

AMERICAN DENTAL EDUCATION ASSOCIATION



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**2025
ADEA HOUSE OF
DELEGATES MANUAL**

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DENTAL EDUCATION



2025 ADEA House of Delegates Manual

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Schedule of the 2025 ADEA House of Delegates

Opening Session of the ADEA House of Delegates

Saturday, March 8, 2025, 4:30 to 5:30 p.m.

Voting for Chair-elect of the ADEA Board of Directors

The candidate forwarded by the Board of Directors for the position of Chair-elect of the ADEA Board of Directors is Dr. Cherae Farmer-Dixon, Dean of the Meharry Medical College School of Dentistry. Unless another candidate applies for the position by Feb. 9, 2025, Dr. Farmer-Dixon, will be declared elected at the Opening of the House of Delegates.

ADEA Reference Committee Hearings

The Reference Committee on Association Policy Hearing will be held on Sunday, March 9 from 2:00 to 3:00 p.m.

The ADEA Reference Committee on Administrative Affairs Hearing will be held on Sunday, March 9 from 4:30 to 5:30 p.m.

For the names of the members of the Reference Committees and the resolutions assigned to them, please see page 19.

Closing Session of the ADEA House of Delegates

Tuesday, March 11, 3:30 – 4:30 p.m.

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 21.

Members of the 2025 ADEA House of Delegates

ADEA Board of Directors

Dr. Susan Kass, Chair of the ADEA Board of Directors, Miami Dade College
Dr. Todd Ester, Chair-elect of the ADEA Board of Directors, University of Michigan
Dr. Ana N. López-Fuentes, Immediate Past Chair of the ADEA Board of Directors, University of Puerto Rico
Dr. Russ Bergman, Board Director for Advanced Education Programs, Newark Beth Israel Medical Center
Dr. Dharini van der Hoeven, Board Director for Sections, University of Iowa
Prof. Marion Manski, Board Director for Allied Dental Program Directors, Virginia Commonwealth University
Dr. Mert Aksu, Board Director for Deans, University of Detroit Mercy
Mr. Andrew Halverson, Board Director for Students, Residents and Fellows, Western University of Health Sciences
Mr. Justin Bower, Board Director for Corporate Council, Haleon
Dr. James Lott, Board Director for Faculties, University of Mississippi Medical Center
Dr. Karen P. West, President and CEO, American Dental Education Association

ADEA Council of Advanced Education Programs

Administrative Board

Chair, Dr. Susan Paurazas, University of Detroit Mercy
Chair-elect, Dr. Robert Nadeau, University of Minnesota
Secretary, Dr. Shreekrishna Akilesh, NYU Langone
Member-at-large, Dr. Jacy Stauffer, Oregon Health & Science University

Additional Delegates

Dr. Maricelle Abayon, Eastman Institute for Oral Health
Dr. Taj Al-Jewair, University at Buffalo
Dr. Edmund Braly, University of Oklahoma
Dr. Michael Cuddy, University of Pittsburgh
Dr. Kentaro Ikeda, Harvard University
Dr. Mohammed Nadim Islam, University of Florida
Dr. Wei-Shao Lin, Indiana University
Dr. Alina O'Brien, University of Pennsylvania
Dr. Sonali Rathore, Medical University of South Carolina
Dr. Theodore Ravenel, Augusta University
Dr. Julie Reynolds, University of Iowa
Dr. Phil Rinaudo, NYU Langone
Dr. Michele Schultz, Rutgers University
Dr. Sejal Thacker, University of Connecticut

ADEA Council of Allied Dental Program Directors

Administrative Board

Chair, Prof. Ann Bruhn, Old Dominion University
Chair-elect, Dr. Carrie L. Hanson, Johnson County Community College
Secretary, Prof. Dianne Smallidge, University of New England
Member-at-large, Dr. Risa Handman, University of Tennessee Health Science Center

Dental Assisting

Dr. Hema Udupa, Metropolitan Community College

Dental Hygiene

Prof. Leciel Bono, Idaho State University

Dr. Linda Boyd, MCPHS University

Dr. Colleen Brickle, Normandale Community College

Prof. Rebecca Caceres, Ozarks Technical Community College

Dr. Wanda Cloet, Central Community College

Prof. Amy Coplen, Pacific University

Prof. Frances McConaughy, Weber State University

Dr. Denise McKinney, Old Dominion University

Prof. Sherri L Meyers, Northampton Community College

Prof. Lisa J Moravec, University of Nebraska Medical Center

Prof. Rosa I. Querry, Phoenix College

Dr. Danielle Rulli, The Ohio State University

Dr. Cynthia Stull, University of Minnesota

ADEA Council of Deans

Administrative Board

Chair, Dr. Cherae Farmer-Dixon, Meharry Medical College

Chair-elect, Dr. Richard Black, Texas Tech University Health Sciences Center El Paso

Secretary, Dr. Dwight McLeod, A.T. Still University-Missouri

Member-at-large, Dr. Linda C Niessen, Kansas City University

Additional Delegates, U.S. Dental Schools

Dr. Elizabeth Andrews, Western University of Health Sciences

Dr. Marcelo W.B. Araujo, University at Buffalo

Dr. Noel Aymat, Ponce Health Sciences University

Dr. Frank Beck, Northeast Ohio Medical University

Dr. Charles N. Bertolami, New York University

Dr. Sheri A. Brownstein, Midwestern University-Arizona

Dr. Greg Chadwick, East Carolina University

Dr. Yang Chai, University of Southern California

Dr. Kenneth Chance, Sr., Case Western Reserve University

Dr. Pia Chatterjee Kirk, University of Mississippi Medical Center

Dr. Lyndon Cooper, Virginia Commonwealth University

Dr. Saulius Drukteinis, Southern Illinois University

Dr. Beverly Escalona, Universidad Ana G. Mendez

Dr. Cecile Feldman, Rutgers University

Dr. Des Gallagher, A.T. Still University-Arizona

Dr. John Gallo, III, Louisiana State University Health New Orleans

Dr. Lily T. Garcia, Texas A&M

Dr. A. Isabel Garcia, University of Florida

Dr. Nicolaas Geurs, University of Alabama at Birmingham

Dr. William Giannobile, Harvard University

Dr. Janet Guthmiller, University of North Carolina at Chapel Hill

Dr. Harold Haering, Jr., Midwestern University-Illinois

Dr. Robert Handysides, Loma Linda University

Dr. Margaret Hill, University of Louisville

Dr. Sarandeep Huja, Medical University of South Carolina

Dr. Wyatt Hume, University of Utah

Dr. Amid Ismail, Temple University
Dr. Andrea Jackson, Howard University
Dr. Elsbeth Kalendarian, Marquette University
Dr. Steven Kaltman, Nova Southeastern University
Dr. Nadeem Karimbux, Tufts University
Dr. Denise Kassebaum, University of Colorado
Dr. Kevin Keating, California Northstate University
Dr. Jill Keaton, University of Pikeville
Dr. Nicole Kimmes, University of New England
Dr. Paul H. Krebsbach, University of California, Los Angeles
Dr. Gerard Kugel, University of Nebraska Medical Center
Dr. Cataldo Leone, Boston University
Dr. Steven M. Lepowsky, University of Connecticut
Dr. Frank Licari, Roseman University of Health Sciences
Dr. Patrick Lloyd, Stony Brook University
Dr. Peter Michael Loomer, UT Health San Antonio
Dr. James Mah, University of Nevada, Las Vegas
Dr. Keith Mays, University of Minnesota
Dr. Russell Melchert, University of Missouri - Kansas City
Dr. Dennis A. Mitchell, Columbia University
Dr. Paul Mullasseril, University of Oklahoma
Dr. Carol Anne Murdoch-Kinch, Indiana University
Dr. Ronnie Myers, Touro University
Dr. Nader Nadershahi, University of the Pacific
Dr. Jacques Nor, University of Michigan
Dr. Marnie Oakley, University of Pittsburgh
Dr. Jeffrey Okeson, University of Kentucky
Dr. Stephen Pachuta, West Virginia University
Dr. Fotinos Panagakos, Pacific Northwest University of Health Sciences
Dr. Michael S. Reddy, University of California, San Francisco
Dr. Mark Reynolds, University of Maryland
Dr. André Ritter, University of Washington
Dr. Susan Rowan, University of Illinois Chicago
Dr. Ronald Sakaguchi, Oregon Health & Science University
Dr. Ali Shazib, High Point University
Dr. Burke Soffe, Lyon College
Dr. Clark Stanford, University of Iowa
Dr. Ken Tilashalski, University of Tennessee Health Science Center
Dr. Aileen M. Torres, University of Puerto Rico
Dr. Carroll Ann Trotman, The Ohio State University
Dr. John Valenza, UTHealth Houston
Dr. Jillian Wallen, Creighton University
Dr. Qi Wang, Lincoln Memorial University
Dr. Mark Wolff, University of Pennsylvania
Dr. Thomas Yoon, Lake Erie College of Osteopathic Medicine
Dr. Nancy Young, Augusta University

Additional Delegates, Association of Canadian Faculties of Dentistry

Dr. Paul W. Major, University of Alberta

Additional Delegates, Federal Dental Service Programs

Dr. Drew W. Fallis, Uniformed Services University of the Health Sciences

Col. Casey Campbell, U.S. Air Force Dental Service

Additional Delegate, Nonhospital Based Advanced Dental Education Programs

Dr. Eli Eliav, Eastman Institute for Oral Health

ADEA Council of Faculties

Administrative Board

Chair, Dr. Erin Gross, The Ohio State University

Chair-elect, Dr. Theodora Danciu, University of Michigan

Secretary, Dr. Eric Bernstein, University of Connecticut

Member-at-large, Dr. Ethelyn Thomason, University of Colorado

Additional Delegates

Dr. Shahrzad Aarup, Western University of Health Sciences

Dr. Ana Andrada, Virginia Commonwealth University

Dr. Ana Andrada, Virginia Commonwealth University

Dr. Alice Arroyo Julia, University of Puerto Rico

Dr. Joyce A Barbour, Meharry Medical College

Dr. Amy Browning, University of Minnesota

Dr. Kai-Chiao Chang, U.S. Department of Veterans Affairs

Dr. Susan M Chialastri, Temple University

Dr. Kelli Christensen, Midwestern University-Illinois

Dr. Paula Collins, University of Louisville

Dr. Tanya Cook, Dalhousie University

Dr. Keith Da Silva, Western University

Dr. Elaine Davis, University at Buffalo

Dr. Aimée Dawson, Université Laval

Dr. Thanhphuong (Katie) Dinh, Lake Erie College of Osteopathic Medicine

Dr. Kimon Divaris, University of North Carolina at Chapel Hill

Dr. Anuja Doshi, University of British Columbia

Dr. David Scott Dunivan, A.T. Still University-Missouri

Dr. Rhonda Everett, Texas Tech University Health Sciences Center El Paso

Dr. Kim Fenesy, Rutgers University

Dr. Nathalia Garcia, Southern Illinois University

Dr. Alberto Gasparoni, University of Iowa

Dr. Eric Gottman, University of Missouri - Kansas City

Dr. Lea Hachem, UT Health San Antonio

Dr. Alexander Hall, Jr., New York Medical College

Dr. Lindsey Hamil, Medical University of South Carolina

Dr. Barry D. Hammond, Augusta University

Dr. Kevin L. Haney, University of Oklahoma

Dr. Marc Hayashi, University of California, Los Angeles

Dr. Maria A Hernandez, Nova Southeastern University

Dr. Zsuzsa Horvath, University of Pittsburgh

Dr. Mohamed Ibrahim, Marquette University

Dr. Anita Joy-Thomas, UTHealth Houston

Dr. Christine Keith, Creighton University

Dr. Roopali Kulkarni, University of Pennsylvania

Dr. Gabriela Lagreca, Tufts University

Dr. Afsheen Lakhani, Boston University
Dr. Theresia Laksmana, University of Southern California
Dr. A.C. Liles, III, Louisiana State University Health New Orleans
Dr. Paul Lindauer, East Carolina University
Dr. Mitchell Lipp, New York University
Dr. Gary Lowder, University of Utah
Prof. Lisa Mallonee, Texas A&M
Dr. Melanie Mayberry, University of Detroit Mercy
Dr. Crystal McIntosh -Clarke, Howard University
Dr. Denise Mills, Midwestern University-Arizona
Dr. Aniruddh Narvekar, University of Illinois Chicago
Dr. Scott Pelok, Case Western Reserve University
Dr. Jennifer Perkins, University of California, San Francisco
Dr. John Perry, University of Manitoba
Dr. Frank Roberts, University of Washington
Dr. Gildo Santos, Jr., Western University
Dr. Anthea Senior, University of Alberta
Dr. Sonal S Shah, University of Nevada, Las Vegas
Dr. Harlan Shiau, University of Maryland
Dr. Elizabeth V Simpson, Indiana University
Dr. Eszter Somogyi-Ganss, University of Toronto
Dr. Francesca Velardi, University of Alabama at Birmingham
Dr. Shayla Yoachim, University of Nebraska Medical Center

ADEA Council of Sections

Administrative Board

Chair, Dr. James Harrison, University of Louisville
Chair-elect, Dr. Thyagaseely Premaraj, Nova Southeastern University
Secretary, Dr. Matthew Mara, Boston University
Member-at-large, Dr. Jeffery Hicks, UT Health San Antonio

Section on Academic Affairs

Chair, Dr. Liz Kaz, University of Missouri - Kansas City
Councilor, Dr. Emily Sabato, Rutgers University

Section on Addiction Education

Chair, Dr. Sanjay Chand, University of Detroit Mercy
Councilor, Dr. Richard D'Innocenzo, Boston University

Section on ADEA PRIDE

Chair, Dr. Colin Haley, University of Illinois Chicago
Councilor, Dr. Herminio L. Perez, Rutgers University

Section on Advanced and Graduate Education

Councilor, Dr. Joyce A Barbour, Meharry Medical College

Section on Anatomical Sciences

Chair, Dr. Vuvi Nguyen, UTHealth Houston
Councilor, Dr. Joshua Little, University of North Carolina at Chapel Hill

Section on Behavioral Sciences

Chair, Dr. Melanie Mayberry, University of Detroit Mercy
Councilor, Dr. Carly McKenzie, University of Alabama at Birmingham

Section on Biochemistry, Nutrition and Microbiology

Chair, Dr. Sarah Peters, The Ohio State University
Councilor, Dr. David Fischer, University of Detroit Mercy

Section on Business and Financial Administration

Chair, Ms. Megan Sage, Oregon Health & Science University
Councilor, Dr. Michael Harner, University of Illinois Chicago

Section on Cariology

Chair, Dr. Donald Lapine, Rutgers University
Councilor, Dr. Andrea Zandona, The Ohio State University

Section on Clinic Administration

Chair, Dr. Alan Furness, Augusta University
Councilor, Dr. Brian Howe, Stony Brook University

Section on Clinical Simulation

Chair, Dr. Tarin Williams, University of Louisville
Councilor, Dr. Shaista Rashid, A.T. Still University-Missouri

Section on Community and Preventive Dentistry

Chair, Dr. Cynthia Yered, Tufts University
Councilor, Dr. Frank Roberts, University of Washington

Section on Comprehensive Care and General Dentistry

Chair, Dr. Afsheen Lakhani, Boston University
Councilor, Dr. Elmer (E.J.) Newness, University of Pikeville

Section on Continuing Education

Chair, Dr. David Kim, Harvard University
Councilor, Ms. Martha C Clements, Midwestern University-Arizona

Section on Dental Anatomy and Occlusion

Chair, Dr. Kunjan Kakar, University of Colorado
Councilor, Dr. Kenneth Peters, University of Colorado

Section on Dental Assisting Education

Chair, Prof. Delaney Nowotarski, Germanna Community College
Councilor, Prof. Cara Miyasaki, Foothill College

Section on Dental Hygiene Education

Chair, Prof. Holly Erenfeld, Pacific University
Councilor, Prof. Iwonka Eagle, University of Michigan

Section on Dental Informatics

Chair, Dr. Nathalie Scarpa-Lota, Rutgers University
Councilor, Dr. Elise Eisenberg, New York University

Section on Dental School Admissions Officers
Councilor, Ms. Susan Wold, University of Minnesota

Section on Development, Alumni Affairs and Public Relations
Chair, Ms. Daisy Lee, New York University
Councilor, Mr. Doug Day, University of Washington

Section on Educational Research, Development Curriculum
Chair, Dr. Meixun Zheng, University of the Pacific
Councilor, Dr. Se-Lim Oh, University of Maryland

Section on Endodontics
Chair, Dr. Ana Andrada, Virginia Commonwealth University
Councilor, Dr. Leticia Guajardo-Morales, UTHealth Houston

Section on Evidence-based Dentistry
Chair, Dr. Sobia Bilal, University of Illinois Chicago
Councilor, Dr. Hanan Omar, A.T. Still University-Missouri

Section on Gerontology and Geriatrics Education
Chair, Dr. Kadambari Rawal, Boston University
Councilor, Dr. Leonardo Marchini, University of Iowa

Section on Integrated Clinical and Applied Biomedical Sciences
Chair, Dr. Cheryl Samaniego, Texas Tech University Health Sciences Center El Paso
Councilor, Dr. Anita Joy-Thomas, UTHealth Houston

Section on Minority Affairs
Chair, Dr. Tanya Wright, University of Colorado
Councilor, Dr. Ethel P. Harris, Meharry Medical College

Section on Oral and Maxillofacial Pathology
Chair, Dr. Joanne Prasad, University of Pittsburgh
Councilor, Dr. Tanya Gibson, University of Missouri - Kansas City

Section on Oral and Maxillofacial Radiology
Chair, Dr. Michelle Briner Garrido, University of Missouri - Kansas City
Councilor, Dr. Suvendra Vijayan, University of Pittsburgh

Section on Oral and Maxillofacial Surgery, Anesthesia and Hospital Dentistry
Chair, Dr. Steven Saxe, University of Nevada, Las Vegas
Councilor, Dr. Faisal A. Quereshey, Case Western Reserve University

Section on Operative Dentistry and Biomaterials
Chair, Dr. Supattriya Chutinan, Harvard University
Councilor, Dr. Aditi Jain, University of Iowa

Section on Oral Diagnosis Oral Medicine
Chair, Dr. Sonal S Shah, University of Nevada, Las Vegas
Councilor, Dr. Mahnaz Fatahzadeh, Rutgers University

Section on Orthodontics

Chair, Dr. Dimitrios Michelogiannakis, Eastman Institute for Oral Health
Councilor, Dr. Mitchell Lipp, New York University

Section on Pediatric Dentistry

Chair, Dr. Allison Scully, Indiana University
Councilor, Dr. Kimberly Patterson, Stony Brook University

Section on Periodontics

Councilor, Dr. Jessica Owens, University of Nevada, Las Vegas

Section on Physiology, Pharmacology, and Therapeutics

Chair, Dr. James Cade, Meharry Medical College
Councilor, Dr. Jayne S. Reuben, Texas A&M

Section on Practice Management

Councilor, Dr. Dieter J Schonwetter, University of Manitoba

Section on Professional, Ethical and Legal Issues in Dentistry

Chair, Dr. Preetha Kanjirath, Midwestern University-Illinois
Councilor, Pamela Zarkowski, University of Detroit Mercy

Section on Prosthodontics

Chair, Dr. Peixi Liao, Boston University
Councilor, Dr. Damian J Lee, Tufts University

Section on Scholarship of Teaching and Learning

Chair, Dr. Gregory Griffin, Augusta University
Councilor, Dr. Denise Mills, Midwestern University-Arizona

Section on Student Affairs and Financial Aid

Chair, Ms. Shannon Gilligan Wehr, University of Minnesota
Councilor, Dr. Juliette Daniels, University of Detroit Mercy

Section on Women in Leadership

Chair, Dr. Nathalia Garcia, Southern Illinois University

ADEA Council of Students, Residents and Fellows

Administrative Board

Chair, Mr. Justin James Donato, Western University of Health Sciences
Vice Chair, Mr. Ethan Teng, California Northstate University
Secretary, Ms. Janika L. James, Meharry Medical College
Member-at-large, Mr. Parker Folsom, Roseman University of Health Sciences

District Commissioners

Mr. Austin Adams, University of Colorado, District 9
Mr. Mina Kamel Anwar, A.T. Still University-Missouri, District 8
Mr. Nikolas Christoffel, Columbia University, District 2
Ms. Delasi Yasmin Denoo, University of Michigan, District 6
Ms. Alexis Distefano, University of Pittsburgh, District 3
Mr. Chao Dong, University of Washington, District 10

Mr. Philopateer Hanein, University of Toronto, District 12
Ms. Eboney Hinds, Western University of Health Sciences, District 11
Mr. Toby Liu, University of Alabama at Birmingham, District 5
Mr. Rex Okonkwo, Meharry Medical College, District 4
Mrs. Kristina Piner, Indiana University, District 7
Ms. Juhi Vyas, Tufts University, District 1

ADEA Corporate Council

Administrative Board

Chair, Ms. Karen Raposa, HuFriedyGroup
Chair-elect, Ms. Debora Bridges, ProBiora Health, LLC
Secretary, Ms. Wendy Bebey, Young Innovations
Member-at-large, Ms. Brooke Crouch, Elevate Oral Care

Introduction to the ADEA Governing Process

Introduction

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.

ADEA is run by its members and has a democratically based governmental structure. Below is a summary of the Association's structure and its policymaking 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, e.g., the ADEA Governing Body; (2) the Board of Directors, the ADEA Executive Committee; (3) Councils and their administrative boards and (4) Sections.

ADEA House of Delegates

The ADEA House of Delegates is the Association's governing (policymaking) body. It convenes twice at each ADEA Annual Session & Exhibition. The House of Delegates consists of the Board of Directors 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 and Advanced Education Programs are based on percentages of those councils' members. The number of delegates from the Council of Students, Residents and Fellows is comprised of the administrative board; members of the Council of Students, Residents and Fellows representing each of the 11 districts recognized by the Council; four advanced dental students, residents or fellows (two from hospital-based 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). The number of Section delegates depends on the number of sections. The councilor and chair of each section serve as delegates. The Administrative Board of the ADEA Corporate Council serves as delegates.

