Members of the 2017 ADEA House of Delegates

Introduction to the ADEA Governing Process

Resolutions for Consideration by the 2017 House of Delegates

ADEA Bylaws
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Schedule of the 2017 ADEA House of Delegates

Opening Session of the ADEA House of Delegates
Saturday, March 18, 2017, 4:30 – 5:30 p.m., Long Beach Convention Center, Hall B.

Voting for Chair-elect of the ADEA Board of Directors
The candidate forwarded by the Board of Directors for the position of Chair-elect of the ADEA Board of Directors is Dr. R. Lamont “Monty” MacNeil, Dean of the University of Connecticut School of Dental Medicine. Because there is only one candidate, Dr. MacNeil is declared elected at the Opening of the House of Delegates.

ADEA Reference Committee Hearings
Association Policy Reference Committee Hearing
Sunday, March 19, 1:30 – 2:30 p.m., Long Beach Convention Center, Room 103-C

Association Administrative Affairs Reference Committee Hearing
Sunday, March 19, 3:30 – 4:30 p.m., Long Beach Convention Center, Room 103-C

Closing Session of the ADEA House of Delegates
Tuesday, March 21, 3:30 – 4:30 p.m., Long Beach Convention Center, Hall B.
For the order of business of each session of the House, please see the section on “Order of Business of the ADEA House of Delegates” on page 27. For the names of the members of the Reference Committees and the resolutions assigned to them, please see page 25.
Members of the 2017 ADEA House of Delegates

ADEA Board of Directors
Dr. Cecile Feldman, Chair of the ADEA Board of Directors, Rutgers, The State University of New Jersey, School of Dental Medicine
Dr. Leon Assael, Chair-elect of the ADEA Board of Directors
Dr. Huw Thomas, Immediate-Past Chair of the ADEA Board of Directors, Tufts University School of Dental Medicine
Mr. Harold Auten, Board Director for Corporate Council, Dentsply Sirona
Prof. Kim Isringhausen, Board Director for Allied Dental Program Directors, Virginia Commonwealth University School of Dentistry
Dr. Joan Kowolik, Board Director for Sections, Indiana University School of Dentistry
Dr. Monty MacNeil, Board Director for Deans, University of Connecticut School of Dental Medicine
Dr. Ryan Quock, Board Director for Faculties, University of Texas School of Dentistry at Houston
Dr. David Shafer, Board Director for Hospitals and Advanced Education Programs, University of Connecticut School of Dental Medicine
Dr. Timothy Treat, Board Director for Students, Residents and Fellows, U.S. Department of Veterans Affairs
Dr. Richard Valachovic, President and CEO, American Dental Education Association

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

Advanced Allied Dental Education
Dr. Danielle Furgeson, University of Michigan School of Dentistry
Prof. Ann O’Kelley Wetmore, Eastern Washington University

Dental Assisting
Dr. Janet Sell, Ozarks Technical Community College

Dental Hygiene
Prof. Josette Beach, Portland Community College
Dr. Linda Boyd, Forsyth School for Dental Hygienists Massachusetts College of Pharmacy and Health Sciences
Prof. Wanda Cloet, Central Community College
Dr. Susan Duley, Clayton State University
Dr. Susan Daniel, Old Dominion University
Dr. Carrie Hansen, Johnson County Community College
Prof. Gwen Hlava, University of Nebraska Medical Center College of Dentistry
Prof. Carrie Hobbs, Tyler Junior College
Dr. Michelle Hurlbutt, West Coast University
Prof. Lisa Maxwell, Indiana University School of Dentistry
Prof. Joanne Pacheco, Fresno City College
Dr. Lynn Russell, University of Tennessee Health Science Center College of Dentistry
Prof. Jackie Singleton, University of Louisville School of Dentistry
Prof. Maureen Vanhook, University of Detroit Mercy School of Dentistry
Prof. Kristi Wilkins, Loma Linda University School of Dentistry

**Dental Laboratory Technology**
To be determined

**ADEA Council of Deans**

**Administrative Board**
Chair, Dr. Marsha A. Pyle, University of Missouri - Kansas City School of Dentistry
Chair-elect, Dr. Michael S. Reddy, University of Alabama at Birmingham School of Dentistry
Secretary, Dr. Mary Truhlar, Stony Brook University School of Dental Medicine
Member-at-Large, Dr. Ana López-Fuentes, University of Puerto Rico School of Dental Medicine

**Additional Delegates, U.S. Dental Schools**
Dr. Mert N. Aksu, University of Detroit Mercy School of Dentistry
Dr. Gary C. Anderson, University of Minnesota School of Dentistry
Dr. Mathew Bateman, Lake Erie College of Osteopathic Medicine School of Dental Medicine
Dr. Joel H. Berg, University of Washington School of Dentistry
Dr. Charles N. Bertolami, New York University College of Dentistry
Dr. Patricia L. Blanton, Medical University of South Carolina James B. Edwards College of Dental Medicine
Dr. Anthony Thomas Borgia, West Virginia University School of Dentistry
Dr. T. Gerard Bradley, University of Louisville School of Dentistry
Dr. Thomas W. Braun, University of Pittsburgh School of Dental Medicine
Dr. D. 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. Cherae M. Farmer-Dixon, Meharry Medical College School of Dentistry
Dr. John D.B. Featherstone, University of California, San Francisco, School of Dentistry
Dr. Cecile Feldman, Rutgers, The State University of New Jersey, School of Dental Medicine
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. Henry A. Gremillion, Louisiana State University Health New Orleans School of Dentistry
Dr. Janet M. Guthmiller, University of Nebraska Medical Center College of Dentistry
Dr. Timothy L. Hottel, University of Tennessee Health Science Center College of Dentistry
Dr. Wyatt Rory Hume, University of Utah School of Dentistry
Dr. Jeffrey W. Hutter, Boston University Henry M. Goldman School of Dental Medicine
Dr. Amid I. Ismail, The Maurice H. Komberg 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. Paul H. Krebsbach, University of California, Los Angeles, School of Dentistry
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. Lex MacNeil, Midwestern University College of Dental Medicine-Illinois
Dr. Monty MacNeil, University of Connecticut School of Dental Medicine
Dr. Phillip T. Marucha, Oregon Health & Science University School of Dentistry
Dr. Scott S. De Rossi, University of North Carolina at Chapel Hill School of Dentistry
Dr. Laurie K. McCauley, University of Michigan School of Dentistry
Dr. Dwight E. McLeod, Missouri School of Dentistry & Oral Health
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. Mark 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. David C. Sarrett, Virginia Commonwealth University School of Dental Medicine
Dr. P. 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. Huw F. Thomas, Tufts University School of Dental Medicine
Dr. John A. Valenza, University of Texas School of Dentistry at Houston
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 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 Eastman Institute of Oral Health
Dr. John F. Hatton, Saint Louis University The Center for Advanced Dental Education
Dr. Steven H. Rose, Mayo Graduate School of Medicine 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 Office of Dentistry
Col. Douglas D. Lancaster, U.S. Army Graduate Dental Education, Army Postgraduate Dental School
RADM Nicholas S. Makrides, U.S. Public Health Service (USPHS)
Cpt. Sean C. Meehan, U.S. Navy Dental Corps, Naval Postgraduate School
Col. (Ret.) Thomas Schneid, Uniformed Services University of the Health Sciences Postgraduate Dental College
RADM Elaine C. Wagner, U.S. Navy Dental Corps

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

Administrative Board
Chair, Dr. Wendy Woodall, University of Nevada, Las Vegas, School of Dental Medicine
Chair-elect, Dr. James Lott, University of Mississippi Medical Center School of Dentistry
Secretary, Dr. Nahid Kashani, University of Detroit Mercy School of Dentistry
Member-at-Large, Dr. Sophia Saeed, University of California, San Francisco, School of Dentistry

Additional Delegates
Dr. William Bachand, Dental College of Georgia at Augusta University
Dr. Douglas Barnes, University of Maryland School of Dentistry
Dr. Laura Barritt, Creighton University School of Dentistry
Dr. Michael Bates, Louisiana State University Health New Orleans School of Dentistry
Dr. Yaara Berdan, Herman Ostrow School of Dentistry of USC
Dr. Eric Bernstein, University of Connecticut School of Dental Medicine
Dr. Susan Chialastri, The Maurice H. Kornberg School of Dentistry, Temple University
Dr. Nereyda Clark, University of Florida College of Dentistry
Dr. Paula Collins, University of Louisville School of Dentistry
Dr. John Da Silva, Harvard School of Dental Medicine
Dr. Tracy De Peralta, University of Michigan School of Dentistry
Dr. Kimon Divaris, University of North Carolina at Chapel Hill School of Dentistry
Dr. Michael Dobos, University of Pittsburgh School of Dental Medicine
Dr. Evelyn Donate-Bartfield, Marquette University School of Dentistry
Dr. Alison Doubleday, University of Illinois at Chicago College of Dentistry
Dr. David Dunning, University of Nebraska Medical Center College of Dentistry
Dr. Diane Ede-Nichols, Nova Southeastern University College of Dental Medicine
Dr. Vicky Evangelidis-Sakellson, Columbia University College of Dental Medicine
Dr. Kim Fenesy, Rutgers, The State University of New Jersey, School of Dental Medicine
Dr. Daphne Ferguson Young, Meharry Medical College School of Dentistry
Dr. Ronald Forde, Loma Linda University School of Dentistry
Dr. Robert Frazer, University of Kentucky College of Dentistry
Dr. Gerald Glickman, Texas A&M University College of Dentistry
Dr. Erin Gross, The Ohio State University College of Dentistry
Dr. John Guarente, Boston University Henry M. Goldman School of Dental Medicine
Dr. Kevin Haney, University of Oklahoma College of Dentistry
Dr. Uri Hangorsky, University of Pennsylvania School of Dental Medicine
Dr. Edmond Hewlett, University of California, Los Angeles, School of Dentistry
Dr. Jessica Hinz, Southern Illinois University College of Dental Medicine
Dr. Jean Iannadrea, Case Western Reserve University School of Dental Medicine
Dr. Cameron Jeter, University of Texas School of Dentistry at Houston
Dr. Bernard Karshmer, University of Colorado School of Dental Medicine
Dr. Allan Kucine, Stony Brook University School of Dental Medicine
Dr. Mitchell Lipp, New York University College of Dentistry
Dr. Gary Lowder, University of Utah School of Dentistry
Dr. William Lundergan, University of the Pacific, Arthur A. Dugoni School of Dentistry
Dr. Crystal McIntosh, Howard University College of Dentistry
Prof. Melinda Meadows, Indiana University School of Dentistry
Dr. Jocelyn Medina-Paneto, 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. Vijay Parashar, Midwestern University College of Dental Medicine-Arizona
Dr. Maureen Pezzementi, University of Alabama at Birmingham School of Dentistry
Dr. Elizabeth Pilcher, Medical University of South Carolina James B. Edwards College of Dental Medicine
Dr. Sonali Rathore, Virginia Commonwealth University School of Dentistry
Dr. Mark Romer, Lake Erie College of Osteopathic Medicine School of Dental Medicine
Dr. Burke Soffe, Roseman University of Health Sciences College of Dental Medicine – South Jordan, Utah
Dr. Cheryl Straub-Morarend, The University of Iowa College of Dentistry & Dental Clinics
Dr. Tammy Thompson, University at Buffalo School of Dental Medicine
Dr. Paul Trombly, Tufts University School of Dental Medicine
Dr. Kevin Van Kanegan, Midwestern University College of Dental Medicine-Illinois
Dr. R. Todd Watkins, Jr., East Carolina University School of Dental Medicine
Dr. Linda Wells, University of Missouri - Kansas City School of Dentistry
Dr. Martha Wells, University of Tennessee Health Science Center College of Dentistry
Dr. Janet Woldt, Arizona School of Dentistry & Oral Health

ADEA Council of Hospitals and Advanced Education Programs

Administrative Board
Chair, Dr. Heidi Crow, University at Buffalo School of Dental Medicine
Chair-elect, Dr. Heather Conrad, University of Minnesota School of Dentistry
Secretary, Dr. Darwin Hayes, Bronx Lebanon Hospital Center
Member-at-Large, Dr. Gregory Ness, The Ohio State University College of Dentistry

Additional Delegates
Dr. Mary Elizabeth Aichelmann-Reidy, University of Maryland School of Dentistry
Dr. Jeffrey Bennett, Indiana University School of Dentistry
Dr. Carla Evans, University of Illinois at Chicago College of Dentistry
Dr. Tanya Gibson, University of Missouri - Kansas City School of Dentistry
Dr. Craig Hirschberg, Rutgers, The State University of New Jersey, School of Dental Medicine
Dr. Sanjay Mallya, University of California, Los Angeles, School of Dentistry
Dr. Alton McWhorter, Texas A&M University College of Dentistry
Dr. Laurie F. Moeller, Louisiana State University Health New Orleans School of Dentistry
Dr. Raymond Simmons, Monmouth Medical Center
Dr. Luis Yepes, University of Texas Health Science Center at San Antonio School of Dentistry
Dr. Edward Coryell, Mountain Area Health Education Center - Dental Health Center

