2016 ADEA HOUSE OF DELEGATES MANUAL

Members of the 2016 ADEA House of Delegates

Introduction to the ADEA Governing Process

Resolutions for Consideration by the 2016 House of Delegates

ADEA Bylaws
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Schedule of the 2016 ADEA House of Delegates

Opening Session of the ADEA House of Delegates
Saturday, March 12, 2016, 4:30 – 5:30 p.m., Colorado Convention Center, Mile High Ballroom 2-4.

Voting for Chair-elect of the ADEA Board of Directors
Sunday, March 13, ballots may be cast between the hours of 8:00 a.m. and 5:00 p.m. at the ADEA House of Delegates booth in the registration area at the Colorado Convention Center.

Monday, March 14, ballots may be cast between the hours of 8:00 a.m. and 4:30 p.m. at the ADEA House of Delegates booth in the registration area at the Colorado Convention Center.

ADEA Reference Committee Hearings
Association Policy Reference Committee Hearing
Sunday, March 13, 1:30 – 2:30 p.m., Colorado Convention Center, Room 106

Association Administrative Affairs Reference Committee Hearing
Sunday, March 13, 3:30 – 4:30 p.m., Colorado Convention Center, Room 106

Closing Session of the ADEA House of Delegates
Tuesday, March 15, 3:30 – 4:30 p.m., Colorado Convention Center, Mile High Ballroom 2-4

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 22. For the names of the members of the Reference Committees and the resolutions assigned to them, please see page 20.
Members of the 2016 ADEA House of Delegates

ADEA Board of Directors
Dr. Huw F. Thomas, Chair of the ADEA Board of Directors, Tufts University School of Dental Medicine
Dr. Cecile A. Feldman, Chair-elect of the ADEA Board of Directors, Rutgers, The State University of New Jersey, School of Dental Medicine
Dr. Lily T. Garcia, Immediate Past Chair of the ADEA Board of Directors, The University of Iowa College of Dentistry & Dental Clinics
Mr. Harold S. (Buddy) Auten, Board Director for the Corporate Council, Sirona Dental, Inc.
Prof. Kim T. Isringhausen, Board Director for Allied Dental Program Directors, Virginia Commonwealth University School of Dentistry
Ms. Erica Jasa, Board Director for Students, Residents and Fellows, University of Nebraska Medical Center College of Dentistry
Dr. Joan E. Kowolik, Board Director Sections, Indiana University School of Dentistry
Dr. R. Lamont MacNeil, Board Director for Deans, University of Connecticut School of Dental Medicine
Dr. Valerie A. Murrah, Board Director for Faculties, University of North Carolina at Chapel Hill School of Dentistry
Dr. David M. Shafer, Board Director Hospitals and Advanced Education Programs, University of Connecticut School of Dental Medicine
Dr. Richard W. Valachovic, President and CEO, American Dental Education Association

ADEA Council of Allied Dental Program Directors
Administrative Board
Chair, Prof. Michele Carr, The Ohio State University College of Dentistry
Chair-elect, Prof. Ann Brunick, University of South Dakota - Division of Health Sciences
Secretary, Prof. Joyce C. Hudson, Ivy Tech Community College - South Bend
Member-at-Large, Ms. Michelle McGregor, Virginia Commonwealth University School of Dentistry

Advanced Allied Dental Education
Dr. Linda D. Boyd, Massachusetts College of Pharmacy and Health Sciences
Prof. Rachel K. Kearney, The Ohio State University College of Dentistry

Dental Assisting
Prof. Emily Boge, Hawkeye Community College
Dr. Carolyn K. Breen, Rutgers, The State University of New Jersey, School of Dental Medicine
Dr. Connie L. Kracher, Indiana University-Purdue University Fort Wayne
Prof. Misty Mesimer, Germanna Community College
Prof. Constance J. Reed, Hillsborough Community College

Dental Hygiene
Prof. Megan Brightbill, Harrisburg Area Community College
Dr. Susan J. Daniel, Old Dominion University
Prof. Gwen L. Hlava, University of Nebraska Medical Center College of Dentistry
Prof. Carrie L. Hobbs, Tyler Junior College  
Prof. Monica L. Hospenthal, Pierce College  
Dr. Michelle Hurlbut, West Coast University  
Dr. Vickie Joanne Kimbrough, Southwestern College  
Prof. Linda Lambert, Pensacola State College  
Prof. Marion C. Manski, University of Maryland School of Dentistry  
Prof. Lisa Maxwell, Indiana University School of Dentistry  
Prof. Joanne M. Pacheco, Fresno City College  
Prof. Lisa J. Rowley, Pacific University  
Prof. Dawn R. Smith, Howard University College of Dentistry  
Prof. Phyllis A. Spragge, Foothill College  
Prof. Maureen VanHook, University of Detroit Mercy School of Dentistry  
Dr. Cheryl M. Westphal Theile, New York University College of Dentistry

**Dental Laboratory Technology**  
To be determined

**ADEA Council of Deans**

**Administrative Board**

Chair, Dr. Henry A. Gremillion, Louisiana State University Health New Orleans School of Dentistry  
Chair-elect, Dr. Leon A. Assael, University of Minnesota School of Dentistry  
Secretary, Dr. Marsha A. Pyle, University of Missouri - Kansas City School of Dentistry  
Member-at-Large, Dr. Michael S. Reddy, University of Alabama at Birmingham School of Dentistry

**Additional Delegates**

Dr. Mert N. Aksu, University of Detroit Mercy School of Dentistry  
Dr. Joel H. Berg, University of Washington School of Dentistry  
Dr. Charles N. Bertolami, New York University College of Dentistry  
Dr. Anthony T. Borgia, West Virginia University School of Dentistry  
Dr. Thomas W. Braun, University of Pittsburgh School of Dental Medicine  
Dr. Gregory Chadwick, East Carolina University School of Dental Medicine  
Dr. Kenneth B. Chance, Sr., Case Western Reserve University School of Dental Medicine  
Dr. Raymond A. Cohlmia, University of Oklahoma College of Dentistry  
Dr. Ronald J. Dailey, Loma Linda University School of Dentistry  
Dr. Jack Dillenberg, Arizona School of Dentistry & Oral Health  
Dr. William W. Dodge, University of Texas Health Science Center at San Antonio School of Dentistry  
Dr. R. Bruce Donoff, Harvard School of Dental Medicine  
Dr. Cherie M. Farmer-Dixon, Meharry Medical College School of Dentistry  
Dr. John D.B. Featherstone, University of California, San Francisco, School of Dentistry  
Dr. David A. Felton, University of Mississippi Medical Center School of Dentistry  
Dr. Steven W. Friedrichsen, Western University of Health Sciences College of Dental Medicine  
Dr. A. Isabel Garcia, University of Florida College of Dentistry  
Dr. Jay P. Goldsmith, Touro College of Dental Medicine at New York Medical Center  
Dr. Anton S. Gotlieb, Lake Erie College of Osteopathic Medicine School of Dental Medicine  
Dr. Janet M. Guthmiller, University of Nebraska Medical Center College of Dentistry  
Dr. Christopher G. Halliday, Missouri School of Dentistry & Oral Health  
Dr. Glen R. Hanson, University of Utah School of Dentistry  
Dr. Timothy L. Hottel, University of Tennessee Health Science Center College of Dentistry
Dr. Jeffrey W. Hutter, Boston University Henry M. Goldman School of Dental Medicine
Dr. Amid I. Ismail, The Maurice H. Kornberg School of Dentistry, Temple University
Dr. David C. Johnsen, The University of Iowa College of Dentistry & Dental Clinics
Dr. Denise K. Kassebaum, University of Colorado School of Dental Medicine
Dr. Denis F. Kinane, University of Pennsylvania School of Dental Medicine
Dr. Stephanos Kyrkanides, University of Kentucky College of Dentistry
Dr. Mark A. Latta, Creighton University School of Dentistry
Dr. Carol A. Lefebvre, Dental College of Georgia at Augusta University
Dr. Frank W. Licari, Roseman University of Health Sciences College of Dental Medicine-South Jordan, Utah
Dr. Patrick M. Lloyd, The Ohio State University College of Dentistry
Dr. William K. Lobb, Marquette University School of Dentistry
Dr. Ana N. López-Fuentes, University of Puerto Rico School of Dental Medicine
Dr. Lex MacNeil, Midwestern University College of Dental Medicine-Illinois
Dr. R. Lamont Macneil, University of Connecticut School of Dental Medicine
Dr. Phillip T. Marucha, Oregon Health & Science University School of Dentistry
Dr. Laurie K. McCauley, University of Michigan School of Dentistry
Dr. Nader A. Nadershahi, University of the Pacific, Arthur A. Dugoni School of Dentistry
Dr. Linda C. Niessen, Nova Southeastern University College of Dental Medicine
Dr. No-Hee Park, University of California, Los Angeles, School of Dentistry
Dr. Mark A. Reynolds, University of Maryland School of Dentistry
Dr. Bruce E. Rotter, Southern Illinois University School of Dental Medicine
Dr. Jon S. Ryder, University of New England College of Dental Medicine
Dr. Avishai Sadan, Herman Ostrow School of Dentistry of USC
Dr. John J. Sanders, Medical University of South Carolina James B. Edwards College of Dental Medicine
Dr. David C. Sarrett, Virginia Commonwealth University School of Dentistry
Dr. John J. Sauk, University of Louisville School of Dentistry
Dr. Bradford Smith, Midwestern University College of Dental Medicine-Arizona
Dr. Clark M. Stanford, University of Illinois at Chicago College of Dentistry
Dr. Christian S. Stohler, Columbia University College of Dental Medicine
Dr. Mary Truhlar, Stony Brook University School of Dental Medicine
Dr. John A. Valenza, University of Texas School of Dentistry at Houston
Dr. Jane A. Weintraub, University of North Carolina at Chapel Hill School of Dentistry
Dr. Karen P. West, University of Nevada, Las Vegas, School of Dental Medicine
Dr. John N. Williams, Indiana University School of Dentistry
Dr. Lawrence E. Wolinsky, Texas A&M University Baylor College of Dentistry
Dr. Dexter A. Woods, Howard University College of Dentistry
Dr. Joseph J. Zambon, University at Buffalo School of Dental Medicine

Additional Delegates, Nonhospital Based Advanced Dental Education Programs
Dr. Eli Eliav, University of Rochester Medical Center
Dr. John F. Hatton, Saint Louis University
Dr. Steven H. Rose, Mayo School of Graduate Medical Education
Dr. Philip P. Stashenko, The Forsyth Institute

Additional Delegates, Federal Dental Service Programs
Dr. Patricia E. Arola, U.S. Department of Veterans Affairs
Col. Drew W. Fallis, U.S. Air Force Dental Service
Col. Douglas Lancaster, U.S. Army Dental Corps
Rear Adm. Nicholas S. Makrides, U.S. Public Health Service

2016 ADEA House of Delegates Manual
Capt. Glenn A. Munro, U.S. Navy Dental Corps
Col. Thomas R. Schneid, Uniformed Services University of the Health Sciences
Rear Adm. Elaine C. Wagner, U.S. Navy Dental Corps

Additional Delegates, Association of Canadian Faculties of Dentistry
Dr. Paul J. Allison, Faculty of Dentistry, McGill University

ADEA Council of Faculties

Administrative Board
Chair, Dr. Ryan Quock, University of Texas School of Dentistry at Houston
Chair-elect, Dr. Wendy Sue Woodall, University of Nevada, Las Vegas, School of Dental Medicine
Secretary, Dr. James R. Lott, University of Mississippi Medical Center School of Dentistry
Member-at-Large, Dr. Nahid Kashani, University of Detroit Mercy School of Dentistry

Additional Delegates
Dr. Douglas M. Barnes, University of Maryland School of Dentistry
Dr. Laura C. Barritt, Creighton University School of Dentistry
Dr. Michael L. Bates, Louisiana State University Health New Orleans School of Dentistry
Dr. Yaara Y. Berdan, Herman Ostrow School of Dentistry of USC
Prof. Eric Bernstein, University of Connecticut School of Dental Medicine
Dr. Richard S. Callan, Dental College of Georgia at Augusta University
Dr. Susan M. Chialastri, The Maurice H. Kornberg School of Dentistry, Temple University
Dr. Nereyda P. Clark, University of Florida College of Dentistry
Dr. John D. Da Silva, Harvard School of Dental Medicine
Dr. Tracy L. De Peralta, University of Michigan School of Dentistry
Dr. Michael A. Dobos, University of Pittsburgh School of Dental Medicine
Dr. Evelyn Donate-Bartfield, Marquette University School of Dentistry
Dr. Alison F. Doubleday, University of Illinois at Chicago College of Dentistry
Dr. David G. Dunning, University of Nebraska Medical Center College of Dentistry
Dr. Diane E. Ede-Nichols, Nova Southeastern University College of Dental Medicine
Dr. Vicky Evangelidis-Sakellson, Columbia University College of Dental Medicine
Dr. Fred J. Fendler, University of the Pacific, Arthur A. Dugoni School of Dentistry
Dr. Kim E. Fenesy, Rutgers, The State University of New Jersey, School of Dental Medicine
Dr. Daphne Ferguson-Young, Meharry Medical College School of Dentistry
Dr. Ronald E. Forde, Loma Linda University School of Dentistry
Dr. Robert Q. Frazer, University of Kentucky College of Dentistry
Dr. Gerald N. Glickman, Texas A&M University Baylor College of Dentistry
Dr. Lora D. Graves, West Virginia University School of Dentistry
Dr. Erin L Gross, Southern Illinois University School of Dental Medicine
Dr. John F. Guarente, Boston University Henry M. Goldman School of Dental Medicine
Dr. Kevin L. Haney, University of Oklahoma College of Dentistry
Dr. Uri Hangorsky, University of Pennsylvania School of Dental Medicine
Dr. Edmond R. Hewlett, University of California, Los Angeles, School of Dentistry
Dr. Jessica Hinz, Southern Illinois University School of Dental Medicine
Dr. Jean M. Iannadrea, Case Western Reserve University School of Dental Medicine
Dr. Bernard A. Karshmer, University of Colorado School of Dental Medicine
Dr. Allan J. Kucine, Stony Brook University School of Dental Medicine
Dr. Gary Lowder, University of Utah School of Dentistry
Ms. Michelle McGregor, Virginia Commonwealth University School of Dentistry

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Dr. Crystal McIntosh, Howard University College of Dentistry  
Prof. Melinda L. Meadows, Indiana University School of Dentistry  
Dr. Jocelyn Annette Medina-Paneo, University of Puerto Rico School of Dental Medicine  
Dr. Norma Olvera, University of Texas Health Science Center at San Antonio School of Dentistry  
Dr. Gary Pape, Western University of Health Sciences College of Dental Medicine  
Dr. Ivy D. Peltz, New York University College of Dentistry  
Dr. Maureen Pezzementi, University of Alabama at Birmingham School of Dentistry  
Dr. Elizbetth S. Pilcher, Medical University of South Carolina James B. Edwards College of Dental Medicine  
Dr. David D. Rolf, II, Midwestern University College of Dental Medicine-Arizona  
Dr. Mark Romer, Lake Erie College of Osteopathic Medicine School of Dental Medicine  
Dr. Sophia Saeed, University of California, San Francisco, School of Dentistry  
Dr. Stephen K. Shuman, University of Minnesota School of Dentistry  
Dr. Burke W. Soffe, Roseman University of Health Sciences College of Dental Medicine-South Jordan, Utah  
Dr. Jeffery C. B. Stewart, Oregon Health & Science University School of Dentistry  
Dr. Cheryl L. Straub-Morarend, The University of Iowa College of Dentistry & Dental Clinics  
Dr. Tammy L. Thompson, University at Buffalo School of Dental Medicine  
Dr. Paul L. Trombly, Tufts University School of Dental Medicine  
Dr. Kevin E. Van Kanegan, Midwestern University College of Dental Medicine-Illinois  
Dr. Randall Vaught, University of Louisville School of Dentistry  
Dr. R. Todd Watkins, Jr., East Carolina University School of Dental Medicine  
Dr. Linda M. Wells, University of Missouri - Kansas City School of Dentistry  
Dr. Martha Wells, University of Tennessee Health Science Center College of Dentistry  
Dr. Janet L. Woldt, Arizona School of Dentistry & Oral Health  
Dr. Paul S. Zimmerman, University of New England College of Dental Medicine