ADEA Board of Directors

The Board of Directors is ADEA's executive committee and is responsible for running the Association's affairs between ADEA Annual Sessions. It has 11 members—Chair of the Board, Chair-elect of the Board, Immediate Past Chair of the Board, Board Directors for each of the seven Councils and the President and CEO. The Board of Directors can establish ad hoc interim Association 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.

ADEA Councils

Six of the Association's seven councils represent different constituencies at ADEA 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 policymaking process. When requested, they identify potential consultants to the Board of Directors and other groups. All councils meet at the ADEA Annual Session, and some hold additional meetings between Annual Sessions.

The Council of Allied Dental Program Directors consists of the directors and administrators of dental hygiene, assisting and laboratory technology education programs conducted by Institutional/Affiliate Member Institutions. In addition, the council includes directors of advanced allied dental education programs at the post-entry level that lead to a baccalaureate or advanced degree at institutions that are not ADEA Institutional Members.

The Council of Deans consists of the dean of each Institutional and Provisional Member Institution, the chief dental administrator of each Affiliate Member institution conducting non-hospital-based advanced dental education programs, the chief dental officer or administrator of each Affiliate Member federal dental service and the President of the Association of Canadian Faculties of Dentistry.

The Council of Faculties consists of one faculty member elected by the faculty of each Institutional and Provisional Member Institution.

The Council of 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 COAEP Administrative Board who are appointed to or employed in an ADEA Member Institution.

The Council of Sections 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.

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

Council Representation in the House of Delegates:

All members of the Council of Deans serve as delegates to the House of Delegates.

All members of the Council of Faculties serve as delegates to the House of Delegates. Members are elected or appointed by their institutions.

The Council of Allied Dental Program Directors 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.

The Council of Advanced Education Programs 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.

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.

The Council of Students, Residents and Fellows elects delegates at the Annual Session & Exhibition. Each Member Institution represented at the Council meeting to elect delegates gets one vote.

The Corporate Council delegates to the House of Delegates consist of the Council's Administrative Board.

Council Administrative Boards

Each council has a five-member administrative board, consisting of a Board Director (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

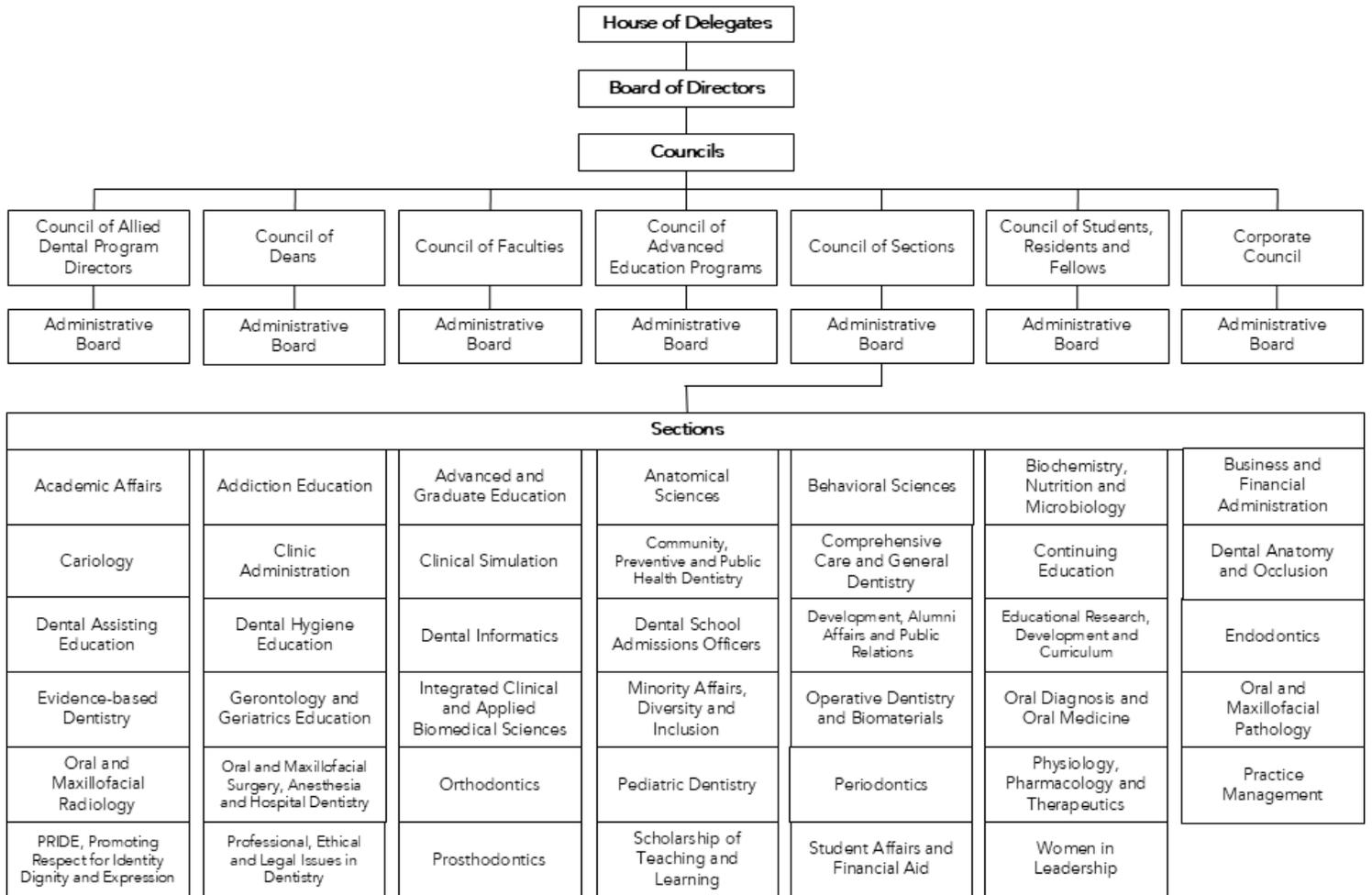
Each ADEA Individual, Student, Affinity, Honorary or Retired Member may join any of the Association's sections. Each section is concerned with a particular academic or administrative area. Individual members may attend the meetings of any sections but can participate in the business affairs of only those 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

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 does not require Director membership.

Figure 1: Organizational Structure of the American Dental Education Association

Organizational Structure of the American Dental Education Association



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.

Procedures Regarding Resolutions

- 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.
- Any Individual Member may submit a resolution to the Board of Directors by December 1, prior to the next Annual Session & Exhibition, which in its discretion may or may not choose to forward it for further consideration.
- Resolutions not brought before the last Board of Directors meeting prior to the Annual Session & Exhibition may be introduced at the Opening of the House of Delegates and must be presented by a delegate.
- 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 & Exhibition to the President and CEO, who then presents it to the Board of Directors for consideration before the next Annual Session & Exhibition.
- 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.
- Annually, the Board of Directors appoints Reference Committee Members to hold hearings at the Annual Session & Exhibition on resolutions being presented to the House of Delegates and to make recommendations on those resolutions upon request of the Board of Directors.
- 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.
- Resolutions proposing changes in the ADEA policies and Bylaws must specify how the ADEA Policy Statements, Position Papers and Bylaws would be affected.

Staff will assist members in drafting resolutions and estimating expenditures.

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.

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

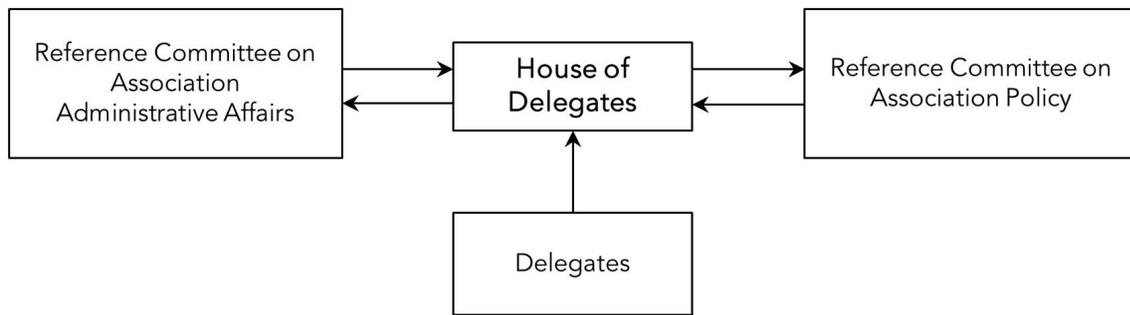
Resolved, that Bylaws Chapter IV (Board of Directors), Section E (Quorum), which reads:

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

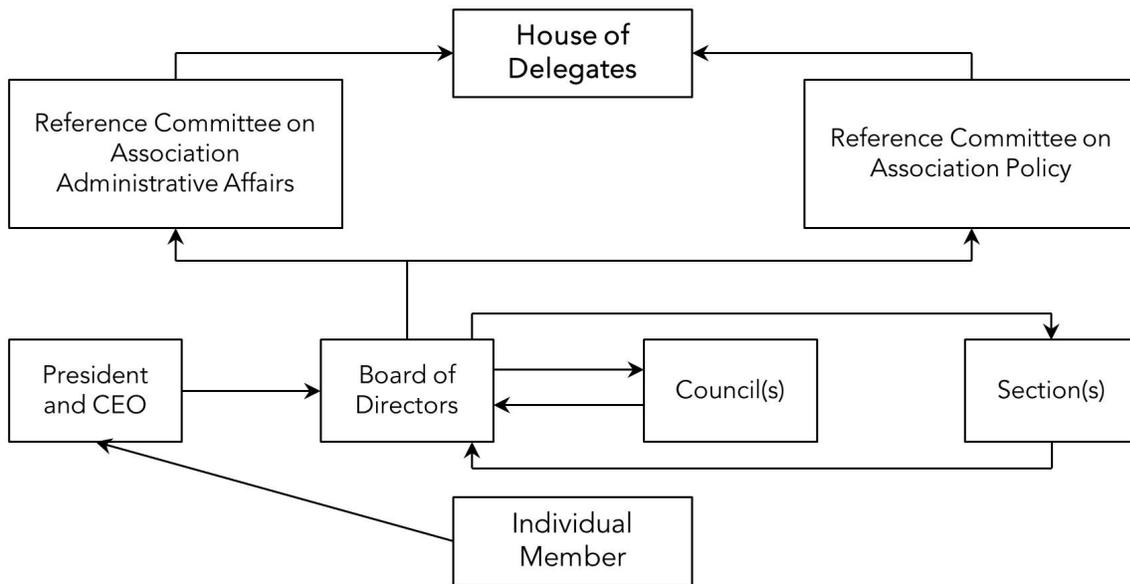
Be amended to read:

Section E. Quorum. Two thirds of the members constitute a quorum for the transaction of business at regular or special sessions.

Figure 2: What Happens to Resolutions Introduced at Annual Session?



What Can Happen to a Resolution Introduced Between Annual Sessions



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 of the House of Delegates.

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 recommend the adoption of a resolution, the rejection of a resolution, to amend and adopt the amended resolution or refer the resolution to the ADEA Board of Directors for further study. Action on a resolution cannot be postponed beyond the close of the 2025 House of Delegates. 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 2025 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. Leah Franklin, Director of Governance, at 202-238-3960 or at Governance@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

ADEA Council of Students, Residents and Fellows

Chair, Ms. Juhi Vyas, Tufts University School of Dental Medicine

ADEA Council of Sections

Dr. Ane Poly, Texas A&M College of Dentistry

ADEA Council of Advanced Education Programs

Dr. Robert Nadeau, University of Minnesota School of Dentistry

ADEA Council of Allied Dental Program Directors

Prof. Carrie Hanson, Johnson County Community College

ADEA Corporate Council

Ms. Wendy Bebey, Young Innovations

ADEA Council of Deans

Dr. Linda Niessen, Kansas City University College of Dental Medicine

ADEA Council of Faculties

Dr. Melanie Mayberry, University of Detroit Mercy School of Dentistry

ADEA Reference Committee on Association Administrative Affairs

ADEA Council of Students, Residents, and Fellows

Chair, Mr. Rex Okonkwo, Meharry Medical College School of Dental Medicine

ADEA Council of Sections

Dr. Emily Sabato, Rutgers School of Dental Medicine

ADEA Council of Advanced Education Programs

Dr. Shreekrishna Akilesh, NYU Langone Medical Center

ADEA Council of Allied Dental Program Directors

Prof. Ann Bruhn, Old Dominion University

ADEA Corporate Council

Mrs. Brooke Crouch, Elevate Oral Care

ADEA Council of Deans

Dr. Richard Black, Texas Tech University Health Sciences Center El Paso Woody L. Hunt School of Dental Medicine

ADEA Council of Faculties

Dr. Alberto Gasparoni, University of Iowa College of Dentistry and Dental Clinics

Resolutions to be Considered by the ADEA House of Delegates

There are 14 resolutions (1H-2025 through 14H-2025) that will be acted upon by the House at its Opening Session on Saturday, March 8, 2025, from 4:30 to 5:30 p.m., and at its Closing Session on Tuesday, March 11, from 3:30 to 4:30 p.m.

In the event that any resolutions are introduced at the Opening Session of the House, they will be referred to the appropriate Reference Committee.

When the Reference Committees meet on Sunday, March 9, any resolutions presented from the floor will be considered by the House at its Closing Session on Tuesday, March 11, from 3:30 to 4:30 p.m. At the Closing Session, the Reference Committee 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 Policy

Resolutions 5H-2025 will be assigned to the Reference Committee on Association Policy to hear on Sunday, March 9 from 2:00 to 3:00 p.m. Any resolutions introduced at the Opening Session of the House may be referred to this committee.

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

Resolutions 6H-2025 through 14H-2025 will be assigned to the Reference Committee on Administrative Affairs on Sunday, March 9, 4:30 to 5:30 p.m. Any resolutions introduced at the Opening Session of the House may be referred to this committee.

Order of Business of the ADEA House of Delegates

Opening Session—Saturday, March 8, 4:30 – 5:30 p.m.

- Call to Order—Chair of the ADEA Board of Directors, Dr. Susan Kass
- Report of Quorum
- Approval of the Minutes of the Previous Session
- Chair-elect of the ADEA Board of Director’s Address—Dr. Todd Ester
- President and CEO’s Report—Dr. Karen P. West
- Report of the Nominating Committee—Dr. Ana López Fuentes
- Action on Resolutions 1H-2025 to 4H-2025
- Referrals of Reports and Resolutions
- Recess until March 11, 2025, 3:30 p.m.

Closing Session—Tuesday, March 11, 3:30 – 4:30 p.m.

- Call to Order—Chair of the ADEA Board of Directors, Dr. Susan Kass
- Report of Quorum
- Consideration of Reference Committee Reports and Action on Resolutions 5H-2025 to 14H-2025
- Chair of the ADEA Board of Director’s Address—Dr. Susan Kass
- Recognition of Retiring Officers
- Adjournment

Procedures for the Conduct of Business in the ADEA House of Delegates

Alternates

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; Advanced Education Programs; and Students, Residents and Fellows must appoint alternates who are members of their Councils. Members of the Council of Sections must appoint the Chair-elect or Secretary of their Sections. 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 ADEA Annual Session & Exhibition and be ratified by the appropriate Council prior to the Opening of the House of Delegates. 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 of 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 of the Board of Directors 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 credentials 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 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 Chair of the ADEA Board of Directors—Dr. Susan Kass—is the presiding officer of the House. In the absence of the Chair of the ADEA Board of Directors, the Chair-elect of the ADEA Board of Directors is the presiding officer. The Chair may cast a vote in cases when their vote could alter the outcome, appoint 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 President and CEO is the recording officer of the ADEA House of Delegates and the custodian of its records. The President and CEO 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 the American Institute of Parliamentarians *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 24–26.

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 to a certain time 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.

Amendments to the ADEA Bylaws

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

Order of Precedence ¹	Can Interrupt?	Requires Second?	Debatable?	Amendable?	Vote Required?	Applies to what other motions? ⁵	What other motion can be applied to it?	Renewable?
Privileged Motions								
Adjourn	No	Yes	Yes ²	Yes ²	Majority	None	Amend, limit debate, close debate	Yes
Recess	No	Yes	Yes ²	Yes ²	Majority	None	Amend, limit debate, close debate	Yes ⁶
Question of Privilege	Yes	No (unless presented as motion)	No	No	None	None	None	Yes
Subsidiary Motions								
Table	No	Yes	No	No	2/3	Main Motion	None	No
Close debate	No	Yes	No	No	2/3	Debatable motions	None	Yes ⁶
Limit or extend debate	No	Yes	Yes ²	Yes ²	2/3	Debatable motions	Amend, close debate	Yes ⁶
Postpone to a certain time	No	Yes	Yes ²	Yes ²	Majority	Main motion	Amend, close debate, limit debate	Yes ⁶
Refer to committee or board	No	Yes	Yes ²	Yes ²	Majority	Main motion	Amend, close debate, limit debate	Yes ⁶
Amend	No	Yes	Yes ³	Yes	Majority	Re-wordable motions	Close debate, limit debate, amend	No ⁶

Order of Precedence	Can Interrupt?	Requires Second?	Debatable?	Amendable?	Vote Required?	Applies to what other motions?	What other motion can be applied to it?	Renewable?
Main Motions								
a. Main Motion								
The Main Motion	No	Yes	Yes	Yes	Majority	None	Subsidiary	No
b. Specific Main Motions								
Amend a previous action	No	Yes	Yes	Yes	Same vote	Adopted Main motion	Subsidiary	No
Ratify	No	Yes	Yes	Yes	Same vote	Adopted main motion	Subsidiary	No
Adopt in-lieu-of	No	Yes	Yes	Yes	Majority	None	Subsidiary	No
Reconsider	Yes ⁴	Yes	Yes ²	No	Majority	Vote on Main motion	Close debate, limit debate	No
Rescind	No	Yes	Yes	No	Same vote	Adopted Main motion	Subsidiary except to amend	No
Recall from committee	No	Yes	Yes ²	No	Majority	Referred Main motion	Limit debate, close debate	No

No Order of Precedence	Can Interrupt?	Requires Second?	Debatable?	Amendable?	Vote Required?	Applies to what other motions?	What other motion can be applied to it?	Renewable?
Incidental Motions								
Motions								
Appeal	Yes	Yes	Yes	No	Majority ⁷	Decision of Chair	Close debate, limit debate	No
Suspend rules	No	Yes	No	No	2/3	Procedural rules	None	Yes
Consider informally	No	Yes	No	No	Majority	Main motion or subject	None	Yes
Requests								
Point of order	Yes	No	No	No	No	Procedural error	None	No
Inquiries	Yes	No	No	No	No	All motions	None	No
Withdraw a motion	Yes	No (unless presented as a motion)	No	No	No ⁸	All motions	None	No
Division of question	No	No (unless presented as a motion)	No	No	No ⁸	Main motion	None	No
Division of assembly	Yes	No	No	No	No ⁸	Indecisive vote	None	No

Source: American Institute of Parliamentarians *Standard Code of Parliamentary Procedure* (2012), McGraw Hill

1. 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.
2. Restricted.
3. Is not debatable when applied to an undebatable motion.
4. A member may interrupt the proceedings but not a speaker.
5. Withdraw may be applied to all motions.
6. Renewable at the discretion of the presiding officer.
7. A tie or majority vote sustains the ruling of the presiding officer; a majority vote in the negative reverses the ruling.
8. If decided by the assembly, by motion, requires a majority vote to adopt.

Voting for Chair-elect of the ADEA Board of Directors

The Nomination Process for Chair-Elect of the ADEA Board of Directors

The ADEA Board of Directors placed several calls for nominations in the *Bulletin of Dental Education*, *Journal of Dental Education* and on the ADEA website.

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 President and CEO knew the identity of all nominees.

The deadline for submitting nominations was November 1, 2024.

The ADEA Board of Directors Presents the Following Candidate for 2025–26 Chair-elect of the ADEA Board of Directors

Upon the recommendation of the Nominating Committee, the Board of Directors presents one candidate for the 2025–26 ADEA Chair-elect of the ADEA Board of Directors. The office leads in successive years to the offices of Chair of the ADEA Board of Directors and Immediate Past Chair of the ADEA Board of Directors. The candidate, for whom a brief biographical sketch follows, is Dr. Cherae Farmer-Dixon, Dean, Meharry Medical College School of Dentistry.

Nominee for Chair-elect of the ADEA Board of Directors



Cherae M. Farmer-Dixon, D.D.S., M.S.P.H.

Dean, Meharry Medical College School of Dentistry

Mohammad Ali's quote, "Service to others is the rent you pay for your room here on earth" encapsulates my career in dentistry and dental education. Therefore, it is with a great sense of pride, dedication and commitment to serve that I nominate myself, Dr. Cherae Farmer-Dixon, for the office of Chair-elect of the Board of Directors for the American Dental Education Association (ADEA). I serve as Dean of the School of Dentistry at Meharry Medical College and Chair of the ADEA Council of Deans.

My career in dental education has spanned over 30 years and has given me innumerable opportunities to learn and grow in dental education. My life commitment has embodied being a stellar clinician within the community, but has catapulted into varying roles that have enabled me to serve as a teacher, scholar, mentor, servant leader and life-long learner. I have had the fantastic opportunity to broaden my skills and leadership development through service to my country for over 20 years as a United States Army Reserve Lieutenant Colonel (retired), along with my participation in several leadership development programs such as the ADEA Leadership Institute, the American Association of Medical Colleges Executive Leadership in Academic Medicine (ELAM) program, and the Bell Leadership program.

Throughout my career, I have been resolute in the ideology that I would not only be a member of ADEA, but remain actively engaged with intentionality to seek knowledge and serve. My ADEA leadership has included serving as Member at Large to Chair of various ADEA sections, serving on the ADEA Annual Session Planning Committee, various other committees and representing ADEA on the Commission on Dental Accreditation (CODA). I have appreciated the ability to impact the profession alongside brilliant colleagues in a field that continues to evolve. As the Chair-elect of the ADEA Board of Directors I will strive to advance the organization's vision and align it with its strategic initiatives.