ADEA Council of Sections

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

Additional Delegates

Section on Academic Affairs
Chair, Dr. Robert Trombly, Arizona School of Dentistry & Oral Health
Councilor, Dr. Nader Nadershahi, University of the Pacific, Arthur A. Dugoni School of Dentistry

Section on Anatomical Sciences
Chair, Dr. Anita Joy-Thomas, Southern Illinois University School of Dental Medicine
Councilor, Dr. Alison Doubleday, University of Illinois at Chicago College of Dentistry
Section on Business and Financial Administration  
Chair, Mr. Jeffrey Primos, University of Missouri - Kansas City School of Dentistry  
Councilor, Ms. Eileen McIlhagga, University at Buffalo School of Dental Medicine

Section on Biochemistry, Nutrition and Microbiology  
Chair, Dr. Laura Romito, Indiana University School of Dentistry  
Councilor, Dr. Carole Palmer, Tufts University School of Dental Medicine

Section on Behavioral Sciences  
Chair, Dr. Linda Centore, University of California, San Francisco, School of Dentistry  
Councilor, Dr. Anne Koerber, University of Illinois at Chicago College of Dentistry

Section on Clinic Administration  
Chair, Dr. David Lazarchik, Western University of Health Sciences College of Dental Medicine  
Councilor, Dr. Linda Wells, University of Missouri - Kansas City School of Dentistry

Section on Cariology  
Chair, Dr. Aaron Soeprono, New York University College of Dentistry  
Councilor, Dr. Margherita Fontana, University of Michigan School of Dentistry

Section on Comprehensive Care and General Dentistry  
Chair, Dr. Robert Taylor, University of Kentucky College of Dentistry  
Councilor, Dr. Becky Smith, University of Missouri - Kansas City School of Dentistry

Section on Continuing Education  
Chair, Dr. Barry Hammond, Dental College of Georgia at Augusta University  
Councilor, Ms. Penni Ryan, The University of Iowa College of Dentistry & Dental Clinics

Section on Community and Preventive Dentistry  
Chair, Ms. Diane Brunson, University of Colorado School of Dental Medicine  
Councilor, Prof. Christine Miller, University of the Pacific, Arthur A. Dugoni School of Dentistry

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

Section on Dental Assisting Education  
Chair, Prof. Cynthia Lambert, University of North Carolina at Chapel Hill School of Dentistry  
Councilor, Prof. Patricia Capps, Indiana University School of Dentistry

Section on Dental Anatomy and Occlusion  
Chair, Dr. Deise Oliveira, University of Detroit Mercy School of Dentistry  
Councilor, Dr. Richard White, University of the Pacific, Arthur A. Dugoni School of Dentistry

Section on Dental Hygiene Education  
Chair, Prof. Jennifer Bartek, University of Southern Indiana  
Councilor, Ms. Lorinda Coan, University of Southern Indiana

Section on Dental Informatics  
Chair, Dr. Ana Candia Solari Neumann, University of Texas School of Dentistry at Houston  
Councilor, Prof. Heiko Spallek, The University of Sydney Faculty of Dentistry
Section on Dental School Admissions Officers
Chair, Dr. Pamela Sadow, University of Florida College of Dentistry
Councilor, Ms. Annette McMurry, The Ohio State University College of Dentistry

Section on Development, Alumni Affairs and Public Relations
Chair, Ms. Elizabeth Wilson, University of Texas School of Dentistry at Houston
Councilor, Mr. Dan Soine, University of the Pacific, Arthur A. Dugoni School of Dentistry

Section on Endodontics
Chair, Dr. Rene Chu, University of Manitoba College of Dentistry
Councilor, Dr. Laurie Fleisher, New York University College of Dentistry

Section on Educational, Research and Curriculum Development
Chair, Dr. Roseanna Graham, Columbia University College of Dental Medicine
Councilor, Dr. Maureen McAndrew, New York University College of Dentistry

Section on Gerontology and Geriatrics Education
Chair, Dr. Leonardo Marchini, The University of Iowa College of Dentistry & Dental Clinics
Councilor, Dr. Laura Kaufman, Boston University Henry M. Goldman School of Dental Medicine

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

Section on Gay Straight Alliance
Chair, Dr. Joan Lewis, University of Detroit Mercy School of Dentistry
Councilor, Prof. Colleen Kuxhaus, University of Detroit Mercy School of Dentistry

Section on Minority Affairs
Chair, Dr. Deirdre Young, University of Detroit Mercy School of Dentistry
Councilor, Dr. Eugenia Mejia, New York University College of Dentistry

Section on Integrated Clinical and Applied Biomedical Sciences
Chair, Dr. Asha Eapen, Southern Illinois University School of Dental Medicine
Councilor, Dr. Steven London, Stony Brook University School of Dental Medicine

Section on Operative Dentistry and Biomaterials
Chair, Dr. Marcela Hernandez, The University of Iowa College of Dentistry & Dental Clinics
Chair, Dr. Juliana Da Costa, Oregon Health & Science University School of Dentistry

Section on Oral Diagnosis Oral Medicine
Chair, Dr. Rajesh Lalla, University of Connecticut School of Dental Medicine
Councilor, Dr. Shawn Adibi, University of Texas School of Dentistry at Houston

Section on Oral and Maxillofacial Pathology
Chair, Dr. Tanya Gibson, University of Missouri - Kansas City School of Dentistry
Councilor, Dr. Alice Curran, University of North Carolina at Chapel Hill School of Dentistry

Section on Oral and Maxillofacial Radiology
Chair, Dr. Angela Broome, University of North Carolina at Chapel Hill School of Dentistry
Councilor, Dr. Anitha Potluri, University of Pittsburgh School of Dental Medicine
Section on Orthodontics  
Chair, Dr. Edmund Khoo, New York University College of Dentistry  
Councilor, Dr. Mitchell Lipp, New York University College of Dentistry

Section on Oral and Maxillofacial Surgery, Anesthesia and Hospital Dentistry  
Chair, Dr. Anders Nattestad, University of the Pacific, Arthur A. Dugoni School of Dentistry  
Councilor, Dr. Pamela Hughes, Oregon Health & Science University School of Dentistry

Section on Pediatric Dentistry  
Chair, Dr. Janice Townsend, Louisiana State University Health New Orleans School of Dentistry  
Councilor, Dr. Sahar Alrayyes, University of Illinois at Chicago College of Dentistry

Section on Periodontics  
Chair, Dr. Harlan Shiau, University of Maryland School of Dentistry  
Councilor, Dr. Peter Loomer, New York University College of Dentistry

Section on Postdoctoral General Dentistry  
Chair, Dr. Barbara MacNeill, University of Texas Health Science Center at San Antonio School of Dentistry  
Councilor, Dr. Jeffery Hicks, University of Texas Health Science Center at San Antonio School of Dentistry

Section on Practice Management  
Chair, Dr. Richard Manski, University of Maryland School of Dentistry  
Councilor, Dr. Brian Lange, University of Nebraska Medical Center College of Dentistry

Section on Physiology, Pharmacology and Therapeutics  
Chair, Dr. Dharini Van Der Hoeven, University of Texas School of Dentistry at Houston  
Councilor, Dr. Darren Roesch, Texas A&M University College of Dentistry

Section on Prosthodontics  
Chair, Dr. John Won, Loma Linda University School of Dentistry  
Councilor, Dr. Mark Dellinges, University of California, San Francisco, School of Dentistry

Section on Substance Abuse, Addiction and Tobacco Dependence Education  
Chair, Ms. Victoria Patrounova, University of Texas School of Dentistry at Houston  
Councilor, Dr. Joan Davis, Southern Illinois University Carbondale

Section on Student Affairs and Financial Aid  
Chair, Dr. Patricia Xirau-Probert, University of Florida College of Dentistry  
Councilor, Dr. Hugh Pierpont, University of Texas School of Dentistry at Houston

ADEA Council of Students, Residents and Fellows  
Administrative Board  
Chair, Ms. Rabeea Vanevenhoven, Marquette University School of Dentistry  
Vice Chair, Ms. Kathleen Molgaard, Tufts University School of Dental Medicine  
Secretary, Ms. Allison Williams, Indiana University School of Dentistry  
Member-at-Large, Lt. Abigail Fischer, University of Nebraska Medical Center College of Dentistry
Predoctoral Dental Students-East
Mr. Trent Gabriel, The Maurice H. Kornberg School of Dentistry, Temple University
Ms. Emily Wiles, Medical University of South Carolina James B. Edwards College of Dental Medicine

Predoctoral Dental Students-Midwest
Mr. Hasanain Alani, University of Detroit Mercy School of Dentistry
Mr. Cory Kappesser, University of Louisville School of Dentistry

Predoctoral Dental Students-Northeast
Ms. Jessica Grenfell, Stony Brook University School of Dental Medicine
Ms. Tuvy Phan, Tufts University School of Dental Medicine

Predoctoral Dental Students-Pacific
Ms. Tiffany Cheung, University of California, San Francisco, School of Dentistry
Ms. Mariya Melnik, Roseman University of Health Sciences College of Dental Medicine – South Jordan, Utah

Predoctoral Dental Students-Central
Mr. Shawn Custer, University of Nebraska Medical Center College of Dentistry
Mr. Mehrad Sadeghpour, Texas A&M University College of Dentistry

Predoctoral Dental Students-Southeast
Ms. Clora Evans, University of Mississippi Medical Center School of Dentistry
Mr. Logan Poff, Lake Erie College of Osteopathic Medicine School of Dental Medicine

Advanced Dental Education Students-Hospital Programs
Dr. Jennifer Katz, New York Methodist Hospital
Dr. Zehra Zaid, University of Michigan School of Dentistry

Advanced Dental Education Students-Nonhospital Programs
Dr. Quratul Malik, New York University College of Dentistry
Dr. Elizabeth Price, East Carolina University School of Dental Medicine

Allied Dental Students-Dental Hygiene
Ms. Eumi Choi, Herman Ostrow School of Dentistry of USC
Ms. Brittny Taylor, Pacific University

Allied Dental Students-Dental Assisting
To be determined

Allied Dental Students-Dental Laboratory Technology
To be determined

ADEA Corporate Council
Administrative Board
Chair, Ms. Susan Ferrante, A-dec
Chair-elect, Mr. Lawrence Schnuck, Kahler Slater
Secretary, Ms. Mary Morrison Littleton, Hu-Friedy Manufacturing Co., LLC
Member-at-Large, Mr. Kenneth Davis, Pacific Dental Services, 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.
Organizational Structure of the American Dental Education Association

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 2017 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 2017 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.
ADEX 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:

ADEX Reference Committee on Association Administrative Affairs

- Chair, Ms. Rabeea Vanevenhoven, Marquette University School of Dentistry, ADEA Council of Students, Residents and Fellows
- Dr. Michael Dobos, University of Pittsburgh School of Dental Medicine, ADEA Council of Faculties
- Dr. Darwin Hayes, Bronx Lebanon Hospital Center, ADEA Council of Hospitals and Advanced Dental Education Programs
- Dr. Jeffery Hicks, University of Texas Health Science Center at San Antonio School of Dentistry, ADEA Council of Sections
- Prof. Joyce Hudson, Ivy Tech Community College - South Bend, ADEA Council of Allied Dental Program Directors
- Dr. Mary Truhlar, Stony Brook University School of Dental Medicine, ADEA Council of Deans

ADEX Reference Committee on Association Policy

- Chair, Dr. Timothy Treat, U.S. Department of Veterans Affairs, ADEA Council of Students, Residents and Fellows
- Prof. Patricia Capps, Indiana University School of Dentistry, ADEA Council of Sections
- Dr. Heather Conrad, University of Minnesota School of Dentistry, ADEA Council of Hospitals and Advanced Education Programs
- Ms. Susan Ferrante, A-dec, ADEA Corporate Council
- Dr. Diane Ede-Nichols, Nova Southeastern University College of Dental Medicine, ADEA Council of Faculties
- Prof. Rachel Kearney, The Ohio State University College of Dentistry, ADEA Council of Allied Dental Program Directors
- Dr. Michael Reddy, University of Alabama at Birmingham School of Dentistry, ADEA Council of Deans
Resolutions to be Considered by the ADEA House of Delegates

While there are four (4) resolutions (1H-2017 through 4H-2017) that will be acted upon by the House at its Opening Session on Saturday, March 18, 2017, from 4:30 to 5:30 p.m., there are seven (7) resolutions (5H-2017 through 11H-2017) 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 Sunday, March 19, these resolutions (and any that are presented from the floor) will be considered by the House at its Closing Session on Tuesday, March 21, 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-2017 through 10H-2017 on Sunday, March 19, 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 11H-2017 on Sunday, March 19, 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 18, 4:30 – 5:30 p.m., Long Beach Convention Center, Hall B

- Call to Order—Chair of the ADEA Board of Directors, Dr. Cecile Feldman
- Report of Quorum
- Approval of the Minutes of the Previous Session
- Reports
- Chair-elect of the ADEA Board of Director’s Address—Dr. Leon Assael
- President and CEO’s Report—Dr. Richard Valachovic
- Report of the Nominating Committee—Dr. Huw Thomas
- Action on Resolutions 1H to 4H-2017
- Referrals of Reports and Resolutions
- Recess until March 21, 2017, 3:30 p.m.

