2020 ADEA
House of Delegates Manual
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Schedule of the 2020 ADEA House of Delegates

Opening Session of the ADEA House of Delegates
Saturday, March 14, 2020, 4:30 – 5:30 p.m.

Voting for Chair-elect of the ADEA Board of Directors
Ballots may be cast on Sunday, March 15 and Monday, March 16 at the ADEA House of Delegates Booth in the registration area only. Voter registration cards must be surrendered to receive a ballot.

Voting hours are:
- Sunday, March 15 – 8:00 a.m. to 4:00 p.m.
- Monday, March 16 – 8:00 a.m. to noon.

ADEA Reference Committee Hearings

Association Policy Reference Committee Hearing
Sunday, March 15, 1:30 – 2:30 p.m.

Association Administrative Affairs Reference Committee Hearing
Sunday, March 15, 3:30 – 4:30 p.m.

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

Closing Session of the ADEA House of Delegates
Tuesday, March 17, 3:30 – 4:30 p.m.

For the order of business of each session of the House, please see the section on “Order of Business of the ADEA House of Delegates” on page 20.
Members of the 2020 ADEA House of Delegates

ADEA Board of Directors
Dr. Henry A. Gremillion, Chair of the ADEA Board of Directors, Louisiana State University Health New Orleans
Dr. Ryan Quock, Chair-elect of the ADEA Board of Directors, University of Texas at Houston
Dr. R. Lamont MacNeil, Immediate-Past Chair of the ADEA Board of Directors, University of Connecticut
Dr. Heather J. Conrad, Board Director for Advanced Education Programs, University of Minnesota
Ms. Susan M. Ferrante, Board Director for Corporate Council, A-dec
Prof. Joyce Hudson, Board Director for Allied Dental Program Directors, Ivy Tech Community College - East Central Region
Dr. Keith A. Mays, Board Director for Sections, University of Minnesota
Dr. James R. Lott, Board Director for Faculties, University of Mississippi Medical Center
Dr. Mary Truhlar, Board Director for Deans, Stony Brook University
Ms. Mylea Wilson, Board Director for Students, Residents and Fellows, University of Southern California
Dr. Karen P. West, President and CEO, American Dental Education Association

ADEA Council of Advanced Education Programs
Administrative Board
Chair, Dr. Gregory M. Ness, The Ohio State University
Chair-elect, Dr. Craig Hirschberg, Rutgers, The State University of New Jersey
Secretary, Dr. Russ S. Bergman, Newark Beth Israel Medical Center
Member-at-large, Mr. Adam Lloyd, University of Tennessee Health Science Center

Additional Delegates
Dr. Angela Broome, University of North Carolina at Chapel Hill
Dr. Bryant Cornelius, The Ohio State University
Dr. Carlotta (Carla) Evans, Boston University
Dr. Lynda Harhad, Louisiana State University Health New Orleans
Dr. Jeffery Hicks, UT Health San Antonio
Dr. Alton G. McWhorter, Texas A&M University
Dr. Laurie Moeller, Louisiana State University Health New Orleans
Dr. Kalu Ogbureke, University of Texas
Dr. Roberta Pileggi, University of Florida
Dr. Martin Steed, Medical University of South Carolina
Dr. Peggy Timothe, Texas A&M University
Dr. Pinelopi Xenoudi, University of California, San Francisco
Dr. Luis Yepes, UT Health San Antonio

ADEA Council of Allied Dental Program Directors
Administrative Board
Chair, Prof. Rachel C. Kearney, The Ohio State University
Chair-elect, Dr. Wanda J. Cloet, Central Community College
Secretary, Dr. Danielle Furgeson, University of Michigan
Member-at-Large, Ms. Monica Hospenthal, University of Michigan
Dental Assisting
Prof. Misty Mesimer, Germanna Community College
Dr. Dianne Smallidge, Massachusetts College of Pharmacy and Health Sciences
Dr. Hema Udupa, Metropolitan Community College

Dental Hygiene
Dr. Shirley Beaver, Fox College
Prof. Jennifer Brame, University of North Carolina at Chapel Hill
Prof. Ann Bruhn, Old Dominion University
Prof. Cynthia Cadoret, Mount Wachusett Community College
Prof. Amy Marie Krueger, St. Petersburg College of Health Sciences
Prof. Lory Laughter, University of the Pacific
Prof. Marion C. Manski, University of Bridgeport
Prof. Lisa Maxwell, Indiana University
Prof. Michelle McGregor, Virginia Commonwealth University
Prof. Cara Miyasaki, Foothill College
Prof. Sherri L. Meyers, Northampton Community College
Dr. Michelle R. Roman, Middlesex County College
Dr. Lynn Russell, University of Tennessee Health Science Center
Dr. Maureen Tsokris, Farmingdale State College
Prof. Maureen Vanhook, University of Detroit Mercy
Prof. Jane M. Walsh, Louisiana State University

ADEA Council of Deans

Administrative Board
Chair, Steven W. Friedrichsen, Western University of Health Sciences College of Dental Medicine
Chair-elect, Nader A. Nadershahi, University of the Pacific, Arthur A. Dugoni School of Dentistry
Secretary, Mert N. Aksu, University of Detroit Mercy School of Dentistry
Member-at-large, Clark Stanford, University of Illinois at Chicago College of Dentistry

Additional Delegates, U.S. Dental Schools
Dr. Gary C. Anderson, University of Minnesota School of Dentistry
Dr. Mathew Bateman, Lake Erie College of Osteopathic Medicine School of Dental Medicine
Dr. Charles N. Bertolami, New York University College of Dentistry
Dr. Richard C. Black, Texas Tech University Health Sciences Center El Paso Woody L. Hunt School of Dental Medicine
Dr. Anthony T. Borgia, West Virginia University School of Dentistry
Dr. T. Gerard Bradley, University of Louisville School of Dentistry
Dr. Greg Chadwick, East Carolina University School of Dental Medicine
Dr. Kenneth B. Chance, Case Western Reserve University School of Dental Medicine
Dr. Gary T. Chiodo, University of Washington School of Dentistry
Dr. Raymond A. Cohlmia, University of Oklahoma College of Dentistry
Dr. Bernard J. Costello, University of Pittsburgh School of Dental Medicine
Dr. Scott S. De Rossi, University of North Carolina at Chapel Hill School of Dentistry
Dr. Cherae M. Farmer-Dixon, Meharry Medical College School of Dentistry
Dr. Cecile A. 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. A. Isabel Garcia, University of Florida College of Dentistry
Dr. Lily T. Garcia, University of Nevada, Las Vegas, School of Dental Medicine
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. Harold J. Haering, Jr., Midwestern University College of Dental Medicine-Illinois
Dr. Robert A. Handysides, Loma Linda University School of Dentistry
Dr. Sarandeep Huja, Medical University of South Carolina James B. Edwards College of Dental Medicine
Dr. W. 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. Kornberg School of Dentistry, Temple University
Dr. Andrea D. Jackson, Howard University College of Dentistry
Dr. David Johnsen, The University of Iowa College of Dentistry & Dental Clinics
Dr. Steven Kaltman, Nova Southeastern University College of Dental Medicine
Dr. Nadeem Karimbux, Tufts University School of Dental Medicine
Dr. Denise Kassebaum, University of Colorado School of Dental Medicine
Dr. Kevin M. Keating, California Northstate University College of Dental Medicine
Dr. Paul H. Krebsbach, University of California, Los Angeles, School of Dentistry
Dr. Mark Latta, Creighton University School of Dentistry
Dr. Carol A. Lefebvre, Dental College of Georgia at Augusta University
Dr. Steven M. Lepowsky, University of Connecticut School of Dental Medicine
Dr. Frank W. Licari, Roseman University of Health Sciences College of Dental Medicine - South Jordan, Utah
Dr. Patrick Lloyd, The Ohio State University College of Dentistry
Dr. William K. Lobb, Marquette University School of Dentistry
Dr. Peter M. Loomer, UT Health San Antonio School of Dentistry
Dr. Phillip T. Marucha, Oregon Health & Science University School of Dentistry
Dr. José R. Matos-Pérez, University of Puerto Rico School of Dental Medicine
Dr. Laurie K. McCauley, University of Michigan School of Dentistry
Dr. Dwight McLeod, A.T. Still University Missouri School of Dentistry & Oral Health
Dr. Carol Anne Murdoch-Kinch, Indiana University School of Dentistry
Dr. Ronnie Myers, Touro College of Dental Medicine at New York Medical College
Dr. Jeffrey P. Okeson, University of Kentucky College of Dentistry
Dr. Marsha A. Pyle, University of Missouri - Kansas City School of Dentistry
Dr. James Ragain, Jr., University of Tennessee Health Science Center College of Dentistry
Dr. Michael S. Reddy, University of California, San Francisco, School of Dentistry
Dr. Mark A. Reynolds, University of Maryland School of Dentistry
Dr. Vicki Rosen, Harvard School of Dental Medicine
Dr. Bruce 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 Sarrett, Virginia Commonwealth University School of Dentistry
Dr. Bradford Smith, Midwestern University College of Dental Medicine-Arizona
Dr. Christian S. Stohler, Columbia University College of Dental Medicine
Dr. Russell Taichman, University of Alabama at Birmingham School of Dentistry
Dr. Robert M. Trombly, A.T. Still University Arizona School of Dentistry & Oral Health
Dr. Mary Truhlar, Board Director for Deans, Stony Brook University School of Dental Medicine
Dr. John A. Valenza, University of Texas School of Dentistry at Houston
Dr. Mark Wolff, University of Pennsylvania School of Dental Medicine
Dr. Lawrence E. Wolinsky, Texas A&M University College of Dentistry
Dr. Joseph J. Zambon, University at Buffalo School of Dental Medicine

Additional Delegates, Association of Canadian Faculties of Dentistry
Dr. Andrea Esteves, University of British Columbia Faculty of Dentistry
Additional Delegates, Federal Dental Service Programs
Dr. Patricia E. Arola, U.S. Department of Veterans Affairs
Brig. Gen. Shan K. Bagby, U.S. Army Dental Corps
Col. Peter H. Guevara, U.S. Army Postgraduate Dental School
Capt. Sean Meehan, U.S. Naval Postgraduate Dental School
Rear Adm. Timothy L. Ricks, U.S. Public Health Service (USPHS)
Dr. Thomas R. Schneid, Uniformed Services University of the Health Sciences
Rear Adm. Gayle D. Shaffer, U.S. Navy Dental Corps

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

ADEA Council of Faculties

Administrative Board
Chair, Dr. Sophia Saeed, University of Nevada, Las Vegas
Chair-Elect, Dr. Michael L. Bates, Louisiana State University
Secretary, Dr. Burke W. Soffe, Roseman University of Health Sciences
Member-at-large, Dr. Cameron Jeter, University of Texas at Houston