ADEA Council of Hospitals and Advanced Education Programs

Administrative Board
Chair, Dr. Raymond Simmons, Monmouth Medical Center  
Chair-elect, Dr. Heidi C. Crow, University at Buffalo School of Dental Medicine  
Secretary, Dr. Heather J. Conrad, University of Minnesota School of Dentistry  
Member-at-Large, Dr. Darwin Hayes, Bronx Lebanon Hospital Center

Additional Delegates
Dr. Angela Broome, East Carolina University School of Dental Medicine  
Dr. Carla A. Evans, University of Illinois at Chicago College of Dentistry  
Dr. Craig S. Hirschberg, Rutgers, The State University of New Jersey, School of Dental Medicine  
Dr. Alton G. McWhorter, Texas A&M University Baylor College of Dentistry  
Dr. Dimitris N. Tatakis, The Ohio State University College of Dentistry  
Dr. Jeffery L. Hicks, University of Texas Health Science Center at San Antonio School of Dentistry  
Dr. Luis Yepes, University of Texas Health Science Center at San Antonio School of Dentistry  
Dr. Benjamin Alexander White, University of North Carolina at Chapel Hill School of Dentistry  
Dr. Jeffrey D. Bennett, Indiana University School of Dentistry  
Dr. Laurie F. Moeller, Louisiana State University Health New Orleans School of Dentistry

ADEA Council of Sections

Administrative Board
Chair, Dr. Mark Wolff, New York University College of Dentistry
Chair-elect, Dr. Elaine Davis, University at Buffalo School of Dental Medicine
Secretary, Dr. Elise Eisenberg, New York University College of Dentistry
Member-at-Large, Prof. Gail S. Childs, University of Florida College of Dentistry

Additional Delegates

Section on Academic Affairs
Chair, Dr. Andrew I. Spielman, New York University College of Dentistry

Section on Anatomical Sciences
Chair, Dr. Laura Caroline Barritt, Creighton University School of Dentistry
Councilor, Dr. Alison French Doubleday, University of Illinois at Chicago College of Dentistry

Section on Behavioral Sciences
Chair, Dr. Sheela Raja, University of Illinois at Chicago College of Dentistry
Councilor, Dr. Stuart M. Schrader, Indiana University School of Dentistry

Section on Biochemistry, Nutrition and Microbiology
Chair, Dr. Lancelot McLean, Loma Linda University School of Dentistry
Councilor, Dr. Carole A. Palmer, Tufts University School of Dental Medicine

Section on Business and Financial Administration
Chair, Dr. David L. George, University of Maryland School of Dentistry
Councilor, Ms. Eileen McIlhagga, University at Buffalo School of Dental Medicine

Section on Cariology
Chair, Dr. Andrew B. Schenkel, New York University College of Dentistry
Councilor, Dr. Margherita R. Fontana, University of Michigan School of Dentistry

Section on Clinic Administration
Councilor, Dr. Denice C.L. Stewart, Oregon Health & Science University School of Dentistry
Chair, Dr. Richard S. Callan, Dental College of Georgia at Augusta University

Section on Clinical Simulation
Chair, Dr. Peter Mychajliw, New York University College of Dentistry
Councilor, Dr. Josephine Lomangino-Cheung, New York University College of Dentistry

Section on Community and Preventive Dentistry
Chair, Dr. Karen Masbaum Yoder, Indiana University School of Dentistry
Councilor, Prof. Christine Ernst Miller, University of the Pacific, Arthur A. Dugoni School of Dentistry

Section on Comprehensive Care and General Dentistry
Chair, Dr. Cheryl L. Straub-Morarend, The University of Iowa College of Dentistry & Dental Clinics
Councilor, Dr. Joseph W. Parkinson, East Carolina University School of Dental Medicine

Section on Continuing Education
Chair, Ms. Melissa Welsh, Columbia University College of Dental Medicine
Councilor, Ms. Penni M. Ryan, The University of Iowa College of Dentistry & Dental Clinics
Section on Dental Anatomy and Occlusion
Chair, Dr. Natalia Restrepo-Kennedy, The University of Iowa College of Dentistry & Dental Clinics
Councilor, Dr. Richard White, University of the Pacific, Arthur A. Dugoni School of Dentistry

Section on Dental Assisting Education
Chair, Prof. Joyce T.U. Yamada, University of Hawai‘i Maui College
Councilor, Prof. Patricia Ann Capps, Indiana University School of Dentistry

Section on Dental Hygiene Education
Chair, Ms. Lorene Belows, University of Manitoba College of Dentistry
Councilor, Ms. Lorinda L. Coan, University of Southern Indiana

Section on Dental Informatics
Chair, Dr. Heiko Spallek, University of Pittsburgh School of Dental Medicine
Councilor, Dr. Gary F. Guest, University of Texas Health Science Center at San Antonio School of Dentistry

Section on Dental School Admissions Officers
Chair, Ms. Annette McMurry, The Ohio State University College of Dentistry
Councilor, Dr. Venita J. Sposetti, University of Florida College of Dentistry

Section on Development, Alumni Affairs and Public Relations
Chair, Ms. Kristen Ward, East Carolina University School of Dental Medicine
Councilor, Mr. William O. Butler, University of Texas Health Science Center at San Antonio School of Dentistry

Section on Educational Research, Development and Curriculum
Chair, Dr. Judy Skelton, University of Nevada, Las Vegas, School of Dental Medicine
Councilor, Dr. Maureen McAndrew, New York University College of Dentistry

Section on Endodontics
Chair, Dr. Mary Therese Pettiette, University of North Carolina at Chapel Hill School of Dentistry
Councilor, Dr. Laurie R. Fleisher, New York University College of Dentistry

Section on Gay Straight Alliance
Chair, Prof. Colleen D. Kuxhaus, University of Detroit Mercy School of Dentistry
Councilor, Dr. Frederick G. More, New York University College of Dentistry

Section on Gerontology and Geriatrics Education
Chair, Dr. Becky Smith, University of Missouri - Kansas City School of Dentistry
Councilor, Dr. Laura Kaufman, Boston University Henry M. Goldman School of Dental Medicine

Section on Graduate and Postgraduate Education
Chair, Dr. Shyam P Aravindaksha, University of Detroit Mercy School of Dentistry
Councilor, Dr. James R. Winkler, University of Utah School of Dentistry

Section on Minority Affairs
Chair, Dr. Eugenia E. Mejia, New York University College of Dentistry
Councilor, Dr. Mildred A. McClain, University of Nevada, Las Vegas, School of Dental Medicine
Section on Operative Dentistry and Biomaterials
Chair, Dr. Juliana DaCosta, Oregon Health & Science University School of Dentistry
Councilor, Dr. Derek R. Williams, University of Missouri - Kansas City School of Dentistry

Section on Oral and Maxillofacial Pathology
Chair, Dr. Yeshwant B. Rawal, University of Tennessee Health Science Center College of Dentistry
Councilor, Dr. Alice E. Curran, University of North Carolina at Chapel Hill School of Dentistry

Section on Oral and Maxillofacial Radiology
Chair, Dr. Aditya Tadinada, University of Connecticut School of Dental Medicine
Councilor, Dr. Anitha Potluri, University of Pittsburgh School of Dental Medicine

Section Oral and Maxillofacial Surgery, Anesthesia and Hospital Dentistry
Chair, Dr. Faisal A. Quereshy, Case Western Reserve University School of Dental Medicine
Councilor, Dr. Pamela Jean Hughes, Oregon Health & Science University School of Dentistry

Section on Oral Biology
Chair, Dr. James L. Borke, Western University of Health Sciences College of Dental Medicine
Councilor, Dr. Steven D. London, Stony Brook University School of Dental Medicine

Section on Oral Diagnosis and Oral Medicine
Chair, Dr. Takako Imai Tanaka, University of Detroit Mercy School of Dentistry
Councilor, Dr. Shawn Adibi, University of Texas School of Dentistry at Houston

Section on Orthodontics
Chair, Dr. V. Wallace McCarlie, East Carolina University School of Dental Medicine
Councilor, Dr. Mitchell J. Lipp, New York University College of Dentistry

Section on Pediatric Dentistry
Chair, Dr. Larry B. Salzmann, University of Illinois at Chicago College of Dentistry
Councilor, Dr. Sahar Alrayyes, University of Illinois at Chicago College of Dentistry

Section on Periodontics
Chair, Dr. Leena Paloma, Case Western Reserve University School of Dental Medicine
Section on Periodontics

Section on Physiology, Pharmacology and Therapeutics
Councilor, Dr. Ted D. Pate, University of Texas School of Dentistry at Houston
Councilor, Dr. Darren Roesch, Texas A&M University Baylor College of Dentistry

Section on Postdoctoral General Dentistry
Chair, Dr. Brian K. Singletary, Mercy Medical Center
Councilor, Lt. Col. Sheryl Lyn Kane, U.S. Air Force Dental Service

Section on Practice Management
Councilor, Dr. Brian M. Lange, University of Nebraska Medical Center College of Dentistry
Secretary, Dr. Andrew G. Schwartz, Stony Brook University School of Dental Medicine

Section on Prosthodontics
Chair, Dr. Carlos H. Barrero, U.S. Department of Veterans Affairs
Councilor, Dr. Igor J. Pesun, University of Manitoba College of Dentistry
Section on Student Affairs and Financial Aid
Chair, Dr. Patricia Xirau-Probert, University of Florida College of Dentistry
Councilor, Dr. Hugh P. Pierpont, University of Texas School of Dentistry at Houston

Section on Substance Abuse, Addiction and Tobacco Dependence Education
Chair, Prof. Jill Marie Loewen, University of Detroit Mercy School of Dentistry
Councilor, Dr. Joan M. Davis, Southern Illinois University Carbondale

ADEA Council of Hospitals and Advanced Education Programs
Administrative Board
Chair, Dr. Raymond Simmons, Monmouth Medical Center
Chair-elect, Dr. Heidi C. Crow, University at Buffalo School of Dental Medicine
Secretary, Dr. Heather J. Conrad, University of Minnesota School of Dentistry
Member-at-Large, Dr. Darwin Hayes, Bronx Lebanon Hospital Center

Additional Delegates
Dr. Benjamin Alexander White, University of North Carolina at Chapel Hill School of Dentistry
Dr. Angela Broome, East Carolina University School of Dental Medicine
Dr. Carla A. Evans, University of Illinois at Chicago College of Dentistry
Dr. Craig S. Hirschberg, Rutgers, The State University of New Jersey, School of Dental Medicine
Dr. Alton G. McWhorter, Texas A&M University Baylor College of Dentistry
Dr. Dimitris N. Tatakis, The Ohio State University College of Dentistry

ADEA Council of Students, Residents and Fellows
Administrative Board
Chair, Mr. Timothy J. Treat, Indiana University School of Dentistry
Vice Chair, Mr. Robert Hanna, Herman Ostrow School of Dentistry of USC
Secretary, Ms. Lisa Lian, Harvard School of Dental Medicine
Member-at-Large, Mr. Shawheen S. Saffari, Tufts University School of Dental Medicine

Predoctoral Dental Students-Midwest
Mr. Shawn Custer, University of Nebraska Medical Center College of Dentistry
Ms. Rabeea Vanevenhoven-Shaheen, Marquette University School of Dentistry

Predoctoral Dental Students-Northeast
Ms. Lucy Dang, Boston University Henry M. Goldman School of Dental Medicine
Ms. Caitlin Janusz, University at Buffalo School of Dental Medicine

Predoctoral Dental Students-Ohio Valley
Ms. Mackenzie Kelley, Indiana University School of Dentistry
Mr. Jeffrey Marschall, University of Louisville School of Dentistry

Predoctoral Dental Students-Pacific
Ms. Lucy Hallajian, University of California, San Francisco, School of Dentistry
Ms. Amy (Jee Hye) Huh, Western University of Health Sciences College of Dental Medicine

Predoctoral Dental Students-South Central
Mr. Jack Pardo, Texas A&M University Baylor College of Dentistry
Ms. Olga Ruby Salinas, University of Texas School of Dentistry at Houston
**Predoctoral Dental Students-Southeast**
Ms. La Toya Flowers-Butler, Meharry Medical College School of Dentistry
Ms. Jennifer Katz, Lake Erie College of Osteopathic Medicine School of Dental Medicine

**Advanced Dental Education Students-Hospital Programs**
To be determined

**Advanced Dental Education Students-Nonhospital Programs**
To be determined

**Allied Dental Students-Dental Hygiene**
To be determined

**Allied Dental Students-Dental Assisting**
To be determined

**Allied Dental Students-Dental Laboratory Technology**
To be determined

**ADEA Corporate Council**

**Administrative Board**
Chair, Mr. Desi Nuckolls, The Procter & Gamble Company
Chair-elect, Ms. Susan Ferrante, A-dec
Secretary, Mr. Lawrence Schnuck, Kahler Slater
Member-at-Large, Dr. Teresa Dolan, DENTSPLY International, Inc.
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 (see below) and all or some members of the Association’s seven councils. All members of the ADEA Councils of Deans and Faculties are delegates. The numbers of delegates from the ADEA Councils of Allied Dental Program Directors and Hospitals 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; 12 predoctoral students; four advanced dental education students, residents or fellows and six allied dental students. 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 Hospitals and Advanced Education Programs** includes faculty in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA Member Institutions, Residents and Fellows in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA Member Institutions and past members of the COHAEP Administrative Board who are appointed to or employed in an ADEA Member Institution.

**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 Hospitals and 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
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 2016 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 2016 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. Monique Morgan, Senior Manager for Governance at 202-289-7201 or at MorganM@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 Administrative Affairs**
- Chair, Dr. Carole Palmer, Tufts University School of Dental Medicine, Council of Sections
- Prof. Michelle Carr, The Ohio State University College of Dentistry, ADEA Council of Allied Dental Program Directors
- Dr. Heather Conrad, University of Minnesota School of Dentistry, Council of Hospitals and Advanced Dental Education Programs
- Dr. Teresa Dolan, DENTSPLY International, Inc., ADEA Corporate Council
- Dr. Edmond Hewlett, University of California, Los Angeles, School of Dentistry, ADEA Council of Faculties
- Ms. Erica Jasa, University of Nebraska Medical Center College of Dentistry, ADEA Council of Students, Residents and Fellows
- Dr. Michael Reddy, University of Alabama at Birmingham School of Dentistry, ADEA Council of Deans

**ADEA Reference Committee on Association Policy**
- Chair, Dr. Laurie Fleisher, New York University College of Dentistry, ADEA Council of Sections
- Dr. Heidi Crow, University at Buffalo School of Dental Medicine, ADEA Council of Hospitals and Advanced Education Programs
- Dr. Michael Dobos, University of Pittsburgh School of Dental Medicine, ADEA Council of Faculties
- Ms. Susan Ferrante, A-dec, ADEA Corporate Council
- Dr. Henry Gremillion, Louisiana State University Health New Orleans School of Dentistry, ADEA Council of Deans
- Prof. Michelle McGregor, Virginia Commonwealth University School of Dentistry, ADEA Council of Allied Dental Program Directors
- Mr. Timothy Treat, Indiana University School of Dentistry, ADEA Council of Students, Residents and Fellows

**ADEA Reference Committee Hearing Times and Locations**

**Association Policy Reference Committee Hearing**
Sunday, March 13, 1:30 to 2:30 p.m., Colorado Convention Center, Room 106

**Association Administrative Affairs Reference Committee Hearing**
Sunday, March 13, 3:30 to 4:30 p.m., Colorado Convention Center, Room 106
Resolutions to be Considered by the ADEA House of Delegates

While there are four (4) resolutions (1H-2016 through 4H-2016) that will be acted upon by the House at its Opening Session on Saturday, March 12, 2016, from 4:30 to 5:30 p.m., there are six (6) resolutions (5H-2016 through 10H-2016) that the Board of Directors has referred to hearings of Reference Committees. In addition, any resolutions introduced at the Opening Session of the House will also be referred to the appropriate Reference Committee.