Closing Session—Tuesday, March 21, 3:30 – 4:30 p.m., Long Beach Convention Center, Hall B

- Call to Order—Chair of the ADEA Board of Directors, Dr. Cecile Feldman
- Report of Quorum
- Consideration of Reference Committee Reports and Action on Resolutions 5H to 11H-2017
- Unfinished Business
- New Business
- Chair of the ADEA Board of Director’s Address—Dr. Cecile Feldman
- 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. Cecile Feldman—is the presiding officer of the House. In the absence of the Chair of the ADEA Board of Directors, the Chair-elect of the ADEA Board of Directors is the presiding officer. The Chair may cast a vote in cases when their vote could alter the outcome, appoint tellers to assist in determining the result of any action taken by ballot and perform any other duties required by the rules of order.
Recording Officer
The ADEA President and CEO is the recording officer of the ADEA House of Delegates and the custodian of its records. The President and CEO may appoint a public stenographer to record the verbatim proceedings of the Opening and Closing Sessions of the House.

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

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

Explanation of Motions
To avoid confusion, each type of motion is assigned a definite rank as shown in the tables on pages 30-32.

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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<td>Adjourn</td>
<td>No</td>
<td>Yes</td>
<td>Yes(^2)</td>
<td>Yes(^2)</td>
<td>Majority</td>
<td>None</td>
<td>Amend, limit debate, close debate</td>
<td>Yes</td>
</tr>
<tr>
<td>Recess</td>
<td>No</td>
<td>Yes</td>
<td>Yes(^2)</td>
<td>Yes(^2)</td>
<td>Majority</td>
<td>None</td>
<td>Amend, limit debate, close debate, main motion</td>
<td>Yes(^4)</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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<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>No</td>
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<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>Yes(^4)</td>
</tr>
<tr>
<td>Limit or extend debate</td>
<td>No</td>
<td>Yes</td>
<td>Yes(^2)</td>
<td>Yes(^2)</td>
<td>2/3</td>
<td>Debatable motions</td>
<td>Amend, close debate</td>
<td>Yes(^4)</td>
</tr>
<tr>
<td>Postpone to a certain time</td>
<td>No</td>
<td>Yes</td>
<td>Yes(^2)</td>
<td>Yes(^2)</td>
<td>Majority</td>
<td>Main motion</td>
<td>Amend, close debate, limit debate, main motion</td>
<td>Yes(^4)</td>
</tr>
<tr>
<td>Refer to committee or board</td>
<td>No</td>
<td>Yes</td>
<td>Yes(^2)</td>
<td>Yes(^2)</td>
<td>Majority</td>
<td>Main Motion</td>
<td>Amend, close debate, limit debate, main motion</td>
<td>Yes(^4)</td>
</tr>
<tr>
<td>Amend</td>
<td>No</td>
<td>Yes</td>
<td>Yes(^3)</td>
<td>Yes</td>
<td>Majority</td>
<td>Re-wordable motions</td>
<td>Close debate, limit debate, main motion</td>
<td>No(^6)</td>
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<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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<td>b. Specific Main Motions</td>
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<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>
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<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>
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<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>
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<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>
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<td><strong>Incidental Motions</strong></td>
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<td><strong>Motions</strong></td>
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<td>Appeal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Decision of Chair</td>
<td>Close debate, limit debate</td>
<td>No</td>
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<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>
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<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>
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<td><strong>Requests</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>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 (unless presented as a motion)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>All motions</td>
<td>None</td>
<td>No</td>
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<tr>
<td>Division of question</td>
<td>No (unless presented as a motion)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Main motion</td>
<td>None</td>
<td>No</td>
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<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>
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</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 2017 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, 2016.

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 one candidate for the 2017–18 ADEA Chair-elect of the ADEA Board of Directors. The office leads in successive years to the offices of Chair of the ADEA Board of Directors and Immediate Past Chair of the ADEA Board of Directors. The candidate, for whom a brief biographical sketch follows, is Dr. Monty MacNeil, Dean, University of Connecticut School of Dental Medicine.
Nominee for Chair-elect of the ADEA Board of Directors


Statement: Chair-elect of the Board Candidacy

I am honored to be nominated for the position of 2017 Chair-elect of the ADEA Board of Directors. I can think of no more important time for ADEA to be actively engaged across North America at all levels.

I am involved with a number of organizations but none is quite like this one. ADEA is a forward-thinking organization, one that strives to improve the current condition while embracing the challenges and opportunities of the future. ADEA seeks answers and solutions and, when necessary, tackles tough problems that others might prefer to leave unquestioned. This is reflected in the themes of our Annual Sessions: 2017 “Beyond Boundaries” and 2016 “Shaping Tomorrow, Together.” More importantly, it seems part of our Association’s DNA, and something we must ensure is translated and expressed in all of our activities. It’s this spirit that has held and captivated me as a member of AADS/ADEA since 1994 and that now motivates me to do more.

Having served on the ADEA Board of Directors for several years, I view the position of Chair as a conduit between two pillars—our over 20,000 members and a remarkably talented staff and resident leadership in our Washington, DC office. This triad—members, board and staff—is what makes ADEA work and sets our GPS. The Chair has three principal responsibilities: to ensure that every member’s voice is heard and respected, to purposefully pursue the stated goals and initiatives endorsed by the membership, and to impart measured influence on the Association to pursue new paths—to nudge the wheel, so to speak—either in parallel with current initiatives or in future planning.

ADEA members are its core strength. The diversity of focus—spanning from student, to resident/fellow, to corporate colleague, to faculty in dental hygiene, dental assisting, other allied, D.M.D./D.D.S., and advanced education programs—provides us with a tremendous breadth of knowledge, ability and perspective. It is incumbent on all of us to tap into this collective talent as our journey unfolds. I’m heartened by the increased collaboration between the seven ADEA Councils and the interactions we are seeing at all levels of the organization. We need to foster and grow this further.

The ADEA Strategic Directions and Key Priorities and ADEA’s 10 Strategic Initiatives described by ADEA in 2015–2016 are our roadmap forward. It’s a plan that has the potential to impact almost every aspect of our Association, addressing such important areas as growing our advocacy capacity, expanding our professional development portfolio, nurturing student interest, and increasing our global impact through heightened interaction with our neighbors and international colleagues in dental education. We need to ensure that these efforts are properly resourced, measured, evaluated and, when necessary, retargeted.

There are several additional directions that I’m passionate about and that I hope we might address together. The time has come for us to develop a consensus and greater clarity on our vision for the role of oral health professionals in the emerging primary care team. It’s imperative that we define this before others do it for us or, worse, leave us out of the equation. We also need to refocus our attention on the issues of future faculty, ways to increase interest in academic careers, aligned with the overarching obligation to grow our research and scholarly capacities as members of the university community. I would encourage the appointment of a task force to reexamine our conceptual framework for competency and the methods we employ in its assessment. Finally, let’s continue our important efforts, aligned with other organizations, to achieve needed reform in dental licensure. I know we have the necessary talent, energy and willpower to do this.

I have witnessed no other group that conducts itself in such a collegial, civil, honest, self-reflective and nonstratified manner. ADEA is a place where every member, whether new instructor or past university president, is treated equally and respectfully. This is a culture we must preserve and celebrate and if chosen by you for Chair-elect, I will make this my priority.

Thank you and I look forward to working with you in the journey ahead.
Report of the ADEA Board of Directors on Resolutions for Consideration by the 2017 ADEA House of Delegates

The ADEA House of Delegates will consider the 11 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 18, 2017, from 4:30 to 5:30 p.m. The House will act on all others at its Closing Session on Tuesday, March 21, 2017, from 3:30 to 4:30 p.m. Both sessions will be held at the Long Beach Convention Center, Hall B.

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

Resolutions to be Acted on at the Opening Session:

1H-2017 ADA Council on Dental Education and Licensure Member
2H-2017 Commission on Dental Accreditation Commissioner
3H-2017 Joint Commission on National Dental Examinations Member
4H-2017 Appreciations

Resolutions to be Acted on at the Closing Session:

5H-2017 ADEA Corporate Council Bylaws Revision to Change Voting Procedures to Conduct Official Corporate Council Business
6H-2017 Changes to the ADEA Section on Community and Preventive Dentistry
7H-2017 ADEA Council of Sections Proposed Technical Changes to the ADEA Bylaws Related to the Functions and Rights of the Councils
8H-2017 ADEA Council of Sections Proposed Bylaws Revisions to the Nominations, Voting and Election Process for the ADEA Sections and Special Interest Groups
9H-2017 ADEA Council of Students, Residents and Fellows Bylaws Changes to Change the Number of Regions Recognized by the Council
10H-2017 Revision to Effective Date of Corporate Memberships
11H-2017 Approval of the Fiscal Year 2018 Budget

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

Resolution 1H-2017
ADA Council on Dental Education and Licensure Member

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. David Sarrett, Virginia Commonwealth University School of Dentistry (2017)
- Dr. Gerald Glickman, Texas A&M University College of Dentistry (2018)
- Dr. Mert Aksu, University of Detroit Mercy School of Dentistry (2019)
- Dr. Bruce Donoff, Harvard School of Dental Medicine (2020)

Dr. Sarrett will complete his term on the ADA CDEL this fall at the close of the 2017 ADA Annual Session. Thus, the 2017 ADEA House of Delegates will have to appoint a new ADA CDEL member. To succeed Dr. Sarrett on the Council, the ADEA Board of Directors is recommending that the House elect Dr. Linda Niessen, Nova Southeastern University College of Dental Medicine, to a four-year term to expire in 2021.

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-2017 Resolved, that the ADEA House of Delegates appoint Dr. Linda Niessen to a four-year term on the ADA Council on Dental Education and Licensure 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.
The current ADEA representatives on the Commission on Dental Accreditation (CODA) and their termination dates (in the fall of the years shown) are:

- 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. Lawrence Wolinsky, Texas A&M University College of Dentistry (2021)

Dr. Lobb will complete his term on the CODA at the close of the 2018 ADA Annual Session.

Thus, the 2017 ADEA House of Delegates will have to appoint a new Commission member for this position, beginning in 2018. The ADEA Board of Directors is recommending that the House elect Dr. Bruce Rotter, Southern Illinois University School of Dental Medicine, to a four-year term to expire 2022.

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:

2H-2017 Resolved, that the ADEA House of Delegates appoint Dr. Bruce Rotter to a four-year term on the Commission on Dental Accreditation with the term to begin at the conclusion of the 2018 ADA Annual Session and end at the conclusion of the 2022 ADA Annual Session.
Resolution 3H-2017
Joint Commission on National Dental Examinations Member

The Joint Commission on National Dental Examinations (JCNDE) consists of three representatives each from the American Dental Association 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. Frank Licari, Midwestern University College of Dental Medicine-Illinois (2017)
- Dr. Nader Nadershahi, University of the Pacific, Arthur A. Dugoni School of Dentistry (2019)
- Dr. Cataldo Leone, Boston University Henry M. Goldman School of Dental Medicine (2020)

The ADEA Board of Directors is recommending that the House appoint Dr. Joseph Zambon, University at Buffalo School of Dental Medicine, to a four-year term to expire at the close of the ADA Annual Session in 2021.

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:

3H-2017 Resolved, that the ADEA House of Delegates elect Dr. Joseph Zambon to serve a four-year term on the Joint Commission for National Dental Examinations 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.
Resolutions

1. Resolution 4H-2017
   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 2016 ADEA Annual Session & Exhibition.

Acteon was a general sponsor at the 2016 ADEA Allied Dental Program Directors’ Conference and the 2016 BFACA Conference.

ADEA Board of Directors was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

ADEA Corporate Council collectively sponsored the Opening Plenary Session Keynote Address at the 2016 ADEA Annual Session & Exhibition, as well as the 2016 ADEA Dental Student Virtual Fair.

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 2016 William J. Gies Awards for Vision, Innovation and Achievement. The company also sponsored an evening networking reception at the 2016 ADEA Allied Dental Program Directors’ Conference. A-dec was a cosponsor for a networking reception buffet dinner at the 2016 ADEA BFACA Meeting. The company also sponsored a luncheon at the 2016 ADEA Deans’ Conference.

AEGIS Communications was a Diamond Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement. The company also sponsored the opening evening reception at the 2016 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 2016 ADEA BFACA Meeting and of the 2016 ADEA Deans’ Conference. The company also sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

American Association of Endodontists Foundation funded the ADEA/American Association of Endodontists Foundation Scholar in the 2016 ADEA Leadership Institute.