Additional Delegates
Dr. William R. Bachand, Augusta University
Dr. Laura Barritt, Creighton University
Dr. Yaara Y. Berdan, University of Southern California
Dr. Eric Bernstein, University of Connecticut
Dr. Susan M. Chialastri, Temple University
Dr. Paula L. Collins, University of Louisville
Dr. John D. Da Silva, Harvard University
Dr. Tracy De Peralta, University of Michigan
Dr. Marcia Ditmyer, University of Nevada, Las Vegas
Dr. Kimon Divaris, University of North Carolina at Chapel Hill
Dr. Evelyn Donate-Bartfield, Marquette University
Dr. Anuja Doshi, University of New England
Dr. David Dunivan, A.T. Still University-Missouri
Dr. David G. Dunning, University of Nebraska Medical Center
Dr. Kim Fenesy, Rutgers, The State University of New Jersey
Dr. Daphne Ferguson-Young, Meharry Medical College
Dr. Ronald E. Forde, Loma Linda University
Dr. Nathalia Garcia, Southern Illinois University
Dr. Gerald Glickman, Texas A&M University
Dr. Eric E. Gottman, University of Missouri - Kansas City
Dr. Erin Gross, The Ohio State University
Dr. John Guarente, Boston University
Dr. Alexander A. Hall, Jr., New York Medical College
Dr. Lindsey M. Hamil, Medical University of South Carolina
Dr. Kevin L. Haney, University of Oklahoma
Dr. Uri Hangorsky, University of Pennsylvania
Dr. Zsuzsa Horvath, University of Pittsburgh
Dr. Brian J. Howe, The University of Iowa
Dr. Jean M. Iannadrea, Case Western Reserve University
Ms. Shirley Y. Kang, Western University of Health Sciences
Dr. Anastasios Karydis, University of Tennessee Health Science Center
Dr. Allan J. Kucine, Stony Brook University
Dr. Mitchell J. Lipp, New York University
Dr. Gary Lowder, University of Utah
Dr. Kevin Luan, University of Illinois at Chicago
Dr. Ahmad Maalhagh-Fard, University of Detroit Mercy
Dr. William P. Lundergan, University of the Pacific
Dr. Crystal McIntosh-Clarke, Howard University
Dr. Jocelyn A. Medina-Paneto, University of Puerto Rico
Dr. Denise Mills, Midwestern University-Arizona
Dr. Alberto Noguera, Nova Southeastern University
Dr. Norma Olvera, UT Health San Antonio
Dr. Victor Oramas, Nova Southeastern University
Dr. Jennifer Perkins, University of California, San Francisco
Dr. Kenneth Peters, University of Colorado
Dr. Maureen Pezzementi, University of Alabama at Birmingham
Dr. Gitanjali Pinto-Sinai, University of Kentucky
Dr. Flavia Pirih, University of California, Los Angeles
Dr. Sonali A. Rathore, Virginia Commonwealth University
Dr. Frank A. Roberts, University of Washington
Dr. Mark A. Romer, Lake Erie College of Osteopathic Medicine
Dr. Harlan Shiau, University of Maryland
Dr. Kelton T. Stewart, Indiana University
Dr. Tammy L. Thompson, University at Buffalo
Dr. Lynda Torre, Columbia University
Dr. Paul L. Trombly, Tufts University
Dr. R. Todd Watkins, Jr., East Carolina University
Dr. Janet L. Woldt, A.T. Still University-Arizona

**ADEA Council of Sections**

**Administrative Board**
Chair, Dr. Igor J. Pesun, University of Manitoba
Chair-elect, Dr. Laura M. Romito, Indiana University
Secretary, Dr. Thanhphuong (Katie) Dinh, Lake Erie College of Osteopathic Medicine
Member-at-Large, Dr. Thomas Yoon, Lake Erie College of Osteopathic Medicine

**Additional Delegates**

**Section on Academic Affairs**
Chair, Sara C. Gordon, University of Washington
Councilor, Dr. Abby Brodie, Nova Southeastern University

**Section on Addiction Education**
Chair, Prof. Lisa Bilich, Eastern Washington University
Councilor, Dr. Richard D’innocenzo, Boston University
Section on Advanced and Graduate Education
Chair, Dr. Jodie Wing Lee, The University of Kansas Health System
Councilor, Dr. Maricelle Abayon, University of Rochester Medical Center

Section on Anatomical Sciences
Chair, Dr. Joshua Polanski, University of Nevada, Las Vegas
Councilor, Dr. Cameron Jeter, University of Texas at Houston

Section on Behavioral Sciences
Chair, Dr. Ellen Patterson, Tufts University
Councilor, Dr. Linda Centore, University of California, San Francisco

Section on Biochemistry, Nutrition and Microbiology
Chair, Dr. Ransome Van Der Hoeven, University of Texas at Houston
Councilor, Dr. Larry Crouch, University of Nebraska Medical Center

Section on Business and Financial Administration
Chair, Prof. Marina Black, Loma Linda University
Councilor, Prof. Eileen McIlhagga, University at Buffalo

Section on Cariology
Chair, Dr. Marcelle Nascimento, University of Florida
Councilor, Dr. Margherita R. Fontana, University of Michigan

Section on Clinic Administration
Chair, Dr. Melisa Burton, Midwestern University-Illinois
Councilor, Dr. Linda M. Wells, University of Missouri - Kansas City

Section on Clinical Simulation
Chair, Dr. Glenn K. Rochlen, New York University
Councilor, Dr. Josephine Lomangino-Cheung, New York University

Section on Community, Preventive and Public Health Dentistry
Chair, Prof. Magda A. de la Torre, UT Health San Antonio
Councilor, Prof. Jane E. M. Steffensen, Tufts University

Section on Comprehensive Care and General Dentistry
Chair, Dr. Michele Kirkup, Indiana University
Councilor, Dr. Robert Taylor, University of Kentucky

Section on Continuing Education
Chair, Prof. Martha C. Clements, Midwestern University-Arizona
Councilor, Prof. Melissa Welsh, Columbia University

Section on Dental Anatomy and Occlusion
Chair, Dr. Kenneth S. Peters, University of Colorado
Councilor, Dr. Richard S. Green, Herman Ostrow School of Dentistry of USC

Section on Dental Assisting Education
Chair, Dr. Janet A. Sell, Ozarks Technical Community College
Councilor, Prof. Constance J. Reed, Hillsborough Community College
Section on Dental Hygiene Education  
Chair, Prof. Amy Coplen, University of the Pacific  
Councilor, Prof. Lori Coan, University of Southern Indiana  

Section on Dental Informatics  
Chair, Prof. Annaliese E. Cothron, The American Institute of Dental Public Health  
Councilor, Dr. Elise S. Eisenberg, New York University  

Section on Dental School Admissions Officers  
Chair, Prof. Jami C. Campbell, University of Louisville  
Councilor, Dr. Judy A. Porter, University of Maryland  

Section on Development, Alumni Affairs and Public Relations  
Chair, Prof. Taressa C. Visor, University of Texas at Houston  
Councilor, Mr. Dan Soine, University of the Pacific  

Section on Educational Research, Development and Curriculum  
Chair, Dr. Sonia M. Rocha-Sanchez, Creighton University  
Councilor, Dr. Yun Saksena, University of Nebraska  

Section on Endodontics  
Chair, Dr. Mark A. Schachman, University of Kentucky  
Councilor, Dr. Laurie R. Fleisher, New York University  

Section on Gay-Straight Alliance  
Chair, Dr. Rosa Chaviano-Moran, Rutgers, The State University of New Jersey  
Councilor, Dr. Herminio Perez, Rutgers, The State University of New Jersey  

Section on Gerontology and Geriatrics Education  
Chair, Dr. Maryam Tabrizi, University of Texas at Houston  
Councilor, Dr. Leonard Marchini, The University of Iowa  

Section on Integrated Clinical and Applied Biomedical Sciences  
Chair, Dr. Anita Joy-Thomas, University of Texas at Houston  
Councilor, Dr. Michael G. Schmidt, Medical University of South Carolina  

Section on Minority Affairs, Diversity and Inclusion  
Chair, Dr. Madge Potts-Williams, MCR Health Systems  
Councilor, Dr. Cherae M. Farmer-Dixon, Meharry Medical College  

Section on Operative Dentistry and Biomaterials  
Chair, Dr. Michael Metz, University of Louisville  
Councilor, Dr. Marcela Hernandez, The University of Iowa  

Section on Oral Diagnosis and Oral Medicine  
Chair, Dr. Mahnaz Fatahzadeh, Rutgers, The State University of New Jersey  
Councilor, Dr. Gargi Mukherji, University of Texas at Houston  

Section on Oral and Maxillofacial Pathology  
Chair, Dr. Leticia Ferreira Cabido, University of the Pacific  
Councilor, Dr. Tanya Marie Gibson, University of Missouri - Kansas City
Section on Oral and Maxillofacial Radiology  
Chair, Prof. Rujuta A. Katkar, UT Health San Antonio  
Councilor, Dr. Sajitha M. Kalathingal, Augusta University

Section on Oral and Maxillofacial Surgery, Anesthesia and Hospital Dentistry  
Chair, Dr. Takako Imai Tanaka, University of Pennsylvania  
Councilor, Dr. Anders Nattestad, University of the Pacific

Section on Orthodontics  
Chair, Dr. Ahmed Ghoneima, Indiana University  
Councilor, Dr. Edmund Khoo, New York University

Section on Pediatric Dentistry  
Chair, Prof. Carolyn Zeitz, University of Detroit Mercy  
Councilor, Dr. Sahar Alrayyes, University of Illinois at Chicago

Section on Periodontics  
Chair, Dr. Jessica L. Owens, Louisiana State University Health New Orleans  
Councilor, Dr. Harlan Shiau, University of Maryland

Section on Physiology, Pharmacology, and Therapeutics  
Chair, Dr. Bruce D. Gitter, Indiana University  
Councilor, Dr. Dharini Van Der Hoeven, University of Texas at Houston

Section on Postdoctoral General Dentistry  
Chair, Dr. Melissa Ivers, University of New Mexico  
Councilor, Dr. Michael D. Webb, 55th Dental Squadron/SGD/Offutt AFB

Section on Practice Management  
Chair, Dr. Dieter Schonwetter, University of Manitoba  
Councilor, Dr. David J. Thein, University of Missouri – Kansas City

Section on Prosthodontics  
Chair, Dr. Damian Lee, The Ohio State University  
Councilor, Dr. John Won, Loma Linda University

Section on Student Affairs and Financial Aid  
Chair, Prof. Maya Ardon, New York University  
Councilor, Ms. Dianne D. Foster, University of Louisville

ADEA Council of Students, Residents and Fellows

Administrative Board  
Chair, Mr. Kalp Juthani, Tufts University  
Vice Chair, Ms. Julie Tan, University of Texas at Houston  
Secretary, Ms. Eumi Choi, University of Southern California  
Member-at-large, Ms. Asia-Bryanne Greenleaf, Meharry Medical College

District Commissioners  
Ms. Lena Akkad, University of Detroit Mercy, District 6  
Ms. Kelli Gutter, Meharry Medical College, District 4  
Ms. Rebecca Loring, University at Buffalo, District 2
Ms. Rachel Macdonald, University of Toronto, District 12
Ms. Alexa McAneney, Roseman University of Health Sciences College, District 10
Mr. John P. Nuveen, Temple University (online this lists him as Jack), District 3
Ms. Camila Perez, University of Texas School of Dentistry at Houston, District 9
Mr. Benjamin Richardson, University of Illinois at Chicago, District 7
Ms. Ambika Srivastava, University of Mississippi Medical Center, District 5
Ms. Olivia Straka, University of Nebraska Medical Center College of Dentistry, District 8
Ms. Parisa Moravedje Torbaty, University of California, San Francisco, District 11
Ms. Shannon Walsh, Tufts University, District 1

Allied Dental Delegate
Ms. Alicia Holiman, Pacific University

Advanced Dental Education Delegate
Dr. Rohan Jagtap, University of Mississippi

ADEA Corporate Council

Administrative Board
Chair, Mr. Kenneth Davis, Pacific Dental Services, Inc.
Chair-elect, Secretary, Ms. Jackie L. Sanders, RDH Magazine/Endeavor Business Media, LLC
(formerly Pennwell Corporation)
Secretary, Ms. Betsy Ashworth, Dentsply Sirona
Member at large, Debora Bridges, Special Markets Account Manager PDT, Inc - Paradise Dental Technologies
Introduction to the ADEA Governing Process

Introduction

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

ADEA is run by its members and has a democratically based governmental structure. Below is a summary of the Association’s structure and its policymaking procedures.

