-hospital-based postdoctoral dental education programs; the chief dental officer of the U.S. Air Force, Army, Navy, Public Health Service, and Veterans Administration; and the President of the Association of Canadian Faculties of Dentistry.

The **Council of Faculties** consists of one faculty representative from each U.S. dental school.

The **Council of Hospitals and Advanced Education Programs** includes the program director, faculty, residents, and fellows in Commission on Dental Accreditation (CODA) approved advanced dental education programs located in ADEA-member institutions, and any former member of the Council’s Administrative Board. Eligibility for election to the Council’s Administrative Board is limited to Program Directors of Commission on Dental Accreditation (CODA) approved advanced dental education programs located in ADEA-member institutions.

The **Council of Sections** consists of the councilor and chair of each of the Association’s sections.

The **Council of Students, Residents, and Fellows** consists of one student representative for each of the following types of programs conducted by all Member Institutions: (1) programs leading to the D.D.S. or D.M.D. degree, (2) postdoctoral dental education programs, (3) dental hygiene education programs, (4) dental assisting education programs, and (5) dental laboratory technology education programs.

The **Corporate Council** consists of the official representative of each Corporate Member.

### Council Administrative Boards

Each council has a five-member administrative board, consisting of a Vice President (who is an Association officer who serves on the ADEA Board of Directors), a Chair, a Chair-elect (or Vice-chair in the Council of Students, Residents and Fellows), a Secretary, and a Member-at-Large. Each administrative board meets at least once between Annual Sessions and is responsible for planning its council’s ADEA Annual Session & Exhibition program and for managing the council’s affairs. Administrative boards relate to their councils much as the Board of Directors relates to the House of Delegates.

### Sections

Each ADEA Individual, Student, Honorary, or Retired Member may join any of the Association’s sections. Each section is concerned with a particular academic or administrative area. Individual members may attend the meetings of any sections but can participate in the business affairs of only those to which they belong. Each section has a councilor, chair, chair-elect, and secretary. The section officers function much as the council administrative boards do, in that they plan their section’s ADEA Annual Session & Exhibition meetings and manage the section’s affairs between Annual Sessions.

### Standing and Special Committees

From time to time, the ADEA Board of Directors appoints standing and special committees to assist it in its operations.
How Resolutions are Introduced and What Happens to Them

Resolutions are the vehicles by which the Association’s policies and administrative procedures are established, amended, or deleted.

Resolutions may be introduced to the Board of Directors by December 1, prior to the next Annual Session & Exhibition or at an Annual Session during the Opening Session of the House of Delegates. Each year, the ADEA Board of Directors presents resolutions to the House, and any individual member may also present resolutions.

How to Introduce a Resolution at an ADEA Annual Session & Exhibition

Only delegates may introduce resolutions at an ADEA Annual Session & Exhibition and only at the Opening Session of the House (See Illustration 2). The ADEA councils meet before the Opening Session of the House. During those meetings, they have an opportunity to develop resolutions that can then be presented by one of their delegates at the Opening Session.

If a council develops a resolution after the Opening Session, the resolution cannot be considered by the House until the following year. However, the resolution can be sent immediately after the Annual Session to the ADEA Executive Director who then presents it to the ADEA Board of Directors for consideration before the next Annual Session.

How to Introduce a Resolution Between ADEA Annual Sessions

Any individual member may submit a resolution between ADEA Annual Sessions (See Illustration 3). Resolutions should be sent to the ADEA Executive Director who forwards them to the other members of the ADEA Board of Directors.

The Board of Directors often refers resolutions to appropriate councils, sections, or standing and special committees for their recommendations. The Board of Directors, however, takes action on all resolutions prior to the Annual Session and sends them on to the ADEA House of Delegates. The Board of Directors may recommend approval, postponement, or rejection of a resolution, or may simply forward a resolution without comment.

All individual members should present resolutions to the Executive Director in writing before November 1 preceding the ADEA Annual Session & Exhibition in order for the Board of Directors to review the resolution prior to the Annual Session. Nondelegates who fail to meet that deadline may still ask a delegate to introduce a resolution for them at the Opening Session of the House.

Format of Resolution

Resolutions must follow a specific format. They should not be numbered because staff assigns numbers.

“Whereas” clauses should not be used. Instead, when necessary, a succinct background statement should precede the resolution.

Resolutions proposing expenditure of Association funds must be accompanied by a cost impact statement estimating the total amount of funds required and the period of expenditure. Such resolutions presented without cost impact statements will be declared deficient. Staff will assist resolution drafters in estimating expenditures.

Any resolution whose approval would change the ADEA Policy Statements and Position Papers must specify exactly how those documents would be affected. Likewise, any resolution whose approval would change the ADEA Bylaws must specify exactly how those documents would be affected. Staff will assist members in drafting these resolutions.
The following fictitious statement and resolution exemplifies the format of an ADEA resolution.

**Sample ADEA Resolution**  
**Board of Directors Quorum**

The present Bylaws of the American Dental Education Association provide that a majority of the members of the Board of Directors constitutes a quorum for the transaction of business. It is believed that the quorum requirements should be increased because it is presently possible for only six individuals to make important decisions affecting the Association. The following resolution is therefore presented for consideration.

Resolved, that the quorum requirement for the Board of Directors be increased from a majority of the members to two-thirds of the members;

and be it further

Resolved, that Bylaws Chapter IV (Board of Directors), Section E (Quorum), which reads:

Section E. Quorum, A majority of the members constitutes a quorum for the transaction of business at regular or special sessions.

Be amended to read:

Section E. Quorum. Two thirds of the members constitute a quorum for the transaction of business at regular or special sessions.
2. What Happens to Resolutions Introduced at Annual Session

Reference Committee on Association Administrative Affairs → House of Delegates → Reference Committee on Association Policy

Delegates

3. What Can Happen to a Resolution Introduced Between Annual Sessions

Reference Committee on Association Administrative Affairs → House of Delegates

Executive Director → Board of Directors

Council/s → Section/s

Individual Member
How ADEA Reference Committees Function

Purpose
Before each ADEA Annual Session & Exhibition, the ADEA Board of Directors appoints two Reference Committees, the ADEA Reference Committee on Association Administrative Affairs and the ADEA Reference Committee on Association Policy. Most resolutions to be considered by the ADEA House of Delegates are referred to one of these committees. Resolutions dealing with administrative, procedural, and business affairs of the Association are referred to the Reference Committee on Association Administrative Affairs. Resolutions dealing with the policies and public positions of ADEA are referred to the Reference Committee on Association Policy.

The Reference Committees hold hearings at the Annual Session, at which all individual members have an opportunity to discuss and debate the resolutions before they are considered by delegates at the Closing Session of the House. After their hearings, the Reference Committees write reports recommending specific actions on each resolution, and the reports are presented at the Closing Session.

Hearings
Hearings are open to all individual members and other ADEA Annual Session & Exhibition participants. Reference Committee chairs have the authority to determine whether a nonmember may speak.

At their hearings, each Reference Committee provides an opportunity for discussion on each resolution referred to it. A Reference Committee must recommend action to the House on each resolution, even if there is no discussion at the hearing. However, if there is no discussion, a Reference Committee need not necessarily recommend approval of a resolution; it can recommend another action. Reference Committees have considerable authority; they may propose the adoption of a resolution, or they may recommend amendment, postponement, or rejection. Each Reference Committee prepares a report at the end of its hearing, which will be given at the Closing of the House. Each committee should, in its report, explain its recommendations briefly, noting the reasons for agreement or disagreement with the original recommendations.

A Reference Committee chair cannot permit motions or votes at hearings because Reference Committees are intended only to receive information and opinions. Further, a chair may not debate points, either at the hearing or the Closing Session of the House.

More
There is more on Reference Committees specific to the 2013 ADEA Annual Session & Exhibition in the next section.

Conclusion
We hope this information has given you a basic understanding of how ADEA works and has encouraged you to participate actively in the Association’s affairs. Please contact ADEA staff member Ms. Sue Sandmeyer, Assistant Vice President for Knowledge Management, at 202-289-7201 or at sandmeyers@adea.org, for any further information you need.
ADEA Reference Committees

Additional information on Reference Committees appears in “Introduction to the ADEA Governing Process,” which immediately precedes this section. That material explains the purpose of Reference Committees and the ground rules governing their hearings at the ADEA Annual Session & Exhibition.

The ADEA Board of Directors has selected the following members to serve on this year’s Reference Committees:

**ADEA Reference Committee on Association Policy**

Prof. Christine Blue, University of Minnesota, ADEA Council of Allied Dental Program Directors, *Chair*
Dr. Ryan Hajek, University of Nebraska Medical Center, ADEA Council of Students, Residents and Fellows
Dr. Nahid Kashani, University of Detroit Mercy, ADEA Council of Faculties
Ms. Tammy Manns, Dental Services Group, ADEA Corporate Council
Dr. Samuel Nesbit, University of North Carolina, ADEA Council of Sections
Dr. Martin Steed, Emory University, ADEA Council of Hospitals and Advanced Education Programs
Dr. Karen West, University of Nevada, Las Vegas, ADEA Council of Deans

**ADEA Reference Committee on Association Administrative Affairs**

Prof. Sharon Peterson, College of Southern Nevada, ADEA Council of Allied Dental Program Directors, *Chair*
Mr. Chapin Densmore, University of Southern California, ADEA Council of Students, Residents and Fellows
Dr. Lamont MacNeil, University of Connecticut, ADEA Council of Deans
Mr. Desi Nuckolls, The Procter & Gamble Company, ADEA Corporate Council
Dr. Hugh Phillip Pierpont, University of Texas School of Dentistry at Houston, ADEA Council of Sections
Dr. Mark Schweizer, Nova Southeastern University, ADEA Council of Faculties
Dr. David Shafer, University of Connecticut, ADEA Council of Hospitals and Advanced Education Programs

**ADEA Reference Committee Hearing Times and Locations**

*Association Administrative Affairs* Reference Committee Hearing
Sunday, March 17, 1:30 to 2:30 p.m., Washington State Convention & Trade Center 4C-1

*Association Policy* Reference Committee Hearing
Sunday, March 17, 3:30 to 4:30 p.m., Washington State Convention & Trade Center 4C-1
Resolutions to be Considered by the ADEA House of Delegates

While there are 5 resolutions (1H-2013 through 5H-2013) that will be acted upon by the House at its Opening Session on Saturday, March 16, 2013, from 4:30 to 5:30 p.m., Washington State Convention & Trade Center Ballroom 6A, there are 3 resolutions (6H-2013 through 8H-2013) that the Board of Directors has referred to hearings of Reference Committees. In addition, any resolutions introduced at the Opening Session of the House will also be referred to the appropriate Reference Committee.

After the Reference Committees have met on March 17, these 3 resolutions (and any that are presented from the floor) will be considered by the House at its Closing Session on Tuesday, March 19, 3:30 to 4:30 p.m., Washington State Convention & Trade Center Ballroom 6A. At the Closing Session, the Reference Committees’ chairs will read the resolutions that their committees have heard, and their reports will be submitted to the House (but not read aloud).

Resolutions to be Heard by the ADEA Reference Committee on Association Administrative Affairs

The Reference Committee on Administrative Affairs will hear Resolutions 6H-2013, 7H-2013 and 8H-2012 on Sunday, March 17, from 1:30 to 2:30 p.m. at the Washington State Convention & Trade Center, 4C-1. Additional resolutions introduced at the Opening Session of the House may also be referred to this committee.

Resolutions to be Heard by the ADEA Reference Committee on Association Policy

At this time, there are no resolutions before the Reference Committee on Association Policy. Additional resolutions may be introduced at the Opening Session of the House and referred to this committee. If so, the Reference Committee on Association Policy will be held Sunday, March 17, from 3:30 to 4:30 p.m. at the Washington State Convention & Trade Center, 4C-1.
Order of Business of the ADEA House of Delegates

Opening Session
Saturday, March 16, 4:30 to 5:30 p.m., Washington State Convention & Trade Center
Ballroom 6A

- Call to Order—ADEA President Dr. Gerald Glickman
- Report of Quorum
- Approval of the Minutes of the Previous Session
- Reports
- President-elect’s Address—Dr. Stephen Young
- Executive Director’s Report—Dr. Richard Valachovic
- Report of the Nominating Committee—Dr. Gerald Glickman
- Referrals of Reports and Resolutions
- Recess, until March 19, 2013, 3:30 p.m.

Closing Session
Tuesday, March 19, 3:30 to 4:30 p.m., Washington State Convention & Trade Center
Ballroom 6A

- Call to Order—ADEA President, Dr. Gerald Glickman
- Report of Quorum
- Consideration of Reference Committee Reports and Action on Resolutions
- Unfinished Business
- New Business
- President’s Address—Dr. Gerald Glickman
- Announcement of New Officers and Recognition of Retiring Officers
- Adjournment
Alternates

A delegate unable to attend a House session or who serves in the House in two or more positions (e.g., as a member of the Council of Faculties and Council of Sections) may appoint an alternate to represent him or her. A delegate from the Councils of Allied Dental Program Directors, Hospitals and Advanced Education Programs, or Students, Residents, and Fellows should appoint an alternate who is a member of the same council. A delegate from the Council of Sections should appoint the Secretary or Chair-elect of his or her section. A delegate from the Councils of Deans or Faculties should appoint an alternate from his or her institution. A delegate representing two or more councils should decide which council to represent and then appoint an alternate for the other position according to the foregoing guidelines. Please notify ADEA of the name of the alternate. This notification can be done by emailing ADEA prior to the ADEA Annual Session & Exhibition or when picking up voting cards at the ADEA House of Delegates booth in the registration area at the ADEA Annual Session & Exhibition.

Admission Cards

At registration, each delegate (or alternate) will receive three cards: (1) one for admission to the Opening Session of the House, (2) one for admission to the Closing Session, and (3) one for balloting for Chair-elect if an election is required. Each delegate and alternate will surrender the signed, appropriate card when entering the floor for the Opening and Closing Sessions. Any delegates or alternates who misplace their admission or voting cards should immediately report the loss to staff in the Association's registration area.

Seating of Delegates

Delegates are seated by council affiliation, and each delegate is required to sit with his or her council. The council seating areas will be marked by signs.

Visitors

All registered ADEA Annual Session & Exhibition participants are not only invited but also encouraged to attend the ADEA House of Delegates sessions, as well as meetings of the Reference Committees. There will be visitors' seating sections at both the Opening and Closing Sessions.

Presiding Officer

The Association's President—Dr. Gerald Glickman—is the presiding officer of the House. In the absence of the President, the President-elect is the presiding officer. The President may cast a vote in cases when his vote could alter the outcome, appoint judges and tellers to assist in determining the result of any action taken by ballot, and perform any other duties required by the rules of order.

Recording Officer

The ADEA Executive Director is the recording officer of the ADEA House of Delegates and the custodian of its records. The Executive Director may appoint a public stenographer to record the verbatim proceedings of the Opening and Closing Sessions of the House.
Rules of Order

The rules contained in the latest edition of Sturgis’s Standard Code of Parliamentary Procedure govern the deliberations of the House in all cases where they are applicable and not in conflict with the Association’s Bylaws.

Parliamentarian

A parliamentarian will be present during the sessions of the House of Delegates.

Explanation of Motions

To avoid confusion, each type of motion is assigned a definite rank as shown in the tables on pages 28 through 30.

The rank is based on the urgency of each motion. When a motion is before the House, any motion is in order if it has a higher precedence or rank than the immediately pending motion, but no motion having a lower precedence is in order. Motions are considered and decided in a reverse order to that of their proposal. For example, a motion to amend the main motion is dispensed with before the main motion, and a motion to amend an amendment is voted on before the original motion to amend.

After a motion to approve is made and seconded, the resolution is before the House for debate, amendment, and final action. A motion to approve is a main motion, and a vote by the House disposes of the resolution.

A motion to postpone definitely may be used to defer consideration of a resolution until some definite future time during this ADEA Annual Session & Exhibition. Resolutions may be referred to the ADEA Board of Directors, councils, or sections for their recommendations.

There is no motion to postpone indefinitely available to delegates. The motion to postpone indefinitely was often confused with the motion to lay on the table, because they both set aside the pending main motion without bringing it to a direct vote. Unlike a motion to lay on the table, however, the motion to postpone indefinitely was debatable, and also opened the main question to debate. Because theoretically it was a new motion, it provided a loophole for those who had exhausted their right of debate, enabling them to get around the limitation and continue debating the main motion. This practice has been criticized because it prolongs debate, and because it violates the principle of majority rule, providing a means of thwarting the will of the assembly, as expressed in the motion limiting debate. It also confuses those who are not familiar with the motion, and who assume that it would merely “postpone” the pending question, as the name might seem to indicate, instead of killing it.

The motion to postpone temporarily can accomplish the main purpose of the motion to postpone indefinitely—that is, it suppresses the main motion without bringing it to a vote—but without the unintended result of prolonging discussion without the assembly’s permission. To prevent misuse of the motion, a two-thirds vote is required when the motion to postpone temporarily is used to prevent discussion of a motion (to kill a motion).

Legislative bodies have traditionally killed motions by tabling them, and this is the most common method of “postponing indefinitely” in American organizations of all kinds. It is recommended that when a motion is made to postpone indefinitely, the chair handle it as a motion to lay on the table.

If an amended or substitute resolution is approved, the issue is resolved. However, if an amended or substitute resolution is not approved, the House returns to discussion of, and a vote on, the original version.
Amendments to the ADEA Bylaws

A proposed amendment to the Bylaws must be presented in writing at the Opening Session, and is then voted on at the Closing Session. A Bylaws amendment is enacted if it receives an affirmative vote of at least two thirds of the delegates present and voting.

Voting Procedures during ADEA House of Delegates Sessions

The presiding officer usually determines the method of voting during sessions of the House. He or she may choose a voice vote, a show of hands, a standing vote, or a secret ballot, depending on the closeness of the vote and the presiding officer’s sense of the House.
## Principal Rules Governing Motions in the ADEA House of Delegates

<table>
<thead>
<tr>
<th>Order of Precedence¹</th>
<th>Can interrupt?</th>
<th>Requires second?</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Vote required?</th>
<th>Applies to what other motions?</th>
<th>What other motion can be applied to it?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Privileged Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No²</td>
<td>Yes²</td>
<td>Majority</td>
<td>None</td>
<td>Amend</td>
</tr>
<tr>
<td>2. Recess</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>Majority</td>
<td>None</td>
<td>Amend²</td>
</tr>
<tr>
<td>3. Question of Privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td><strong>Subsidiary Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Postpone temporarily (table)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority³</td>
<td>Main Motion</td>
<td>None</td>
</tr>
<tr>
<td>5. Close debate</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Debatable Motions</td>
<td>None</td>
</tr>
<tr>
<td>6. Limit debate</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>2/3</td>
<td>Debatable Motions</td>
<td>Amend²</td>
</tr>
<tr>
<td>7. Postpone to a certain time</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>Majority</td>
<td>Main Motion</td>
<td>Amend² close debate, limit debate, amend</td>
</tr>
<tr>
<td>8. Refer to committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>Majority</td>
<td>Main Motion</td>
<td>Amend² close debate, limit debate</td>
</tr>
<tr>
<td>9. Amend</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Rewordable Motions</td>
<td>Close debate, limit debate, amend</td>
</tr>
</tbody>
</table>

¹Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.

²Debatable if no other motion is pending

³Requires two-thirds vote when it would suppress a motion without debate
### Principal Rules Governing Motions in the ADEA House of Delegates

<table>
<thead>
<tr>
<th>Order of Precedence</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10a. The main motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>None</td>
<td>Restorative, Subsidiary</td>
</tr>
<tr>
<td>10b. Restorative main motions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amend a previous action</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Main motion</td>
<td>Subsidiary, Restorative</td>
</tr>
<tr>
<td>Ratify</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Previous action</td>
<td>Subsidiary</td>
</tr>
<tr>
<td><strong>No order of Precedence</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reconsider</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Main motion</td>
<td>Close debate, limit debate</td>
</tr>
<tr>
<td>Rescind</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Main motion</td>
<td>Close debate, limit debate</td>
</tr>
<tr>
<td>Resume consideration</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>Main motion</td>
<td>None</td>
</tr>
</tbody>
</table>

4 Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.

5 Debatable if no other motion is pending
### Principal Rules Governing Motions in the ADEA House of Delegates

<table>
<thead>
<tr>
<th>No order of Precedence</th>
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<th>Requires second?</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Vote required?</th>
<th>Applies to what other motions?</th>
<th>What other motion can be applied to it?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appeal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Decision of Chair</td>
<td>Close debate, limit debate</td>
</tr>
<tr>
<td>Suspend rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Consider informally</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>Main motion</td>
<td>None</td>
</tr>
<tr>
<td><strong>Requests</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Any error</td>
</tr>
<tr>
<td>Parliamentary inquiry</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>All motions</td>
</tr>
<tr>
<td>Withdraw a motion</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>All motions</td>
</tr>
<tr>
<td>Division of question</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Main motion</td>
</tr>
<tr>
<td>Division of assembly</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Main motion</td>
</tr>
</tbody>
</table>

Voting for ADEA Chair-elect of the Board

The 2013 Nomination Process for ADEA Chair-Elect

The ADEA Board of Directors placed several calls for nominations in the Bulletin of Dental Education Online.

All members were invited to nominate as many individuals as they wished, including themselves.

The Council Administrative Boards were also invited to nominate candidates; however, the Boards were not informed of the identity of the other candidates. In order to maintain confidentiality, only the Nominating Committee and the ADEA Executive Director knew the identity of all nominees.

The deadline for submitting nominations was November 1, 2012.

The Nominating Committee voted to select the candidate to stand for election.

Upon the recommendation of the Nominating Committee, the Board of Directors presents one candidate for 2013-14 ADEA Chair-elect of the Board. (The office leads in successive years to the offices of Chair of the Board and Immediate Past Chair of the Board.) The candidate, for whom a brief biographical sketch follows, is Lily Garcia, D.D.S., M.S., FACP, Professor and Director, Division of Advanced Education and External Affairs, Department of Comprehensive Dentistry, University of Texas Health Science Center at San Antonio.

The following instructions apply only if an election is necessary. Otherwise, the President will declare Dr. Garcia elected Chair-elect of the Board by acclamation at the Opening Session of the ADEA House of Delegates.

The members of the ADEA House of Delegates will cast ballots for ADEA Chair-elect of the Board during the ADEA Annual Session & Exhibition. Delegates may cast their ballots for Chair-elect of the Board between the hours of 8:00 a.m. and 5:00 p.m. on Sunday, March 17 and between 8:00 a.m. and 4:30 p.m. on Monday, March 18. Voting will take place at the ADEA House of Delegates booth in the registration area in the Washington State Convention & Trade Center. These are the only times when a delegate or alternate may cast a ballot for Chair-elect. Only a delegate (or official alternate) may vote, and he or she will surrender his or her voter registration card to receive a ballot.
It is a privilege and an honor to be nominated for the Chair-elect of the Board position of the American Dental Education Association. I was encouraged to become a member of ADEA (formerly AADS) as a young faculty member and since 1994, I have seen this organization grow and mature into one in which all individuals who are involved in dental education can develop professionally and network unlike any other organization I can compare. The opportunities for professional development are evident not only through the programming available at the annual session but throughout many other educational opportunities throughout the year, in particular, those that help develop our future leaders, whether those individuals are at the highest levels of administration or a course director, ultimately the role model for our next generation. The opportunities are here and we need to encourage our members to take full advantage of what exists and help develop that which will assist growth in our various roles.

The leadership and professional management of ADEA has led to an organization that reflects and influences our home institutions and the education we provide for the next generation of dental assistants, dental hygienists, dental laboratory technicians, and dentists…all members of the dental team. ADEA is positioned to have a voice on behalf of all in the face of many challenges facing dental education. ADEA represents the collective membership who determine the needs and interests of our institutions, whether they are involved in hospitals, community colleges, or academic health centers. We help direct the cooperative efforts and relationships among those vested in dental education and are currently in the midst of transforming our relationships across all healthcare through Interprofessional Education (IPE). IPE is rapidly becoming a core value in our vision that will benefit the educational processes and affect the next generation in the new healthcare arena.

As Chair-elect of ADEA, I will advocate the need to assess and reassess our educational processes and envision a proactive view in the development of the next generation of clinicians, scientists, academicians, and community leaders. The future of dental education is in the hands of our members since it is their responsibility to help translate the vision of change and innovation into the reality of education. If in the midst of day-to-day activities, we can help faculty and students navigate educational processes, they themselves will step into leadership roles that improve ADEA’s efforts in addressing the oral health of our diverse population.
Report of the ADEA Board of Directors on Resolutions for Consideration by the 2013 ADEA House of Delegates

The ADEA House of Delegates will consider the eight (8) resolutions in this report, plus any additional ones introduced at the Opening Session. The House will act on Resolutions 1H-2013 through 5H-2013 at its Opening Session on Saturday, March 16, 2013, from 4:30 to 5:30 p.m. The House will act on all others at its Closing Session on Tuesday, March 19, 2013, from 3:30 to 4:30 p.m. Both sessions will be held at the Washington State Convention & Trade Center Ballroom 6A-B. The resolutions from the Board of Directors in the report are sequenced as follows:

**Resolutions to be Acted on at the Opening Session:**

1H-2013  ADA Council on Dental Education and Licensure Member
2H-2013  Commission on Dental Accreditation Commissioner
3H-2013  Joint Commission on National Dental Examinations Member
4H-2013  2013 ADEAGies Foundation Appointments
5H-2013  Appreciations

**Resolutions to be Acted on at the Closing Session:**

6H-2013  Revision of the ADEA Bylaws
7H-2013  ADEA Council of Sections, New ADEA Section on Substance Abuse, Addiction and Tobacco Dependence Education
8H-2013  Approval of the Fiscal Year 2014 Budget

All of the resolutions in this report that require House action are printed in boldface for delegates’ ease of identification.
Actions at the Opening Session of the ADEA House of Delegates

Resolution 1H-2013
ADA Council on Dental Education and Licensure Member

- Dr. Tariq Javed, Medical University of South Carolina (2013)
- Dr. Teresa Dolan, University of Florida (2014)
- Dr. Ann Boyle, Southern Illinois University (2015)
- Dr. Cecile Feldman, University of Medicine and Dentistry of New Jersey (2016)

Dr. Javed will complete his term on the ADA Council on Dental Education and Licensure (CDEL) this fall at the 2013 ADA Annual Session. Thus, the 2013 ADEA House will have to elect a new CDEL member. To replace Dr. Javed on the Council, the ADEA Board of Directors is recommending that the House elect Dr. David Sarrett, Virginia Commonwealth University, to a four-year term to expire 2017.

The ADEA bylaws allow delegates to nominate additional candidates for ADA CDEL membership at the Opening Session of the House. (Please note: ADA CDEL members must be active members of the ADA.) Any delegate presenting a nominee must obtain the candidate’s consent to run and a copy of the candidate’s curriculum vita, which will be made available for delegates’ review in the ADEA Registration Area.

The ADEA Board of Directors asks the House to approve the following resolution:

1H-2013 Resolved, that the ADEA House of Delegates elect Dr. David Sarrett to a four-year term on the ADA Council on Dental Education and Licensure with the term to begin at the conclusion of the 2013 ADA Annual Session and end at the conclusion of the 2017 ADA Annual Session.
Resolution 2H-2013
Commission on Dental Accreditation Commissioners

The current ADEA representatives to the Commission and their termination dates (in the fall of the years shown) are:

- Dr. Yilda Rivera-Nazario, University of Puerto Rico (2013)
- Dr. John Williams, Indiana University (2014)
- Dr. William Dodge, University of Texas Health Science Center at San Antonio (2015)
- Dr. Karen West, University of Nevada, Las Vegas (2016)
- Dr. Denise Kassebaum, The University of Colorado (2017)

Dr. Rivera-Nazario will complete her term on the Commission on Dental Accreditation (CODA) this fall at the 2013 ADA Annual Session.

At the 2012 ADEA House of Delegates, Dr. Karen West, University of Nevada, Las Vegas, was elected for a four-year term beginning in 2012 and ending in 2016, and Dr. Denise K. Kassebaum, The University of Colorado, was elected for a four-year term beginning in 2013 and ending in 2017. (The reason for the early election was due to CODA’s new training requirements and the need to identify new Commissioners earlier.)

Thus, the 2013 ADEA House will have to elect a new Commission member beginning in 2014. The ADEA Board of Directors is recommending that the House elect Dr. William Lobb, Marquette University, to a four-year term to expire in 2018.

The ADEA bylaws allow delegates to nominate additional candidates for CODA membership at the Opening Session of the House. (Please note: ADEA appointees to CODA must be active members of the ADA.) Any delegate presenting a nominee must obtain the candidate’s consent to run and a copy of the candidate’s curriculum vita, which will be made available for delegates’ review in the ADEA registration area.

The ADEA Board of Directors asks the House to approve the following resolution:

2H-2013 Resolved, that the ADEA House of Delegates elect Dr. William Lobb to a four-year term on the Commission on Dental Accreditation with the term to begin at the conclusion of the 2014 ADA Annual Session and end at the conclusion of the 2018 ADA Annual Session.
The Joint Commission on National Dental Examinations (JCNDE) consists of three representatives each from the ADA and ADEA, six from the American Association of Dental Boards, and one each from the American Dental Hygienists’ Association, the American Student Dental Association, and the public sector. The JCNDE members appointed by the ADEA House of Delegates and their termination dates (in the fall of the years shown) are:

- Dr. Birgit Glass, University of Texas Health Science Center at San Antonio (2013)
- No JCNDE Member was elected for 2010 (2014 termination date) due to rotation of members
- Dr. Connie Drisko, Georgia Regents University (2015)
- Dr. Marc Levitan, Medical University of South Carolina (2016)

Dr. Glass will complete her term on Joint Commission on National Dental Examinations (JCNDE) this fall at the 2013 ADA Annual Session. To represent ADEA, the Board of Directors is recommending that Dr. Frank Licari, Midwestern University-Illinois, be appointed for a four-year term beginning in 2013 and ending in 2017.

The ADEA bylaws allow delegates to nominate additional candidates for ADA JCNDE membership at the Opening Session of the House. (Please note: JCNDE members must be active members of the ADA.) Any delegate presenting a nominee must obtain the candidate’s consent to run and a copy of the candidate’s curriculum vita, which will be made available for delegates’ review in the ADEA Registration Area.