American Dental Assistants Association was a Gold Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Aspen Dental Management, Inc. was a Gold Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement. The company was a general sponsor of both the 2016 ADEA BFACA Meeting and the 2016 ADEA Deans’ Conference.

axiUm Software - Exan Enterprises, Inc. provided general sponsorship for the 2016 ADEA BFACA Meeting.
Bien-Air USA, Inc. was a general sponsor for both the 2016 ADEA BFACA Meeting and the 2016 ADEA Deans’ Conference. The company also sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

BioHorizons Implant Systems, Inc. was a general sponsor of the 2016 ADEA Deans’ Conference.

Boston University Henry M. Goldman School of Dental Medicine was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Brasseler USA provided general sponsorships for both the 2016 ADEA BFACA Meeting and the 2016 ADEA Deans’ Conference. The company also sponsored the Welcome Reception at the 2016 ADEA Allied Dental Program Directors’ Conference.

Centrix, Inc. sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

Certiphi Screening, Inc. sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

Colgate-Palmolive Company was a general sponsor of the 2016 ADEA Allied Dental Program Director’s Conference. The company again provided generous support for the ADEA/Colgate-Palmolive/National Dental Association Dr. Jeanne C. Sinkford Scholar in the ADEA Leadership Institute, the ADEA/Colgate-Palmolive Co./Dominick P. DePaola Scholar in the ADEA Leadership Institute, the ADEA/Colgate-Palmolive Excellence in Teaching Award, the ADEA/ADEA Council of Students/Colgate-Palmolive Junior Faculty Award, and the ADEA/Colgate-Palmolive Allied Dental Educators Fellowship. Colgate Palmolive Company was a general sponsor of the 2016 ADEA BFACA Meeting and the 2016 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 2016 William J. Gies Awards for Vision, Innovation, and Achievement.

Dalhousie University Faculty of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation, and Achievement.

Dental Assisting National Board, Inc. was a Gold Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Dental College of Georgia at Augusta University was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Dental Services Group – The Laboratory Network was a general sponsor of the 2016 ADEA BFACA Meeting and the 2016 ADEA Deans’ Conference.

DentalEZ Group was a Gold Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement. DentalEZ Group also sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition and were a general sponsorship for the 2016 ADEA Dean’s Conference.

Dentsply Sirona, Inc. was a Diamond Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement. They sponsored the Student Poster Awards, as well as the Closing Plenary Session at the 2016 ADEA Annual Session & Exhibition. Dentsply Sirona, Inc. sponsored an Exhibit Hall raffle item. The company also provided general sponsorships for the 2016 ADEA Allied Dental Program Directors’ Conference, the 2016 ADEA BFACA Meeting and the Second Evening Reception and entertainment at the 2016 ADEA Deans’ Conference.
Designs for Vision, Inc. was a general sponsor of the 2016 ADEA Allied Dental Program Directors’ Conference and sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

E*Value sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

Eastman Center for Oral Health University of Rochester Medical Center was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Eastern Dentists Insurance Company was a general sponsor at the 2016 ADEA Deans’ Conference.

eHuman sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

Elsevier Inc. sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

ExamSoft Worldwide®, Inc. provided software for the student competition at the 2016 ADEA Annual Session & Exhibition.

Fortress Insurance Company was a general sponsor of the 2016 ADEA Deans’ Conference.

GlaxoSmithKline Consumer Healthcare was a general sponsor of the 2016 ADEA Annual Session & Exhibition and of the 2016 ADEA BFACA Meeting, as well as of the 2016 ADEA Allied Dental Program Directors’ Conference and the 2016 ADEA Deans’ Conference. They also sponsored the ADEA/GlaxoSmithKline Consumer Healthcare Preventive Dentistry Scholarships.

Harvard School of Dental Medicine was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Heartland Dental sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

Henry Schein, Inc. was a Diamond Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement. The company was also a general sponsor at the 2016 ADEA BFACA Meeting and the 2016 ADEA Deans’ Conference.

Herman Ostrow School of Dentistry of USC was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Howard University College of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Hu-Friedy Manufacturing Co., LLC was a Diamond Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement. The company sponsored a networking reception and dinner at the 2016 ADEA Allied Dental Program Directors’ Conference. In addition, Hu-Friedy Manufacturing Co., LLC co-sponsored a networking reception and buffet dinner at the 2016 ADEA BFACA Meeting and supported an education program at the 2016 ADEA Deans’ Conference.

Image Navigation Ltd. was a general sponsor of the 2016 ADEA Deans’ Conference.

Indiana University School of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Isolite Systems was a general sponsor for the 2016 ADEA BFACA Meeting and the 2016 ADEA Deans’ Conference.

Johnson & Johnson Healthcare Products, Division of McNEIL-PPC, Inc. provided the “Own the Bathroom” sponsorship during the 2016 ADEA Annual Session & Exhibition. The company was a general sponsor of the 2016 ADEA Allied Dental Program Directors’ Conference and the 2016 ADEA Deans’ Conference.
Kahler Slater was a general sponsor at the 2016 ADEA BFACA Meeting and the 2016 ADEA Deans’ Conference.

Kaplan Medical sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

KaVo Kerr Group – Consumables supported an education program at the 2016 ADEA BFACA Meeting and an education program at the 2016 ADEA Deans’ Conference.

KaVo Kerr Group – Equipment supported an education program at the 2016 ADEA BFACA Meeting and an education program at the 2016 ADEA Deans’ Conference.

KaVo Kerr Group – Imaging supported an education program at the 2016 ADEA BFACA Meeting, an education program at the 2016 ADEA Allied Dental Program Directors’ Conference and an education program at the 2016 ADEA Deans’ Conference.

Liaison International, Inc. was a Gold Sponsor of the 2016 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 2016 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 2016 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 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Marquette University School of Dentistry was a Deans’ List Sponsor of the 2016 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 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Medicor Imaging sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition and was a general sponsor of the 2016 ADEA BFACA Meeting.

Meharry Medical College School of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Midmark Corporation was a Gold Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement. Midmark Corporation also provided general sponsorships for both the 2016 ADEA BFACA Meeting and the 2016 ADEA Deans’ Conference.

Midwestern University College of Dental Medicine-Illinois was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

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 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Nobel Biocare USA, LLC was a Gold Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement. The company also provided a general sponsorship for the 2016 ADEA Deans’ Conference.

Nobilium sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

Nova Southeastern University College of Dental Medicine was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.
NSK Dental LLC was a general sponsor of the 2016 ADEA BFACA Meeting and of the 2016 ADEA Deans’ Conference.

OraPharma, Inc., a subsidiary of Valeant Pharmaceuticals, was a Diamond Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement. The company provided an educational grant in support of the 2016 ADEA Allied Dental Program Directors’ Conference and the 2016 ADEA Deans’ Conference.

OSAP was a Gold Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Pacific Dental Services, Inc. sponsored a raffle item at the 2016 ADEA Annual Session & Exhibition. The company was a general sponsor of the 2016 ADEA Deans’ Conference.

Paradigm Dental Models sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

Patterson Dental sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

Philips Oral Healthcare, Inc. provided a grant to the ADEAGies Foundation and was a general sponsor of the 2016 ADEA Deans’ Conference. The company sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition and also provided lanyards for the 2016 ADEA Allied Dental Program Directors’ Conference.

PLANMECA USA, Inc. was a general sponsor of the 2016 ADEA Deans’ Conference.

Premier Dental Products Company was a general sponsor at the 2016 ADEA Allied Dental Program Directors’ Conference.

Rutgers, The State University of New Jersey, School of Dental Medicine was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

The Safe-D-Needle company sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

Sapphire sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

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

Stage Front Presentation Systems was a general sponsor for the 2016 ADEA BFACA Meeting.

Stony Brook University School of Dental Medicine was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.
Sunstar Americas, Inc. was a Diamond Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement. The company supported the 2016 ADEA Leadership Institute. They were a general sponsor for the 2016 ADEA Allied Dental Program Directors’ Conference, as well as the 2016 ADEA Deans’ Conference. Sunstar Americas sponsored the ADEA/Sunstar Americas, Inc./Harry W. Bruce, Jr. Legislative Dinner at the 2016 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 College of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Tufts University School of Dental Medicine was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

Ultradent Products, Inc. was a general sponsor at the 2016 BFACA Mid-Year Meeting. The company also provided an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

Unimed Government Services, LLC dba UGS Medical and UGS Dental was a general sponsor at the 2016 BFACA Mid-Year Meeting.

University of California, Los Angeles, School of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of Colorado School of Dental Medicine was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of Connecticut School of Dental Medicine was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of Detroit Mercy School of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

The University of Iowa College of Dentistry & Dental Clinics was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of Louisville School of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of Maryland School of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of Michigan School of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of Minnesota School of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of Nebraska Medical Center College of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of Nevada, Las Vegas, School of Dental Medicine was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of New England College of Dental Medicine sponsored an Exhibit Hall raffle item at the 2016 ADEA Annual Session & Exhibition.

University of North Carolina at Chapel Hill School of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies Awards for Vision, Innovation and Achievement.
University of Oklahoma College of Dentistry was a Deans’ List Sponsor of the 2016 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
2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of Pittsburgh School of Dental Medicine was a Deans’ List Sponsor of the 2016
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 2016 William J. Gies Awards for Vision, Innovation and Achievement.

University of Texas School of Dentistry at Houston was a Deans’ List Sponsor of the 2016 William
J. Gies Awards for Vision, Innovation and Achievement.

University of Toronto Faculty of Dentistry was a Deans’ List Sponsor of the 2016 William J. Gies
Awards for Vision, Innovation and Achievement.

University of Washington School of Dentistry was a Deans’ List Sponsor of the 2016 William J.
Gies Awards for Vision, Innovation and Achievement.

Virginia Commonwealth University School of Dentistry was a Deans’ List Sponsor of the 2016
William J. Gies Awards for Vision, Innovation and Achievement.

VitalSource Technologies, Inc. provided a general sponsorship for the 2016 ADEA Deans’
Conference.

Western University of Health Sciences College of Dental Medicine was a Deans’ List Sponsor of
the 2016 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 2016 ADEA Annual Session & Exhibition.

Young Dental Manufacturing was a general sponsor at the 2016 ADEA Allied Dental Program
Directors’ Conference.

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

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
2016 ADEA Annual Session & Exhibition and the start of the 2017 ADEA Annual
Session & Exhibition:

AAL
ADEA Board of Directors
ADEA Corporate Council
ADEAGies Foundation
A-dec
AEGIS Communications
Air Techniques, Inc.
American Association of Endodontists Foundation
American Dental Assistants Association
Aspen Dental Management, Inc.
axiUm Software - Exan Enterprises, Inc.
Bien-Air USA, Inc.
BioHorizons Implant Systems, Inc.
Boston University Henry M. Goldman School of Dental Medicine
Brasseler USA
Centrix, Inc.
Certiphi Screening, Inc.
Colgate-Palmolive Company
Columbia University College of Dental Medicine
Dalhousie University Faculty of Dentistry
Dental Assisting National Board, Inc.
Dental College of Georgia at Augusta University
Dental Services Group – The Laboratory Network
DentalEZ Group
Dentsply Sirona, Inc.
Designs for Vision, Inc.
E*Value
Eastman Center for Oral Health University of Rochester Medical Center
Eastern Dentists Insurance Company
eHuman
Elsevier Inc.
ExamSoft Worldwide®, Inc.
Fortress Insurance Company
GlaxoSmithKline Consumer Healthcare
Harvard School of Dental Medicine
Heartland Dental
Henry Schein, Inc.
Herman Ostrow School of Dentistry of USC
Howard University College of Dentistry
Hu-Friedy Manufacturing Co., LLC
Image Navigation Ltd.
Indiana University School of Dentistry
Isolite Systems
Johnson & Johnson Healthcare Products, Division of McNEIL-PPC, Inc.
Kahler Slater
Kaplan Medical
KaVo Kerr Group – Consumables
KaVo Kerr Group – Equipment
KaVo Kerr Group – Imaging
Liaison International, Inc.
Loma Linda University School of Dentistry
Louisiana State University Health New Orleans School of Dentistry
Marquette University School of Dentistry
Medical University of South Carolina James B. Edwards College of Dental Medicine
Medicor Imaging
Meharry Medical College School of Dentistry
Midmark Corporation
Midwestern University of College of Dental Medicine-Illinois
National Dental Association
New York University College of Dentistry
Nobel Biocare USA, LLC
Nobilium
Nova Southeastern University College of Dental Medicine
NSK Dental LLC
OraPharma, Inc., a subsidiary of Valeant Pharmaceuticals
OSAP
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
The Safe-D-Needle
Sapphire
Sigma Phi Alpha
Stage Front Presentation Systems
Stony Brook University School of Dental Medicine
Sunstar Americas, Inc.
Texas A&M University College of Dentistry
Tufts University School of Dental Medicine
Ultradent Products, Inc.
Unimed Government Services, LLC dba UGS Medical and UGS Dental
University of California, Los Angeles, School of Dentistry
University of Colorado School of Dental Medicine
University of Connecticut School of Dental Medicine
University of Detroit Mercy School of Dentistry
The University of Iowa College of Dentistry & Dental Clinics
University of Louisville School of Dentistry
University of Maryland School of Dentistry
University of Michigan School of Dentistry
University of Minnesota School of Dentistry
University of Nebraska Medical Center College of Dentistry
University of Nevada, Las Vegas, School of Dental Medicine
University of New England College of Dental Medicine
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 Pittsburgh School of Dental Medicine
University of Tennessee Health Science Center College of Dentistry
University of Texas School of Dentistry at Houston
University of Toronto Faculty of Dentistry
University of Washington School of Dentistry
Virginia Commonwealth University School of Dentistry
VitalSource Technologies, Inc.
Western University of Health Sciences College of Dental Medicine
Whip Mix Corporation
Young Dental Manufacturing
Actions at the Closing Session of the ADEA House of Delegates