How ADEA Is Organized

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

ADEA House of Delegates

The ADEA House of Delegates is the Association’s governing (policymaking) body. It convenes twice at each ADEA Annual Session & Exhibition. The House of Delegates consists of the Board of Directors and all or some members of the Association’s seven councils. All members of the ADEA Councils of Deans and Faculties are delegates. The numbers of delegates from the ADEA Councils of Allied Dental Program Directors and Advanced Education Programs are based on percentages of those councils’ members. The number of delegates from the Council of Students, Residents and Fellows is comprised of the administrative board; members of the Council of Students, Residents and Fellows representing each of the 11 districts recognized by the Council; four advanced dental students, residents or fellows (two from hospital-based programs and two from non-hospital-based programs) and six allied dental students (two each from dental hygiene, dental assisting and dental laboratory technology education programs). The number of Section delegates depends on the number of sections. The councilor and chair of each section serve as delegates. The Administrative Board of the ADEA Corporate Council serves as delegates.

ADEA Board of Directors

The Board of Directors is ADEA’s executive committee and is responsible for running the Association’s affairs between ADEA Annual Sessions. It has 11 members—Chair of the Board, Chair-elect of the Board, Immediate Past Chair of the Board, Board Directors for each of the seven Councils and the President and CEO. The Board of Directors can establish ad hoc interim Association policies, rules and regulations, provided that such policies are not in conflict with existing Association policy and Bylaws and are presented for review at the next meeting of the House of Delegates.

ADEA Councils

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

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

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

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

The Council of Advanced Education Programs includes faculty in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA Member Institutions, Residents and Fellows in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA Member Institutions and past members of the COAEP Administrative Board who are appointed to or employed in an ADEA Member Institution.

The Council of Sections Each Section consists of any Individual, Student, Affinity Member, Retired and Honorary ADEA member interested in the Section’s particular academic or administrative area. An ADEA member may join any number of Sections.

The Council of Students, Residents and Fellows consists of students, residents and fellows representing any of the following types of programs conducted by each Active, Provisional and Affiliate Member Institution: (a) students, residents and fellows in a program leading to the D.D.S. or D.M.D. degree; (b) students, residents and fellows enrolled in advanced dental education programs; (c) students, residents and fellows in dental hygiene education programs; (d) students, residents and fellows in dental assisting education programs and (e) students, residents and fellows in dental laboratory technology education programs.

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

Council Representation in the House of Delegates:

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

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

The Council of Allied Dental Program Directors delegates to the House of Delegates are nominated by members of the Council and approved by the Council’s Administrative Board. The Administrative Board also serves as delegates to the House of Delegates.

The Council of Advanced Education Programs delegates to the House of Delegates include representatives from the dental specialties who are nominated and reviewed by the Council’s Administrative Board. Delegates that represent programs may self-nominate or are nominated by the Council’s Administrative Board. Delegates are appointed by the Council’s Administrative Board.
The Council of Sections delegates to the House of Delegates include the Councilor and Chair of each Section. The members of the Administrative Board also serve as delegates to the House of Delegates.

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

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

**Council Administrative Boards**

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

**Sections**

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

**Standing and Special Committees**

The Board of Directors or the House of Delegates may appoint Standing and Special Committees to assist in performing its duties. Committees of the Board of Directors and House of Delegates shall have two or more directors or delegates, and directors must constitute a majority of committee membership. The Board of Directors may also appoint Advisory Committees. Task forces may include any Individual Member and does not require Director membership.
Figure 1: Organizational Structure of the American Dental Education Association

[Diagram of the organizational structure showing the hierarchy of the American Dental Education Association (ADEA) with various sections and councils.]

Sections:
- Academic Affairs
- Addiction Education
- Advanced and Graduate Education
- Anatomical Sciences
- Behavioral Sciences
- Biochemistry, Nutrition and Microbiology
- Business and Financial Administration
- Cardiovascular
- Clinic Administration
- Clinical Simulation
- Community, Preventive and Public Health Dentistry
- Comprehensive Care and General Dentistry
- Continuing Education
- Dental Anatomy and Occlusion
- Dental Assisting Education
- Dental Hygiene Education
- Dental Informatics
- Dental School Admissions Officers
- Development, Alumni Affairs and Public Relations
- Endodontics
- Gay-Straight Alliance
- Gerontology and Geriatrics Education
- Integrated Clinical and Applied Biomedical Sciences
- Minority Affairs, Diversity and Inclusion
- Operative Dentistry and Biomaterials
- Oral Diagnosis and Oral Medicine
- Oral and Maxillofacial Pathology
- Oral and Maxillofacial Surgery, Anesthesia and Hospital Dentistry
- Orthodontics
- Periodontics
- Physiology, Pharmacology and Therapeutics
- Postdoctoral General Dentistry
- Practice Management
- Prosthodontics
- Student Affairs and Financial Aid
- Administrative Board
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 2020 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 2020 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. Mas Tadesse, Senior Manager, Governance and Special Projects at 202-238-3957 or at TadesseM@adea.org, for any further information you need.
ADEA Reference Committees

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

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

ADEA Reference Committee on Association Administrative Affairs

- Chair, Dr. Russ Bergman, Newark Beth Israel Medical Center
- Ms. Janet Ajdaharian, Roseman University of Health Sciences
- Ms. Debora Bridges, PDT, Inc. - Paradise Dental Technologies
- Prof. Monica Hospenthal, Pierce College
- Dr. Ahmad Maalhagh-Fard, University of Detroit Mercy
- Dr. Nader Nadershahi, University of the Pacific
- Dr. Judith Porter, University of Maryland

ADEA Reference Committee on Association Policy

- Chair, Dr. Craig Hirschberg, Rutgers, The State University of New Jersey School of Dental Medicine
- Ms. Betsy Ashworth, Dentsply Sirona
- Dr. Danielle Furgeson, University of Michigan
- Dr. Zsuzsa Horvath, University of Pittsburgh
- Dr. Gargi Mukherji, University of Texas at Houston
- Dr. Clark M. Stanford, University of Illinois at Chicago College of Dentistry
- Ms. Alexandria Thompson, Meharry Medical College
Resolutions to be Considered by the ADEA House of Delegates

There are five resolutions (1H-2020 through 5H-2020) that will be acted upon by the House at its Opening Session on Saturday, March 14, 2020, from 4:30 to 5:30 p.m. The ADEA Board of Directors has not referred any resolutions to the two Reference Committees.

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

If the Reference Committees meet on Sunday, March 15, any resolutions presented from the floor will be considered by the House at its Closing Session on Tuesday, March 17, 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

No resolutions are currently scheduled for the Reference Committee on Association Policy to hear on Sunday, March 15 from 1:30 to 2:30 p.m. Any resolutions introduced at the Opening Session of the House may be referred to this committee.

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

No resolutions are currently scheduled for the Reference Committee on Administrative Affairs on Sunday, March 15, 3:30 to 4:30 p.m. Any resolutions introduced at the Opening Session of the House may be referred to this committee.
Order of Business of the ADEA House of Delegates

Opening Session—Saturday, March 14, 4:30 – 5:30 p.m.

- Call to Order—Chair of the ADEA Board of Directors, Dr. Henry Gremillion
- Report of Quorum
- Approval of the Minutes of the Previous Session
- Reports
- Chair-elect of the ADEA Board of Director’s Address—Dr. Ryan Quock
- President and CEO’s Report—Dr. Karen P. West
- Report of the Nominating Committee—Dr. Monty MacNeil
- Action on Resolutions 1H to 5H-2020
- Referrals of Reports and Resolutions
- Recess until March 17, 2020, 3:30 p.m.

Closing Session—Tuesday, March 17, 3:30 – 4:30 p.m.

- Call to Order—Chair of the ADEA Board of Directors, Dr. Henry Gremillion
- Report of Quorum
- Consideration of Reference Committee Reports and Action on Resolutions, if any
- Unfinished Business
- New Business
- Chair of the ADEA Board of Director’s Address—Dr. Monty MacNeil
- 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; Advanced Education Programs; and Students, Residents and Fellows must appoint alternates who are members of their Councils. Members of the Council of Sections must appoint the Chair-elect or Secretary of their Sections. Members of the Councils of Deans and Faculties must appoint individuals from their institutions.

Delegates representing two or more Councils in the House of Delegates must decide which Council they wish to represent and then appoint an alternate(s) for the other Council(s) according to the foregoing guidelines. All alternates must be ADEA Individual Members. Corporate Council Administrative Board members unable to attend a House of Delegates Meeting may appoint alternates to represent them; such alternates must be members of the Corporate Council. All Council alternates to the House of Delegates must be selected prior to the ADEA Annual Session & Exhibition and be ratified by the appropriate Council prior to the Opening of the House of Delegates. Please notify ADEA of the name of the alternate. This notification can be done by emailing ADEA prior to the ADEA Annual Session & Exhibition or when picking up voting cards at the ADEA House of Delegates booth in the registration area of the ADEA Annual Session & Exhibition.

**Admission Cards**

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

**Seating of Delegates**

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

**Visitors**

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

**Presiding Officer**

The Association’s Chair of the ADEA Board of Directors—Dr. Henry Gremillion—is the presiding officer of the House. In the absence of the Chair of the ADEA Board of Directors, the Chair-elect of the ADEA Board of Directors is the presiding officer. The Chair may cast a vote in cases when their vote could alter the outcome, appoint tellers to assist in determining the result of any action taken by ballot and perform any other duties required by the rules of order.
Recording Officer
The ADEA President and CEO is the recording officer of the ADEA House of Delegates and the custodian of its records. The President and CEO may appoint a public stenographer to record the verbatim proceedings of the Opening and Closing Sessions of the House.

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

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

Explanation of Motions
To avoid confusion, each type of motion is assigned a definite rank as shown in the tables on pages 24–26.

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

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

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

Amendments to the ADEA Bylaws
A Bylaws amendment is enacted if it receives an affirmative vote of at least two thirds of the delegates present and voting.

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

<table>
<thead>
<tr>
<th>Privileged Motions</th>
<th>Subsidiary Motions</th>
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<tbody>
<tr>
<td><strong>Order of Precedence</strong></td>
<td><strong>Can Interrupt?</strong></td>
</tr>
<tr>
<td>Adjourn</td>
<td>No</td>
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<tr>
<td>Recess</td>
<td>No</td>
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<tr>
<td>Question of Privilege</td>
<td>Yes</td>
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<tr>
<td>Table</td>
<td>No</td>
</tr>
<tr>
<td>Close debate</td>
<td>No</td>
</tr>
<tr>
<td>Limit or extend debate</td>
<td>No</td>
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<tr>
<td>Postpone to a certain time</td>
<td>No</td>
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<tr>
<td>Refer to committee or board</td>
<td>No</td>
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<tr>
<td>Amend</td>
<td>No</td>
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<td>---------------------</td>
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</tr>
<tr>
<td><strong>a. Main Motion</strong></td>
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<tr>
<td>The Main Motion</td>
<td>No</td>
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<tr>
<td><strong>b. Specific Main Motions</strong></td>
<td></td>
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<tr>
<td>Amend a previous action</td>
<td>No</td>
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<tr>
<td>Ratify</td>
<td>No</td>
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<tr>
<td>Adopt in-lieu-of</td>
<td>No</td>
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<tr>
<td>Reconsider</td>
<td>Yes$^1$</td>
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<tr>
<td>Rescind</td>
<td>No</td>
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<tr>
<td>Recall from committee</td>
<td>No</td>
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<td><strong>Incidental Motions</strong></td>
<td><strong>Motions</strong></td>
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<td></td>
<td>Appeal</td>
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<td>Suspend rules</td>
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<td>Consider</td>
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<td><strong>Requests</strong></td>
<td><strong>Point of order</strong></td>
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<td>Inquiries</td>
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<td></td>
<td>Withdraw a</td>
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<td>motion</td>
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<td>Division of</td>
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<td>assembly</td>
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</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.
The 2020 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, 2019.