After the Reference Committees have met on March 13, these resolutions (and any that are presented from the floor) will be considered by the House at its Closing Session on Tuesday, March 15, from 3:30 to 4:30 p.m. At the Closing Session, the Reference Committees’ chairs will read the resolutions that their committees have heard, and their reports will be submitted to the House (but not read aloud).

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

The Reference Committee on Association Policy will hear Resolutions 5H-2016 through 9H-2016 on Sunday, March 13 from 1:30 to 2:30 p.m. Additional resolutions may be introduced at the Opening Session of the House and referred to this committee.

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

The Reference Committee on Administrative Affairs will hear Resolution 10H-2016 on Sunday, March 13, from 3:30 to 4:30 p.m. Additional resolutions introduced at the Opening Session of the House may also be referred to this committee.
Order of Business of the ADEA House of Delegates

Opening Session—Saturday, March 12, 4:30 – 5:30 p.m., Colorado Convention Center, Mile High Ballroom 2-4

- Call to Order—Chair of the ADEA Board of Directors, Dr. Huw Thomas
- Report of Quorum
- Approval of the Minutes of the Previous Session
- Reports
- Chair-elect of the ADEA Board of Director’s Address—Dr. Cecile Feldman
- President and CEO’s Report—Dr. Richard Valachovic
- Report of the Nominating Committee—Dr. Lily Garcia
- Referrals of Reports and Resolutions
- Recess until March 15, 2015, 3:30 p.m.

Closing Session—Tuesday, March 15, 3:30 – 4:30 p.m., Colorado Convention Center, Mile High Ballroom 2-4

- Call to Order—Chair of the ADEA Board of Directors, Dr. Huw Thomas
- Report of Quorum
- Consideration of Reference Committee Reports and Action on Resolutions
- Unfinished Business
- New Business
- Chair of the ADEA Board of Director’s Address—Dr. Huw Thomas
- Announcement of New Officers and 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; Hospitals and 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 admission or voting cards should immediately report the loss to staff in the Association’s registration area.

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

Visitors
All registered ADEA Annual Session & Exhibition participants are not only invited but 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. Huw F. Thomas—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 his or her 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 25-27.

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

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<td><strong>Privileged Motions</strong></td>
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<tr>
<td>Adjourn</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>Majority</td>
<td>None</td>
<td>Amend, limit debate, close debate</td>
<td>Yes⁴</td>
</tr>
<tr>
<td>Recess</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>Majority</td>
<td>None</td>
<td>Amend, limit debate, close debate</td>
<td>Yes⁴</td>
</tr>
<tr>
<td>Question of Privilege</td>
<td>Yes</td>
<td>No (unless presented as motion)</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Yes</td>
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<tr>
<td><strong>Subsidiary Motions</strong></td>
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<td>Table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Main Motion</td>
<td>None</td>
<td>No⁴</td>
</tr>
<tr>
<td>Close debate</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Debatable motions</td>
<td>None</td>
<td>Yes⁴</td>
</tr>
<tr>
<td>Limit or extend debate</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>2/3</td>
<td>Debatable motions</td>
<td>Amend, close debate</td>
<td>Yes⁴</td>
</tr>
<tr>
<td>Postpone to a certain time</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>Majority</td>
<td>Main motion</td>
<td>Amend, close debate, limit debate</td>
<td>Yes⁴</td>
</tr>
<tr>
<td>Refer to committee or board</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>Majority</td>
<td>Main motion</td>
<td>Amend, close debate, limit debate</td>
<td>Yes⁴</td>
</tr>
<tr>
<td>Amend</td>
<td>No</td>
<td>Yes</td>
<td>Yes³</td>
<td>Yes</td>
<td>Majority</td>
<td>Re-wordable motions</td>
<td>Close debate, limit debate, amend</td>
<td>No⁴</td>
</tr>
</tbody>
</table>

¹ Order of precedence is based on the rules of procedure for the ADEA House of Delegates.
² Some motions may be debatable, depending on the context.
³ Include amendments to motions.
⁴ Questions of privilege are privileged under certain conditions.
⁵ Applies to other motions that allow for debate or discussion.
⁶ Renewable motions can be reused or re-applied at a later time.
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<tbody>
<tr>
<td>a. Main Motion</td>
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<tr>
<td>The Main Motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>None</td>
<td>Subsidiary</td>
<td>No</td>
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<tr>
<td>b. Specific Main Motions</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Amend a previous action</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Same vote</td>
<td>Adopted Main motion</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td>Ratify</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Same vote</td>
<td>Adopted main motion</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td>Adopt in-lieu-of</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>None</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td>Reconsider</td>
<td>Yes⁴</td>
<td>Yes</td>
<td>Yes²</td>
<td>No</td>
<td>Majority</td>
<td>Vote on Main motion</td>
<td>Close debate, limit debate</td>
<td>No</td>
</tr>
<tr>
<td>Rescind</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Same vote</td>
<td>Adopted Main motion</td>
<td>Subsidiary except to amend</td>
<td>No</td>
</tr>
<tr>
<td>Recall from committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>No</td>
<td>Majority</td>
<td>Referred Main motion</td>
<td>Limit debate, close debate</td>
<td>No</td>
</tr>
</tbody>
</table>
### Incidental Motions

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority&lt;sup&gt;7&lt;/sup&gt;</td>
<td>Decision of Chair</td>
<td>Close debate, limit debate</td>
<td>No</td>
</tr>
<tr>
<td>Suspend rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Procedural rules</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>Consider informally</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>Main motion or subject</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>Requests</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority&lt;sup&gt;6&lt;/sup&gt;</td>
<td>None</td>
<td>Indecisive vote</td>
<td>No</td>
</tr>
<tr>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Procedural error</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Inquiries</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>All motions</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Withdraw a motion</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>All motions</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Division of question</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Main motion</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Division of assembly</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Indecisive vote</td>
<td>None</td>
<td>No</td>
</tr>
</tbody>
</table>


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 2016 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, 2015.

The ADEA Board of Directors Presents the Following Candidates for Chair-elect of the ADEA Board of Directors.

Upon the recommendation of the Nominating Committee, the Board of Directors presents three candidates for the 2016–17 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 candidates, for whom a brief biographical sketch follows, are Dr. Leon Assael, Dean, University of Minnesota School of Dentistry; Dr. Valerie Murrah, Professor and Chair of the Department of Diagnostic Sciences, University of North Carolina at Chapel Hill School of Dentistry; and Dr. John Williams, Dean, Indiana University School of Dentistry.

The members of the ADEA House of Delegates will cast ballots for Chair-elect of the ADEA Board of Directors during the ADEA Annual Session & Exhibition. Delegates may cast their ballots for Chair-elect of the ADEA Board of Directors between the hours of 8:00 a.m. and 5:00 p.m. on Sunday, March 13 and between 8:00 a.m. and 4:30 p.m. on Monday, March 14. Voting will take place at the ADEA House of Delegates booth in the registration area in the Colorado Convention Center. These are the only times when a delegate or alternate may cast a ballot for Chair-elect. Only a delegate (or official alternate) may vote, and he or she will surrender his or her voter registration card to receive a ballot.
Leon A. Assael, D.M.D., CMM

Statement: Chair-elect of the Board Candidacy

My thanks to our colleagues in dental education for being nominated as the 2016 Chair-elect of the ADEA Board of Directors. We dental educators are in the midst of enormous change in health sciences education, society and the human experience. We can simply be witnesses to that change, or we can embrace it and lead necessary change, thus improving dental education and the oral health of people.

Our task is to innovate; to make dental education THE leader in health science education. We must have the courage, wisdom, discipline-based knowledge, energy and desire to fundamentally transform dental education for the future. That task is all the more essential because much of dental education today seems unreasonably attached to the century of success of our current educational model. The gap between our programs and the needs of the public for oral health is growing. For dental education today, the adage applies: “Past success is not a predictor of future performance.” Now is the time that dental education must aggressively apply the remarkable advances of the past decade toward building a new model of dental schools for the future, so that dental education can further realize its goal of being an essential vehicle for a better world.

Some of the key arenas for change are the methods of acquiring and applying knowledge, addressing the inadequacies of the clinical practicum, building the allied/dentist oral health team, realizing the dream of developing diversity in the oral health professions, national licensure/portability, and dental education’s role in health systems. A true transformation of our programs is inevitable and actually in progress. Only one organization is in the premier position to lead these changes for the benefit of our schools, our students and the public. It is the American Dental Education Association.

The means of change in ADEA are the engagement and action of the faculty (D.D.S./D.M.D., graduate and allied) and students. A learning community of scholars is the fundamental strength of our organization. Within our midst are the content leaders, university colleagues, industrial partners and the health professions able to lead change. We act through ADEA initiatives in the councils, the annual and fall meetings, in task forces and in the administrative boards. All of this is made effective through the leadership and expertise of our amazing Washington staff, headed by Rick Valachovic. In ADEA this year, I have worked with our team on the allied health task force, improving the development of dental hygiene and dental therapy within ADEA, on the live patient exam task force to develop an OSCE examination for licensure, and on the administrative board of the ADEA Council of Deans.

In my career as full-time faculty of four dental schools (University of Connecticut School of Dental Medicine, University of Kentucky College of Dentistry, Oregon Health & Science University School of Dentistry, and University of Minnesota School of Dentistry) and a part-time faculty member or student at seven more (Harvard School of Dental Medicine, Southern Illinois University School of Dental Medicine, Columbia University College of Dental Medicine, New York University College of Dentistry, Stony Brook University School of Dental Medicine, University of Pennsylvania School of Dental Medicine, and University of Washington School of Dentistry), I have experienced many of the thrills and foibles that dental education has to offer: the great student review (or the poor one), the academic promotion process, the research grant (or the “good” score that falls short), administration that leads (and administration that frustrates), patient care that brings smiles (and that which brings sleepless nights), but mostly the joy of the privilege of being a teacher. That is embodied by our relationships to one another in the family of educators that is ADEA.

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Nominees for Chair-elect of the ADEA Board of Directors
Valerie A. Murrah, D.M.D., M.S.
Statement: Chair-elect of the Board Candidacy

What a distinct honor it is to be nominated for Chair-elect of the ADEA Board of Directors! During the past three years, I have been privileged to serve as Board Director for Faculties and have become increasingly impressed with the quality of this organization to which we all belong. The vision, outreach, innovation and responsiveness of ADEA are remarkable and we are fortunate to have a President and CEO in Dr. Rick Valachovic, who has cultivated a unique team of talented staff who are dedicated both to meeting the needs of members and to addressing issues of the communities with which we interface. I have truly seen the results of the “relentless pursuit of strategic alliances,” as ADEA is a well-respected organization in Washington and beyond.

It is an exciting time to be a dental educator! We are challenged by new forms of health care delivery, evolving disease patterns, teaching technology innovations and ever-present financial issues. Change is the major theme! The challenge is to be optimally proactive and willing to create the types of change we envision. I submit to you that I possess the educational background and diverse experiences to help us move toward our goals in the pursuit of educating competent, caring, ethical oral health care practitioners.

I am currently Chair of Diagnostic Sciences and Director of Oral and Maxillofacial Pathology at the University of North Carolina School of Dentistry, holding joint appointments in Pathology and in Otolaryngology, Head and Neck Surgery in the medical school. I have been involved in academic leadership in multiple areas, serving as President of the American Board of Oral and Maxillofacial Pathology, and subsequently as President of the American Academy of Oral and Maxillofacial Pathology.

My ADEA service has involved multiple councils: the Council of Faculties, as Chair and Board Director; the Council of Sections, as Chair of the Pathology Section; and the Council of Hospitals and Advanced Education Programs, as invited representative when the council formed. I’ve chaired the Women’s Affairs Advisory Committee and served on the Task Force for Student Debt and Borrowing.

Importantly, in addition to ADEA, I have held roles in the International Association for Dental Research and the American Dental Association, including representative to the Council on Scientific Affairs. I represent my specialty in the Organized Dentistry Coalition and have the distinction of having been Vice President of the Intersociety Pathology Council, the collaborative of all pathology organizations in the United States and Canada, the only dentist to have held the position!

In summary, I believe that being an educator is about empowerment. We have the ability to empower our patients to become healthier, our students to become lifelong learners and our organizations to become more effective and more nimble. Working on the Board, I have been empowered by the energy that emanates from the strong collective work of ADEA. I am excited to use that energy to move forward to represent you as Chair-elect. Together, we can use education to save lives and to improve the quality of those lives!
John N. Williams, D.M.D., M.B.A.
Statement: Chair-elect of the Board Candidacy

I am honored to be nominated as 2016 Chair-elect of the ADEA Board of Directors. I aspire to the Chair-elect position to heighten several essential themes for ADEA to enhance its prominent work as The Voice of Dental Education:

1. Educational Innovation: Explore new models of education and assessment to address things like the cost (institutionally and for students) of dental education, and explore greater use of competency-based and advanced placement strategies to document educational achievement in compliance with accreditation standards;

2. Research Capacity Building: Stimulate and encourage the science of discovery, application and dissemination to enhance a culture of inquiry within all dental educational programs; and

3. Professional Development: Prepare faculty for new student expectations as digital natives, teaching technologies, curriculum innovations and student assessment.

We also must work even more closely than ever before with other health professions through interprofessional collaborations (IPE and IPP) to further advance our oral health education, research and practice agenda. Emerging workforce models are highly relevant as our profession explores new ways to provide access to affordable dental care.

My breadth and depth of experience first as a private practitioner, followed by serving as a dental faculty member, academic dean, and now dean at three universities, has provided me tremendous experience to address the contemporary and emerging issues facing the dental practice and education communities. I have been an AADS/ADEA member for 28 years, serving in numerous leadership positions, including as various section officers, on the boards of the Council of Sections and Council of Deans, and two terms as a vice president (Sections and Deans) to the AADS/ADEA Board of Directors. I have just completed a four-year term as a CODA Commissioner, serving my final year on the Commission as Chair. I am an active site visitor and a firm believer in the process of accrediting all oral health academic programs to ensure academic quality and to educate competent graduates to serve the public good.

In the book Road to Relevance (Coerver and Byers 2013), the authors caution longstanding organizations to be diligent to define their strategy as “the skilled, creative, and disciplined use of an organization’s resources to achieve its objectives,” or face a significant decline in relevance to membership and society. ADEA has a sound strategic plan with focused emphasis on capacity building, research, teaching and learning, leadership development and service. It would be an honor for me to serve in leadership as we foster the continued growth of ADEA—an extremely relevant organization—as The Voice of Dental Education in a rapidly changing health care environment.

Thank you for your support.
Report of the ADEA Board of Directors on Resolutions for Consideration by the 2016 ADEA House of Delegates

The ADEA House of Delegates will consider the 10 resolutions in this report, plus any additional ones introduced at the Opening Session. The House will act on Resolutions 1H-2015 through 4H-2015 at its Opening Session on Saturday, March 12, 2016, from 4:30 to 5:30 p.m. The House will act on all others at its Closing Session on Tuesday, March 15, 2016, from 3:30 to 4:30 p.m. Both sessions will be held at the Colorado Convention Center, Mile High Ballroom 2-4.