The ADEA Board of Directors asks the House to approve the following resolution:

3H-2013 Resolved, that the ADEA House of Delegates elect Dr. Frank Licari to a four-year term on the Joint Commission on National Dental Examinations with the term to begin at the conclusion of the 2013 ADA Annual Session and end at the conclusion of the 2017 ADA Annual Session.
Resolution 4H-2013

2013 ADEAGies Foundation Board of Trustees Appointments

In order to enhance its ability to manage the challenges facing dental and allied dental education and research, the William J. Gies Foundation for the Advancement of Dentistry joined with ADEA in 2002 to create the William J. Gies Foundation for the Advancement of Dentistry of the American Dental Education Association (ADEAGies Foundation). The mission of the ADEAGies Foundation is to enhance the oral health of the public through programs that support dental education, research, leadership, and recognition.

According to the bylaws, the Board of Trustees of the ADEAGies Foundation consists of four or more ADEA appointed members, including the Past President, the Executive Director, one member appointed by the ADEA Board of Directors (but who cannot be a Board member), and a member appointed by the ADEA House of Delegates. The appointment by the ADEA House of Delegates is for a two-year term, beginning in July 2013 and ending in July 2015 with the appointment of two new members at the ADEA Annual Session.

The ADEA Board of Directors recommends that the House elect Dr. R. Ivan Lugo, The Procter & Gamble Company, and Dr. Jane Weintraub, University of North Carolina at Chapel Hill, to two-year terms to expire in 2015.

The ADEA Board of Directors asks the House to approve the following resolution:

4H-2013  Resolved, that the ADEA House of Delegates appoint Dr. R. Ivan Lugo and Dr. Jane Weintraub to two-year terms beginning in July 2013 and ending in July 2015, as members of the ADEAGies Foundation Board of Trustees.
Resolution 5H-2013

Appreciations

ADEA relies significantly on outside support for a number of its activities, and numerous organizations provided much-needed assistance since last year’s ADEA Annual Session. The ADEA Board of Directors expresses its sincere appreciation to the following companies, organizations, institutions, and individuals for their generous support. Those who have supported ADEA activities and events over the past year—from last year’s ADEA Annual Session until the start of this year’s Annual Session—are listed alphabetically. Most of the companies listed are also Corporate Members of ADEA, and we are especially grateful to them.

Academy for Academic Leadership sponsored an Exhibit Hall raffle item at the 2012 ADEA Annual Session & Exhibition.

ADA Insurance Plans was a general sponsor for the 2012 ADEA Fall Meetings on the ADEA Sections of Financial Aid and Student Affairs. The company provided a general sponsorship for the 54th Annual ADEA Deans’ Conference as well.

ADEAGies Foundation funded the ADEA/William J. Gies Foundation Education Fellowship.

A-dec was a Gold Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement. The company sponsored an evening reception at the 45th Annual National ADEA Allied Dental Program Directors’ Conference. A-dec was a cosponsor for a reception and dinner at the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration. The company sponsored a luncheon at the 54th Annual ADEA Deans’ Conference and Exhibit Hall raffle item at the 2012 ADEA Annual Session.

AEGIS Communications was a Diamond Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement. The company also sponsored the opening evening reception at the 54th Annual ADEA Deans’ Conference. AEGIS Communications continued its support of the ADEA Curriculum Resource Center Modules; the company provided website maintenance for the ADEA Curriculum Resource Center. AEGIS Communications provided the broad environmental scan, the background research, and the comprehensive analysis in support of work of the ADEA Task Force on Academia-Industry Interactions.

Air Techniques was a general sponsor at the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration. The company also provided a general sponsorship at the 54th Annual ADEA Deans’ Conference.

Alpha Omega Foundation funded the ADEA/Alpha Omega Foundation/Leonard Abrams Scholar in the 2012 ADEA Leadership Institute.

American Association of Community College and the U.S. Department of Labor – ongoing grant from AACC for completion of AACC’s Healthcare Virtual Career Platform Federal Award.
American Association of Endodontists Foundation was a Diamond Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement and an Exhibit Hall raffle item at the 2012 ADEA Annual Session & Exhibition. The association funded the ADEA/American Association of Endodontists Foundation Scholar in the 2012 ADEA Leadership Institute.

American College of Prosthodontists was a contributor to the 2012 William J. Gies Awards for Vision, Innovation and Achievement.

Arizona School of Dentistry & Oral Health was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement.

Aspen Dental Management, Inc. was a Gold Sponsor of the William J. Gies Awards for Vision, Innovation and Achievement. The company provided general sponsorships for both the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration and the 54th Annual ADEA Deans’ Conference. Aspen Dental Management, Inc. supported the ADEA GoDental® Workshop and Recruitment Fair for Pre-dental Students and Advisors at the 2012 Annual Session.

axiUM Software provided inserts in attendee bags for the 2012 ADEA Annual Session & Exhibition. The company also sponsored a break at the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration.

Texas A&M University Baylor College of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement.

Bien Air USA was a general sponsor for both the 2012 Mid-Year Meeting for the ADEA Sections on Business Financial Administration and Clinic Administration and the 54th Annual ADEA Deans’ Conference. The company also sponsored an Exhibit Hall raffle item at the 2012 ADEA Annual Session & Exhibition.

Boston University Henry M. Goldman School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement.

Brasseler USA provided general sponsorships for both the 2012 Mid-Year Meeting for the ADEA Sections on Business Financial Administration and Clinic Administration and the 54th Annual ADEA Deans’ Conference. The company also sponsored the Welcome Reception at the 45th Annual National ADEA Allied Dental Program Directors’ Conference.

Carl Zeiss Meditec, Inc. sponsored a breakfast at the 54th Annual ADEA Deans’ Conference.

Colgate-Palmolive Co. was a Diamond Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement. The company supported the Journal of Dental Education Online. The company sponsored the ADEA Leadership Institute Alumni Reception welcoming the Class of 2013 at the 2012 ADEA Annual Session & Exhibition. Colgate-Palmolive Co. sponsored the Lunch and Learn Session at the 45th Annual National ADEA Allied Dental Program Directors’ Conference. The company again provided generous support for the ADEA/Colgate-Palmolive/National Dental Association
Dr. Jeanne C. Sinkford Scholar in the ADEA Leadership Institute, the ADEA/Colgate-Palmolive Excellence in Teaching Award, the ADEA/ADEA Council of Students/Colgate-Palmolive Junior Faculty Award, and the ADEA/Colgate-Palmolive Allied Dental Hygiene Educators Fellowship. The company sponsored an education session and the New Deans Workshop at the 54th Annual ADEA Deans’ Conference. Colgate-Palmolive Co. supported the Oral Care for Older Adults Module in the ADEA Curriculum Resource Center. Lastly, ADEA wishes to thank Colgate-Palmolive Co. for becoming the Exclusive Sponsor of the ADEA/Colgate-Palmolive Co. Academy for Academic Leadership/Institute for Allied Health Educators.

Certiphi Screening, Inc. sponsored an Exhibit Hall raffle item at the 2012 ADEA Annual Session & Exhibition.

Dalhousie University Faculty of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement.

Dental Services Group sponsored a breakfast at the 2012 Mid-Year Meeting on the ADEA Sections on Business Financial Administration and Clinic Administration. The company also provided a general sponsorship at the 54th Annual ADEA Deans’ Conference.

DentalEZ Group was a Diamond Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement. The company also was a general sponsor at the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration.

DENTSPLY International, Inc. was a Diamond Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement. In addition, the company sponsored the Student Poster Awards at the 2012 Annual Session. DENTSPLY International, Inc. provided general sponsorships for both the 45th Annual National ADEA Allied Dental Program Directors’ Conference and the 2012 Mid-Year Meeting for the ADEA Sections on Business Financial Administration and Clinic Administration. The company sponsored the Third Evening Reception at the 54th Annual ADEA Deans’ Conference.

Eastern Dentists Insurance Company provided a sponsorship of Belly Bands Around Printed Programs at the 2012 ADEA Annual Session & Exhibition. The company was a general sponsor at the 54th Annual ADEA Deans’ Conference.

ExamSoft Worldwide, Inc. provided a mobile site sponsorship at the 2012 ADEA Annual Session & Exhibition.

The Forsyth Institute was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement.

Fortress Insurance Company was a general sponsor of the 54th Annual ADEA Deans’ Conference.

G. Hartzell & Son supported an education program at the 45th Annual National ADEA Allied Dental Program Directors’ Conference.
Georgia Regents University College of Dental Medicine was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement.

GlaxoSmithKline was a general sponsor for both the 45th Annual National Allied Dental Program Directors’ Conference and the 54th Annual ADEA Deans’ Conference.

Harvard School of Dental Medicine was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement.

Henry Schein, Inc. was a Gold Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement. The company also sponsored a luncheon at the 2012 Mid-Year Meeting for the ADEA Sections on Business Financial Administration and Clinic Administration.

Howard University College of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement.

Hu-Friedy Manufacturing Co., Inc. was a Diamond Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement. The company sponsored a reception and dinner at the 45th Annual National ADEA Allied Dental Program Directors’ Conference. In addition, Hu-Friedy Manufacturing Co., Inc. co-sponsored a reception at the 2012 Mid-Year Meeting for the ADEA Sections on Business Financial Administration and Clinic Administration. The company supported an education program at the 54th Annual ADEA Deans’ Conference.

Image Navigation Ltd. was a general sponsor of the 54th Annual ADEA Deans’ Conference.

Indiana University School of Dentistry was a Deans' List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement.

Institute for Oral Health sponsored the Allied Dental Faculty Leadership Development Program Alumni Reception at the 2012 ADEA Annual Session & Exhibition, the ADEA GoDental Workshop and Recruitment Fair for Pre-dental Students and Advisors, lanyards, pens and an Exhibit Hall raffle item at the 2012 ADEA Annual Session & Exhibition. The company was also a general sponsor of www.ExploreHealthCareers.org.

Isolite Systems was a general sponsor for the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration. The company provided an additional general sponsorship of the 54th Annual ADEA Deans’ Conference. Isolite Systems sponsored an Exhibit Hall raffle item at the 2012 ADEA Annual Session & Exhibition.

Johnson & Johnson Consumer Healthcare Products, Division of McNEIL-PPC, Inc. was the Premier Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement. The company provided the “Own the Bathroom” sponsorship during the 2012 ADEA Annual Session. Johnson & Johnson Consumer Healthcare Products supported the 2012 awards for both the ADEA/Johnson & Johnson Healthcare Preventative Dentistry Scholarships and the ADEA/Johnson & Johnson Healthcare Enid A. Neidle Scholar-in-Residence Program for Women. The company was a general...
Kahler Slater was a general sponsor for the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration. The company provided a general sponsorship for the 54th Annual ADEA Deans’ Conference as well.

KaVo Group Equipment_KaVo, Pelton & Crane, Marus supported an education program at the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration and an education program at the 54th Annual ADEA Deans’ Conference.

KaVo Imaging_DEXIS, Gendex, i-CAT, Instrumentarium and SOREDEX supported an education program at the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration and an education program at the 54th Annual ADEA Deans’ Conference.

Liaison International, Inc. was a Gold Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement. The company sponsored the ADEA GoDental Workshop and Recruitment Fair for Pre-dental Students and Advisors at the 2012 ADEA Annual Session & Exhibition. Liaison International, Inc. supported both the 2012 ADEA/Liaison International GoDental Internship and ADEA/Liaison International Academic Dental Career Program Fellow.

Loma Linda University School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

Marquette University School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

Medical Protective Company was general sponsor of the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration.

Medical University of South Carolina James B. Edwards College of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

Meharry Medical College School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

Midmark Corporation was a Gold Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement. The company sponsored an Exhibit Hall raffle item at the 2012 ADEA Annual Session & Exhibition. Midmark Corporation provided general sponsorships for both the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration and the 54th Annual ADEA Deans’ Conference.
Midwestern University College of Dental Medicine (Arizona) was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

National Dental Association supported the ADEA/Colgate-Palmolive/National Dental Association Dr. Jeanne C. Sinkford Scholar in the ADEA Leadership Institute.

New York University College of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

Noble Biocare USA, LLC was a Gold Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement. The company also provided a general sponsorship for the 54th Annual ADEA Deans’ Conference.

OraPharma, Inc., a subsidiary of Valeant Pharmaceuticals, was a contributor to the 2012 William J. Gies Awards for Vision, Innovation, and Achievement. The company provided an Educational Grant for the 45th Annual National ADEA Allied Dental Program Directors’ Conference. OraPharma, Inc. also provided an Educational Grant for the 54th Annual ADEA Deans’ Conference.

Pacific Dental Services, Inc. sponsored the posters at the 2012 ADEA Annual Session & Exhibition. The company was also a general sponsor of both the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration and the 54th Annual ADEA Deans’ Conference.

Philips Oral Healthcare, Inc. was a general sponsor of both the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration and the 54th Annual ADEA Deans’ Conference. The company also provided lanyards for the 45th Annual National ADEA Allied Dental Program Directors’ Conference.

Premier Dental Products Company sponsored a morning break at the 45th Annual National Allied Dental Program Directors’ Conference. The company also sponsored Exhibit Hall raffle items at the 2012 ADEA Annual Session & Exhibition.

The Procter & Gamble Company was a Diamond Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement. The company sponsored the Dental Hygiene Clinic Coordinators Luncheon and the Dental Hygiene Graduate Program Directors Meeting at the 2012 ADEA Annual Session & Exhibition. The Procter & Gamble Company funded both the ADEA/Crest Oral-B Scholarship for Pre-doctoral Dental Students Pursuing Academic Careers and the ADEA/Crest Oral-B Laboratories Scholarship for Dental Hygiene Students Pursuing Academic Careers. The company sponsored a breakfast for both the 45th Annual National ADEA Allied Dental Program Directors’ Conference and the 54th Annual ADEA Deans’ Conference. The Procter & Gamble Company supported the educational sessions on Embracing, Access, Diversity, and Inclusion at the 2012 ADEA Fall Meetings. Procter & Gamble sponsored the ADEA GoDental Workshop and Recruitment Fair for Pre-dental Students and Advisors. The company sponsored a luncheon at the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration. Last, the Procter & Gamble Company continued to sponsor both the ADEA Leadership Institute and the ADEA Deans’ Institute.
The Robert Wood Johnson Foundation was a sponsor of the need-based travel expenses for Summer Medical and Dental Education Program participants.

Roseman University of Health Sciences College of Dental Medicine was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

Secure Innovations, Inc. sponsored a breakfast at the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration.

Septodont, Inc. was a Diamond Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement. The company supported an educational grant for the 54th Annual ADEA Deans’ Conference.

Sigma Phi Alpha funded the ADEA/Sigma Phi Alpha Linda DeVore Scholarship.

Sirona Dental, Inc. sponsored the White Coat Ceremony as well as a lunch at the 2012 ADEA Annual Session & Exhibition. The company was a general sponsor for the 45th Annual National ADEA Allied Dental Program Directors’ Conference. Sirona Dental, Inc. also supported educational programs for both the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration and the 54th Annual ADEA Deans’ Conference. Sirona Dental, Inc. sponsored Exhibit Hall raffle items at the 2012 ADEA Annual Session.

Stage Front Presentation Systems was a general sponsor of the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration.

Stony Brook University School of Dental Medicine was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

Sunstar Americas, Inc. was a general sponsor for both the 45th Annual National ADEA Allied Dental Program Directors’ Conference and the 54th Annual ADEA Deans’ Conference. The company also supported the ADEA Sunstar Americas, Inc. Harry Bruce Legislative Fellowship and the ADEA Sunstar America’s Jack Bresch Student Internship Award Program.

Sybron Group_Kerr, Pentron, Total Care, Rotary, Ormco, Orascoptic supported an education program at the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration and an education program at the 54th Annual ADEA Deans’ Conference.

Tufts University School of Dental Medicine was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

Ultradent Products, Inc. sponsored a morning at the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration.

University of Alabama at Birmingham School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of California, Los Angeles, School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.
University of Connecticut School of Dental Medicine was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Detroit Mercy School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Florida College of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Illinois at Chicago College of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Kentucky College of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Louisville School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Maryland School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Michigan School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Minnesota School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Missouri - Kansas City School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Nebraska Medical Center College of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of North Carolina at Chapel Hill School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Oklahoma College of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Tennessee Health Science Center College of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of Texas Health Science Center at San Antonio Dental School was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation and Achievement.

University of Texas School of Dentistry at Houston was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

University of the Pacific Arthur A. Dugoni School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.
Virginia Commonwealth University School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

VitalSource Technologies, Inc. provided a general sponsorship for the 54th Annual ADEA Deans’ Conference.

W.K. Kellogg Foundation funded a grant to support partnership with dental schools that have minority dental faculty development and dental allied health programs to enhance community partnership.

West Virginia University School of Dentistry was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

Western University of Health Sciences College of Dental Medicine was a Deans’ List Sponsor of the 2012 William J. Gies Awards for Vision, Innovation, and Achievement.

Whip Mix Corporation sponsored the Section on Prosthodontics Meeting & Luncheon and an Exhibit Hall raffle item at the 2012 ADEA Annual Session & Exhibition.

Zimmer Dental, Inc. provided educational grants for the 2012 ADEA Annual Session & Exhibition, the 2012 Mid-Year Meeting of the ADEA Sections on Business Financial Administration and Clinic Administration, and the 54th Annual ADEA Deans’ Conference.

The ADEA Board of Directors asks the House to approve the following resolution:

5H-2013  Resolved, that the American Dental Education Association expresses its sincere appreciation to the following organizations and individuals for their generous support of the Association’s activities and programs between the start of the 2012 ADEA Annual Session & Exhibition and the start of the 2013 ADEA Annual Session & Exhibition:

- Academy for Academic Leadership
- ADA Insurance Plans
- ADEAGies Foundation
- A-dec
- AEGIS Communications
- Air Techniques
- Alpha Omega Foundation
- American Association of Community College and the U.S. Department of Labor
- American Association of Endodontists
- American College of Prosthodontists
- Arizona School of Dentistry & Oral Health
- Aspen Dental Management, Inc.
- axiUM Software
- Baylor College of Dentistry
- Bien Air USA
- Boston University Henry M. Goldman School of Dental Medicine
• Brasseler USA
• Carl Zeiss Meditec, Inc.
• Colgate-Palmolive Co.
• Certiphi Screening, Inc.
• Dalhousie University Faculty of Dentistry
• Dental Services Group
• DentalEZ Group.
• DENTSPLY International, Inc.
• Eastern Dentists Insurance Company
• ExamSoft Worldwide, Inc.
• The Forsyth Institute.
• Fortress Insurance Company
• G. Hartzell & Son.
• Georgia Regents University College of Dental Medicine
• GlaxoSmithKline
• Harvard School of Dental Medicine
• Henry Schein, Inc.
• Howard University College of Dentistry
• Hu-Friedy Manufacturing Co., Inc.
• Image Navigation Ltd.
• Indiana University School of Dentistry
• Institute for Oral Health
• Isolite Systems
• Johnson & Johnson Consumer Healthcare Products, Division of McNEIL-PPC, Inc.
• Kahler Slater
• KaVo Group Equipment_KaVo, Pelton & Crane, Marus
• KaVo Imaging_DEXIS, Gendex, i-CAT, Instrumentarium and SOREDEX
• Liaison International, Inc.
• Loma Linda University School of Dentistry
• Marquette University School of Dentistry
• Medical Protective Company
• Medical University of South Carolina James B. Edwards College of Dental Medicine
• Meharry Medical College School of Dentistry
• Midmark Corporation
• Midwestern University of College of Dental Medicine (Arizona)
• National Dental Association
• New York University College of Dentistry
• Noble Biocare USA, LLC
• OraPharma, Inc., a subsidiary of Valeant Pharmaceuticals
• Pacific Dental Services, Inc.
• Philips Oral Healthcare, Inc.
• Premier Dental Products Company
• The Procter & Gamble Company
• The Robert Wood Johnson Foundation
• Roseman University of Health Sciences College of Dental Medicine
• Secure Innovations, Inc.
• Septodont, Inc.
• Sigma Phi Alpha
• Sirona Dental, Inc.
• Stage Front Presentation Systems
• Stony Brook University School of Dental Medicine
• Sunstar Americas, Inc.
• Sybron Group_Kerr, Pentron, Total Care, Rotary, Ormco, Orascoptic
• Texas A&M University
• Tufts University School of Dental Medicine
• Ultradent Products, Inc.
• University of Alabama at Birmingham School of Dentistry
• University of California, Los Angeles, School of Dentistry
• University of Connecticut School of Dental Medicine
• University of Detroit Mercy School of Dentistry
• University of Florida College of Dentistry
• University of Illinois at Chicago College of Dentistry
• University of Kentucky College of Dentistry
• University of Louisville School of Dentistry
• University of Maryland School of Dentistry
• University of Michigan School of Dentistry
• University of Minnesota School of Dentistry
• University of Missouri - Kansas City School of Dentistry
• University of Nebraska Medical Center College of Dentistry
• University of North Carolina at Chapel Hill School of Dentistry
• University of Oklahoma College of Dentistry
• University of Tennessee Health Science Center College of Dentistry
• University of Texas Health Science Center at San Antonio School of Dentistry
• University of Texas School of Dentistry at Houston, The
• University of the Pacific Arthur A. Dugoni School of Dentistry
• Virginia Commonwealth University School of Dentistry
• VitalSource Technologies, Inc.
• W.K. Kellogg Foundation.
• West Virginia University School of Dentistry
• Western University of Health Sciences College of Dental Medicine
• Whip Mix Corporation
• Zimmer Dental, Inc.
# Actions at the Closing Session of the ADEA House of Delegates

## Resolution 6H-2013

### Revision of the ADEA Bylaws

**Background**

As a District of Columbia (DC) nonprofit corporation, ADEA must be in compliance with the DC Nonprofit Corporation Code. The D.C. Nonprofit Corporation Code underwent a complete overhaul in 2011-2012. Like other nonprofit organizations, ADEA’s Bylaws are internal rules that describe decision-making authority and how those powers are exercised, so they were most directly affected by these Code changes. Accordingly, the ADEA Bylaws have been revised to be updated, clarified, and compliant with the revised DC Code and best practices, while preserving the unique ADEA organizational structure.

The ADEA Board of Directors directed staff to revise the bylaws in accordance with the new DC Nonprofit Corporation Code, as well as revise and improve bylaws-related governance structures and procedures for ADEA Councils simultaneously.

The Bylaws, revised in four major ways, would provide for:

1. achieving legal and technical compliance with applicable law;
2. clarifying the members’ rights and the governance procedures under the Bylaws;
3. revision of provisions to improve the governance structure and procedures; and,
4. identification and relocation of non-bylaw terms outside the Bylaws.

The Bylaws revisions would:

1. effect compliance with provisions concerning the indemnification of directors, officers, volunteers, and employees;
2. comply with revised definitions and procedures for handling of conflicts of interest;
3. establish procedures for the exercise of new emergency governance powers;
4. clarify procedures for removal from office;
5. delineate the restrictions on the use of proxies; and,
6. outline the new and more detailed Board Director and Officer fiduciary duties.
7. clarify member voting rights;
8. clarify who is eligible for service in various ADEA governance positions; and,
9. clarify the quorum requirements for the Board, for the House of Delegates, and for the various components of ADEA.

The Bylaws revision process was overseen by the Board of Directors, and the Board of Directors supports and approves the revisions.

**The ADEA Board of Directors asks the House to approve the following resolution:**

6H-2013 Resolved, that the ADEA House of Delegates adopts the revised Bylaws to go into effect at the close of the 2013 ADEA Annual Session & Exhibition.
PROPOSED REVISED BYLAWS
OF THE
AMERICAN DENTAL EDUCATION
ASSOCIATION

Blue = new DC Nonprofit Code (Technical Changes)
Black = from original Bylaws, no changes
Green = editing of original Bylaws for clarity
Orange = Council changes related to membership and voting rights.

Note: ADEA Bylaws currently in place begin on page 112.
Preamble

The American Dental Education Association (ADEA) is incorporated as a District of Columbia nonprofit corporation and as such is subject to the District of Columbia Nonprofit Corporation Code. As established by its Articles of Incorporation, the purpose of the Association is to advance and support dental education, dental research, and the dental health and education of the general public, and it is recognized by the Internal Revenue Service as a 501(c)(3) organization.

Chapter I: The House of Delegates – The ADEA Governing Body

A. Function, Powers, Obligations, and Duties

1. Functions, Powers, and Obligations. The House of Delegates is the Association’s governing and legislative body. The House of Delegates manages the property, business, and affairs of the Association in accordance with these Bylaws and the purposes of the Association, and has the power:

   a) To enact and, where appropriate, enforce policies of the Association;
   b) To approve all resolutions in the name of the Association;
   c) To elect Active, Provisional, and Honorary Members;
   d) To approve changes to the Bylaws, Policy Statements, and Position Papers;
   e) To approve new sections;
   f) To approve the Association’s operating budgets;
   g) To establish branch offices of the Association or change the location of the ADEA Headquarters;
   h) To elect the Chair-elect of the Board of Directors of the Association;
   i) To elect nominees for representation in other organizations when so requested; and
   j) To serve as an advocate on behalf of all Association policies and positions.

2. Duties. As the ADEA governing body, pursuant to the District of Columbia Nonprofit Code, members of the House of Delegates, are expected to discharge their duties in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances in a manner the Delegate reasonably believes to be in the best interests of the Association; and in doing so to disclose to their fellow Delegates known information relevant to the issues being considered by the House of Delegates.
B. **Composition.** The House of Delegates is comprised the following:

1. The Officers;
2. The Council of Deans as represented by all of its members;
3. The Council of Faculties as represented by all of its members;
4. The Council of Allied Dental Program Directors is represented by its Administrative Board and one Delegate for every 10 of its member programs (or major portion thereof) in each of its four membership categories—dental assisting education, dental hygiene education, dental laboratory technology education, and advanced allied dental education. Each category is represented by at least two Delegates.
5. The Council of Hospitals and Advanced Education Programs (COHAEP) is represented by its Administrative Board, one representative from each of the ADA-recognized dental specialties, two representatives from advanced education in general dentistry programs, plus one delegate for every 10 COHAEP member programs COHAEP shall have at least 16 Delegates;
6. The Council of Sections is represented by each Section’s Councilor, Section Chair, and its Administrative Board members. If a Section Councilor and/or Section Chair is unable to serve as a Delegate in the House of Delegates, he or she may appoint either the current Section Chair-elect or Section Secretary to be ratified as the alternate Delegate;
7. The Council of Students, Residents, and Fellows is represented by its Administrative Board, by 12 predoctoral dental students (two each from each of the six regions recognized by the Council), by four advanced dental students, residents, or fellows (two from hospital-based programs and two from non-hospital-based programs), and by six allied dental students (two each from dental hygiene, dental assisting, and dental laboratory technology education programs);
8. The Corporate Council is represented in the House of Delegates by its Administrative Board.

9. **Delegate Selection**

   a) All members of the Council of Deans serve as Delegates to the House of Delegates.
   b) All members of the Council of Faculties serve as Delegates to the House of Delegates. Members are elected or appointed by their institution.
   c) The Council of Allied Dental Program Director’s Delegates to the House of Delegates are nominated by members of the Council and approved by the Council’s Administrative Board. The Administrative Board also serves as Delegates to the House of Delegates.
   d) The Council of Hospitals and Advanced Education Program’s Delegates to the House of Delegates include representatives from the dental specialties who are nominated and reviewed by the Council’s Administrative Board. Delegates that represent programs may self-nominate or are nominated by the Council’s
Administrative Board. Delegates are appointed by the Council’s Administrative Board.

e) The Council of Sections Delegates to the House of Delegates include the Councilor and Chair of each Section. The members of the Administrative Board also serve as Delegates to the House of Delegates.

f) The Council of Students, Residents, and Fellows elects Delegates at the Annual Session and Exhibition. Each member institution represented at the Council meeting to elect Delegates gets one vote.

g) The Corporate Council Delegates to the House of Delegates consist of the Council’s Administrative Board.

C. Meetings of the House of Delegates

1. Annual Session and Exhibition. The House of Delegates normally convenes at the Association’s Annual Session and Exhibition. The President and CEO sends each Delegate an official notice of the time and place of each Annual Session and Exhibition or other House of Delegates meeting electronically or via postal mail. The notice is sent no fewer than 30 days before the first day of the meeting.

2. Special Meetings. Special Meetings may be called by the Chair of the Board or by request of the membership as specified in the Bylaws, Chapter III, Section C.2. The President and CEO sends each Delegate an official notice of the time and place of each Special Meeting along with a statement of the business to be considered. The notice is sent electronically or via postal mail no fewer than 30 days before the first day of the Meeting. No other business except that provided for in the call may be considered unless the members present unanimously agree to consider additional business.

3. Quorum. A majority of the House of Delegates or any of its committees constitutes a quorum for the transaction of business at regular or special meetings.

4. Order of Business in Meetings.
   a) Regular Meeting: The order of business at a regular Meeting of the House of Delegates is as follows, unless changed by a two-thirds vote by the Delegates.
      1. Call to order;
      2. Report of quorum by President and CEO;
      3. Approval of minutes of previous Meeting;
      4. Reports of Officers;
      5. Report of the Board of Directors;
6. Referrals of reports and resolutions;
7. Action on resolutions;
8. Unfinished business;
9. New business;
10. Installation of Officers; and
11. Adjournment.

b) Special Meeting: The order of business at a Special Meeting is as follows:
1. Call to order;
2. Report of quorum by President and CEO;
3. Reading of call for Special Meeting;
4. Transaction of business as provided in call; and
5. Adjournment.