It is an exciting time for ADEA as it is representative of all of its members and partners. As Chair-elect, it is incumbent upon me to support ADEA's mission and members. This will be achieved by supporting a culture of inclusivity at all levels: Councils, Sections and Special Interest Groups, Board of Directors, and House of Delegates, so that every member of ADEA will feel inspired and empowered to move the organization forward as one unified family. ADEA's priorities are my priorities. With a focus on innovation and engagement, as Chair-elect, we will re-envision the model of oral health education as we seamlessly integrate medicine and dentistry. We will usher in cutting-edge advancements in artificial intelligence, other technologies, and create alternative teaching modalities. As Chair-elect, together we will expand the diversity of oral health professionals through nontraditional collaborations and community partners. The attraction and retention of stellar faculty, staff and leaders is tantamount and will require us to embrace inclusive environments, facilitate professional development, and develop succession plans.

I submit without apology that this organization has been paramount in my professional development as a dentist and in dental education. However, there comes a time when the student must become the teacher and I believe that my time is now. Therefore, I am ready to continue to serve ADEA and graciously seek the office of Chair-elect of the ADEA Board of Directors.

Report of the ADEA Board of Directors on Resolutions for Consideration by the 2025 ADEA House of Delegates

The ADEA House of Delegates will consider the 14 resolutions in this report, plus any additional ones introduced at the Opening Session. The House will act on Resolutions 1H-2025 through 4H-2025 at its Opening Session on Saturday, March 8, 2025, from 4:30 to 5:30 p.m.

The House will act on Resolutions X5H-2025 through 14H 2025 at its Closing Session on Tuesday, March 11, from 3:30 to 4:30 p.m.

The resolutions from the Board of Directors in the report are sequenced as follows:

Resolutions to be Acted on at the Opening Session:

- 1H-2025 American Dental Association Council on Dental Education and Licensure Member
- 2H-2025 Commission on Dental Accreditation Member
- 3H-2025 Joint Commission on National Dental Examinations Member
- 4H-2025 Appreciations

Resolutions to be Acted on at the Closing Session:

- 5H-2025 The ADEA Code of Conduct for Meetings, Conferences, Events, and Virtual Communities
- 6H-2025 ADEA Council of Allied Dental Program Directors Bylaws Changes to Board Director of Council Eligibility
- 7H-2025 ADEA Council of Sections Bylaws Changes Regarding Removal of Special Interest Group Chair When the Chair is the Sole Officer
- 8H-2025 ADEA Council of Sections Bylaws Changes Regarding Voting for Election of Council of Sections Administrative Board Members, Section Officers and Special Interest Group Officers
- 9H-2025 ADEA Council of Sections Bylaws Changes Preventing Eligibility to Serving as Delegates for Multiple Councils Simultaneously
- 10H-2025 ADEA Council of Students, Residents and Fellows Bylaws Change to Selection Process of Member-at-Large
- 11H-2025 Special Interest Group on Implant Dentistry Becomes the ADEA Section on Implant Dentistry
- 12H-2025 Provisional Membership of Larkin University School of Dental Medicine
- 13H-2025 Provisional Membership of Shatkin College of Dentistry at D'Youville University
- 14H-2025 Provisional Membership of Yeshiva University College of Dental Medicine

All of the resolutions in this report that require House action are printed in boldface for delegates' ease of identification.

1
2 **Actions at the Opening Session of the ADEA House of Delegates**

3 **Resolution 1H-2025**
4 **American Dental Association Council on Dental Education and Licensure Member**

5
6 The current ADEA representatives to the ADA Council on Dental Education and Licensure (ADA
7 CDEL) and their termination dates (in the fall of the years shown) are:

- 8
9
 - 10 • Dr. Shandra Keith Coble, University of Alabama at Birmingham School of Dentistry (2025)
 - 11 • Dr. Maureen McAndrew, NYU College of Dentistry (2026)
 - 12 • Dr. Brian Howe, Stony Brook School of Dental Medicine (2027)
 - 13 • Dr. Mark Wolff, University of Pennsylvania School of Dental Medicine (2028)

14 Dr. Coble’s term on the ADA CDEL will be completed this fall at the close of the 2025 ADA
15 Annual Session. Thus, the 2025 ADEA House of Delegates will have to appoint a new ADA
16 CDEL member. To succeed Dr. Coble on the Council, the ADEA Board of Directors is
17 recommending that the ADEA House of Delegates elect Dr. Sarandeep Huja, Dean and
18 Professor, Medical University of South Carolina James B. Edwards College of Dental Medicine,
19 to a four-year term to expire in 2029.

20
21 The ADEA Bylaws allow delegates to nominate additional candidates for ADA CDEL
22 membership at the Opening Session of the House. (Please note: ADA CDEL members must be
23 active members of the ADA.) Any delegate presenting a nominee must obtain the candidate’s
24 consent to run and a copy of the candidate’s curriculum vitae, which will be made available for
25 delegates’ review.

26
27 **The ADEA Board of Directors asks the ADEA House of Delegates to approve the following**
28 **resolution:**

29
30 **1H-2025 Resolved, that the ADEA House of Delegates appoint Dr. Sarandeep Huja to a**
31 **four-year term on the ADA Council on Dental Education and Licensure with the**
32 **term to begin at the close of the 2025 ADA Annual Session and conclude at the**
33 **2029 ADA Annual Session.**

Resolution 2H-2025
Commission on Dental Accreditation Member

The current ADEA representatives on the Commission on Dental Accreditation (CODA) and their termination dates (in the fall of the years shown) are:

- Dr. Frank Licari, Roseman University of Health Sciences College of Dental Medicine (2025)
- Dr. Cataldo Leone, Boston University Henry M. Goldman School of Dental Medicine (2026)
- Dr. Cherae Farmer-Dixon, Meharry Medical College School of Dentistry (2027)
- Dr. Keith Mays, University of Minnesota School of Dentistry (2028)

Dr. Leone’s appointment as a Commissioner will end at the close of the 2026 ADA Annual Session. In 2011, the Commission adopted an enhanced six-month training period for all new Commissioners, thus requiring sponsoring organizations to appoint new Commissioners in advance to participate in the additional training, which will occur in fall 2025.

The ADEA Board of Directors is recommending that the 2025 ADEA House of Delegates elect Dr. Ronnie Myers, Dean and Professor, Touro College of Dental Medicine at New York Medical College, to a four-year term beginning fall 2026 and to expire in 2030.

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 vitae, which will be made available for delegates’ review.

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

2H-2025 Resolved, that the ADEA House of Delegates appoint Dr. Ronnie Myers to a four-year term (2026-2030) on the Commission on Dental Accreditation.

Resolution 3H-2025
Joint Commission on National Dental Examinations Member

The Joint Commission on National Dental Examinations (JCNDE) consists of three representatives each from the American Dental Association (ADA) and American Dental Education Association (ADEA), six from the American Association of Dental Boards (AADB), and one each from the American Dental Hygienists' Association (ADHA), the American Student Dental Association (ASDA) and the public sector. The JCNDE members previously appointed by the ADEA House of Delegates and their termination dates (in the fall of the years shown) are:

- Dr. Peter M. Loomer, UT Health San Antonio School of Dentistry (2025)
- Dr. Sara Gordon, University of Washington School of Dentistry (2026)
- Dr. Alberto Gasparoni, University of Iowa College of Dentistry and Dental Clinics (2028)

Dr. Loomer will complete his term on JCNDE this fall at the close of the 2025 ADA Annual Session. The ADEA Board of Directors is recommending that the House appoint Dr. Hiba Qari, Associate Professor-Clinical, The Ohio State University College of Dentistry, to a four-year term to expire at the close of the ADA Annual Session in 2029.

The ADEA Bylaws allow delegates to nominate additional candidates for JCNDE representative 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 vitae, which will be made available for delegates' review.

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

3H-2025 Resolved, that the ADEA House of Delegates elect Dr. Hiba Qari to serve a four-year term on the Joint Commission for National Dental Examinations with the term to begin at the conclusion of the 2025 ADA Annual Session and end at the conclusion of the 2029 ADA Annual Session.

Resolution 4H-2025
Appreciations

ADEA relies significantly on outside support for several of its activities, and numerous organizations have provided much-needed assistance since last year’s ADEA Annual Session & Exhibition. 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 & Exhibition until the start of this year’s Annual Session & Exhibition—are listed alphabetically. Most of the companies listed are also Corporate Members of ADEA, and we are especially grateful to them. ADEA is especially grateful to all our sponsors during this unique and challenging year. We appreciate those who have stuck with us and have rolled over their support and provided additional commitments to 2024.

A-dec sponsored the Welcome Reception, the COSRF/SDLP Awards Reception and 5 Students at the 2024 Annual Session, Co-Sponsored the 2024 ADEA BFACA Meeting Networking Reception/Dinner, 2024 ADEA Deans' Conference Luncheon, 2024 ADPDC Sunday Reception, 2024 Mid-Career Allied Faculty Workshop and 2024 IWLC VII.

Air Techniques, Inc. sponsored the 2024 ADEA Deans’ Conference.

American Association of Endodontists Foundation (AAEF) supported the ADEA/American Association of Endodontists Foundation Scholar in the ADEA Leadership Institute.

American Dental Association (ADA) sponsored the 2024 ADEA Annual Session & Exhibition Opening Plenary Session.

American College of Dentists supported the ADEA/American College of Dentists Dr. Jerome Bright Miller Scholars in the ADEA Leadership Institute.

American Dental Education Association (ADEA) Corporate Council collectively supported the 2024 Opening Plenary at the ADEA Annual Session & Exhibition, 2024 COSRF/SDLP Awards Reception.

Aspen Dental Management, Inc. sponsored the 2024 ADEA Allied Dental Program Directors’ Conference (ADPDC) and the 2024 Deans’ Conference.

Bien Air USA sponsored both the 2024 ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA BFACA) Meeting and the 2024 ADEA Deans’ Conference.

Brasseler USA sponsored the 2024 ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA BFACA) Meeting and Social Events at the 2024 ADEA Deans’ Conference.

Colgate-Palmolive Company 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, ADEA/ADEA Council of Students/Colgate-Palmolive Junior Faculty Award, ADEA/Colgate-Palmolive Co./Dominick P. DePaola Scholar in the ADEA Leadership Institute and sponsored 2 students at the Annual Session and Exhibition, the 2024 ADEA Allied Dental Program Directors’ Conference (ADPDC), the 2024 ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA BFACA) Meeting, the 2024 ADEA Deans’ Conference, and 2024 WLC VII.

52
53 DCI Edge sponsored both the 2024 ADEA Sections on Business and Financial Administration
54 and Clinic Administration (ADEA BFACA) Meeting and the 2024 ADEA Deans' Conference.
55
56 DentEZ sponsored the 2024 ADEA Sections on Business and Financial Administration and
57 Clinic Administration (ADEA BFACA) Meeting and the 2024 ADEA Deans' Conference.
58
59 Dentsply Sirona, Inc. sponsored the 2024 ADEA Annual Session & Exhibition Student Poster
60 Competition, 2024 ADEA Allied Dental Program Directors' Conference (ADPDC), 2024 ADEA
61 Sections on Business and Financial Administration and Clinic Administration (ADEA BFACA)
62 Meeting and the 2024 ADEA Deans' Conference.
63
64 Elevate Oral Care sponsored the 2024 ADEA Allied Dental Program Directors' Conference
65 (ADPDC).
66
67 Envista sponsored the 2024 ADEA Annual Session & Exhibition Sponsor-a-Student, IWLC VII,
68 2024 ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA
69 BFACA) Meeting, 2024 ADEA Diversity & Inclusion Workshop, and the 2024 ADEA Deans'
70 Conference.
71
72 Gillette Hayden Memorial Foundation (GHMF) provided the 2024 ADEA/Gillette Hayden
73 Memorial Foundation/AAWD Woman Dentist Tuition Scholarship.
74
75 Haleon provided the ADEA/Haleon Preventive Dentistry Scholarships. They sponsored the 2024
76 Deans' Conference, IWLC VII, 2024 ADPDC, Tapestry Table and the Closing Plenary Session at
77 the 2024 Annual Session.
78
79 Heartland Dental sponsored the 2024 ADEA Deans' Conference.
80
81 Henry Schein, Inc. sponsored the 2024 ADEA Allied Dental Program Directors' Conference
82 (ADPDC), 2024 ADEA Sections on Business and Financial Administration and Clinic
83 Administration (ADEA BFACA) Meeting and the 2024 ADEA Deans' Conference.
84
85 Henry Schein One / Exan sponsored both the 2024 ADEA Sections on Business and Financial
86 Administration and Clinic Administration (ADEA BFACA) Meeting and the 2024 ADEA Deans'
87 Conference.
88
89 HuFriedyGroup sponsored the 2024 Mid-Career Allied Faculty Workshop, 2024 Deans'
90 Conference, 2024 ADPDC, the 2024 ADEA Sections on Business and Financial Administration
91 and Clinic Administration (ADEA BFACA) Meeting and IWLC VII.
92 Immersify Education sponsored the 2024 Deans' Conference.
93 Jazz Imaging sponsored the 2024 ADEA Sections on Business and Financial Administration and
94 Clinic Administration (ADEA BFACA) Meeting.
95
96 Kahler Slater sponsored the 2024 ADEA Annual Session & Exhibition Sponsor-a-Student, the
97 2024 ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA
98 BFACA) Meeting and the 2024 ADEA Deans' Conference.
99 KaVo Dental Technologies sponsored the 2024 Deans' Conference.
100
101 Komet USA LLC sponsored both the 2024 ADEA Sections on Business and Financial
102 Administration and Clinic Administration (ADEA BFACA) Meeting and the 2024 ADEA Deans'
103 Conference.

104
105 The Leonard and Valachovic Fund for sponsoring the ADEA Dr. Jeanne C. Sinkford Faculty
106 Leadership Award.
107
108 Liaison International, Inc. provided the Liaison International Educational Pathways Fellowship.
109
110 LM-Dental, a Planmeca Group Company sponsored the 2024 ADEA Allied Dental Program
111 Directors' Conference and the 2024 ADEA Deans' Conference.
112
113 Midmark Corporation sponsored 2024 ADEA Allied Dental Program Directors' Conference
114 (ADPDC).
115
116 Mouthwatch provided the ADEA/MouthWatch Predoctoral Dental Student Scholarship for
117 Innovation Award and the ADEA/MouthWatch Patti DiGangi Scholarship for Hygiene Innovation
118 Award.
119
120 National Dental Education Association (NDA) provided the ADEA/Colgate-Palmolive
121 Co./National Dental Association Dr. Jeanne C. Sinkford Scholarship in the ADEA Leadership
122 Institute.
123
124 NSK America sponsored the 2024 ADEA Sections on Business and Financial Administration and
125 Clinic Administration (ADEA BFACA) Meeting and the 2024 ADEA Deans' Conference.
126
127 Oregon Health & Science University (OHSU) sponsored the 2024 ADEA Annual Session &
128 Exhibition I have an ADEA Curriculum Event and the Student Diversity Leadership Programs.
129
130 Orapharma, a subsidiary of Bausch Health US, LLC sponsored the 2024 ADEA Allied Dental
131 Program Directors' Conference.
132
133 Patterson Dental sponsored the 2024 ADEA Sections on Business and Financial Administration
134 and Clinic Administration (ADEA BFACA) Meeting, the 2024 ADEA Deans' Conference, the 2024
135 ADEA Diversity & Inclusion Workshop, sponsored 1 student at the Annual Session and
136 Exhibition, and IWLC VII .
137
138 PDS Health (Previously Pacific Dental Services) sponsored the 2024 ADEA Deans' Institute, and
139 2024 ADEA Deans Conference.
140
141 PDT, Inc. - Paradise Dental Technologies sponsored the 2024 ADEA Allied Dental Program
142 Directors' Conference (ADPDC), the 2024 ADEA Sections on Business and Financial
143 Administration and Clinic Administration (ADEA BFACA) Meeting.
144
145 Philips Oral Healthcare, Inc. sponsored both 2024 ADEA Allied Dental Program Directors'
146 Conference (ADPDC), the 2024 ADEA GoDental Virtual Fair and IWLC VII.
147
148 Planmeca USA, Inc. sponsored 2024 ADPDC, 2024 Deans' Conference and 2024 BFACA
149 Meeting.
150
151 ProBiora Health sponsored the 2024 ADEA Deans' Conference.
152
153 Procter & Gamble Company provided support of the ADEA/Crest Oral-B Laboratories
154 Scholarship for Dental Hygiene Students Pursuing Academic Careers, ADEA/Crest Oral-B
155 Scholarship for Predoctoral Dental Students Pursuing Academic Careers, the Dental Hygiene

156 Clinical Coordinators' Luncheon at the 2024 ADEA Annual Session & Exhibition, sponsored the
157 ADEA Deans' Institute, the ADEA Tapestry Table, the Student Diversity Leadership Program,
158 the 2024 ADEA Allied Dental Program Directors' Conference (ADPDC), 2024 ADEA Sections on
159 Business and Financial Administration and Clinic Administration (ADEA BFACA) Meeting and
160 the 2024 ADEA Deans' Conference.

161
162 Sigma Phi Alpha provided support of the ADEA/Sigma Phi Alpha Linda DeVore Scholarship.
163 Ultradent provided support of the 2024 Deans' Conference.

164 W&H Impex provided support of both the 2024 ADEA Sections on Business and Financial
165 Administration and Clinic Administration (ADEA BFACA) Meeting and the 2024 Deans'
166 Conference.

167
168 XComP Analytics provided support of the 2024 Deans' Conference.

169
170 Water Pik Inc. provided support of the 2024 ADEA Allied Dental Program Directors' Conference
171 (ADPDC).

172
173 Young Innovations. provided support of the 2024 ADEA Allied Dental Program Directors'
174 Conference (ADPDC).

175
176 **The ADEA Board of Directors asks the House to approve the following resolution:**

177
178 **4H-2025 Resolved, that the American Dental Education Association expresses its sincere**
179 **appreciation to the following organizations and individuals for their generous**
180 **support of the Association's activities and programs between the start of the**
181 **2024 ADEA Annual Session & Exhibition and the start of the 2025 ADEA Annual**
182 **Session & Exhibition:**

183 A-dec
184 Air Techniques
185 American Association of Endodontists (AAEF)
186 American Dental Association (ADA)
187 Aspen Dental Management, Inc.
188 Bien Air USA
189 Brasseler
190 Colgate Oral Pharmaceuticals
191 DCI Edge
192 DentalEZ
193 Dentsply Sirona
194 Elevate Oral Care
195 Envista
196 Haleon
197 Heartland Dental
198 Henry Schein One | Exan
199 Henry Schein, Inc.
200 HuFriedyGroup
201 Immersify Education
202 Jazz Imaging
203 Kahler Slater
204 KaVo Dental Technologies
205 Komet USA LLC
206 The Leonard and Valachovic Fund
207 Liaison International, Inc.

- 208 LM - Dental, a Planmeca Group Company
- 209 Midmark Corporation
- 210 MouthWatch, LLC
- 211 NSK America
- 212 OraPharma, Inc.
- 213 Patterson Dental
- 214 PDS Health (Previously Pacific Dental Services)
- 215 PDT, Inc. - Paradise Dental Technologies
- 216 Phillips Oral Healthcare
- 217 Planmeca USA, Inc.
- 218 ProBiora Health
- 219 Procter & Gamble
- 220 Sigma Phi Alpha
- 221 Ultradent
- 222 W&H Impex
- 223 Water Pik Inc
- 224 XComP Analytics
- 225 Young Innovations

Actions at the Closing Session of the ADEA House of Delegates

Resolution 5H-2025

The ADEA Code of Conduct for Meetings, Conferences, Events, and Virtual Communities

The ADEA Conduct Code was developed as a collaboration with the ADEA Board of Directors, ADEA attorneys, and ADEA staff. It was shared with the Co-Chairs of the ADEA Board of Directors Diversity and Inclusion Advisory Committee for feedback.

ADEA Conduct Code Workgroup

ADEA Board of Directors

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Program Coordinator, Dental Hygiene,
Miami Dade College

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D4, Western University of Health Sciences College of Dental Medicine

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2023-24 Board Director for Students, Residents and Fellows
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Assistant Dean of Student Affairs, Diversity, and Inclusion;
Assistant Professor in the Department of Restorative Dentistry
Rutgers School of Dental Medicine

48 **ADEA Staff**

49 Sonya Smith, Ed.D., J.D., M.Ed., M.A.
50 Chief Operating Officer and Chief of Staff

51
52 Krisa Haggins, M.B.A., CMP
53 Chief of Meetings, Conferences and
54 Educational Technology and Deputy Chief of Staff

55
56 Angelo Lee, Ed.D.
57 Chief Diversity Officer

58
59 Julie Boynton, M.S., SPHR, SHRM-SCP
60 Senior Vice President, Human Resources (Retired)

61
62 Fred Owusu, M.H.A., J.D.
63 Interim Senior Vice President, Human Resources

64
65 Rebecca Stolberg, RDH, M.S.
66 Vice President, Allied Dental Education and Faculty Development

67
68 Sara Bendoraitis, M.S.
69 Senior Director, Diversity, Equity and Inclusive Learning

70
71 Carolyn S. Vincent, CAE
72 Director, Online Community and Web Services

73
74 Cynthia Carson
75 Manager of Governance

76
77 Alysha Davis, M.P.M.
78 Senior Program Manager, Strategic Initiatives and Programs

79
80 **Background:** As The Voice of Oral Health Education, the mission of the American Dental
81 Education Association (“ADEA”) is “to lead and support the health professions community in
82 preparing future-ready oral health professionals.” Embedded within this mission is ADEA’s
83 vision for creating “a well-prepared and diverse oral health workforce” dedicated to “improving
84 the health of all individuals and communities.” As an academic oral health community, ADEA is
85 dedicated to fostering a humanistic, safe, inclusive, respectful and welcoming environment at its
86 meetings, conferences, workshops, gatherings, events, programs and virtual communities
87 conducive to effective learning, teaching, training, and leadership and professional
88 development. This includes developing policies, procedures and activities that educate, raise
89 awareness and provide avenues to safeguard the well-being of its members, volunteers, guests,
90 staff and participants by addressing all forms of sexual and intersecting bases of harassment,
91 misconduct, discrimination and retaliation at its meetings, conferences and other events.