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

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

- 1H-2016 ADA Council on Dental Education and Licensure Member
- 2H-2016 Joint Commission on National Dental Examinations Member
- 3H-2016 Commission on Dental Accreditation Commissioner
- 4H-2016 Appreciations

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

- 5H-2016 ADEA Council of Allied Dental Program Directors Revision of Quorum Requirement
- 6H-2016 Changes to the ADEA Section on Oral Biology
- 7H-2016 Revised Process to Ratify Alternate Delegates for the ADEA House of Delegates
- 8H-2016 Revision of the ADEA Policy Statement on Diversity and Inclusion
- 9H-2016 Changes to the Voting, Nomination and Election Process in ADEA Sections and Special Interest Groups
- 10H-2016 Approval of the Fiscal Year 2016 Budget

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

1
2
Resolution 1H-2016
3
ADA Council on Dental Education and Licensure Member
4

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

- Dr. Cecile Feldman, Rutgers, The State University of New Jersey, School of Dental Medicine (2016)
- Dr. David Sarrett, Virginia Commonwealth University School of Dentistry (2017)
- Dr. Gerald Glickman, Texas A&M University Baylor College of Dentistry (2018)
- Dr. Mert Aksu, University of Detroit Mercy School of Dentistry (2019)

Dr. Feldman will complete her term on the ADA CDEL this fall at the close of the 2016 ADA Annual Session. Thus, the 2016 ADEA House of Delegates will have to elect a new ADA CDEL member. To succeed Dr. Feldman on the Council, the ADEA Board of Directors is recommending that the House elect Dr. Bruce Donoff, Harvard School of Dental Medicine, to a four-year term to expire in 2020.

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

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

1H-2016  Resolved, that the ADEA House of Delegates elect Dr. Bruce Donoff to a four-year term on the ADA Council on Dental Education and Licensure with the term to begin at the conclusion of the 2016 ADA Annual Session and end at the conclusion of the 2020 ADA Annual Session.
The Joint Commission on National Dental Examinations (JCNDE) consists of three representatives each from the American Dental Association and ADEA, six from the American Association of Dental Boards, and one each from the American Dental Hygienists’ Association, the American Student Dental Association and the public sector. The JCNDE members previously appointed by the ADEA House of Delegates and their termination dates (in the fall of the years shown) are:

- Dr. Marc Levitan, Medical University of South Carolina James B. Edwards College of Dental Medicine (2016)
- Dr. Frank Licari, Midwestern University College of Dental Medicine-Illinois (2017)
- Dr. Nader Nadershahi, University of the Pacific, Arthur A. Dugoni School of Dentistry (2019)

The ADEA Board of Directors is recommending that the House elect Dr. Cataldo Leone, Boston University Henry M. Goldman School of Dental Medicine, to a four-year term to expire at the close of the ADA Annual Session in 2020.

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 in the ADEA Registration Area.

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

2H-2016 Resolved, that the ADEA House of Delegates elect Dr. Cataldo Leone to serve a four-year term on the Joint Commission for National Dental Examinations with the term to begin at the conclusion of the 2016 ADA Annual Session and end at the conclusion of the 2020 ADA Annual Session.
The current ADEA representatives on the Commission on Dental Accreditation and their termination dates (in the fall of the years shown) are:

- Dr. Karen West, University of Nevada, Las Vegas, School of Dental Medicine (2016)
- Dr. Denise Kassebaum, The University of Colorado School of Dental Medicine (2017)
- Dr. William Lobb, Marquette University School of Dentistry (2018)
- Dr. Tariq Javed, Medical University of South Carolina James B. Edwards College of Dental Medicine (2019)
- Dr. Steve Friedrichsen, Western University of Health Sciences College of Dental Medicine (2020)

Dr. Kassebaum will complete her term on the Commission on Dental Accreditation (CODA) at the close of the 2017 ADA Annual Session.

Thus, the 2016 ADEA House of Delegates will have to elect a new Commission member for this position, beginning in 2017. CODA Commissioners are elected one year in advance to participate in training prior to their official start date on the Commission. The ADEA Board of Directors is recommending that the House elect Dr. Lawrence Wolinsky, Texas A&M University Baylor College of Dentistry, to a four-year term to expire 2021.

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 in the ADEA Registration Area.

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

**3H-2016** Resolved, that the ADEA House of Delegates elect Dr. Lawrence Wolinsky to a four-year term on the Commission on Dental Accreditation with the term to begin at the conclusion of the 2017 ADA Annual Session and end at the conclusion of the 2021 ADA Annual Session.
Resolution 4H-2016

Appreciations

ADEA relies significantly on outside support for a number of its activities, and numerous organizations provided much-needed assistance since last year’s ADEA Annual Session & 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.

AAL sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

Acadental sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

ADEA Board of Directors was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

ADEA Corporate Council collectively sponsored the Opening Plenary Session Keynote Address at the 2015 ADEA Annual Session & Exhibition, as well as the 2015 ADEA Dental Student Virtual Fair.

ADEA Council of Deans sponsored a break during the 2015 ADEA Sections on Business and Financial Administration and Clinical Administration (ADEA BFACA) Mid-Year Meeting.

ADEAGies Foundation funded the ADEA/ADEAGies Foundation/Drs. Connie L. and Richard R. Drisko Scholar in the ADEA Leadership Institute, as well as the ADEA/ADEAGies Foundation/Dr. Anthony R. Volpe Scholar in the ADEA Leadership Institute.

A-dec was a Gold Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. The company also sponsored an evening networking reception at the 2015 ADEA Allied Dental Program Directors’ Conference. A-dec was a cosponsor for a networking reception buffet dinner at the 2015 ADEA BFACA Meeting. The company also sponsored a luncheon at the 2015 ADEA Deans’ Conference.

AEGIS Communications was a Diamond Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. The company also sponsored the opening evening reception at the 2015 ADEA Deans’ Conference. AEGIS Communications continued its support of the ADEA Curriculum Resource Center Modules; the company also provided website maintenance for the ADEA Curriculum Resource Center.

Air Techniques, Inc. was a general sponsor of the 2015 ADEA BFACA Meeting and of the 2015 ADEA Deans’ Conference.

American Association of Endodontists Foundation funded the ADEA/American Association of Endodontists Foundation Scholar in the 2015 ADEA Leadership Institute.

American College of Prosthodontists was a contributor to the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

American Dental Association was a contributor to the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Aseptico, Inc. sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.
Aspen Dental Management, Inc. was a Gold Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. The company was a general sponsor of both the 2015 ADEA BFACA Meeting and the 2015 ADEA Deans’ Conference. Aspen Dental Management, Inc. also provided support for the 2015 ADEA Dental Student Virtual Fair.

Association of American Medical Colleges was a Diamond Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

axiUm Software - Exan Enterprises, Inc. provided general sponsorship for the 2015 ADEA Allied Dental Program Directors’ Conference. The company also sponsored a break at the 2015 ADEA BFACA Meeting.

Bien-Air USA, Inc. was a general sponsor for both the 2015 ADEA BFACA Meeting and the 2015 ADEA Deans’ Conference. The company also sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

BioHorizons Implant Systems, Inc. was a general sponsor of the 2015 ADEA Deans’ Conference.

Boston University Henry M. Goldman School of Dental Medicine was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Brasseler USA provided general sponsorships for both the 2015 ADEA BFACA Meeting and the 2015 ADEA Deans’ Conference. The company also sponsored the Welcome Reception at the 2015 ADEA Allied Dental Program Directors’ Conference.

Certiphi Screening, Inc. sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

Colgate-Palmolive Company was a general sponsor of the 2015 ADEA Allied Dental Faculty Leadership Development Program. The company again provided generous support for the ADEA/Colgate-Palmolive/National Dental Association Dr. Jeanne C. Sinkford Scholar in the ADEA Leadership Institute, the ADEA/Colgate-Palmolive Co./Dominick P. DePaola Scholar in the ADEA Leadership Institute, the ADEA/Colgate-Palmolive Excellence in Teaching Award, the ADEA/Colgate/ADEA Council of Students/Colgate-Palmolive Junior Faculty Award, and the ADEA/Colgate-Palmolive Allied Dental Educators Fellowship. Colgate Palmolive Company was a general sponsor of the 2015 ADEA BFACA Meeting and the 2015 ADEA Deans’ Conference. Lastly, Colgate-Palmolive Company continues as the Exclusive Sponsor of the ADEA/Colgate/AAL Institute for Allied Health Educators.

Columbia University College of Dental Medicine was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation, and Achievement.

Dalhousie University Faculty of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation, and Achievement.

DenMat Holdings, LLC was a general sponsor of the 2015 ADEA Allied Dental Program Directors’ Conference Education Program. The company also sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

Dental Services Group – The Laboratory Network was a general sponsor of the 2015 ADEA BFACA Meeting and the 2015 ADEA Deans’ Conference. Dental Services Group also sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

DentalEZ Group was a Diamond Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. DentalEZ Group also sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

DENTSPLY International, Inc. was a Diamond Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. In addition, the company sponsored the Student Poster
Awards, as well as the Closing Plenary Session at the 2015 ADEA Annual Session & Exhibition.

DENTSPLY International, Inc. provided general sponsorships for the 2015 ADEA Allied Dental Program Directors’ Conference, the 2015 ADEA BFACA Meeting and the 2015 ADEA Dean’s Conference.

Designs for Vision, Inc. was a general sponsor of the 2015 ADEA Allied Dental Program Directors’ Conference and sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

Eastern Dentists Insurance Company was a general sponsor at the 2015 ADEA Deans’ Conference.

Elsevier Inc. sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

EnvisionTEC, Inc. sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

ExamSoft Worldwide®, Inc. provided software for the student competition at the 2015 ADEA Annual Session & Exhibition.

Foliotek, Inc. sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

Fortress Insurance Company was a general sponsor of the 2015 ADEA Deans’ Conference.

Georgia Regents University College of Dental Medicine (now the Dental College of Georgia at Augusta University) was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

GlaxoSmithKline Consumer Healthcare was a general sponsor of the 2015 ADEA Annual Session & Exhibition and of the 2015 ADEA BFACA Meeting, as well as of the 2015 ADEA Allied Dental Program Directors’ Conference and the 2015 ADEA Deans’ Conference.

Harvard School of Dental Medicine was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Hedwig van Ameringen Executive Leadership in Academic Medicine® (ELAM) Program, Drexel University College of Medicine, was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Henry Schein, Inc. was a Diamond Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. The company was also a general sponsor at the 2015 ADEA BFACA Meeting.

Howard University College of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Hu-Friedy Manufacturing Co., LLC was a Diamond Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. The company sponsored a networking reception and dinner at the 2015 ADEA Allied Dental Program Directors’ Conference. In addition, Hu-Friedy Manufacturing Co., LLC co-sponsored a networking reception and buffet dinner at the 2015 ADEA BFACA Meeting and supported an education program at the 2015 ADEA Deans’ Conference.

HygienistPrep a division of XPrep, was a general sponsor of the 2015 ADEA Allied Dental Program Directors’ Conference Education Program.

ICE Health Systems sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.
Image Navigation Ltd. was a general sponsor of the 2015 ADEA Deans’ Conference.

Indiana University School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Institute for Oral Health was a general sponsor of the 2015 ADEA Allied Dental Faculty Leadership Program. The company sponsored the ADEA Allied Dental Faculty Leadership Development Program Alumni Reception at the 2015 ADEA Annual Session & Exhibition, as well as lanyards and pens. The company was also a general sponsor of the 2015 ADEA Deans’ Conference.

Isolite Systems was a general sponsor for the 2015 ADEA BFACA Meeting and the 2015 ADEA Deans’ Conference.

Johnson & Johnson Healthcare Products, Division of McNEIL-PPC, Inc. provided the “Own the Bathroom” sponsorship during the 2015 ADEA Annual Session & Exhibition. The company was a general sponsor of the 2015 ADEA Allied Dental Program Directors’ Conference and the 2015 ADEA Deans’ Conference.

Kahler Slater was a general sponsor at the 2015 ADEA BFACA Meeting and the 2015 ADEA Deans’ Conference.

KaVo Kerr Group – Consumables supported an education program at the 2015 ADEA BFACA Meeting and an education program at the 2015 ADEA Deans’ Conference.

KaVo Kerr Group – Equipment supported an education program at the 2015 ADEA BFACA Meeting and an education program at the 2015 ADEA Deans’ Conference.

KaVo Kerr Group – Imaging supported an education program at the 2015 ADEA BFACA Meeting, an education program at the 2015 ADEA Allied Dental Program Directors’ Conference and an education program at the 2015 ADEA Deans’ Conference.

Liaison International, Inc. was a Gold Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. The company sponsored the ADEA GoDental® Workshop and Recruitment Fair for Predental Students and Advisors at the 2015 ADEA Annual Session & Exhibition. The company also supported the ADEA/Liaison International Academic Dental Career Program Fellowship and the ADEA/Liaison International ADEA GoDental Internship.

Loma Linda University School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Louisiana State University Health New Orleans School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Marquette University School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Medical University of South Carolina James B. Edwards College of Dental Medicine was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Medicor Imaging sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

Meharry Medical College School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Midmark Corporation was a Gold Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. Midmark Corporation also provided general sponsorships for both the 2015 ADEA BFACA Meeting and the 2015 ADEA Deans’ Conference.
Midwestern University College of Dental Medicine-Illinois was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

MOOG sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

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

New York University College of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Nobel Biocare USA, LLC was a Gold Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. The company also provided a general sponsorship for the 2015 ADEA Deans’ Conference.

NSK Dental LLC was a general sponsor of the 2015 ADEA BFACA Meeting and of the 2015 ADEA Deans’ Conference.

OraPharma, Inc., a subsidiary of Valeant Pharmaceuticals, was a Diamond Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. The company provided an educational grant in support of the 2015 ADEA Allied Dental Program Directors’ Conference and the 2015 ADEA Deans’ Conference.

Pacific Dental Services, Inc. sponsored a conference poster at the 2015 ADEA Annual Session & Exhibition. The company was also a general sponsor of the 2015 ADEA Deans’ Conference.

Paradigm Dental Models sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

Patterson Dental sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

Philips Oral Healthcare, Inc. provided a grant to the ADEAGies Foundation and was a general sponsor of the 2015 ADEA Deans’ Conference. The company sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition and also provided lanyards for the 2015 ADEA Allied Dental Program Directors’ Conference.

PLANMECA USA, Inc. was a general sponsor of the 2015 ADEA BFACA Meeting and of the 2015 ADEA Deans’ Conference.

Premier Dental Products Company was a general sponsor at the 2015 ADEA Allied Dental Program Directors’ Conference.

The Procter & Gamble Company was the Premier Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. The company sponsored the Chair of the ADEA Board of Directors’ Reception and the Special Interest Group on Dental Hygiene Clinic Coordinators Members’ Forum and Luncheon at the 2015 ADEA Annual Session & Exhibition. The Procter & Gamble Company funded both the ADEA/Crest Oral-B Scholarship for Predoctoral Dental Students Pursuing Academic Careers and the ADEA/Crest Oral-B Laboratories Scholarship for Dental Hygiene Students Pursuing Academic Careers. The company was a general sponsor of the 2015 ADEA Allied Dental Faculty Leadership Development Program and sponsored both a breakfast at the 2015 ADEA Allied Dental Program Directors’ Conference and a networking breakfast at the 2015 ADEA Deans’ Conference. The Procter & Gamble Company sponsored the ADEA GoDental Workshop and Recruitment Fair for Predental Students and Advisors. The company sponsored a luncheon at the 2015 ADEA BFACA Meeting. Lastly, the Procter & Gamble Company continued to sponsor the ADEA Leadership Institute and was a general sponsor of the ADEA Deans’ Institute.
Rutgers, The State University of New Jersey, School of Dental Medicine was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

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

Sirona Dental, Inc. sponsored the White Coat Ceremony at the 2015 ADEA Annual Session & Exhibition, as well as coffee cup sleeves, Exhibit Hall logo footprints and raffle items, attendee bag flyer inserts and travel mugs. The company was a general sponsor for the 2015 ADEA Allied Dental Program Directors’ Conference, the 2015 ADEA BFACA Meeting and the Second Evening Reception and entertainment at the 2015 ADEA Deans’ Conference.

Stage Front Presentation Systems was a general sponsor for the 2015 ADEA BFACA Meeting.

Stony Brook University School of Dental Medicine was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Sunstar Americas, Inc. was a Diamond Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement. The company supported the 2015 ADEA Leadership Institute.