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 two candidates for the 2020–2021 ADEA Chair-elect of the ADEA Board of Directors. (The office leads in successive years to the offices of Chair of the ADEA Board of Directors and Immediate Past Chair of the ADEA Board of Directors.) The candidates, for whom a brief biographical sketch follows, are:

- Dr. Ana N. López-Fuentes, Professor and Former Dean, University of Puerto Rico School of Dental Medicine
- Dr. Keith Mays, Associate Dean for Academic Affairs, University of Minnesota School of Dentistry

The members of the ADEA House of Delegates will cast ballots for Chair-elect of the ADEA Board of Directors during the 2020 ADEA Annual Session & Exhibition. Delegates may cast their ballots for Chair-elect of the ADEA Board of Directors between 8:00 a.m. and 4:00 p.m. on Sunday, March 15 and between 8:00 a.m. and noon on Monday, March 16. Voting will take place at the ADEA House of Delegates booth in the designated conference registration area. These are the only times when a delegate (or alternate) may cast a ballot for Chair-elect. Only a delegate (or official alternate) may vote, and he or she will surrender his or her voter registration card to receive a ballot.
I want to thank my colleagues in dental education for nominating me for the position of 2020–21 Chair-elect of the ADEA Board of Directors. It would be a distinct honor and privilege to serve as the next ADEA Chair-elect.

ADEA has been a partner and resource for all of us in dental education, shaping our lives, giving us tools for leadership development, and leading the way in dental education and advocacy. ADEA has become a global voice in the academic and professional communities.

When Hurricane Maria hit Puerto Rico in 2017, ADEA helped our school through the catastrophe with crucial support that allowed us to take control of our situation and supply our students with meals, water and provisions, thereby allowing our students to aid the entire community with dental care in a time of crisis. This was an excellent example of the immense power of collaboration between associations, dental schools, corporate and professional organizations and individuals. I was Dean of the dental school during those turbulent times. The importance of the network, learning experiences, and leadership training that ADEA gave me couldn’t have been clearer. With these resources, we were able to keep our school accredited and open, help our students and staff with bottled water and food until December 2017, give psychological and other support, and help our communities. The lessons I learned from that experience about the power of collaboration, plus my love and passion for dental education and ADEA, motivate me to accept the nomination for Chair-elect of this unique organization.

This is an exciting and crucial time for dental education. We have a new President and CEO and a new strategic plan. Both are significant forces in shaping the future of dental education. In the coming years, we will need to address some imperative topics: advocacy, interprofessional collaboration and care, wellness and well-being, innovative new curriculums, technological advances, exciting research collaborations, licensure reform and portability, and the crucial need for a diverse pipeline, student body, faculty, staff and workforce. As Chair-elect I will concentrate on working with ADEA on these important areas within the strategic plan. I will give particular attention to student and faculty wellness, inclusiveness, and the curricular innovations we need to prepare our graduates for an ever-changing work environment. I will also support ADEA in becoming a stronger voice for global collaborations in academic dentistry.

I have been involved in dental education for more than 30 years and I have been an ADEA member since 1992. ADEA has shaped my career and given me the tools to thrive in my pathway to leadership. I am extremely grateful to my friends and mentors in our family at ADEA that have given me the opportunity to grow as a professional and human being. This
network has helped me thrive in the most difficult times and has given me the opportunity to
give back what I have learned.

Through my membership in ADEA, I have been a member of the Council of Faculties, Council of Deans Administrative Board, numerous committees, advisory boards and part of almost every leadership training that the organization has offered. I have presented posters, spoken at annual meetings, and served on planning committees. I have also participated in the ELAM program and Bell’s Leadership Institute.

As ADEA’s Women Liaison Officer for more than two decades, I advocated for the needs and advancement of women and chaired the Women’s Advisory Board. I networked with excellent leaders to represent the needs of faculty members who are women. I helped write the proposal for the new ADEA’s Women in Leadership Special Interest Group. My various roles in ADEA’s International Women’s Leadership Conferences celebrated in Canada; Brazil; Barcelona, Spain; and Brescia, Italy also helped me learn more about the impact of women trailblazers in our profession and beyond.

As the Diversity and Inclusion Advisory Committee (DIAC) Co-chair; I have been privileged to work with an excellent group of professionals and ADEA’s staff to develop the first Access, Diversity and Inclusion Framework (ADI) and the ADEA Faculty Diversity Toolkit. Both of these guides will serve as landmark tools in the profession adding value to our institutions.

In 2015, I became the first dean from the University of Puerto Rico (UPR) and the first Hispanic to be part of the Administrative Board of the Council of Deans. During that time, we survived two hurricanes, including the catastrophic Hurricane Maria, where we learned how resilient our people are. I received the 2018 Chair of the Board Citation for these efforts and other significant contributions to dental education. As Dean of the UPR School of Dental Medicine, I was instrumental in the creation of collaborations and alliances with other institutions, amendment of the local dental law, and the approval of a periodontics graduate program. I championed renovations to the dental school and adding new educational technologies, among other landmarks.

Before becoming dean, I was associate dean for academic affairs, helped in many curricular revisions and in four accreditations of the dental school. As a faculty member, I had started by teaching expanded functions dental assistants and hygienists, and helped implement the first dental assistant program in Granada, Spain. At UPR, I founded the AAWD Student Chapter 15 years ago and have remained the chapter’s advisor, celebrating the Smiles for Success activity empowering women victims of gender violence with beauty and smile makeovers. In 2018, I also founded the Hispanic Dental Association Student Chapter and as Community Dentistry Section Chief started the Give Kids A Smile annual community service activities throughout the island, celebrating its 15th anniversary in 2020.

At the national level I have been privileged to serve as a Commission on Dental Accreditation Site Visitor, on the Board of Trustees of the Hispanic Dental Association and as a member of the ADA’s Diversity President’s Summit Group and Think Tank. I am currently serving the Drexel University’s Hedwig van Ameringen Executive Leadership in Academic Medicine (ELAM) program as a 2019-2020 Faculty Advisor and 25th Anniversary Planning Committee Member. The opportunities to be part of these groups have been great experiences that will help me as the new Chair-elect to work alongside all of ADEA’s constituents.
As my career path demonstrates, I am a passionate advocate for students, faculty, underrepresented minorities, women, dental assistants and hygienists. I have worked alongside the corporate world, bringing access, education and oral health to our communities inside and outside Puerto Rico. We must continue to work together, collaborating and forming strategic alliances in the best interest of dental education and our communities to improve access to oral health and make our schools indispensable to society. As The Voice of Dental Education, we must continue to be ambassadors nationally and globally alongside our sister associations in delivering the message of oral health as systemic health and wellness.

As Chair-elect I look forward to working with each one of you, the councils, ADEA’s staff and the Board of Directors to continue advancing our strategic goals of fostering more humanistic and inclusive environments while providing leadership on issues impacting dental education and the health of the public.
Keith A. Mays, D.D.S., M.S., Ph.D.
Associate Dean for Academic Affairs
University of Minnesota School of Dentistry

We are currently living in a season of health care transformation, and the American Dental Education Association is in great position to continue as an influencer, shaping the role that oral health plays in overall health. The influence of technology, research and educational innovations present opportunities to educate our students and residents for a bright future as oral health care providers. ADEA, as The Voice of Dental Education, advocates with federal legislatures and NIH, collaborates with stakeholders to advance oral health, and partners with other dental organizations to create a “well-prepared and diverse oral health workforce [that] is improving the health of all individuals and communities.” I am honored to be nominated for the position of Chair-elect to the 2020 ADEA Board of Directors. If elected, I will work with the ADEA Board and ADEA staff to promote our updated vision, mission, strategic goals and initiatives, as well as represent the unique needs of individual members and the seven councils.

I joined ADEA in 2003 and have enjoyed the opportunity to serve the Association in various capacities. I have desired to be a dental educator since being a student at the University of Michigan. I began my career as a dental educator at the University of Maryland School of Dentistry, as a part-time Assistant Clinical Professor, and then became the Assistant Director of the University of Maryland General Practice Residency Program. Two milestones happened during my time at the University of Maryland. First, I obtained my Ph.D. studies, which I completed in 2010. Second, I became involved in ADEA. At that time, I was involved with two Sections, the Section on Prosthodontics and the Section on Minority Affairs. In 2005, I was elected to be the Secretary of the Section on Minority Affairs and continued to become the Chair and later elected Councilor. This is the role that allowed me to interface with the Council of Sections, exposing me to the broader work of the Association.

I believe strongly in the value that ADEA provides to its members and member institutions, as I have personally experienced the value by gaining knowledge and leadership development. One of the first opportunities that allowed me to understand the importance of transformation was when I chaired the Council of Sections Program Fund Task Force. I grew through this experience of helping to shape a new process that required sacrifice for the greater good. One of the other experiences that I was afforded was when I was invited by Gerry Glickman to serve on the 2012 Presidential Task Force on the Cost of Higher Education and Student Borrowing. I learned so much about the magnitude of the complexities associated with student debt and borrowing. I will always remember the opportunity I had to serve on the ADEA Annual Session Planning Committee (ASPC), ultimately serving as the ASPC Chair. For the past three years I have had the pleasure of representing the Council of Sections as the Board Director for Sections on the ADEA Board of Directors, which has been a great journey and a significant leadership opportunity.

This past June the ADEA Board completed the update of the strategic framework, and it highlights several significant issues facing dental education. This work was very important as it sets the course of our Association as we transition. I believe that my participation in that process puts me in a unique position to serve as Chair-elect. Each of the strategic initiatives is important, but I would like highlight a few that resonate deeply with me. This is a pivotal time, based on the age demographics of our faculty, to develop and support efforts to recruit and retain faculty that represent all of society and who inspire future educators. As dental
institutions are faced with fiscal challenges and disruptions in health care, it is imperative that we work develop sustainable models and/or promote existing best practice. This is important as we strive to provide education and research that achieves the missions of our parent institutions and the needs of the communities in which we reside. Finally, I will continue our work on licensure reform, member engagement, and exploring opportunities on the global platform.
The ADEA House of Delegates will consider the five resolutions in this report, plus any additional ones introduced at the Opening Session. The House will act on Resolutions 1H-2020 through 5H-2020 at its Opening Session on Saturday, March 14, 2020, from 4:30 to 5:30 p.m.

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

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

1H-2020 American Dental Association Council on Dental Education and Licensure Member

2H-2020 Commission on Dental Accreditation Member

3H-2020 Commission on Dental Accreditation Student Commissioner

4H-2020 Joint Commission on National Dental Examinations Member

5H-2020 Appreciations

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-2020
American Dental Association 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. Bruce Donoff, Harvard School of Dental Medicine (2020)
- Dr. Linda Niessen, Nova Southeastern University College of Dental Medicine (2021)
- Dr. Uri Hangorsky, University of Pennsylvania School of Dental Medicine (2022)
- Dr. Steven Lepowsky, University of Connecticut School of Dental Medicine (2023)

Dr. Donoff will complete his term on the ADA CDEL this fall at the close of the 2020 ADA Annual Session. Thus, the 2020 ADEA House of Delegates will have to appoint a new ADA CDEL member. To succeed Dr. Donoff on the Council, the ADEA Board of Directors is recommending that the ADEA House of Delegates elect Dr. Eileen Hoskin, Rutgers, The State University of New Jersey, School of Dental Medicine, to a four-year term to expire in 2024.