92
93 In furtherance of ADEA’s mission, ADEA endorses and adopts *The ADEA Code of Conduct for*
94 *Meetings, Conferences, Events, and Virtual Communities*. The purpose of this conduct code is
95 to establish policies, procedures and accountability measures to facilitate an enjoyable
96 participant environment at ADEA meetings and events. ADEA expects all of its meeting
97 participants (including attendees, event staff, vendors, ADEA staff, presenters, guests,
98 contractors and exhibitors) to treat other participants with respect and to assist in creating a
99 meeting and event culture that nurtures positive relationships and social interactions, exchange

100 of intellectual and scientific ideas and encourages free expression and dialogue within oral
101 health education.

102
103 ADEA is committed to promoting high ethical standards and professional inclusive conduct at
104 its in-person and virtual meetings, events, conferences and virtual communities. Creating and
105 sustaining a culture that supports meetings and events that optimize learning, research and
106 leadership and career-building opportunities requires that ADEA advance policies, standards
107 and behaviors that foster respect, inclusion and belonging for all ADEA attendees,
108 stakeholders, vendors, partners, employees, guests and members. By taking actions that
109 demonstrate an intolerance of sexual and intersecting bases of harassment (e.g., based on
110 gender, race/ethnicity, nationality, religion, actual or perceived sex, sexual orientation, identity
111 and expression, disabilities, marital status, age, religion and other identities) at its meetings and
112 other events, ADEA takes important steps in influencing the tone and culture of its conferences
113 and programmatic activities. This policy seeks to advance these objectives.

114
115 The ADEA Conduct Code supplements the following ADEA policy statements:

- 116 • 2023 ADEA Position Statement on the Crisis of Historically Underrepresented Men of
117 Color in the Academic Health Professions,
- 118 • 2021 ADEA Policy Statement on the Prevention and Elimination of Racism,
119 Harassment, Discrimination, and Bias in Dental Education,
- 120 • 2016 revised Statement of ADEA Policy on Diversity and Inclusion,
- 121 • 2009 ADEA Statement on Professionalism in Dental Education,
- 122 • 2005 ADEA Dental Faculty Code of Conduct and
- 123 • 2003 ADEA Position Paper on Peer Review, Freedoms and Responsibilities of
124 Individuals and Institutions, HealthCare Programs, and Due Process for Students in
125 Dental Education.

126
127 The ADEA Conduct Code replaces the 2022 Code of Conduct - Community Rules and Etiquette
128 adopted for ADEA online communities.

129
130 **The ADEA Board of Directors asks the ADEA House of Delegates to approve the following**
131 **resolution:**

132
133 **5H-2025 Resolved, that the ADEA House of Delegates approves the adoption of The**
134 **ADEA Code of Conduct for Meetings, Conferences, Events, and Virtual**
135 **Communities as presented below, in its entirety, effective at the close of the**
136 **2025 ADEA Annual Session & Exhibition.**

The ADEA Code of Conduct for Meetings, Conferences, Events, and Virtual Communities

Contents

1. Overview and Purpose
2. People and Entities Covered by This Policy
3. Registration Requirements
4. Activities Covered by This Policy
5. Conduct Requirements
6. Conduct Concerns
 - a. Informal Conduct Concerns
 - b. Formal Complaints
7. Confidential Action
8. Investigating and Resolving Conduct Concerns.
9. Consequences for Violations or Concerns About Violations of This Conduct Code.
10. Appeals Procedure
11. Disclosure Requirements and Additional ADEA Responsibilities

1. Overview and Purpose

ADEA is committed to promoting high ethical standards and professional inclusive conduct at its meetings, events, conferences, and virtual communities. Creating and sustaining a culture that supports meetings and events that optimize learning, research, and leadership and career-building opportunities requires that ADEA advance policies, standards, and behaviors that foster respect, inclusion, and belonging for all participants. By taking actions that demonstrate an intolerance of sexual and intersecting bases of harassment (e.g., based on gender, race/ethnicity, nationality, religion, actual or perceived sex, sexual orientation, identity and expression, disabilities, marital status, age, religion and other identities) at its meetings and other events, ADEA takes important steps in influencing the tone and culture of its events and meetings.

2. People and Entities Covered by This Policy

This The ADEA Code of Conduct for Meetings, Conferences, Events, and Virtual Communities (“Conduct Code”) applies to all “ADEA participants” meaning all categories of members of ADEA and all individuals, groups and entities that participate or are involved in any capacity in the activities in paragraph 4 below. For example, ADEA participants include, but are not limited to, attendees, staff, temporary staff, speakers, guests, volunteers, contractors, vendors, sponsors, exhibitors, presenters, participants, venue staff and ADEA Connect users.

3. Registration Requirements

Participants are required to complete a registration form to attend an ADEA meeting in which they acknowledge familiarity and adherence to the Conduct Code, and that the Conduct Code is applicable to the event and any activities associated with it.¹ During registration, the participant must also provide contact information where they can be reached during the meeting or event. Registrants must acknowledge and agree to abide by the Conduct Code and provide contact information as a condition of registration. It is expected that meeting registrants will be accessible and available during the meeting/event if needed through the contact information provided. Registration further constitutes consent to audio and visual recording (and use and alteration of the recording) by ADEA at an ADEA meeting or for non-commercial purposes aligned with ADEA’s mission.

189 **4. Activities Covered by This Policy**

190
191 The following ADEA Conduct Code applies to all ADEA participants in connection with their
192 ADEA-associated activities, which means:

- 193 • All ADEA conferences, meetings, events and other activities, whether in person, by
194 telephone or through virtual or electronic communication.²

195
196 The ADEA Conduct Code applies to activities and at locales that are associated with a
197 conference, meeting and event. "Associated with" includes:

- 198 • In transit to and from an activity;
199 • At the meeting, conference, event site; and
200 • In activities at other sites, whether or not the activities or sites are part of an official
201 ADEA activity.

202
203 In the general timeframe of an ADEA meeting, conference, event, if any participant is affected.

204
205 *Limitations*

206 The application of this policy to those who are not ADEA participants may often exceed ADEA's
207 ability to enforce against, or impose consequences for, violations. However, the broad
208 application of this policy is intended to (a) encourage professional, ethical and inclusive conduct
209 in the oral health education field broadly; (b) identify situations in which ADEA may still pursue
210 community building practices to support a welcoming oral health education field for ADEA
211 Participants; and (c) identify situations in which ADEA ultimately may seek to share facts with
212 others (e.g., a home institution) so that others may further investigate and make their own
213 decisions regarding any necessary action.

214
215 **5. Conduct Requirements**

216
217 ADEA participants must meet these requirements:
218

Expected Behavior

- Communicate clearly and thoughtfully while being mindful of views and opinions different from your own;
- Contribute respectful, productive critiques;
- Abide by the norms of professional respect that are necessary to promote the conditions for a welcoming, humanistic and inclusive environment that promotes free academic interchange; these include honesty, respect and consideration for all people;
- Listen well to others. Make room for a diversity of voices in activities, discussions and input in decisions;
- Be collaborative. Be mindful not to exert dominance that excludes others from belonging and having a voice. Differences in roles, responsibilities and types of activities exist and are relevant

Unacceptable Behavior

- Persistent and unwelcome solicitation of emotional or physical intimacy;
- Intimidating, harassing, abusive, derogatory, biased, stereotyping or demeaning speech or actions (e.g., based on power differential; actual or perceived gender [sex, identity, expression], sexual orientation, race, ethnicity or national origin, religion, marital status, veteran status or age; body size or other physical appearance, disability, or other identities);
- Deliberate intimidation, stalking, or following;
- Harmful or prejudicial macro or microaggressions, verbal or written comments, or visual images that are offensive and unwelcome related to actual or perceived gender [sex, identity, expression], sexual orientation, race,

to the extent and possibility of collaboration. However, consider the effect of relationship, position, experience and privilege power differentials, as well as other factors, to avoid dominance that diminishes the value of welcoming a diversity of people and considering a diversity of voices;

- Demonstrate that differing perspectives are valued—critique ideas (not people);
- Demonstrate welcome for a diversity of individuals and their identities—pay attention to whether individuals of many identities and levels of experience are included and their accomplishments recognized in ADEA roles and activities at all levels;
- If you witness potential harm to a participant, be diplomatically proactive in helping to mitigate, avoid and report that harm;
- Alert ADEA staff, event security personnel or law enforcement if you see a situation in which someone might be the target of an alleged violation of the ADEA Conduct Code and/or in imminent physical danger.
- Be aware of and do not enter others' personal space.

ethnicity or national origin, religion, marital status, veteran status or age; body size or other physical appearance, disability, or other identities;

- Harassing photography or recording without permission;
- Inappropriate disruption of presentations or other events, including yelling at or threatening speakers or presenters (verbally or physically);
- Physical assault (including unwelcome touch or groping);
- Real or implied threat of personal/physical, professional, or financial damage or harm;
- Retaliation for reporting a conduct concern or assisting in its resolution;
- Violation of ADEA Conduct Code or applicable laws, regulations or other contract.

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Note About Differences of Opinion and Offense. It is not a violation of ADEA's Conduct Code to express an opinion, raise research, or describe an experience that is at odds with the opinions of or is offensive to others—if the articulation is part of an on-point discussion of the work and is offered in a manner that does not interfere with others' reasonable ability and welcome to participate fully in the work.³ That means expressing differing positions with respect and consideration for all. It also means not making an articulation affecting the workplace that is reasonably expected to cause offense gratuitously (i.e., unrelated or unnecessary for the work). It means not directing the articulation as a personal attack or put-down of an individual, and not dominating the discussion with one articulation.

230

6. Conduct Concerns

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236

If a participant has a conduct concern believed to be within the reach of this policy, the participant should alert the designated ADEA staff through one of the following methods: online form, email, phone call, or in-person to the designated intake staff. Anonymous reports are not permitted for both informal concerns and formal complaints.

237 **a. Informal Conduct Concerns**

238
239 An informal concern is a written or verbal report of an incident to a designated ADEA
240 investigator that may not include a request to take action regarding an alleged violation of the
241 ADEA Conduct Code; although a formal resolution is not precluded.

242
243 The information needed for a formal complaint as set forth below is helpful to assist ADEA in
244 responding to an informal concern. Information may be provided in a meeting or phone call
245 rather than in writing.

246
247 **b. Formal Complaints**

248
249 A formal complaint is a written or verbal report of an incident to a designated ADEA
250 investigator with a request to take action regarding an alleged violation of the ADEA Conduct
251 Code.

252
253 A formal complaint should include the following information:

- 254 • Name of the accused(s) and contact information and affiliation with ADEA, if known;
- 255 • If the conduct concern is of a type that involves a respondent, the name of the identified
256 respondent and contact information, if known;
- 257 • Names of any witnesses, including the person raising the concern, or others with
258 pertinent information, and contact information, if known;
- 259 • Description of the conduct concern, with the date, approximate time,
260 location/setting/activity and all known relevant facts and circumstances;
- 261 • The provision(s) of this policy that may have been violated, if known (optional);
- 262 • A clear statement of any facts that may indicate any concern of imminent threat to safety
263 of any person(s) or safety or condition of property, and the sources of such facts, with
264 contact information if known;
- 265 • Any relevant documents or communications available to the person filing the complaint;
- 266 • Any other information that would help ADEA understand the full nature of the conduct
267 concern; who was involved and who and what may be affected; who may have pertinent
268 information and related context; and what responses ADEA may want to consider; and
- 269 • Any request for confidentiality (see Section 7).

270
271 **7. Confidential Action**

272
273 If an “individual most directly involved”⁴ asks for confidentiality of that person’s identity or that
274 of others most directly involved, all reasonable steps will be taken to do so by the investigative
275 team and the individual/s who make decisions regarding conduct concerns. However, they will
276 also emphasize this policy’s prohibition against retaliation (which is a serious violation). They
277 may not maintain confidentiality if, in the investigator’s⁵ or decision-maker’s⁶ judgment and
278 discretion, policy, safety or law requires otherwise. Limited disclosure of the identity of
279 individuals most directly involved may also be needed for ADEA to carry out various options to
280 resolve a conduct concern.

281
282 All ADEA participants are required to respect confidentiality of the identities of each individual
283 most directly involved in a conduct concern while it is being reviewed and resolved. Failure to
284 do so is a serious violation of this Conduct Code.

285

286 8. Investigating and Resolving Conduct Concerns

287
288 ADEA will review all reported conduct concerns within reach of this Conduct Code. ADEA will
289 respond in some way when conduct concerns within the reach of the Conduct Code are raised.
290 However, the exception is when ADEA’s initial review determines there is a lack of any credible
291 question⁷ regarding concerning conduct, or available information is inadequate to make that
292 assessment or to pursue a resolution. Identified complainants will not be required to participate
293 in a formal or informal resolution process.

294
295 The ADEA authority will appoint Investigators and decision-makers to address conduct
296 concerns raised within the reach of the Conduct Code. ADEA may also designate intake team
297 members who will receive initial concerns and route them to the investigator. The intake team
298 members may also serve as investigators. The investigators and decision-makers will engage
299 with persons reporting conduct concerns, any identified complainants, and the respondent
300 about options for resolution. They will conduct the review and/or any investigation and
301 processes that may be needed for resolution.

302
303 Investigators and decision-makers assigned to address a particular concern are required to be
304 free of conflicts that would interfere with the performance of their responsibilities. In the event
305 of a conflict, the ADEA authority has the discretion to designate additional individuals to serve
306 as Investigators, decision-makers or members of the appeal authority.

307
308 Notifying ADEA staff or hotel/venue security does not constitute or replace notification to or
309 enforcement by local law enforcement. This document does not replace rules posted by
310 conference facilities, official conference hotels or any rules that are part of ADEA’s contracts
311 with its vendors, exhibitors and/or sponsors.

312
313 ***Initial fact-finding.*** When a conduct concern is raised, the investigator will identify and speak to
314 the individuals most directly involved. The investigator will determine if the situation is one that
315 can and should be diffused by discussion (“informal resolution”), or whether the facts present a
316 possibility that a person might need to leave the meeting and/or be subject to other
317 consequences or that police involvement may be required at the time, a formal resolution is
318 appropriate.

- 319
- 320 • Investigators are fact-finders and do not decide whether violations have occurred or
what consequences should be imposed, beyond informal resolutions.
 - 321 • An informal resolution is appropriate when it is apparent that: the concern arises largely
322 from misunderstandings that have been corrected or lessons that needed to be learned
323 and have been learned; there is not already a recurring issue; there has been an
324 authentic commitment to avoid a repetition of the cause of the concern and there is no
325 reason to believe recurrence is likely; and considering all of this and the nature/severity
326 of the conduct concern, safety and inclusion can be restored without the need for further
327 action.

328
329 ***Additional fact-finding.*** If further fact-finding during the meeting is necessary to determine the
330 facts and/or whether an informal resolution is appropriate, the investigator will conduct further
331 discussions with individuals who may have information.

332
333 ***Formal Resolution.*** If is determined that an informal resolution is not sufficient to resolve the
334 conduct concern, a “formal resolution” process is pursued. If a formal resolution is pursued, the
335 following stages should be followed:

- 336 • Investigator finds the relevant facts and documents them; Investigations might include
337 interviewing witnesses⁸; reviewing relevant information such as emails, text messages,
338 social media, etc.;
- 339 • The Investigator will engage with the reporter⁹. If the reporter is not the complainant¹⁰,
340 then the investigator will explain the details of the complaint to the complainant and
341 find any relevant facts through questions or review of relevant information.
- 342 • The Investigator should confirm that the concern is within the reach of the Conduct
343 Code.
- 344 • The details of the complaint should be explained to the respondent¹¹ by the
345 investigator. The respondent should be given a reasonable chance to respond to the
346 evidence of the complainant and to bring their evidence.
- 347 • If, for any reason, the investigator is in doubt about whether or how to continue, he or
348 she may seek the advice of ADEA counsel.

349
350 **Documentation.** The investigator will document the conduct concern, including the date and
351 approximate time when the concern arose and was reported, the name of the individual/s who
352 reported and whether confidentiality was requested, the relevant documented facts along with
353 any documents and notes and the questions and responses provided by the parties, if
354 applicable, and any actions taken by the Investigator and make recommendations to the
355 decision-maker. Given possible time constraints, the investigator may document the
356 information in the form of notes, and may provide additional detail orally to the decision-maker
357 with the understanding that supplemental notes will be provided if the Investigator believes
358 there are gaps in facts that they are unable to fill during the meeting period and might extend
359 beyond the meeting period.

360
361 Additionally, depending on the unique circumstances, ADEA at its discretion, may deem it
362 necessary to reach out to the Title IX coordinator, EEOC representative, and/or designated
363 senior administrator at the complainant's or respondent's sponsoring organization, company,
364 school, or program to provide notice of the allegations and assist in providing additional
365 resources. ADEA will notify the complainant and the respondent in advance of notifying the
366 Title IX coordinator, EEOC representative, and/or senior administrator.

367
368 **Notice to Decision-maker.** The decision-maker reviews the documented facts and supporting
369 materials; and, if needed, may request any supplementary fact-finding to be undertaken by the
370 Investigator. The decision-maker may optionally meet with the Investigator/s and confer with
371 the ADEA staff ombuds in arriving at a final decision and any possible consequences.

372
373 The decision-maker will determine whether there is a violation of the Conduct Code using a
374 preponderance of the evidence standard (i.e., more likely than not), unless otherwise required
375 by applicable baseline requirements¹²; alternatively, the decision-maker may determine whether
376 an informal resolution will suffice and whether to adopt such a resolution under the criteria set
377 forth above.

378
379 If a decision-maker is unable to make a determination during the meeting, event or conference
380 (e.g., due to the nature of the conduct concern, time constraints or logistics), the decision-
381 maker determination will be made and any consequences imposed by a decision-maker after
382 the meeting, conference or event.

383
384 The decision-maker will notify (in writing or electronically) the complainant, reporter, and
385 **respondent** of the final resolution of the incident. The notice will include potential appeal rights
386 and the conditions that must be met to pursue an appeal.

387

388 **Reporting Data.** ADEA will provide an annual report of aggregated data about incidents to the
389 ADEA Board of Directors at the Board of Directors meeting in January.

390
391 **9. Consequences for Violations or Concerns About Violations of This Conduct Code.**

392
393 **Requirement to Leave the Meeting and Notice to Home Institution.** A violation of the Conduct
394 Code may result in an accused participant being compelled to leave an ADEA meeting at the
395 participant's own cost and to maintain distance and separation from other participants at all or
396 some sites and events, or to leave all sites, associated with the meeting during the general
397 timeframe of the meeting. In such event, the participant is also automatically prohibited to
398 participate in the meeting virtually. The decision-maker will make the determination, in that
399 official's discretion, to serve the best interests of ADEA's membership and mission as reflected
400 in the Conduct Code. The decision-maker may also notify the participant's home institution of a
401 violation of the Conduct Code if, in the decision-maker's discretion, the nature of the violation
402 causes concern about safety or disruption. When giving any notice to participant's home
403 institution, ADEA should provide notice only to those in a position of seniority that can
404 reasonably be expected to maintain confidentiality, and should include a copy of the Conduct
405 Policy. The participant should be copied on the notice.

406
407 A decision-maker may exercise the same discretion, prior to determining whether a violation
408 occurred, if the decision-maker decides, in their sole discretion based on those facts known,
409 that a credible question¹³ of a violation exists and such action is needed in short order to avoid
410 disruption or to advance inclusion or safety at the meeting, conference or event.

411
412 In any such notice that is given the notice will state:

413
414 "ADEA received an allegation that **[name]** violated the The ADEA Code of Conduct for
415 Meetings, Conferences, Events, and Virtual Communities by **[Insert a brief, purely factual
416 summary of the allegation]**. ADEA has implemented temporary safety measure(s) **[specify
417 (e.g. required Participant to leave the meeting to avoid disruption or as a safety precaution)]**.
418 No determination (one way or the other) has been made about the allegation. In taking that
419 action and giving this notice, ADEA is not making a judgment that the accused participant
420 violated the The ADEA Code of Conduct for Meetings, Conferences, Events, and Virtual
421 Communities. Any statement or action to the contrary is not authorized by ADEA. In these
422 circumstances, before a determination is made, ADEA prioritizes preventative safety
423 measures based on the nature of an allegation in the interest of ADEA's mission and the
424 many it serves, over the interests of one or a few, if the two must be weighed. It is not always
425 feasible during a meeting (given the venue, level of activity, staffing and available time) to
426 timely conduct and complete fact-finding or take other steps needed to reach a conclusion.
427 You will be notified of any determination when made."

428
429 The names of the other individuals most directly involved will not be disclosed to the accused's
430 home or other institutions.

431
432 **Other Possible Consequences.** If a **respondent** is found responsible for having violated the
433 ADEA Conduct Code, possible consequences may include:

- 434
- 435 • Warn the respondent to cease their behavior and that any further reports will result in
436 more serious consequences;
 - 437 • Limit the respondent's participation in certain events in which their presence may be
438 deemed disruptive;

- 439 • Require that the respondent immediately leave the event, or conference, and not return
- 440 and notify meeting, event, or conference security;
- 441 • Ban the respondent from future ADEA meetings, conferences and events (either
- 442 indefinitely or for a certain period of time);
- 443 • Immediately end any volunteer responsibilities and privileges the respondent holds;
- 444 • Removal or suspension from a leadership position [unless there is an HR policy that will
- 445 determine employee consequences];
- 446 • Require that the respondent not volunteer or serve as a contract employee or vendor for
- 447 ADEA, either indefinitely or for a certain period of time;
- 448 • Remove and ban the respondent from membership in ADEA, following established
- 449 procedure;
- 450 • Private reprimand;
- 451 • Public reprimand or statement;
- 452 • Notification by the decision-maker of ADEA’s determination of a violation to the
- 453 violator’s home institution;
- 454 • Other consequences as determined by the decision-maker.