Resolution 5H-2017
ADEA Corporate Council Bylaws Revision to Change Voting Procedures to Conduct Official Corporate Council Business

Legend:
Black text = original Bylaws text to remain
Red strikethrough text = strike text from current Bylaws
Green underline text = editing of original Bylaws for clarity

Background: The ADEA Corporate Council has been discussing for several years the challenges of conducting its official business that requires a vote because of the current ADEA Bylaws requirement that the official representative from the corporate member company is the only one eligible to vote on behalf of the company. While there is usually good representation of member companies at the twice-yearly meetings of the ADEA Corporate Council, it is common for member company representatives other than the official representative to be in attendance, thereby making it difficult to reach a quorum at the meetings. For a number of years, the ADEA Corporate Council has had to conduct email votes after its meeting at the ADEA Annual Session & Exhibition in order to elect new officers or make official appointments, which has delayed the seating of the new ADEA Corporate Council Administrative Board.

The Administrative Board of the ADEA Corporate Council is proposing changes to the ADEA Bylaws that would alter the language of who can vote in its business meetings from the official representative to one representative per member company, to be designated at the beginning of each meeting using a sign-in process. The ADEA Corporate Council Administrative Board believes this important change in language will allow it to more efficiently and effectively conduct the business of the council.

The ADEA Corporate Council Administrative Board supports the following amendments to the ADEA Bylaws Chapter VII, D, 7, indicated by strikethroughs or underline:

The Corporate Council consists of the official one 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 the owner or an employee of a Corporate 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 Member-at-Large and Board Director, is a majority of those members who attend a meeting at which an election occurs.

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

5H-2017 Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA Bylaws Chapter VII, D, 7 effective at the close of the 2017 ADEA Annual Session & Exhibition.
Resolution 6H-2017
Changes to the ADEA Section on Community and Preventive Dentistry

Background: The ADEA Section on Community and Preventive Dentistry (ADEA CPD) has a longstanding history of active contribution and involvement in the Association. The section’s mission “explores issues related to community and preventive dentistry as they apply to dental and dental hygiene education, research and practice.” The section has sponsored and co-sponsored many interactive programs and symposia with broad appeal to many sections and SIGs addressing oral disease prevention, exposing students to community oral health practice, underserved populations, and fostering understanding of public health principles. The ADEA CPD contributes to and provides educational resources, such as the Clinical Prevention and Population Health Curriculum Framework, a product of the Healthy People Curriculum Task Force.

National health professional and educational organizations, through research and publications, demonstrate that the health care delivery system and the workforce are evolving significantly. The impact of these collective changes on the oral health of the public and the education of dental professionals is evident. Since the release of Oral Health in America: A Report of the Surgeon General, there has been increased focus on these areas by dental, dental hygiene and dental assisting educators and professional organizations. There is also increased awareness among students of the specialty of dental public health. In 2014, the American Association of Public Health Dentistry released curricula to assist faculty in dental and dental hygiene programs with teaching dental public health. In 2017, the American Board of Dental Public Health will release new dental public health competencies.

However, the ADEA CPD has been made aware that not all ADEA members recognize that the section is where dental public health issues, expertise and curriculum development occur. A section member survey launched in October 2016 queried support for a name change to better align with these curricular goals. Over 115 responses were received, with 92% agreeing with a name change that included “public health” and over 50% voting to keep the word “community” while retaining the longstanding commitment to global and community “prevention.” All of these terms relate to the big picture of curriculum realms of social determinants of health, water fluoridation and the integration of oral health into health care delivery systems. This name change allows more inclusiveness for faculty involved in direct community curricula and projects, extramural clinical enrichment programs, and community field and service learning projects, while incorporating dental public health specialty competencies.

Proposed amendment:
To address the member survey response, recent health care changes impacting education, and increased awareness of dental public health nationally, the officers of the ADEA Section on Community and Preventive Dentistry request that the Section be renamed the ADEA Section on Community, Preventive and Public Health Dentistry. The name change will clarify the focus and expertise of the section and result in additional opportunities for broader collaboration with other sections. This change also aligns with the overall mission of the ADEA Council of Sections, which is “to address contemporary issues influencing education, research, and the delivery of oral health care for the improvement of the health of the public.” The requested name change will not have a financial impact on ADEA.
The ADEA Board of Directors asks the House to approve the following resolution:

Resolved, that the ADEA House of Delegates approves that the ADEA Section on Community and Preventive Dentistry shall now be known as the ADEA Section on Community, Preventive and Public Health Dentistry effective at the close of the 2017 ADEA Annual Session & Exhibition. The mission of the ADEA Section on Community, Preventive and Public Health Dentistry is to explore issues related to community, preventive and public health dentistry as they apply to dental, dental hygiene and dental assisting education, research and practice."
Resolution 7H-2017
ADEA Council of Sections Proposed Technical Changes to the ADEA Bylaws Related to the Functions and Rights of the Councils

Legend:
- Black text = original Bylaws text to remain
- Red strikethrough text = strike text from current Bylaws
- Green underline text = editing of original Bylaws for clarity

Background: The Task Force on ADEA Council of Sections (ADEA COS) Bylaws identified technical changes that required revisions to ensure clarity and consistency amongst all ADEA Councils during their review of Chapters VIII and IX related to the functions and rights of the Councils located in Chapter VII.

Below are the changes to the ADEA Bylaws requested for adoption indicated by strikethrough or underline.

Chapter VII: Councils

A. Functions and Rights of the Councils

1. The Councils represent institutions and programs in each of the Association’s member categories, except that the Council of Sections represents the Association’s Sections, and they have the following functions:
   a) To represent its constituency within the Association and at the member institutions;
   b) To recommend to the Board of Directors how the interests of the Council’s constituency might be represented through the federal legislative and regulatory processes;
   c) To exchange information among its members with other ADEA component groups and among member institutions;
   d) To work with other ADEA component groups to encourage coordinated approaches to dental health care delivery;
   e) To identify and provide consultation on projects, studies, and reports that will benefit the membership;
   f) To introduce resolutions to the Board of Directors and/or House of Delegates; and
   g) To meet at the Annual Session & Exhibition in order to set the priorities for and conduct business of the Council.

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

B. Leadership of the Councils—The Administrative Boards

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

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

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

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

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

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

4. Nominations. Before each ADEA Annual Session & Exhibition, the Chair-elect and two Council members who are not on the Administrative Board serve as the nominating committee in order to receive and consider nominations from the membership and recommend eligible candidates 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 serve as the nominating committee in order to receive and consider nominations from the membership and recommend eligible candidates 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 when the nominating committee does not receive any nominations via the Call for Nominations process. An individual’s eligibility for the open position will be reviewed and vetted by the nominating committee.

5. Election and Appointment. Administrative Board members are elected at the ADEA Annual Session & Exhibition. The method of voting is left to the discretion of the Council Chairs, or presiding officer as designated. For the Council of Students, Residents and Fellows, during the ADEA Annual Session & Exhibition, the four members of the new Administrative Board appoint a Council member to serve as a Member-at-Large. In the
The ADEA Board of Directors asks the House to approve the following resolution:

Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA Bylaws related to the functions and rights of the Councils effective at the close of the 2017 ADEA Annual Session & Exhibition.
Resolution 8H-2017

Council of Sections Proposed Bylaws Revisions to the Nominations, Voting and Election Process for the ADEA Sections and Special Interest Groups

Legend:
Black text = original Bylaws text to remain
Red strikethrough text = strike text from current Bylaws
Green underline text = editing of original Bylaws for clarity

Background: During the closing session of the 2016 ADEA House of Delegates, Resolution 9H-2016 was presented and referred back to the ADEA Board of Directors for further study, resulting in the establishment of the Board-appointed Task Force on ADEA Council of Sections (ADEA COS) Bylaws. The task force was charged with reviewing and recommending appropriate revisions to the nomination, voting and election process within ADEA Sections and Special Interest Groups.

The task force worked closely with the ADEA COS Administrative Board and presented its results to the ADEA COS during the 2016 ADEA Fall Meetings.

As a result their work and collaborative feedback, the task force makes the following recommendations for changes to the ADEA Bylaws, which are indicated by strikethrough or underline.

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.
      i. The Council of Sections Administrative Board forwards a recommendation that a Section be disbanded or merged to the Board of Directors.
      ii. 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.
      iii. 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.
      i. 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.
      ii. 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...
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 interim 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 which receives and considers nominations and recommends eligible candidates to stand for election for Section office; and serve as the Program Chair for the Section and be responsible for submitting program proposals on behalf of the Section.

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 recommends eligible candidates one or more individuals for the office of Secretary. Every third year, the Committee nominates one or more individuals recommends eligible candidates for the office of Councilor. Additional nominations for these offices may be made from the floor at the Section business meeting during the ADEA Annual Session & Exhibition when the nominating committee does not receive any nominations via the Call for Nominations process. An individual’s eligibility for the open position will be reviewed and vetted by the nominating committee.

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 Chairs or presiding officer.

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, receives and considers nominations and recommends eligible candidates to stand for election for the SIG 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.

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

**Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA Bylaws related to the nomination, voting and election process for ADEA Sections and Special Interest Groups effective at the close of the 2017 ADEA Annual Session & Exhibition.**
### Resolution 9H-2017

**ADEA Council of Students, Residents and Fellows Bylaws Changes to Change the Number of Regions Recognized by the Council**

**Legend:**
- **Black text** = original Bylaws text to remain
- **Red strikethrough text** = strike text from current Bylaws
- **Green underline text** = editing of original Bylaws for clarity

**Background:** The ADEA Council of Students, Residents and Fellows (ADEA COSRF) serves as the national voice and advocates for all students, residents and fellows in the dental education community by addressing the issues that shape the present and future of dental education. ADEA COSRF members are active at their local institutions through ADEA student chapters.

ADEA COSRF currently has 27 delegates in the ADEA House of Delegates composed of five Administrative Board members; 12 Regional Representatives; and 10 non-predoctoral students—two representatives from each of the following settings: Hospital Based, Non-Hospital Based, Dental Hygiene, Dental Assisting and Dental Laboratory Technology.

The 12 Regional Representatives from six regions serve as liaisons to the Administrative Board for the schools in their regions, providing a bidirectional flow of information including issues and concerns related to ADEA COSRF. Additionally, Regional Representatives are resources for new ADEA student chapters as they organize and develop.

ADEA COSRF has experienced increased engagement and student participation at the national level. To stimulate increased collaboration at the local level, in 2015, the ADEA COSRF Administrative Board reconfigured the six COSRF regions to align with the 11 districts of the American Student Dental Association (ASDA), thereby allowing ADEA COSRF Regional Representatives to participate in collaborative local and district meetings with ASDA members and others.

The ADEA COSRF Administrative Board seeks to formalize the shift from six to 11 regions with a change to the ADEA Bylaws, which would result in one fewer ADEA COSRF delegate.

The ADEA COSRF Administrative Board supports the following amendment to the ADEA Bylaws **Chapter I, B, 7**, indicated by strikethroughs or underline:

> The Council of Students, Residents and Fellows is represented by its Administrative Board, by 12 advanced dental students (two each from each of the six districts 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).

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

9H-2017 *Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA Bylaws Chapter I, B, 7 effective at the close of the 2017 ADEA Annual Session & Exhibition.*
Resolution 10H-2017
Revision to Effective Date of Corporate Memberships

Legend:
Black text = original Bylaws text to remain
Red strikethrough text = strike text from current Bylaws
Green underline text = editing of original Bylaws for clarity

Background: ADEA’s Corporate Members provide valuable support of association activities in addition to serving as one of ADEA’s seven councils participating in the achievement of the Association’s mission, strategic direction and key priorities. To ensure that Corporate Members are able to immediately receive the value of full membership, it is being recommended that all Corporate Memberships are effective immediately following approval by the ADEA Board of Directors.