Sunstar Americas was a general sponsor for both the 2015 ADEA Allied Dental Faculty Leadership Development Program and the 2015 ADEA Allied Dental Program Directors’ Conference, as well as the 2015 ADEA Deans’ Conference. Sunstar Americas sponsored the ADEA/Sunstar Americas, Inc./Harry W. Bruce, Jr. Legislative Dinner at the 2015 ADEA Annual Session & Exhibition. The company also supported the ADEA/Sunstar Americas, Inc./Harry W. Bruce, Jr. Legislative Fellowship and the ADEA/Sunstar Americas, Inc./Jack Bresch Student Internship Award Program.

Texas A&M University Baylor College of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Tufts University School of Dental Medicine was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Ultradent Products, Inc. was a general sponsor at the 2015 BFACA Mid-Year Meeting. The company also provided an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

University of Connecticut School of Dental Medicine was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

University of Detroit Mercy School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

University of Manitoba College of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

University of Maryland School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

University of Michigan School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

University of Minnesota School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

University of Nebraska Medical Center College of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

University of North Carolina at Chapel Hill School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.
University of Oklahoma College of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

University of the Pacific Arthur, A. Dugoni School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

University of Tennessee Health Science Center College of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

University of Texas Health Science Center at San Antonio School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

University of Texas School of Dentistry at Houston was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Virginia Commonwealth University School of Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

VitalSource Technologies, Inc. provided a general sponsorship for the 2015 ADEA Deans’ Conference.

Western University of Health Sciences College of Dental Medicine was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement and also sponsored an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

Western University Schulich School of Medicine & Dentistry was a Deans’ List Sponsor of the 2015 William J. Gies Awards for Vision, Innovation and Achievement.

Whip Mix Corporation sponsored the Section on Prosthodontics Members’ Forum and an Exhibit Hall raffle item at the 2015 ADEA Annual Session & Exhibition.

Young Dental Manufacturing was a general sponsor at the 2015 ADEA Allied Dental Program Directors’ Conference.

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

4H-2016 Resolved, that the American Dental Education Association expresses its sincere appreciation to the following organizations and individuals for their generous support of the Association’s activities and programs between the start of the 2015 ADEA Annual Session & Exhibition and the start of the 2016 ADEA Annual Session & Exhibition:

AAL
Acadental
ADEA Board of Directors
ADEA Corporate Council
ADEA Council of Deans
ADEAGies Foundation
A-dec
AEGIS Communications
Air Techniques, Inc.
American Association of Endodontists Foundation
American College of Prosthodontists
American Dental Association
Aseptico, Inc.
Aspen Dental Management, Inc.
Association of American Medical Colleges
| 308 | axiUm Software - Exan Enterprises, Inc. |
| 309 | Bien-Air USA, Inc. |
| 310 | BioHorizons Implant Systems, Inc. |
| 311 | Boston University Henry M. Goldman School of Dental Medicine |
| 312 | Brasseler USA |
| 313 | Certiﬁph Screenin, Inc. |
| 314 | Colgate-Palmolive Company |
| 315 | Columbia University College of Dental Medicine |
| 316 | Dalhousie University Faculty of Dentistry |
| 317 | DenMat Holdings, LLC |
| 318 | Dental Services Group – The Laboratory Network |
| 319 | DentalEZ Group |
| 320 | DENTSPLY International, Inc. |
| 321 | Designs for Vision, Inc. |
| 322 | Eastern Dentists Insurance Company |
| 323 | Elsevier Inc. |
| 324 | Envision TEC, Inc. |
| 325 | ExamSoft Worldwide®, Inc. |
| 326 | Foliotek, Inc. |
| 327 | Fortress Insurance Company |
| 328 | Georgia Regents University College of Dental Medicine (now Dental College of Georgia at Augusta University) |
| 329 | GlaxoSmithKline Consumer Healthcare |
| 330 | Harvard School of Dental Medicine |
| 331 | Hedwig Van Ameringen Executive Leadership in Academic Medicine® (ELAM) |
| 332 | Henry Schein, Inc. |
| 333 | Howard University College of Dentistry |
| 334 | Hu-Friedy Manufacturing Co., LLC |
| 335 | HygienistPrep, a division of XPrep |
| 336 | ICE Health Systems |
| 337 | Image Navigation Ltd. |
| 338 | Indiana University School of Dentistry |
| 339 | Institute for Oral Health |
| 340 | Isolite Systems |
| 341 | Johnson & Johnson Healthcare Products, Division of McNEIL-PPC, Inc. |
| 342 | Kahler Slater |
| 343 | KaVo Kerr Group – Consumables |
| 344 | KaVo Kerr Group – Equipment |
| 345 | KaVo Kerr Group – Imaging |
| 346 | Liaison International, Inc. |
| 347 | Loma Linda University School of Dentistry |
| 348 | Louisiana State University Health New Orleans School of Dentistry |
| 349 | Marquette University School of Dentistry |
| 350 | Medical University of South Carolina James B. Edwards College of Dental Medicine |
| 351 | Medicon Imaging |
| 352 | Meharry Medical College School of Dentistry |
| 353 | Midmark Corporation |
| 354 | Midwestern University of College of Dental Medicine-Illinois |
| 355 | MOOG |
| 356 | National Dental Association |
| 357 | New York University College of Dentistry |
| 358 | Nobel Biocare USA, LLC |

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NSK Dental LLC
OraPharma, Inc., a subsidiary of Valeant Pharmaceuticals
Pacific Dental Services, Inc.
Paradigm Dental Models
Patterson Dental
Philips Oral Healthcare, Inc.
PLANMECA USA, Inc.
Premier Dental Products Company
The Procter & Gamble Company
Rutgers, The State University of New Jersey, School of Dental Medicine
Sigma Phi Alpha
Sirona Dental, Inc.
Stage Front Presentation Systems
Stony Brook University School of Dental Medicine
Sunstar Americas, Inc.
Texas A&M University Baylor College of Dentistry
Tufts University School of Dental Medicine
Ultradent Products, Inc.
University of Connecticut School of Dental Medicine
University of Detroit Mercy School of Dentistry
University of Manitoba College of Dentistry
University of Maryland School of Dentistry
University of Michigan School of Dentistry
University of Minnesota School of Dentistry
University of Nebraska Medical Center College of Dentistry
University of North Carolina at Chapel Hill School of Dentistry
University of Oklahoma College of Dentistry
University of the Pacific Arthur A. Dugoni School of Dentistry
University of Tennessee Health Science Center College of Dentistry
University of Texas Health Science Center at San Antonio School of Dentistry
University of Texas School of Dentistry at Houston
Virginia Commonwealth University School of Dentistry
VitalSource Technologies, Inc.
Western University of Health Sciences College of Dental Medicine
Western University Schulich School of Medicine & Dentistry
Whip Mix Corporation
Young Dental Manufacturing
Actions at the Closing Session of the ADEA House of Delegates

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**Resolution 5H-2016**

ADEA Council on Allied Dental Program Directors

Revision of Quorum Requirement

**Background:** The ADEA Bylaws were updated and reviewed during the 2013 ADEA House of Delegates as a part of an extensive update. Since implementation, the ADEA Council of Allied Dental Program Directors has been challenged with implementing the Bylaws regarding voting and delegates.

Over the past decade, the number of CODA-accredited Dental Laboratory Technology (DLT) programs has declined and continues to decline with two programs (0.95% of total programs) closing in 2015. The low number of accredited programs and DLT programs with institutional membership makes it very challenging to fill the delegate positions designated for DLT. Currently, we have less than 10 DLT institutional members.

This Bylaws revision would clarify the members’ voting rights and allow the Council an opportunity to fill the delegation to the annual ADEA House of Delegates. The revised language is in alignment with clarification made by several other ADEA Councils in the 2013 the Bylaws update.

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

5HA-2016  Resolved, that the ADEA House of Delegates adopts the following revision to the ADEA Bylaws, Chapter I: The House of Delegates – The ADEA Governing Body. B. Composition. 4., to go into effect at the close of the 2016 ADEA Annual Session & Exhibition to read as follows:

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.

5HB-2016  Resolved, that the ADEA House of Delegates adopts the following revision to the ADEA Bylaws, Chapter VII: Councils. D. The Council of the Association-Membership and Quorum. 1. The Council of Allied Dental Program Directors. d., to go into effect at the close of the 2016 ADEA Annual Session & Exhibition to read as follows:

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.
Resolution 6H-2016
Changes to the ADEA Section on Oral Biology

Background: The Section on Oral Biology has a longstanding history of service to the Association. The Section was responsible for the AADS Curricular Guidelines for Oral Biology (Journal of Dental Education 1984; 48:5: 269-273) and the AADS Curriculum Guidelines for the Development of Graduate Programs in Oral Biology (Journal of Dental Education 1986; 50:8: 499-503) and has been active in sponsoring programs and symposia at the ADEA Annual Session. With a mission to stimulate the generation, exchange and dissemination of information and ideas regarding oral biology, the Section has enjoyed a broad-based and large membership.

For the past several years there has been concern about the viability of the Section on Oral Biology. While strong in numbers, the Section’s members have had little participation at ADEA meetings. As the Section’s viability has become an issue, there have been discussions concerning this and other issues at individual Basic Science Section meetings and at the Basic Science Caucus. Through these meetings, a consensus was reached that first, the Section on Oral Biology does not seem at the present time to be a viable section that can meet the commitments required by ADEA of individual sections; second, the umbrella concept that underlies the field of “Oral Biology” may not be appreciated among many ADEA members; and third, there is a need among those who teach basic sciences at dental schools to meet new CODA accreditation standards about teaching basic sciences and critical thinking, particularly teaching the basic sciences in an integrated fashion across the entire dental school curriculum in an evidence-based manner. To address these issues, the officers of the Section on Oral Biology Section request that the Section be renamed the ADEA Section on Integrated Clinical and Applied Biomedical Sciences. The name change will appeal to a wider range of ADEA members and enable it to continue to be an active and productive ADEA section. The requested name change will have no financial impact on ADEA.

The mission of the ADEA Section on Integrated Clinical and Applied Biomedical Sciences is to provide a forum to address the integration of the basic sciences across the entire dental curriculum. The Section seeks members representing both basic and clinical sciences to achieve its long-term goal of developing innovative, integrative curriculum models for dental education.

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

6H-2016 Resolved, that the ADEA House of Delegates approves that the Oral Biology Section shall now be known as the Section on Integrated Clinical and Applied Biomedical Sciences. The mission of the Section on Integrated Clinical and Applied Biomedical Sciences is to provide a forum to address the integration of the basic sciences across the entire dental curriculum.
Resolution 7H-2016
Revised Process to Ratify Alternate Delegates
for the ADEA House of Delegates

Background: The ADEA Bylaws provide for the appointment of alternates to the designated delegates in the House of Delegates in the event that the designated delegate is unable to attend a meeting of the House of Delegates. Currently, alternates to the House of Delegates must be selected prior to the Annual Session and Exhibition and be ratified by the appropriate Council prior to the Opening of the House of Delegates.

Still, there are alternates who do not arrive at the Annual Session and Exhibition before the Council meetings that are held prior to the Opening Session of the House of Delegates. And typically, there are no other Council meetings between the two sessions of the House of Delegates at which those late arrivals could be ratified prior to the Closing of the House of Delegates.

To ensure there are as many alternates as possible to vote during the Closing Session of the House of Delegates to achieve proper representation of all constituencies and in the event of an election for Chair-elect of the ADEA Board of Directors resulting from a tie vote in the balloting between the Opening and Closing Sessions of the House, the Bylaws to ratify alternate delegates requires amending.

The amendment to ratify alternate delegates to the ADEA House of Delegates during the Annual Session & Exhibition would read as follows:


Strike: All Council alternates to the House of Delegates must be selected prior to the Annual Session and Exhibition and be ratified by the appropriate Council prior to the Opening of the House of Delegates.

Insert: 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.

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

7H-2016  Resolved, that the ADEA House of Delegates adopt the following revision to the ADEA Bylaws, Chapter VII. Councils. B. Leadership of the Councils—The Administrative Boards. 9. Alternates. by striking the last sentence of the subsection that reads: All Council alternates to the House of Delegates must be selected prior to the Annual Session and Exhibition and be ratified by the appropriate Council prior to the Opening of the House of Delegates and inserting the following paragraph:
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.
Resolution 8H-2016
Revision of Statement of ADEA Policy on Diversity and Inclusion

The need for such a statement:

1. To facilitate communication of the ADEA Principles of Diversity and Inclusion through a common language.
2. To lend support to ADEA’s mission, policies and programs that promote diversity and inclusion throughout dental, allied dental and advanced dental education.
3. To meet the current and expanded role of ADEA in promoting diversity and inclusion now and in the future.

Diversity and inclusion are critical components of success in a global context and in an ever-changing world. ADEA, in its leadership role, will constantly strive to be a model of diversity and inclusion. ADEA’s ability to promote effective inclusion practices is necessary to fulfill our mission and to the quality of the dental education system. ADEA’s Board of Directors, faculty, staff, students and members, therefore, must resemble the diversity that is so proudly reflected in the citizenry of our nation.

ADEA’s value of diversity is embedded in respect and appreciation 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 and perspectives of each individual. To be inclusive is to collectively utilize the unique talents and perspectives from the diverse array of individuals that constitute the dental education community and its partners. Thus, ADEA believes that the number of graduates of dental and allied dental programs should reflect their representation in the population and the communities in which they will serve. Recruitment, retention and graduation of practitioners from diverse groups are goals that are important for the public’s health. ADEA is committed to developing and sustaining institutional environments within the dental education community that are inclusive and supportive of all diverse groups of students, faculty, employees and patients. Dental education can show leadership in the following ways:

- Continued effort to gain visibility for dentistry/dental education where the mission of diversity and inclusion can be advanced in an interprofessional healthcare environment.
- Sponsorship for faculty training and best practices in the creation of an inclusive supportive environment.
- Faculty and staff recruitment must visibly announce the institution’s nondiscrimination policy.
- Benefit plans should include benefits that allow same-sex partners to participate in all benefits available to spouses and dependents.
- Become recognized as visible partners in the community to foster visibility, engagement, and support.
- Enact student support systems to fully support LGBTQ students during their education.
- Create an accessible structure for counseling and mental health support for students for all aspects of their gender and sexuality.
- Support ongoing conversation for students who may request help in deciding whether or not to become visible in the postgraduate applications and other academic milestones.
- Support for transgender students who may have medical needs because of transitioning and who may wish to change “gender” on their records.
• Include curriculum time devoted to diversity education, including time to teach about the needs of the LGBTQ communities, unique cultural characteristics and challenges they face in the community. This may include programs like Safe Zone training to facilitate sensitivity, understanding, acceptance and cultural competency.

• Provide a clinical environment that supports LGBTQ patients by being open, accepting and culturally competent to manage unique needs.

• Engage members of the community to evaluate success in meeting the needs of patients.

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

8H-2016 Resolved, that the ADEA House of Delegates approves, accepts and endorses the revision of the Statement of ADEA Policy on Diversity and Inclusion.

REVISED Statement of ADEA Policy on Diversity and Inclusion

The need for such a statement:

1. To facilitate communication of the ADEA Principles of Diversity and Inclusion through a common language.

2. To lend support to ADEA’s mission, policies and programs that promote diversity and inclusion throughout dental, allied dental and advanced dental education.

3. To meet the current and expanded role of ADEA in promoting diversity and inclusion now and in the future.

Diversity and inclusion are critical components of success in a global context and in an ever-changing world. ADEA, in its leadership role, will constantly strive to be a model of diversity and inclusion. ADEA’s ability to promote effective inclusion practices is necessary to fulfill our mission and to the quality of the dental education system. ADEA’s Board of Directors, faculty, staff, students and members, therefore, must resemble the diversity that is so proudly reflected in the citizenry of our nation.