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 ADEA House of Delegates to approve the following resolution:

1H-2020 Resolved, that the ADEA House of Delegates appoint Dr. Eileen Hoskin to a four-year term on the ADA Council on Dental Education and Licensure with the term to begin at the close of the 2020 ADA Annual Session and conclude at the 2024 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. Steve Friedrichsen, Western University of Health Sciences College of Dental Medicine (2020)
- Dr. Lawrence Wolinsky, Texas A&M University College of Dentistry (2021)
- Dr. Bruce Rotter, Southern Illinois University School of Dental Medicine (2022)
- Dr. Marsha Pyle, University of Missouri - Kansas City School of Dentistry (2023)

Dr. Wolinsky’s appointment as a Commissioner will end at the close of the 2021 ADA Annual Session. In 2011, the Commission adopted an enhanced six-month training period for all new Commissioners, thus requiring sponsoring organizations to appoint new Commissioners in advance to participate in the additional training, which will occur in fall 2020.

The ADEA Board of Directors is recommending that the 2020 ADEA House of Delegates elect Dr. Frank Licari, Roseman University of Health Sciences College of Dental Medicine – South Jordan, Utah, to a four-year term beginning Fall 2021 and to expire in 2025.

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 ADEA House of Delegates to approve the following resolution:

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<tr>
<th>Resolution 2H-2020</th>
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<td>Commission on Dental Accreditation Member</td>
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Resolved, that the ADEA House of Delegates appoint Dr. Frank Licari to a four-year term (2021-2025) on the Commission on Dental Accreditation.
Under the rules of the Commission on Dental Accreditation (CODA), the American Dental Education Association (ADEA) and the American Student Dental Association (ASDA) jointly appoint one student commissioner every two years. The tradition has been for the associations to alternate in recommending an individual to be appointed to this position for approval by the governing bodies of both associations. Since the CODA student commissioner appointed in 2018 was selected by ADEA, in 2020 the CODA student commissioner appointee is selected by ASDA.

ASDA has nominated Mr. Marco Gargano, Louisiana State University. The ADEA Board of Directors recommends the 2020 ADEA House of Delegates approve Mr. Marco Gargano to a two-year term to begin at the close of the 2021 ADA Annual Session and expire at the close of the 2023 ADA Annual Session, with a training year following the close of the 2020 ADA Annual Session.

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

3H-2020 Resolved, that the ADEA House of Delegates elect Mr. Marco Gargano to a two-year term on the Commission on Dental Accreditation with the term to begin at the conclusion of the 2021 ADA Annual Session and end at the conclusion of the 2023 ADA Annual Session.
The Joint Commission on National Dental Examinations (JCNDE) consists of three representatives each from the American Dental Association (ADA) and American Dental Education Association (ADEA), six from the American Association of Dental Boards (AADB), and one each from the American Dental Hygienists’ Association (ADHA), the American Student Dental Association (ASDA) and the public sector. The JCNDE members previously appointed by the ADEA House of Delegates and their termination dates (in the fall of the years shown) are:

- Dr. Cataldo Leone, Boston University Henry M. Goldman School of Dental Medicine (2020)
- Dr. Joseph Zambon, University at Buffalo School of Dental Medicine (2021)
- Dr. John Da Silva, Harvard School of Dental Medicine (2022)

Dr. Leone will complete his term on JCNDE this fall at the close of the 2020 ADA Annual Session. The ADEA Board of Directors is recommending that the House appoint Dr. Rachel Hogan, Oregon Health & Science University School of Dentistry, to a four-year term to expire at the close of the ADA Annual Session in 2024.

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:

**Resolution 4H-2020**

Joint Commission on National Dental Examinations Member

4H-2020 Resolved, that the ADEA House of Delegates elect Dr. Rachel Hogan to serve a four-year term on the Joint Commission for National Dental Examinations with the term to begin at the conclusion of the 2020 ADA Annual Session and end at the conclusion of the 2024 ADA Annual Session.
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.

ACTEON, Inc. was a general sponsor at the 2019 ADEA Allied Dental Program Directors’ Conference.

Acadental generously donated an exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.

American Dental Association (ADA) generously donated an exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.

American Dental Education Association (ADEA) generously donated an exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.

ADEA Board of Directors was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

ADEA Corporate Council collectively sponsored the Opening Plenary Session Keynote Address at the 2019 ADEA Annual Session & Exhibition, as well as the 2019 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 an Innovator Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement. The company also sponsored an evening networking reception at the 2019 ADEA Allied Dental Program Directors’ Conference, co-sponsor a networking reception/dinner at the 2019 ADEA BFACA Meeting, sponsored a luncheon at the 2019 ADEA Deans’ Conference was a co-sponsor of the Welcome Reception at the 2019 ADEA Annual Session & Exhibition and a sponsors of the ADEA International Women’s Leadership Conference VI and the Shaping the Future of Dental Education III Conference in Brescia, Italy.

AEGIS Communications sponsored the opening evening reception at the 2019 ADEA Deans’ Conference and provided an In-Kind donation for the ADEA International Women’s Leadership Conference VI and the Shaping the Future of Dental Education III Conference in Brescia, Italy.

Air Techniques, Inc. was a general sponsor of the 2019 ADEA BFACA Meeting and 2019 ADEA Deans’ Conference.

Align Technology, Inc. was a general sponsor of the 2019 ADEA Deans’ Conference.

American Association of Endodontists Foundation funded the ADEA/American Association of Endodontists Foundation Scholar in the 2019-2020 ADEA Leadership Institute.
American Dental Association was a Collaborator Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Aspen Dental Management, Inc. was a general sponsor for both the 2019 Allied Dental Program Directors’ Conference and the 2019 ADEA Deans’ Conference.

Association of Canadian Faculties of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

A.T. Still University was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Bien-Air USA, Inc. was a general sponsor for both the 2019 ADEA BFACA Meeting and the 2019 ADEA Deans’ Conference.

BioHorizons Implant Systems, Inc. was a general sponsor of the 2019 ADEA Deans’ Conference.

Brasseler USA provided general sponsorships for the 2019 ADEA Allied Dental Program Directors’ Conference, the 2019 ADEA BFACA Meeting and the 2019 ADEA Deans’ Conference.

Colgate-Palmolive Company provided generous support for the ADEA/Colgate-Palmolive/National Dental Association Dr. Jeanne C. Sinkford Scholar in the ADEA Leadership Institute, the ADEA/Colgate-Palmolive 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 2019 Allied Dental Program Directors’ Conference, the 2019 ADEA Allied Dental Faculty Leadership Development Program, the 2019 ADEA BFACA Meeting and the 2019 ADEA Deans’ Conference.

Columbia University College of Dental Medicine was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation, and Achievement.

Dalhousie University Faculty of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation, and Achievement.

Dental Assisting National Board, Inc./The Dale Foundation was a Collaborator Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement. They also sponsored Breakfast at ADEA Section on Dental Assisting Education Members’ Forum.

Dental College of Georgia at Augusta University was a Dean’s List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation, and Achievement.

DentalEZ Integrated Solutions was a general sponsors for both the 2019 ADEA BFACA Meeting and 2019 ADEA Deans’ Conference and generously donated an exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.

DentalPost was a general sponsor for the 2019 Allied Dental Program Directors’ Conference.

Dental Services Group was a general sponsor for the 2019 ADEA BFACA Meeting.

Dentsply Sirona, Inc. was the Vanguard Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement. The company also provided general sponsorships for the 2019 ADEA Allied Dental Program Directors’ Conference, the 2019 ADEA BFACA Meeting, 2019 ADEA Deans’ Conference, sponsor of the ADEA Student Poster Competition at the 2019 ADEA Annual Session & Exhibition and sponsored the ADEA International Women’s Leadership Conference VI and the Shaping the Future of Dental Education III Conference in Brescia, Italy.

East Carolina University School of Dental Medicine was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.
Eastern Dentists Insurance Company was a general sponsor at the 2019 ADEA Deans’ Conference.

eHuman generously donated an exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.

Fortress Insurance Company was a general sponsor of the 2019 ADEA Deans’ Conference.

GEOTAR-Media Publishing Group sponsored attendee bag inserts at the 2019 ADEA Annual Session & Exhibition.

GlaxoSmithKline Consumer Healthcare was a sponsor of the 2019 ADEA Annual Session & Exhibition Closing Plenary Session, the Achieving the Excellence Through Difference Diversity event, general sponsor of the 2019 ADEA Allied Dental Program Directors’ Conference, 2019 ADEA Allied Dental Faculty Leadership Development Program, 2019 ADEA BFACA Meeting and the 2019 ADEA Deans’ Conference. They also sponsored the 2019 ADEA/GlaxoSmithKline Consumer Healthcare Preventive Dental Scholarships, GlaxoSmithKline Consumer Healthcare was an Innovator Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement and provided sponsorship of the ADEA International Women’s Leadership Conference VI and the Shaping the Future of Dental Education III Conference in Brescia, Italy.

Harvard School of Dental Medicine was a Dean’s List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Heartland Dental sponsored both the 2019 Allied Dental Program Directors’ Conference, the 2019 Deans’ Conference and provide sponsorship for the Headshot Café in the exhibit hall at the 2019 ADEA Annual Session & Exhibition. Additionally, they generously donated an exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.

Henry Schein, Inc. was a Visionary Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement. The company was also a general sponsor at the 2019 ADEA BFACA Meeting and the 2019 ADEA Deans’ Conference.

Higher Learning Technologies (HLT) was a sponsor of the 2019 ADEA Deans Conference.

Howard University College of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Hu-Friedy Manufacturing Co., LLC was an Visionary Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement. The company co-sponsored the Welcome Reception at the 2019 ADEA Annual Session & Exhibition, a sponsor of the networking reception and dinner at the 2019 ADEA Allied Dental Program Directors’ Conference. They also co-sponsored a networking reception and dinner at the 2019 ADEA BFACA Meeting, a general sponsor of the 2019 ADEA Deans’ Conference and provided sponsorship support for the 2019 Midwest Hackathon.

Indiana University School of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Johnson & Johnson Consumer, Inc. provided the “Own the Bathroom” sponsorship during the 2019 ADEA Annual Session & Exhibition. They also were general sponsors for both the 2019 ADEA Allied Dental Program Directors’ Conference and the 2019 ADEA Deans’ Conference.

Kahler Slater was a general sponsor for both the 2019 ADEA BFACA Meeting and the 2019 ADEA Deans’ Conference.

KaVo Kerr Group – Consumables supported an education program at the 2019 ADEA Allied Dental Program Directors’ Conference, 2019 ADEA BFACA Meeting and the 2019 ADEA Deans’ Conference.
KaVo Kerr Group – Equipment supported an education program at the 2019 ADEA BFACA Meeting.

Komet USA, LLC was a general sponsor of both the 2019 ADEA BFACA Meeting and the 2019 ADEA Deans’ Conference.

Liaison International, Inc. was an Trailblazer Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement. The company sponsored the ADEA GoDental® Recruitment Event at the 2019 ADEA Annual Session & Exhibition. They also supported the Liaison International Educational Pathways Fellowship.