5. Procedures Regarding Resolutions.
a) Resolutions may be presented to the House of Delegates either by
   the Board of Directors or by any Delegate in writing up to and
   including the Opening of the House of Delegates.
b) Any Individual Member may submit a resolution to the Board of
   Directors by December 1, prior to the next Annual Session and
   Exhibition, which in its discretion may or may not choose to
   forward it for further consideration.
c) Resolutions not brought before the last Board of Directors meeting
   prior to the Annual Session and Exhibition may be introduced at
   the Opening of the House of Delegates and must be presented by a
   Delegate.
d) Resolutions brought after the Opening of the House of Delegates
   cannot be considered by the House until the following year. The
   resolution can be sent immediately after the Annual Session and
   Exhibition to the President and CEO, who then presents it to the
   Board of Directors for consideration before the next Annual
   Session and Exhibition.
e) At its discretion, the Board of Directors may submit resolutions to
   an appropriate Association component group for advice before
   forwarding the resolution to the House of Delegates.
f) Annually, the Board of Directors appoints Reference Committee
   Members to hold hearings at the Annual Session and Exhibition on
   resolutions being presented to the House of Delegates and to make
   recommendations on those resolutions upon request of the Board
   of Directors.
g) Resolutions proposing expenditure of Association funds must be
   accompanied by a cost impact statement estimating the amount of
   funds required and the period of expenditure.
h) Resolutions proposing changes in the ADEA policies and Bylaws
   must specify how the ADEA Policy Statements, Position Papers,
   and Bylaws would be affected.
6. **Removal.** A member of the House of Delegates may be removed with or without cause upon a majority vote of the Delegates whenever in the Delegates’ judgment the best interest of the Association would be served thereby, provided that all the Delegates have at least 21 days’ notice of the proposed removal and the Delegate at issue has an opportunity to address the House of Delegates personally, either by phone, in-person, or electronically as determined by the discretion of the Board of Directors.

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**Chapter II: The Association’s Officers**

A. **Officers.** The Association’s Elected Officers and *ex officio* Officers are as follows and, per Chapter III below, function as the Association’s Executive Committee:

1. Chair of the Board
2. Chair-elect of the Board (who serves *ex officio* as Secretary)
3. Immediate Past Chair of the Board (who serves *ex officio* as Treasurer)
4. Board Director for Allied Dental Program Directors
5. Board Director for Deans
6. Board Director for Faculties
7. Board Director for Hospitals and Advanced Education Programs
8. Board Director for Sections
9. Board Director for Students, Residents, and Fellows
10. Board Director for the Corporate Council
11. President and CEO (*ex officio*, voting)
12. In addition, the House of Delegates may from time to time appoint or authorize the President and CEO to appoint assistant Officers such as an Assistant Secretary or an Assistant Treasurer.

B. **Qualifications.** To qualify for and serve as an Elected Officer, a person must be:

- an Individual Member of the Association, a member of the Council for which he or she serves as a Board Director, employed by, matriculated at, or appointed to a Commission on Dental Accreditation-approved program and satisfy any other Council-specific criteria.

C. **Duties and Responsibilities of Officers**

1. **Duties in General.** Officers shall have such authority and shall perform such responsibilities as may be provided in these Bylaws or by resolution of the Board of Directors, subject to the control of the Board of Directors. Pursuant to the D.C. Code, Officers are expected to discharge their duties in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, in a manner the Officer reasonably believes to be in the best interests of the Association; and to disclose relevant known information and any actual or probable material violation of law involving the Association or material breach of duty to the
Association by an Officer, employee, or agent of the Association, that the Officer believes has occurred or is likely to occur.

2. **Duties of Specific Officers.**

   a) The Chair of the Board shall provide leadership in achieving the Association’s mission, objectives, and ongoing business; to serve as presiding Officer of the House of Delegates and Board of Directors; and to supervise all of the affairs of the Association in accordance with the policies and directives approved by the Board of Directors.

   b) The Chair-elect of the Board is to serve in place of the Chair of the Board at the request of the Chair or in the absence of the Chair; and to perform any duties requested by the Chair of the Board.

   c) The Immediate Past Chair of the Board serves in place of the Chair of the Board at the request of the Chair or Chair-elect of the Board, or in the absence of both; to perform any duties requested by the Chair of the Board; to Chair the Finance Committee of the Board of Directors; and to Chair the Nominating Committee for Chair-elect of the Board.

   d) The Secretary shall cause there to be a process managed by the President and CEO for keeping the minutes of all meetings of the Board of Directors including all votes and resolutions adopted and shall cause there to be a process to record all such documents and records (in print or electronically) in a medium kept for that purpose. The Secretary will cause there to be a process managed by the President and CEO for issuing notices of all Board of Directors meetings, filing of all reports required by governmental authorities, and performing such other functions and duties as the Board may from time to time prescribe.

   e) The Treasurer as the Chair of the Finance Committee will cause there to be a process to ensure the safe custody of all funds, securities and assets of the Association and the preparation of financial reports. He or she will cause there to be a process by the Finance Committee to review and approve an annual budget for the Association, conduct regular reviews of the Association’s financial statements and progress against the budget, oversee Association investments, review the annual financial audit and reports required by governmental authorities. The Board of Directors may appoint and empower such Assistant Treasurers as shall be required to carry out the purpose of this section.
Each Board Director represents an Association Council and in addition to fulfilling the duties in this subsection, fulfills the responsibilities set forth in Chapter VII (Councils) of these Bylaws. The Board Directors are nominated according to procedures set forth in Chapter VIII (Councils) of these Bylaws.

D. Nominating and Electing the Chair-elect

1. Nominating the Chair-elect of the Board. Annually, the Board of Directors shall constitute a Nominating Committee, chaired by the Immediate Past Chair of the Board, to nominate one or more candidates for Chair-elect of the Board. The Committee shall receive and consider nominations from the general membership, Council Administrative Boards, and Delegates, and shall recommend one or more candidates to stand for election.

Any member may make nominations according to the timetable and procedures set forth in the Policy on Nominations for Chair-elect of the Board.

2. Electing the Chair-elect of the Board of Directors. If there is only one candidate for Chair-Elect of the Board, he or she is declared elected at the Opening of the House of Delegates. If there are two or more candidates, the members of the House of Delegates shall cast ballots at the Annual Session and Exhibition during times designated by the Board of Directors. Voting for the Chair-elect of the Board will be conducted by a process determined by the Board of Directors. A majority vote is required for election.

E. Terms of Office, Succession, Installation, Removal, Filling Vacancies

1. Terms of Office. The term of office of any Officer shall be as follows but shall not terminate until: (a) the installation of a successor; (b) the effective date of his or her resignation submitted in writing to the Secretary or Chair of the Board; (c) upon his or her death; or (d) upon removal from Office in accordance with the provisions of these Bylaws.

2. Succession. The Chair-elect of the Board automatically succeeds to the office of Chair of the Board, and the Chair of the Board automatically succeeds to the office of Immediate Past Chair of the Board. The Chair-elect of the Board, Chair of the Board, and Immediate Past Chair of the Board serve one-year terms. After serving a term in any such position, they are ineligible to serve again in any of those offices.

3. Installation. The other elected Association Officers are installed at the Annual Session and Exhibition at the Closing Session of the House of
Delegates. The Board Directors serve a single three-year term, except that the Board Director for Students, Residents, and Fellows shall serve a term of office specified in Chapter VII, Section B.7 of these Bylaws. Board Directors are ineligible to succeed themselves in the same role.

4. **Removal.** Any elected Officer may be removed from office, with or without cause, upon a vote of a majority of the Board of Directors Members then in office, whenever in the Board of Directors Members’ judgment the best interest of the Association would be served thereby, provided that all the Board of Directors Members have at least 10 days’ notice of the proposed removal and the Officer at issue has an opportunity to address the Board of Directors prior to the removal vote either in person, electronically, or via a telephone meeting, as determined in the discretion of the Board of Directors. Any Officer appointed by the Chair of the Board may be removed by the Chair of the Board.

5. **Filling Vacancies.**
   a) If either the Chair of the Board or Chair-elect of the Board dies, resigns, or is removed for any reason, the Association’s Nominating Committee shall nominate one or more candidates and conduct an election by ballot to fill that vacancy by vote of the last House of Delegates, to be held electronically such as by email or by postal mail, as determined in the discretion and according to procedures set forth by the Board of Directors. A majority of the votes cast is required for election.
   b) If an Immediate Past Chair of the Board dies, resigns, or is removed for any reason, the position remains vacant until the Chair of the Board assumes the office at the next Annual Session and Exhibition, except that the Chair of the Board may appoint the most recent Immediate Past Chair of the Board, if he or she is willing, to serve as the Immediate Past Chair of the Board until the next Annual Session and Exhibition when the Chair of the Board assumes such office.
   c) If a vacancy in the office of Immediate Past Chair of the Board is not filled, the Chair of the Board serves as Chair of the Finance Committee and the Nominating Committee for the Chair-Elect of the Board.
   d) In the event of the death, resignation, or removal of one or more of the Board Directors, the vacancy shall be filled in accordance with the procedures set forth in Chapter VII, Section B.8 of these Bylaws.

**Chapter III: Board of Directors**

**Composition and Function.** The Board of Directors is comprised of the Officers of the Association and functions as the Association’s Executive Committee.
A. Powers and Duties. The Board of Directors has the power to engage in the oversight in the business affairs of the Association, including the following powers and duties:

1. To serve as the Association’s Executive Committee;
2. When the House of Delegates is not in session, to establish ad hoc interim policies, rules, and regulations, provided that such policies are not in conflict with existing Association policy and Bylaws and are presented for review at the next Meeting of the House of Delegates;
3. To report its actions to the House of Delegates at each Annual Session and Exhibition;
4. To conduct the Association’s planning, including the development of strategic, operational, and related plans, and to apprise the House of Delegates of those plans;
5. To nominate: (a) a candidate(s) for ADEA Chair-elect of the Board; (b) candidates for honorary membership; and (c) candidates for membership in other organizations, as well as to appoint representatives to other organizations;
6. To appoint and evaluate the President and CEO;
7. To ensure that all accounts of the Association are audited annually;
8. For each Annual Session and Exhibition, to prepare and submit an annual operating budget for the following fiscal year to the House of Delegates for approval;
10. To establish branch offices of the Association or change the location of the ADEA Headquarters.

B. Meetings

1. Regular Meetings. The Board of Directors normally meets at least four times a year upon at least 10 days’ notice, sent electronically or via postal mail, either in person or by teleconference.

2. Special Meetings. The Chair of the Board of Directors may call a Special Meeting at the request of at least three Board of Directors members, provided that notice of the Special Meeting is sent electronically or via postal mail to each member at least 10 days’ before the meeting by the President and CEO. No other business, except that provided for in the call, may be considered unless the members present unanimously agree to consider additional business.

C. Limited Proxy Use. A Board Director who is unable to attend a Board of Directors meeting may designate one of the other elected Council Officers to attend in his or her place as a non-voting member of the Board of Directors for that meeting.
Chapter IV: Governance Procedures

The following provisions apply to the members and committees of the House of Delegates and the Board of Directors.

A. Leadership. The following officials have the described leadership roles at the Meetings of the House of Delegates:

1. Presiding Officer. The Chair of the Board is the presiding Officer. In the absence of the Chair of the Board, the Chair-elect of the Board is the presiding Officer. In the absence of both, past Chairs of the Board, in reverse order of service, are called on to preside.

2. Recording Officer. The President and CEO is the recording Officer and custodian of the House of Delegates records. Staff and/or a professional recorder may be used to obtain a record of the House of Delegates proceedings. The President and CEO ensures that a record of the proceedings is published annually in the Association’s Proceedings.

3. Parliamentarian. The President and CEO appoints the Parliamentarian.

B. Quorum. A majority of the membership of the Board, or any Committee of the Board, constitutes a quorum for the transaction of business for that entity.

C. Manner of Acting. A majority of the votes cast on a matter where a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by law or these Bylaws.

D. Alternative Action. Any action required by law to be taken at a meeting, may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by (or sent by electronic means) all of those entitled to vote with respect to the subject matter thereof with the consent effective upon receipt of the last Director’s or Delegate’s consent, unless the consent form specifies a different effective date. Any requirement in these Bylaws that there be a writing or something in written form is satisfied by email or any form of communication inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

E. Meetings Held In Whole or Part Through the Use of Telecommunications. Anyone who participates in a governance or committee meeting by means of a conference telephone or other telecommunications device which allows all persons participating in the meeting to hear each other and such participation in a meeting shall be deemed present in person at such meeting.
F. **Emergency Powers.** In an emergency such that a quorum of the Delegates or the Board of Directors cannot readily be assembled because of some catastrophic event, the Board of Directors may modify the lines of succession to accommodate the incapacity of any Director, Officer, employee, or agent and may relocate the principal office, designate alternative principal offices or regional offices, or authorize the Officers to do so, may give notice of a meeting only to those whom it is practicable to reach and may be given in any practicable manner, may designate one or more Association Officers in order of rank and within the same rank in order of seniority to be Directors for a Board of Directors meeting, and may take corporate action in good faith during an emergency to further the ordinary affairs of the nonprofit corporation, which although binding on the Association, shall not be used to impose liability on a Director, Officer, employee, or agent.

**Chapter V: Committees**

A. **In General.** The Board of Directors or House of Delegates, by resolution adopted by a majority of the Directors or Delegates in office, may designate and appoint one or more committees and their members. Each committee that exercises the authority of the Board of Directors or House of Delegates shall be referred to as a Governance Committee, and shall consist of two or more Board of Directors members or Delegates and of only Board of Directors members. Each Governance Committee, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors or House of Delegates in the management of the Association, except that no such committee shall have the authority of the Board of Directors or House of Delegates in reference to: amending, altering, or repealing the Articles of Incorporation or Bylaws; electing, adopting a plan of merger, dissolution, consolidation, or approving the sale, exchange, mortgage, or distribution of all or substantially all of the property and assets of the Association; amending, altering or repealing any resolution of the Board of Directors or House of Delegates. Committees that include non-Directors and non-Delegates are considered Advisory Committees.

B. **The Finance Committee.** The Finance Committee consists of the Immediate Past Chair of the Board, who is Chair, and the Chair of the Board and Chair-elect of the Board. The Finance Committee is responsible for assisting the President and CEO in preparing the Association’s budget, monitoring the Association’s finances, and reporting progress and recommendations to the Board of Directors and House of Delegates. The Finance Committee meets as requested by the Board of Directors and normally in conjunction with Board meetings. The Finance Committee functions as the Audit Committee.

C. **Nominating Committee.** The Nominating Committee consists of the Immediate Past Chair of the Board, who will serve as Chair of the Committee, and seven
Board Directors, to nominate one or more candidates for Chair-elect of the Board. The Committee shall receive and consider potential nominations from the general membership, Council Administrative Boards, and Delegates.

D. Other Standing and Special Committees. The Board of Directors or the House of Delegates may appoint Standing and Special Committees to assist in performing its duties. Committees of the Board of Directors and House of Delegates shall have two or more Directors or Delegates, and Directors must constitute a majority of committee membership. The Board of Directors may also appoint Advisory Committees. Task forces may include any Individual Member and do not require Director membership.

Chapter VI: Membership

A. General Qualifications – Member Dues. Membership shall be open to individuals and entities that apply for membership, who are interested in and supportive of the purposes of the Association, and that timely remit applicable dues as established by the House of Delegates, within the following categories of membership.

B. General Rights and Powers. Except as may otherwise be provided by law, the Articles of Incorporation, or by these Bylaws, the number, qualifications, rights, privileges, dues, fees, responsibilities, and the provisions governing the withdrawal, suspension, and expulsion of members shall be determined by the Board of Directors. Any right of members to title or interest in or to the Association, its properties and franchises, shall cease and divest upon termination of membership, except that the liability of a member for sums due the Association shall survive such termination, unless otherwise expressly provided by the Board of Directors.

C. Institutional Membership

1. Classes, Qualifications, and Obligations. Following are the classes, qualifications, and obligations for Institutional Membership. Institutional Members do not have the right to vote but their representatives have the right to participate in and vote within the Council for which they qualify.

   a) Institutional Members:

      1. To qualify as an active Institutional Member, an entity shall be a dental school granting a D.D.S. or D.M.D. degree as a part of an accredited college or university in the United States or Canada and having begun instruction of its first class of dental students, residents or fellows is eligible to apply for Institutional Membership (Canadian dental schools have the
2. Applications for Institutional Membership should be presented in writing at least 60 days before an Annual Session and Exhibition. Institutions are elected to membership by a majority affirmative vote of the House of Delegates and their memberships take effect the July 1 following House of Delegates approval.

b) Provisional Members:
1. To qualify as a Provisional Member, an entity shall be a developing dental school planning to grant a D.D.S. or D.M.D. degree as part of an accredited college or university in the United States or Canada is eligible to apply for Provisional Membership (Developing Canadian dental schools have the option of selecting Provisional or Affiliate Membership).
2. Applications for Provisional Membership should be presented in writing at least 60 days before an Annual Session and Exhibition. Institutions are elected to membership by a majority affirmative vote of the House of Delegates and their memberships take effect the July 1 following House of Delegates approval.
3. Provisional Members in good standing automatically become Institutional Members upon matriculation of the first class of students.

c) Affiliate Membership:
1. The following types of institutions in the United States or Canada are eligible to apply for Affiliate Membership, provided that they are not eligible for Institutional or Provisional Membership and that their dental, advanced dental, and/or allied dental education programs are approved by the Commission on Dental Accreditation. Each location or campus of an institution must have its own Institutional Membership.

   • Canadian dental schools approved by the Commission on Dental Accreditation of Canada.
   • Academic institutions – other than hospitals – conducting advanced dental education programs
   • Hospitals that conduct advanced dental education programs and that are not under the same governance as an Institutional or Provisional Member institution. Hospital programs under the same governance as Institutional or Provisional Member institutions are included in the parent school’s Institutional or Provisional Membership.
• The United States Air Force, Army, Navy, Public Health Service, Department of Veterans Affairs, and comparable agencies of the Canadian government
• Institutions conducting dental hygiene, dental assisting, and dental laboratory technology education programs and:
  • Those programs conducted at the main teaching site of an Institutional or Provisional Member institution but are not under the administrative control of that Institutional or Provisional Member institution; and
  • Those programs under the administrative control of an Institutional or Provisional Member institution and are conducted away from the main teaching site of that Institutional or Provisional Member institution. Such programs must be Affiliate Members in order to belong to the Council of Allied Dental Program Directors.
• Institutions conducting other dental or allied dental education programs recognized by the Board of Directors.

2. Applications for Affiliate Membership can be submitted at any time for approval by the President and CEO. Memberships become effective on January 1, April 1, July 1, or October 1 (whichever date first follows approval).

2. Corporate Membership:
   1. To qualify as a Corporate Member, an entity shall be a company dealing with products and/or services beneficial to dental education and/or dentistry is eligible to apply for corporate membership, and they must not cite Corporate Membership for commercial purposes (e.g., to not imply ADEA endorsement of products and services).
   2. Applications to become a Corporate Member can be submitted at any time for approval by the Board of Directors at its next meeting. Memberships become effective on January 1, April 1, July 1, or October 1 (whichever date first follows approval). Corporate Memberships are reviewed annually.

2. **Forfeiture of Institutional Membership.** An Institutional Member forfeits his or her membership as follows:
   a) Ceasing to meet the membership qualifications specified in Chapter VI, Section C of these Bylaws renders an Institutional Member subject to immediate forfeiture of membership as determined by the President and CEO.
   b) Institutional or Provisional Member institutions in arrears in payment of their dues at an Annual Session and Exhibition forfeit their memberships.
c) Affiliate or Corporate Member institutions in arrears in payment of their dues more than six months beyond the dues payment date forfeit their memberships.

3. Reinstatement of Institutional Membership after Payment of Dues in Arrears. Institutional Memberships forfeited for nonpayment of dues may be reinstated upon payment and approval of the President and CEO.

D. Individual Membership

1. Classes, Qualifications, and Obligations. The classes, qualifications, and obligations of Individual Membership are as follows:

   a) Individual Members:
      
      1. Any faculty member or other person appointed to or employed by a dental, advanced education, hospital, and/or allied dental education ADEA member institution is eligible to become an Individual Member.
      2. An Individual Membership may be activated at any time during the year. They become effective as soon as the activation is processed and remain in effect for the following 12 months.

   b) Student Members:
      
      1. Any student, resident or fellow enrolled in a dental school, an advanced dental education program, and/or an allied dental education program in an ADEA member institution is eligible for Student Membership.
      2. A Student Membership may be activated at any time during the year. It becomes effective as soon as the activation is processed and remains in effect for as long as the member is enrolled at an ADEA member institution.
      3. Ceasing to meet the Student Member qualifications specified in these Bylaws results in immediate forfeiture of Student Membership. However, the individual may then apply Individual Membership.

   c) Retired Members:
      
      1. Any individual who has completely retired from dental education and dental practice and who has been an Individual Member is eligible to become a Retired Individual Member.
      2. A Retired Membership may be activated at any time during the year. Such memberships take effect as soon as the activation is processed and remain in effect for the following twelve months.
d) Honorary Members:
   1. Any individual who has rendered a distinct service to humankind, made outstanding contributions to dentistry, and/or rendered exceptional service to the Association may be nominated by the Board of Directors for Honorary Membership.
   2. Individuals become Honorary Members by being elected by the affirmative vote from a majority in the House of Delegates. Honorary Members are entitled to all the privileges of Individual Membership except the right to vote. An Honorary Membership is effective for the member’s lifetime.

e) Affinity Members:
   1. Any individual with a demonstrable interest in dental, allied dental, or advanced dental education who is not currently a faculty member, employee, or student, resident or fellow in an ADEA member institution is eligible for Affinity Membership.
   2. Applications for Affinity Membership may be submitted at any time during the year. Memberships become effective as soon as the application is processed and remain in effect for the following 12 months.

E. Membership Voting Rights. Members who are on a Council, except for Honorary Members who are non-voting, have voting rights within respective Councils to elect Board Directors and the Administrative Boards of their Councils as provided for in their specific Council procedures and provisions. No class or category of member of the Association shall otherwise have any right to vote, except as may be expressly required by statute or allowed by the Association’s Articles of Incorporation or Bylaws.

Chapter VII: Councils

A. Functions and Rights of the Councils

1. The Councils represent institutions and programs in each of the Association’s member categories, except that the Council of Sections represents the Association’s Sections, and they have the following functions:
   a) To represent its constituency within the Association and at the member institutions;
b) To recommend to the Board of Directors how the interests of the Council’s constituency might be represented through the federal legislative and regulatory processes;

c) To exchange information among its members with other ADEA component groups and among member institutions;

d) To work with other ADEA component groups to encourage coordinated approaches to dental health care delivery;

e) To identify and provide consultation on projects, studies, and reports that will benefit the membership;

f) To introduce resolutions to the Board of Directors and/or House of Delegates; and

g) To meet at the Annual Session and Exhibition.

2. Each Council is entitled to representation in the House of Delegates as set forth in Chapter I, Section B above.

B. Leadership of the Councils – The Administrative Boards

1. Council Leadership Positions and Duties. Each Council has an Administrative Board consisting of a Chair, Chair-elect (Vice-Chair for the Council of Students, Residents, and Fellows), Secretary, Member-at-Large, and Board Director (ex officio).

   a) It is the duty of **Chairs**:

      1. To provide leadership in meeting Council goals and objectives;
      2. To Chair Council meetings; and
      3. To plan programs for Council meetings.

   b) It is the duty of **Chairs-elect**:

      1. To Chair Council meetings in the absence of the Chair;
      2. To perform any duties requested by the Chair; and
      3. To serve as Chair of the Nominating Committee to select candidates for Council Office.

   c) It is the duty of **Secretaries**:

      1. To record the minutes of Council and Administrative Board meetings or to see that they are recorded;
      2. To submit the minutes of Council Annual Session meetings to the ADEA Headquarters within 60 days after the Meeting; and
      3. To perform any duties requested by the Chair.

   d) It is the duty of **Members-at-Large**:

      1. To perform any duties requested by the Chair.

   e) It is the duty of **Board Directors**:

      1. To serve as *ex officio* Council Officers and to serve as Association Officers;
      2. To represent the Councils’ interests on the Board of Directors;
3. To serve as consultants from the Board of Directors to the Councils in conducting their business and meeting their objectives; and
4. To report Board of Directors’ actions to the Council.

2. **Qualifications.** A person must be an Individual Member of the Association and a member of his or her Council to be eligible to serve on the Administrative Board, with the exception that a Board Director for Sections must have served as a past member or be a current member of the Council of Sections Administrative Board. To be eligible for nomination as Member-at-Large for Sections, an individual must also currently serve or have previously served as a Section Councilor or Section Chair.

3. **Succession.** Each year, the Member-at-Large succeeds to the position of Secretary, the Secretary to the position of Chair-elect, and the Chair-elect to the position of Chair, except for the Council of Students, Residents, and Fellows, whose positions are not automatically successive.

4. **Nominations.** Before each Annual Session and Exhibition, the Chair-elect and two Council members who are not on the Administrative Board nominate one or more individuals for the position of Member-at-Large (and Board Director if the incumbent Board Director will complete a term at the end of the Annual Session and Exhibition). For the Council of Students, Residents, and Fellows, the Vice-Chair and two Council members who are not on the Administrative Board nominate one or more individuals for the position of Member-at-Large, Secretary, Vice-Chair, Chair, and Board Director. Additional nominations may be made from the floor at the Council’s Annual Session and Exhibition meetings.

5. **Election and Appointment.** Administrative Board members are elected at the Annual Session and Exhibition. The method of voting is left to the discretion of the Council Chairs. For the Council of Students, Residents, and Fellows, during the Annual Session and Exhibition, the four members of the new Administrative Board appoint a Council member to serve as a Member-at-Large. In the absence of a quorum at the Annual Session and Exhibition, an electronic ballot is issued within 30 days after the Annual Session and Exhibition.

6. **Installation.** All Administrative Board members, except Board Directors, are installed at Council meetings held during the Annual Session and Exhibition. Board Directors are installed at the Annual Session and Exhibition at the Closing of the House of Delegates. Administrative Board members who are elected by electronic ballot following the Annual Session and Exhibition are installed immediately.
7. **Terms.** All Council Administrative Board members, except Board Directors, serve only one, one-year terms. Board Directors serve three-year terms, except for the Board Director for Students, Residents, and Fellows, who may serve up to three consecutive one-year terms if the individual qualifies for membership on the Council of Students, Residents, and Fellows during that entire period. An individual who has served a full term as a Board Director (or three consecutive one-year terms as a Board Director for Students, Residents, and Fellows), and Chair, Chair-elect, Secretary, or Member-at-Large may not succeed himself or herself in any of those positions.

8. **Replacement.** An Administrative Board member who ceases to qualify for membership on a Council may continue in that particular position for the duration of his or her term on the Board. An Administrative Board member who completely ceases to be active in dental, advanced dental, or allied dental education no longer qualifies and immediately loses his or her position on the Council. In the event of the death, resignation, or removal of a Council member or a Board Director, then the Council Administrative Board shall appoint a non-Board member of the Council to serve in such position until the next meeting of the Council at the Annual Session and Exhibition, at which an election (in accordance with this Chapter VII, 3 - 8) shall be held to fill the remainder of the term of the office of the Board Director that became vacant by reason of such death, resignation, or removal.

9. **Alternates.** Council Administrative Board members may not send alternates to attend Council Administrative Board meetings. Council members unable to attend a House of Delegates Meeting or a Council meeting, or who serve in the House of Delegates in two or more positions (e.g., as a member of the Council of Faculties and Council of Sections), may appoint alternates to represent them. Members of the Councils of Allied Dental Program Directors; Hospitals and Advanced Education Programs; and Students, Residents, and Fellows must appoint alternates who are members of their Council. Members of the Council of Sections must appoint the Chair-elect or Secretary of their Section. Members of the Councils of Deans and Faculties must appoint individuals from their institutions. Delegates representing two or more Councils in the House of Delegates must decide which Council they wish to represent and then appoint an alternate(s) for the other Council(s) according to the foregoing guidelines. All alternates must be ADEA Individual Members. Corporate Council Administrative Board members unable to attend a House of Delegates Meeting may appoint alternates to represent them; such alternates must be members of the Corporate Council. All Council alternates to the House of Delegates must be selected prior to the Annual Session and Exhibition and be ratified by the appropriate Council prior to the Opening of the House of Delegates.
C. Meetings of the Councils

1. Meetings. All Councils meet at the Annual Session and Exhibition and endeavor to meet in the fall season. Administrative Boards plan Annual Session and Exhibition programs and submit program details to the ADEA Headquarters for potential publication in the Annual Session and Exhibition Program. The schedule of Council programs is determined by the Board of Directors. Councils able to provide funding may hold additional conferences between the Annual Session and Exhibition meetings.

2. Notice.
   a) Any Administrative Board meeting may be called by the Chair or by a majority of the Administrative Board upon seven days’ notice. A majority of any Council’s Administrative Board constitutes a quorum for the transaction of business for their respective meeting.
   b) A Council meeting may be called by the Administrative Board or by 10 percent of the Council upon 30 days’ notice.

3. Rules. Additional rules for Councils are included in Chapter X (Rules for Councils, Sections, and Special Interest Groups) of these Bylaws.

D. The Councils of the Association – Membership and Quorum. The Councils of the Association, and their membership, are as follows. All Council members must be Individual Members of the Association.

1. The Council of Allied Dental Program Directors consists of the following categories of membership:
   a) Individual Members from an Institutional / Affiliate Member institution are eligible for Council membership, can be elected to a Council office, elected to Board Director of Council to serve on the Board of Directors, vote on Council issues, and can serve as Delegates in the House of Delegates. This includes the following:
      1. Director of a Commission on Dental Accreditation-approved Allied Dental Program or Dean, Department Chair; or
      2. Administrator that has oversight of a Commission on Dental Accreditation-approved Allied Dental Program.
   b) Individual Members from an Institutional / Affiliate Member institution are eligible for Council membership, can be elected to a Council office, can vote on Council issues, can serve as a Delegate in the House of Delegates; however, the following individuals are not part of a CODA-approved program and therefore cannot be
elected to Board Director of Council to serve on the Board of Directors:

1. Director of a non-Commission on Dental Accreditation-approved Allied Dental Program in an ADEA member institution; or
2. Director of an Advanced Allied Dental Education Programs leading to a Master’s or Baccalaureate Degree in an Allied Dental Discipline.

c) Individuals holding Affinity Membership are eligible for Council membership and may participate in selected ADEA meetings and committees; however, they cannot be elected to a Council office or Board Director of Council to serve on the Board of Directors. These individuals are not part of a member institution and are therefore ineligible to vote. This includes the following:

1. Director of a Commission on Dental Accreditation-approved Allied Dental Program in non-member institutions;
2. Director of a non-Commission on Dental Accreditation-approved Allied Dental Program;
3. Director of an Advanced Allied Dental Education Programs leading to a Master’s or Baccalaureate Degree in an Allied Dental Discipline at institutions that are not ADEA institution members.

The Quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors is one-fourth of the total membership of the Council.