456 10. Appeals Procedure.

457
 458 An appeal of a final determination of a conduct concern may be available to complainants and
 459 respondents, but only regarding the final determination made by the decision-maker in a formal
 460 resolution process, and only if the following additional appeal standards and appeal conditions
 461 are met:

- 462 • **Standard.** An appeal is available only due to newly surfaced, consequential facts that
- 463 were not previously available when the decision was made; consequences grossly
- 464 disproportionate (in leniency or stringency) to the violation found, considering how
- 465 similar situations were handled, if any, under current ADEA policies; lack of facts to
- 466 support the decision; a conflict of interest by the decision-maker; or a failure to fulfill
- 467 process requirements with consequential effects on the appealing person’s ability to
- 468 address important considerations.
- 469 • **Conditions for right to file.**
- 470 ○ An appeal may be filed by a complainant or respondent within 30 days after that
- 471 party receives notice of the final determination and any consequences imposed by
- 472 the decision-maker.
- 473 ○ A statement explaining the bases and all supporting materials must be submitted by
- 474 the deadline at [list email, address, etc. to submit appeal].
- 475 • **Decision-maker for an appeal.** An appeal will be decided by the “appeal authority¹⁴”
- 476 who are individual(s) appointed by ADEA authority¹⁵, either for one particular appeal or
- 477 for appeals generally. The appeal authority may be an individual or an ad hoc or
- 478 standing committee of such individuals.
- 479 • **Appeal Decision Process.** The appeal authority will notify the authorized appeal parties
- 480 in writing of any extension. The appeal authority will decide the appeal based on the
- 481 submissions, unless it notifies all authorized appeal parties of a need for additional
- 482 information. Any requested amplifying information will be in writing. (An appeal
- 483 authority may, for example, pose written questions and require written responses.) All
- 484 authorized appeal parties will have access to the written appeal submissions and the
- 485 final decision, if requested. Upon deciding the appeal, the appeal authority shall notify
- 486 the authorized appeal parties of the determination of the appeal. The determination of
- 487 the appeal is final.
- 488

- 489
- **Remedies.** The only remedy provided by a successful appeal of a requirement to leave a meeting and notice to the participant’s home institution is (a) a waiver of a future similar meeting’s registration fee (if the accused participant paid a fee for the meeting that they were required to leave) and (b) providing a copy of the finding on appeal to ADEA’s records and to the accused’s institution as an update if the institution was previously notified of the issue. Other/additional consequences (e.g. removal or suspension from volunteer or leadership positions) may be reinstated pursuant to the appeal authority’s discretion.

497

Any questions regarding this policy should be directed to the ADEA Chief of Staff.

499

11. Disclosure Requirements and Additional ADEA Responsibilities

500

This ADEA Conduct Code will be clearly and prominently displayed on the ADEA website. All registration for ADEA conferences, meetings and events will provide links to the ADEA Conduct Code and upon request will be made available to participants attending ADEA conferences, meetings, workshops and other events either electronically or via hard copy.

506

Any person who has experienced or witnessed a serious verbal threat or any physical assault should contact law enforcement officials immediately. ADEA will make available or provide the designated team members authorized to receive complaints with annual sexual harassment and intersecting forms of harassment and bias professional development training.

511

The contact information for ADEA team members designated to receive complaints and share information on the ADEA Conduct Code will be made available on the ADEA website and in all conferences, virtual and in-person meetings, and other event registration materials. The ADEA team members authorized to receive complaints under the ADEA Conduct Code will be on-site at the ADEA Annual Session & Exhibition and available for contact at other ADEA-sanctioned events, including e-learning and officially sanctioned ADEA virtual programming.

518

Neither the ADEA team nor any other ADEA official can provide legal advice to individuals who make reports under this policy. Reporting an incident of unacceptable behavior does not obligate the reporter to pursue any further action. Depending upon the severity and nature of the report, and in compliance with local, state, District of Columbia, and federal law, ADEA may be compelled to contact law enforcement and/or address the report with ADEA officials.

524

Any participant may pursue a complaint according to the procedures outlined in Section 6 above.

527

Endnotes

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1. For example: planning activities, extending or communicating about invitations, assembling panels, preparing presentations and materials for the event; participating in or supporting the event in any capacity (including providing support services); and communicating about the event or its participants—whether during the event or in the general timeframe of the event (i.e., in planning, preparation or set-up before, in activities during, during the timeframe of, and/or soon after the event), whether or not the activities are supervised by ADEA or use any of their facilities, technology, or resources.

536

2. This includes ADEA Connect.

537

3. ADEA promotes and expects civility from its participants pursuant to the Code of Conduct. In line with the paragraph referenced above, civility is more than general notions of politeness. Instead, civility means demonstrating respect for others regardless of

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539

- 540 whether one disagrees. The emphasis is on how one expresses an opinion or
 541 disagreement, rather than the fact of the disagreement itself.
- 542 4. An individual most directly involved means each of the following: any person who raises or
 543 reports a conduct concern; witnesses; identified complainant and respondent.
- 544 5. Intake and investigation team, or investigators, means ADEA staff or agents of ADEA who
 545 are assigned by the ADEA authority with the responsibility of investigating reports of
 546 incidents that allegedly violate the ADEA Conduct Code to gather information.
- 547 The ADEA intake and investigation team (investigators) is comprised of the ADEA
 548 Chief Meetings, Conferences and Educational Technology Officer; ADEA Senior Vice
 549 President for Human Resources; and the following trained ADEA staff: at least one Title IX
 550 trained member of the ADEA Access, Diversity and Inclusion team; ADEA Chief
 551 Communications and Marketing Officer; and other ADEA staff, consultants or member
 552 volunteers appointed by the ADEA President and CEO.
- 553 Investigators are authorized to receive, review and take any other necessary short-
 554 term action to respond to a report of a conduct concern made by formal or informal
 555 means or as otherwise directed by the decision-makers. Investigators do not decide
 556 whether violations have occurred or what consequences should be imposed beyond
 557 informal resolutions. Investigators may decide whether violations have occurred or what
 558 consequences should be imposed in an informal resolution. They may also decide to refer
 559 an informal resolution to the decision-makers.
- 560 6. Decision-makers are different individuals than the investigator/s. Decision-makers include
 561 the ADEA President and CEO and Chief of Staff. Decision-makers have the authority to
 562 make a determination of whether a violation of ADEA's Conduct Code has occurred; make
 563 a determination of what consequences to impose in a formal resolution if a violation is
 564 determined; and request and accept, modify or reject recommendations from the
 565 Investigator/s.
- 566 Any one decision-maker alone may take all authorized actions, or multiple decision-
 567 makers may take such actions as a committee by consensus or by majority vote respecting
 568 a particular conduct concern.
- 569 7. Credible question is when there is a question about whether or not a person's conduct
 570 meets ADEA's high standards of professional and ethical conduct. The question may
 571 concern whether a person engaged in particular conduct—or whether particular conduct
 572 is unprofessional and unethical—or both.
- 573 8. Witness means anyone who sees or hears an incident that allegedly violates the ADEA
 574 Conduct Code.
- 575 9. Reporter means anyone who contacts the designated ADEA staff to report an alleged
 576 incident of unacceptable behavior, including complainants, witnesses or bystanders.
- 577 10. Complainant means anyone who experiences behavior that is alleged to have violated the
 578 ADEA Conduct Code.
- 579 11. Respondent or accused means any individual who is alleged to have violated the ADEA
 580 Conduct Code.
- 581 12. "Baseline requirements" mean the requirements of applicable law, regulations, policies,
 582 funders' and other authorities' requirements (including, but not limited to, those relating
 583 to discrimination and harassment).
- 584 13. Credible question is when there is a question about whether or not a person's conduct
 585 meet ADEA's high standards of professional and ethical conduct. The question may
 586 concern whether a person engaged in particular conduct—or whether particular conduct
 587 is unprofessional and unethical—or both.
- 588 14. Appeal authority are different individuals than the Investigators and decision-makers.
 589 Appeal authority includes (1) Chair of the Board; (2) Chair-elect of the Board and (3) one
 590 Board of Director from the following ADEA Councils:
- 591 ■ Board Director for Advanced Education Programs

- 592 ▪ Board Director for Allied Dental Program Directors
- 593 ▪ Board Director for the Corporate Council
- 594 ▪ Board Director for Deans
- 595 ▪ Board Director for Faculties
- 596 ▪ Board Director for Sections
- 597 ▪ Board Director for Students, Residents and Fellows

598 The Board Directors defined in (3) will be appointed on a rotating basis for each
599 matter. If any Board Director has a conflict, then the Board Director from the following
600 Council (listed in alphabetical order) will be appointed to serve on the appeal authority.

- 601 15. ADEA authority means the individual/s who appoint investigators and decision-makers for
602 response to complaints, or acts as otherwise provided in this Policy. ADEA authority
603 includes the President and CEO and a designee in the event of a conflict or inability to
604 perform such duties.

Resolution 6H-2025
ADEA Council of Allied Dental Program Directors Bylaws
Changes to Board Director of Council Eligibility

Legend:

Black text = original Bylaws text to remain

~~Red-Strikethrough text~~ = strike text from current Bylaws

Green underline text = addition/editing of original Bylaws for clarity

Background: Current ADEA Bylaws for Membership in the Council of Allied Dental Program Directors (CADPD) require the program be accredited by the Commission on Dental Accreditation (CODA). Therefore, the CADPD Board Director is expected to be leading a CODA accredited allied dental program. Program directors of Advanced Allied Dental Education Programs such as Master's or Baccalaureate Degree programs, are not eligible to serve as Board Director because these programs are not accredited by CODA. The CADPD Administrative Board agrees that as long as the program director of a Master's or Baccalaureate Degree Program has previously served as a director of a CODA accredited program within the previous 10 years, which included overseeing authorship in the writing of a CODA self-study, leading a CODA site visit as a program director, and having taught in the clinical setting, they would have enough expertise to serve as a Board Director.

The ADEA CADPD Administrative Board supports the following amendment to the ADEA Bylaws Chapter VII: Council, D. The Councils of the Association – Membership and Quorum, 1, The Council of Allied Dental Program Directors indicated by strikethrough or underline.

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 and 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.
 - ~~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;

54 2. Director of a non-Commission on Dental Accreditation-approved Allied Dental
55 Program.

56 ~~3. Director of an Advanced Allied Dental Education Programs leading to a~~
57 ~~Master's or Baccalaureate Degree in an Allied Dental Discipline at institutions~~
58 ~~that are not ADEA institution members.~~

59
60 d) A Director of an Advanced Allied Dental Education Program leading to a Master's
61 or Baccalaureate Degree in an Allied Dental Discipline located at institutions with a
62 CODA approved Allied Dental Program and Institutional/Affiliate Membership in
63 ADEA, may serve on the Board of Directors if:

64 1. the Director has previously served as a program director of a CODA accredited
65 program within the last 10 years and;

66 2. has overseen authorship in the writing of a CODA self-study document and;

67 3. has led a CODA site visit as a program director and;

68 4. has taught clinically.

69
70 e) The quorum requirement for the transaction of any Council business, including the
71 election of Members-at-Large and Board Directors, is one fourth of the total
72 voting membership of the Council.

73
74 The ADEA Board of Directors asks the ADEA House of Delegates to approve the following
75 resolution:

76
77 **6H-2025 Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA**
78 **Bylaws Chapter VII: Council, D. The Councils of the Association – Membership**
79 **and Quorum, 1. The Council of Allied Dental Program Directors to read as**
80 **follows effective at the close of the 2025 ADEA Annual Session & Exhibition:**

81
82 1. The Council of Allied Dental Program Directors consists of the following categories of
83 membership:

84 a) Individual Members from an Institutional/Affiliate Member institution are eligible
85 for Council membership, can be elected to a Council office, elected to Board
86 Director of Council to serve on the Board of Directors, vote on Council issues, and
87 can serve as Delegates in the House of Delegates. This includes the following:

88 1. Director of a Commission on Dental Accreditation-approved Allied Dental
89 Program or Dean, Department Chair; or

90 2. Administrator that has oversight of a Commission on Dental Accreditation
91 approved Allied Dental Program.

92
93 b) Individual Members from an Institutional/Affiliate Member institution are eligible
94 for Council membership, can be elected to a Council office, can vote on Council
95 issues and can serve as a Delegate in the House of Delegates; however, the
96 following individuals are not part of a CODA-approved program and therefore
97 cannot be elected to Board Director of Council to serve on the Board of Directors:

98 1. Director of a non-Commission on Dental Accreditation-approved Allied Dental
99 Program in an ADEA member institution.

100
101 c) Individuals holding Affinity Membership are eligible for Council membership and
102 may participate in selected ADEA meetings and committees; however, they cannot
103 be elected to a Council office or Board Director of Council to serve on the Board
104 of Directors. These individuals are not part of a member institution and are
105 therefore ineligible to vote. This includes the following:

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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.
- d) A Director of an Advanced Allied Dental Education Program leading to a Master's or Baccalaureate Degree in an Allied Dental Discipline located at institutions with a CODA approved Allied Dental Program and Institutional/Affiliate Membership in ADEA, may serve on the Board of Directors if:
1. the Director has previously served as a program director of a CODA accredited program within the last 10 years and;
 2. has overseen authorship in the writing of a CODA self-study document and;
 3. has led a CODA site visit as a program director and;
 4. has taught clinically.
- e) 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 voting membership of the Council.

Resolution 7H-2025
ADEA Council of Sections Bylaws Changes Regarding
Removal of Special Interest Group Chair When the Chair is the Sole Officer

Legend:
Black text = original Bylaws text to remain
~~Red Strikethrough text~~ = strike text from current Bylaws
Green underline text = addition text/editing of original Bylaws for clarity

Background: This addition to the ADEA Bylaws should be made in order to provide for clear justification and procedure for addressing removal of a Special Interest Group (SIG) Chair in the situation where a SIG has only one officer (the Chair). The rationale for proposing this addition to the Bylaws is as follows:

Consistency and Fairness: The existing removal procedure assumes that there are multiple officers, but some SIGs may only have one officer—the Chair. Without this addition, the removal process would be unclear or nonexistent in such cases. The proposed addition ensures that all SIGs, regardless of the number of officers, follow a consistent and fair removal process.

Accountability: This addition allows SIG members to hold the Chair accountable. If there is only one officer, it becomes critical that SIG members have the ability to take action if the Chair’s leadership is no longer in the best interest of the SIG or the Association. This promotes good governance and aligns with democratic principles.

Preventing Power Imbalance: Without this addition, a single officer could remain in place without proper checks and balances, especially if no other officers exist to vote on their removal. By allowing the members to initiate and vote on the removal of the Chair, the process prevents any concentration of power in a single individual.

Flexibility in Governance: The addition allows for flexibility in the removal process by letting members decide how the Chair can address them—whether in person, electronically, or via phone—ensuring the procedure can be tailored to the circumstances.

Alignment with ADEA’s Best Interests: The primary goal of the removal process is to serve the best interests of the Association. This addition ensures that if a SIG is no longer functioning effectively under its current Chair, members have a structured way to make changes in leadership, ensuring that the SIG and the Association continue to thrive.

This change enhances transparency, accountability, and fairness, ensuring all SIGs operate under the same principles of good governance.

The ADEA Council of Sections supports the following amendment to the ADEA Bylaws Chapter IX: Special Interest Groups (SIGs), E. Officer and Term of Office, 6. Removal, indicated by strikethrough or underline:

Any Special Interest Group Officer may be removed from office, with or without cause, upon a vote of a majority of the officers from that same Special Interest Group then in office, whenever in the Special Interest Group Officers’ judgment the best interest of the Association would be served thereby, provided that all the Special Interest Group Officers have at least 10 days’ notice of the proposed removal and the Officer at issue has an opportunity to address the other

52 Officers prior to the removal vote either in person, electronically or via a telephone meeting, as
53 determined in the discretion of the Special Interest Group Officers.

54
55 Should a Special Interest Group have only one officer, that being the Chair of the SIG, the Chair
56 may be removed from office, with or without cause, upon a vote of a majority of the members
57 from that same Special Interest Group, whenever in the Special Interest Group members'
58 judgment the best interest of the Special Interest Group and Association would be served
59 thereby, provided that all the Special Interest Group members have at least 10 days' notice of
60 the proposed removal and the Officer at issue has an opportunity to address the members prior
61 to the removal vote either in person, electronically or via a telephone meeting, as determined at
62 the discretion of the Special Interest Group members.

63
64 The ADEA Board of Directors asks the ADEA House of Delegates to approve the following
65 resolution:

66
67 **7H-2025 Resolved, that the ADEA House of Delegates adopts the revision to the ADEA**
68 **Bylaws Chapter IX: Special Interest Groups (SIGs), E. Officers and Term of Office,**
69 **6. Removal, to read as follows effective at the close of the 2025 ADEA Annual**
70 **Session & Exhibition:**

71
72 Any Special Interest Group Officer may be removed from office, with or without
73 cause, upon a vote of a majority of the officers from that same Special Interest
74 Group then in office, whenever in the Special Interest Group Officers' judgment
75 the best interest of the Association would be served thereby, provided that all
76 the Special Interest Group Officers have at least 10 days' notice of the proposed
77 removal and the Officer at issue has an opportunity to address the other Officers
78 prior to the removal vote either in person, electronically or via a telephone
79 meeting, as determined in the discretion of the Special Interest Group Officers.

80
81 Should a Special Interest Group have only one officer, that being the Chair of the
82 SIG, the Chair may be removed from office, with or without cause, upon a vote of
83 a majority of the members from that same Special Interest Group, whenever in
84 the Special Interest Group members' judgment the best interest of the Special
85 Interest Group and Association would be served thereby, provided that all the
86 Special Interest Group members have at least 10 days' notice of the proposed
87 removal and the Officer at issue has an opportunity to address the members
88 prior to the removal vote either in person, electronically or via a telephone
89 meeting, as determined at the discretion of the Special Interest Group members.

Resolution 8H-2025
ADEA Council of Sections Bylaws Changes Regarding Voting for
Election of Council of Sections Administrative Board Members, Section Officers
and Special Interest Group Officers

Legend:
Black text = original Bylaws text to remain
~~Red Strikethrough text~~ = strike text from current Bylaws
Green underline text = addition text/editing of original Bylaws for clarity

Background: The justification for specifying “in-person voting” for election of Council of Sections Administrative Board Members, Sections Officers and Special Interest Group Officers at the ADEA Annual Session & Exhibition can be framed around several key considerations that promote fairness, transparency, engagement, and adherence to organizational traditions. The rationale for proposing this addition to the ADEA Bylaws is as follows:

Enhanced Accountability and Transparency: “In-person voting” ensures that all eligible voters are physically present during elections and decisions, fostering transparency. Members can observe the voting process, reducing the likelihood of disputes or confusion over the results. The presence of voters in the same room allows for real-time verification of votes, minimizing potential errors or ambiguities that might arise from remote or electronic voting.

Active Engagement and Participation: Requiring “in-person voting” increases active participation in key decision-making moments, such as the election of officers. It encourages members to attend important meetings, such as the ADEA Annual Session & Exhibition, fostering a stronger sense of community and responsibility. “In-person voting” promotes face-to-face interactions, which are crucial for discussing pressing issues, asking questions, and evaluating candidates or proposals in real-time. This dynamic is difficult to replicate through remote or asynchronous methods.

Immediate Resolution of Issues and Concerns: “In-person voting” allows for immediate clarification of any issues or concerns raised during the voting process. This real-time interaction fosters quicker resolutions and avoids prolonged disputes that might occur with remote or asynchronous voting methods.

Preserving Organizational Tradition: ADEA’s long-standing tradition of in-person governance at the ADEA Annual Session & Exhibition has built a culture of personal accountability and direct participation. Continuing this practice preserves the organizational values and the integrity of its decision-making processes. By maintaining “in-person voting”, ADEA reinforces its historical approach to elections, honoring past practices while ensuring consistency in how leadership roles are filled.

Promoting Deliberative Decision-Making: In-person settings allow for more deliberative discussions. Members can openly debate and make more informed decisions, enhancing the quality of votes. Voting after engaging in dialogue with peers results in more thoughtful and considered decisions than isolated or remote voting might. For Sections and SIGs elections are significant events where candidates’ qualifications, leadership abilities, and ideas can be evaluated in real-time, ensuring that voters are well-informed before casting their votes.

Preventing Voting Fraud or Manipulation: “In-person voting” reduces the risk of technical difficulties, security breaches, or unauthorized access to the voting process. It ensures the

52 integrity of elections by minimizing opportunities for voting fraud or manipulation, which can be
53 more difficult to detect in remote voting systems.

54
55 **Encouraging Attendance at Key Meetings:** Requiring “in-person voting” at events like the
56 ADEA Annual Session & Exhibition incentivizes attendance at these important gatherings. This
57 helps ensure that key decisions are made by those who are actively engaged in the organization
58 and committed to participating in its governance.

59
60 In summary, adding “in-person voting” to these sections of the ADEA Bylaws promotes a
61 secure, transparent, and deliberative voting process. It upholds ADEA’s traditions of direct
62 engagement while ensuring the integrity and accountability of its elections and decision -
63 making processes.

64
65 The ADEA Council of Sections supports the following amendment to the ADEA Bylaws Chapter
66 VII: Councils, B. Leadership of the Councils—The Administrative Boards, 5. Election and
67 Appointment, indicated by strikethrough or underline:

68
69 Administrative Board members are elected at the ADEA Annual Session & Exhibition. The
70 method of voting is left to the discretion of the Council Chairs, or the presiding officer as
71 designated. For the Council of Sections, voting members may only cast their votes in person
72 during the business meeting of the Council.

73
74 The ADEA Council of Sections also supports the following amendment to the ADEA Bylaws
75 Chapter VII: Councils, D. The Councils of the Association—Membership and Quorum, 5. The
76 Council of Sections, indicated by strikethrough or underline:

77
78 The Council of Sections includes the Council of Sections Administrative Board, Section
79 Councilors and Chairs or their alternates and any former member of the Council’s
80 Administrative Board. Alternates for the Councilors and Chairs may only be a current Section
81 Chair-elect or Section Secretary. All Section Officers from each Section and Chairs of each
82 Special Interest Group are eligible to participate in Council business meetings and may only
83 vote in person at those meetings. If a quorum is not reached for a Council of Sections meeting,
84 electronic voting may be utilized to conduct Council of Sections business, including election of
85 Council officers, which should occur within one month of the scheduled Council of Sections
86 meeting.