ADEA’s value of diversity is embedded in respect and appreciation 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 and perspectives of each individual. To be inclusive is to collectively utilize the unique talents and perspectives from the diverse array of individuals that constitute the dental education community and its partners. Thus, ADEA believes that the number of graduates of dental and allied dental programs should reflect their representation in the population and the communities in which they will serve. Recruitment, retention and graduation of practitioners from diverse groups are goals that are important for the public’s health. ADEA is committed to developing and sustaining institutional environments within the dental education community that are inclusive and supportive of all diverse groups of students, faculty, employees and patients. Dental education can show leadership in the following ways:

• Continued effort to gain visibility for dentistry/dental education where the mission of diversity and inclusion can be advanced in an interprofessional healthcare environment.

• Sponsorship for faculty training and best practices in the creation of an inclusive supportive environment.
• Faculty and staff recruitment must visibly announce the institution’s nondiscrimination policy.
• Benefit plans should include benefits that allow same-sex partners to participate in all benefits available to spouses and dependents.
• Become recognized as visible partners in the community to foster visibility, engagement, and support.
• Enact student support systems to fully support LGBTQ students during their education.
• Create an accessible structure for counseling and mental health support for students for all aspects of their gender and sexuality.
• Support ongoing conversation for students who may request help in deciding whether or not to become visible in the postgraduate applications and other academic milestones.
• Support for transgender students who may have medical needs because of transitioning and who may wish to change “gender” on their records.
• Include curriculum time devoted to diversity education, including time to teach about the needs of the LGBTQ communities, unique cultural characteristics and challenges they face in the community. This may include programs like Safe Zone training to facilitate sensitivity, understanding, acceptance and cultural competency.
• Provide a clinical environment that supports LGBTQ patients by being open, accepting and culturally competent to manage unique needs.
• Engage members of the community to evaluate success in meeting the needs of patients.

Diversity within dental education plays a critical role in the professional development of a culturally competent dental workforce for the future. Additionally, ADEA’s ability to advocate for effective inclusion practices throughout dental education positions our members to be of value to the increasingly diverse system of higher education in the United States and to the oral health imperative of the nation.

ADEA strongly endorses the continuous use of practices that achieve excellence through diversity and inclusion.
Resolution 9H-2016
Changes to the Voting, Nomination and Election Process in ADEA Sections and Special Interest Groups

Background: During the closing meeting of the ADEA Council of Sections during the 2015 ADEA Annual Session & Exhibition, several council members expressed their concerns to the COS Administrative Board regarding eligibility to vote and run for office in a Section. Members shared that individuals who may not have been current section members were participating in the election process—either voting or running for office—and asked for clarification on whether the appropriate protocols were being applied.

The ADEA COS Administrative Board reviewed chapters VIII and IX of the ADEA Bylaws related to Sections and Special Interest Groups (SIGs) and identified that the language surrounding membership and participation in sections and SIGs was ambiguous and unclear, thus requiring clarification.

Further, the ADEA COS has updated its standard operation procedures (SOP) for the nomination, election and voting process to be practiced by all ADEA Sections and SIGs and the ADEA COS Administrative Board. The ADEA COS has always had a standard guideline in place, available to all ADEA sections and SIGs, which is currently practiced by the ADEA COS Administrative Board during its nomination, election and voting process. This guideline will now be implemented as a standard practice required of all groups within the council, with the desired result that any ambiguity or room for misunderstanding is removed. The guideline is currently on the ADEA website in the ADEA COS Toolkit.

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

9HA-2016 Resolved, that the ADEA House of Delegates adopts the following revision to the ADEA Bylaws, Chapter VIII: Sections. B. Membership in a Section to read as follows at the conclusion of the 2016 ADEA Annual Session & Exhibition:

Chapter VIII: Sections. B. Membership and Participation 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. There is no restriction in the number of Sections an ADEA member may join. Eligible members must have an active ADEA Membership and be currently signed up as a section member, via their ADEA Member profile, at the time of the respective meeting to participate in the Section’s business affairs, vote for a vacant office, run for a vacant office and/or hold office. Section members must be present at the time a meeting is called to order to participate in the election process.

9HB-2016 Resolved, that the ADEA House of Delegates adopts the following revision to the ADEA Bylaws, Chapter IX: Special Interest Groups (SIGs). B. Participation and Membership in a SIG to read as follows at the conclusion of the 2016 ADEA Annual Session & Exhibition:

Chapter IX: Special Interest Groups (SIGs) B. Membership and Participation 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. There is no restriction in the number of SIGs an ADEA
member may join. Eligible members must have an active ADEA Membership and be currently signed up as a SIG member, via their ADEA Member profile, at the time of the respective meeting to participate in the SIG’s business affairs, vote for a vacant office, run for a vacant office and/or hold office. SIG members must be present at the time a meeting is called to order to participate in the election process.

9HC-2016 Resolved, that the ADEA House of Delegates adopts the following revision to the ADEA Bylaws, Chapter VIII: Sections. 4. Formation of a Section c. Nominations by striking the last sentence to read as follows at the conclusion of the 2016 ADEA Annual Session & Exhibition:

Chapter VIII. Section C. Formation of a Section 4. c. Nominations: Before each Annual Session and Exhibition, the Nominating Committee (Chair-elect and two Section members who are not Officers) nominates one or more individuals for the office of Secretary. Every third year, the Committee nominates one or more individuals for the office of Councilor.
In addition to the following overview, delegates should refer to Exhibits 1-2017 and 2-2017 below. Exhibit 1-2017 shows revenue for fiscal years 2013 through 2017 and Exhibit 2-2017 shows expenses for the same years. The ADEA fiscal year runs from July 1 through June 30.

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

Resolved, that the ADEA House of Delegates approves the ADEA Fiscal Year 2017 (July 1, 2016 through June 30, 2017) operating budget.
Overview of the Fiscal Year 2017 Budget for
American Dental Education Association

PROPOSED FISCAL YEAR 2017 (FY17) BUDGET
Prepared for the ADEA Finance Committee and Board of Directors
February 8, 2016

The proposed FY17 (July 1, 2016 - June 30, 2017) Association budget was developed over the last four months through a collaborative process involving staff, the Association’s outside accountants, the ADEA Finance Committee, and the ADEA Board of Directors. Based on these discussions among staff, accountants and leadership, the proposed FY17 budget focuses on ADEA’s 2015–2018 Strategic Directions, 10 strategic initiatives, as well as overall cost efficiencies. As much as possible, the budget projections are based on historical information from FY15 and FY16 (note that approximately half of FY16 was complete when the proposed FY17 budget was prepared).

The spreadsheets (Exhibits 1-2017 and 2-2017) accompanying this memo includes the following comparative data:

- Actual revenue and expense for FY13, FY14, and FY15.
- The ADEA House of Delegates-approved budget for FY16.
- The staff-proposed budget for FY17.

REVENUE

The proposed total budgeted revenue for the Association in FY17 is $26,313,846. The proposed budget is balanced with total revenues equaling total expenses. This figure represents a 10% increase from the FY16 budget and a 9% increase from actual FY15 revenue. The increase in budgeted revenue versus the prior year budget is primarily driven by an increase in projected application service revenue, as well as increases from grants and meetings registrations and sponsorships. The increased FY17 application services revenue reflects actual increases in FY16, as well as the addition of Touro College of Dental Medicine at New York Medical College in ADEA AADSAAS.

Membership Dues ($2,261,005)

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

Active ($1,684,452)
Based on 66 U.S. dental schools at $25,522 each.

Affiliate ($264,175)
Budgeted affiliate dues are based on the current affiliate institutional membership and the continuing recruitment campaign. The proposed budget is based on 10 Canadian Schools at $1,815 each, 181 allied members at $945, 34 hospital-based members at $984, four advanced non-hospital members at $3,998, and 6 federal members at $3,922.

Corporate ($247,500)
The proposed total budgeted dues revenue in this category is based on 66 corporate members at $3,750.
Individual ($56,758)
Proposed total budgeted dues revenue in this category is based on the current individual member count of 346 individual members at $125, as well as 12 retirees at $62.50.

Student ($8,120)
A modest amount of student dues is budgeted for members not affiliated with an ADEA member institution that therefore pay for their memberships. Proposed total budgeted dues revenue in this category is based on 203 student members at $40.

Publications Revenue ($595,024)
The proposed total budget for publications revenue for FY17 is slightly higher than the FY16 budgeted revenue by 3%, or $17,162. The change is based on FY15 actual figures and advertising revenue trends in all media. Given the current volatility in advertising, this is a reasonable budget.

Journal of Dental Education (JDE) and ADEA’s Bulletin of Dental Education (BDE) Subscriptions
Sales
The proposed JDE/BDE subscription sales budget of $150,975 is based on current revenue trends and the pressure on library budgets to reduce the purchase of journal subscriptions.

ADEA Official Guide to Dental Schools
Publication sales of $60,860 are based on actual FY16 revenue and the trend over the last 3 years.

JDE Advertising
The proposed FY17 budget is $110,000. It is based on year-to-date FY16 actuals and discussions with ADEA’s advertising sales representative.

BDE Advertising
The proposed FY17 budget is $25,000. It is also based on year-to-date FY16 actuals and discussions with ADEA’s advertising sales representative.

Other Publications/Advertising
This includes JDE pay per view articles, JDE reprints, ADEA Diversity Subscription Series, and website advertising revenue, is budgeted at $248,189 for FY17. The Diversity Subscription Series is new for FY17.

Application Fees ($19,379,012)
Application fees have been budgeted based on actual FY16 performance and the addition of Touro College of Dental Medicine at New York Medical College.

ADEA AADSAS and ADEA CAAPID
Projected revenue for ADEA AADSAS and ADEA CAAPID is $14,597,412.

Revenue for ADEA AADSAS projected at $13,303,304 is based on 11,550 applicants, slightly below the 11,655 applicants projected for FY16. The budget includes no increase in the initial designation fee of $245 and a $5 increase in the additional designation fee to $98. Total revenue is up approximately $420,000 above our current FY16 projection.

The ADEA AADSAS Fee Reduction Program budget of $200,000 for FY17 considers the needs of applicants with extreme financial constraints and is a $20,000 increase over FY16.

Projected revenue for ADEA CAAPID is $1,494,108. This figure is based on a projected 1,980 applicants selecting an average of 6.2 designations.
ADEA PASS
Projected revenue for ADEA PASS is $4,464,050 based on 4,700 applicants. The initial designation fee remained the same as FY14 at $190 and a $3 increase in the additional designation fee to $75.

ADEA PASS also serves as the registration site for the Dental Match. ADEA PASS collects Dental Match fees, reserves $7 per registration to cover credit card and operational costs and passes the remaining $83 per registrant to the National Matching Service. ADEA’s net PASS-Match revenue is projected to be $21,000 based on an estimated 3,000 Match registrants at $7 per registrant.

ADEA DHCAS (Dental Hygiene Centralized Application Service)
This is a centralized application service for dental hygiene programs launched in August 2013. The projected revenue for ADEA DHCAS is $296,550 based on 1,920 applicants. The initial designation fee is $95 and $45 for each additional designation. The fees have never been increased.

Grants & Contributions ($1,171,874)

Foundation and Grant Support
Budgeted support of $1,017,114 is based on anticipated continued support from the Robert Wood Johnson Foundation (RWJF) for the Association of American Medical Colleges/ADEA Summer Medical and Dental Education Program and the W. K. Kellogg Foundation. In addition, ADEA receives support for the ADEAGies Foundation/AADR Academic Dental Careers Fellowship Program (ADCFP). The budget also includes $600,000 in support for new initiatives.

Fellowships and Scholarships
This category is budgeted at $154,760 based on ADEA’s portfolio of annual fellowships and scholarships.

Meetings Registration and Exhibits Revenue ($2,891,931)

Association meetings overall have been budgeted for FY17 based on the ADEA Board of Directors’ goal of financial neutrality while taking into account specific subsidies as approved by the Board of Directors.

ADEA Annual Session & Exhibition Fees
Registration and exhibitor fees for the 2016 ADEA Annual Session & Exhibition in Long Beach, California are budgeted at $1,494,222.

ADEA Deans’ Conference Fees
The proposed $51,000 budgeted revenues include a Deans’ Conference Assessment of $750 that is paid by all U.S. and Canadian dental schools.

Sponsor Fees
Budgeted at $689,500, this figure includes sponsorship of various conferences and programs. These figures are based on prior year actual figures, commitments already made for FY16 and the current economic climate. ADEA will continue to seek additional sponsorships for FY17 meetings.
Other Conferences ($657,209)
Registration revenue increases 30% over FY15 actuals. This is because we have budgeted modest increases in conference fees and meeting attendance, and in addition to our other annual meetings (such as the ADEA Fall Meetings, Allied Dental Program Director’s Conference, Emerging Leaders, and Leadership Institute), we will conduct the Allied Dental Faculty Leadership Development Program, New Deans’ Orientation, and 6 webinars.

Investment and Other Income ($15,000)
Investment Income has been budgeted only for ADEA’s cash reserves and operating accounts at $15,000 in FY17. Due to significant market volatility, geopolitical issues, slowing economies, etc., we felt it was not prudent for ADEA operations to rely on investment returns in FY17.

EXPENSES
Total expenses recommended in the proposed FY17 budget are $26,313,846. Similar to ADEA’s revenue increase, expenses are budgeted to increase by 10% from the FY16 expense budget and increased 5% from actual expenses for FY15. Much of the expense increase is attributable to costs associated with increased application services revenue, expenses associated with new foundation and grant support, investments in information technology, and increased marketing services to support increased application services and meeting registration revenue.

Personnel Costs and Fees
Total Personnel Costs and Fees are projected at $10,926,754 in the proposed FY17 budget. This is $93,627 less than the FY16 budget and $78,449 less than ADEA’s FY15 actual Personnel Costs and Fees. This also includes new finance and human resources staff that will replace an outsourced vendor who is currently providing these services. In order to account for estimated staff vacancies throughout the year, Personnel Costs and Fees have been reduced by approximately $173,000 to compensate for this.

ADEA will introduce a performance management system in FY17. The new process will establish an incentive pool that will be used to recognize and reward performance. Decisions on the distribution of incentives will be based upon an assessment of the extent to which individuals have met targets and predetermined metrics.

The budget allows for three new positions, two in the membership and communications area, and a Senior Vice President in the Learning Area.

Temporary Salaries
Expenses for temporary staff are budgeted at $102,244 based on projections for FY17. This is a $282,064 decrease from FY15.

Payroll Taxes and Other Benefits
Employee taxes and benefits are conservatively budgeted at 22% of salaries, assuming that all vacant positions will be filled and that employees filling these positions will be eligible for all benefits during FY17.

Legal Fees
Legal fees are based on historical experience and projections of required services in FY17 and recent actual expenses.
Consultants, Honoraria and Stipends
This expense is budgeted at $1,561,672. The proposed Consultants, Honoraria and Stipends budget includes funding for a variety of services, such as for editorial and production services, as well as consultants for ADEA’s website initiatives.

Travel
Total staff travel expenses are budgeted to decrease by $126,508 from the FY16 budgeted expense. This was accomplished by prioritizing travel commitments, along with a reduction in the number of unique conferences budgeted for this year.

Other Costs

Bank and Credit Card Charges
The budget is $398,317 for credit card processing fees for FY17 based on projected credit card revenue for FY17.

Developmental Programming and Data Processing
The combined budget for both categories is approximately $5.9M compared to $5.2M in the FY16 budget. The 14% combined increase is primarily driven by increased application services revenue (data processing fees increase when application services revenue increases), fees for transitioning payroll processing from our current outsourced vendor, and investments in information technology.

Postage/Freight
The budget is $127K and covers organizational mailings, including all publication and membership materials. It also covers shipping expenses for ADEA’s meeting materials, including the ADEA Annual Session and Exhibition. We anticipate this number to decline as ADEA does less direct mail and relies more often on electronic communication.