2. The Council of Deans consists of the dean (or an alternate) of each Institutional and Provisional Member institution, the chief dental administrator (or an alternate) of each Affiliate Member institution conducting non-hospital-based advanced dental education programs, the chief dental Officer or administrator (or an alternate) of each Affiliate Member federal dental service, and the President (or an alternate) of the Association of Canadian Faculties of Dentistry. In addition, the Council includes any members of its Administrative Board who are no longer in the above categories. The Quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of the total membership of the Council.

3. The Council of Faculties consists of one faculty member (or an alternate) elected by the faculty of each Institutional and Provisional Member institution, in addition to any members of the Administrative Board who are no longer in the above category. Members are elected to three-year terms, and approximately one-third of the members are replaced or reelected.
annually, according to a schedule maintained in the ADEA Headquarters. The methods of electing members, removing members and electing new members to fill unexpired terms are left to the discretion of individual member institutions. Each faculty electing or reelecting a member in a given year is required to notify the ADEA Headquarters of the name of its representative by January 1 preceding the Annual Session and Exhibition at which the incumbent faculty member’s term ends. The Quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of the total membership of the Council.

4. **The Council of Hospitals and Advanced Education Programs** includes: faculty in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA-member institutions; Residents and Fellows in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA-member institutions; and past members of the COHAEP Administrative Board who are appointed to or employed in an ADEA member institution. Eligibility to vote for election to the Council’s Administrative Board or for Board Director is limited to Program Directors and/or Chiefs of Service on Commission on Dental Accreditation-approved advanced dental education programs located in ADEA-member institutions. Only Program Directors and Chiefs of Service, or their designees, may vote during Council meetings on Council business. Each program receives one vote. Program Directors or Chiefs of Service in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA member institutions are eligible for election to the Council’s Administrative Board or Board Director. The Quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors is one-tenth of the total voting membership of the Council.

5. **The Council of Sections** includes the Council of Sections Administrative Board, Section Councilors and Chairs or their alternates, and any former member of the Council’s Administrative Board. Alternates for the Councilors and Chairs may only be a current Section Chair-elect or Section Secretary. All Section Officers from each Section and Chairs of each Special Interest Group are eligible to participate in Council business meetings and may vote at those meetings. Section Councilors, Chairs and those who have previously served as a Section Councilor or Chair are eligible for election to the Administrative Board. The Council of Sections Section Councilor is elected by each Section to a three-year term. Councilors may be reelected to one additional three-year term. The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is one-third of the total voting membership of the Council.
6. **The Council of Students, Residents, and Fellows** consists of students, residents and fellows representing any of the following types of programs conducted by each Active, Provisional, and affiliate member institution: (a) students, residents and fellows in a program leading to the D.D.S. or D.M.D. degree, (b) students, residents and fellows enrolled in advanced dental education programs, (c) students, residents and fellows in dental hygiene education programs, (d) students, residents and fellows in dental assisting education programs, and (e) students, residents and fellows in dental laboratory technology education programs. The methods of electing members, removing members, and electing new members to fill unexpired terms are left to the discretion of individual member institutions. The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of those members who attend a meeting at which an election occurs.

7. **The Corporate Council** consists of the official representative of each Corporate Member. The Corporate Council has five positions: Chair, Chair-elect, Secretary, Member-at-Large, and Board Director (*ex officio*). An individual must be a member of the Corporate Council to be eligible for a Corporate Council position. An individual may not hold two or more Corporate Council offices simultaneously. The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of the total membership of the Council.

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**Chapter VIII: Sections**

**A. Functions.** A Section is a programmatic group that provides an opportunity for its members to exchange information on the Section’s specific academic and administrative interests.

1. Academic and administrative Sections are periodically asked by the House of Delegates, Board of Directors, Chair of the Board, and President and CEO to undertake assignments and to comment on appropriate materials.

2. A Section is further encouraged to initiate projects and studies of benefit to the Association and its members.

3. A Section may submit resolutions to the House of Delegates.

**B. Membership in a Section.** Each Section consists of any Individual, Student, Affinity Member, Retired, and Honorary ADEA member interested in the Section’s particular academic or administrative area. An ADEA member may join any number of Sections, participate in the Section’s business affairs, vote, and
attend any meeting of a Section to which he or she belongs. To hold office, the ADEA member must also be a member of the Section.

C. Formation of a Section

1. To form a new Section, a group must have begun as a special interest group (SIG; see Chapter IX, Section C: Formation of a New SIG). When Section status is desired, the SIG must:
   a) Notify the Chair of the Council of Sections Administrative Board and Council of Sections Staff Liaison of the intent to propose a new Section.
   b) Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board.
   c) Submit the completed proposal to the Chair of the Council of Sections Administrative Board and the Council of Sections Staff Liaison no later than the designated deadline date.

2. The Council of Sections Administrative Board considers each proposal to form a new Section at its interim fall meeting.
   a) If the proposal is approved, the Council of Sections Administrative Board forwards the recommendation to the Board of Directors for consideration at its subsequent meeting.
   b) If the recommendation is approved by the Board of Directors, the Board of Directors forwards a resolution to form the new Section to the House of Delegates for hearing at the subsequent Annual Session and Exhibition.
   c) Only the House of Delegates has the authority to approve a resolution proposing a new Section. Upon approval by the House of Delegates, a new Section begins operation immediately. If the proposal is not approved, the SIG may resubmit its request in a subsequent year.

3. The Council of Sections Administrative Board reviews each Section annually. A review of performance is based on criteria established by the Council of Sections Administrative Board:
   a) The Administrative Board may impose corrective actions, including probation, for those Sections that fail to submit annual reports or perform prescribed functions.
   b) The Council of Sections Administrative Board may recommend that a Section be disbanded or suggest that two or more Sections be merged into one Section based on strong similarities.
1. The Council of Sections Administrative Board forwards a recommendation that a Section be disbanded or merged to the Board of Directors.

2. If the recommendation is approved by the Board of Directors, the Board of Directors forwards an appropriately worded resolution to the House of Delegates for hearing at the subsequent Annual Session and Exhibition.

3. Only the House of Delegates has the authority to disband a Section or merge Sections.

4. Each Section has a Councillor, who serves a three-year term of office, and a Chair, Chair-elect, and Secretary, who serve one-year terms in each office in succession.

   a) Qualifications and Duties: A person must be a member of the Association and a member of the Section to be eligible for office in that Section. In the instance of Councillor, the person must first have served through the Officer positions, including the Chair, to be eligible for election to the Councillor position.

   1. It is the duty of the Councillor to provide continuity of leadership for the Section and mentoring of new Section Officers; attend the ADEA Annual Session and Exhibition and interim meetings of the Council of Sections; serve as a Delegate in the House of Delegates during the Annual Session and Exhibition; assist in planning, implementing, and assessing Section programs and projects; prepare and submit the Section annual report after each Annual Session and Exhibition to the Council of Sections Staff Liaison; and serve as Section liaison with the Council of Sections Administrative Board.

   2. It is the duty of the Chair to provide leadership in the coordination of Section activities; attend the Annual Session and Exhibition and interim fall meetings of the Council of Sections; chair Section meetings; assist in planning programs for Section meetings; and serve as a Delegate in the House of Delegates during the Annual Session and Exhibition.

   3. It is the duty of the Chair-elect to serve as Chair in the absence of the Chair; attend the ADEA Annual Session and Exhibition and fall meetings of the Council of Sections; perform any Section-related duties requested by the Chair; serve as Chair of the Nominating Committee to select candidates for Section office; and serve as the Program Chair for the Section and be...
responsible for submitting program proposals on behalf of the Section.

4. It is the duty of the Secretary to record the minutes of Section meetings and disseminate them to the Section membership; attend the Annual Session and Exhibition and interim fall meetings of the Council of Sections; submit the minutes and current Officer contact information to the Section Councilor for submission with the Section annual report to the Council of Sections Staff Liaison; publish and disseminate a Section newsletter; and perform any Section-related duties requested by the Chair.

b) Succession: Each year the Secretary succeeds to the office of Chair-elect, and the Chair-elect succeeds to the office of Chair. There is no automatic succession to the office of Councilor.

c) Nominations: Before each Annual Session and Exhibition, the Nominating Committee (Chair-elect and two Section members who are not Officers) nominates one or more individuals for the office of Secretary. Every third year, the Committee nominates one or more individuals for the office of Councilor. Additional nominations for these offices may be made from the floor at the Section business meeting during the Annual Session and Exhibition.

d) Election: Section Officers are elected at the Section Members’ Forum held at the Annual Session and Exhibition. The method of voting is left to the discretion of the Chair.

e) Installation: All Section Officers take office after the conclusion of the Closing of the House of Delegates at the Annual Session and Exhibition.

f) Consecutive and Simultaneous Terms of Office: A Section Councilor may serve two consecutive three-year terms. A person may not hold more than one Section Officer position simultaneously or hold office in more than one Section simultaneously.

The following Section duties may be assigned to the Chair-elect as follows:

- Secretary: Keep minutes of the Annual Session and Exhibition and interim fall meetings of the Council of Sections; submit the minutes and current Officer contact information to the Section Councilor for submission with the Section annual report to the Council of Sections Staff Liaison; publish and disseminate a Section newsletter; and perform any Section-related duties requested by the Chair.

b) Succession: Each year the Secretary succeeds to the office of Chair-elect, and the Chair-elect succeeds to the office of Chair. There is no automatic succession to the office of Councilor.

c) Nominations: Before each Annual Session and Exhibition, the Nominating Committee (Chair-elect and two Section members who are not Officers) nominates one or more individuals for the office of Secretary. Every third year, the Committee nominates one or more individuals for the office of Councilor. Additional nominations for these offices may be made from the floor at the Section business meeting during the Annual Session and Exhibition.

d) Election: Section Officers are elected at the Section Members’ Forum held at the Annual Session and Exhibition. The method of voting is left to the discretion of the Chair.

e) Installation: All Section Officers take office after the conclusion of the Closing of the House of Delegates at the Annual Session and Exhibition.

f) Consecutive and Simultaneous Terms of Office: A Section Councilor may serve two consecutive three-year terms. A person may not hold more than one Section Officer position simultaneously or hold office in more than one Section simultaneously.

g) Replacement of Vacancy: If the position of Chair, Chair-elect, or Secretary becomes vacant, the remaining Section Officers appoint another member of the Section to serve out the unexpired term. If the Councilor is unable to serve for any reason, a new Councilor will be elected by mail or electronic ballot by the Section members to serve out the unexpired term.
Chapter IX: Special Interest Groups (SIGs)

A. Functions. A Special Interest Group (SIG) provides an opportunity for its members to exchange information and work together on specific academic or administrative interests in dental, allied dental, and advanced dental education not otherwise routinely addressed by an established Section. The structure of a SIG provides an opportunity and provides a means for a group of ADEA members to focus on areas of common interest.

1. A SIG may be assigned tasks by the Board of Directors, House of Delegates, or the Council of Sections Administrative Board on related studies of benefit to the Association and its members.

2. Each SIG Chair may be an active voting member of the Council of Sections at Council business meetings.

B. Participation and Membership in a SIG. A SIG consists of any Individual, Student, Affinity Member, Retired, and Honorary ADEA member interested in the SIG’s particular academic or administrative area. An ADEA member may join any number of SIGs and attend any meetings of a SIG to which he or she belongs.

C. Formation of a New SIG

1. To form a new SIG, an individual or group must:
   a) Notify the Chair of the Council of Sections Administrative Board and the Council of Sections Staff Liaison of the intent to propose a new SIG
   b) Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board
   c) Submit the completed proposal to the Chair of the Council of Sections Administrative Board no later than the designated deadline date.

2. The Council of Sections Administrative Board considers each submitted proposal
   a) If the proposal is approved, the Council of Sections Administrative Board forwards its recommendation to the Board of Directors for consideration at its subsequent January meeting
   b) If the proposal is approved by the Board of Directors, the SIG begins operation immediately upon notification by the Chair of the Council of Sections Administrative Board.

D. Review. Each year, the Council of Sections Administrative Board reviews each SIG and its performance based on criteria established by the Council of Sections Administrative Board.
1. The Administrative Board may impose corrective actions, including probation, for a SIG that fails to submit an annual report or perform prescribed functions.

2. The Council of Sections Administrative Board may disband a SIG.

E. Officer and Term of Office. Each SIG must have a Chair, who serves a one-year term. A Chair may serve three consecutive one-year terms if reelected by the members. The SIG may voluntarily form a leadership organizational structure similar to that of a Section (Chair, Chair-elect, and Secretary) for managing the business of the group. The SIG Chair is the only Officer who can vote in the Council of Section’s business meetings.

1. Qualifications. A person must be a member of the Association and a member of the SIG to be eligible for office in that SIG.

2. Duties.
   a) The duties of the Chair are to: provide leadership in the coordination of SIG activities; attend the Annual Session and Exhibition and interim fall meetings of the Council of Sections; Chair SIG meetings; plan programs for SIG meetings; record the minutes of SIG meetings and disseminate them to the SIG membership; and submit the SIG annual report and business meeting minutes.
   b) If a SIG chooses to have a leadership organizational structure similar to that of a Section, see Chapter VIII, Section C, 4 for Officer duties.

3. Succession. If a SIG chooses to have a leadership organizational structure similar to that of a Section (i.e., Chair, Chair-elect, and Secretary), the Secretary succeeds to the Office of Chair-elect, and the Chair-elect succeeds to the Office of Chair.

4. Nominations, Elections, Terms and Installation. If a SIG has a leadership organizational structure similar to that of a Section, before each Annual Session and Exhibition, the Nominating Committee (Chair-elect and two SIG members who are not Officers) nominates one or more individuals for the office of Secretary. Each year, a Chair is elected to serve a one-year term. Chairs may serve a maximum of three one-year terms. SIG Officers are elected at the SIG business meeting held at the Annual Session and Exhibition. A SIG Officer takes office at the conclusion of the Annual Session and Exhibition. A person may not hold office in more than one SIG simultaneously. SIG Chairs are not eligible to serve as an alternate in the House of Delegates.
5. **Replacement of Vacancy.**
   
a) If the position of Chair becomes vacant, the SIG members must nominate and elect another member of the SIG to serve out the unexpired term by mail or electronic ballot.

b) If a SIG chooses to have a leadership organizational structure similar to that of a Section (i.e., Chair, Chair-elect, and Secretary), the remaining Officers will appoint a SIG member to serve out the unexpired term of the Officer whose position has become vacant.

F. **Establishing a SIG as a Section**

1. A SIG is eligible to apply for Section status after a minimum of two years of viable leadership and sustainable membership. If the SIG chooses to apply for Section status, it must:
   
a) Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board.

b) Submit the completed proposal to the Chair of the Council of Sections Administrative Board and the ADEA Staff Liaison to the Council of Sections no later than the designated deadline date.

2. The Council of Sections Administrative Board considers each proposal that has been submitted.
   
a) If the proposal is approved, the Council of Sections Administrative Board forwards its recommendation to the Board of Directors for consideration at its subsequent January meeting.

b) If the proposal is approved by the Board of Directors, the SIG begins operation immediately upon notification by the Chair of the Council of Sections Administrative Board.

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**Chapter X: Rules for Councils, Sections, and SIGs**

The above groups, Councils, Sections, and SIGs are hereinafter referred to in this chapter as “component groups” or “groups.”

A. **Finances.** Records and accounts are maintained at the ADEA Headquarters. Any special allocation or residual amount, which is determined by the Board of Directors and House of Delegates, is available for a group’s annual expenditures. The allocated or residual funds may be used by a group for any reasonable expenditure as outlined in the Board of Directors approved policies for such expenses. Reimbursements for approved expenses shall be processed according to Association policy. All group requests for funding from outside organizations must receive prior Board of Directors’ approval and be coordinated by the ADEA Headquarters.
B. Employment. Component groups may not employ an individual except on authorization of the Board of Directors.

C. Contracts. Component groups may not execute a contract that in any way involves the Association, except on authorization of the Board of Directors.

D. Establishment of Policy. Component groups have the privilege of recommending Association policy. However, they are not authorized to initiate or implement a new policy or to alter or extend an existing policy without prior review and approval by the House of Delegates.

E. Public Statements. The President and CEO shall serve as the principal spokesperson for the Association along with the Chair of the Board of Directors in dealing with the profession and the public. No one except the President and CEO or someone authorized by the Board of Directors is allowed to issue a public statement on behalf of the Association or any subgroup within the Association.

F. Communication. Communications dealing with major component group activities or policy should be sent to all group members by the Chair or another Officer. No one except the President and CEO or someone authorized by the Board of Directors is allowed to issue a public statement on behalf of the Association or any subgroup within the Association.

G. Relations with Other Organizations and Agencies. No component group is authorized to appoint an official representative to another organization unless authorized to do so by the Board of Directors. No one except the President and CEO or someone authorized by the Board of Directors is allowed to issue a public statement on behalf of the Association or any subgroup within the Association.

H. Relations with Other Component Groups. Component group Chairs should refer to the President and CEO all matters that properly are the concern of another component group. Requests for information or assistance from another component group should be channeled through the President and CEO’s office.

I. Additional Rules for Component Groups. Component groups may prepare additional rules needed to conduct their affairs, provided that those rules are consistent with the Association’s Bylaws. Such additional rules should be transmitted to the President and CEO for his or her records.

J. Mail Ballots. Component groups are authorized to transact business by mail ballot. Mail ballots may be sent and returned by electronically or via postal mail. The results of mail ballots are as binding as those obtained at official meetings. The following regulations apply to all mail ballots:

1. Mail ballots should be initiated by an Officer or appropriate staff member;
2. Each mail ballot should include enough information to allow recipients to register an opinion on the issue in question;

3. A majority vote of the ballots cast is required for approval; and

4. Ballots not returned within 30 days will not be counted.

Chapter XI: President and CEO

A. Function and Duties. The President and CEO is the Association’s Chief Administrative Officer appointed under contract by the Board of Directors. That contract establishes the tenure of office and salary, and more fully sets forth the duties, which include the following. The President and CEO is expected and empowered to:

1. Serve as the principal spokesperson for the Association, along with the Chair of the Board of Directors, in dealing with the profession and the public;

2. Serve as the chief administrator of the ADEA Headquarters and all of its branches;

3. Provide for the maintenance of the ADEA Headquarters and all property and offices owned or operated by the Association;

4. Employ and evaluate all members of the Association’s staff;

5. Coordinate the activities of all committees, Councils, Administrative Boards, and other Association component groups;

6. Approve applications for Affiliate Membership;

7. Serve as the custodian of all monies, securities, and deeds belonging to the Association;

8. Prepare financial reports for the Board of Directors;

9. Disburse the Association’s funds at the direction of the Board of Directors, provided those disbursements are consistent with the annual budget approved by the House of Delegates;

10. Cause all employees entrusted with Association funds to be bonded by a surety company and to determine the amount of the bond;

11. Supervise the publication and distribution of all Association publications;

12. Determine the time and location of the Annual Session and Exhibition;

13. Notify Individual and Institutional Members of annual and special Meetings of the House of Delegates;

14. Provide a program for the Annual Session and Exhibition;

15. Present an annual report of the activities of the ADEA Headquarters;

16. Publish an Annual Proceedings of the Association; and

17. Perform such other duties as may be determined by the Board of Directors and the Chair of the Board.

Appointment. The President and CEO is appointed by the Board of Directors.
B. Tenure of Office and Salary. The Board of Directors determines the tenure of office and salary of the President and CEO. No one term may exceed five years.

Chapter XII: Official Publication, Editor, Tenure of Office and Remuneration

A. Official Publication

1. Title. The Association publishes an official journal under the title of the Journal of Dental Education, hereinafter referred to as the “Journal.”

2. Objective. The objective of the Journal is to report, chronicle, and evaluate scientific and professional developments and Association activities of interest to dental and allied dental educators.

3. Frequency of Issue and Subscription Rate. The frequency of issue and the subscription rate of the Journal are determined by the Board of Directors on recommendations of the Editor and the Editorial Review Board.

4. Editor. The Association’s Editor is the Editor of the Journal.

B. Editor. The Association’s Editor is appointed by the Board of Directors. The duties of the Editor are to: consult with the Board of Directors in the selection of the Editorial Review Board; exercise, with the Editorial Review Board, editorial control over the Journal, subject to the policies and procedures established by the Board of Directors and these Bylaws; and perform such other duties as may be determined by the Board of Directors.

C. Tenure of Office and Remuneration. The Board of Directors determines the tenure of office and remuneration for the Editor. No one term may exceed five years; however, the Editor may be appointed for more than one term.

Chapter XIII: Representatives to Other Organizations

A. Nominees for Appointment to the Commission on Dental Accreditation and the Joint Commission on National Dental Examinations. The Board of Directors will recommend a person for appointment by the House of Delegates for each vacancy occurring in the following positions:

1. The Commission on Dental Accreditation, and;

2. The Joint Commission on National Dental Examinations.

Additional nominations may be made from the floor at the Opening of the House of Delegates. If there are additional nominations, the election procedures are the same as those provided in Chapter I of these Bylaws. If there are no additional nominations, nominees are declared elected at the Opening of the House of Delegates.
B. **Representatives to Other Organizations.** Representatives to other organizations are appointed by the Board of Directors, which also determines the organizations to which the Association appoints such representatives.

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**Chapter XIV: Conflicts of Interest**

A. **Representing the Association.** Individuals who serve in the House of Delegates as Officers, or who are appointed or elected to represent the Association in its relations with other private organizations or government agencies; who serve as Council, Section, and/or SIG Officers; who serve in an advisory or consultative role for the Association individually or through group or committee assignments; or who are otherwise involved in Association policy and administrative matters do so in a representative or fiduciary capacity and, at all times while serving in such positions, shall further the interests of the Association as a whole. Those Association leaders are:

1. Expected to avoid placing themselves in a position where personal or professional interests may conflict with their duty to the Association;
2. Prohibited to use information learned through their position for personal gain or advantage;
3. Prohibited to obtain for a third party an improper gain or advantage at the expense of the Association;
4. Obligated to disclose to the President and CEO any situation that might be construed as placing the individual in a position of having an interest that may conflict with his or her duty to the Association;
5. Presumed to have a conflict of interest if they, their family, employers, or business associates have an interest that could be an impediment to the loyalty of the Association leader to the Association, with the determination about whether there is a conflict to be resolved by a majority vote of the Board of Directors;
6. Expected to avoid even the appearance of impropriety while serving the Association;
7. Shall, in the event of an actual or apparent conflict of interest, disclose all the material facts as to the relationship or interest, shall retire from the room, shall not participate in the deliberation and shall not vote on the matter, which shall enable the remaining Association leaders to make a good faith determination about the proposed transaction or matter, including whether it is fair to the Association. Such a good faith determination about the fairness of the proposed transaction or matter may be made post facto, by a ratification vote.

B. **Record.** All actions taken pursuant to any conflict of interest shall be noted in the meeting minutes. As is necessary to maintain a quorum, Association leaders
who have the conflict of interest may be counted in determining the minimum number of decision-makers for such a matter.

Chapter XV: Indemnification and Limitation of Liability

Unless expressly prohibited by law, any person made, or threatened to be made, a party to an action, suit, or proceeding (whether civil, criminal, administrative, or investigative) by reason of the fact that such person, or such person’s testator or intestate, is or was a person who served or is serving the Association as a Director, Officer, committee member, volunteer, partner, trustee, employee, or agent of another entity (i.e., an “Eligible Person”) by reason of that Eligible Person’s position with or service to the Association:

A. Shall be indemnified to the extent the Eligible Person was successful, on the merits or otherwise, in the defense of any such proceeding; and,

B. May be indemnified if the person acted in good faith and reasonably believed in the case of conduct in an official capacity, that the conduct was in the best interests of the Association; and in all other cases, that her or his conduct was at least not opposed to the best interests of the Association; and in the case of any criminal proceeding, had no reasonable cause to believe his or her conduct was unlawful;

C. But shall not be indemnified:
   1. In connection with the proceeding by or in the right of the Association (unless it is determined that the person met the relevant standard of conduct under subsection B above); or
   2. In connection with any proceeding with respect to conduct for which the person was adjudged liable on the basis that the person received a financial benefit to which she or her was not entitled, whether or not involving action in an official capacity; and,

D. With regard to any indemnification, shall be done only after complying with the provisions in the D.C. Nonprofit Corporation Act with regard to the procedures for making determinations about indemnification and the advance of expenses; and,

E. With regard to any Director or Officer, the indemnification provided by this Article shall not be deemed exclusive of any rights to which any such Director or Officer may be entitled under any statute, bylaw, agreement, vote of the Governing Body or otherwise, and shall not restrict the power of the Association to make any indemnification permitted by law; and provided further that
F. The Association may in its judgment advance expenses for indemnification to such persons to the fullest extent allowed by law.

Chapter XVI: Parliamentary Authority

A. In all matters not covered by its Bylaws, this organization shall be governed by the most current edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure.

Chapter XVII: Amendments

A. Procedure to Amend the Bylaws. These Bylaws may be amended at a meeting of the House of Delegates being held in association with an Annual Session and Exhibition by a two-thirds vote of the House of Delegates, provided the proposed amendment is presented in writing to the House of Delegates prior to or during the meeting.

B. Procedure to Amend the Articles of Incorporation. The Articles of Incorporation of the Association may be amended at a meeting of the House of Delegates being held in association with an Annual Session and Exhibition by a two-thirds vote of the Delegates, provided the proposed amendment is presented in writing to the House of Delegates.

Chapter XVIII: Additional Provisions and Association Rules

A. Fiscal Year. The Association’s fiscal year runs from July 1 through June 30.

B. Corporate Seal. The official seal of the Association shall have inscribed thereon the name of the Association and shall be in such form and contain such other words and/or figures as the Board of Directors shall determine. The official seal may be used by printing, engraving, lithographing, stamping or otherwise making, placing, or affixing or causing to be printed, engraved, stamped, or otherwise made, placed or affixed upon any paper or document, by any process whatsoever, an impression, facsimile, or other reproduction of said official seal.

C. Advisory Boards. The House of Delegates or Board of Directors may establish one or more Advisory Boards, without governing power or authority, to serve as a resource to them by providing advice, assistance, expertise, and support for the advancement and promotion of the mission of the Association. They may appoint a Chair of any such Advisory Board who may be authorized to serve as an ex officio, non-voting member of either the House of Delegates or Board of Directors, as the case may be.
Resolution 7H-2013

ADEA Council of Sections, New ADEA Section on Substance Abuse, Addiction, and Tobacco Dependence Education

Endorsed by the ADEA Council of Sections’ Administrative Board, and supported by the ADEA Board of Directors, the application to elevate the status of the ADEA Special Interest Group (SIG) on Tobacco-Free Initiatives to a section has been approved. The SIG on Tobacco-Free Initiatives met its goals and mission and is in compliance with all established criteria to change its status. Moreover, the SIG has broadened its focus to include education and related substance abuse and addiction.

The ADEA Board of Directors asks the House to approve the following resolution:

7H-2013. Resolved, that the ADEA House of Delegates approves that the Special Interest Group on Tobacco-Free Initiatives become the ADEA Section on Substance Abuse, Addiction, and Tobacco Dependence Education.
Resolution 8H-2013
Approval of the Fiscal Year 2014 Budget

In addition to the following overview, delegates should refer to Exhibits 1-2014 and 2-2014 below. Exhibit 1-2014 shows revenue for fiscal years 2010 through 2014 and Exhibit 2-2014 shows expenses for the same years. The ADEA fiscal year runs from July 1 through June 30.