Below are the changes to Chapter VI: Membership, C. Institutional Membership, 1. Classes, Qualifications and Obligations, D. Corporate Membership of the ADEA Bylaws requested for adoption, indicated by strikethrough or underline.

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) immediately upon approval by the Board of Directors. Corporate Memberships are reviewed annually.

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

10H-2017 Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA Bylaws related to effective date of Corporate Memberships at the close of the 2017 ADEA Annual Session & Exhibition.
Resolution 11H-2017
Approval of the Fiscal Year 2018 (FY18) Budget

In addition to the following overview, delegates should refer to Exhibits 1-2018 and 2-2018 below. Exhibit 1-2018 shows revenue for fiscal years 2014 through 2018 and Exhibit 2-2018 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:

11H-2017 Resolved, that the ADEA House of Delegates approves the ADEA Fiscal Year 2018 (July 1, 2017 through June 30, 2018) operating budget.
Overview of the Fiscal Year 2018 Budget for the American Dental Education Association

PROPOSED FISCAL YEAR 2018 (FY18) BUDGET
Prepared for the ADEA Finance Committee and ADEA Board of Directors
February 6, 2017

The proposed FY18 (July 1, 2017–June 30, 2018) Association budget was developed over the last four months through a collaborative process involving ADEA staff, the ADEA Finance Committee, and the ADEA Board of Directors. Based on these discussions among staff and leadership, the proposed FY18 budget focuses on ADEA’s 2015–2018 Strategic Directions, strategic initiatives and overall cost efficiencies. As much as possible, the budget projections are based on historical information from FY14 through and FY17 (note that approximately half of FY17 was completed at the time that the proposed FY18 budget was prepared) as well as priorities for the coming fiscal year.

The spreadsheets (Exhibits 1-2018 and 2-2018) accompanying this overview include the following comparative data:

- Actual revenue and expenses for FY14, FY15 and FY16.
- The ADEA House of Delegates-approved budget for FY17.
- The staff-proposed budget for FY18.

REVENUE

The proposed total budgeted revenue for the Association in FY18 is $25,757,887. Revenue for FY18 is a 2.0% decrease from the FY17 budget and a 2.5% increase from FY16 actual results. The difference in budgeted revenue versus the prior year budget is primarily driven by a projected decrease in the Grants line item. The other significant sources of revenue from Membership Dues, Publications, Application Fees, and Meetings income are essentially the same for FY18 compared to previous years.

Membership Dues ($2,228,687)

Modest changes in total dollars by category are driven by increases or decreases in the number of members in each category based on staff estimates for FY18. There are no proposed changes to the level of dues in any membership category.

Active
Revenue from Active Member dues is budgeted at $1,684,452 and is based on 66 U.S. dental schools at $25,522 each. Dues in this membership category have not changed since 2004.

Affiliate
Revenue from Affiliate Member dues is budgeted at $220,707 and is based on the current affiliate institutional membership of 10 Canadian Schools at $1,815 each, 189 allied members at $945 each, 34 hospital-based members at $984 each, four advanced non-hospital members at $3,998 each, and 6 federal members at $3,922 each. Dues in this membership category have not changed since 2004.
The proposed total budgeted dues revenue of $266,250 in this category is based on 71 corporate members at $3,750 each. Dues in this membership category were increased in FY15 by $350 and earmarked for the ADEA Dental Student Virtual Fair.

Proposed total budgeted dues revenue of $52,758 in this category is based on the current individual member count of 273 individual members at $125 each, as well as 78 retirees at $62.50 each. Dues in this membership category have not changed since 2004.

Modest amount of revenue from student dues of $4,520 is budgeted for members not affiliated with an ADEA member institution who therefore pay for their memberships. Proposed total budgeted dues revenue in this category is based on 113 student members at $40 each. Dues in this membership category have not changed since 2004.

The proposed total budget for publications revenue for FY18 is lower than the FY17 budgeted revenue by 8%, or $48,274. The change is based on advertising revenue trends in all media with more advertising dollars being shifted online.

The proposed JDE subscription sales budget of $150,000 reflects the downward trend in sales over the last four years and the belief that the sales trend has stabilized.

Publication sales of $82,000 are based on increased demand due to the revamped and redesigned printed Official Guide in FY18 and expected sales of the online version.

The proposed FY18 budget is $116,000 based on current trends and discussions with ADEA’s advertising sales agency.

Revenue in this category is budgeted at $120,000 based on current trends and discussions with ADEA’s advertising sales agency.

This category includes Bulletin of Dental Education, ADEA Official Guide, online ADEA Directory of Institutional Members and Association Officers and website advertising revenue; revenue is budgeted at $78,750 for FY18.

Revenue from application fees for all of ADEA’s centralized application services have been budgeted based on actual FY17 performance and projects a slight decline in the number of applicants, consistent with current trends.

Revenue for ADEA AADSAS, projected at $12,750,400, is based on 11,400 applicants with 10 designations each, slightly below the 11,500 applicants and 10 designations each projected for FY17. The budget includes no increase in the initial designation fee of $245 and a slight increase of $1 to $99 for each additional designation.
The ADEA AADSAS Fee Reduction Program budget of $290,500 for FY18, is consistent with the FY17 ADEA AADSAS Fee Reduction allowance. The purpose of this allowance is to provide reduced application fees for those applicants with demonstrated financial constraints.

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

Projected revenue for ADEA CAAPID is $1,539,200. This figure is based on a projected 2,080 applicants selecting an average of six designations. The budget includes no increase in the initial designation fee of $245 and a slight increase of $1 to $99 for additional designations.

**ADEA PASS® (ADEA Postdoctoral Application Support Service)**

Projected revenue for ADEA PASS is $5,115,000 based on 5,000 applicants. The initial designation fee remains unchanged since FY14 of $190, and a slight increase in the additional designation fee of $2 to $77.

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 $24,500 based on an estimated 3,500 Match registrants at $7 per registrant.

**ADEA DHCAS® (ADEA 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 $81,000 based on 1,200 applicants. The initial designation fee is $50 and $35 for each additional designation.

**Grants & Contributions ($375,614)**

**Foundation and Grant Support**

Budgeted support of $247,114 is based on anticipated continued support from the Robert Wood Johnson Foundation for the Association of American Medical Colleges/ADEA Summer Health Professions Education Program and for projects supported by the W. K. Kellogg Foundation.

**Fellowships and Scholarships**

This category is budgeted at $128,500 based on ADEA’s portfolio of annual fellowships and scholarships.

**Meetings Registration and Exhibits Revenue ($3,021,236)**

Association meetings overall have been budgeted for FY18 based on the ADEA Board of Directors’ goal of financial neutrality while considering specific subsidies as approved by the Board of Directors.

**ADEA Annual Session & Exhibition Fees**

Revenue from registration fees and exhibitor fees for the FY18 ADEA Annual Session & Exhibition in Orlando, Florida is budgeted at $1,507,819 based on historical data and trends from the previous annual meetings.

**ADEA Deans’ Conference Fees**

The proposed $57,000 budgeted revenues include an ADEA Deans’ Conference Assessment of $750 that is paid by all U.S. and Canadian dental schools.
Sponsor Fees
Budgeted at $933,000, this figure includes sponsorship of various conferences and programs for members and partners throughout the year. These figures are based on prior year actual figures, current commitments, prospective commitments and the current economic climate.

Other Conferences
Registration revenue of $523,417 is consistent with prior years. Modest increases in conference fees and meeting attendance are included in this estimate. In addition to annual meetings (such as the ADEA Fall Meetings, the ADEA Allied Dental Program Directors’ Conference, the ADEA Emerging Leaders Program, and the ADEA Leadership Institute), we will conduct the ADEA Allied Dental Faculty Leadership Development Program, the ADEA New Deans’ Orientation and a series of webinars.

Investment and Other Income ($100,000)
Investment income from ADEA’s cash reserves and operating accounts is projected at $100,000 in FY18 and will be mostly offset for operating budget purposes by investment fees and other related expenses. These funds are typically not used in operations and these estimates are conservative.

EXPENSES
Total expenses recommended in the proposed FY18 budget are $25,757,887. The expenses in the FY18 budget are 2% lower than the FY17 budget and 8.5% higher than the FY16 actual expenses. These differences in expenses are due to reallocations of resources per FY18 priorities.

Personnel Costs and Fees
Total personnel costs and fees are projected at $10,814,319 in the proposed FY18 budget. This is $112,435 less than the FY17 budget and $619,992 less than ADEA’s FY16 actual personnel costs and fees. The most significant item in this budget is the addition of new finance staff who are replacing the previously outsourced human resources, accounting and finance functions. While additional positions have been added for human resources, accounting and finance functions, the total number of recommended positions has decreased by one position from 76 staff in the FY17 budget to 75 staff in the FY18 Budget.

ADEA introduced 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.

Temporary Salaries
Expenses for temporary staff are budgeted at $90,481 based on projections for FY18. This is an $11,763 decrease from FY17 and an $187,593 decrease from FY16.

Payroll Taxes and Other Benefits
Payroll taxes and benefits are budgeted at 21% of salaries. This is in line with past results where taxes and benefits ranged from 20–23% of salaries.

Legal Fees
Legal fees of $117,000 are based on historical experience and projections of required services in FY18.
Consultants, Honoraria and Stipends
This expense is budgeted at $1,466,794. The proposed consultants, honoraria and stipends budget includes support for a variety of services, such as for editorial and production services, as well as consultants for ADEA’s website initiatives. These costs have decreased significantly, approximately 30% from FY16 actuals. This reflects some of the savings from bringing in-house previously outsourced finance, payroll and human resource functions.

Travel
Travel is budgeted at $1,235,724, which is a reduction of $66,781 from the FY17 budget. The travel budget is consistent with costs incurred in FY14 and FY15, but significantly higher than 2016 actuals. The amount of travel can vary from year to year, and the organization has taken concrete steps to reduce travel costs through better planning, stronger controls and better management and staff accountability.

Other Costs
Bank and Credit Card Charges
The budgeted expense of $551,225 for credit card processing fees for FY18 is based on projected credit card revenue for FY18 and industry fee structure. Credit card processing fees increased significantly for FY18 and are related to the centralized application services.

Developmental Programming and Data Processing
The combined budgeted expense for both categories is approximately $5.93M compared to $5.89M in the FY17 budget. This small increase is primarily driven by increased application services costs and is consistent with our previously negotiated contracts.

Computer Operations
The budgeted expense of is $645,902 reflects ADEA’s continuing investment in technology. While these costs have increased over the last few years, the increases have been offset by cost reductions in other areas. More importantly, these investments increase productivity and improve services to members and sponsors.

Telephone/FAX
The budgeted expense of is $42,180 reflects the continuing reduction in these technology costs and the consolidation of communication technology with the Internet. These costs have decreased significantly since FY14.

Postage/Freight
This budgeted expense is $113,922 and has decreased slightly from FY16 actuals. This category covers organizational mailings, including all publication and membership materials. It also covers shipping expenses for ADEA’s meeting materials, including the ADEA Annual Session & Exhibition. This number is expected to decline in future years as ADEA does less direct mail and relies more on electronic communication.

Office Supplies
The budget for FY18 in this category is $53,180. These costs have decreased over the years as ADEA has increased investments in technology, allowing enhanced efficiency and productivity.

Printing/Reproduction
The combined $262,940 budgeted expense for both categories is based on the estimated printing costs for meeting materials and publications. This expense covers all booklets, brochures, flyers and banners for all ADEA meetings. Printing costs for all ADEA publications, such as the Journal of Dental Education, ADEA Snapshot of Dental Education, ADEA Official Guide to Dental Schools, and other documents such as the ADEA House of Delegates manual are included.
Rent/Refurbishing
The budgeted expense of $1,731,830 reflects the completed addition of 9,002 square feet of meeting and office space in FY16. The additional space will be used for a conference facility, allowing more meetings to be held at ADEA’s Washington, DC offices instead of out of town locations. This will help us save on travel costs and allow us to host events for our partners as part of our efforts to cultivate closer relationships. The new space includes a state-of-the-art studio for the production of webinars and other digital content.

Depreciation/Amortization
These are non-cash expenses and the combined budgeted expense for both categories is $538,391. This is due to the increased amortization for the leasehold improvements that were made to the new space being spread over the 10-year life of the lease and investments in information technology and audiovisual equipment in the new meeting space.

Equipment Rental
This line item is for equipment rental for items such as copiers and postage machines. The budgeted expense for FY18 is $56,609 and maintenance of some of the equipment is included in the lease cost.

Repairs and Maintenance
This line item is for repairs and maintenance of basic equipment throughout the organization. The budgeted expense for FY18 is $3,000.

Insurance
This line item is for corporate liability insurance, directors and officers liability insurance and beginning in FY17, cybersecurity insurance to protect the organization in light of the large number of financial transactions that occur through ADEA’s application services. The budget for FY18 is $122,340.

Memorials and Contributions
This line item is used for purchases to honor individuals. The budget for FY18 is $3,500.