87
88 The ADEA Council of Sections also supports the following amendment to the ADEA Bylaws
89 Chapter VIII: Sections, E. Officer and Term of Office, 5. Election, indicated by strikethrough or
90 underline:

91
92 Section Officers are elected at the Section Members’ Forum held at the Annual Session &
93 Exhibition. Election of Section Officers may only occur in person by the members present at the
94 Section Members’ forum. The method of voting is left to the discretion of the Chairs or
95 presiding officer. Sections that hold meetings at other times during the year, in which a majority
96 of their members attend, may elect their officers at those meetings with installation of the new
97 officers at the conclusion of the ADEA Annual Session & Exhibition following the mid-year
98 meeting of a section. Sections that choose to elect officers at mid-year, in-person section
99 meetings must also utilize in-person voting only.

100
101 The ADEA Council of Sections also supports the following amendment to the ADEA Bylaws
102 Chapter IX: Special Interest Groups (SIGs), E. Officer and Term of Office, 4. Nominations,
103 Elections, Terms and Installation, indicated by strikethrough or underline:

104
105 If a SIG has a leadership organizational structure similar to that of a Section, before each ADEA
106 Annual Session & Exhibition, the Nominating Committee (Chair-elect and two SIG members
107 who are not Officers) receives and considers nominations and recommends eligible candidates
108 to stand for election for the SIG office. Each year, a Chair is elected to serve a one-year term.
109 Chairs may serve a maximum of three one-year terms. SIG Officers are elected at the SIG
110 business meeting held at the ADEA Annual Session & Exhibition. [Election of SIG Officers may](#)
111 [only occur in person by the members present at the SIGs Members' forum.](#) The method of
112 voting is left to the discretion of the Chairs or presiding officer. A SIG Officer takes office at the
113 conclusion of the ADEA Annual Session & Exhibition. A person may not hold office in more than
114 one SIG simultaneously. SIG Chairs are not eligible to serve as an alternate in the House of
115 Delegates.

116
117 **The ADEA Board of Directors asks the ADEA House of Delegates to approve the following**
118 **resolution:**
119

120 **8H-2025 Resolved, that the ADEA House of Delegates adopts the revision to the ADEA**
121 **Bylaws Chapter VII: Councils, B. Leadership of the Councils—The Administrative**
122 **Boards, 5. Election and Appointment to read as follows effective at the close of**
123 **the 2025 ADEA Annual Session & Exhibition:**

124
125 Administrative Board members are elected at the ADEA Annual Session &
126 Exhibition. The method of voting is left to the discretion of the Council Chairs, or
127 the presiding officer as designated. For the Council of Sections, voting members
128 may only cast their votes in person during the business meeting of the Council.
129

130 **And be it further resolved that the ADEA House of Delegates adopts the revision**
131 **to the ADEA Bylaws Chapter VII: Councils, D. The Councils of the Association—**
132 **Membership and Quorum, 5. The Council of Sections to read as follows effective**
133 **at the close of the 2025 ADEA Annual Session & Exhibition:**
134

135 The Council of Sections includes the Council of Sections Administrative Board,
136 Section Councilors and Chairs or their alternates and any former member of the
137 Council's Administrative Board. Alternates for the Councilors and Chairs may
138 only be a current Section Chair-elect or Section Secretary. All Section Officers
139 from each Section and Chairs of each Special Interest Group are eligible to
140 participate in Council business meetings and may only vote in person at those
141 meetings. Section Councilors, Chairs and those who have previously served as a
142 Section Councilor or Chair are eligible for election to the Administrative Board.
143 The Council of Sections Section Councilor is elected by each Section to a three-
144 year term. Councilors may be reelected to one additional three-year term. The
145 quorum requirement for the transaction of any Council business, including the
146 election of Members-at-Large and Board Directors, is one third of the total
147 voting membership of the Council. If a quorum is not reached for a Council of
148 Sections meeting, electronic voting may be utilized to conduct Council of
149 Sections business, including election of Council officers, which should occur
150 within one month of the scheduled Council of Sections meeting.
151

152 **And be it further resolved that the ADEA House of Delegates adopts the revision**
153 **to the ADEA Bylaws Chapter VIII: Sections, E. Officer and Term of Office, 5.**
154 **Election, to read as follows effective at the close of the 2025 ADEA Annual**
155 **Session & Exhibition:**

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Section Officers are elected at the Section Members’ Forum held at the Annual Session & Exhibition. Election of Section Officers may only occur in person by the members present at the Section Members’ forum. The method of voting is left to the discretion of the Chairs or presiding officer. Sections that hold meetings at other times during the year, in which a majority of their members attend, may elect their officers at those meetings with installation of the new officers at the conclusion of the ADEA Annual Session & Exhibition following the mid-year meeting of a section. Sections that choose to elect officers at mid-year, in-person section meetings must also utilize in-person voting only.

And be it further resolved that the ADEA House of Delegates adopts the revision to the ADEA Bylaws Chapter IX: Special Interest Groups (SIGs), E. Officer and Term of Office, 4. Nominations, Elections, Terms and Installation to read as follows effective at the close of the 2025 ADEA Annual Session & Exhibition:

If a SIG has a leadership organizational structure similar to that of a Section, before each ADEA Annual Session & Exhibition, the Nominating Committee (Chair-elect and two SIG members who are not Officers) receives and considers nominations and recommends eligible candidates to stand for election for the SIG office. 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 ADEA Annual Session & Exhibition. Election of SIG Officers may only occur in person by the members present at the Section Members’ forum. The method of voting is left to the discretion of the Chairs or presiding officer. A SIG Officer takes office at the conclusion of the ADEA Annual Session & 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.

Resolution 9H-2025
ADEA Council of Sections Bylaws Changes Preventing Eligibility to Serving as Delegates for
Multiple Councils Simultaneously

Legend:

Black text = original Bylaws text to remain

~~Red-Strikethrough-text~~ = strike text from current Bylaws

Green underline text = addition text/editing of original Bylaws for clarity

Background: The ADEA Bylaws currently permit an individual member to concurrently hold appointments or elected officer positions in more than one Council. This situation is not conducive to allowing leadership opportunities to be available to the broadest number of members and also results in necessitating the need to attempt (frequently unsuccessfully) to assign Alternate Delegates to the House of Delegates when an individual member is credentialed to be a delegate to the House of Delegates in more than one role concurrently. This also limits effective representation of constituents in the Councils as Councils typically hold concurrent Business and Caucus Meetings during the ADEA Annual Session & Exhibition and, for some Councils, during the Fall Meetings.

These amendments are designed to:

- Ensure fair and equal representation within ADEA’s governance structure.
- Clarify leadership responsibilities and decision-making roles.
- Prevent conflicts of interest and concentration of influence by limiting members to a single role in the House of Delegates or on Council Administrative Boards.
- Promote continuity and accountability by ensuring that only informed and prepared individuals attend key governance meetings and make decisions on behalf of their Councils.

By adopting these changes, ADEA will strengthen its governance framework, ensure balanced representation, and enhance the clarity and efficiency of its decision-making processes.

The ADEA Council of Sections supports the following amendment to the ADEA Bylaws Chapter VII: Councils, D. The Councils of the Association – Membership and Quorum indicated by strikethrough or underline:

The Councils of the Association, and their membership, are as follows. All Council members must be Individual Members of the Association. An individual member may hold only one delegate position within a single Council at any given time, ensuring that they represent only that Council in the ADEA House of Delegates.

The ADEA Council of Sections also supports the following amendment to the ADEA Bylaws Chapter VII: Councils, B. Leadership of the Councils – The Administrative Boards, 9. Alternates indicated by strikethrough or underline:

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. All alternates must be ADEA Individual Members. Members of the Councils of Allied Dental Program Directors, 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~~

53 ~~two or more Councils in the House of Delegates must decide which Council they wish to~~
54 ~~represent and then appoint an alternate(s) for the other Council(s) according to the foregoing~~
55 ~~guidelines. All alternates must be ADEA Individual Members.~~

56
57 The ADEA Board of Directors asks the ADEA House of Delegates to approve the following
58 resolution:

59
60 **9H-2025** Resolved, that the ADEA House of Delegates adopts the revision to the ADEA
61 Bylaws Chapter VII: Councils, D. The Councils of the Association – Membership
62 and Quorum to read as follows effective at the close of the 2025 ADEA Annual
63 Session & Exhibition:

64
65 The Councils of the Association, and their membership, are as follows. All
66 Council members must be Individual Members of the Association. An individual
67 member may hold only one delegate position within a single Council at any
68 given time, ensuring that they represent only that Council in the ADEA House of
69 Delegates.

70
71 **And be it further resolved that the ADEA House of Delegates adopts the revision**
72 **to the ADEA Bylaws Chapter VII: Councils, B. Leadership of the Councils – The**
73 **Administrative Boards, 9. Alternates to read as follows effective at the close of**
74 **the 2025 ADEA Annual Session & Exhibition:**

75
76 Council Administrative Board members may not send alternates to attend
77 Council Administrative Board meetings. Council members unable to attend a
78 House of Delegates Meeting or a Council meeting may appoint alternates to
79 represent them. All alternates must be ADEA Individual Members. Members of
80 the Councils of Allied Dental Program Directors, Advanced Education Programs
81 and Students, Residents and Fellows must appoint alternates who are members
82 of their Council. Members of the Council of Sections must appoint the Chair-
83 elect or Secretary of their Section. Members of the Councils of Deans and
84 Faculties must appoint individuals from their institutions.

Resolution 10H-2025
ADEA Council of Students, Residents and Fellows Bylaws Change to
Selection Process of Member-at-Large

Legend:

Black text = original Bylaws text to remain

~~Red Strikethrough text~~ = strike text from current Bylaws

Green underline text = addition text/editing of original Bylaws for clarity

The ADEA Council of Students, Residents and Fellows (COSRF) is proposing a revision to the ADEA Bylaws to change the selection process for the Council Administrative Board Member-at-Large position.

Background:

Historically, the ADEA COSRF Administrative Board has consisted of four elected members who chose the Member-at-Large. This selection process has been in place for several years, allowing the Administrative Board to appoint an individual they believe will best represent the Council's interests. However, the current appointment approach may unintentionally limit diverse representation and inclusivity on the Board.

Rationale for Proposed Change:

First, proposing the Member-at-Large position as an elected position within ADEA COSRF would align the Council's nomination and election processes with those of the other ADEA Councils, ensuring consistency and fairness. The shift would strengthen the Council's commitment to transparency and equitable practices, fostering trust within the membership.

Second, this change to the Bylaws and related processes would increase representation on the Administrative Board and reduce potential bias. Without this proposed change, the Administrative Board may appoint a Member-at-Large based on unconscious bias, with limited consideration of broader member representation.

Ultimately, this change supports the best interests of Association governance and reinforces the Association's dedication to inclusivity.

Proposed Changes:

The ADEA COSRF Administrative Board supports the following amendment to the ADEA Bylaws Chapter VII: Councils, B. Leadership of the Councils – The Administrative Boards, 4. Nominations, and 5. Election and Appointment, indicated by strikethrough or underline:

4. Nominations. Before each ADEA Annual Session & Exhibition, the Chair-elect and two Council members who are not on the Administrative Board serve as the nominating committee ~~in order~~ to receive and consider nominations from the membership and recommend eligible candidates for the position of Member-at-Large (and Board Director if the incumbent Board Director will complete a term at the end of the ADEA Annual Session & Exhibition). For the Council of Students, Residents and Fellows, the Vice-Chair and two Council members who are not on the Administrative Board serve as the nominating committee ~~in order~~ to receive and consider nominations from the membership and recommend eligible candidates for the positions of Member-at-Large, Secretary, Vice-Chair, Chair and Board Director. ~~Members-at-Large are chosen by the Council of Students, Residents and Fellows' Administrative Board.~~ Additional nominations may be made from the floor at a Council's ADEA Annual Session & Exhibition meetings when the nominating committee does not receive any nominations via the Call for Nominations process. An individual's eligibility for the open position will be reviewed and vetted by the nominating committee.

54 **5. Election and Appointment.** Administrative Board members are elected at the ADEA Annual
55 Session & Exhibition. The method of voting is left to the discretion of the Council Chairs, or the
56 presiding officer as designated. ~~For the Council of Students, Residents and Fellows, during the~~
57 ~~ADEA Annual Session & Exhibition, the four members of the new Administrative Board appoint~~
58 ~~a Council member to serve as a Member at Large.~~ In the absence of a quorum at the ADEA
59 Annual Session & Exhibition, an electronic ballot is issued within 30 days after the ADEA Annual
60 Session & Exhibition.

61
62 The ADEA Board of Directors asks the ADEA House of Delegates to approve the following
63 resolution:

64
65 **10H-2025** Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA
66 Bylaws Chapter VII: Councils, B. Leadership of the Councils – The Administrative
67 Boards, 4. Nominations to read as follows effective at the close of the 2025
68 ADEA Annual Session & Exhibition:

69
70 **Nominations.** Before each ADEA Annual Session & Exhibition, the Chair-elect
71 and two Council members who are not on the Administrative Board serve as the
72 nominating committee to receive and consider nominations from the
73 membership and recommend eligible candidates for the position of Member-at-
74 Large (and Board Director if the incumbent Board Director will complete a term
75 at the end of the ADEA Annual Session & Exhibition). For the Council of
76 Students, Residents and Fellows, the Vice-Chair and two Council members who
77 are not on the Administrative Board serve as the nominating committee to
78 receive and consider nominations from the membership and recommend eligible
79 candidates for the positions of Member-at-Large, Secretary, Vice-Chair, Chair
80 and Board Director. Additional nominations may be made from the floor at a
81 Council’s ADEA Annual Session & Exhibition meetings when the nominating
82 committee does not receive any nominations via the Call for Nominations
83 process. An individual’s eligibility for the open position will be reviewed and
84 vetted by the nominating committee.

85
86 **And be it further resolved that the ADEA House of Delegates adopts the revision**
87 **to the ADEA Bylaws Chapter VII: Councils, B. Leadership of the Councils – The**
88 **Administrative Boards, 5. Election and Appointment to read as follows effective**
89 **at the close of the 2025 ADEA Annual Session & Exhibition:**

90
91 **Election and Appointment.** Administrative Board members are elected at the
92 ADEA Annual Session & Exhibition. The method of voting is left to the discretion
93 of the Council Chairs, or the presiding officer as designated. In the absence of a
94 quorum at the ADEA Annual Session & Exhibition, an electronic ballot is issued
95 within 30 days after the ADEA Annual Session & Exhibition.

Resolution 11H-2025
Special Interest Group on Implant Dentistry Becomes the
ADEA Section on Implant Dentistry

Background: The Special Interest Group (SIG) on Implant Dentistry offers numerous benefits to the dental education community by fostering a collaborative, inclusive environment dedicated to advancing implant dentistry knowledge. The SIG enhances education by:

1. **Supporting Professional Development:** It provides valuable continuing education, scientific programs, and credentialing resources that elevate educators' expertise and meet the growing demand for implant education in dental schools.
2. **Establishing Best Practices:** By developing and disseminating best practices and curriculum guidelines for implant surgery and restorative procedures, the SIG ensures consistent, high-quality education for students and faculty.
3. **Fostering Diversity and Collaboration:** Through a diverse membership that spans multiple disciplines, including oral surgery, periodontics, prosthodontics, and general dentistry, the SIG brings together a variety of perspectives and expertise to enhance educational outcomes.
4. **Meeting Accreditation Standards:** By addressing the new CODA Standard 2-23, which requires competency in implant therapies, the SIG helps institutions fulfill accreditation needs and prepare students for comprehensive patient care.
5. **Promoting Innovation and Research:** The SIG embraces cutting-edge technologies and contemporary treatment approaches, positioning members at the forefront of implant dentistry advancements.

Overall, the SIG on Implant Dentistry plays a crucial role in equipping dental educators with the skills, resources, and collaborative network necessary to improve implant education, better prepare students, and support the evolving landscape of dental care.

The SIG on Implant Dentistry applied for Section status by submitting a proposal and supporting documentation to the ADEA Council of Sections (COS) Administrative Board on September 12, 2024. The supporting documentation demonstrated that the SIG on Implant Dentistry serves a unique member need not currently met by other sections; has a robust, active membership; and a depth of leadership.

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

11H-2025 Resolved, that the ADEA House of Delegates approves that the Special Interest Group on Implant Dentistry becomes the ADEA Section on Implant Dentistry effective at the close of the 2025 ADEA Annual Session & Exhibition.

New Chief Administrators at Member Institutions

New Dental School Deans

Since the 2024 ADEA Annual Session & Exhibition, U.S. and Canadian academic dental institutions have appointed the following new deans, interim deans, acting deans and directors, whose service began between the end of the 2024 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. Des Gallagher, Dean, A.T. Still University, Arizona School of Dentistry & Oral Health
- Dr. Dennis Mitchell, Interim Dean, Columbia University College of Dental Medicine
- Dr. Yang Chai, Dean, Herman Ostrow School of Dentistry of USC
- Dr. Ali Shazib, Dean, High Point University Workman School of Dental Medicine
- Dr. Qi Wang, Interim Dean, Lincoln Memorial University College of Dental Medicine
- Dr. John Gallo, Dean, Louisiana State University Health New Orleans School of Dentistry
- Dr. Burke Soffe, Dean, Lyon College School of Dental Medicine
- Dr. Beverly Escalona, Dean, Universidad Ana G. Mendez School of Dental Medicine
- Dr. Hugo Ciaburro, Dean, Université de Montréal Faculté de Médecine Dentaire
- Dr. Petros Papagerakis, Dean, Université Laval Faculté de Médecine Dentaire
- Dr. Andrea Esteves, Interim Dean, University of British Columbia Faculty of Dentistry
- Dr. Margaret Hill, Interim Dean, University of Louisville School of Dentistry
- Dr. Pia Chatterjee Kirk, Interim Dean, University of Mississippi Medical Center School of Dentistry
- Dr. Russell Melchert, Interim Dean, University Missouri – Kansas City School of Dentistry
- Dr. Aileen M. Torres, Interim Dean, University of Puerto Rico School of Dental Medicine
- Dr. Ken Tilashalski, Dean, University of Tennessee Health Science Center College of Dentistry

New Affiliate Members

Since February 2024, these programs and schools have become Affiliate Members. The ADEA Board of Directors welcomes them.

Allied Dental Members

- Palo Alto College, Prof. Diane Wilson, Dental Hygiene Program Director, (San Antonio, TX)
- Rogue Community College, Mr. Dave Koehler, Dean, (White City, OR)
- Wallace State Community College, Prof. Susan Brewer, Dental Program Director, (Hanceville, AL)
- Yakima Valley College, Prof. Cheri Podruzny, Dental Hygiene Program Director, (Yakima, WA)

Hospital Members

- CTOR Academy, Dr. Edmund Khoo, Chair, (Hoboken, NJ)
- Nemours Children's Hospital, Dr. Mariella De Stefano, (Wilmington, DE)
- Nicklaus Children's Hospital, Dr. Oscar Arevalo, Program Director, (Doral, FL)
- Roswell Park Comprehensive Cancer Center, Dr. Vladimir Frias, (Buffalo, NY)
- Valleywise Health, Dr. Christopher Brendemuhl, (Phoenix, AZ)
- University of Vermont Medical Center, Dr. Justin Hurlburt, (Burlington, VT)

Other New Administrators at Member Institutions

- Dr. Ashley McMillan, Associate Dean for Clinical Affairs, Lyon College School of Dental Medicine
- Dr. Didem Ozdemir Ozenen, Associate Dean for Oral Health Education, University of the Pacific, Dugoni School of Dentistry
- Dr. Roger Fillingim, Associate Dean, University of Florida College of Dentistry
- Dr. Dharini van der Hoeven, Assistant Dean of Academic Affairs, University of Iowa College of Dentistry and Dental Clinics
- Prof. Jennifer Cullen, Director, Dental Hygiene Division, University of Michigan School of Dentistry
- Dr. Cortino Sukotjo, Chair, Department of Prosthodontics, University of Pittsburgh School of Dental Medicine

Corporate Members

These companies have become ADEA Corporate Members since February 2024. The ADEA Board of Directors welcomes them.

- Curadan USA, Dr. Diane Hammond, Marketing/Events, (Mesa, AZ)
- DMG-America, Mr. John Scott, Director of Clinical Affairs, (Ridgefield, NJ)
- MedAssent DDS, Inc., Ms. Lauren Fang, President, (Los Angeles, CA)
- National Dentex Labs, Mr. Adam Dryfus, Director, University, Government, Institutions, (Palm Beach Gardens, FL)
- Optimal Billing Solutions, Mr. Yoel Posner, CEO, (Brooklyn, NY)
- Saratoga, Mr. Patrizio Bortolus, CEO, (Pordenone, Italy)
- Spectrum SimplyTest, Dr. David Vigerust, Chief Scientific Officer, (Draper, UT)
- Titanium, Solutions, Mr. Chris Wilson, VP North America, (Vancouver, BC)
- W&H Impex, Mr. Derek Johnson, (Windsor, ON)

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.