The ADEA Board of Directors asks the House to approve the following resolution:

8H-2013 Resolved, that the ADEA House of Delegates approves the ADEA Fiscal Year 2014 (July 1, 2013, through June 30, 2014) operating budget.
### ADEA

**Revenue Budget**  
**Fiscal Year 2014**

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<td>117,263</td>
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**TOTAL REVENUES**

- $18,432,327
- $20,229,417
- $21,313,377
- $20,006,394
- $21,395,884

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2013 ADEA House of Delegates Manual
# ADEA Expense Budget
## Fiscal Year 2014

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<td>283,144</td>
<td>277,644</td>
<td>204,482</td>
<td>187,325</td>
</tr>
<tr>
<td>Auditing Fees</td>
<td>29,690</td>
<td>30,985</td>
<td>32,095</td>
<td>40,000</td>
<td>42,000</td>
</tr>
<tr>
<td>Consultants, Honoraria and Stipends</td>
<td>1,375,979</td>
<td>1,845,686</td>
<td>1,908,049</td>
<td>1,669,510</td>
<td>1,648,150</td>
</tr>
<tr>
<td>Investment Fees</td>
<td>34,175</td>
<td>39,725</td>
<td>45,780</td>
<td>40,000</td>
<td>50,500</td>
</tr>
<tr>
<td><strong>PERSONNEL COSTS AND FEES, TOTAL</strong></td>
<td><strong>7,643,555</strong></td>
<td><strong>8,869,277</strong></td>
<td><strong>9,406,045</strong></td>
<td><strong>10,108,235</strong></td>
<td><strong>10,102,950</strong></td>
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<td>Staff</td>
<td>432,658</td>
<td>480,414</td>
<td>533,764</td>
<td>437,028</td>
<td>762,839</td>
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<tr>
<td>Nonstaff</td>
<td>266,715</td>
<td>276,752</td>
<td>285,877</td>
<td>235,979</td>
<td>230,971</td>
</tr>
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<td><strong>TRAVEL, TOTAL</strong></td>
<td><strong>699,373</strong></td>
<td><strong>757,166</strong></td>
<td><strong>819,641</strong></td>
<td><strong>752,008</strong></td>
<td><strong>993,810</strong></td>
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<td>Bank &amp; Credit Card Charges</td>
<td>309,514</td>
<td>335,558</td>
<td>308,716</td>
<td>466,638</td>
<td>361,449</td>
</tr>
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<td>Developmental Programming</td>
<td>193,472</td>
<td>285,313</td>
<td>415,414</td>
<td>305,300</td>
<td>294,388</td>
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<td>Data Processing</td>
<td>2,113,413</td>
<td>3,154,875</td>
<td>3,473,330</td>
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<td>Computer Operations</td>
<td>559,890</td>
<td>285,623</td>
<td>369,993</td>
<td>423,239</td>
<td>308,605</td>
</tr>
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<td>Telephone/Fax</td>
<td>69,151</td>
<td>97,179</td>
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<td>79,793</td>
<td>83,486</td>
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<td>Postage/Freight</td>
<td>159,291</td>
<td>154,944</td>
<td>113,156</td>
<td>149,003</td>
<td>178,487</td>
</tr>
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<td>Office Supplies</td>
<td>74,800</td>
<td>80,902</td>
<td>93,546</td>
<td>75,187</td>
<td>66,314</td>
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<tr>
<td>Printing/Reproduction</td>
<td>201,611</td>
<td>229,961</td>
<td>250,064</td>
<td>263,488</td>
<td>359,128</td>
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<tr>
<td>Rent &amp; Refurbishing</td>
<td>734,457</td>
<td>695,573</td>
<td>692,358</td>
<td>742,068</td>
<td>752,916</td>
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<td>Capital Expenditures</td>
<td>10,434</td>
<td>4,326</td>
<td>5,401</td>
<td>5,289</td>
<td>11,289</td>
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<tr>
<td>Depreciation/Amortization</td>
<td>362,873</td>
<td>306,359</td>
<td>301,321</td>
<td>316,012</td>
<td>319,500</td>
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<td>Equipment Rental</td>
<td>42,127</td>
<td>40,884</td>
<td>47,694</td>
<td>42,000</td>
<td>62,340</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
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<td>27,121</td>
<td>39,416</td>
<td>102,227</td>
<td>67,836</td>
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<td>Insurance</td>
<td>59,643</td>
<td>78,227</td>
<td>75,937</td>
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<td>70,000</td>
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<td>Memorial/Contributions</td>
<td>394,673</td>
<td>96,154</td>
<td>167,517</td>
<td>67,000</td>
<td>176,500</td>
</tr>
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<td>Dues/Subscriptions/Membership Fees</td>
<td>70,147</td>
<td>105,400</td>
<td>137,908</td>
<td>77,456</td>
<td>130,774</td>
</tr>
<tr>
<td>Employee Prof. Development</td>
<td>58,733</td>
<td>97,324</td>
<td>132,051</td>
<td>80,000</td>
<td>184,200</td>
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<tr>
<td>Miscellaneous Expense</td>
<td>13,808</td>
<td>8,001</td>
<td>4,404</td>
<td>167,928</td>
<td>69,503</td>
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<td>Meeting Expense</td>
<td>1,787,393</td>
<td>2,253,654</td>
<td>2,456,742</td>
<td>2,138,801</td>
<td>2,236,064</td>
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<tr>
<td>Donated Services</td>
<td>108,470</td>
<td>143,375</td>
<td>76,365</td>
<td>11,000</td>
<td>75,000</td>
</tr>
<tr>
<td>Recruitment &amp; Retention</td>
<td>15,929</td>
<td>57,703</td>
<td>145,774</td>
<td>6,139</td>
<td>35,300</td>
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<td>Awards &amp; Fellowships</td>
<td>121,859</td>
<td>188,211</td>
<td>221,248</td>
<td>160,750</td>
<td>143,500</td>
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<td>Marketing</td>
<td>114,310</td>
<td>140,993</td>
<td>72,632</td>
<td>137,585</td>
<td>119,200</td>
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<td>Bad Debt Expense</td>
<td>402,759</td>
<td>15,922</td>
<td>13,462</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Contribution to Reserves</td>
<td>-</td>
<td>-</td>
<td>200,000</td>
<td>200,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>OTHER COSTS, TOTAL</strong></td>
<td><strong>8,008,179</strong></td>
<td><strong>8,883,582</strong></td>
<td><strong>9,727,102</strong></td>
<td><strong>9,225,152</strong></td>
<td><strong>10,299,124</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>16,351,107</strong></td>
<td><strong>18,510,025</strong></td>
<td><strong>19,952,788</strong></td>
<td><strong>20,006,394</strong></td>
<td><strong>21,395,884</strong></td>
</tr>
<tr>
<td><strong>NET SURPLUS (DEFICIT)</strong></td>
<td><strong>$ 2,081,220</strong></td>
<td><strong>$ 1,719,392</strong></td>
<td><strong>$ 1,360,589</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ -</strong></td>
</tr>
</tbody>
</table>

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*Total revenue includes temporarily restricted and unrestricted funds*
Overview of the American Dental Education Association
Proposed Fiscal Year 2014 Budget

PROPOSED FISCAL YEAR 2014 BUDGET
Prepared for the ADEA Finance Committee and Board of Directors
January 15, 2013

The proposed FY 2014 (July 1, 2013 - June 30, 2014) Association budget was
developed over the last four months through a collaborative process involving staff, the
Association’s outside accountants, the ADEA Finance Committee, and the ADEA Board
of Directors. Based on these discussions among staff, accountants, and leadership, the
proposed FY 2014 budget reflects the current level of programming and services with a
focus on ADEA’s 2011-2014 Strategic Directions as well as overall cost efficiencies. The
contribution to reserves is estimated at $200,000. As much as possible, the budget
projections are based on historical information from FY 2012 and FY 2013 (note that
less than half of FY 2013 was complete when the proposed FY 2014 budget was
prepared).

NARRATIVE
The narrative below includes the following comparative data:
- Actual revenue and expense for fiscal years 2010, 2011, and 2012
- The ADEA House of Delegates-approved budget for fiscal year 2013
- The staff-proposed budget for fiscal year 2014

REVENUE
The proposed total budgeted revenue for the Association in FY 2014 is $21,395,884.
The proposed budget is balanced with total revenues equaling total expenses. This
figure represents a 6.5% increase from the FY 2013 budget and a 0.4% increase from
actual FY 2012 revenue. The growth versus the prior year budget is primarily driven by
an increase in projected application service revenues in all categories.

Membership Dues
Modest changes in total dollars by category are driven by changes in number of
members based on staff estimates. There are no proposed changes to the Association’s
dues in any membership category.

Active
Based on 65 U.S. dental schools at $25,522 each. There are no new provisional dental
schools included in this proposed budget.

Affiliate
Budgeted affiliate dues are based on the current affiliate institutional membership and
the continuing recruitment campaign. The proposed budget is based on 10 Canadian
Schools at $1,815 each, 165 allied members at $945, 35 hospital-based members at
$984, 4 advanced non-hospital members at $3,998, and 5 federal members at $3,922.

Corporate
The proposed total budgeted dues revenue in this category is based on 60 corporate
members at $3,400.
Individual
Proposed total budgeted dues revenue in this category is based on the current individual member count of 320 individual members at $125, as well as retiree dues of $62.50.

Student
A modest amount of student dues is budgeted for members not affiliated with an ADEA member institution who therefore pay for their memberships. Proposed total budgeted dues revenue in this category is based on 85 student members at $40.

Publications Revenue
The proposed total budgeted publications revenue for FY 2014 is lower than the FY 2013 budget revenue in this category by 14% or $101,096. The change is based on FY 2012 actual figures which reflect advertising revenue trends in all media.

Journal of Dental Education and ADEA’s Bulletin of Dental Education Subscriptions Sales
The proposed JDE/BDE subscription sales budget of $242,050 is based on maintaining revenue consistent with FY 2012 actual revenue.

ADEA Official Guide to Dental Schools Publication sales of $96,316 are based on actual FY 2012 revenue.

ADEA Directory of Institutional Members
Publication sales of $40,000 are based on estimated projections.

JDE Advertising
The proposed budget of $120,500 for FY 2014 is lower than the FY 2012 actual figures by 6% or $7,405.

BDE Advertising
The proposed FY 2014 budget is $23,500, based on estimated projections.

Other Publications/Advertising
Other publications such as ADEA’s ExploreHealthCareers website, pay per view articles, and Opportunities for Minority Students in U.S. Dental Schools, along with JDE corporate sponsorship for advertising are budgeted at $86,133 for FY 2014. This is lower than actual FY 2012 due to a projected decrease in print advertising.

Application Fees
ADEA AADSAS and ADEA CAAPID
Projected revenue for ADEA AADSAS and ADEA CAAPID is $12,302,400.

Revenue for ADEA AADSAS projected at $11,251,600 is based on 11,200 applicants, including the Fee Reduction Program budget of $150,000. Revenue is increased 9.2% from the FY 2013 budget. The budget includes a slight increase in the initial designation fee from $238 to $244 and an increase in the additional designation fee from $80 to $90. These increases support a web-based multidirectional portal that is comprehensive, user-friendly and provides the efficient delivery of applicant data to ADEA’s end users (applicants, admissions officers, and health professions advisors). The Fee Reduction Program budget of $150,000 for FY2014 considers the needs of applicants with extreme financial constraints.
Projected revenue for ADEA CAAPID of $1,050,800. This figure is based on a projected 1,600 applicants selecting an average of 5.8 designations.

ADEA PASS
Projected revenue for ADEA PASS is $3,279,120 based on 3,800 applicants. The initial designation fee remained the same from FY 2013 at $190 and an increase of $1 for each additional designation, from $70 to $71 is proposed.

ADEA PASS also serves as the registration site for the Dental Match. ADEA PASS collects Dental Match fees, reserves $7 per registration to cover credit card and operational costs, and passes the remaining $73 per registrant to the National Matching Service. ADEA’s net PASS-Match revenue is projected to be $21,000 based on an estimated 3,000 Match registrants at $7 per registrant.

ACLIENT User Fee
With the transition to WebAdMIT, there will be no fees charged to dental schools for ACLIENT in 2014 and beyond. This budget item has been removed (both revenue and expense).

ADEA DHCAS (Dental Hygiene Centralized Application Service)
This is a new centralized application service for dental hygiene programs launching in August 2013. The projected revenue for ADEA DHCAS is $62,580 based on 4,470 applicants. The initial designation fee is $95 and $45 for each additional designation. The goal is to have 100 participating programs (90 entry level, 10 degree completion and/or master’s programs).

Grants & Contributions
Foundation Support
Budgeted support of $435,563 is based on anticipated continued support from the Robert Wood Johnson Foundation (RWJF) for the American Association of Medical Colleges/ADEA Summer Medical and Dental Education Program. In addition, ADEA receives support for the ADEAGies Foundation/AADR Academic Dental Careers Fellowship Program (ADCFP).

Fellowships and Scholarships
This category is budgeted at $145,250 based on ADEA’s portfolio of annual fellowships and scholarships.

Meetings Registration Income
Association meetings overall have been budgeted for FY 2014 based on the ADEA Board of Directors’ goal of financial neutrality while taking into account specific subsidies as approved by the Board of Directors.

ADEA Annual Session & Exhibition Fees
Registration and exhibitor fees for the 2014 ADEA Annual Session & Exhibition in San Antonio, Texas are budgeted at $992,835.

ADEA Deans’ Conference Fees
Proposed budgeted revenues include a Deans’ Conference Assessment of $750 that is paid by all U.S. and Canadian dental schools.
Sponsor Fees
Budgeted at $727,550, this figure includes sponsorship of the 2014 ADEA
Annual Session & Exhibition in the amount of $47,200 and other conferences and
programs in the amount of $680,350. These figures are based on prior year actual
figures, commitments already made for FY 2013 and the current economic climate.
ADEA will continue to seek additional sponsorships for FY 2014 meetings.

Other Conferences
ADEA will hold a number of meetings at the 2013 ADEA Fall Meetings in October 2013.
The ADEA Fall Meetings concept came from a recommendation of the ADEA Board of
Directors to promote more interaction among member groups, sections and committees
outside of the ADEA Annual Session & Exhibition. The 2014 set of meetings will include
at least the following components and other groups as determined:

- ADEA Council of Faculties Interim Meeting
- ADEA Council of Students, Residents and Fellows Interim Meeting
- ADEA Council of Sections Interim Meeting
- ADEA Council of Hospitals and Advanced Education Programs Interim Meeting
- ADEA AFASA Meeting
- Meeting of the Academic Deans

The total meeting registration revenue for the ADEA Fall 2013 Meetings, excluding the
ADEA Deans’ Conference, is budgeted at $378,963.

Investment and Other Income
Investment Income has been conservatively projected at $188,492 in FY 2014 based on
the 12 month trailing and long term (since 1926) annualized return of a basic 60%/40%
asset allocation portfolio as approved by the ADEA Board of Directors.

EXPENSES
Total expenses recommended in the proposed FY 2014 budget are $21,395,884. This
figure represents a 6.9% increase from the FY 2013 expense budget and a 7.2%
increase from actual expenses for FY 2012.

Personnel Costs and Fees
Total Personnel Costs and Fees are projected at $10,102,950 in the proposed FY 2014
budget. This figure is a 0.05% decrease from the FY 2013 budget and a 7.4% increase
from FY 2012 actual personnel costs to accommodate changes created by ADEA’s
2011-2014 Strategic Directions.

Full-time Salaries
A 3% pool is budgeted for salary adjustments in FY 2014. The salary adjustment pool is
projected based on potential base salary increases and promotions. The ADEA Board of
Directors typically reviews and approves any proposed base salary increase at the June
board meeting immediately preceding the fiscal year.

Temporary Salaries
Expenses for temporary staff are budgeted at $122,345 based on projections for FY
2014.
Payroll Taxes and Other Benefits
Employee benefits are conservatively budgeted at 24% of salaries, assuming that all vacant positions will be filled and that employees filling these positions will be eligible for all benefits during FY 2014.

Legal Fees
Legal fees are based on historical experience and projections of required services in FY 2014 and recent actual expenses.

Consultants
Consultant expense is budgeted at $1,648,150 and includes expenses for consulting services, honoraria and stipends. The proposed consultant budget includes services for outsourced accounting, human resources, and editorial and production services, as well as consultants for ADEA’s website initiatives.

Travel
Total travel expenses have increased by 21% from the FY 2012 actual budget and are based on the estimated number of people traveling and the number of ADEA meetings in FY 2014. The proposed budget for Staff Travel is an increase of $229K for FY2014 compared to FY2012 actual. The increase is driven by the growth and influence of ADEA. As a part of the fulfillment of the 2011-2014 ADEA Strategic Directions, ADEA created the ADEA Policy Center to bring together and better integrate the Association’s policy initiatives. A critical focus of the ADEA Policy Center is building recognition for the important role ADEA’s member institutions and the entire dental education community play in the larger university context. Beyond the critical advocacy role ADEA plays in the halls of Congress, the ADEA Policy Center advocates for the entire dental education community on issues that include higher education, health professions and oral health.

Other Costs
Bank and Credit Card Charges
The budget is $361,449 for credit card processing fees for FY 2014. The increased projection is based on actual credit card revenue for FY 2012.

Developmental Programming and Data Processing
The combined budget for both categories is approximately $4.3M compared to $3.4M in the FY 2013 budget. The 26% combined increase is driven by approved contract increases for data processing services provided by Liaison International and developmental programming support for membership and MedEdPORTAL.

Postage/Freight
The budget is $178K and covers organizational mailings, including all publication and membership materials. It also covers the estimated increases for shipping freight expenses for ADEA’s meeting materials, including the ADEA Annual Session and Exhibition.
Printing/Reproduction

The combined budget for both categories is based on the estimated printing cost increases for meeting materials and publication. This expense covers all booklets, brochures, flyers, and banners for all ADEA meetings. Printing costs for all ADEA publications, such as the *Journal of Dental Education*, ADEA Directory of Institutional Members and Association Officers, ADEA Official Guide to Dental Schools, and other documents such as the ADEA House of Delegates manual.

Rent/Refurbishing

The budget of $752,916 reflects office space rent for ADEA's current location and projected estimates for rent and refurbishing related to a new lease ADEA will be entering into prior to the end of 2014.

Employee Professional Development

Total employee professional development expenses have increased by 39% from the FY 2012 actual budget and are based on the growth of staff and the growth of programs requiring additional staff training.

Meeting Expense

The budget for meetings expense is $2,236,064 and includes participant food and beverage costs, audio visual equipment, speakers and facilitators, meeting space rental and other meeting related costs for ADEA Fall Meetings, Annual ADEA Deans' Conference, ADEA BFACA, ADEA Annual Session and Exhibition, in addition to a variety of ADEA conferences.
A New Structure for a New Era

2012 ADEA Executive Director’s Report

This year marks the 90th anniversary of our Association, but ADEA as it exists today is a relatively new creation. Building on eight decades of service to our members, the American Association of Dental Schools took on a new name, the American Dental Education Association, and a new identity in 2000 along with a broader mission: to serve all of the communities within dental education.

Since that time, we have undergone a gradual transformation and witnessed tremendous growth. Much of this metamorphosis has been visible on the outside, but in 2012 we completed the hidden work needed to support the current strategic directions for our Association. It has been a year of transition—one focused on creating a more efficient and effective structure to better meet our members’ needs.

Four Portfolios Under One Umbrella: The ADEA Policy Center

This past year saw a significant restructuring of our central office to boost collaboration and communication across the Association. The centerpiece of this reorganization is the new ADEA Policy Center, which absorbed and augmented our three previously independent policy centers. This new umbrella structure was designed to better coordinate the talent and knowledge that exists across our Association. Now our policy staff are devoted to four distinct but related portfolios and regularly collaborate on cross-cutting issues under the leadership of Dr. Eugene Anderson, our Chief Policy Officer and Managing Vice President. Together their coordinated efforts are enhancing our ability to follow the Strategic Directions approved by our Board of Directors in 2011.

Institutional Capacity Building

Three of the ADEA Strategic Directions—providing leadership for the future of dental education; supporting teaching and learning with information, knowledge, and tools; and promoting research as the foundation of dental education and the science and practice of dentistry—require that our member institutions remain strong and capable of adapting to changing conditions.

This work is facilitated by the ADEA Policy Center’s Institutional Capacity Building (ICB) portfolio, whose mission is to enhance the individual and collective academic potential of the dental education community. ICB accomplishes its mission through a range of efforts from fostering interprofessional education and inter-institutional collaboration to promoting the role of research in dental education.

One key initiative within ICB’s portfolio is the ADEA Commission on Change and Innovation in Dental Education (ADEA CCI). Formed in 2005 to provide “leadership and oversight to a systemic, collaborative, and continuous process of innovative change,” ADEA CCI has guided a movement with far-reaching impact on national policy in recent
years. New dental school predoctoral accreditation standards aligned with ADEA-defined educational competencies and a new integrated board exam for dentists are among its most visible outcomes.

To assist our member institutions in adjusting to some of the sweeping changes that are occurring, ICB began hosting a series of ADEA Regional Accreditation Workshops last April. This is just one of many ways we are pursuing one of our strategic directions, “Provide dental, allied dental, and advanced dental educators with the information, knowledge, and tools they need to prepare students, residents, and fellows for an undiscovered future.” These workshops offer schools strategies for promoting and assessing the competencies and institutional practices related to predoctoral education that will be measured by the Commission on Dental Accreditation (CODA) beginning in 2013.

Last year’s reorganization empowered ICB to better nurture the maturing relationship between ADEA and the allied dental community with the creation of a new position, the ADEA Senior Director for Allied Dental Education. With a full-time member of the staff now devoted to this constituency, ADEA was able to reach out to important partners in allied health education such as the American Association of Community Colleges and build on traditional offerings to the allied dental community. For example, the decision to co-locate the 45th Annual National ADEA Allied Dental Program Directors’ Conference and the ADEA CCI Liaisons Summer 2012 Meeting in Chicago last June reflected ADEA CCI’s desire to construct stronger bridges with the allied dental community. This year the two groups will meet together again and take part in joint sessions focused on mutual interests.

In other news of note to the allied dental community, the Colgate-Palmolive Company has committed a half of a million dollars in support of the ADEA/Academy for Academic Leadership Institute for Allied Health Educators. This exclusive sponsorship has enabled us to expand this highly successful leadership development program, which enhances the skills of allied faculty in academic careers. The new grant is designed to give the Institute an interprofessional dimension. The funding is being used to increase the program’s scope and content and extend its reach to all of the allied health professions.

2012 also marked the 10th anniversary of the ADEA Allied Dental Faculty Leadership Development Program. It continues to draw faculty and administrators who are eager to hone their skills and deepen their knowledge of key leadership principles.

Access, Diversity, and Inclusion

The ADEA Policy Center’s Access, Diversity, and Inclusion (ADI) portfolio provides leadership for the future of dental education through its oversight of and participation in a variety of initiatives. These include many well-established endeavors such as the Summer Medical and Dental Education Program (SMDEP), conducted through a collaboration between ADEA and the Association of American Medical Colleges and funded by the Robert Wood Johnson Foundation (RWJF). SMDEP has helped prepare hundreds of college students for admission to dental school. ADI also facilitates one-time events such as ADEA’s presentation at last summer’s first Multi-Cultural Oral Health Summit, organized by the National Dental Association, the Hispanic Dental Association, and the Society of American Indian Dentists.
ADI also addresses our strategic direction focused on service to our members by supporting the work of several ADEA Advisory Committees and providing educational programming at ADEA events. At the ADEA Fall 2012 Meetings, for example, ADI wowed attendees with a Tony Award winning playwright, poet, and performance artist who invited them to examine the lives, experiences, and beliefs of people from diverse backgrounds. In keeping with its mission, ADI also hosted other sessions where participants could explore the challenges of creating an inclusive educational environment. The popularity of these offerings spurred collaboration on similar programming, which will be part of the mix at our 2013 ADEA Annual Session & Exhibition.

Meanwhile, ADI staff spent much of last year focused on the launch of the Dental Pipeline National Learning Institute (NLI), a collaboration between the University of the Pacific Arthur A. Dugoni School of Dentistry and ADEA and funded by a new grant from the Robert Wood Johnson Foundation. As you may know, the original Dental Pipeline program was a two-pronged initiative aimed at diversifying the dental workforce and engaging all dental students in community-based service-learning practice. Originally funded with a $30 million grant from RWJF in 2005, the Dental Pipeline touched 23 ADEA member dental schools over the course of five years.

With the establishment of the NLI in 2012, RWJF and ADEA are continuing to pursue the long-term goal of improving access to dental care for underserved populations. ADEA selected 11 dental schools and their community partners to participate in the NLI. Awardees met in October for on-site training and are currently at work defining and implementing yearlong projects focused on community-based education or the recruitment of underrepresented minority dental students. It is gratifying to see these schools embracing the lessons of the Dental Pipeline initiative and entering into partnerships to further its goals.

The W.K. Kellogg Foundation (WKKF) awarded a $400,000 grant to the ADEA Minority Dental Faculty Development (ADEA MDFD) program to encourage the formation of academic and community partnerships among dental health professionals and, ultimately, to reduce oral health disparities for vulnerable children and communities. The new grant follows another $200,000 grant from WKKF to expand the ADEA MDFD program in 2012, and a 2004 grant of $2.4 million to initially fund this vital effort to improve diversity among dental students, residents, fellows, and faculty.

I would like to acknowledge the role of Dr. Jeanne Sinkford in securing these WKKF grants and overseeing the program over the course of its evolution. In early 2012, she stepped back from her day-to-day management activities to concentrate on several ADEA projects as the ADEA Senior Scholar-in-Residence. In this capacity, she is engaged in a variety of ongoing activities with me addressing a number of contemporary issues related to access to care, translational research, leadership ladders for women and minorities, and many others. Of particular note is her work continuing to disseminate the findings of our earlier report entitled Women’s Health in the Dental School Curriculum.

Advocacy and Government Relations

The new Advocacy and Government Relations (AGR) portfolio continued ADEA’s work on Capitol Hill last year on behalf of our dental schools and advanced and allied dental
education programs. AGR initiatives included advocating for Title VII health professions diversity program funding and providing expert opinion on topics such as loan repayment and water fluoridation. In 2012, we also encouraged the National Institute of Dental and Craniofacial Research (NIDCR) to support cross-disciplinary research, opportunities for students, residents, and fellows who are considering academic and research careers, and efforts to increase the pipeline of minority researchers. As reported last year, these endeavors remain under threat as Congress and the President continue to deliberate over how best to get our nation’s fiscal house in order. ADEA will remain vigilant in 2013 and continue to advocate with our colleagues in the other health professions to make sure that federal deficit reduction measures do not adversely impact the programs our community cares about most.

In addition to these efforts that look to the future, AGR can also boast several immediate accomplishments in 2012. First, ADEA joined with the Association of American Medical Colleges (AAMC) and others to submit an amicus brief to the Supreme Court regarding Fisher v. University of Texas, a case that could have enormous implications for the consideration of race as a factor in admissions decisions. Also, AGR has actively engaged in a dialogue with the White House and federal agencies, such as the Health Resources and Services Administration (HRSA), on important issues such as the Ryan White HIV/AIDS Program Reauthorization and the significance to dental education of adequate funding of Title VII programs.

Additionally, AGR created a new newsletter, the ADEA State Update, to keep members abreast of how policies of interest to our community, such as Medicaid reimbursement and scope of practice regulation, are playing out at the state level. In a related undertaking, AGR also completed a survey of loan-forgiveness programs in all 50 states and shared the data with our member schools to assist them in alerting students, residents, and fellows about these opportunities. These programs offer one solution to the problem of student indebtedness, which continues to generate concern and much discussion throughout higher education.

On the national stage, the Supreme Court ruling in June upholding key portions of the Affordable Care Act (ACA) encouraged many members who see it as a vehicle for promoting greater access to oral health care. ADEA was champion of the successful inclusion of pediatric oral health services as an essential health benefit that insurers must provide under the ACA, and we are continuing to monitor the act’s implementation to ensure that this provision becomes a reality.

To help our leaders successfully navigate these events as they occur, last fall’s 54th Annual ADEA Deans’ Conference focused on the changing political environment for dental education. The conference endeavored to provide dental school deans with useful information and tools and apparently succeeded in doing so. Attendees gave the meeting the highest overall rating of any ADEA Deans’ Conference.

**Educational Research and Analysis**

Last but not least, the ADEA Policy Center’s Educational Research and Analysis (ERA) portfolio took over management of the ADEA Survey Center in 2012 and broadened our ability to gather, analyze, and disseminate data in keeping with the Association’s strategic direction to “Produce relevant and timely research on key issues in dental education to support informed decisionmaking by the dental education community and
policy makers.” Staff in this portfolio also represent ADEA in higher education policy and research circles and seeks to expand our influence.

The creation of the new portfolio made it possible last year to scale up ADEA’s efforts to engage allied dental program directors in participating in the annual ADEA Survey of Allied Dental Faculty and to create additional ad-hoc surveys to support internal ADEA audiences. ERA also led ADEA’s collaboration with the American Dental Association (ADA) and CODA to assess the dental education community’s data needs and reduce survey duplication. This resulted in the reinstatement of ADEA’s Student Financial Aid Survey, which is slated to become an annual survey moving forward.

Whether serving specific member constituencies or working on behalf of the other policy portfolios, ERA has the capacity to conduct research on the significant questions facing dental education and provide analysis that puts that research in context for those outside the dental education community. This work has been made possible in part by the creation of a Director of Public Policy Research position within ERA that supports the work of AGR.

This new position is emblematic of the increased coordination of policy activities that the ADEA Policy Center was designed to facilitate. Standing workgroups on topics such as diversity, interprofessional education (IPE), and student borrowing also promote cooperation among the Policy Center’s portfolios and provide more streamlined support for member initiatives. A prime example of this occurred last spring. When current ADEA President Dr. Jerry Glickman created the ADEA Presidential Taskforce on the Cost of Higher Education and Student Borrowing in 2012, ADEA Policy Center staff who had been working on this challenge were ready to step in with coordinated support.

Preparing for the Next Generation

We are more cognizant than ever of our responsibility to support the next generation of dental practitioners, researchers and educators. Mounting concerns about student borrowing and shifts in post-graduation practice patterns stand as a sharp reminder that the future of dental education rests largely in the hands of our current and future students, residents, and fellows.

ADEA’s first Virtual Dental School Fair, hosted by the ADEA Division of Educational Pathways (DEP) last June, exemplifies this expanded commitment. More than 3,200 people from throughout the United States and 11 other countries logged on to take part in the live, three-day event. Many students indicated that the fair introduced them to schools they would not otherwise have considered. They also welcomed the opportunity to interact with admissions professionals from the 33 dental schools that hosted virtual booths. These “exhibitors” in turn expressed overwhelming enthusiasm for the event. In response, we have scheduled a reprise of the online fair for June 2013 and hosted a second virtual gathering showcasing advanced dental education programs in February of this year.

In other advanced dental education news, DEP made the Educational Testing Service (ETS) Personal Potential Index (ETS® PPI) a permanent part of the ADEA Postdoctoral Application Support Service (ADEA PASSSM) application in 2012. DEP sought out the instrument in response to a survey by the ADEA Future of Advanced Dental Education (ADEA/FADEA) group, which revealed the qualities program directors look for in
applicants and the problems they encounter with residents and fellows. Following the pilot phase for the ETS® PPI, 80% of program directors who tried it recommended its continued use.

ADEA also devoted considerable energy to recruiting students to the dental profession last year. The ADEA GoDental® website, begun in 2011, saw major growth in its user base following the ADEA Virtual Dental School Fair. Designed for use by future dental applicants, the site has begun evolving to serve current students, residents, and fellows as well. Meanwhile, traffic is up significantly on ADEA’s companion website, ExploreHealthCareers.org (EHC), which remains the number one-ranked site for those seeking information on “health careers” via Google. In 2012, EHC published new articles and videos on financial aid and student debt, and it continues to publish new resources on these in-demand topics. Last year EHC also participated in a project funded by the American Association of Community Colleges and the U. S. Department of Labor to create a virtual career network for displaced workers. Because of its reputation for providing unbiased information, EHC was invited to coordinate the subject matter experts who determined the network’s content.

In addition to enhancing its services aimed at students, residents, and fellows, we started a campaign to actively enroll students, residents, and fellows as individual members of the Association. The campaign began with focus groups and a survey to gain a better understanding of how student members perceive the value of ADEA membership. While more than 80% of respondents expressed satisfaction with their current membership in ADEA, we learned that many were unfamiliar with ADEA publications and scholarships, awards, and fellowships that cater most directly to their needs and interests.

The new campaign is designed to heighten awareness of these resources and the value of ADEA membership generally among this target group, and to encourage students, residents, and fellows to consider careers in academic dentistry. Although this group is by nature often an itinerant group, ADEA is committed to engaging these future leaders of the professions while they reside within our member institutions and programs. As of January, the campaign had netted 3,700 new student members.

The ADEA Enterprise—Working to Serve Members Even Better Than Before

With our strategic direction related to service in mind, we made some changes to the ADEA Enterprise in 2011. The ADEA Enterprise incorporates the various ADEA divisions that keep our Association functioning smoothly and meeting ongoing member needs under the leadership of Abigail Gorman, our Deputy Director and Managing Vice President. ADEA brought in new senior association executives with expertise in communications and professional development. They head two new divisions that grew out of the former Division of Member Services. This reorganization set the stage for a burst of activity in 2012 that has generated significant improvement in this area.