LM-Dental, a Planmeca Company was a general sponsor of the 2019 ADEA Deans’ Conference.

Loma Linda University School of Dentistry was a Deans’ List Sponsor of the 2019 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 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Marquette University School of Dentistry was a Deans’ List Sponsor of the 2019 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 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Medicor Imaging sponsored was a general sponsor of the 2019 ADEA BFACA Meeting and generously donated an exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.

Meharry Medical College School of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Midmark Corporation was a Innovator Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement. Midmark Corporation also provided general sponsorships for the 2019 ADEA Deans’ Conference.

Midwestern University College of Dental Medicine-Illinois was a Deans’ List Sponsor of the 2019 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 in 2019.

Nova Southeastern University College of Dental Medicine was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

NSK America was a general sponsor of the 2019 Allied Dental Program Directors’ Conference, the 2019 ADEA BFACA Meeting and 2019 ADEA Deans’ Conference.

NYU College of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

NYU Langone Dental Medicine Postdoctoral Residency Program was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

OraPharma, Inc., a subsidiary of Valeant Pharmaceuticals, provided an educational grant in support of the 2019 ADEA Allied Dental Program Directors’ Conference and the 2019 ADEA Allied Dental Faculty Leadership Development Program.

Pacific Dental Services, Inc. was a general sponsor of the 2019 ADEA Deans’ Conference and generously donated an exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.

Panadent Corporation generously donated an exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.
PDT, Inc. - Paradise Dental Technologies was a general sponsor of the 2019 ADEA BFACA Meeting.

Philips Oral Healthcare, Inc. provided lanyards for the 2019 ADEA Annual Session & Exhibition and for the 2019 ADEA Allied Dental Program Directors’ Conference.

PLANMECA USA, Inc. was a general sponsor of both the 2019 ADEA BFACA Meeting and the 2019 ADEA Deans’ Conference.

The Procter & Gamble Company was a Visionary Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement. They sponsored the ADEA/Crest Oral-B Scholarship for Predoctoral Dental Students Pursuing Academic Careers, the ADEA/Crest Oral-B Laboratories Scholarship for Dental Hygiene Students Pursuing Academic Careers, the Dental Hygiene Clinic Coordinators’ Luncheon, breakfasts for the 2019 ADEA Allied Dental Program Directors’ Conference and 2019 ADEA Deans’ Conference, lunch for the 2019 ADEA BFACA Meeting, in-kind donation for the 2019 ADEA GoDental® Recruitment Event, general sponsorship for the 2019 ADEA Allied Dental Faculty Leadership Development Program and general sponsor of the Deans’ Institute.

Roseman University of Health Sciences College of Dental Medicine – South Jordan, Utah was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Rutgers, The State University of New Jersey, School of Dental Medicine was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Secure Innovations, Inc. was a general sponsor of the 2019 ADEA BFACA Meeting.

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

SoftChalk sponsored the breakfast at the Oral Maxillofacial Pathology Section Meeting.

Stony Brook University School of Dental Medicine was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Sunstar Americas was a general sponsor for both the 2019 ADEA Allied Dental Program Directors’ Conference and 2019 ADEA Allied Dental Faculty Leadership Development Program and the 2019 ADEA COSRF Chapter Awards Joint Reception at the 2019 ADEA Annual Session & Exhibition.

Texas A&M University College of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Touro College of Dental Medicine at New York Medical College was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Tufts University School of Dental Medicine was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement and generously donated an exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.

Ultradent Products, Inc. was a general sponsor at the 2019 ADEA BFACA Meeting.

University of California, San Francisco, School of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of Colorado School of Dental Medicine was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of Connecticut School of Dental Medicine was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.
University of Florida College of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of Kentucky College of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of Maryland School of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of Michigan School of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of Minnesota School of Dentistry was a Deans’ List Sponsor of the 2019 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 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of New England College of Dental Medicine was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of North Carolina at Chapel Hill Adams School of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of Pittsburgh School of Dental Medicine was a Deans’ List Sponsor of the 2019 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 2019 William J. Gies Awards for Vision, Innovation and Achievement.

UT Health San Antonio School of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of Texas School of Dentistry at Houston was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of the Pacific, Athur A. Dugoni School of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

University of Toronto Faculty of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Virginia Commonwealth University School of Dentistry was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

VitalSource Technologies, Inc. was a general sponsorship for the 2019 ADEA Deans’ Conference and generously donated a exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.

Western University of Health Sciences College of Dental Medicine was a Deans’ List Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement.

Whip Mix Corporation sponsored the Section on Prosthodontics Members’ Forum at the 2019 ADEA Annual Session & Exhibition and generously donated an exhibit hall raffle item at the 2019 ADEA Annual Session & Exhibition.

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

3H-2020 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 2019 ADEA Annual Session & Exhibition and the start of the 2020 ADEA Annual Session & Exhibition:
ACTEON, Inc.
ADEA Board of Directors
ADEA Corporate Council
ADEAGies Foundation
A-dec
AEGIS Communications
Air Techniques, Inc.
Align Technology, Inc.
American Association of Endodontists Foundation
American Dental Association
American Dental Education Association
Aspen Dental Management, Inc.
Association of Canadian Faculties of Dentistry
A.T. Still University
Bien-Air USA, Inc.
BioHorizons Implant Systems, Inc.
Brasseler USA
Colgate-Palmolive Company
Columbia University College of Dental Medicine
Dalhousie University Faculty of Dentistry
Dental Assisting National Board, Inc./The Dale Foundation
Dental College of Georgia at Augusta University
DentalEZ Integrated Solutions
DentalPost
Dental Services Group
Dentsply Sirona, Inc.
East Carolina University School of Dental Medicine
Eastern Dentists Insurance Company
eHuman
Fortress Insurance Company
GEOTAR-Media Publishing Group
GlaxoSmithKline Consumer Healthcare
Harvard School of Dental Medicine
Heartland Dental
Henry Schein, Inc.
Higher Learning Technologies
Howard University College of Dentistry
Hu-Friedy Manufacturing Co., LLC
Indiana University School of Dentistry
Johnson & Johnson Consumer, Inc.
Kahler Slater
KaVo Kerr Group – Consumables
KaVo Kerr Group – Equipment
Komet USA, LLC
Liaison International, Inc.
LM-Dental, a Planmeca Company
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 College of Dental Medicine-Illinois
National Dental Association
Nova Southeastern University College of Dental Medicine
NSK America
NYU College of Dentistry
NYU Langone Dental Medicine Postdoctoral Residency Program
OraPharma, Inc., a subsidiary of Valeant Pharmaceuticals
Pacific Dental Services, Inc.
Panadent Corporation
PDT, Inc. - Paradise Dental Technologies
Philips Oral Healthcare, Inc.
PLANMECA USA, Inc.
The Procter & Gamble Company
Roseman University of Health Sciences College of Dental Medicine – South Jordan, Utah
Rutgers, The State University of New Jersey, School of Dental Medicine
Secure Innovations, Inc.
Sigma Phi Alpha
SoftChalk
Stony Brook University School of Dental Medicine
Sunstar Americas
Texas A&M University College of Dentistry
Touro College of Dental Medicine at New York Medical College
Tufts University School of Dental Medicine
Ultradent Products, Inc.
University of California, San Francisco, School of Dentistry
University of Colorado School of Dental Medicine
University of Connecticut School of Dental Medicine
University of Florida College of Dentistry
University of Kentucky College of Dentistry
University of Maryland School of Dentistry
University of Michigan School of Dentistry
University of Minnesota School 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 Adams School of Dentistry
University of Pittsburgh School of Dental Medicine
University of Tennessee Health Science Center College of Dentistry
University of the Pacific, Arthur A. Dugoni School of Dentistry
UT Health San Antonio School of Dentistry
University of Texas School of Dentistry at Houston
University of Toronto Faculty of Dentistry
Virginia Commonwealth University School of Dentistry
VitalSource Technologies, Inc.
Western University of Health Sciences College of Dental Medicine
Whip Mix Corporation
Actions at the Closing Session of the ADEA House of Delegates

There are currently no resolutions to be considered by the House at its Closing Session.

In the event that any resolutions are introduced at the Opening Session of the House, they will be referred to the appropriate Reference Committee. At the Closing Session, the Reference Committees’ chairs will read the resolutions that their committees have heard for action by the House, and their reports will be submitted to the House (but not read aloud).
Overview of the Fiscal Year 2021 Budget for American Dental Education Association

PROPOSED FISCAL YEAR 2021 (FY2021) BUDGET
Prepared for the ADEA Finance Committee and ADEA Board of Directors
January 21, 2020

The proposed FY2021 (July 1, 2020–June 30, 2021) Association budget was developed over the last four months through a collaborative process involving ADEA staff. Based on these discussions among staff and leadership, the proposed FY2021 budget focuses on ADEA’s proposed 2019–2022 Strategic Directions as well as striving for overall cost efficiencies. As much as possible, the budget projections are based on historical information from FY2017 through FY2020 (note that approximately half of FY2020 was completed at the time the proposed FY2021 budget was prepared) and on priorities for the coming fiscal year. These priorities include recruitment of applicants to our centralized application services and harnessing existing and new data to identify new opportunities for ADEA.

The spreadsheets (Exhibits 1-2021 and 2-2021) accompanying this overview include the following comparative data:
- The ADEA Board of Directors approved budget for FY2020.
- The proposed budget for FY2021.

REVENUE

The proposed total budgeted revenue for the Association in FY2021 is $27,699,114. Revenue for FY2021 increases 5% from the FY2020 budget and increases 6.7.0% from FY2019 actual results. The difference in budgeted operating revenue versus the FY20 budget and fiscal year FY19 actual operating revenue is primarily driven by a 3% increase in projected Application Fees with total submitted applicants rising slightly, especially in PASS and CAAPID.

The other significant sources of revenue for ADEA include Membership Dues, Publications and Advertising, Grants and Sponsorships and Meetings Registrations.

In addition, there is a budgeted difference in overall FY2021 revenue compared with FY2019 actual revenue due to $1.02 million in Investment income in FY2019 versus $100,000 projected for FY2021. The investment income budgeted for FY2021 is equal to anticipated investment expenses and grants paid by the GIES Foundation. Additional anticipated investment revenue is not included in ADEA proposed operating budgets.

Membership Dues ($2,251,365)

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 FY2021. There are no proposed changes to the level of dues in any membership category.

Active

Revenue from Active Member dues is budgeted at $1,735,496 and is based mainly on 68 U.S. dental schools at $25,522 each. For FY2021 we will add two additional school to our Active Membership. Individual school dues in this membership category have not changed since 2004.
Affiliate
Revenue from Affiliate Member dues is budgeted at $259,508 and based on the current affiliate institutional membership of Canadian dental schools at $1,815 each, 1 allied members at $945 each, hospital-based members at $984 each, four advanced education 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.

Corporate
The proposed total budgeted dues revenue of $243,750 in this category is based on 55 Corporate Members at $3,750 each. We are being conservative in this area as the industry consolidates with acquisitions. Dues in this membership category have not changed since FY15.

Individual
Proposed total budgeted dues revenue of $45,258 in this category is based on the current individual members at $125 each, as well as retirees at $62.50 each. Dues in this membership category have not changed since 2004.

Student
A modest amount of revenue of $21,120 from student dues is budgeted for members not affiliated with an ADEA Member Institution who therefore pay for their memberships. Proposed total budgeted dues revenue in this category is based on student members paying $40 each. Dues in this membership category have not changed since 2004.