Boston University

Dr. Theodore Engel
Dr. Donald Ferguson
Dr. Wayne Gonnerman
Dr. Dan Nathanson

Case Western Reserve University

Mrs. Susanne (Sue) Opsitnick
Mrs. Celija Vidovic

Creighton University

Dr. John H. Purk

Harvard University

Ms. Genelle Bishop
Dr. Joseph LeBlanc
Dr. James E. Mulvihill
Dr. Joseph M. Stolman
Dr. Barton H. Tayer
Ms. Lisa Tiemann
Dr. George Wyshak

Indiana University

Dr. Melvin Lund
Professor Nancy Mann
Dr. Chris Miller
Dr. Michael Sovanich

New York University

Dr. Michael F. Lorber
Dr. Elliott Moskowitz

Nova Southeastern University

Dr. Paul Fleisher

Medical University of South Carolina

Dr. A. Crosby Livingston, Jr.
Dr. James Ryan
Dr. Carl John Smith

Midwestern University-Arizona

Dr. Steven Haub

Roseman University

Dr. Llewellyn (Lew) Powell

Rutgers University

Dr. Carmine J. Lo Monaco
Dr. Justin Howard Stone

Southern Illinois University

Dr. Charles F. Hildebolt
Dr. Gaylord James III
Dr. Delmo Maroso
Dr. James A. Nelson
Dr. Charles Poeschl

Temple University

Dr. Jeff Aronsohn
Dr. Elliot Auerbach
Dr. Jordon Bichesky
Dr. Harris Colton
Dr. William Dragan
Dr. James Kemblowski
Dr. Rosario Mayro
Dr. William Mlkvy
Dr. Harry Silverstein
Dr. Joseph Venneri

The Ohio State University

Mrs. Lucy Mitchem
Dr. Thomas Sherer
Dr. Louis Terkla

University of Alabama at Birmingham

Dr. John O. Burgess
Dr. Richard R. Ranney
Dr. Thomas W. Weatherford
Dr. Gene Withrow

University of British Columbia

Dr. Leib Alexander
Prof. Stephanie Brawn
Dr. William (Bill) Catalano
Dr. James Chen
Dr. Alan Lowe
Dr. Albert "Jack" Malnarich

University of Colorado

Dr. Michelle Brichacek

University of Louisville

Dr. William D. Berger
Dr. Charles "Kent" Conder, Jr
Dr. Thomas E. Davey
Dr. Mark Nelson Day
Dr. Walter Franklin Druckenmiller
Dr. Lynn H. Habacker
Dr. Rodney Harwood Jones
Ms. Carol Lee Kays
Mrs. Linda Sue Cox Kerper
Dr. Patrick Anderson Kirkpatrick
Dr. JoAnn Lewis
Dr. Matthew Brian Lopp
Dr. Frank Anthony Moller
Dr. James "Jim" Edwin Ratliff
Dr. David Kent Ross
Dr. Jack Franklin Richardson
Dr. William Loudon Sanders
Dr. Michael "Owen" Schmitt
Dr. Linda Ann Smith
Dr. Cathy Gale Van Hook
Dr. Fred Wicknick
Dr. Morris Clement Yates

University of Maryland

Dr. George C. Abraham
Dr. Ralph R. Asadourian
Dr. Farzad Azad
Dr. John S. Blackard
Dr. Stanley E. Block
Dr. Eugene D. Byrd
Dr. George E. Collins
Dr. Thomas J. Cronin
Dr. William M. Davidson
Dr. Eric W. Donoho
Dr. Stanley A. Einhorn
Dr. Duane C. Erickson
Dr. Wilhelma Garner-Brown
Dr. Craig E. Gasset
Dr. John G. Goettee, Jr.
Dr. Marshall R. Goldman
Dr. Jack A. Gray
Dr. Burton M. Greifer
Dr. Gary D. Hack
Dr. David L. Kaiser
Dr. Anthony J. Klein, Jr.
Dr. Donald P. Lewis
Dr. Aldona V. Look
Dr. Tracy R. Martin
Dr. Mark Mathias
Dr. Paul R. Miller
Dr. Guy S. O'Brien, Jr.

Dr. Sanford Paskow
Dr. Jeffrey C. Pennington
Dr. Lance D. Petersen
Dr. Mervyn T. Pinerman
Dr. Richard R. Ranney
Dr. Emilio E. Rivera
Dr. Charles M. Rosenberg
Dr. Ivan A. Rosengarden
Dr. Herbert H. Rust
Dr. James Lawrence Schatz
Dr. R. Mark Schulz
Dr. Frank L. Schwartz
Dr. John B. Tullner
Dr. Jack D. Vandermer
Dr. George J. Walters
Dr. Diane White

University of Mississippi Medical Center

Dr. Lyles Zardiackas

University of Nebraska Medical Center

Dr. Raymond "Ray" Bieber

University of North Carolina at Chapel Hill

Ms. Martha Ann Branscom Barbour
Ms. Eleanor Forbes
Dr. Stuart Fountain
Ms. Jane C. Kopczynski
Dr. Donald Marbry
Dr. David Murray Simpson

University of the Pacific

Dr. Alan Budenz
Dr. Giuseppe Inesi
Dr. Wilbert (Willy) Presa

University of Utah

Dr. Peter C. Knudson

UTHealth Houston

Dr. Samuel H. Adams II
Dr. Charles E. Campbell
Dr. Daniel Cantu
Dr. James H. Carr, Jr.
Dr. John P. Cassity
Dr. Freddy R. Cessac
Dr. Clifford L. Condit
Dr. Mary A. Wyss Cummings
Dr. Bob P. Foster
Dr. Lynn K. Hammond
Dr. Thomas N. Heap
Dr. Stephen B. Hill

Dr. Jeffrey Hoover
Dr. Edmond Penn Jackson
Dr. Peter Knudsen
Dr. Burton J. Kunik
Dr. Ayeez A. Lalji
Dr. Dan P. McCauley
Dr. James R. Mellard
Dr. Thomas W. Pearson
Dr. James G. Price
Ms. Sheila Stuckman
Dr. Chris K. To
Dr. Glenn R. Walters
Dr. Rita Zachariasen

BYLAWS OF THE AMERICAN DENTAL EDUCATION ASSOCIATION

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 establish branch offices of the Association or change the location of the ADEA Headquarters;
 - g) To elect the Chair-elect of the Board of Directors of the Association;
 - h) To elect nominees for representation in other organizations when so requested; and
 - i) 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 of the following:

1. The Officers;
2. The Council of Deans is represented by all of its members;
3. The Council of Faculties is represented by all of its members from Institutional and Provisional Member institutions, one member elected from the members from the Canadian Faculties of Dentistry, and one member, selected by the CADPD Administrative Board, from the allied dental faculty. The allied dental faculty delegate must come from an institution that holds affiliate membership;
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; a minimum number is not required in the event that there are less than 10 programs in a particular category.

5. The Council of Advanced Education Programs (COAEP) is represented in the ADEA House of Delegates 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 COAEP member programs. COAEP shall have at least 16 Delegates. Delegates do not need to be a current Program Director or Chief of a Hospital Dental Service.
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 to serve as the alternate Delegate;
7. The Council of Students, Residents and Fellows is represented by its Administrative Board; by 12 members of the Council of Students, Residents and Fellows (one each from each of the 12 districts recognized by the Council); by four advanced dental students, residents or fellows and by six allied dental students;
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 from Institutional and Provisional Member Institutions serve as Delegates to the House of Delegates. Members are elected or appointed by their institution. One member as elected by the members from the Canadian Faculties of Dentistry also serves as a Delegate to the House of Delegates. One member, selected by the CADPD Administrative Board, from the allied dental faculty. The allied dental faculty delegate must come from an institution that holds affiliate membership.
 - 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 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 ADEA Annual Session & 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 & Exhibition.** The House of Delegates normally convenes at the Association's Annual Session & Exhibition. The President and CEO sends each Delegate an official notice of the time and place of each Annual Session & 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 ADEA Annual Session & 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 & 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 ADEA Annual Session & Exhibition to the President and CEO, who then presents it to the Board of Directors for consideration before the next ADEA Annual Session & 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 ADEA Annual Session & 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.

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 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 District of Columbia Nonprofit 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 and 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.

- f) 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 & Exhibition during times designated by the Board of Directors. A majority vote is required for election.

3. **ADEA Policies and Procedures Regarding Campaign Activities During Elections for Chair-elect of the ADEA Board of Directors and Council Elected Officers (As approved by the ADEA Board of Directors on Sept. 17, 2024)**

The Office of the ADEA President and CEO and ADEA Council staff liaisons will distribute to all nominees for Chair-elect of the ADEA Board of Directors and candidates for Council elected officer positions the *ADEA Policies and Procedures Regarding Campaign Activities During Elections for Chair-elect of the ADEA Board of Directors and Council Elected Officers* in a timely fashion following the announcement of candidacy for these offices.

Campaign Activities for Chair-elect of the ADEA Board of Directors

Candidates for Chair-elect approved by the ADEA Board of Directors are permitted to have a personal statement and photo to be published in the December *Bulletin of Dental Education*, on the ADEA website and in the House of Delegates manual, and one additional campaign statement of 500 words or less to the ADEA Manager for Governance at least 30 days prior to the date of the Opening Session of the ADEA House of Delegates. The ADEA Manager for Governance will distribute these campaign statements to all the credentialed delegates. ADEA will not provide candidates with email lists or other contact information for delegates.

Prohibited activities:

- a. No campaign promotional materials are to be distributed, including but not limited to items such as flyers, posters, printed materials, electronic communications, buttons, stickers, etc., before or during the ADEA Annual Session & Exhibition.
- b. Candidates may not organize or hold any campaign-related social events during the ADEA Annual Session & Exhibition.
- c. Candidates may not make statements that refer directly or indirectly to any of the other candidates.

Candidates will have scheduled visits of 10 minutes each with the seven ADEA Councils during Council meetings at the beginning of the ADEA Annual Session & Exhibition. ADEA staff will schedule the meetings and escort candidates.

During these visits:

- a. Candidates will have the opportunity to share their vision and ideas for the future of ADEA, if elected.
- b. Candidates may respond to questions from delegates in each Council during these visits within their allotted 10-minute time. ADEA members or guests are not permitted to accompany the candidate during the Council visits.

If the ADEA Chair-elect Nominating Committee is made aware of a violation of the campaign policies and procedures, a candidate may be subject to discipline up to disqualification if the committee determines that an infraction did occur. If the Nominating Committee deems such misconduct to have occurred, the ADEA House of Delegates will be notified accordingly.

Campaign Activities for Council Elected Officer Positions

Candidates for Council elected officer positions of Board Director, Chair, Chair-elect, Secretary and Member-at-Large (Council Administrative Board positions) are permitted to submit for posting through the ADEA staff liaison, if desired, one campaign statement of 500 words or less on the relevant Council ADEA Connect Community no sooner than 30 days prior to the date of the Opening Session of the ADEA House of Delegates. ADEA will not provide candidates with email lists or other contact information for Council members.

Prohibited activities:

- a. No campaign promotional materials are to be distributed, including but not limited to items such as flyers, posters, printed materials, electronic communications, buttons, stickers, etc., before or during the ADEA Annual Session & Exhibition.
- b. Candidates may not organize or hold any campaign-related social events during the ADEA Annual Session & Exhibition.
- c. Candidates may not make statements that refer directly or indirectly to any of the other candidates.

Candidates will have the opportunity to address their Council during either the Business or Caucus meetings of their Council during the ADEA Annual Session & Exhibition as scheduled. The ADEA staff liaison to each Council will coordinate the scheduling with a duration of up to five minutes for the in-person addresses with the sitting Council Administrative Board officers. During these addresses, candidates will have the opportunity to share their vision and ideas that they would intend to bring to their

Council and ADEA, if elected, and to respond to questions from Council members during these in-person addresses.

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. 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. 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.
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.
3. **Installation.** Elected Association Officers are installed at the ADEA Annual Session & Exhibition on the floor at the Closing Session of the House of Delegates.
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 ADEA Annual Session & 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 ADEA Annual Session & 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

A. Composition and Function.

The Board of Directors is comprised of the Officers of the Association and functions as the Association's Executive Committee.

B. 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 & 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. To approve the Association's operating budget;
9. For each ADEA Annual Session & Exhibition, to prepare and submit an annual operating budget for the following fiscal year allowing feedback from the House of Delegates prior to final approval by the ADEA Board of Directors;
10. To approve sections of the *ADEA Governance Policy and Procedures Manual*.
11. To establish branch offices of the Association or change the location of the ADEA Headquarters.

C. 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.

D. 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 option of selecting Institutional Membership or Affiliate Membership).
 2. Applications for Institutional Membership should be presented in writing at least 60 days before an ADEA Annual Session & 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 ADEA Annual Session & 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. International dental schools not located in the United States or Canada and accredited by the Commission on Dental Accreditation are eligible for Affiliate Membership. Each location or campus must have its own Institutional Affiliate Membership.
 3. 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).

d) 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. For-profit corporations and not-for-profit corporations and organizations may be considered for membership as a Corporate Member.
3. 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 immediately upon approval by the Board of Directors. Corporate Memberships are reviewed annually.

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 for 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 12 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 & Exhibition in order to set the priorities for and conduct business of the Council.
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, which receives and considers nominations and recommends eligible candidates to stand for election 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 ADEA Annual Session & Exhibition, the Chair-elect and two Council members who are not on the Administrative Board serve as the nominating committee in order to receive and consider nominations from the membership and recommend eligible candidates for the position of Member-at-Large (and Board Director if the incumbent Board Director will complete a term at the end of the ADEA Annual Session & Exhibition). For the Council of Students, Residents and Fellows, the Vice-Chair and two Council members who are not on the Administrative Board serve as the nominating committee in order to receive and consider nominations from the membership and recommend eligible candidates for the positions of Secretary, Vice-Chair, Chair and Board Director. Members-at-Large are chosen by the Council of Students, Residents and Fellows' Administrative Board. Additional nominations may be made from the floor at a Council's ADEA Annual Session & Exhibition meetings when the nominating committee does not receive any nominations via the Call for

Nominations process. An individual's eligibility for the open position will be reviewed and vetted by the nominating committee.

5. **Election and Appointment.** Administrative Board members are elected at the ADEA Annual Session & Exhibition. The method of voting is left to the discretion of the Council Chairs, or the presiding officer as designated. For the Council of Students, Residents and Fellows, during the ADEA Annual Session & 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 ADEA Annual Session & Exhibition, an electronic ballot is issued within 30 days after the ADEA Annual Session & Exhibition. For ADEA's Policy on Campaign Activities for Council Elected Officer Positions, see Chapter II.D.3.
6. **Installation.** All Administrative Board members, except Board Directors, are installed at Council meetings held during the ADEA Annual Session & Exhibition. Board Directors are installed at the ADEA Annual Session & Exhibition at the Closing of the House of Delegates. Administrative Board members who are elected by electronic ballot following the ADEA Annual Session & 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 ADEA Annual Session & 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. **Removal.** Any Council Administrative Board member may be removed from office, with or without cause, upon a vote of a majority of the Council Administrative Board when in office, whenever in the Council Administrative Board Members' judgment the best interest of the Association would be served thereby, provided that all the Council Administrative Board members have at least 10 days' notice of the proposed removal and the Officer at issue has an opportunity to address the Council Administrative Board prior to the removal vote either in person, electronically or via a telephone meeting, as determined by the discretion of the Council Administrative Board.

10. **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, 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 & Exhibition and be ratified during a meeting of the appropriate Council prior to participating in the Opening or Closing of the House of Delegates. At this meeting, a Council may choose to waive the notification of an additional meeting to approve alternate delegates that are identified after the initial meeting and prior to the alternate delegates' participation in either the Opening or Closing of the House of Delegates, provided that the newly identified alternate delegates are qualified and have been vetted by the appropriate Council Administrative Board.

C. Meetings of the Councils

1. **Meetings.** All Councils meet at the ADEA Annual Session & Exhibition and endeavor to meet in the fall season. Administrative Boards plan ADEA Annual Session & Exhibition programs and submit program details to the ADEA Headquarters for potential publication in the ADEA Annual Session & 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 ADEA Annual Session & 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% 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 and 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.
 - d) 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 voting 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, one faculty member from each one of the Canadian Faculties of Dentistry, and 10 non-program director allied dental faculty, selected by the CADPD Administrative Board through an application process, 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. The methods of electing, removing and electing new members to fill unexpired terms for allied dental faculty are left to the discretion of the CADPD Administrative Board. 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 ADEA Annual Session & 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 Advanced Education Programs** membership includes Program Directors or Chiefs of a Hospital Dental Service (as defined by CODA's list of Program Directors), faculty, residents and fellows, as well as advanced dental education administrators, in Commission on Dental Accreditation-accredited advanced dental education programs located in ADEA-member institutions, as well as past members of the COAEP Administrative Board who are appointed to or employed in an ADEA member institution.

Eligibility to vote on Council business or to vote for candidates nominated for either the Council's Administrative Board or for the Council's Board Director is limited to one vote per advanced education program. Only Program Directors or Chiefs of a Hospital Dental Service, or their designee, and Administrative Board Members may vote during Council meetings on Council business. The quorum requirement for the transaction for any Council business, including the election of the Member-at-Large and Board Director positions, is one-tenth of the total voting membership of the Council.

To be eligible to serve as member of the COAEP Administrative Board, a person must:

1. Be an individual member of ADEA;
2. Be a member of ADEA COAEP;
3. Be Chief of a Hospital Dental Service or Program Director of a CODA-accredited advanced dental education program located in an ADEA-member institution at the time of the election. Administrative board members may continue to serve in their roles on the board for the duration of their terms as long as they remain in an academic position in a CODA-accredited dental education program located in an ADEA member institution.

To be eligible to serve as a COAEP Board Director, a person must:

1. Be an individual member of ADEA;
2. Be a member of ADEA COAEP;
3. Be appointed to or employed in an ADEA Member Institution;
4. Be involved in advanced dental education at their institution;

5. Be a current or former Program Director or Chief of a Hospital Dental Service;
and
 6. Have previously been elected to and served on the Council's Administrative Board.
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 one voting representative of each for-profit Corporate Member company/organization and one voting representative from the total number of not-for-profit Corporate Members. The not-for-profit Corporate Members shall nominate and elect their one voting representative. All not-for-profit Corporate Member companies/organizations may join the meetings of the Corporate Council but are represented by the one voting member. The not-for-profit Corporate Council representative may not hold office in the Council. The Corporate Council has five officers: Chair, Chair-elect, Secretary, Member-at-Large and Board Director (ex officio). An individual must be the owner or an employee of a Corporate Member to be eligible as a representative to the Corporate Council. 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 those members who attend a meeting at which an election occurs.

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 & 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.

D. 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:

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 & Exhibition.
 - c) Only the House of Delegates has the authority to disband a Section or merge Sections.

E. Officer 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) It is the duty of the **Councilor** to provide continuity of leadership for the Section and mentoring of new Section Officers; attend the ADEA Annual Session & Exhibition and interim meetings of the Council of Sections; serve as a Delegate in the House of Delegates during the Annual Session & Exhibition; assist in planning, implementing, and assessing Section programs and projects; prepare and submit the Section annual report after each Annual Session & Exhibition to the Council of Sections Staff Liaison; and serve as Section liaison with the Council of Sections Administrative Board.
 - b) It is the duty of the **Chair** to provide leadership in the coordination of Section activities; attend the Annual Session & 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 & Exhibition.
 - c) It is the duty of the **Chair-elect** to serve as Chair in the absence of the Chair; attend the ADEA Annual Session & Exhibition and interim meetings of the Council of Sections; perform any Section-related duties requested by the Chair; serve as Chair of the Nominating Committee, which receives and considers nominations and recommends eligible candidates to stand for election for Section office; and serve as the Program Chair for the Section and be responsible for submitting program proposals on behalf of the Section.
 - d) 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 & Exhibition and interim 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.
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 ADEA Annual Session & Exhibition, the Nominating Committee (Chair-elect and two Section members who are not Officers) recommends eligible candidates for the office of Secretary. Every third year, the Committee recommends eligible candidates 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 & Exhibition when the nominating committee does not receive any nominations via the Call for Nominations process. An individual's eligibility for the open position will be reviewed and vetted by the nominating committee.
 5. **Election:** Section Officers are elected at the Section Members' Forum held at the Annual Session & Exhibition. The method of voting is left to the discretion of the Chairs or presiding officer. Sections that hold meetings at other times during the year, in which a majority of their members attend, may elect their officers at those meetings with installation of the new officers at the conclusion of the ADEA Annual Session & Exhibition following the mid-year meeting of a section.
 6. **Installation:** All Section Officers take office after the conclusion of the Closing of the House of Delegates at the Annual Session & Exhibition.
 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.
 9. **Removal.** Any Section Officer may be removed from office, with or without cause, upon a vote of a majority of the officers from that same Section then in office, whenever in the Section Officers' judgment the best interest of the Association would be served thereby, provided that all the Section Officers have at least 10 days' notice of the proposed removal and the Officer at issue has an opportunity to address the other Officers prior to the removal vote either in person, electronically or via a telephone meeting, as determined in the discretion of the Section Officers.

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 ADEA Annual Session & 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 ADEA Annual Session & Exhibition, the Nominating Committee (Chair-elect and two SIG members who are not Officers) receives and considers nominations and recommends eligible candidates to stand for election for the SIG office. 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 ADEA Annual Session & Exhibition. A SIG Officer takes office at the conclusion of the ADEA Annual Session & 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.
6. **Removal.** Any Special Interest Group Officer may be removed from office, with or without cause, upon a vote of a majority of the officers from that same Special Interest Group then in office, whenever in the Special Interest Group Officers' judgment the best interest of the Association would be served thereby, provided that all the Special Interest Group Officers have at least 10 days' notice of the proposed removal and the

Officer at issue has an opportunity to address the other Officers prior to the removal vote either in person, electronically or via a telephone meeting, as determined in the discretion of the Special Interest Group Officers.

F. Establishing a Section from a Special Interest Group

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 located in the *ADEA Governance Policy and Procedures Manual*.
 - 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 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 ADEA Annual Session & Exhibition.
 - c. Only the House of Delegates has the authority to approve a resolution proposing establishing a SIG as a Section. Upon approval by the House of Delegates, the new Section begins operation immediately. If the proposal is not approved, the SIG may resubmit its request in a subsequent year.

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 ADEA Board of Directors;
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 ADEA 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 ADEA Annual Session & Exhibition;
15. Present an annual report of the activities of the ADEA Headquarters;
16. Publish an Annual Proceedings of the Association;
17. Perform such other duties as may be determined by the Board of Directors and the Chair of the Board.

B. Appointment.

The President and CEO is appointed by the Board of Directors.

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.

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.

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

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 ADEA Annual Session & 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 ADEA Annual Session & 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.