In early 2012, the recently created Division of Communications and Membership undertook the Association’s first communications audit to assess how we provide members with relevant and timely information. The audit affirmed the value of many of our communications efforts and provided guidance for revising our approach to specific communications vehicles. Among the audit’s primary recommendations:
• Ensure that the purpose of each publication is clear and that the distinctions among publications are apparent to the membership.
• Customize communications to focus on the specific needs of each targeted audience.

This information proved invaluable in the Division’s biggest undertaking of 2012: the creation of the new and more functional ADEA website, which debuted in November. Above all, increased navigability defines the current site, with new menus maximizing the ability of members to find information quickly. A central goal of the redesign was to provide a customized experience for different constituencies within our membership, all of whom were invited to offer their recommendations through focus groups, one-on-one meetings, and an exercise created for the 2012 ADEA Annual Session & Exhibition. Content tagging will be expanded in 2013, further improving the entire ADEA website.

Lastly on the communications front, ADEA celebrated a major milestone in 2012, the 75th anniversary of the Journal of Dental Education℠ (JDE). Our premier vehicle for discourse on all aspects of dental education is more influential than ever, having harnessed the power of the Internet to facilitate submissions, improve the review process, and extend the JDE’s reach globally. We have the journal’s most recent editor, Dr. Jack Brown, to thank for vigorously pursuing implementation of these 21st century improvements. Jack retired from his post in 2012 and handed the reins to Dr. Nadeem Karimbux, Professor of Periodontology and Associate Dean for Academic Affairs at Tufts University School of Dental Medicine. Dr. Karimbux represented ADEA from 2008 to 2012 as Associate Editor for MedEdPORTAL®, our joint online publishing venture with AAMC. He will no doubt make his mark on the JDE in the years ahead.

The reorganization of our former Division of Member Services also produced our new Division of Professional Development and Meetings (DPDM) in 2012. While continuing to oversee ADEA’s many meetings and time-honored professional development offerings, DPDM created excitement with the revival of a popular program from the Association’s recent past. The ADEA Summer Program for Emerging Academic Leaders, which first ran in the 1990s, can claim many of today’s leaders among its alumni. This highly interactive and immersive program is designed to give junior faculty the guidance, insight, and skills they need to propel their careers. Three-and-a-half days of face-to-face instruction are followed by a collaborative learning experience that continues via quarterly videoconferences throughout the year. The program was well received by this year’s participants, and we will offer it again in 2013.

As for ADEA’s various member meetings, DPDM reports that registration remains strong, particularly in light of the tight economic climate on most campuses. This speaks well of the value our individual members and their institutions find in connecting with colleagues face-to-face. The ADEA Annual Session & Exhibition continues to be well attended, and educational programming submissions have risen dramatically, from 100 for the 2011 meeting to 150 for our 2012 gathering in Orlando. It’s no surprise that attendees tell us that Annual Session & Exhibition programming is stronger than ever.

Other improvements to our annual get-together included a new and greatly enhanced daily newsletter and the creation of a mobile app that was downloaded by almost a third of 2012 attendees. Our continuing commitment to harnessing new media appears to be a hit with members. Among app users who responded to the Annual Session & Exhibition survey, 80% said they found it easy to use.
On a related note, at last year’s meeting of the ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA BFACA), planners introduced an innovation that is gaining traction in the professional development community: white space programming. The idea is to designate times during a conference when attendees can gather with colleagues to discuss topics that emerge organically in the course of the meeting. At the 2012 ADEA BFACA meeting, organizers polled attendees to determine topics that might be of interest and then allowed their votes to determine the last day’s discussions.

One final highlight of our face-to-face gatherings that bears mentioning is last year’s Gies Awards ceremony honoring exceptional contributions to dental education and oral health. The awards dinner drew record-breaking support from our member institutions, corporate members and other associations, generating essential resources for the grant-making programs of the ADEAGies Foundation and much deserved recognition for our community’s luminaries in the areas of vision, innovation, and achievement.

Reaching Beyond Our Professional Borders

In recent years, one of the most prominent ways we have addressed our strategic direction related to teaching and learning is through its support of interprofessional education (IPE) “as a foundation for preparing students, residents, and fellows to provide patient-centered care.” ADEA was one of six national education associations that came together to craft the seminal document Core Competencies for Interprofessional Collaborative Practice, released in 2011. We continued to collaborate with the same partners in 2012 on a variety of activities, including a series of faculty development institutes designed to give interprofessional teams of health professionals strategies for implementing IPE.

Our commitment to IPE was also manifest in several other staff and member initiatives. ADEA senior staff coordinated a major session for pre-health advisors on IPE at the National Association of Advisors for the Health Professions (NAAHP) Meeting held in June. In September, an ADEA Team Study Group published a report in the JDE titled “Interprofessional Education in U.S. and Canadian Dental Schools”. The group assessed the state of IPE on our campuses, identified model practices already in place, and made recommendations for further implementation of IPE. Additionally, staff members worked with academic deans to revise ADEA’s IPE survey to make room for collecting data on innovative activities that support IPE.

We also saw substantial growth in interprofessional resource sharing last year through MedEdPORTAL®. A wide variety of other health professions continue to access dental education resources from this free, online, peer-reviewed repository for medical and dental teaching materials. In 2012, AAMC upgraded the website and launched a new service, the iCollaborative. This online venue is not peer-reviewed. Instead it strives to encourage faculty, students, residents, and fellows to share ideas and resources still in development so that others can comment and possibly contribute to their growth. MedEdPORTAL also established a separate Continuing Education Portal in 2012 to provide evidence-based online activities for continuing education credit in medicine and dentistry.

One more ADEA venture garnered the respect of our sister health professions associations in 2012: the publication of the ADEA Guidelines for Academia-Industry
Interactions. This document provides broad, non-prescriptive, common sense advice regarding corporate support of education, research, patient care, and community service. ADEA is one of the first health professions associations to systematically conduct a comprehensive review and analysis of best practices in this area.

This undertaking is emblematic of ADEA’s embrace of our corporate partners as full members within our Association. Not surprisingly, the resulting guidelines have been well received by ADEA member institutions and our corporate members. They have also been welcomed by university presidents and provosts, dental professional and specialty associations, and by our sister associations in the other health professions.

Once again, ADEA’s commitment to collaboration both internally and externally continues to serve us well. It is also crucial to achieving the elusive goal of improving the oral health of all of our citizens. With this in mind, ADEA joined in a nationwide public service campaign last year through its membership in the Partnership for Healthy Mouths, Healthy Lives. The Ad Council, known for its creation of iconic messages such as Smokey the Bear’s “Only You Can Prevent Forest Fires,” is conducting the three-year campaign to improve children’s oral health on behalf of the Partnership. ADEA is proud to be a founding sponsor of this effort.

A New Gateway to Dental Education

With so much else going on, it is important not to lose sight of ADEA’s fundamental role in supporting the application process for students, residents, and fellows and the programs they attend. In response to requests from our allied dental program directors, ADEA spent much of 2012 setting the stage for the launch of a new ADEA Dental Hygiene Centralized Application Service (ADEA DHCAS℠) in 2013. Among its many functions, the service will allow schools to manage applications, correspond with candidates, and produce reports.

This nascent venture is yet further indication that the allied dental education community has become well integrated within the fabric of ADEA. The process by which this new service has taken shape is also noteworthy. The ADEA DEP worked closely with two of the new ADEA Policy Center portfolios to explore and develop the service, demonstrating how ADEA’s new internal structure is helping us serve members better.

Meanwhile, our current application services continue to satisfy our members’ needs at the institutional and individual levels. We saw a slight increase in predoctoral applications in 2012, and applications to advanced education programs remained strong. As of December 2012, our newest application service, the ADEA Centralized Application for Advanced Placement for International Dentists (ADEA CAAPID℠), could boast an increase in applications of 12% over the previous year.

Of course, ADEA is not just concerned with maintaining a steady flow of applicants. We are also committed to diversifying the applicant pool. To achieve this end, we continue to promote a holistic approach to dental school admissions through our ADEA Admissions Committee Workshops, begun with generous funding from the Robert Wood Johnson Foundation. Although the content of this educational program is now available on the ADEA website, several institutions that had previously hosted the workshop asked for on-site refreshers this past year. Once the Supreme Court issues its ruling in the Fisher
v. University of Texas case, DEP anticipates additional requests for ADEA guidance as institutions navigate this evolving area.

Our Financial Health

None of these accomplishments would have been possible without record levels of member involvement and the generous support of our funders. Our focus on diversifying ADEA’s revenue streams has produced a sound financial picture, and ADEA’s dues paying members can be confident that their membership dollars are managed well. The operating budget for the current fiscal year exceeded $20 million. This increase reflects not only the continued expansion of our application services, but also the recent growth in the number of dental schools and allied and advanced dental education programs and the increased generosity of our corporate members and foundation partners.

In addition to the previously mentioned grant from our long-time supporter, Colgate-Palmolive Company, ADEA relied on the generous contributions of its other corporate members to sustain many of the services our members value. These include access to Education in the Round, the American Dental Association’s premier educational broadcast via the Internet from its annual session, and the ever growing ADEA Curriculum Resource Center, which makes state-of-the-art curriculum modules available for faculty use. Five new members joined ADEA’s Corporate Council in 2012, further strengthening the relationship between dental education and the corporate community.

The People Who Made It Happen

Our Association’s accomplishments in 2012 would suffice to make us proud under the best of circumstances, but they are truly remarkable given the transitions in progress. I want to commend the entire ADEA staff for their noteworthy productivity during this period of internal growth and change. I especially want to recognize the newer members of the team who have jumped into their assignments and gotten up to speed in a remarkably short period of time.

I also want to thank ADEA’s extraordinary volunteer leaders, whose tremendous energy, ample talent, and optimistic vision for the future of dental education motivate all of us to remain fully engaged in the work of this Association. I especially want to thank our current President, Dr. Gerald N. Glickman, and our other outstanding Board of Directors members including Dr. Leo E. Rouse, Dr. Stephen K. Young, Ms. Barbara Nordquist, Dr. Michael A. Siegel, Dr. Pamela J. Hughes, Dr. Michael A. Landers, Dr. Susan H. Kass, Dr. Huw F. Thomas, and Dr. Ryan T. Hajek. I appreciate their flexibility in working with an evolving staff during this transformative year.

The ADEA that has emerged from this process is in excellent shape to take on the challenges ahead. We will continue to work in concert with our members and our external allies to achieve our overriding goals. Through collaboration and sustained effort, I have no doubt that a more vibrant and affordable educational enterprise that serves our members, our parent institutions, and the public is well within reach.
Dr. Dave Brunson Retires in February

Dr. Dave Brunson joined ADEA in 2004 as Associate Director for the Center for Equity and Diversity. In that capacity, he has served as co-deputy director of the Summer Medical and Dental Education Program (SMDEP) and as a Consultant to the Robert Wood Johnson Foundation Pipeline Initiative to Increase Minority Presence in Dental Schools. Dave also coordinated the ADEA/AADR/ADEAGies Foundation Academic Dental Careers Fellowship Program, which aims to increase the number of dental and allied dental students pursuing careers as dental faculty.

Prior to his appointment at ADEA, Dave was Assistant Dean for Pre-Doctoral Education and Clinical Professor in the Department of Diagnostic Sciences and General Dentistry at the University of North Carolina, where he managed the predoctoral admissions process and the curriculum. In 1992, an ADEA meeting introduced him to Dr. Anne Wells, who was then Associate Dean for Admissions and Student Services at the University of Louisville School of Dentistry. Many years later, the two married and found a new professional home on the ADEA staff.

Having witnessed discrimination first hand as a young man growing up in the South, Dave chose to dedicate his work in academic dentistry to promoting equal opportunity for people from all backgrounds. His mentorship of individual students and his leadership at the program level have been instrumental in furthering this goal.

Dr. Anne Wells to Retire in April

ADEA’s Senior Vice President for Educational Pathways Dr. Anne Wells joined ADEA in 2003 to lead ADEA’s centralized application services. In that capacity she oversaw the transition to a state-of-the-art paperless admission process for pre-dental and advanced dental applicants, the creation of the ADEA Centralized Application for Advanced Placement for International Dentists (ADEA CAAPIDSM), and more recently the development of the ADEA Dental Hygiene Centralized Application Service (ADEA DHCASSM).

Anne has devoted much of her energy to promoting the adoption of holistic admissions practices at dental schools and achieved substantial success. She has also embraced the use of innovative programming and technology to connect ADEA with current and future students, residents, and fellows. These efforts have included the creation of the GoDentalSM website; use of other social media, online, and in-person recruitment events; and collaborations with other health professions associations.

Anne’s responsibilities at ADEA have overlapped at times with those of her husband, Dr. Dave Brunson. Together they have been lending their expertise, experience, good humor, graciousness, and a dash of Southern hospitality to the dozens of meetings and events they have led during their tenures with ADEA. We hope that in their ongoing role as ADEA members they will continue to grace us with their presence in the years ahead.
In Memory of Jack Edward Bresch

This past year, ADEA lost one of its most treasured assets when Jack Bresch died on September 1, 2012. In his capacity as ADEA's senior executive overseeing public policy and advocacy, Jack championed the cause of oral health and elevated the profile of dental education on Capitol Hill. An invaluable resource in his own right, Jack also cultivated an expert staff and schooled ADEA members in advocating for their own interests. The dental education community will forever remember and appreciate his advocacy on behalf of dental education and dental and craniofacial research. The bridges he built with Congress and the executive branch and the enthusiasm for advocacy that he generated within our ranks will continue to serve our Association for many years to come.

Prior to joining ADEA, Jack worked in both the executive and legislative branches of the federal government, held elective office in Montgomery County, Maryland, and served as a chaplain in the U. S. Navy and Marine Corps. During his time in the service, Jack supervised drug and alcohol rehabilitation programs and worked as a liaison with the Red Cross. This opportunity to observe health care up-close led Jack to develop what would become a lifelong commitment to advocating for health care reform on behalf of people in need.

On a more personal level, the Pittsburgh native was quite philosophical, known for quoting the Greek philosophers and providing sage advice. Those of us who were fortunate enough to have known Jack feel the loss of a dear friend and inspiring mentor. To remember his many contributions to our Association and oral health care, the ADEA student legislative internship underwritten by Sunstar Americas, Inc. has been renamed in his honor.

Respectfully submitted,

Richard W. Valachovic, D.M.D., M.P.H.
ADEA Executive Director
New Chief Administrators at Member Institutions

New Dental School Deans
Since the 2012 ADEA Annual Session & Exhibition, U.S. and Canadian dental schools have appointed the following new deans whose service began between the end of the 2012 ADEA Annual Session & Exhibition and the beginning of the current ADEA Annual Session & Exhibition. The ADEA Board of Directors congratulates these members and wishes them success in their assignments.

Dr. Leon A. Assael, Dean, University of Minnesota School of Dentistry
Dr. Joel H. Berg, Dean, University of Washington School of Dentistry
Dr. D. Gregory Chadwick, Dean, East Carolina University School of Dental Medicine
Dr. Daniel Haas, Dean, University of Toronto Faculty of Dentistry
Dr. Christopher G. Halliday, Dean, Missouri School of Dentistry & Oral Health
Dr. Ronnie Myers, Interim Dean, Columbia University College of Dental Medicine
Dr. Gary W. Reeves, Dean, University of Mississippi School of Dentistry
Dr. Bruce E. Rotter, Dean, Southern Illinois University School of Dental Medicine

New Federal Dental Chiefs
U.S. federal government agencies have reported the following appointments since the 2012 ADEA Annual Session & Exhibition. The Board of Directors congratulates these new Dental Service Chiefs:

Colonel Priscilla H. Hamilton, Chief, U.S. Army Graduate Dental Education, and Dean, U.S. Army Postgraduate Dental School
Captain Glenn A. Munro, Dean, U.S. Navy Dental Corps Naval Postgraduate Dental School

Other New Administrators at Member Institutions
Other ADEA Member Institutions have reported the following appointments since the 2012 ADEA Annual Session & Exhibition. The Board of Directors congratulates these new administrators.

Dr. William R. Calnon, Acting Director, Eastman Institute of Oral Health
Dr. William R. Calnon, Acting Chair, Department of Dentistry, University of Rochester
Dr. William W. Dodge, Interim Dean, University of Texas Health Science Center at San Antonio Dental School
Dr. John N. Williams, Interim Executive Vice Chancellor and Dean of the Faculties, Indiana University-Purdue University Indianapolis
Prof. Pamela Zarkowski, Provost and Vice President for Academic Affairs, University of

New Institutional Members
Since March 21, 2012, these dental schools became Active ADEA Institutional Members:
Lake Erie College of Osteopathic Medicine School of Dental Medicine
University of New England College of Dental Medicine
Since March 21, 2012, these schools were elected to Provisional Institutional Membership and are set to be installed as Active Institutional Members in July 2013:

University of Utah School of Dentistry
Missouri School of Dentistry & Oral Health

**New Affiliate Members**

Since March 21, 2012, these programs and schools have become Affiliate Members. The ADEA Board of Directors welcomes them.

Fortis College - Smyrna, Georgia, Dr. Valerie Carter, Program Director, Dental Hygiene (Smyrna, GA)
Asheville-Buncombe Technical Community College, Dental Assisting/Dental Hygiene
Prof. Carol Little, Chairperson (Asheville, NC)
Halifax Community College Dental Hygiene Program, Prof. Verna High (Weldon, NC)
Sanford-Brown College – Skokie, Dental Hygiene Program, Dr. Shirley M. Beaver, Program Director (Skokie, IL)
Briarcliffe College, Dental Hygiene, Ms. Arlene Guagliano (St Patchogue, NY)
Southern West Virginia Community and Technical College, Dr. Lisa Haddox-Heston, Dean for Career and Technical Programs (Mount Gay, WV)
Portland Community College, Prof. Josette Beach (Portland, OR)
William Rainey Harper College, Dental Hygiene Program, Prof. Kathleen Hock Harper College (Palatine, IL)
North Platte Community College, Prof. Lauri Rickley (North Platte, NE)
Geisinger Medical Center, Dr. Lance E. Kisby, (Danville, PA)
Bon Secours St. Mary’s Hospital of Richmond, Dr. John Unkel (Richmond, VA)
Monmouth Medical Center, Dr. Joseph Jaeger (Long Branch, NJ)

**New Corporate Members**

These companies have become ADEA Corporate Members since March 21, 2012. The ADEA Board of Directors welcomes them.

Eastern Dentists Insurance Company, Dr. Charles Hapcook President & CEO (Westborough, MA)
Air Techniques, Mr. John Scott, President (Melville, NY)
Dental Learning, LLC, Mr. Aldo Eagle, President (Tulsa, OK)
MOOG, Ms. Katelyn Wastl, Marketing Coordinator (Aurora, NY)
Organization for Safety, Asepsis and Prevention (OSAP), Ms. Therese Long, Executive

*The ADEA Board of Directors welcomes all.*
In Memoriam

With regret, the ADEA Board of Directors announces these deaths of faculty and staff as reported by ADEA Member Institutions.

Dr. Todd (Thomas) Abbott, Texas A&M University
Dr. Herb Abrams, University of Kentucky
Dr. Gerald Albert, Université de Montreal
Dr. Billy N. Appel, University of Pittsburgh
Dr. Donald E. Arens, Indiana University
Dr. Kamal Asgar, University of Michigan
Dr. Durwood Bach, Medical University of South Carolina
Dr. Thomas Barden, University of Kentucky
Dr. Harvey Beaver, Nova Southeastern University
Dr. Mervin Leonard Binstock, University of Pittsburgh
Dr. William F. Bird, University of California San Francisco
Dr. Arne M. Bjorndal, University of Iowa
Dr. Richard Bradley, University of Nebraska Medical Center
Dr. Richard E. Bradley, Texas A&M University
Dr. Robert B. Brannon, Louisiana State University
Dr. Gerald T. Charbeneau, University of Michigan
Dr. Angelo A. Cipullo, University of Pittsburgh
Dr. Robert Coffey, Midwestern University
Dr. Joseph W. Cole, University of Pittsburgh
Dr. John William Costerton, Ostrow School of Dentistry-University of Southern California
Dr. James Joseph Crawford, University of North Carolina at Chapel Hill
Dr. Mark DeBoer, Marquette University
Dr. Kenneth C. Deesen, Columbia University
Dr. Robert J. Detamore, Indiana University
Dr. Sara Jean Donegan, Marquette University
Dr. Tom Dworak, University of Nebraska Medical Center
Dr. Stella Efstratiadis, Columbia University
Dr. Milton B. Engel, University of Illinois University
Dr. Francis Faggioni, Jr., Harvard University
Dr. A. Peter Fortier, Louisiana State University
Dr. Steven J. Franco, Creighton University
Dr. Alfred Friedman, University of Southern California
Dr. Robert Gear, University of California, San Francisco
Dr. Eugene Goetsch, Marquette University
Dr. Susan Kinder-Haake, University of California, Los Angeles
Dr. Arthur Haisten, Medical University of South Carolina
Dr. James R. Hayward, University of Michigan
Dr. Hanna Hoesli, University of Southern California
Dr. Jitka Janicek, Tufts University
Dr. Joseph Kehoe, University of Florida
Dr. William Killian, Southern Illinois University
Dr. Leo Knupp, University of Kentucky
Dr. Benjamin Lawson, Medical University of South Carolina
Dr. Janet F. Lee, University of Kentucky
Dr. Keith Lemmerman, University of Kentucky
Dr. Paul Lepard, University of Nebraska Medical Center
Dr. Alan Levine, University of Texas Health Science Center at Houston
Dr. Sam Locke, Jr., Medical University of South Carolina
Dr. Walter J. Loesche, University of Michigan
Dr. Bernard Lutz, University of Kentucky
Dr. Robert MacDonald, Dalhousie University
Dr. William Mansfield, Jr., University of Louisville
Dr. Peter Maropis, University of Pittsburgh
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ADEA Bylaws (in place until March 19, 2013)

(With changes approved by the 2012 ADEA House of Delegates)

Note: Changes in titles of members of the ADEA Board of Directors and the Executive Director were approved by the 2012 ADEA House of Delegates and are included here, but they will not take effect until the conclusion of the 2013 ADEA Annual Session.

Chapter I: Core Values

Section A

The Association’s core values are:

1. **Promoting and Improving Excellence in All Aspects of Dental Education.** The Association values the development of faculty, staff, and administrators as the key to improving dental education.

2. **Building Partnerships in Support of and Advocating for the Needs of Dental Education.** The Association values partnerships with those who share an interest in improving dental education by ensuring a sufficient flow of resources and favorable policy options.

3. **Serving the Individual Needs of Members and Institutions.** The Association values providing a broad range of services for the benefit of both individuals and institutions.

4. **Encouraging Communication and Sharing of Information Among the Association’s Members.** The Association values intelligent, candid, and efficient communication among Association members, individual and institutional.

5. **Expanding the Diversity of Dental Education.** The Association values diversity and believes that those who populate dental education—students, faculty, staff, administrators, and patients—should reflect the diversity of our society.

6. **Recognizing the Needs of Those the Association Serves.** The Association values responsiveness to the needs of students, alumni, patients, and all other constituents.

7. **Promoting Oral Health.** The Association values oral health care as being integral to the general health and well-being of individuals and society.

Chapter II: Membership

Section A. Categories

The Association has eight membership categories.

1. Institutional membership
   a. Active
Section B. Qualifications for Institutional Membership

1. **Active.** A dental school granting a D.D.S. or D.M.D. degree as a part of an accredited college or university in the United States, Puerto Rico, or Canada and having begun instruction of its first class of dental students is eligible to apply for active membership. (Canadian dental schools have the option of selecting active or affiliate membership.)

2. **Provisional.** A developing dental school planning to grant a D.D.S. or D.M.D. degree as part of an accredited college or university in the United States, Puerto Rico, or Canada is eligible to apply for provisional membership. (Developing Canadian dental schools have the option of selecting provisional or affiliate membership.)

3. **Affiliate.** The following types of institutions in the United States, Puerto Rico, or Canada are eligible to apply for affiliate membership, provided that they are not eligible for active or provisional membership and that their dental and/or allied dental education programs are accredited by the Commission on Dental Accreditation:
   a. Canadian dental schools (may elect active or affiliate membership or provisional membership if a developing institution).
   b. Academic institutions—other than hospitals—conducting postdoctoral dental education programs.
   c. Hospitals that conduct postdoctoral dental education programs and that are not under the same governance as an active or provisional member institution. Hospital programs under the same governance as active or provisional member institutions are included in the parent school’s active or provisional membership.
   d. The United States Air Force, Army, Navy, Public Health Service, and Department of Veterans Affairs and comparable agencies of the Canadian government.
   e. Institutions conducting dental hygiene, dental assisting, and dental laboratory technology education programs. Such programs that are under the administrative control of an active or provisional member institution and that are...
conducted at the main teaching site of that active or provisional member institution are included in the membership of the active or provisional member institution and are automatically members of the Council of Allied Dental Program Directors. Dental hygiene, assisting, and laboratory technology education programs conducted at the main teaching site of an active or provisional member institution but that are not under the administrative control of that active or provisional member institution and dental hygiene, assisting, and laboratory technology education programs that are under the administrative control of an active or provisional member institution and are conducted away from the main teaching site of that active or provisional member institution must be affiliate institutional members in order to belong to the Council of Allied Dental Program Directors.

f. Institutions conducting other dental or allied dental education programs recognized by the Association.

4. Corporate. A company dealing with products and/or services beneficial to dental education and/or dentistry is eligible to apply for corporate membership.

Section C. Election to Institutional Membership

Applications for active and provisional membership should be presented in writing at least sixty days before an annual session. Institutions are elected to membership by a majority affirmative vote of the House of Delegates. Memberships are effective the July 1 following House approval.

Applications for affiliate institutional membership can be submitted at any time for approval by the President and CEO. Memberships become effective on January 1, April 1, July 1, or October 1, whichever date first follows approval.

Applications for corporate membership can be submitted at any time for approval by the Board of Directors at its next meeting. Memberships become effective on January 1, April 1, July 1, or October 1, whichever date first follows approval. Corporate memberships are reviewed annually.

Section D. Institutional Membership Dues

1. Active and Provisional Members. Effective July 1, 2004, annual dues for active- and provisional-member institutions are $25,522.

Active and provisional institutional membership dues include one individual membership from each member institution.

2. Affiliate Members. Effective July 1, 2004, annual dues for institutions that conduct allied dental education programs are $945. Effective July 1, 2004, annual dues for Canadian dental schools are $1,815.
a. Effective July 1, 2000, annual dues for the federal dental services are $3,922.

b. Effective July 1, 2003, annual dues for hospital-based postdoctoral dental education programs are $984. A portion totaling $76 of each such institutional membership shall be allocated as recommended by the Council of Hospitals and Advanced Education Programs and as approved by the Board of Directors.

c. Effective July 1, 2003, annual dues for institutions that conduct non-hospital-based postdoctoral dental education programs are $3,998. A portion totaling $76 of each such institutional membership shall be allocated as recommended by the Council of Hospitals and Advanced Education Programs and as approved by the Board of Directors.

d. Dues are payable by February 1, May 1, August 1, or November 1, whichever date first follows approval. Dues include one individual membership, with the institution to determine the individual member.

3. **Corporate Members.** Effective January 1, 2006, annual dues are $3,400. Dues include up to ten individual members, with the corporation to determine the individual members. $500 of each member’s dues is designated to support the ADEA Annual Session.

Section E. Forfeiture of Institutional Membership

1. Ceasing to meet the membership qualifications specified in Chapter II, Section B, of these Bylaws results in immediate forfeiture of membership.

2. Active or provisional member institutions in arrears in payment of their dues at an annual session forfeit their memberships. Affiliate or corporate member institutions in arrears in payment of their dues more than six months beyond the dues payment date forfeit their memberships.

Section F. Reinstatement of Institutional Membership After Payment of Dues in Arrears

1. Institutional memberships forfeited for nonpayment of dues may be reinstated upon payment and approval of the President and CEO.

Section G. Qualifications for Individual Memberships

1. **Individual.** Any faculty member or other person employed by a dental, advanced education, hospital, and/or allied dental education ADEA member institution is eligible for individual membership.

2. **Student.** Any student enrolled in a dental school, a postdoctoral dental education program, and/or an allied dental education ADEA member institution is eligible for individual membership.
3. **Retired.** Any individual who has completely retired from dental education and dental practice and who has been an ADEA individual member is entitled to individual membership.

4. **Honorary.** Any individual who has rendered a distinct service to humankind, made outstanding contributions to dentistry, and/or rendered exceptional service to the Association may be nominated by the Board of Directors for honorary membership.

5. **Affinity.** Any individual with a demonstrable interest in dental, allied, or advanced dental education who is not currently a faculty member, employee, or student in an ADEA member institution.

**Section H. Approval of Individual Memberships**

1. **Individual.** An individual membership may be activated at any time during the year. Memberships become effective as soon as the activation is processed and remain in effect for the following twelve months.

2. **Student.** A student membership may be activated at any time during the year. It becomes effective as soon as the activation is processed and remains in effect for as long as the member is enrolled at an ADEA Institutional Member.

3. **Retired.** A retired membership may be activated at any time during the year. Memberships become effective as soon as the activation is processed and remain in effect for the following twelve months.

4. **Honorary.** Individuals are elected to honorary memberships by a majority affirmative vote of the House of Delegates. Honorary members are entitled to all the privileges of individual membership except the right to vote. An honorary membership is effective for the member’s lifetime.

5. **Affinity.** Applications for Affinity Individual Membership may be submitted at any time during the year. Memberships become effective as soon as the application is processed and remain in effect for the following twelve months.

**Section I. Individual Membership Dues**

1. **Individual Membership.** Effective January 1, 2006, annual dues are $0, and include membership in any Section(s) or Special Interest Group(s).

2. **Student Membership.** Effective January 1, 2006, annual dues are $0, and include membership in any Section(s) or Special Interest Group(s).

3. **Retired Membership.** Effective January 1, 2006, annual dues are $0, and include membership in any Section(s) or Special Interest Group(s).

4. **Honorary Membership.** Honorary members pay no dues.
5. Affinity Membership. Effective January 1, 2006, annual dues are $125 for individuals with a demonstrable interest in dental, allied, or advanced dental education and are not currently a faculty member, employee, or student in a member institution. This fee includes membership in any Section(s) or Special Interest Group(s).