Dues/Subscriptions/Membership Fees
For FY18, we have budgeted $246,222. As a professional association with many partners and allies, ADEA is most successful working together toward common goals. The expenses in this line item are consistent with the actual costs in the FY14–FY15 timeframe.

Employee Professional Development
Total employee professional development expenses have been budgeted at $50,000, which approximates historical norms over the last three years.

Miscellaneous Expense
Miscellaneous expenses for FY18 are $69,563 and consist of those items in each of the budget areas which do not fit into a specific category. These costs have ranged from $12,000 to $47,000 in the FY14–FY16 timeframe.

Meeting Expense
The budget for meetings expense is higher than prior years at $2,754,780 and is one of the main benefits ADEA provides to members, sponsors and partners. This category includes participant food and beverage costs, audiovisual equipment, speakers and facilitators, meeting space rental and other meeting-related costs for the ADEA Fall Meetings, ADEA Deans’ Conference, ADEA Sections on Business and Financial Administration and Clinic Administration (BFACA) Meeting, ADEA Annual Session & Exhibition, and the ADEA Allied Dental Program Directors’ Conference, in addition to a variety of other ADEA conferences.
**Donated Services**

Donated services usually consist of professional services donated to the organization from supporters and partners. These costs are calculated at the end of the year and do not have an impact on the organization’s final results. Therefore, they are not budgeted prospectively, but as part of our end-of-year audit to determine the amount of donated services and their impact on specific programs or events. In past years, donated services have ranged from $12,000 to $46,000 annually.

**Recruitment and Retention**

With the creation of an internal Human Resources department in FY16, top caliber personnel were recruited which allowed more thorough and effective searches for new employees without the need for outside assistance. In FY18, this is another area where cost reductions resulted from the creation of an in-house Human Resources department.

**Awards and Fellowships**

ADEA recognizes achievement and distinction among its members through an awards program. In conjunction with ADEA’s corporate partners, ADEA offers student scholarships, awards for educators and funding opportunities for various fellowships. The budget for FY18 is $118,027.

**Marketing and Promotion**

Total marketing costs budgeted for FY18 is $371,986. Beginning in FY17 ADEA separated the overall marketing budget into its key elements and separate line items. The line items for FY18 include Marketing ($11,200), Design ($129,060), ADEA Advertising ($114,038), Media ($23,000), Commission ($78,688) and Promotional Items ($16,000). Breaking out these items allow for better tracking of ADEA’s overall marketing expenses and provides better information to determine where to allocate marketing resources. On a combined basis, these line items for Marketing and Promotion total $371,986, which is a decrease from the FY17 budget by $72,785, but higher than the actual costs incurred annually in FY14 through FY16. Prior to FY17, these items were consolidated in the Marketing line item and ADEA used an in-house designer, so those costs appeared as salary and benefits versus a direct cost for a design firm.

**Bad Debt Expense**

Bad debt expense is incurred when an advertiser or sponsor has been extended credit and does not follow through with payment. We do not normally budget for bad debt or uncollectible receivables, but in past years bad debt expense has ranged from $8,500 to $23,000 on an annual basis.

**Business Meals and Entertainment**

The budget for this area is $40,160 and reflects organizational efforts to reduce the costs of these meals. Costs in this area have significantly decreased over the past few years.

**Contribution to Reserves**

Contributions to reserves are not budgeted. The ADEA Board of Directors made a contribution to reserves of $692,000 for FY16. If there is an operating surplus in FY17 or FY18, the ADEA Finance Committee will make a recommendation to be considered by the ADEA Board of Directors to make a reserve contribution to one-half of that surplus, consistent with ADEA’s reserve policy. This recommendation is usually made after the audit is completed for a given fiscal year. Since FY14, the Board of Directors has approved a total of $1,734,000 in contributions to the Reserve Fund.
### ADEA Revenue Budget

**Fiscal Year 2018**

<table>
<thead>
<tr>
<th></th>
<th>Actual FY 2014</th>
<th>Actual FY 2015</th>
<th>Actual FY 2016</th>
<th>Budget FY 2017</th>
<th>Budget FY 2018</th>
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## ADEA Expense Budget

### Fiscal Year 2018

<table>
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<tr>
<th>Expense Budget</th>
<th>Actual FY 2014</th>
<th>Actual FY 2015</th>
<th>Actual FY 2016</th>
<th>Budget FY 2017</th>
<th>Proposed FY 2018</th>
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<td>6,701,639</td>
<td>7,225,589</td>
<td>7,345,967</td>
<td>7,384,188</td>
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<td>Temporary salaries</td>
<td>359,602</td>
<td>384,308</td>
<td>278,074</td>
<td>102,244</td>
<td>90,481</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>442,510</td>
<td>432,880</td>
<td>458,652</td>
<td>467,423</td>
<td>452,933</td>
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<tr>
<td>Benefits</td>
<td>947,246</td>
<td>985,319</td>
<td>969,570</td>
<td>1,176,848</td>
<td>1,155,143</td>
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<tr>
<td>Legal Fees</td>
<td>123,924</td>
<td>115,280</td>
<td>124,632</td>
<td>177,000</td>
<td>117,000</td>
</tr>
<tr>
<td>Auditing Fees</td>
<td>31,250</td>
<td>24,600</td>
<td>24,800</td>
<td>26,500</td>
<td>47,780</td>
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<td>Consultants, Honoraria and Stipends</td>
<td>2,167,922</td>
<td>2,294,444</td>
<td>2,283,115</td>
<td>1,561,672</td>
<td>1,466,794</td>
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<td>Investment Fees</td>
<td>59,418</td>
<td>66,733</td>
<td>69,888</td>
<td>69,100</td>
<td>100,000</td>
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<tr>
<td>PERSONNEL COSTS AND FEES, TOTAL</td>
<td>10,654,283</td>
<td>11,005,203</td>
<td>11,434,321</td>
<td>10,926,754</td>
<td>10,814,319</td>
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<tr>
<td>Staff</td>
<td>846,037</td>
<td>745,413</td>
<td>404,749</td>
<td>781,762</td>
<td>628,991</td>
</tr>
<tr>
<td>Nonstaff</td>
<td>444,428</td>
<td>508,848</td>
<td>419,576</td>
<td>520,743</td>
<td>606,733</td>
</tr>
<tr>
<td>TRAVEL, TOTAL</td>
<td>1,290,465</td>
<td>1,254,261</td>
<td>824,325</td>
<td>1,302,505</td>
<td>1,235,724</td>
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<td>Bank &amp; Credit Card Charges</td>
<td>339,640</td>
<td>354,447</td>
<td>391,808</td>
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<td>551,225</td>
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<td>Developmental Programming</td>
<td>338,117</td>
<td>344,552</td>
<td>338,785</td>
<td>507,050</td>
<td>460,200</td>
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<td>Data Processing</td>
<td>4,467,527</td>
<td>4,820,306</td>
<td>5,127,140</td>
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<td>Computer Operations</td>
<td>453,222</td>
<td>411,082</td>
<td>315,852</td>
<td>808,162</td>
<td>645,902</td>
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<td>Telephone/Fax</td>
<td>130,967</td>
<td>122,985</td>
<td>69,062</td>
<td>113,600</td>
<td>42,180</td>
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<td>Postage/Freight</td>
<td>153,856</td>
<td>157,977</td>
<td>120,133</td>
<td>126,995</td>
<td>113,922</td>
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<td>Office Supplies</td>
<td>71,569</td>
<td>122,370</td>
<td>74,535</td>
<td>58,310</td>
<td>53,180</td>
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<td>Printing/Reproduction</td>
<td>293,436</td>
<td>266,929</td>
<td>198,557</td>
<td>293,515</td>
<td>262,940</td>
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<td>Rent &amp; Refurbishing expense</td>
<td>687,685</td>
<td>1,213,118</td>
<td>1,089,031</td>
<td>1,541,278</td>
<td>1,731,830</td>
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<td>Depreciation/Amortization</td>
<td>293,542</td>
<td>325,879</td>
<td>390,844</td>
<td>600,424</td>
<td>538,391</td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>38,749</td>
<td>33,406</td>
<td>44,729</td>
<td>45,000</td>
<td>56,609</td>
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<tr>
<td>Repairs &amp; Maintenance</td>
<td>17,633</td>
<td>12,865</td>
<td>8,060</td>
<td>25,000</td>
<td>3,000</td>
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<td>Insurance</td>
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<td>100,000</td>
<td>122,340</td>
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<td>Memorials &amp; Contributions</td>
<td>362,625</td>
<td>1,148,694</td>
<td>63,795</td>
<td>48,500</td>
<td>3,500</td>
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<td>Dues/Subscriptions/Membership Fees</td>
<td>205,163</td>
<td>249,137</td>
<td>147,568</td>
<td>176,979</td>
<td>246,222</td>
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<td>Employee Prof. Development</td>
<td>72,573</td>
<td>58,858</td>
<td>50,178</td>
<td>80,000</td>
<td>50,000</td>
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<tr>
<td>Miscellaneous Expense</td>
<td>47,842</td>
<td>34,374</td>
<td>11,915</td>
<td>-</td>
<td>69,563</td>
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<tr>
<td>Meeting Expense</td>
<td>2,207,598</td>
<td>2,332,474</td>
<td>2,294,083</td>
<td>2,430,958</td>
<td>2,754,780</td>
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<tr>
<td>Donated Services</td>
<td>40,866</td>
<td>46,824</td>
<td>12,517</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Recruitment &amp; Retention</td>
<td>52,382</td>
<td>67,730</td>
<td>63,901</td>
<td>55,000</td>
<td>-</td>
</tr>
<tr>
<td>Awards &amp; Fellowship</td>
<td>233,261</td>
<td>216,669</td>
<td>213,101</td>
<td>767,260</td>
<td>118,027</td>
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<td>Marketing</td>
<td>162,943</td>
<td>210,536</td>
<td>14,970</td>
<td>49,800</td>
<td>11,200</td>
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<td>Bad Debt Expense</td>
<td>23,705</td>
<td>8,598</td>
<td>13,831</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Design Expense</td>
<td>-</td>
<td>-</td>
<td>92,643</td>
<td>148,850</td>
<td>129,060</td>
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<tr>
<td>ADEA Advertising Expense</td>
<td>-</td>
<td>-</td>
<td>80,132</td>
<td>85,500</td>
<td>114,038</td>
</tr>
<tr>
<td>Media Expense (including Social Media)</td>
<td>-</td>
<td>-</td>
<td>32,700</td>
<td>23,000</td>
<td>-</td>
</tr>
<tr>
<td>Commission Expense</td>
<td>-</td>
<td>-</td>
<td>82,799</td>
<td>65,750</td>
<td>78,688</td>
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<td>Promotional items</td>
<td>-</td>
<td>-</td>
<td>16,623</td>
<td>62,171</td>
<td>16,000</td>
</tr>
<tr>
<td>Business Meals and Entertainment</td>
<td>56,001</td>
<td>92,969</td>
<td>61,341</td>
<td>72,472</td>
<td>40,160</td>
</tr>
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<td>OTHER COSTS, TOTAL</td>
<td>10,826,388</td>
<td>12,737,728</td>
<td>11,460,223</td>
<td>14,084,587</td>
<td>13,707,844</td>
</tr>
</tbody>
</table>

| NET SURPLUS(DEFICIT) | 1,492,390 | (621,788) | 1,282,513 | 0 | 0 |

| CONTRIBUTION TO RESERVE | 927,000 | 115,000 | 692,000 | 0 | 0 |
New Chief Administrators at Member Institutions

New Dental School Deans

Since the 2016 ADEA Annual Session & Exhibition, U.S. and Canadian dental schools have appointed the following new deans whose service began between the end of the 2016 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. Gary Anderson, University of Minnesota School of Dentistry
- Dr. Mathew Bateman, Lake Erie College of Osteopathic Medicine School of Dental Medicine
- Dr. Patricia Blanton, Medical University of South Carolina James B. Edwards College of Dental Medicine
- Dr. T. Gerard Bradley, University of Louisville School of Dentistry
- Dr. Dr. Renée Delaquis, Université of Montréal Faculté de Médecine Dentaire
- Dr. Scott De Rossi, University of North Carolina at Chapel Hill School of Dentistry
- Dr. Wyatt Rory Hume, University of Utah School of Dentistry
- Dr. Paul Krebsbach, University of California, Los Angeles, School of Dentistry
- Dr. Dwight McLeod, Missouri School of Dentistry & Oral Health
- Dr. Nader Nadershahi, University of the Pacific, Arthur A. Dugoni School of Dentistry

New Federal Dental Chiefs

U.S. federal government agencies have reported the following appointments since February 2016. The ADEA Board of Directors congratulates these new Dental Service Chiefs:

- Cpt. Sean Meehan, U.S. Navy Dental Corps

New Affiliate Members

Since February 2016, these programs and schools have become Affiliate Members. The ADEA Board of Directors welcomes them.