D. Nondiscrimination Policy.

ADEA's Councils, Sections, Boards, the House of Delegates, committees, task forces, and similar entities do not discriminate on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression, sexual orientation, military or veteran status, genetic information, or any other characteristic as prohibited under applicable federal, state or local law.

ADDENDUM

Approval of the Fiscal Year 2026 (FY2026) Budget

In addition to the following overview, the Board of Directors should refer to Exhibits 1-2026 and 2-2026 below. Exhibit 1-2026 shows revenue for fiscal years 2020 through 2026 and Exhibit 2-2026 shows expenses for the same years. The ADEA fiscal year runs from July 1 through June 30.

The Finance Committee has reviewed and approved the attached budget and recommends the ADEA Board of Directors approve the following resolution:

Resolved, that the ADEA Board of Directors approves the ADEA Fiscal Year 2026 (July 1, 2025 through June 30, 2026) operating budget.

Overview of the Fiscal Year 2026 Budget for American Dental Education Association

PROPOSED FISCAL YEAR 2026 (FY2026) BUDGET
Prepared for the ADEA Finance Committee and ADEA Board of Directors
March 7, 2025

The proposed FY2026 (July 1, 2025–June 30, 2026) Association budget was developed this spring through a collaborative process involving ADEA staff. Based on these discussions among staff and leadership, the proposed FY2026 budget focuses on ADEA's 2024–2027 Strategic Framework as well as striving for overall cost efficiencies. As much as possible, the budget projections are based on historical information from FY2022 through FY2025 and on priorities for the coming fiscal year. In addition, this budget includes over \$700,000 in non-recurring costs to enhance our organizational capabilities, including continued work on the research data lake and an association management system. All these non-recurring costs will allow ADEA to improve our services to the membership or are for programs that benefit the membership directly. These project funds were initially approved as part of a multi-year plan included in the FY2022 budget. We also expect to be in a position to lower our rental costs for FY2026 with the inclusion of free rent associated with our new office space.

ADEA is budgeting for a balanced budget by using a portion of previously accumulated net assets. We had planned to use some of these funds in the past, but did not have the need.

The statements (Exhibits 1-2026 and 2-2026) accompanying this overview include the following comparative data:

- Actual revenue and expenses for FY2022, FY2023 and FY2024.
- The ADEA Board of Directors approved budget for FY2025.
- The proposed budget for FY2026.

REVENUE

The proposed total budgeted revenue for the Association in FY2026 is \$34,784,838. Revenue for FY2026 includes \$700,000 in previously approved spending of non-recurring pandemic related assistance and the use of \$3,480,000 in accumulated net assets.

Member dues remain relatively unchanged and have not been raised in nearly two decades.

For FY2026, we will not increase the application fees for applicants. The Fee Assistance Program is budgeted at \$225,000, which is a direct benefit to our student applicants.

Application Services revenue is recommended to remain consistent with the FY2025 budget. The program remains robust, and we expect it to be strong in FY2026. We are budgeting for a flattening of the trend line in order to be conservative given many unknowns with changes at the federal level.

The other significant sources of revenue for ADEA include Publications and Advertising, Grants, Sponsorships. Sponsorships and exhibitor income are projected to increase from prior years. Registration fees are being reduced given the changes impacting our member schools due to changes at the federal level.

Our investments are performing better in FY2025 than they did in FY2024, but the markets remain volatile. Investment revenue is not included in ADEA proposed operating budgets for FY2026. Once again, changes at the federal level could negatively impact some of our returns. There is a lot of uncertainty in this area.

Membership Dues (\$2,529,157)

Modest changes in total dollars by category are driven by increases or decreases in the number of members in each category based on staff estimates for FY2026.

Active

Revenue from Active Member dues is budgeted at \$2,016,472 and is based on 77 U.S. dental schools and 10 Canadian schools.

Affiliate

Revenue from Affiliate Member dues is budgeted at \$207,625 and based on the current affiliate institutional membership of Canadian dental schools, allied members, hospital-based members at, four advanced education non-hospital members, and six federal members.

Corporate

The proposed total budgeted dues revenue of \$252,200 in this category is based on 65 Corporate Members.

Individual

Proposed total budgeted dues revenue of \$33,650 in this category is based on the current individual and retirees.

Student

A modest amount of revenue of \$19,210 from 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 student members paying \$36 each.

Publications and Advertising Revenue (\$634,000)

The proposed budget of \$60,000 for publications for FY2026 shows a decrease in revenue from the FY2024 actual revenue of \$66,927. This is based upon the demand we have been seeing in this area for the *ADEA Official Guide to Dental Schools*

Journal of Dental Education (JDE) Subscriptions

The proposed JDE subscription sales budget reflects the royalties for outsourcing the JDE to Wiley as of Jan. 1, 2020. Royalty income is expected to be \$70,000 in FY2026.

Advertising and web sales

The proposed FY2026 budget is \$504,000. We have rolled up all our advertising and web-based pay per view articles into one category to allow us to focus more directly on all these areas on a coordinated fashion.

Application Fees (\$24,340,910)

Revenue from application fees for all ADEA's centralized application services showed significant increases from pre-pandemic levels. The last two application cycles have seen increases in submitted applications and school designations. Our projections for FY2026 essentially remained flat from what we are projecting to receive in FY2025.

ADEA AADSAS (ADEA Associated American Dental Schools Application Service)

Revenue for ADEA AADSAS, projected at \$14,921,300, is based on 12,200 applicants with 8.4 designations each. This is on par with the 2025 cycle actual results. The initial fee for the application is \$264 and \$115 for each designation.

The ADEA AADSAS Fee Reduction Program budget of \$225,000 for FY2026 is consistent with pre-pandemic levels. The purpose of this allowance is to provide reduced application fees for those applicants with demonstrated financial constraints.

ADEA CAAPID (ADEA Centralized Application for Advanced Placement for International Dentists)

Projected revenue for ADEA CAAPID is \$3,171,300. This figure is based on a projected 3,100 applicants selecting an average of 6.9 designations. This is also on par with the 2025 cycle actual results. The initial fee for the application is \$264 and \$115 for each designation.

ADEA PASS (ADEA Postdoctoral Application Support Service)

Projected revenue for ADEA PASS is \$6,143,310 based on 5,490 applicants, which is on par with 2025 cycle actual results. The initial fee for the application is \$199 and \$92 for each designation.

ADEA DHCAS (ADEA Dental Hygiene Centralized Application Service)

This centralized application service for dental hygiene programs launched in August 2013. The projected revenue for ADEA DHCAS is \$105,000 based on 2,100 applicants. There was no increase in the applicant fees, and they remained at \$50 for each submitted application and \$35 for each designation.

Grants & Contributions (\$117,000)

Foundation and Grant Support

Budgeted support of \$115,000 is based on anticipated continued support from the Robert Wood Johnson Foundation for the Association of American Medical Colleges/ADEA Summer Health Professions Education Program.

Meetings Registration and Exhibits Revenue (\$2,870,077)

Association meetings overall have been budgeted for FY2026 based on the ADEA Board of Directors' goal of financial neutrality while considering specific subsidies as approved by the Board of Directors.

ADEA Annual Session & Exhibition Fees

Revenue from registration fees and exhibitor fees for the FY2026 ADEA Annual Session & Exhibition in Montreal are budgeted at \$1,242,841 based on historical data and trends from the previous annual meetings. Revenue in all categories for the annual session are expected to remain relatively flat given changes at the federal level and with the meeting being held in Montreal. Exhibit fees are expected to be \$350,000 in FY2026, which is consistent with FY2025.

Sponsor Fees

Budgeted at \$866,000, this figure includes sponsorship of various conferences and programs for members and partners throughout the year. These figures are based on discussions with our corporate sponsors. Sponsor fees have been trending up in recent years.

Other Conferences

All meetings for FY2026 are budgeted to be in person.

Investment and Other Income (\$100,000)

Investment income from ADEA's cash reserves and operating accounts are budgeted at \$100,000 in FY2026 and will be offset for operating budget purposes by investment fees. Any additional income from our investments is not included in the operating budget. In addition, we are budgeting to spend \$180,000 in Gies Net Assets on building the Gies Foundation as the grant giving arm of ADEA.

Use of accumulated Net Assets. (\$4,180,000)

At the end of FY2022, ADEA and ADEA Gies Foundation had \$31,491,588 in net assets. We are expecting that FY2025 will end in a surplus position. Thus, the funds authorized for FY2024 will not be used. Management is proposing that these funds be carried over into FY2026.

EXPENSES

Total expenses recommended in the proposed FY2026 budget are \$34,784,838. The expenses in the FY2026 budget are consistent with our strategic initiatives. All these costs will allow ADEA to improve our services to the membership or are for programs that benefit the membership directly.

Personnel Costs and Fees

Total Personnel Costs and Fees are projected at \$16,646,097 in the proposed FY2026 budget. This is \$622,000 more than the FY2025 budget. Our consulting fees are \$226,000 lower than FY2025.

The total number of staff is budgeted at 93 staff. Salary expenses are budgeted to be higher in FY2026 by \$623,000. We feel our compensation is now consistent with the market.

Temporary Salaries

Expenses for temporary staff are budgeted at \$294,820 based on projections for FY2026. The use of temporary help is limited to vacancies and seasonal help.

Payroll Taxes and Other Benefits

Payroll taxes and benefits are budgeted at 26% of salaries. This is in line with the past, where taxes and benefits ranged from 20–24% of salaries. These costs are slightly higher due to a decrease in number of projected staff vacancies.

Legal Fees

Legal fees of \$67,000 are based on historical experience and projections of required services in FY2026, including the participation agreements with the member schools.

Consultants, Honoraria and Stipends

This expense is budgeted at \$2,226,171. The proposed Consultants, Honoraria and Stipends budget includes support for a variety of services, such as for editorial and production services, as well as consultants for ADEA's website initiatives. These costs include funds available to the CEO to hire consultants to help with overflow work that may develop.

Travel

Travel is budgeted at \$1,557,311. Travel costs are significantly higher as all travel returns to pre-pandemic levels and is a driving force in this budget for the fiscal year.

OTHER COSTS

Bank and Credit Card Charges

The budgeted expense of \$684,310 for credit card processing fees for FY2026 is based on projected revenue for FY2026 and industry fee structure. Credit card processing fees per item are expected to increase slightly for FY2026 based on staff negotiations with vendors and are related mainly to the centralized application services.

Developmental Programming and Data Processing

The combined budgeted expense for both categories is approximately \$7,425,667 compared with \$7,220,422 in the FY2025 budget. This increase is due to the increase in the number of transactions in the centralized application services.

Computer Operations

The budgeted expense of \$980,019 reflects ADEA's continuing investment in technology. IT is essentially flat when compared to FY2025. While these costs have increased over the last few years, the increases have been partially offset by cost reductions in other areas. We anticipate this area will continue to require future investments to keep up with a rapidly changing technological environment and to take advantage of the improvements in data collection and analysis. This is consistent with our Strategic Framework, especially as it relates to the gathering and use of data in our work. Previous investments in this area proved invaluable during the pandemic when we were forced to work remotely. We will also be able to spend additional funds in this area to provide proper support in the new space and these costs will be borne by the landlord.

Telephone/Internet

The budgeted expense of \$148,898 reflects a change in the grouping of expenses as part of our changes in the accounting system and future reporting. It covers the office phones as well as phone and internet at our meetings.

Postage/Freight

The budgeted expense of \$69,620 is consistent with prior years. This category covers organizational mailings, including all publication and membership materials. It also covers shipping expenses for ADEA's meeting materials, including to and from the ADEA Annual Session & Exhibition.

Office Supplies

The budget for FY2026 in this category is \$68,080. These costs have decreased over the years as ADEA has increased investments in technology, allowing enhanced efficiency and productivity.

Printing/Reproduction

The \$142,545 budgeted expense for both categories is based on the estimated printing costs for meeting materials and publications. This expense covers all booklets, brochures, flyers, and banners for all ADEA meetings.

Rent/Refurbishing

The budgeted expense of \$1,050,000 reflects approximately 6 months of free rent associated with the new office space.

Depreciation/Amortization

These are non-cash expenses and the combined budgeted expense for both categories are \$360,000. This is due to the increased amortization for the leasehold improvements that were made to the new space being spread over the 10-year life of the lease and investments in information technology and audio-visual equipment in the new meeting space.

Equipment Rental

This line item is for equipment rental for items such as copiers and postage machines. The budgeted expense for FY2026 is \$1,320 and maintenance of some of the equipment is included in the lease cost. This budget also reflects a refinement in the budgeting process to allow us to track meeting expenses better in the future.

Repairs and Maintenance

This line item is for repairs and maintenance of equipment throughout the organization. The budgeted expense for FY2026 is \$1,500.

Insurance

This line item is for Corporate Liability insurance, Directors and Officers Liability insurance and Cybersecurity insurance to protect the organization considering the large number of individual financial transactions that occur through ADEA's application services. The budget for FY2026 is \$190,000.

Dues/Subscriptions/Membership Fees

For FY2026, we have budgeted \$226,403. As a professional association with many partners and allies, ADEA is most successful working together toward common goals. We have closely examined these costs across the organization and have reduced the costs from prior years.

Employee Recruitment and Retention

Total employee professional development expenses have been budgeted at \$47,500. We are spending additional funds to support team building and staff cohesion in a remote/hybrid work environment.

Miscellaneous Expense

Miscellaneous Expenses for FY2026 are \$14,500 and consist of those items in each of the budget areas that do not fit into a specific category. These costs have ranged from \$10,000 to \$22,000 in the FY2019–FY2026 time frame.

Meeting Expense

The budget for meetings expense is higher than prior years at \$3,461,197 and is one of the main benefits ADEA provides to members, sponsors, and partners. This category includes participant food and beverage costs, audiovisual equipment, speakers and facilitators, meeting space rental and other meeting related costs for the ADEA Fall Meetings, ADEA Deans' Conference,

ADEA Sections on Business and Financial Administration and Clinic Administration (BFACA) Meeting, ADEA Annual Session & Exhibition, and the ADEA Allied Dental Program Directors' Conference, in addition to a variety of other ADEA conferences.

Donated Services

Donated Services usually consist of professional services donated to the organization from supporters and partners. In past years donated services have ranged from \$12,000 to \$46,000 annually.

Awards and Fellowships

ADEA recognizes achievement and distinction among its members through an awards program. In conjunction with ADEA's corporate partners, ADEA offers student scholarships, awards for educators and funding opportunities for various fellowships. The budget for FY2026 is \$100,160 and is dependent on corporate sponsorships.

Marketing and Promotion

Total marketing costs budgeted for FY2026 are \$735,975. Beginning in FY2021 ADEA separated the overall marketing budget into its key elements and separate line items. The line items for FY2026 include Design (\$262,093), ADEA Advertising (\$151,099), Media (\$71,200), Commissions (\$152,000) and Promotional Items (\$99,583). Breaking out these items allows for better tracking of ADEA's overall marketing expenses and provides better information to determine where to allocate marketing resources.

Business Meals and Entertainment

The budget for this area is \$54,706 and the increase reflects a move away from dinners and receptions at restaurants rather than at the hotel. There have been corresponding reductions in catering costs at meetings.

ADEA & ADEA Gies Foundation
Revenue Budget
Exhibit 1-2026
Fiscal Year 2026

	Actual FY 2022 Revenue	Actual FY 2023 Revenue	Actual FY 2024 Revenue	Budgeted FY 2025 Revenue	Proposed Budgeted FY 2026 Revenue
REVENUE AND SUPPORT					
ACTIVE	\$ 1,630,870	1,812,062	\$ 1,926,546	1,939,672	2,016,472
CORPORATE	172,898	178,358	195,247	200,600	207,625
AFFILIATE	235,434	241,239	253,433	256,499	252,200
INDIVIDUAL	25,105	29,959	30,448	35,750	33,650
STUDENT DUES	7,313	15,360	16,080	18,960	19,210
TOTAL MEMBERSHIP	2,071,620	2,276,978	2,421,754	2,451,481	2,529,157
PUBLICATIONS	81,880	57,921	66,927	60,000	60,000
ADVERTISING	451,583	581,305	565,318	500,000	504,000
ROYALTIES	71,247	187,383	153,966	70,000	70,150
TOTAL PUBLICATIONS & ADVERTISING	604,710	826,609	786,211	630,000	634,150
AADSAS	13,089,877	14,557,011	15,680,263	14,166,000	14,921,300
PASS	7,463,330	6,856,465	6,889,320	6,902,700	6,143,310
CAAPID	2,705,032	3,322,725	4,562,665	3,098,475	3,171,300
DHCAS	225,772	53,341	101,755	87,500	105,000
TOTAL APPLICATION FEES	23,484,011	24,789,542	27,234,003	24,254,675	24,340,910
GRANTS & CONTRIBUTIONS	468,541	125,367	1,158	115,000	140,000
SCHOLARSHIPS & AWARDS	188,495	133,000	148,200	-	-
TOTAL GRANTS	657,036	258,367	149,358	115,000	140,000
MEETINGS REGISTRATION	936,407	1,586,071	1,902,745	1,751,716	1,654,077
MEETINGS SPONSORSHIPS	260,350	680,300	677,438	850,000	866,000
COMMERCIAL EXHIBITIONS FEES	258,760	309,789	362,087	350,000	350,000
TOTAL MEETINGS	1,455,517	2,576,160	2,942,270	2,951,716	2,870,077
IN-KIND REVENUE	22,706	4,445	3,749	-	-
MISCELLANEOUS	278,378	12,496	7,023	13,000	90,544
PREVIOUSLY APPROVED ACCUMULATED NET ASSETS	2,790,287	1,975,355	2,208,960	3,375,000	4,180,000
TOTAL OTHER	3,091,371	1,992,296	2,219,732	3,388,000	4,270,544
TOTAL REVENUE AND SUPPORT	31,364,265	32,719,952	35,753,328	33,790,872	34,784,838

ADEA & ADEA Gies Foundation
Expense Budget
Exhibit 2-2026
Fiscal Year 2026

	Actual FY 2022 Expenses	Actual FY 2023 Expenses	Actual FY 2024 Expenses	Budgeted FY 2025 Expenses	Proposed Budgeted FY 2026 Expenses
EXPENSES			-		
SALARIES	9,289,177	10,286,495	10,556,168	10,623,160	11,014,663
EMPLOYEE BENEFITS	1,443,149	1,703,195	1,758,729	1,859,044	2,123,881
PAYROLL TAXES	338,457	726,249	715,913	796,684	793,562
TEMPORARY HELP	331,836	298,212	657,477	94,500	294,820
CONSULTANTS AND HONORARIA	1,525,357	1,702,824	1,605,381	2,452,180	2,226,171
LEGAL FEES	286,185	100,262	44,478	76,000	67,000
PROFESSIONAL FEES	108,790	216,915	80,288	122,500	126,000
TOTAL PERSONNEL SERVICES	13,322,951	15,034,152	15,418,434	16,024,068	16,646,097
STAFF TRAVEL	99,175	396,774	497,192	609,989	880,640
NON-STAFF TRAVEL	139,000	396,996	524,598	564,532	676,671
TOTAL TRAVEL	238,175	793,770	1,021,790	1,174,521	1,557,311
BANK AND CREDIT CARD PROCESSING FEES	537,573	624,222	721,753	426,589	684,310
DATA PROCESSING	7,538,119	7,773,072	9,091,163	6,985,041	7,169,536
COMPUTER OPERATIONS	715,638	644,558	763,491	954,318	980,019
DEVELOPMENTAL PROGRAMMING	65,105	50,341	45,305	235,381	256,131
TELEPHONE AND INTERNET	173,778	97,210	194,008	140,370	148,898
POSTAGE AND FREIGHT	57,123	65,926	60,594	76,505	69,620
SUPPLIES AND STATIONARY	45,170	67,490	89,328	54,550	68,080
PRINTING AND DUPLICATION	37,685	42,352	39,717	134,114	142,545
RENT AND REFURBISHING	1,644,340	1,652,987	2,165,532	2,112,000	1,050,000
DEPRECIATION AND AMORTIZATION	435,483	452,379	360,000	360,000	360,000
OFFICE EQUIPMENT RENTAL	47,359	54,696	118,052	17,820	1,350
EQUIPMENT REPAIR	2,391	1,620	4,679	1,500	1,500
INSURANCE	171,601	183,475	176,453	190,000	190,000
MEMORIALS AND CONTRIBUTIONS	76,150	110,300	114,100	305,000	219,000
DUES, SUBSCRIPTIONS AND MEMBERSHIP	162,883	252,556	243,782	231,583	226,403
MEETING EXPENSE	22,075	3,791,187	4,127,880	3,432,741	3,461,197
AWARDS AND FELLOWSHIPS	2,380,790	213,535	413,573	27,000	100,160
DONATED SERVICES	183,556	4,445	3,749	-	-
MISCELLANEOUS EXPENSE	22,706	32,248	-	10,000	14,500
RECRUITMENT AND RETENTION	17,917	49,370	42,321	103,500	47,500
BUSINESS MEALS AND ENTERTAINMENT	13,932	48,300	12,290	41,150	54,706
DESIGN EXPENSE	139,188	123,256	122,768	176,850	262,093
ADEA ADVERTISING EXPENSE	113,237	112,976	114,942	143,041	151,099
SOCIAL MEDIA EXPENSE	18,640	23,428	3,028	54,500	71,200
COMMISSION EXPENSE	40,966	199,377	174,767	152,000	152,000
PROMOTIONAL ITEMS	72,622	151,758	109,829	126,730	99,583
OPPORTUNITY FUND AND SPECIAL PROJECTS	-	-	-	100,000	600,000
TOTAL EXPENSES	28,297,153	32,650,986	35,753,328	33,790,872	34,784,838
NET OPERATING SURPLUS (DEFICIT)	3,067,112	68,966	-	(0)	-
INVESTMENTS GAINS	(4,027,707)	2,420,275	3,578,192	100,000	100,000
INVESTMENT FEES	(144,296)	(116,101)	124,002	100,000	100,000
NET SURPLUS (DEFICIT)	(816,299)	2,605,342	3,454,190	(0)	-