6. Affinity Student Membership. Effective January 1, 2007, annual dues are $40 for a student who is not enrolled in an ADEA Institutional Member and who has a demonstrable interest in predoctoral, allied, or advanced dental education.

Section J. Forfeiture of Student Membership

1. Student. Ceasing to meet the membership qualifications specified in Chapter II, Section G.2., of these Bylaws results in immediate forfeiture of student membership. However, the individual may then apply for regular individual membership.

Section K. Membership Voting Rights

1. Voting. The House of Delegates shall represent the membership and shall have the right to vote on their behalf. Except as otherwise may be expressly required by statute or by the Association’s Articles of Incorporation, no class or category of member of the Association shall have any right to vote.

Chapter III: Elected Association Officers

Section A. Names

The Association’s elected officers are:

1. Chair of the Board
2. Chair-elect of the Board
3. Immediate Past Chair of the Board
4. Board Director for Allied Dental Program Directors
5. Board Director for Deans
6. Board Director for Faculties
7. Board Director for Hospitals and Advanced Education Programs
8. Board Director for Sections
9. Board Director for Students, Residents, and Fellows
10. Board Director for the Corporate Council
Section B. Qualifications

To be eligible for an elected office, a person must be an individual member of the Association. In addition, a person must be a member of a council to be eligible for the board directorship of that council, with the exception that past Administrative Board members of the Council of Sections who may no longer be members of the council are eligible for nomination as Board Director for Sections.

Individuals may not serve simultaneously as a principal officer of ADEA (Chair of the Board, Chair-elect of the Board, or Immediate Past Chair of the Board) and as a member of the American Dental Association’s Council on Dental Education and Licensure or the Commission on Dental Accreditation.

Section C. Duties of Officers

1. Chair of the Board
   a. To provide leadership in achieving the Association’s mission, objectives, and ongoing business;
   b. To serve as presiding officer of the House of Delegates and Board of Directors; and
   c. To serve as the Association’s official representative to other organizations.

2. Chair-elect of the Board
   a. To serve in place of the Chair of the Board at the request or in the absence of the Chair; and
   b. To perform any duties requested by the Chair of the Board.

3. Immediate Past Chair of the Board
   a. To serve in place of the Chair of the Board at the request of the Chair or Chair-elect of the Board or in the absence of both;
   b. To perform any duties requested by the Chair of the Board;
   c. To chair the Finance Committee of the Board of Directors; and
   d. To chair the nominating committee for Chair-elect of the Board.

4. Board Directors. The duties of Board Directors are delineated in Chapter VIII (Councils) of these Bylaws.
Section D. Succession

The offices of Chair-elect of the Board, Chair of the Board, and Immediate Past Chair of the Board are successive.

Section E. Nominations

By April 1 each year, the Board of Directors invites the general membership to suggest nominees for the office of Chair-elect of the Board. Members should consider women and underrepresented minorities for nomination. Members may nominate as many individuals as they wish, including themselves. The deadline for submitting nominations is November 1. Council administrative boards may also nominate individuals.

Between November 1 and December 31, the Immediate Past Chair of the Board and the seven Board Directors meet as a nominating committee to consider all nominations and shall recommend one or more candidates to stand for election. If a Board Director or councilor is a nominee, the chair from that Board Director’s or councilor’s council serves on the nominating committee to ensure representation from the council. Any delegate may present additional nominations to the ADEA President and CEO for Chair-elect of the Board no later than thirty days prior to the Opening of the House of Delegates. Any delegate presenting a nomination must obtain the candidate’s consent to run and a copy of the candidate’s curriculum vita, which will be made available for delegates’ review prior to the annual session.

The methods of nominating Board Directors are delineated in Chapter VIII (Councils) of these Bylaws.

Section F. Election

If there is only one candidate for Chair-elect of the Board, he or she is declared elected at the Opening Session of the House. If there are two or more candidates, delegates cast secret ballots at the annual session during times designated by the Board of Directors. Ballot counting is monitored by two individuals selected by the Board of Directors. A plurality of the votes cast is required for election. The methods of electing Board Directors are delineated in Chapter VIII (Councils) of these Bylaws.

Section G. Installation

Elected Association officers are installed at annual sessions at the Closing Session of the House of Delegates.

Section H. Terms of Office

The Chair-elect of the Board, Chair of the Board, and Immediate Past Chair of the Board serve one-year terms. Individuals who have served a full term as Chair of the Board, Chair-elect of the Board, and/or Immediate Past Chair of the Board may not succeed themselves in any of those offices. Each Board Director serves for a single three-year term and may not succeed him- or herself. Notwithstanding the foregoing, the Board Director for Students, Residents, and Fellows shall serve for a term of office as set forth in Chapter VIII, Section C.8 of these Bylaws.
Section I. Replacement

If a Chair of the Board or Chair-elect of the Board dies, resigns, or is removed for any reason, the Association’s nominating committee nominates one or more candidates to fill the vacancy relating to such officer position. An election is then held by mail ballot of all delegates to the last House of Delegates. Ballots are accompanied by biographical sketches of the candidates. Space is provided on the ballots for write-in candidates. Ballots must be returned within fifteen days after mailing. Ballot counting is monitored by two individuals selected by the Board of Directors. A plurality of the votes cast is required for election.

If an Immediate Past Chair of the Board dies, resigns, or is removed for any reason, the position remains vacant until the Chair of the Board assumes the office at the next annual session, provided, however, that if the person who most recently served as Immediate Past Chair of the Board (the “former Immediate Past Chair of the Board”) prior to the death, resignation, or removal of the individual that created the vacancy in the office of the Immediate Past Chair of the Board is available and willing to serve as the Immediate Past Chair of the Board, then the former Immediate Past Chair of the Board may be appointed by the Chair of the Board to serve as the Immediate Past Chair of the Board until the next annual session when the Chair of the Board assumes such office.

In such a case where a vacancy in the office of Immediate Past Chair of the Board is not filled, the Chair of the Board serves as chair of the Finance Committee and the nominating committee for Chair-elect of the Board. In the event of the death, resignation, or removal of one or more of the Board Directors, the vacancy created thereby shall be filled in accordance with the procedures set forth at Chapter VIII, Section C.9 of these Bylaws. An individual may not hold two or more elected Association offices simultaneously.

Chapter IV: House of Delegates

Section A. Function

The House of Delegates is the Association’s governing and legislative body.

Section B. Composition

The House of Delegates consists of the following members:

1. Board of Directors
2. The Council of Deans
3. The Council of Faculties
4. Representatives of the Councils of Allied Dental Program Directors; Hospitals and Advanced Education Programs; Sections; and Students, Residents, and Fellows, as specified in Chapter VIII (Councils) of these Bylaws.
5. Representatives of the Corporate Council, as specified in Chapter IX (Corporate Council) of these Bylaws.
Section C. Powers and Duties

The House of Delegates has the following powers and duties:

1. To enact and, where appropriate, enforce policies of the Association;
2. To approve all resolutions, opinions, and memorials in the name of the Association;
3. To elect active, provisional, and honorary members;
4. To approve changes in the Bylaws, Policy Statements, and Position Papers;
5. To approve new sections;
6. To approve the Association’s operating budgets;
7. To establish branch offices of the Association or change the location of the Central Office;
8. To elect the Chair-elect of the Board of the Association;
9. To elect nominees for membership in other organizations when so requested; and
10. To serve as an advocate on behalf of all Association policies and positions.

Section D. Sessions

The House of Delegates normally convenes at the Association’s annual sessions. Special sessions may be called by the Chair of the Board or by request of the membership as specified in the Bylaws.

Section E. Official Call

1. Annual Sessions. The President and CEO sends each institutional and individual member delegate an official notice of the time and place of each annual session or other House meeting. The notice is sent no fewer than thirty days before the first day of the session or meeting.

2. Special Sessions. The President and CEO sends each institutional and individual member delegate an official notice of the time and place of each special session along with a statement of the business to be considered. The notice is sent no fewer than thirty days before the first day of the session. No other business except that provided for in the call may be considered unless the members present unanimously agree to consider additional business.

Section F. Quorum

A majority of the delegates constitutes a quorum for the transaction of business at regular or special sessions.
Section G. Presiding Officer

The Chair of the Board is the presiding officer. In the absence of the Chair of the Board, the Chair-elect of the Board is the presiding officer. In the absence of both, past Chairs of the Board, in reverse order of service, are called on to preside.

Section H. Recording Officer

The President and CEO is the recording officer and custodian of the House records. Staff and/or a professional recorder may be used to obtain a record of the House proceedings. The President and CEO ensures that a record of the proceedings is published annually in the Association’s Proceedings.

Section I. Parliamentarian

The President and CEO, with the approval of the Board of Directors, appoints the parliamentarian.

Section J. Order of Business, Regular Session

The order of business at a regular session of the House of Delegates is as follows, unless changed by a two-thirds affirmative vote of the delegates present and voting:

1. Call to order,
2. Report of quorum by President and CEO,
3. Approval of minutes of previous session,
4. Reports of officers,
5. Report of Board of Directors,
6. Referrals of reports and resolutions,
7. Action on resolutions,
8. Unfinished business,
9. New business,
10. Installation of officers, and
11. Adjournment.

Section K. Order of Business, Special Session

The order of business at a special session is as follows:

1. Call to order,
2. Report of quorum by President and CEO,
3. Reading of call for special session,
4. Transaction of business as provided in call, and
5. Adjournment.

Section L. Rules of Order

The rules contained in the latest edition of Sturgis’s Standard Code of Parliamentary Procedure govern the House’s deliberations when not in conflict with these Bylaws.
Section M. Presentation of Resolutions

Resolutions may be presented to the House of Delegates at annual sessions by:

1. The Board of Directors in writing at the Opening Session of the House, and
2. Any delegate in writing at the Opening Session of the House of Delegates.

Between annual sessions, any individual member may submit a resolution to the Board of Directors, which may forward it to the House of Delegates at the next annual session with a recommendation for action. The Board of Directors may submit resolutions to an appropriate Association component group for advice before forwarding the resolution to the House of Delegates.

Resolutions proposing expenditure of Association funds must be accompanied by a cost impact statement estimating the amount of funds required and the period of expenditure. Staff assists resolution drafters in estimating expenditures and periods of expenditure, if requested to do so.

Resolutions proposing changes in the ADEA policies and Bylaws must specify how the ADEA Policy Statements, Position Papers, and Bylaws would be affected.

Section N. Reference Committees

Reference committee members are appointed annually by the Board of Directors. Reference committees hold hearings at the annual sessions on resolutions going to the House of Delegates and make recommendations on those resolutions.

Chapter V: Board of Directors

Section A. Function

The Board of Directors is the Association’s administrative body.

Section B. Composition

The Board of Directors consists of the Association’s elected officers, as specified in Chapter III of these Bylaws, and the President and CEO (an ex officio member), which comprise a board of eleven members.

Section C. Alternates

A Board Director who is unable to attend a Board of Directors meeting may designate one of the other elected council officers to attend in his or her place as a voting member of the Board of Directors for that meeting. The principal officers may not designate alternates.

Section D. Powers and Duties

The Board of Directors has the following powers and duties:

1. To serve as the Association’s administrative body;
2. When the House of Delegates is not in session, to establish ad hoc interim policies, provided that such policies are not in conflict with existing Association policy and are presented for review at the next session of the House;

3. To establish rules and regulations consistent with the Bylaws and to govern the organization, procedure, and conduct of those rules;

4. To report its actions to the House of Delegates at each annual session;

5. To conduct the Association’s planning, including the development of strategic, operational, and related plans, and to apprise the House of Delegates of those plans;

6. To nominate 1) a candidate(s) for ADEA Chair-elect of the Board; 2) candidates for honorary membership; and 3) candidates for membership in other organizations, as well as to appoint representatives to other organizations;

7. To appoint and evaluate the President and CEO; and

8. To ensure that all accounts of the Association are audited annually and to prepare for House approval of an annual operating budget for the following fiscal year.

Section E. Sessions

1. Regular Sessions. The Board of Directors normally meets at least four times a year either in person or by teleconference.

2. Special Sessions. The Chair of the Board may call a special session at the request of at least three board members, provided that notice of the special session is sent to each member at least ten days before the meeting. No other business except that provided for in the call may be considered unless the members present unanimously agree to consider additional business.

Section F. Quorum

A majority of the board’s members constitutes a quorum for the transaction of business at regular or special sessions.

Section G. Presiding Officer

The Chair of the Board is the presiding officer, and in the absence of the Chair of the Board, the Chair-elect of the Board. In the absence of both, the Immediate Past Chair of the Board is the presiding officer.

Section H. Recording Officer

The President and CEO is the recording officer. Staff and/or a professional recorder may be used to obtain a record of meetings.
Section I. Rules of Order

The rules contained in the latest edition of Sturgis’s *Standard Code of Parliamentary Procedure* govern the Board of Directors’ deliberations when not in conflict with these Bylaws.

Section J. Unanimous Consent Mail Ballots

The Board of Directors is authorized to transact business by unanimous consent in the form of mail ballot. Mail ballots may be sent and returned by mail, facsimile transmission (fax), and/or electronic mail (e-mail). The results of mail ballots are as binding as those obtained at official meetings. The following regulations apply to all mail ballots:

1. Mail ballots should be initiated by an officer or appropriate staff member;
2. Each mail ballot should set forth the specific actions to be considered by the Board of Directors and include a line for his or her signature;
3. A unanimous vote of all the directors then in office is required for approval; and
4. Ballots not returned within thirty days will not be counted.

Chapter VI: Finance Committee of the Board of Directors

Section A. Functions

The Finance Committee is responsible for assisting the President and CEO in preparing the Association’s budget, monitoring the Association’s finances, and reporting progress and recommendations to the Board of Directors and House of Delegates.

Section B. Composition

The Finance Committee consists of the Immediate Past Chair of the Board, who is chair, and the Chair of the Board and Chair-elect of the Board.

Section C. Sessions

The Finance Committee meets as requested by the Board of Directors and normally in conjunction with Board meetings.

Section D. Quorum

A majority of the committee’s members constitutes a quorum for the transaction of business.

Section E. Rules of Order

The rules contained in the latest edition of Sturgis’s *Standard Code of Parliamentary Procedure* govern the deliberations of the Finance Committee when not in conflict with these Bylaws.

Section F. Fiscal Year

The Association’s fiscal year runs from July 1 through June 30.
Section G. Budget

The Board of Directors at each annual session submits an operating budget for the following fiscal year to the House of Delegates for approval.

Chapter VII: Other Standing and Special Committees of the Board of Directors

Section A. Authority

The Board of Directors may appoint standing and special committees to assist it in performing its duties. In all such appointments, the Board of Directors should consider women and underrepresented minorities to serve on such committees. While committees of the board must always have two or more directors, and directors must constitute a majority of committee membership, the board may also appoint advisory committees. Advisory committees may include any individual member of the association and have no limitations concerning director membership.

Chapter VIII: Councils

Section A. Functions

All but one of the councils (the Council of Sections) represent institutions and programs in each of the Association’s institutional membership categories. The Council of Sections represents the Association’s sections. In addition, each council has the following functions:

1. To represent its constituency within the Association and at the member institutions;

2. To recommend to the Board of Directors how the interests of the council’s constituency might be represented through the federal legislative and regulatory processes;

3. To exchange information among its members, with other ADEA component groups, and among member institutions;

4. To work with other ADEA component groups to encourage coordinated approaches to dental and allied dental education and health care delivery;

5. To identify and provide consultation on projects, studies, and reports that will benefit the membership;

6. To introduce resolutions to the Board of Directors and/or House of Delegates; and

7. To meet at annual sessions.

Section B. Composition

The Association’s councils consist of the following members. All council members must be individual members of the Association.

1. The Council of Allied Dental Program Directors consists of the directors (or their alternates) of dental assisting, dental hygiene, and dental
laboratory technology education programs in each active, provisional, and affiliate member institution. In member institutions offering more than one allied dental education program, the person (or an alternate) who is the department/division chair or head is also a member of the council. Council membership may also include the directors (or their alternates) of special allied dental education programs at the post-entry level that lead to a baccalaureate or advanced degree. In addition, a member of the Administrative Board who is no longer in any of the above categories may remain a member of the council for the duration of his or her term(s).

**Representation in the House of Delegates.** The Council of Allied Dental Program Directors is represented in the House by one delegate for every ten of its member programs (or major portion thereof) in each of its four membership categories—dental assisting education, dental hygiene education, dental laboratory technology education, and special allied dental education. Each category is represented by at least two delegates, except for the category of special allied dental education, which is represented by at least one delegate. Administrative Board members are delegates, even if they are additional delegates in their category. The council Administrative Board nominates two candidates for each delegate position that will not be filled by an Administrative Board member. Delegates are then elected by mail balloting of the entire council. Delegates are elected to one-year terms and may be reelected.

2. **The Council of Deans** consists of the dean (or an alternate) of each active and provisional member institution, the chief dental administrator (or an alternate) of each affiliate member institution conducting non-hospital-based postdoctoral dental education programs, the chief dental officer or administrator (or an alternate) of each affiliate-member federal dental service, and the president (or an alternate) of the Association of Canadian Faculties of Dentistry. In addition, the council includes any members of its Administrative Board who are no longer in the above categories.

**Representation in the House of Delegates.** All members of the Council of Deans serve as delegates in the House.

3. **The Council of Faculties** consists of one faculty member (or an alternate) elected by the faculty of each active and provisional member institution, in addition to any members of the Administrative Board who are no longer in the above category. Members are elected to three-year terms, and approximately one-third of the members are replaced or reelected annually according to a schedule maintained in the Central Office. The methods of electing members, removing members for cause, and electing new members to fill unexpired terms are left to the discretion of individual member institutions. Each faculty electing or reelecting a member in a given year is required to notify the Central Office of the name of its representative by January 1 preceding the annual session at which the incumbent faculty member's term ends.

**Representation in the House of Delegates.** All members of the Council of Faculties serve as delegates in the House.
Membership in the ADEA Council of Hospitals and Advanced Education Programs includes the program director, faculty, residents, and fellows in Commission on Dental Accreditation (CODA)-accredited advanced dental education programs located in ADEA-member institutions and any former member of the Council’s Administrative Board. Eligibility for election to the Council’s Administrative Board is limited to program directors of CODA-accredited advanced dental education programs located in ADEA-member institutions.

Representation in the House of Delegates. The Council of Hospitals and Advanced Education Programs is represented in the House by one delegate for every ten of its member programs (or major portion thereof). Regardless of the number of member programs, the Council is represented by at least sixteen delegates (the five members of the Administrative Board and one representative each from the recognized and/or accredited programs by the Commission on Dental Accreditation). All Administrative Board members must serve as delegates. The Council Administrative Board, at its annual interim meeting, nominates at least one candidate for each delegate position beyond the sixteen that will not be filled by an Administrative Board member or a recognized specialty representative. Delegates are elected at the ADEA annual session immediately preceding the year of service. Delegates are elected to one-year terms and may be reelected.

The Council of Sections consists of the councilor and chair (or their alternates) of each Association section, in addition to any members of the Council Administrative Board who are no longer councilors or chairs of their section. In addition, the chair-elect and secretary from each section are eligible to participate in council meetings and may vote at those meetings. Section chair-elects and secretaries are not eligible for election to council office.

Representation in the House of Delegates. The Council of Sections is represented in the House by the chair of each section and a councilor elected by each section to a three-year term. Councilors may be reelected to one additional three-year term. Council Administrative Board members who are not section chairs or councilors also serve as delegates. If a section chair and/or councilor is unable to serve as a delegate, the section’s chair-elect and/or secretary serve as delegate alternates. Section chairs-elect and secretaries are not eligible to sit with the council in the House of Delegates unless they have been appointed delegate alternates.

The Council of Students, Residents, and Fellows consists of students representing any of the following types of programs conducted by each active, provisional, and affiliate member institution: 1) one representative for a program leading to the D.D.S. or D.M.D. degree, 2) one representative for all students enrolled in postdoctoral education programs, 3) one representative for each dental hygiene education program, 4) one representative for each dental assisting education program, and 5) one representative for each dental laboratory technology education program. The methods of electing members, removing members for cause, and
elected new members to fill unexpired terms are left to the discretion of individual member institutions. Each member institution’s chief administrator is required to notify the Central Office of the name(s) of its representative(s) within sixty days after an annual session. Members are elected to one-year terms and may be reelected.

**Representation in the House of Delegates.** The Council of Students, Residents, and Fellows is represented in the House by its Administrative Board, in addition to twelve predoctoral dental students, two each from the six regions recognized by the council; four postdoctoral dental students, two from hospital programs and two from non-hospital-based programs; and six allied dental students, two each from dental hygiene, dental assisting, and dental laboratory technology education programs. Delegates are elected to one-year terms and may be reelected. All delegates are elected by the Council of Students, Residents, and Fellows at the annual sessions.

7. **Alternates.** Council members unable to attend a House of Delegates session or a council meeting, or who serve in the House in two or more positions (e.g., as a member of the Council of Faculties and Council of Sections), may appoint alternates to represent them. Members of the Councils of Allied Dental Program Directors; Hospitals and Advanced Education Programs; and Students, Residents, and Fellows must appoint alternates who are members of their council. Members of the Council of Sections must appoint the chair-elect or secretary of their section. Members of the Councils of Deans and Faculties must appoint individuals from their institutions. Delegates representing two or more councils in the House must decide which council they wish to represent and then appoint an alternate(s) for the other council(s) according to the foregoing guidelines. All alternates must be ADEA individual members.

### Section C. Administrative Boards

1. **Names of Officers.** Each council has an administrative board consisting of a chair, chair-elect (vice-chair for the Council of Students, Residents, and Fellows), secretary, member-at-large, and board director (ex officio).

2. **Qualifications.** A person must be an individual member of the Association and a member of his or her council to be eligible for a council office, with the exception that past Administrative Board members of the Council of Sections who may no longer be members of the council are eligible for nomination as board director for sections.

3. **Duties**

   a. **Chairs.** It is the duty of chairs:

      1. To provide leadership in meeting council goals and objectives;
      2. To chair council meetings; and
3. To plan programs for council meetings.

b. **Chairs-elect.** It is the duty of chairs-elect:

1. To chair council meetings in the absence of the chair;
2. To perform any duties requested by the chair; and
3. To serve as chair of the nominating committee to select candidates for council office.

c. **Secretaries.** It is the duty of secretaries:

1. To record the minutes of council and administrative board meetings or to see that they are recorded;
2. To submit the minutes of council annual session meetings to the Central Office within sixty days after the session; and
3. To perform any duties requested by the chair.

d. **Members-at-Large.** It is the duty of members-at-large:

1. To perform any duties requested by the chair.

e. **Board Directors.** It is the duty of board directors:

1. To serve as ex officio council officers and Association officers;
2. To represent the councils’ interests on the Board of Directors;
3. To serve as consultants from the Board of Directors to the councils in conducting their business and meeting their objectives; and
4. To report Board of Directors’ actions to the council.

4. **Succession.** Except for the Council of Students, Residents, and Fellows, each year, the member-at-large succeeds to the office of secretary, the secretary to the office of chair-elect, and the chair-elect to the office of chair. For the Council of Students, Residents, and Fellows, offices are not automatically successive.

5. **Nominations.** Before each annual session, the chair-elect and two council members who are not officers nominate one or more individuals for the office of member-at-large (and board director if the incumbent board director will complete a term at the end of the annual session). For the Council of Students, Residents, and Fellows, the vice-chair and two
council members who are not officers nominate one or more individuals for the offices of member-at-large, secretary, vice-chair, chair, and board director. Additional nominations may be made from the floor at the councils’ annual session meetings.

6. **Election and Appointment.** Council officers are elected at council annual session meetings. The method of voting is left to the discretion of the council chairs. For the Council of Students, Residents, and Fellows, immediately after the annual session, the four members of the new administrative board appoint a council member to serve as a member-at-large.

7. **Installation.** All council officers, except board directors, are installed at council annual session meetings. Board directors are installed at annual sessions at the Closing Session of the House of Delegates.

8. **Terms of Office.** All council officers, except board directors, serve one-year terms. Board directors serve three-year terms, except for the board director for students, residents, and fellows, who may serve up to three consecutive one-year terms if the individual qualifies for membership on the Council of Students, Residents, and Fellows during that entire period. An individual who has served a full term as a board director (or three consecutive one-year terms as a board director for students, residents, and fellows), chair, chair-elect, secretary, or member-at-large may not succeed him or herself in any of those offices.

9. **Replacement.** An administrative board member who ceases to qualify for membership on a council may continue as a council officer for the duration of his or her term(s) on the board. A board member who completely ceases to be active in dental and/or allied dental education must resign his or her office on the council. In the event of the death, resignation, or removal of a council officer, the council administrative board appoints a non-board member of the council to complete the unexpired term(s) of office; provided, however, that if the vacancy created by such death, resignation, or removal is for the office of the board director, then the council administrative board shall appoint a non-board member of the council to serve as the board director until the next annual session meeting of the council, at which annual session an election (in accordance with this Chapter VIII) shall be held to fill the remainder of the term of the office of the board director that became vacant by reason of such death, resignation, or removal.

10. **Alternates.** Council officers may not send alternates to attend council administrative board or House of Delegates meetings in their place.

**Section D. Sessions**

All councils meet at annual sessions. Administrative boards plan annual session programs and submit program details to the Central Office for publication in the annual session program. The schedule of council programs is determined by the Board of Directors. Councils able to provide funding may hold additional conferences between annual sessions.
Section E. Quorum
A majority of the members of a council constitutes a quorum for the transaction of business.

Section F. Rules
The rules for councils are included in Chapter XII (Rules for Councils, the Corporate Council, Sections, and Special Interest Groups) of these Bylaws.

Chapter IX: Corporate Council

Section A. Functions
The Corporate Council has the following functions:

1. To represent the corporate members within the Association;

2. To apprise corporate members of relevant Association activities;

3. To establish criteria for, and advise the Board of Directors on, approval of applications for corporate membership;

4. To exchange information among its members, with other component groups of the Association, and among the Association's member institutions;

5. To serve in a liaison role between the corporate and academic members of the Association;

6. To impart corporate members' knowledge to other Association members;

7. To work with other component groups of the Association to encourage coordinated approaches to dental and allied dental education and care delivery;

8. To identify projects, studies, and reports that will benefit the Council's and/or Association's membership and to provide consultation on those projects, studies, and reports;

9. To introduce appropriate resolutions to the House of Delegates and/or Board of Directors; and

10. To meet at annual sessions.

Section B. Composition
The Corporate Council consists of the official representative of each corporate member.

Section C. Representation in the House of Delegates
The Corporate Council is represented in the House of Delegates by three of its elected officers: the 1) chair, 2) chair-elect, and 3) board director.
Section D. Officers

1. Names. The Corporate Council has five officers: a chair, chair-elect, secretary, member-at-large, and board director (ex officio).

2. Qualifications. An individual must be a member of the Corporate Council to be eligible for a Corporate Council office.

3. Duties

   a. Chair. It is the duty of the chair:

      1. To provide leadership in meeting Corporate Council goals and objectives;
      2. To chair Corporate Council meetings; and
      3. To plan programs for Corporate Council meetings.

   b. Chair-elect. It is the duty of the chair-elect:

      1. To chair Corporate Council meetings in the absence of the chair;
      2. To perform any duties requested by the chair; and
      3. To serve as chair of the nominating committee to select candidates for Corporate Council office.

   c. Secretary. It is the duty of the secretary:

      1. To record the minutes of Corporate Council meetings or to see that they are recorded;
      2. To submit the minutes of the Corporate Council’s annual session meetings to the Central Office within sixty days; and
      3. To perform any duties requested by the chair.

   d. Member-at-Large. It is the duty of the member-at-large to perform any duties requested by the chair.

   e. Board Director. It is the duty of the board director:

      1. To serve as a Corporate Council officer and a voting member of the Board of Directors;
      2. To represent the council’s interests on the Board of Directors;
3. To serve as a consultant from the Board of Directors to the council in conducting its business and meeting its objectives; and

4. To report Board of Directors’ actions to the council.

4. **Succession.** Each year, the member-at-large succeeds to the office of secretary, the secretary succeeds to the office of chair-elect, and the chair-elect to the office of chair.

5. **Nominations.** Before each annual session, the Corporate Council nominates one or more individuals for the office of member-at-large and, if necessary, board director. Additional nominations may be made from the floor at the council’s annual session meeting.

6. **Election and Appointment.** Corporate Council officers are elected at the council’s annual session meetings. The method of voting is left to the discretion of the council chair.

7. **Installation.** All Corporate Council officers are installed at the council’s annual session meetings.

8. **Terms of Office.** All Corporate Council officers except board directors serve one-year terms.

9. **Limitation of Terms.** An individual who has served as board director, chair, chair-elect, secretary, or member-at-large may not succeed him- or herself in any of those offices.

10. **Replacement.** An officer who ceases to be a member of the Corporate Council must resign the office at the time he or she ceases to be a member. In such an instance, or when a council officer resigns for any other reason, the other officers appoint another council member to serve out the unexpired term (or successive terms) of office. An individual may not hold two or more Corporate Council offices simultaneously.

11. **Alternates.** Corporate Council officers may not send alternates to attend meetings in their place, except that council officers unable to attend a House of Delegates session may appoint alternates to represent them. Such alternates must be members of the Corporate Council.

**Section E. Sessions**

The Corporate Council meets at annual sessions and may meet at other times of the year as appropriate. The officers plan annual session programs and submit program details to the Central Office for publication in the annual session program. The scheduling of the Corporate Council’s program is determined by the Board of Directors.
Section F. Quorum

A majority of the members of the Corporate Council constitutes a quorum for the transaction of business.

Section G. Rules

The rules for the Corporate Council are included in Chapter XII (Rules for Councils, the Corporate Council, Sections, and Special Interest Groups) of these Bylaws. In addition, the following rule applies to corporate members: they may not cite corporate membership for commercial purposes, e.g., to imply ADEA endorsement of products and services.

Chapter X: Sections

Section A. Functions

A Section is a programmatic group that provides an opportunity for its members to exchange information on the Section’s specific academic and administrative interests.

1. Both academic and administrative Sections are periodically asked by the House of Delegates, Board of Directors, Chair of the Board, and President and CEO to undertake assignments and to comment on appropriate materials.