Printing/Reproduction
The combined $293,515 budget for both categories is based on the estimated printing cost for meeting materials and publication. This expense covers all booklets, brochures, flyers and banners for all ADEA meetings. Printing costs for all ADEA publications, such as the Journal of Dental Education, ADEA Directory of Institutional Members and Association Officers, ADEA Official Guide to Dental Schools, and other documents such as the ADEA House of Delegates manual. The budget is relatively flat from the prior year.

Rent/Refurbishing
The budget of $1,541,278 reflects the addition of 9,002 square feet of meeting and office space in June 2016. The additional space will be used for a conference facility so more meetings can be held at ADEA’s Washington, DC offices, instead of at remote locations. In addition, the ADEAGies Foundation will also have their offices in this space. As part of the lease for the additional 9,002 square feet, ADEA receives 8 months of free rent and a significant allowance for the space build out.

Depreciation/Amortization
The combined budget for both categories of $600,424 is a 68% increase over the FY16 budget. This is due to the increased amortization for the leasehold improvements that were made to our new space being spread over the ten year life of the lease and our investment in information technology.
Employee Professional Development
Total employee professional development expenses have been budgeted at $80,000, which is closer to historical norms in FY14 and FY15.

Meeting Expense
The budget for Meetings Expense is comparable to prior years at $2,430,958 and includes participant food and beverage costs, audio visual 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 and Exhibition, the Allied Dental Program Directors’ Conference, in addition to a variety of other ADEA conferences.

Marketing
In addition to the Marketing line item, Design, ADEA Advertising, Media, Commission, and Promotional Items have been added to better track ADEA’s overall marketing expenses. Our investment in marketing tools and activities has and will continue to allow us to: 1) segment our membership; 2) target audiences with messages and content germane to their individual interests; and 3) build relationships with potential dental school applicants using social and other media they prefer. More strategic marketing efforts lead to higher meeting attendance; increased applications for ADEA scholarships, awards and leadership programs; and a growth in interest in dentistry as a career choice among potential applicants to dental school.

Contribution to Reserves
Due to not budgeting for investment returns from ADEA’s investment portfolio in FY17, no Contribution to Reserves has been budgeted. Should ADEA’s investment portfolio produce positive returns in FY17, a contribution to reserves will be considered by the ADEA Finance Committee and ADEA Board of Directors.
## ADEA Exhibit 1-2017

### Revenue Budget

#### Fiscal Year 2017

<table>
<thead>
<tr>
<th></th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
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<tbody>
<tr>
<td><strong>MEMBERSHIP DUES</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td>$1,658,930</td>
<td>$1,684,452</td>
<td>$1,684,452</td>
<td>$1,684,452</td>
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<td>194,214</td>
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<td>52,900</td>
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<td>7,970</td>
<td>8,120</td>
<td>8,120</td>
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<td><strong>TOTAL DUES</strong></td>
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<td>2,166,278</td>
<td>2,176,073</td>
<td>2,239,087</td>
<td>2,261,005</td>
</tr>
</tbody>
</table>

| **PUBLICATIONS INCOME** |           |           |           |           |           |
| Official Guide to Dental Schools | 83,423   | 66,717    | 67,622    | 66,717    | 60,860    |
| JDE Advertising       | 141,746   | 102,147   | 135,861   | 127,250   | 110,000   |
| BDE Advertising       | 17,363    | 33,388    | 26,989    | 35,520    | 25,000    |
| Other Publications & Advertising | 195,984 | 210,720   | 203,817   | 163,006   | 248,189   |
| **TOTAL PUBLICATIONS** | 650,624   | 596,491   | 601,787   | 577,862   | 595,024   |

| **APPLICATION FEES**  |           |           |           |           |           |
| AADSAS and CAAPID    | 12,209,224| 12,897,054| 13,536,549| 13,078,513| 14,597,412|
| JDE/BDE Subscriptions | 212,108  | 184,569   | 167,498   | 184,569   | 150,975   |
| Minority Handbook    | -         | -         | -         | 800       | -         |
| Official Guide to Dental Schools | 83,423 | 66,717    | 67,622    | 66,717    | 60,860    |
| JDE Advertising       | 141,746   | 102,147   | 135,861   | 127,250   | 110,000   |
| BDE Advertising       | 17,363    | 33,388    | 26,989    | 35,520    | 25,000    |
| Other Publications & Advertising | 195,984 | 210,720   | 203,817   | 163,006   | 248,189   |
| **TOTAL APPLICATION FEES** | 16,290,984| 17,249,438| 18,019,173| 17,510,463| 19,379,012|

| **GRANTS & CONTRIBUTIONS** |           |           |           |           |           |
| Grants                | 726,119   | 362,014   | 390,080   | 417,182   | 1,017,114 |
| Fellowships/Scholarships | 271,000 | 163,280   | 91,000    | 180,650   | 154,760   |
| **TOTAL CONTRIBUTIONS/GRANTS** | 997,119 | 525,294   | 481,080   | 597,832   | 1,171,874 |

| **MEETINGS REGISTRATION AND SPONSORSHIPS** |           |           |           |           |           |
| Annual Session/Exhibits Fees | 1,057,748| 1,086,264 | 1,231,140 | 1,350,488 | 1,494,222 |
| Deans’ Conference Fees     | 56,250    | 54,750    | 56,250    | 51,000    | 51,000    |
| Sponsor Fees               | 703,410   | 701,710   | 760,640   | 551,000   | 689,500   |
| Other Meetings             | 332,736   | 372,721   | 505,113   | 536,506   | 657,209   |
| **TOTAL MEETINGS REGISTRATION AND SPONSO** | 2,150,144| 2,215,445 | 2,553,143 | 2,488,994 | 2,891,931 |

| **OTHER INCOME**  |           |           |           |           |           |
| Investment & Other Income | 881,840 | 1,469,715 | 297,324   | 608,200   | 15,000    |
| Donated Services      | 83,583    | 40,865    | 46,824    | -         | -         |
| **TOTAL OTHER**       | 965,423   | 1,510,580 | 344,148   | 608,200   | 15,000    |

| **TOTAL REVENUES**    | $23,190,510| $24,263,526| $24,175,404| $24,022,438| $26,313,846|

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### ADEA Exhibit 2-2017

#### Expense Budget

<table>
<thead>
<tr>
<th>Fiscal Year 2017</th>
<th>Actual FY 2013</th>
<th>Actual FY 2014</th>
<th>Actual FY 2015</th>
<th>Budget FY 2016</th>
<th>Budget FY 2017</th>
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<td>Consultants, Honoraria and Stipends</td>
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<td>1,561,672</td>
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<td>66,733</td>
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<td><strong>PERSONNEL COSTS AND FEES, TOTAL</strong></td>
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<td><strong>10,654,283</strong></td>
<td><strong>11,005,203</strong></td>
<td><strong>11,020,381</strong></td>
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<td>2,192,730</td>
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<td>2,322,474</td>
<td>2,428,060</td>
<td>2,430,958</td>
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<tr>
<td>Donated Services</td>
<td>83,583</td>
<td>40,866</td>
<td>46,624</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Recruitment &amp; Retention</td>
<td>67,774</td>
<td>52,382</td>
<td>67,730</td>
<td>55,000</td>
<td>55,000</td>
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<tr>
<td>Awards &amp; Fellowships</td>
<td>253,973</td>
<td>233,261</td>
<td>216,669</td>
<td>254,525</td>
<td>767,260</td>
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<td>Marketing</td>
<td>143,777</td>
<td>162,943</td>
<td>210,536</td>
<td>137,560</td>
<td>49,800</td>
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<td>Bad Debt Expense</td>
<td>25,840</td>
<td>23,705</td>
<td>8,598</td>
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<td>Design Expense</td>
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<td>148,850</td>
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<td>ADEA Advertising Expense</td>
<td>-</td>
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<td>85,500</td>
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<tr>
<td>Media Expense (including Social Media)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>32,700</td>
<td>-</td>
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<tr>
<td>Commissions Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>65,750</td>
<td>-</td>
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<td>Promotional Items</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>62,171</td>
<td>-</td>
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<tr>
<td>Contribution to Reserves</td>
<td>-</td>
<td>-</td>
<td>200,000</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Business Meals &amp; Entertainment</td>
<td>-</td>
<td>56,001</td>
<td>92,969</td>
<td>7,500</td>
<td>72,472</td>
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<td><strong>OTHER COSTS, TOTAL</strong></td>
<td><strong>9,928,206</strong></td>
<td><strong>10,826,388</strong></td>
<td><strong>12,737,728</strong></td>
<td><strong>11,575,632</strong></td>
<td><strong>14,084,587</strong></td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>22,146,023</strong></td>
<td><strong>22,771,136</strong></td>
<td><strong>24,997,192</strong></td>
<td><strong>24,022,438</strong></td>
<td><strong>26,313,846</strong></td>
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<tr>
<td><strong>NET SURPLUS (DEFICIT)</strong></td>
<td>1,044,487</td>
<td>1,492,390</td>
<td>(821,788)</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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2016 ADEA House of Delegates Manual
New Chief Administrators at Member Institutions

New Dental School Deans

Since the 2015 ADEA Annual Session & Exhibition, U.S. and Canadian dental schools have appointed the following new deans whose service began between the end of the 2015 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. Ronald A. Bannerman, Dalhousie University Faculty of Dentistry
- Dr. Cathia Bergeron, Université Laval Faculté de Médecine Dentaire
- Dr. Richard Bohay, Western University Schulich School of Medicine & Dentistry
- Dr. David A. Felton, University of Mississippi Medical Center School of Dentistry
- Dr. Stephanos Kyrkanides, University of Kentucky College of Dentistry
- Dr. Nader A. Nadershahi, University of the Pacific, Arthur A. Dugoni School of Dentistry
- Dr. Jon S. Ryder, University of New England College of Dental Medicine
- Dr. Bradford Smith, Midwestern University College of Dental Medicine-Arizona
- Dr. Dexter A. Woods, Howard University College of Dentistry
- Dr. Joseph J. Zambon, University at Buffalo School of Dental Medicine

New Federal Dental Chiefs

U.S. federal government agencies have reported the following appointments since February 2015. The ADEA Board of Directors congratulates these new Dental Service Chiefs:

- Col. Douglas D. Lancaster, U.S. Army Dental Corps
- Col. (Ret.) Thomas R. Schneid, Uniformed Services University of the Health Sciences

Other New Administrators at Member Institutions

ADEA Member Institutions have reported the following appointments since the 2015 ADEA Annual Session & Exhibition. The ADEA Board of Directors congratulates these new administrators.

- George Taylor, D.M.D., Dr.P.H., Associate Dean for Diversity and Inclusion, University of California, San Francisco, School of Dentistry
- Sheila Brear, B.D.S., Associate Dean for Academic Affairs, University of California, San Francisco, School of Dentistry
- Thomas Lang, Ph.D., Associate Dean for Research, University of California, San Francisco, School of Dentistry
- Carlos González-Cabezas, D.D.S., M.S.D., Ph.D., Director of Global Oral Health Initiatives, University of Michigan School of Dentistry
- Monica Cayouette, D.M.D., M.S., FACP, Chair, Department of Oral Rehabilitation, Medical University of South Carolina James B. Edwards College of Dental Medicine
- Brian Bast, D.M.D., M.D., Chair, Department of Oral and Maxillofacial Surgery, University of California, San Francisco, School of Dentistry
New Affiliate Members
Since February 2015, these programs and schools have become Affiliate Members. The ADEA Board of Directors welcomes them.

Allied
- Pickens Technical College, Dr. Charles E. Lee, Program Administrator, Dental Assisting (Aurora, CO)
- Manchester Community College, Prof. Kathleen Jeffries, Dental Assisting Program Director (Manchester, CT)
- Gulf Coast State College, Prof. Laura Justice, Dental Hygiene Program Director (Panama City, FL)
- Atlanta Technical College, Prof. Candace Marshall, Program Director, Dental Hygiene (Atlanta, GA)
- Savannah Technical College, Dr. Suzanne M. Edenfield, Program Director, Dental Hygiene (Savannah, GA)
- University of Hawaii Kapi‘olani Community College, Prof. Sheila T. Kitamura, Dental Assisting Program Director (Honolulu, HI)
- Fox College, Dr. Shirley M. Beaver, Co-Director, Dental Hygiene Program (Bedford Park, IL)
- Howard Community College, Prof. Susan Seibel, Dental Hygiene Program Director (Columbia, MD)
- Catawba Valley Community College, Prof. Connie M.E. Preiser, Director, Department of Dental Hygiene (Hickory, NC)
- Doña Ana Community College, Prof. Laura L. Moss, Program Director, Dental Hygiene (Las Cruces, NM)
- Pima Medical Institute - Seattle, Prof. Melisa McCannel, Dental Hygiene Program Director (Seattle, WA)
- Fox Valley Technical College, Prof. Erin M. Goggins-Schulz, Dental Hygiene Program Director (Appleton, WI)

New Corporate Members
These companies have become ADEA Corporate Members since February 2015. The ADEA Board of Directors welcomes them.

- DenMat Holdings, LLC, Mr. Robert Cartagena, Chief Operating Officer (Lompoc, CA)
- NSK Dental LLC, Mr. Colan Rogers, President (Hoffman Estates, IL)
- ACTEON, Inc., Mr. Chip Vagnoni, Clinical Marketing Manager (Mount Laurel, NJ)

The ADEA Board of Directors welcomes all.
In Memoriam

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

Dr. Benjamin Antonellis, Harvard School of Dental Medicine
Dr. George Argerakis, New York University College of Dentistry
Dr. James Ballinger, University of Texas School of Dentistry at Houston
Dr. Jack Barak, New York University College of Dentistry
Dr. George Barfield, University of Texas School of Dentistry at Houston
Dr. Linda S. Barkett, University of Mississippi Medical Center
Dr. Ervine B. Barr, Indiana University School of Dentistry
Dr. Harley Batie, University of Nebraska Medical Center College of Dentistry
Mr. Richard L. Bellman, University of Missouri-Kansas City School of Dentistry
Dr. Marvin L. Bennack, University of Texas School of Dentistry at Houston
Dr. Howard P. Boller, Herman Ostrow School of Dentistry of USC
Dr. Robert Brockley, University of Nebraska Medical Center College of Dentistry
Dr. William (Dill) Brockmann, University of Missouri-Kansas City School of Dentistry
Dr. Garfford Broussard, University of Texas School of Dentistry at Houston
Dr. Alan Der Kazarian, Harvard School of Dental Medicine
Dr. John K. Dezelle, University of Texas School of Dentistry at Houston
Dr. Joel Goldin, Harvard School of Dental Medicine
Dr. Willie R. Gonzalez, University of Texas School of Dentistry at Houston
Dr. Jon Gray, Indiana University School of Dentistry
Dr. James Hanley, University of New England
Dr. Harold Hargis, University of California Los Angeles School of Dentistry
Dr. Thomas Hawley, Boston University, Henry M. Goldman School of Dental Medicine
Prof. Sally Holden, RDH, MS, University of Michigan School of Dentistry
Dr. Paul B. Johnston, University of Pittsburgh School of Dental Medicine
Dr. Ronald Kaminishi, Herman Ostrow School of Dentistry of USC
Dr. Albert J. Kazis, Harvard School of Dental Medicine
Dr. David Kelsheimer, Southern Illinois University School of Dental Medicine
Dr. Billy R. Kennemer, University of Texas School of Dentistry at Houston
Dr. Isaac Konigsberg, University of Texas School of Dentistry at Houston
Ms. Tobin Korsch, Sheridan College
Dr. Bruno Kwapis, Southern Illinois University School of Dental Medicine
Dr. Herbert Langdon, University of Pittsburgh School of Dental Medicine
Dr. Phillip Levine, Nova Southeastern University College of Dental Medicine
Dr. James W. Lewis, University of Texas School of Dentistry at Houston
Dr. Robert W. Lockhart, University of Texas School of Dentistry at Houston
Dr. Frederick D. Malkinson, Harvard School of Dental Medicine
Dr. Lissette A. Marques, University of Texas School of Dentistry at Houston
Dr. Richard Marshall, University of Nebraska Medical Center College of Dentistry
Dr. William C. McLendon, University of Texas School of Dentistry at Houston
Dr. Patrick McSpadden, University of Texas School of Dentistry at Houston
Dr. Betty Jane McWilliams, University of Pittsburgh School of Dental Medicine
Dr. Eugene Merchant, University of Nebraska Medical Center College of Dentistry
Dr. Joseph Miglino, New York University College of Dentistry
Dr. Edward Moody, Howard University College of Dentistry
Dr. Jack Morris, University of Louisville School of Dentistry
Dr. Seymour Oliet, University of Pennsylvania School of Dental Medicine
Dr. Seymour Oliet, Founding Dean, Nova Southeastern University College of Dental Medicine
Dr. James E. Palmer, Howard University College of Dentistry
Dr. Harry Pape, University of Michigan School of Dentistry
Dr. Leinel Pelletier, Harvard School of Dental Medicine
Dr. Marcus R. Polansky, University of Texas School of Dentistry at Houston
Dr. Jay Reznik, University of Pittsburgh School of Dental Medicine
Dr. Sam Rogers, University of Texas School of Dentistry at Houston
Dr. Alan Segal, University of Pittsburgh School of Dental Medicine
Dr. James H. Shaw, Harvard School of Dental Medicine
Dr. Johnny W. Shriver, University of Texas School of Dentistry at Houston
Dr. Robert E. Simons, University of Texas School of Dentistry at Houston
Dr. Marjorie Swartz, Indiana University School of Dentistry
Dr. Don Tamplen, University of Texas School of Dentistry at Houston
Prof. Marsha Tantleff, New York University College of Dentistry
Dr. Frank C. Theisen, University of Missouri-Kansas City School of Dentistry
Dr. Robert L. Tocker, University of Texas School of Dentistry at Houston
Dr. Johannes Van Houte, Harvard School of Dental Medicine
Dr. Louis de Vlaming, University of Texas School of Dentistry at Houston
Dr. Leonard Waite, University of Louisville School of Dentistry
Mr. Dana Walkup, Middlesex Community College
Dr. Alexander Weil, University of Texas School of Dentistry at Houston
Dr. Arnold N. Weinberg, Harvard School of Dental Medicine
Dr. Irving Weinstein, University of Texas School of Dentistry at Houston
Dr. William A. Welker, University of Texas School of Dentistry at Houston
Mrs. Lois E. Williams, University of Missouri-Kansas City School of Dentistry
Dr. Parker D. Workman, Harvard School of Dental Medicine
Dr. Robert Wynne, University of Texas School of Dentistry at Houston
Preamble