Allied

- Broward College, Associate Dean Dental Programs, Prof. Nora Powell (Davie, FL)
- Ivy Tech Community College - East Central Region, Dental Hygiene and Dental Assisting Prog, Joyce Hudson (Anderson, IN)
- Cabrillo College, Bridgete Clark, Director Dental Hygiene (Aptos, CA)

New Corporate Members

These companies have become ADEA Corporate Members since February 2016. The ADEA Board of Directors welcomes them.

- Centrix, Inc., Mr. Robert R. Nordquist, Vice President, Sales & Marketing (Shelton, CT)
- Commission on Dental Competency Assessments (CDCA), Mr. Alex Vandiver, Executive Director (Linthicum, MD)
- Komet US, Inc., Ms. Rachael Cunningham, Executive Assistant (Rock Hill, SC)
- Medicor Imaging, Mr. Scott Mallonee, Sales Manager (Charlotte, NC)
- Meisheng Medical Science and Technology, Ms. Jing Chen, Director (Fuzhou, Fujian, China)
- Unimed Government Services, LLC, Ms. Judith Manchester, President and CEO (Lakeville, MN)

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

Dr. H. Lee Adamo, New York University College of Dentistry
Dr. James T. Adams, University of Texas School of Dentistry at Houston
Dr. Lennart H. Anderson, University of Texas School of Dentistry at Houston
Dr. Aina Auskaps, Harvard School of Dental Medicine
Dr. Brian Bainbridge, University of Florida College of Dentistry
Ms. Monica Baker, University of Missouri Kansas City – School of Dentistry
Dr. Jack P. Barak, New York University College of Dentistry
Mr. Stuart Beecher, GlaxoSmithKline Consumer Healthcare
Dr. George Bland, Harvard School of Dental Medicine
Dr. James Boyett, Harvard School of Dental Medicine
Dr. Ralph Burgess, University of Toronto Faculty of Dentistry
Dr. Carlton Cappuccino, Harvard School of Dental Medicine
Dr. Donald Lee Chalmers, University of Texas School of Dentistry at Houston
Dr. William Wiley Crouch, University of Texas School of Dentistry at Houston
Dr. Victor Curtin, Harvard School of Dental Medicine
Dr. Joseph Evans, Sr., Tufts University School of Dental Medicine
Dr. Sergio A. Garcia-Rivera, New York University College of Dentistry
Dr. Ronald E. Gier, University of Missouri Kansas City – School of Dentistry
Dr. William R. Grigsby, The University of Iowa College of Dentistry & Dental Clinics
Dr. Harold L. Hammond, The University of Iowa College of Dentistry & Dental Clinics
Dr. Jeffrey Hanley, University of Florida College of Dentistry
Dr. William Hom, Harvard School of Dental Medicine
Dr. Max Hutchins, University of Texas School of Dentistry at Houston
Dr. Herbert Hyman, Herman Ostrow School of Dentistry of USC
Dr. Juliet Kafka-Bergen, New York University College of Dentistry
Dr. Edward Kastelic, Harvard School of Dental Medicine
Dr. William (Bill) John Killoy, University of Missouri Kansas City – School of Dentistry
Dr. Frank Kohout Jr., The University of Iowa College of Dentistry & Dental Clinics
Dr. Stephen Koral, Harvard School of Dental Medicine
Dr. Nathan Krauss, University of Alabama School of Dentistry
Dr. Sigurds Kroll, University of Mississippi Medical Center School of Dentistry
Dr. Patricia Holton LaCombe, University of Texas School of Dentistry at Houston
Dr. Leonard L. Lausten, University of Missouri Kansas City – School of Dentistry
Dr. Jerome Liebman, Harvard School of Dental Medicine
Mr. Michael Lundy, University of the Pacific, Arthur A. Dugoni School of Dentistry
Mrs. Hemine McIver, The University of Iowa College of Dentistry & Dental Clinics
Dr. Roger Mendoza, University of Texas School of Dentistry at Houston
Dr. Peter Mills, Harvard School of Dental Medicine
Dr. John Montgomery, The University of Iowa College of Dentistry & Dental Clinics
Dr. Dorsey Jerome Moore, University of Missouri Kansas City – School of Dentistry
Ms. Mary Moyers, The University of Iowa College of Dentistry & Dental Clinics
Dr. Donald Price, University of Florida College of Dentistry
Dr. Harold Reilly, Harvard School of Dental Medicine
Ms. Margarita Robertson, University of the Pacific, Arthur A. Dugoni School of Dentistry
Dr. Murray Rose, New York University College of Dentistry
Dr. Earl Rosenberg, Harvard School of Dental Medicine
Prof. Lisa Rustemeyer, Rutgers, The State University of New Jersey, School of Dental Medicine
Dr. Joe Sanchez, Herman Ostrow School of Dentistry of USC
Ms. Adeline "Angie" Santos-Scoggin, University of Texas School of Dentistry at Houston
Dr. Thomas Schiff, University of the Pacific, Arthur A. Dugoni School of Dentistry
Dr. Sterling Schow, Texas A&M University College of Dentistry
Ms. Amanda Shumaker, The University of Iowa College of Dentistry & Dental Clinics
Ms. Janice Smith, University of Texas School of Dentistry at Houston
Dr. Anton P. Soldan-Els, University of Missouri Kansas City – School of Dentistry
Dr. Omar Sosa, Herman Ostrow School of Dentistry of USC
Mr. David F. Squire, University of Utah College of Medicine
Dr. Yarowlaw Stawnychy, Rutgers, The State University of New Jersey, School of Dental Medicine
Dr. Arthur Steinberg, Harvard School of Dental Medicine
Dr. Gene Stevenson, University of Texas School of Dentistry at Houston
Dr. Paul Stimson, University of Texas School of Dentistry at Houston
Mr. Eugene Sutphen, Texas A&M University College of Dentistry
Dr. Henry Smith Tanner, Herman Ostrow School of Dentistry of USC
Dr. Don J. Thompson, University of Missouri Kansas City – School of Dentistry
Mr. Zane Templin, University of the Pacific, Arthur A. Dugoni School of Dentistry
Dr. Robert Vitz, Herman Ostrow School of Dentistry of USC
Dr. Richard Weledniger, New York University College of Dentistry
Dr. Esther Wilkins, Tufts School of Dental Medicine
Dr. Sherwood H. Wolfson, The University of Iowa College of Dentistry & Dental Clinics
Dr. Robert Wright, University of North Carolina at Chapel Hill School of Dentistry
Dr. Ned Wykle, University of Alabama at Birmingham School of Dentistry
Prof. Katherine Yee, University of Michigan School of Dentistry
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; a minimum number is not required in the event that there are less than 10 programs in a particular category.
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. **ELECTING THE CHAIR-ELECT OF THE BOARD OF DIRECTORS.** If there is only one candidate for Chair-Elect of the Board, he or she is declared elected at the Opening of the House of Delegates. If there are two or more candidates, the members of the House of Delegates shall cast ballots at the Annual Session & Exhibition during times designated by the Board of Directors. A majority vote is required for election.

**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

3. 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:
   h) To represent its constituency within the Association and at the member institutions;
   i) 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;
   j) To exchange information among its members with other ADEA component groups
and among member institutions;
   k) To work with other ADEA component groups to encourage coordinated approaches
to dental health care delivery;
   l) To identify and provide consultation on projects, studies, and reports that will
benefit the membership;
   m) To introduce resolutions to the Board of Directors and/or House of Delegates; and
   n) To meet at the Annual Session & Exhibition.

4. 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

4. 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).
   f) It is the duty of Chairs:
      4. To provide leadership in meeting Council goals and objectives;
      5. To Chair Council meetings; and
      6. To plan programs for Council meetings.
   g) It is the duty of Chairs-Elect:
      4. To Chair Council meetings in the absence of the Chair;
      5. To perform any duties requested by the Chair; and
6. To serve as Chair of the Nominating Committee to select candidates for Council Office.

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

i) It is the duty of Members-at-Large:
   2. To perform any duties requested by the Chair.

j) It is the duty of Board Directors:
   5. To serve as ex officio Council Officers and to serve as Association Officers;
   6. To represent the Councils’ interests on the Board of Directors;
   7. To serve as consultants from the Board of Directors to the Councils in conducting their business and meeting their objectives; and
   8. To report Board of Directors’ actions to the Council.

5. 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.

6. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. Alternates. Council Administrative Board members may not send alternates to attend Council Administrative Board meetings. Council members unable to attend a House of Delegates Meeting or a Council meeting, or who serve in the House of Delegates in two or more positions (e.g., as a member of the Council of Faculties and Council of Sections), may appoint alternates to represent them. Members of the Councils of Allied Dental Program Directors, Hospitals and Advanced Education Programs and Students, Residents and Fellows must appoint alternates who are members of their Council. Members of the Council of Sections must appoint the Chair-elect or Secretary of their Section. Members of the Councils of Deans and Faculties must appoint individuals from their institutions. Delegates representing two or more Councils in the House of Delegates must decide which Council they wish to represent and then appoint an alternate(s) for the other Council(s) according to the foregoing guidelines. All alternates must be ADEA Individual Members. Corporate Council Administrative Board members unable to attend a House of Delegates Meeting may appoint alternates to represent them; such alternates must be members of the Corporate Council. All Council alternates to the House of Delegates must be selected prior to the Annual Session & Exhibition and be ratified during a meeting of the appropriate Council prior to participating in the Opening or Closing of the House of Delegates. At this meeting, a Council may choose to waive the notification of an additional meeting to approve alternate delegates that are identified after the initial meeting and prior to the alternate delegates’ participation in either the Opening or Closing of the House of Delegates, provided that the newly identified alternate delegates are qualified and have been vetted by the appropriate Council Administrative Board.

C. Meetings of the Councils

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

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

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

D. **The Councils of the Association—Membership and Quorum.**

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

1. **The Council of Allied Dental Program Directors** consists of the following categories of membership:
   a) Individual Members from an Institutional/Affiliate Member institution are eligible for Council membership, can be elected to a Council office, elected to Board Director of Council to serve on the Board of Directors, vote on Council issues, and can serve as Delegates in the House of Delegates. This includes the following:
      1. Director of a Commission on Dental Accreditation-approved Allied Dental Program or Dean, Department Chair; or
      2. Administrator that has oversight of a Commission on Dental Accreditation-approved Allied Dental Program.
   b) Individual Members from an Institutional/Affiliate Member institution are eligible for Council membership, can be elected to a Council office, can vote on Council issues and can serve as a Delegate in the House of Delegates; however, the following individuals are not part of a CODA-approved program and therefore cannot be elected to Board Director of Council to serve on the Board of Directors:
      1. Director of a non-Commission on Dental Accreditation-approved Allied Dental Program in an ADEA member institution; or
      2. Director of an Advanced Allied Dental Education Programs leading to a Master’s or Baccalaureate Degree in an Allied Dental Discipline.
   c) Individuals holding Affinity Membership are eligible for Council membership and may participate in selected ADEA meetings and committees; however, they cannot be elected to a Council office or Board Director of Council to serve on the Board of Directors. These individuals are not part of a member institution and are therefore ineligible to vote. This includes the following:
      1. Director of a Commission on Dental Accreditation-approved Allied Dental Program in non-member institutions;
      2. Director of a non-Commission on Dental Accreditation-approved Allied Dental Program;
3. Director of an Advanced Allied Dental Education Programs leading to a Master’s or Baccalaureate Degree in an Allied Dental Discipline at institutions that are not ADEA institution members.

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

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

3. **The Council of Faculties** consists of one faculty member (or an alternate) elected by the faculty of each Institutional and Provisional Member institution, 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.

4. 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.

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

6. 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

5. 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:
   d) Notify the Chair of the Council of Sections Administrative Board and Council of Sections Staff Liaison of the intent to propose a new Section.
   e) Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board.
   f) 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.

6. The Council of Sections Administrative Board considers each proposal to form a new Section at its interim fall meeting.
   d) 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.
   e) 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.
   f) 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.

7. 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:
   c) The Administrative Board may impose corrective actions, including probation, for those Sections that fail to submit annual reports or perform prescribed functions.
   d) 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.

4. The Council of Sections Administrative Board forwards a recommendation that a Section be disbanded or merged to the Board of Directors.

5. 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.

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

8. 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.
   b) 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.

6. 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.

7. 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.

8. 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.

h) 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.

i) 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.

j) 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.

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

l) 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.

m) 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.

3. 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.

4. 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

3. To form a new SIG, an individual or group must:
   d) 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.
   e) Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board.
   f) Submit the completed proposal to the Chair of the Council of Sections Administrative Board no later than the designated deadline date.

4. The Council of Sections Administrative Board considers each submitted proposal:
   c) 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.
   d) 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.

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

4. 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.

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

7. Duties.
   c) 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.
   d) 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.

8. 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.

9. 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.

10. Replacement of Vacancy.
    c) 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.
    d) 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

3. 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:
   c) 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.
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.

4. The Council of Sections Administrative Board considers each proposal that has been submitted.
   d. 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.
   e. 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.
   f. 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 are 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.