Publications Revenue ($354,700)
The proposed total budget for publications revenue for FY2021 shows a decrease in revenue from the FY2020 budgeted revenue of $129,000. The decrease, which will be offset by a decrease in expenses, is associated with the outsourcing of the Journal of Dental Education beginning in January 2020. This change has been in the works for the last two years.

Journal of Dental Education (JDE) Subscriptions
The proposed JDE subscription sales budget of $50,000 reflects the royalties and signing bonus for outsourcing the JDE to Wiley as of January 1, 2020. As part of the negotiated agreement ADEA will receive a contract signing bonus of $100,000, which will be amortized ratably over 5 years at $20,000 per year.

ADEA Official Guide to Dental Schools
Publication sales of $75,000, a 6% decrease, are based upon the demand that we have been seeing in this area.

Advertising and web sales
The proposed FY2021 budget is $211,000. We have rolled up all our advertising and web-based pay per view articles into one category to allow us to focus more directly on all of these areas with our new advertising firm. We are expecting a decrease in this area from 2019.

Application Fees ($20,889,228)
Revenue from application fees for all ADEA’s centralized application services has been budgeted based on actual FY2020 performance and projects a slight decline in the number of applicants, consistent with current performance.

ADEA AADSAS (ADEA Associated American Dental Schools Application Service)
Revenue for ADEA AADSAS, projected at $12,603,123, is based on 10,593 applicants with 9.5 designations each. This is consistent with the 2020 cycle actual results. The budget includes a
$4 increase in the initial designation fee of $253 and a 3% increase of $3, to $111, for each additional designation. These projections are conservative based on FY2020 projected results.

The ADEA AADSAS Fee Reduction Program budget of $225,000 for FY2021 is consistent with FY2020. The purpose of this allowance is to provide reduced application fees for those applicants with demonstrated financial constraints. We increased the allowance to further assist those applicants with financial constraints absorb the higher than normal increase in the designation costs.

**ADEA CAAPID (ADEA Centralized Application for Advanced Placement for International Dentists)**
Projected revenue for ADEA CAAPID is $2,253,615. This figure is based on a projected 2,275 applicants selecting an average of 6.6 designations. The budget includes an increase in the initial designation fee to 258 and an increase to $111, for additional designations.

**ADEA PASS (ADEA Postdoctoral Application Support Service)**
Projected revenue for ADEA PASS is $6,064,800 based on 5,700 applicants. The initial designation fee of $194 increased for the first time since FY14, with a 2.5% increase of $2, to $87, in the additional designation fee.

**ADEA DHCAS (ADEA Dental Hygiene Centralized Application Service)**
This centralized application service for dental hygiene programs launched in August 2013. The projected revenue for ADEA DHCAS is $85,500 based on 1,200 applicants. The initial designation fee is $50 and $35 for each additional designation. These fees remain unchanged from FY2020 as we continue our efforts to attract applicants and schools to this application service.

**Grants & Contributions ($573,614)**

*Foundation and Grant Support*
Budgeted support of $634,614 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 funds raised for the ADEAGies Gala.

*Fellowships and Scholarships*
This category is budgeted at $17,500 based on ADEA’s portfolio of annual fellowships and scholarships.

**Meetings Registration and Exhibits Revenue ($3,294,207)**
Association meetings overall have been budgeted for FY2021 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 FY2021 ADEA Annual Session & Exhibition in Chicago, IL are budgeted at $1,579,108 based on historical data and trends from the previous annual meetings.

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

*Sponsor Fees*
Budgeted at $935,000, 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. With the consolidation in the industry, we must work harder to bring in new corporate sponsors.

**Other Conferences**
Registration revenue of $729,209 is lower than 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 Summer Program for Emerging Academic Leaders, 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 ($275,000)**
Investment income from ADEA’s cash reserves and operating accounts at $275,000 in FY2021 and will be offset for operating budget purposes by investment fees and other related expenses. In addition, we are budgeting to spend $175,000 in investment income on grants distributed by the Gies Foundation

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**EXPENSES**

Total expenses recommended in the proposed FY2021 budget are $27,699,114. The expenses in the FY2021 budget are $1,334,671 (5%) higher than the FY2020 budget and $426,000 (1.5%) higher than the FY2019 actual expenses. These differences in expenses occurred in multiple areas throughout the organization as resources are allocated per FY2021 priorities.

**Personnel Costs and Fees**
Total Personnel Costs and Fees are projected at $11,132,724 in the proposed FY2021 budget. This is $543,550 more than the FY2020 budget and $1,168,000 (9.4%) less than ADEA’s FY2019 actual Personnel Costs and Fees. Staffing costs have been consistent in the $8.5 to $9 million range over the past few years. The decreases in this area have come from the reduced use of consultants. The organization has made a concerted effort to reduce expenses in this area.

While additional positions have been added for accounting and finance functions, the total number of recommended positions has stayed steady at 71 staff.

**Temporary Salaries**
Expenses for temporary staff are budgeted at $114,058 based on projections for FY2021. This is consistent with the FY2020 budget and a $280,000 decrease from FY2019 actual costs.

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

**Legal Fees**
Legal fees of $90,000 are based on historical experience and projections of required services in FY2021, including the participation agreements with the member schools.

**Consultants, Honoraria and Stipends**
This expense is budgeted at $864,703. 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 50% from FY2019 actuals and 5% from the FY2020 budget. This reflects some of the savings from bringing inhouse previously outsourced finance, payroll and human resource
functions as well as the elimination of certain contractual arrangements consistent with our operating plans. In addition, during FY2019, there were significant consulting arrangements associated with developing personas to aid in applicant recruitment and exploring the future of the ADEAGies Foundation.

**Travel**

Travel is budgeted at $1,173,120, which is a decrease of $102,521 from the FY2020 budget, but an increase of $117,000 from FY2019 actuals. The amount of travel can vary from year to year, depending on the location and types of meetings held. The organization has taken concrete steps to reduce travel costs through better planning, stronger controls, better management and increased staff accountability.

**Other Costs**

**Bank and Credit Card Charges**

The budgeted expense of $358,593 for credit card processing fees for FY2021 is based on projected credit card revenue for FY2021 and industry fee structure. Credit card processing fees stayed even for FY2021 and are related mainly to the centralized application services.

**Developmental Programming and Data Processing**

The combined budgeted expense for both categories is approximately $6.5M compared with $5.88M in the FY2020 budget. This increase is primarily driven by the implementation of Higher Logic, an online community for our members and staff and additional costs associated with application services.

**Computer Operations**

The budgeted expense of $906,911 reflects ADEA’s continuing investment in technology. While these costs have increased over the last few years, the increases have been partially offset by cost reductions in other areas. We anticipate this area will continue to require future investments to keep up with a rapidly changing technological environment and to take advantage of the improvements in data collection and analysis. This is consistent with our strategic plan, especially as it relates to the gathering and use of data in our work.

**Telephone/Internet**

The budgeted expense of $222,845 reflects a change in the grouping of expenses as part of our changes in the accounting system and future reporting. It covers the office phones as well as phone and internet at our meetings.

**Postage/Freight**

The budgeted expense of $101,655 is consistent with prior years and has decreased slightly from FY2019 actuals. This category covers organizational mailings, including all publication and membership materials. It also covers shipping expenses for ADEA’s meeting materials, including to and from the ADEA Annual Session & Exhibition. 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 FY2021 in this category is $52,850. These costs have decreased over the years as ADEA has increased investments in technology, allowing enhanced efficiency and productivity.

**Printing/Reproduction**

The combined $201,602 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. This line item also reflects a significant decrease in expenses with the outsourcing of the JDE, which was discussed earlier in the Revenue section of this memo.

**Rent/Refurbishing**
The budgeted expense of $1,920,000 reflects the annual escalation costs in the lease. The additional space leased in 2017 has been effectively used as a conference facility, allowing more meetings to be held at ADEA’s Washington, DC offices instead of out of town locations. This has helped us save on travel costs and host events for our partners, strengthening our efforts to cultivate closer relationships. The space includes a state-of-the-art studio to produce webinars and online content. We are exploring ways to monetize this space and increase its use.

**Depreciation/Amortization**
These are noncash expenses and the combined budgeted expense of for both categories is $552,000. This is due to the increased amortization for the leasehold improvements that were made to the new space being spread over the 10-year life of the lease and investments in information technology and audio-visual equipment in the new meeting space. A lower rate in the amortization of improvements in the Application Services software reduced this budget for FY2021.

**Equipment Rental**
This line item is for equipment rental for items such as copiers and postage machines. The budgeted expense for FY2021 is $74,308 and maintenance of some of the equipment is included in the lease cost. This budget also reflects a refinement in the budgeting process to allow us to track meeting expenses better in the future.

**Repairs and Maintenance**
This line item is for repairs and maintenance of equipment throughout the organization. The budgeted expense for FY2021 is $4,500.

**Insurance**
This line item is for Corporate Liability insurance, Directors and Officers Liability insurance and Cybersecurity insurance to protect the organization considering the large number of individual financial transactions that occur through ADEA’s application services. The budget for FY2021 is $115,284.

**Dues/Subscriptions/Membership Fees**
For FY2021, we have budgeted $120,324. As a professional association with many partners and allies, ADEA is most successful working together toward common goals. We have closely examined these costs across the organization and have reduced the costs from prior years.

**Employee Professional Development**
Total employee professional development expenses have been budgeted at $20,850, which approximates historical norms over the last four years. We are working to use these funds more efficiently.

**Miscellaneous Expense**
Miscellaneous Expenses for FY2021 are $67,335 and consist of those items in each of the budget areas that do not fit into a specific category. These costs have ranged from $800 to $67,000 in the FY2017–FY2020 time frame.
Meeting Expense
The budget for meetings expense is higher than prior years at $3,269,382 and is one of the main benefits ADEA provides to members, sponsors and partners. This category includes participant food and beverage costs, audiovisual equipment, speakers and facilitators, meeting space rental and other meeting related costs for the ADEA Fall Meetings, ADEA Deans’ Conference, ADEA Sections on Business and Financial Administration and Clinic Administration (BFACA) Meeting, ADEA Annual Session & Exhibition, and the ADEA Allied Dental Program Directors’ Conference, in addition to a variety of other ADEA conferences.

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

Recruitment and Retention
With the creation of an internal Human Resources department in FY2017, top caliber personnel were recruited, which allowed more thorough and effective searches for new employees without the need for outside assistance. In FY2021, 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 FY2021 is $185,000.

Marketing and Promotion
Total marketing costs budgeted for FY2021 is $500,690. Beginning in FY2020 ADEA separated the overall marketing budget into its key elements and separate line items. The line items for FY2021 include Design ($184,025), ADEA Advertising ($100,000), Media ($52,500), Commission ($87,565) and Promotional Items ($76,600). Breaking out these items allows for better tracking of ADEA’s overall marketing expenses and provides better information to determine where to allocate marketing resources. On a combined basis, these line items for Marketing and Promotion total $500,690, which is an increase from the FY2020 budget of $19,000. These additional costs are budgeted to help ensure demand for our publications, application services, and other programs.

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 $36,000 on an annual basis.

Business Meals and Entertainment
The budget for this area is $48,900 and the increase reflects a move away from dinners and receptions at restaurants rather than at the hotel. There have been corresponding reductions in catering costs at meetings.

Contribution to Reserves
Contributions to Reserves are not budgeted. The ADEA Board of Directors made a contribution to reserves of $850,000 during FY2018 for FY2017. If there is an operating surplus in FY2020 or FY2021, the ADEA Finance Committee will make a recommendation to the Board of Directors to make a reserve contribution equal to one-half of that surplus. This recommendation is usually
made after the audit is completed for a given fiscal year. There will be a deficit for FY2019 and no contribution to reserves is expected to be recommended. But at this time, we have reached six months in reserve, thus meeting the goal previously established.