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

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

A. Function, Powers, Obligations and Duties

1. Functions, Powers and Obligations. The House of Delegates is the Association’s governing and legislative body. The House of Delegates manages the property, business and affairs of the Association in accordance with these Bylaws and the purposes of the Association, and has the power:
   a) To enact and, where appropriate, enforce policies of the Association;
   b) To approve all resolutions in the name of the Association;
   c) To elect Active, Provisional and Honorary Members;
   d) To approve changes to the Bylaws, Policy Statements and Position Papers;
   e) To approve new sections;
   f) To approve the Association’s operating budgets;
   g) To establish branch offices of the Association or change the location of the ADEA Headquarters;
   h) To elect the Chair-elect of the Board of Directors of the Association;
   i) To elect nominees for representation in other organizations when so requested; and
   j) To serve as an advocate on behalf of all Association policies and positions.

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

B. Composition

The House of Delegates is comprised the following:

1. The Officers;
2. The Council of Deans as represented by all of its members;
3. The Council of Faculties as represented by all of its members;
4. The Council of Allied Dental Program Directors is represented by its Administrative Board and one Delegate for every 10 of its member programs (or major portion thereof) in each of its four membership categories—dental assisting education, dental hygiene education, dental laboratory technology education and advanced allied dental education. Each category is represented by at least two Delegates.
5. The Council of Hospitals and Advanced Education Programs (COHAEP) is represented by its Administrative Board, one representative from each of the ADA-recognized dental
specialties, two representatives from advanced education in general dentistry programs plus one delegate for every 10 COHAEP member programs. COHAEP shall have at least 16 Delegates;

6. The Council of Sections is represented by each Section’s Councilor, Section Chair and its Administrative Board members. If a Section Councilor and/or Section Chair is unable to serve as a Delegate in the House of Delegates, he or she may appoint either the current Section Chair-elect or Section Secretary to be ratified to serve as the alternate Delegate;

7. The Council of Students, Residents and Fellows is represented by its Administrative Board; by 12 predoctoral dental students (two each from each of the six regions recognized by the Council); by four advanced dental students, residents or fellows (two from hospital-based programs and two from non-hospital-based programs) and by six allied dental students (two each from dental hygiene, dental assisting and dental laboratory technology education programs);

8. The Corporate Council is represented in the House of Delegates by its Administrative Board.

9. Delegate Selection
   a) All members of the Council of Deans serve as Delegates to the House of Delegates.
   b) All members of the Council of Faculties serve as Delegates to the House of Delegates. Members are elected or appointed by their institution.
   c) The Council of Allied Dental Program Director’s Delegates to the House of Delegates are nominated by members of the Council and approved by the Council’s Administrative Board. The Administrative Board also serves as Delegates to the House of Delegates.
   d) The Council of Hospitals and Advanced Education Program’s Delegates to the House of Delegates include representatives from the dental specialties who are nominated and reviewed by the Council’s Administrative Board. Delegates that represent programs may self-nominate or are nominated by the Council’s Administrative Board. Delegates are appointed by the Council’s Administrative Board.
   e) The Council of Sections Delegates to the House of Delegates include the Councilor and Chair of each Section. The members of the Administrative Board also serve as Delegates to the House of Delegates.
   f) The Council of Students, Residents and Fellows elects Delegates at the 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 Hospitals and Advanced Education Programs
8. Board Director for Sections
9. Board Director for Students, Residents and Fellows
10. Board Director for the Corporate Council
11. President and CEO (*ex officio*, voting)
12. In addition, the House of Delegates may from time to time appoint or authorize the President and CEO to appoint assistant Officers such as an Assistant Secretary or an Assistant Treasurer.

**B. Qualifications.**

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

**C. Duties and Responsibilities of Officers**

1. **Duties in General.** Officers shall have such authority and shall perform such responsibilities as may be provided in these Bylaws or by resolution of the Board of Directors, subject to the control of the Board of Directors. Pursuant to the 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. **Elected 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. Voting for the Chair-elect of the Board will be conducted by a process determined by the Board of Directors. A majority vote is required for election.

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

1. **Terms of Office.** The term of office of any Officer shall be as follows, but shall not terminate until: (a) the installation of a successor, (b) the effective date of his or her resignation submitted in writing to the Secretary or Chair of the Board, (c) upon his or her death or (d) upon removal from Office in accordance with the provisions of these Bylaws. 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. For each ADEA Annual Session & Exhibition, to prepare and submit an annual operating budget for the following fiscal year to the House of Delegates for approval;
10. To establish branch offices of the Association or change the location of the ADEA Headquarters.

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.


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

2. **Forfeiture of Institutional Membership.** An Institutional Member forfeits his or her membership as follows:
a) Ceasing to meet the membership qualifications specified in Chapter VI, Section C of these Bylaws renders an Institutional Member subject to immediate forfeiture of membership as determined by the President and CEO.

b) Institutional or Provisional Member institutions in arrears in payment of their dues at an ADEA Annual Session & Exhibition forfeit their memberships.

c) Affiliate or Corporate Member institutions in arrears in payment of their dues more than six months beyond the dues payment date forfeit their memberships.

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

D. **Individual Membership**

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

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

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

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

B. Leadership of the Councils—The Administrative Boards
   1. Council Leadership Positions and Duties. Each Council has an Administrative Board
consisting of a Chair, Chair-elect (Vice-Chair for the Council of Students, Residents and
Fellows), Secretary, Member-at-Large and Board Director (ex officio).
   a) It is the duty of Chairs:
      1. To provide leadership in meeting Council goals and objectives;
      2. To Chair Council meetings; and
      3. To plan programs for Council meetings.
   b) It is the duty of Chairs-Elect:
      1. To Chair Council meetings in the absence of the Chair;
      2. To perform any duties requested by the Chair; and
3. To serve as Chair of the Nominating Committee to select candidates for Council Office.

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

d) It is the duty of **Members-at-Large**:
1. To perform any duties requested by the Chair.

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

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

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

4. **Nominations**. Before each ADEA Annual Session & Exhibition, the Chair-elect and two Council members who are not on the Administrative Board nominate one or more individuals for the position of Member-at-Large (and Board Director if the incumbent Board Director will complete a term at the end of the 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 nominate one or more individuals 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.

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. 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.

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

C. **Meetings of the Councils**

1. **Meetings.** All Councils meet at the 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.

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

3. The Council of Faculties consists of one faculty member (or an alternate) elected by the faculty of each Institutional and Provisional Member institution, in addition to any members of the Administrative Board who are no longer in the above category. Members are elected to three-year terms, and approximately one third of the members are replaced or reelected annually, according to a schedule maintained in the ADEA Headquarters. The methods of electing members, removing members and electing new members to fill unexpired terms are left to the discretion of individual member institutions. Each faculty electing or reelecting a member in a given year is required to notify the ADEA Headquarters of the name of its representative by January 1 preceding the 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 Hospitals and Advanced Education Programs includes faculty in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA-member institutions, Residents and Fellows in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA-member institutions and past members of the COHAEP Administrative Board who are appointed to or employed in an ADEA member institution. Eligibility to vote for election to the Council’s Administrative Board or for Board Director is limited to Program Directors and/or Chiefs of Service on Commission on Dental Accreditation-approved advanced dental education programs located in ADEA-member institutions. Only Program Directors and Chiefs of Service, or their designees, may vote during Council meetings on Council business. Each program receives one vote. Program Directors or Chiefs of Service in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA member institutions are eligible for election to the Council’s Administrative Board or Board Director. The Quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is one tenth of the total voting membership of the Council.

5. The Council of Sections includes the Council of Sections Administrative Board, Section Councilors and Chairs or their alternates and any former member of the Council’s Administrative Board. Alternates for the Councilors and Chairs may only be a current Section Chair-elect or Section Secretary. All Section Officers from each Section and Chairs of each Special Interest Group are eligible to participate in Council business meetings and may vote at those meetings. Section Councilors, Chairs and those who have previously served as a Section Councilor or Chair are eligible for election to the Administrative Board. The Council of Sections Section Councilor is elected by each Section to a three-year term. Councilors may be reelected to one additional three-year
term. The quorum requirement for the transaction of any Council business, including the
election of Members-at-Large and Board Directors, is one third of the total voting
membership of the Council.

6. **The Council of Students, Residents and Fellows** consists of students, residents and
fellows representing any of the following types of programs conducted by each Active,
Provisional and affiliate member institution: (a) students, residents and fellows in a
program leading to the D.D.S. or D.M.D. degree; (b) students, residents and fellows
enrolled in advanced dental education programs; (c) students, residents and fellows in
dental hygiene education programs; (d) students, residents and fellows in dental
assisting education programs and (e) students, residents and fellows in dental laboratory
technology education programs. The methods of electing members, removing members
and electing new members to fill unexpired terms are left to the discretion of individual
member institutions. The quorum requirement for the transaction of any Council
business, including the election of Members-at-Large and Board Directors, is a majority
of those members who attend a meeting at which an election occurs.

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

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.

3. The Council of Sections Administrative Board reviews each Section annually. A review of performance is based on criteria established by the Council of Sections Administrative Board:
   a) The Administrative Board may impose corrective actions, including probation, for those Sections that fail to submit annual reports or perform prescribed functions.
   b) The Council of Sections Administrative Board may recommend that a Section be disbanded or suggest that two or more Sections be merged into one Section based on strong similarities.
      1. The Council of Sections Administrative Board forwards a recommendation that a Section be disbanded or merged to the Board of Directors.
      2. If the recommendation is approved by the Board of Directors, the Board of Directors forwards an appropriately worded resolution to the House of Delegates for hearing at the subsequent ADEA Annual Session & Exhibition.
      3. Only the House of Delegates has the authority to disband a Section or merge Sections.

4. 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.
   a) **Qualifications and Duties:** A person must be a member of the Association and a member of the Section to be eligible for office in that Section. In the instance of Councilor, the person must first have served through the Officer positions, including the Chair, to be eligible for election to the Councilor position.
      1. 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 ADEA Annual Session & Exhibition; assist in planning, implementing, and assessing Section programs and projects; prepare and submit the Section annual report after each ADEA Annual Session & Exhibition to the Council of Sections Staff Liaison; and serve as Section liaison with the Council of Sections Administrative Board.
      2. It is the duty of the **Chair** to provide leadership in the coordination of Section activities; attend the ADEA 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 ADEA Annual Session & Exhibition.

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

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

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

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

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

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

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

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

Chapter IX: Special Interest Groups (SIGs)

A. Functions.

A Special Interest Group (SIG) provides an opportunity for its members to exchange information and work together on specific academic or administrative interests in dental, allied dental and advanced dental education not otherwise routinely addressed by an established Section. The structure of a SIG provides an opportunity and provides a means for a group of ADEA members to focus on areas of common interest.
1. A SIG may be assigned tasks by the Board of Directors, House of Delegates, or the Council of Sections Administrative Board on related studies of benefit to the Association and its members.

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

B. Participation and Membership in a SIG.

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

C. Formation of a New SIG

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

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

D. Review.

Each year, the Council of Sections Administrative Board reviews each SIG and its performance based on criteria established by the Council of Sections Administrative Board.

1. The Administrative Board may impose corrective actions, including probation, for a SIG that fails to submit an annual report or perform prescribed functions.

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

E. Officer and Term of Office.

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

1. Qualifications. A person must be a member of the Association and a member of the SIG to be eligible for office in that SIG.
2. **Duties.**
   a) The duties of the Chair are to: provide leadership in the coordination of SIG activities, attend the 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) nominates one or more individuals for the office of Secretary. Each year, a Chair is elected to serve a one-year term. Chairs may serve a maximum of three one-year terms. SIG Officers are elected at the SIG business meeting held at the 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.

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 House of Delegates;

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

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

12. Determine the time and location of the 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.
ADEA Policy Statement: Statement of ADEA Policy on Diversity and Inclusion

The need for such a statement:

1. To facilitate communication of the ADEA Principles of Diversity and Inclusion through a common language.
2. To lend support to ADEA’s mission, policies and programs that promote diversity and inclusion throughout dental, allied dental and advanced dental education.
3. To meet the current and expanded role of ADEA in promoting diversity and inclusion now and in the future.

ADEA, in its leadership role, will constantly strive to be a model of diversity and inclusion. ADEA’s Board of Directors, faculty, staff, students and members, therefore, must resemble the diversity that is so proudly reflected in the citizenry of our nation.

Diversity and inclusion are critical components of success in a global context and in an ever changing world. ADEA’s ability to promote effective inclusion practices is necessary to fulfill our mission and to the quality of the dental education system.

ADEA’s value of diversity is embedded in respect and appreciation of race, ethnicity, religion, gender, nationality, physical abilities, age, sexual orientation, behaviors and perspectives of each individual. To be inclusive is to collectively utilize the unique talents and perspectives from the diverse array of individuals that constitute the dental education community and its partners. Thus, ADEA believes that the number of graduates of dental and allied dental programs should reflect their representation in the population and the communities in which they will serve. Recruitment, retention and graduation of practitioners from disadvantaged groups are goals that are important for the public’s health. Diversity within faculty will play a critical role in the professional development of a culturally competent dental workforce for the future.

Additionally, ADEA’s ability to advocate for effective inclusion practices throughout dental education positions our members to be of value to the increasingly diverse system of higher education in the United States and to the oral health imperative of the nation.

ADEA strongly endorses the continuous use of practices that achieve excellence through diversity and inclusion.

*Adopted by the ADEA Board of Directors, September 29, 2006*