2. A Section is further encouraged to initiate projects and studies of benefit to the Association and its members.

3. A Section may submit resolutions to the House of Delegates.

Section B. Participation and Membership in a Section

Each Section consists of any Individual, Student, Retired, and Honorary ADEA member interested in the Section’s particular academic or administrative area. An ADEA member may join any number of Sections and may vote, hold office, participate in the business affairs, and attend any meeting of a Section to which he or she belongs.

Section C. Sections Listing. The Association has the following Sections:

- Academic Affairs
- Anatomical Sciences
- Behavioral Sciences
- Biochemistry, Nutrition, and Microbiology
- Business and Financial Administration
- Cariology
- Clinic Administration
- Clinical Simulation
- Community and Preventive Dentistry
- Comprehensive Care and General Dentistry
- Continuing Education
- Dental Anatomy and Occlusion
- Dental Assisting Education
- Dental Hygiene Education
Section D. Formation of a Section

1. To form a new Section, a group must have begun as a Special Interest Group (SIG; see Chapter XI, Section D. Formation of a SIG). When Section status is desired, the SIG must:

   a. Notify the chair of the Council of Sections Administrative Board and Council of Sections staff liaison of the intent to propose a new Section.

   b. Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board.

   c. Submit the completed proposal to the chair of the Council of Sections Administrative Board and the Council of Sections staff liaison no later than September 1.

2. The Council of Sections Administrative Board considers each proposal to form a new Section at its interim fall meeting.

   a. If the proposal is approved, the Council of Sections Administrative Board forwards the recommendation to the Board of Directors for consideration at its January meeting.

   b. If the recommendation is approved by the Board of Directors, the Board of Directors forwards a resolution to form the new Section to the House of Delegates for hearing at the subsequent annual session.
Section E. Review

The Council of Sections Administrative Board reviews each Section annually. A review of performance is based on criteria established by the Council of Sections Administrative Board and announced annually in advance of the review.

1. The Administrative Board may impose corrective actions, including probation, for those Sections that fail to submit annual reports or perform prescribed functions.

2. The Council of Sections Administrative Board may recommend that a Section be disbanded or suggest that two or more Sections be merged into one Section based on strong similarities.

a. The Council of Sections Administrative Board forwards a recommendation that a Section be disbanded or merged to the Board of Directors.

b. If the recommendation is approved by the Board of Directors, the Board of Directors forwards an appropriately worded resolution to the House of Delegates for hearing at the subsequent annual session.

c. Only the House of Delegates has the authority to disband a Section or merge Sections.

Section F. Officers and Term of Office

Each Section has a councilor, who serves a three-year term of office, and a chair, chair-elect, and secretary, who serve one-year terms in each office in succession.

1. Qualifications. A person must be a member of the Association and a member of the Section to be eligible for office in that Section. In the instance of councilor, the person must first have served through the officer positions, including the chair, to be eligible for election to the councilor position.

2. Duties.

a. Councilor. The duties of a councilor are to:

1. provide continuity of leadership for the Section and mentoring of new Section officers;

2. attend the ADEA annual session and interim fall meetings of the Council of Sections;
3. serve as a delegate in the House of Delegates during the annual session;

4. assist in planning, implementing, and assessing Section programs and projects;

5. prepare and submit the Section annual report after each annual session to the Council of Sections staff liaison; and

6. serve as Section liaison to the Council of Sections Administrative Board.

b. **Chair.** The duties of the chair are to:

1. provide leadership in the coordination of Section activities;

2. chair Section meetings;

3. plan programs for Section meetings; and

4. serve as a delegate in the House of Delegates during the annual session.

c. **Chair-elect.** The duties of the chair-elect are to:

1. serve as chair in the absence of the chair;

2. perform any Section-related duties requested by the chair;

3. serve as chair of the nominating committee to select candidates for Section office; and

4. serve as the program chair for the Section and be responsible for submitting program proposals annually to the ADEA Annual Session Planning Committee for review.

d. **Secretary.** The duties of the secretary are to:

1. record the minutes of Section meetings and disseminate them to the Section membership;

2. submit the minutes and current officer contact information to the Section councilor for submission with the Section annual report to the Council of Sections staff liaison;

3. publish and disseminate a Section newsletter; and
4. perform any Section-related duties requested by the chair.

3. **Succession.** Each year the secretary succeeds to the office of chair-elect, and the chair-elect succeeds to the office of chair. There is no automatic succession to the office of councilor.

4. **Nominations.** Before each annual session, the nominating committee (chair-elect and two Section members who are not officers) nominates one or more individuals for the office of secretary. Every third year, the committee nominates one or more individuals for the office of councilor. Additional nominations for these offices may be made from the floor at the Section annual session business meeting.

5. **Election.** Section officers are elected at the Section business meeting held at the annual session. The method of voting is left to the discretion of the chair.

6. **Installation.** All Section officers take office after the conclusion of the Closing of the House of Delegates at the annual session.

7. **Consecutive and Simultaneous Terms of Office.** A Section councilor may serve two consecutive three-year terms. A person may not hold more than one Section officer position simultaneously or hold office in more than one Section simultaneously.

8. **Replacement of Vacancy.** If the position of chair, chair-elect, or secretary becomes vacant, the remaining Section officers appoint another member of the Section to serve out the unexpired term. If the councilor is unable to serve for any reason, a new councilor will be elected by mail or electronic ballot by the Section members to serve out the unexpired term.

**Section G. Quorum**

Sections have no quorum requirement for the conduct of business.

**Section H. Rules**

The rules for Sections are included in Chapter XII (Rules for Councils, the Corporate Council, Sections, and Special Interest Groups) of these Bylaws.

**Chapter XI: Special Interest Groups**

**Section A. Functions**

A Special Interest Group (SIG) provides an opportunity for its members to exchange information and work together on specific academic or administrative interests in dental, allied dental, and advanced dental education. The structure of a SIG provides an opportunity and allows a means for a group of ADEA members to focus on areas of common interest.
1. A SIG may be assigned tasks by the Board of Directors, House of Delegates, or the Council of Sections Administrative Board on related studies of benefit to the Association and its members.

2. Each SIG chair may be an active but nonvoting member of the Council of Sections.

3. A SIG is not represented in the House of Delegates and may not submit a resolution to the House of Delegates.

Section B. Participation and Membership in a SIG

A Special Interest Group consists of any Individual, Student, Retired, and Honorary ADEA member interested in the SIG’s particular academic or administrative area. An ADEA member may join any number of SIGs and attend any meetings of a SIG to which he or she belongs.

Section C. Special Interest Groups Listing

The Association has the following SIGs:

- Career Development for the New Educator
- Dental Hygiene Clinical Coordinators
- Foreign-Educated Dental Professionals
- Graduate Dental Hygiene Education Programs
- Implant Dentistry
- Lasers in Dentistry
- Professional, Ethical, and Legal Issues in Dentistry
- Scholarship of Teaching and Learning
- Teaching and Learning with Emerging Technology
- Temporomandibular Disorders
- Tobacco-Free Initiatives

Section D. Formation of a Special Interest Group

1. To form a new Special Interest Group, an individual or group must:
   a. Notify the chair of the Council of Sections Administrative Board and the Council of Sections staff liaison of the intent to propose a new SIG.
   b. Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board.
   c. Submit the completed proposal to the chair of the Council of Sections Administrative Board and the Council of Sections staff liaison.

2. The Council of Sections Administrative Board considers each proposal.
   a. If the proposal is approved, the Council of Sections Administrative Board forwards its recommendation to the
Board of Directors for review at the board meeting subsequent to approval of the proposal.

b. If the proposal is approved by the Board of Directors, the SIG begins operation immediately upon notification by the chair of the Council of Sections Administrative Board.

**Section E. Becoming a Section**

1. After two to five years of viable leadership and sustainable membership, a SIG may apply to form a Section although it is not required to do so.

2. If the SIG chooses to form a Section, it must form a leadership organizational structure similar to that of a Section by electing or appointing a chair, chair-elect, and secretary.

**Section F. Review**

Each year, the Council of Sections Administrative Board reviews each SIG and its performance based on criteria established by the Council of Sections Administrative Board.

1. The Administrative Board may impose corrective actions, including probation, for a SIG that fails to submit an annual report or perform prescribed functions.

2. The Council of Sections Administrative Board may disband a SIG.

**Section G. Officer and Term of Office**

Each Special Interest Group must have a chair, who serves a one-year term. The SIG may have a leadership structure similar to that of a Section (i.e., chair, chair-elect, and secretary), but it is not required to do so.

1. **Qualifications.** A person must be a member of the Association and a member of the SIG to be eligible for office in that SIG.

2. **Duties.**

   a. **Chair.** The duties of the chair are to:

   1. provide leadership in the coordination of SIG activities;
   2. chair SIG meetings;
   3. plan programs for SIG meetings;
   4. record the minutes of SIG meetings and disseminate them to the SIG membership; and
   5. submit the SIG annual report, business meeting minutes, and current officer contact...
information to the Council of Sections staff liaison.

b. If a SIG chooses to have a leadership organizational structure similar to that of a Section, see Chapter X. Section F. Articles 2b–2d for officer duties.

3. **Succession.** If a SIG chooses to have a leadership organizational structure similar to that of a Section (i.e., chair, chair-elect, and secretary), the secretary succeeds to the office of chair-elect, and the chair-elect succeeds to the office of chair.

4. **Nominations.** If a SIG has a leadership organizational structure similar to that of a Section, before each annual session, the nominating committee (chair-elect and two SIG members who are not officers) nominates one or more individuals for the office of secretary.

5. **Elections.** Each year, a chair is elected to serve a one-year term. SIG officers are elected at the SIG business meeting held at the annual session.

6. **Installation.** A SIG officer takes office at the conclusion of the annual session.

7. **Consecutive and Simultaneous Terms of Office.** A SIG chair serves a one-year term. If the SIG chooses to maintain one officer position versus creating the organizational structure of a Section, the position of chair must be reaffirmed by the membership annually. A person may not hold office in more than one SIG simultaneously.

8. **Replacement of Vacancy**

   a. If the position of chair becomes vacant, the SIG members must nominate and elect another member of the SIG to serve out the unexpired term by mail or electronic ballot.

   b. If a SIG chooses to have a leadership organizational structure similar to that of a Section (i.e., chair, chair-elect, and secretary), the remaining officers will appoint a SIG member to serve out the unexpired term of the officer whose position has become vacant.

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**Section H. Quorum**

Special Interest Groups have no quorum requirement to conduct business.

**Section I. Rules**

The rules for Special Interest Groups are included in Chapter XII (Rules for Councils, the Corporate Council, Sections, and Special Interest Groups) of these Bylaws.
Chapter XII: Rules for Councils, the Corporate Council, Sections, and Special Interest Groups

The above groups are hereinafter referred to in this chapter as “component groups” or “groups.”

Section A. Finances

Component groups conduct their own financial affairs; however, records and accounts are maintained in the Central Office. A special allocation, the amount of which is determined annually by the Board of Directors and House of Delegates, is available for the group’s annual expenditures. The allocated funds may be used by a group for any reasonable expenditures. The group may charge annual session expenditures to the Association’s master account, provided that an appropriate request is submitted to the Central Office at least sixty days before an annual session. Groups anticipating expenditures in excess of their annual allocation must submit to the Board of Directors a written request for additional expenditures. In addition, all group requests for funding from outside organizations must receive prior Board of Directors’ approval.

Section B. Employment

Component groups may not employ an individual whose services may require reimbursement by the Association, except on authorization of the Board of Directors.

Section C. Contracts

Component groups may not produce a contract that in any way involves the Association, except on authorization of the Board of Directors.

Section D. Establishment of Policy

Component groups have the privilege of recommending Association policy. However, they are not authorized to initiate or implement a new policy or to alter or extend an existing policy without prior review and approval by the Board of Directors and the House of Delegates.

Section E. Public Statements

Component groups and their members may not issue a public statement in the name of either the group or the Association unless 1) authority has been granted by the Board of Directors, and 2) the statement is clearly in accord with policies of the Association as expressed by the House of Delegates and the Board of Directors.

Section F. Communication

Communications dealing with major component group activities or policy should be sent to all group members by the chair or another officer.

Section G. Relations with Other Organizations and Agencies

No component group is authorized to appoint an official representative to another organization unless authorized to do so by the Board of Directors.
Section H. Relations with Other Component Groups

Component group chairs should refer to the President and CEO all matters that properly
are the concern of another component group. Requests for information or assistance
from another component group should be channeled through the President and CEO’s
office.

Section I. Additional Rules for Component Groups

Component groups may prepare additional rules needed to conduct their affairs,
provided that those rules are consistent with the Association’s Bylaws. Such additional
rules should be transmitted to the President and CEO for his or her records.

Section J. Rules of Order

The rules contained in the latest edition of Sturgis’s *Standard Code of Parliamentary
Procedure* govern the component groups’ deliberations in all cases when not in conflict
with these Bylaws.

Section K. Mail Ballots

Component groups are authorized to transact business by mail ballot. Mail ballots may
be sent and returned by mail, facsimile transmission (fax), and/or electronic mail (e-
mail). The results of mail ballots are as binding as those obtained at official meetings.
The following regulations apply to all mail ballots:

1. Mail ballots should be initiated by an officer or appropriate staff member;

2. Each mail ballot should include enough information to allow recipients to
register an opinion on the issue in question;

3. A majority affirmative vote of the ballots cast is required for approval; and

4. Ballots not returned within thirty days will not be counted.

Chapter XIII: President and CEO

Section A. Function

The President and CEO is the Association’s appointed chief administrative officer. In the
absence of any other persons so appointed or elected by the Association, the President
and CEO shall serve as the secretary and the treasurer of the Association.

Section B. Appointment

The President and CEO is appointed by the Board of Directors.

Section C. Tenure of Office and Salary

The Board of Directors determines the tenure of office and salary of the President and
CEO. No one term may exceed five years.
Section D. Duties

1. To serve as the principal spokesperson for the Association, along with the Chair of the Board of Directors, in dealing with the profession and the public;

2. To serve as the chief administrator of the Central Office and all of its branches;

3. To provide for the maintenance of the Central Office and all property and offices owned or operated by the Association;

4. To employ and evaluate all members of the Association’s staff;

5. To coordinate the activities of all committees, councils, administrative boards, standing committees, and other Association component groups;

6. To approve applications for affiliate institutional membership;

7. To serve as the custodian of all monies, securities, and deeds belonging to the Association;

8. To prepare financial reports for the Board of Directors;

9. To disburse the Association’s funds at the direction of the Board of Directors, provided those disbursements are consistent with the annual budget approved by the House of Delegates;

10. To cause all employees entrusted with Association funds to be bonded by a surety company and to determine the amount of the bond;

11. To supervise the publication and distribution of all Association publications;

12. To determine the time and location of annual sessions;

13. To notify individual and institutional members of annual and special sessions of the House of Delegates;

14. To provide a program for annual sessions;

15. To present an annual report of the activities of the Central Office;

16. To publish an annual Proceedings of the Association; and

17. To perform such other duties as may be determined by the Board of Directors and the Chair of the Board.

Chapter XIV: Editor and Official Publication

Section A. Appointment of the Editor

The Association’s editor is appointed by the Board of Directors.
Section B. Tenure of Office and Remuneration

The Board of Directors determines the tenure of office and remuneration for the editor. No one term may exceed five years.

Section C. Duties of the Editor

1. To serve as the editor of the *Journal of Dental Education*;
2. To consult with the Board of Directors in the selection of the Editorial Review Board;
3. To exercise, with the Editorial Review Board, editorial control over the *Journal of Dental Education*, subject to the policies and procedures established by the Board of Directors and these Bylaws; and
4. To perform such other duties as may be determined by the Board of Directors.

Section D. Official Publication

1. Title. The Association publishes an official journal under the title of the *Journal of Dental Education*, hereinafter referred to as “the journal.”
2. Objective. The objective of the journal is to report, chronicle, and evaluate scientific and professional developments and Association activities of interest to dental and allied dental educators.
3. Frequency of Issue and Subscription Rate. The frequency of issue and the subscription rate of the journal are determined by the Board of Directors on recommendations of the editor and the Editorial Review Board.
4. Editor. The Association’s editor is the editor of the journal.

Chapter XV: Representatives to Other Organizations

Section A. Nominees for Membership on the Council on Dental Education and Licensure, Commission on Dental Accreditation, and Joint Commission on National Dental Examinations

When necessary, the Board of Directors confers between November 1 and December 31 to select a candidate(s) for nomination to membership on the American Dental Association’s Council on Dental Education and Licensure, a candidate(s) for nomination to the Commission on Dental Accreditation, and a candidate(s) for nomination to membership on the Joint Commission on National Dental Examinations.

The candidates are nominated at the same time the Board of Directors selects a nominee for Chair-elect of the Board. Additional nominations may be made from the floor at the Opening Session of the House of Delegates. If there are additional nominations, the election procedures are the same as those provided in Chapter III of these Bylaws. If there are no additional nominations, nominees are declared elected at the Opening Session. Individuals may not serve simultaneously as a principal officer of ADEA (Chair
of the Board, Chair-elect of the Board, or Immediate Past Chair of the Board) and as a member of the American Dental Association’s Council on Dental Education and Licensure or the Commission on Dental Accreditation.

Section B. Representatives to Other Organizations

Representatives to other organizations are appointed by the Board of Directors, which also determines the organizations to which the Association appoints such representatives.

Chapter XVI: Conflicts of Interest

Individuals who serve as Board of Directors members or are appointed or elected to represent the Association in its relations with other private organizations or government agencies; who serve as council, section, and/or special interest group officers; who serve in an advisory or consultative role for the Association individually or through group or committee assignments; or who are otherwise involved in Association policy and administrative matters do so in a representative or fiduciary capacity and, at all times while serving in such positions, shall further the interests of the Association as a whole. Those individuals should avoid:

1. Placing themselves in a position where personal or professional interests may conflict with their duty to the Association;

2. Using information learned through their position for personal gain or advantage; and

3. Obtaining for a third party an improper gain or advantage.

Individuals described in this chapter shall disclose to the President and CEO any situation that might be construed as placing the individual in a position of having an interest that may conflict with his or her duty to the Association. When doubt exists about whether there is a conflict, the doubt will be resolved by a majority vote of the Board of Directors.

While serving the Association, the individual shall comply with this conflicts of interest policy and avoid even the appearance of impropriety. When the conflict is relevant to a pending matter, the interested individual shall retire from the room, shall not participate in any deliberation or provide any information regarding the matter under consideration, and shall not vote on the matter. These actions should be noted in the meeting minutes.

Such individuals have an ongoing duty to promptly inform the President and CEO of any potential conflicts relevant to Association matters that have not previously been disclosed.

Chapter XVII: Indemnification and Limitation of Liability

Section A. Indemnification

Unless expressly prohibited by law, the Association shall fully indemnify any person made, or threatened to be made, a party to an action, suit, or proceeding (whether civil, criminal, administrative, or investigative) by reason of the fact that such person, or such person’s testator or intestate, is or was a director, officer, employee, or agent of the
Association or serves or served any other enterprise at the request of the Association, against all expenses (including attorneys’ fees), judgments, fines, and amounts paid or to be paid in settlement incurred in connection with such action, suit, or proceeding.

**Section B. Limitation of Liability**

Provided the corporation maintains liability insurance with a limit of coverage of not less than $200,000 per individual claim and $500,000 per total claims that arise from the same occurrence, officers, directors, and other persons who perform services for the Association and who do not receive compensation other than reimbursement of expenses (“volunteers”) shall be immune from civil liability. Additionally, persons regularly employed to perform a service for a salary or wage (“employees”) shall not be held personally liable in damages for any action or omission in providing services or performing duties on behalf of the Association in an amount greater than the amount of total compensation (other than reimbursement of expenses) received during the twelve months immediately preceding the act or omission for which liability was imposed.

Regardless of the amount of liability insurance maintained, this limitation of liability for volunteers and employees shall not apply when the injury or damage was a result of the volunteer or employee’s willful misconduct, crime (unless the volunteer or employee had reasonable cause to believe that the act was lawful), transaction that resulted in an improper personal benefit of money, property, or service to the volunteer or employee, act or omission that occurred prior to the effective date of the District of Columbia Nonprofit Corporation Amendment Act of 1992, or act or omission that was not in good faith and was beyond the scope of authority of the corporation pursuant to this act or the corporate charter. This limitation of liability shall not apply to any licensed professional employee operating in his or her professional capacity. The Association is liable only to the extent of the applicable limits of insurance coverage it maintains.

**Chapter XVIII: Amendments**

**Section A. Procedure to Amend the Bylaws**

These Bylaws may be amended at an annual session of the House of Delegates by a two-thirds affirmative vote of the members present and voting, provided the proposed amendment is presented in writing to the House during the Opening Session. The vote on the amendment, or amendments, is taken during the Closing Session of the House of Delegates.

**Section B. Procedure to Amend the Articles of Incorporation**

The Articles of Incorporation of the Association may be amended at an annual session of the House of Delegates by a two-thirds affirmative vote of the members present and voting, provided the proposed amendment is presented in writing to the House during the Opening Session. The vote on the amendment, or amendments, is taken during the Closing Session of the House of Delegates.
Frequently Asked Questions
ADEA Bylaws Revisions

1. Why are the ADEA Bylaws being revised?

As a District of Columbia (DC) nonprofit corporation, ADEA must be in compliance with the DC Nonprofit Corporation Code. The DC Nonprofit Corporation Code, which had been in place with slight intermittent amendments since 1962, underwent a complete overhaul in 2011-2012. The revised DC Nonprofit Corporation Code is more detailed, more prescriptive, and contains some new provisions. Like other nonprofit organizations, ADEA’s Bylaws are internal rules that describe decisionmaking authority and how those powers are exercised, so they were most directly affected by these Code changes. Accordingly, the ADEA Bylaws must be revised to be updated, clarified, and compliant with the revised Code and best practices, while preserving the unique ADEA organizational structure.

Because we are required to update the Bylaws to be compliant with the new Code, we took the opportunity to revise and improve governance structures and procedures for Councils at the same time.

2. In what ways are the ADEA Bylaws being revised?

- To achieve legal and technical compliance with applicable law.
- To clarify the members’ rights and the governance procedures under the Bylaws.
- To revise provisions to improve the governance structure and procedures.
- To identify and relocate non-bylaw terms outside of the Bylaws.

3. What are some specific examples of how the ADEA Bylaws provisions are being revised to achieve compliance, clarity, or improved governance?

- Comply with provisions concerning the indemnification of directors, officers, volunteers, and employees.
• Comply with revised definitions and procedures for handling of conflicts of interest.
• Establish procedures for exercising new emergency governance powers.
• Clarify procedures for removal from office.
• Delineate the restrictions on the use of proxies.
• Outline the new and more detailed director and officer fiduciary duties.
• Clarify member voting rights.
• Clarify who is eligible for service in various ADEA governance positions.
• Clarify the quorum requirements for the Board of Directors, the House of Delegates, and the various components of ADEA.

4. Why are some ADEA Bylaws provisions being moved into the new ADEA Council Governance Policy and Procedures Manual?

This is being done to avoid time-consuming and potentially costly future Bylaws revisions. The new ADEA Governance Policy and Procedures Manual is fully enforceable, as are the Bylaws. But provisions that establish specific deadlines, are meant to be revisited annually or periodically for potential revision (e.g., the dues structure), are susceptible to procedural adjustment, or involve other extensive detail should not require Bylaws amendments to be adjusted, updated, or revised.

5. What is the purpose of the new ADEA Governance Policy and Procedures Manual?

This is a new, comprehensive guide to ADEA’s Councils, Sections, Special Interest Groups, Committees, Task Forces, and other groups. Some of the manual’s content is derived from temporary or situation operational and procedural tasks that were previously in the Bylaws.

The manual is intended for use by ADEA’s volunteer leaders and Council members to guide deliberations, procedures, and practice.

We believe that the new ADEA Governance Policy and Procedures Manual will make it easier for councils to understand how to proceed in their governance efforts. The manual’s policies and procedures will be reviewed and revised from time to time. Any policy or procedure outlined in the manual may be modified at any time. Approvals of the various policies and procedures occur at four levels: the ADEA House of Delegates, the ADEA Board of Directors, ADEA Councils, and the Association.

6. What has been the process for revising the ADEA Bylaws?

In June 2012, ADEA retained a Washington, DC-based attorney who specializes in nonprofit law to guide the process and draft the desired revisions.
During June, July, and August 2012, each Council’s Administrative Board was invited to recommend potential revisions to the current Bylaws pertaining to improving how current membership and voting rights are defined in each Council. The ADEA Corporate Council, ADEA Council on Allied Dental Program Directors, ADEA Council of Sections, ADEA Council of Hospitals and Advanced Education Programs, and ADEA Council of Students, Residents, and Fellows all requested modifications or clarifications to their current governance procedures or structure. During the September 2012 Board meeting, the Board was apprised of each change requested and approved moving forward to determine their compliance in light of the new Code. The Board also heard commentary on areas related to technical compliance that need to be considered. The Board approved moving forward with the revisions.

Staff also worked directly with the Bylaws attorney and House of Delegate’s Parliamentarian to edit passages that had previously been considered unclear.

In the fall of 2012, the Councils requested changes and edits for clarity, and the technical changes were merged into one document for Board review in November. The Board approved the revisions. The ADEA Administrative Boards met in Washington, DC in January 2013 and also reviewed and approved the revisions. The Board of Directors approved Resolution 6H-2013: Revision of the ADEA Bylaws at its January 2013 Board meeting.

7. Why do Councils have different quorum requirements?

To conduct official business, quorums are required. A quorum is the “minimum number required to transact business. The number required for a quorum should be small enough to ensure that a quorum is present but large enough to protect the organization against decisions made by a small minority of members”.¹

For Councils that have varying membership numbers and members unable to attend meetings, it can be difficult to conduct business. The new DC Nonprofit Corporation Code now allows for organizations to lower quorum requirements to 10 percent of membership. For the councils that have difficulty reaching 50 percent of their membership at any one meeting, quorum requirements are recommended to be reduced.

The quorum requirement has not changed for the Board of Directors or the House of Delegates. The requirement remains a majority.

8. What are the chief changes related to Councils?

The Corporate Council requested that its entire Administrative Board serve in the House of Delegates to be parallel with all other Councils. Currently only the Vice President, Chair, and Chair-elect serve in the House.
The Council of Allied Dental Program Directors better defined its membership and carefully outlined specifically who was eligible for voting, who could hold a position on the Board of Directors, who could run for elected office, and who could participate in council business and meetings. As more advanced degree programs and new workforce models develop, it was important for ADEA to include the administrators of those programs in the Council and clearly define their roles. The highest standard for governance participation recognized by ADEA continues to be the Commission on Dental Accreditation (CODA) approval, recognized in the descriptions below:

- Group 1 includes no changes from previous practice; it simply describes members who are from CODA-approved programs and states that they can be elected to office, elected to serve on the Board, and serve as delegates in the House.

- Group 2 describes individuals who have belonged before, since they qualify under institutional membership guidelines. However, the bylaws never clearly stated what these individuals could do. This paragraph states that if someone is a director of a non-CODA-approved program or a director of an advanced allied dental program leading to a master’s or baccalaureate degree in an ADEA-member institution, he or she can join but cannot be elected to the Board of Directors. He or she can serve in the House and vote on council issues. This has been the practice of the Council for years, but never clearly defined in the bylaws before.

- Group 3 is a new category of membership. Individuals from these categories have attended meetings before. This category includes numerous allied program directors at non ADEA-institutional member schools. In addition, this membership category would include any new workforce models that exist or are developed that are not eligible for ADEA institutional membership. This rewrite now clearly defines a level of membership that has existed and states that they can participate in select meetings and committees but cannot be elected to a council office or Board of Directors. These individuals are not part of a member institution and therefore are not eligible to vote.

The Council of Students, Residents, and Fellows historically has had difficulty meeting attendance requirements and it has never been easy to achieve representation from all schools or institutions, due primarily to travel restrictions of students. The changes allow this council to continue its vital and creative contributions to the Association by changing voting and quorum requirements. Instead of defining its membership as “one representative” from each type of program conducted by active, provisional, or affiliate membership, it now allows any number of students from each type of program who attend a meeting or session to have standing and voting privileges.
The Council of Sections made edits to better clarify who may serve as a section officer, who can serve in the House of Delegates, and when items are due. Eligibility to run for office has been expanded to include past Section Councilors and Chairs. SIG Chairs are now recognized by the Council of Sections as a voting member during council business meetings.

The Council of Hospitals and Advanced Education Programs clarified its definition of membership to be more specific related to Chiefs of Service and who could vote and be eligible for election. It also clarified that instead of “one GPR [general practice residency] and one AEGD [advanced education general dentistry] representative” serving in the House, it would have two representatives from AEGD residencies. This does not change the number of delegates; it only better defines who actually serves in the House.

9. What would be the biggest impact on me, an individual member, related to these revisions?

The impact is negligible. The Association and its officers are now better protected under DC statutes, your voting rights and eligibility to run for office are better clarified, and membership within Councils is now clearly stated and defined.

10. What other changes are being made to the Bylaws?

All Council alternates to the House of Delegates must be selected prior to the Annual Session & Exhibition and be ratified by the appropriate Council prior to the Opening Session of the House.

Clarification of the existing standard that each location or campus of an institution must have its own Institutional Membership.


A majority vote would be required to elect the Chair-elect of the Board of Directors. If there are multiple candidates and one does not receive a majority vote, voting would continue until a majority is received.

**SAVE THE DATE**

2014 ADEA Annual Session & Exhibition
San Antonio, Texas
March 15-18, 2014

How does the brain work? How do people learn and what is the most effective way to teach? The 2014 ADEA Annual Session & Exhibition will bring together experts from inside and outside of academic dentistry to discuss “The Science of Learning.”

**The Science of Learning**
At the 2014 ADEA Annual Session & Exhibition, educators, administrators, and students will explore the neuroscience and neuropsychology of learning, including the influence of various learning styles, understanding learning disabilities, and the implications of new technologies on the future of learning and teaching. Both traditional and innovative teaching and assessment methodologies will be examined, and how they apply to didactic and clinical teaching will be discussed.

In addition to plenary speakers, workshops and seminars, there will be the opportunity for all attendees to engage in interactive learning situations that demonstrate the science of learning.

*The ADEA Annual Session & Exhibition is the premier professional development and networking event in academic dentistry, featuring four days of dynamic plenary sessions and workshops, and an exhibit hall showcasing academic dentistry’s leading partners and suppliers.*

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