Capital Expenditures
We are also budgeting for an outlay of $98,000 for capital improvements, especially in the computers and other electronic equipment. Some of our equipment is approaching the end of its useful life. In some cases, we have gone beyond the useful life of the equipment. These are items that will be treated as an asset and depreciated in the coming years.

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<th>ADERA Revenue Budget</th>
<th>EXHIBIT 1-2021</th>
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<td>Actual</td>
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<td>TOTAL OTHER INCOME</td>
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<td>TOTAL REVENUES</td>
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### ADEA Expense Budget

**EXHIBIT 2-2021**

**Fiscal Year 2021**

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<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
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<td><strong>Expense</strong></td>
<td><strong>Expense</strong></td>
<td><strong>Expense</strong></td>
<td><strong>Expense</strong></td>
<td><strong>Expense</strong></td>
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<td>Consultants, Honoraria and Stipends</td>
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<td>2,296,578</td>
<td>1,765,187</td>
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<td>Investment Fees</td>
<td>74,907</td>
<td>102,995</td>
<td>92,307</td>
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<td><strong>TOTAL PERSONNEL COSTS AND FEES</strong></td>
<td>11,344,383</td>
<td>12,583,543</td>
<td>12,300,796</td>
<td>10,589,174</td>
<td>11,132,724</td>
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<td>Staff Travel</td>
<td>466,035</td>
<td>428,726</td>
<td>371,857</td>
<td>569,331</td>
<td>632,957</td>
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<td>Nonstaff Travel</td>
<td>423,697</td>
<td>598,400</td>
<td>684,447</td>
<td>706,310</td>
<td>540,163</td>
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<td><strong>TOTAL TRAVEL</strong></td>
<td>889,732</td>
<td>1,027,126</td>
<td>1,056,304</td>
<td>1,275,641</td>
<td>1,173,120</td>
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<td>Bank &amp; Credit Card Charges</td>
<td>443,455</td>
<td>474,386</td>
<td>505,336</td>
<td>352,122</td>
<td>358,593</td>
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<td>Developmental Programming</td>
<td>345,423</td>
<td>507,672</td>
<td>277,237</td>
<td>203,321</td>
<td>283,552</td>
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<td>Data Processing</td>
<td>5,416,443</td>
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<td>5,388,223</td>
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<td>Computer Operations</td>
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<td>419,541</td>
<td>742,801</td>
<td>744,598</td>
<td>906,911</td>
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<td>Telephone/Internet</td>
<td>88,060</td>
<td>91,170</td>
<td>160,129</td>
<td>241,725</td>
<td>222,845</td>
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<td>Postage/Freight</td>
<td>130,835</td>
<td>113,160</td>
<td>121,311</td>
<td>104,230</td>
<td>101,355</td>
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<td>Office Supplies</td>
<td>72,287</td>
<td>82,494</td>
<td>66,661</td>
<td>51,900</td>
<td>52,850</td>
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<td>Printing/Reproduction</td>
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<td>160,731</td>
<td>183,588</td>
<td>183,085</td>
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<td>Rent &amp; Refurbishing expense</td>
<td>1,626,408</td>
<td>1,578,716</td>
<td>1,763,771</td>
<td>1,846,552</td>
<td>1,920,000</td>
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<td>Depreciation/Amortization</td>
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<td>680,864</td>
<td>681,214</td>
<td>550,010</td>
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<td>Equipment Rental</td>
<td>29,436</td>
<td>37,653</td>
<td>41,377</td>
<td>127,508</td>
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<td>Repairs &amp; Maintenance</td>
<td>2,381</td>
<td>3,857</td>
<td>1,285</td>
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<td>Insurance</td>
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<td>137,240</td>
<td>129,537</td>
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<td>Memorial &amp; Contributions</td>
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<td>198,592</td>
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<td>Dues/Subscriptions/Membership Fees</td>
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<td>200,463</td>
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<td>Employee Prof. Development</td>
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<td>60,900</td>
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<td>Miscellaneous Expense</td>
<td>34,559</td>
<td>834</td>
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<td>Meeting Expense</td>
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<td>2,613,771</td>
<td>2,700,036</td>
<td>3,305,844</td>
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<td>Donated Services</td>
<td>22,991</td>
<td>19,933</td>
<td>4,825</td>
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<td>Recruitment &amp; Retention</td>
<td>31,976</td>
<td>13,781</td>
<td>31,091</td>
<td>18,050</td>
<td>5,000</td>
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<td>Awards &amp; Fellowship</td>
<td>189,449</td>
<td>364,211</td>
<td>311,675</td>
<td>150,000</td>
<td>185,000</td>
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<td>Marketing</td>
<td>4,803</td>
<td>37,909</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>Bad Debt Expense</td>
<td>35,626</td>
<td>79,265</td>
<td>1,000</td>
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<td>-</td>
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<td>Design Expense</td>
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<td>111,011</td>
<td>128,824</td>
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<td>ADEA Advertising Expense</td>
<td>73,788</td>
<td>81,139</td>
<td>99,664</td>
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<td>Media Expense (including Social Media)</td>
<td>-</td>
<td>29,338</td>
<td>28,814</td>
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<td>Commission Expense</td>
<td>68,993</td>
<td>53,697</td>
<td>131,841</td>
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<td>Promotional Items</td>
<td>58,304</td>
<td>55,041</td>
<td>108,597</td>
<td>89,670</td>
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<td>Business Meals and Entertainment</td>
<td>34,798</td>
<td>37,780</td>
<td>45,362</td>
<td>32,350</td>
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<td><strong>TOTAL OTHER COSTS</strong></td>
<td>14,134,719</td>
<td>13,353,093</td>
<td>14,202,462</td>
<td>14,499,628</td>
<td>15,393,270</td>
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<td><strong>TOTAL EXPENSES</strong></td>
<td>26,368,834</td>
<td>26,963,762</td>
<td>27,390,250</td>
<td>26,364,443</td>
<td>27,699,114</td>
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**UNRESTRICTED SURPLUS (DEFICIT)**

1,647,003 (775,797)

**CHANGE IN TEMPORARILY RESTRICTED NET ASSETS**

1,561,015 (90,977)

**NET SURPLUS (DEFICIT)**

1,698,018 (866,774)

**CONTRIBUTION TO RESERVE**

850,000
New Chief Administrators at Member Institutions

New Dental School Deans

Since the 2019 ADEA Annual Session & Exhibition, U.S. and Canadian academic dental institutions have appointed the following new deans, interim deans, acting deans and directors, whose service began between the end of the 2019 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. Richard C. Black, Texas Tech University Health Sciences Center El Paso
- Dr. Bertha Garcia, Western University Schulich School of Medicine & Dentistry
- Dr. Lily T. Garcia, University of Nevada, Las Vegas, School of Dental Medicine
- Dr. Andrea Jackson, Howard University College of Dentistry
- Dr. Steven I. Kaltman, Nova Southeastern University College of Dental Medicine
- Dr. Nadeem Karimbux, Tufts University School of Dental Medicine
- Dr. Kevin M. Keating, California Northstate University College of Dental Medicine
- Dr. Anastasia Kelekis-Cholakis, University of Manitoba Dr. Gerald Niznick College of Dentistry
- Dr. Steven M. Lepowsky (Interim), University Connecticut School of Dental Medicine
- Dr. Carol Anne Murdoch-Kinch, Indiana University School of Dentistry
- Dr. Jeffrey P. Okeson (Interim), University of Kentucky College of Dentistry
- Dr. Vicki Rosen (Interim), Harvard School of Dental Medicine
  - Dr. Russell Taichman, University of Alabama at Birmingham School of Dentistry

New Affiliate Members

Since February 2019, these programs and schools have become Affiliate Members. The ADEA Board of Directors welcomes them.

Allied Dental Members

- State College of Florida-Manatee-Sarasota, Prof. Kimberly Bastin, Dental Hygiene Program Director (Bradenton, FL)
- Utah Valley University, Prof. Dianne Knight, Dental Hygiene Program Director (Orem, UT)
- Southcentral Foundation, Ms. Sandy Stearns, Program Coordinator (Anchorage, AK)
- South College Nashville Learning Site, Dr. Denise Terese-Koch, Chair, Department of Dental Education (Nashville, TN)
- Regis College, Prof. Denise Tetreault, Dental Hygiene Program Director (Weston, MA)
- John Abbott College, Prof. Francine Trudeau, Dental Hygiene Program Director (Sainte-Anne-de-Bellevue, QC)

Advanced (Hospital based)

- Faxton – St. Luke’s Healthcare/MVHS, Dr. Evelyn Salgado Parilla, Program Director (New Hartford, NY)
- Hudson Regional Hospital, Dr. Ricky E. Harrell, Program Director & Clinical Professor (Atlanta, GA)
- Johnston Memorial Hospital, Inc., Dr. Michael McCracken (Abingdon, VA)
- MetroHealth Medical Center, Dr. Laith Al Mashi, Program Directory, GPR Residency (Cleveland, OH)
Other New Administrators at Member Institutions

- Dr. Riki Gottlieb, Associate Dean of Admissions and Student Affairs, University of British Columbia Faculty of Dentistry
- Dr. Ray Stewart, Chair of Pediatric Dentistry, University of California, San Francisco, School of Dentistry
- Dr. Patricia Corby, Associate Professor of Oral Medicine and Associate Dean of Translational Research, University of Pennsylvania School of Dental Medicine
- Professor Marion Manski, Director, Fones School of Dental Hygiene
- Dr. Todd Singer, Assistant Dean for Intramural and Extramural Affairs, University of Pennsylvania School of Dental Medicine
- Dr. Rodrigo Neiva, Chairman of the Department of Periodontics, University of Pennsylvania School of Dental Medicine
- Dr. Nigel W. Bunnett, Chair of the Department of Basic Science and Craniofacial Biology, NYU College of Dentistry
- Mr. Stan Constantino, Assistant Dean for Admissions, Student Affairs and Diversity, University of Pacific, Arthur A. Dugoni School of Dentistry
- Dr. Kent L. Knoernschild, Chair of the Department of Restorative Sciences, Dental College of Georgia at Augusta University
- Dr. Andre V. Ritter, Chair of the Department of Cariology and Comprehensive Care, NYU College of Dentistry

Corporate Members

These companies have become ADEA Corporate Members since February 2019. The ADEA Board of Directors welcomes them.

- Acadental, Inc., Mr. Jeff Scott, General Manager (Overland Park, KS)
- CE Zoom, LLC, Ms. Sarah Thiel, Chief Executive Officer (San Antonio, TX)
- Higher Learning Technologies, Ms. Chelsey Dreckman, Strategic Partnerships/Marketing (Coralville, IA)
- MouthWatch, Mr. Brant Herman, Founder and Chief Executive Officer (Metuchen, NJ)

The ADEA Board of Directors welcomes all.
In Memoriam

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

A. T. Still University Missouri School of Dentistry & Oral Health
Norman Freiberger
Boston University Henry M. Goldman School of Dental Medicine
Dr. Andrew Delima
Dr. Gerald Isenberg
Dr. Andrea Malouf
Dr. Erdjan Salih

Columbia University College of Dental Medicine
Dominic DeLotto

Dental College of Georgia at Augusta University
Dr. Kenneth Grubbs
Dr. James Keagle
Dr. Thomas J. Zwemer
Mr. Thomas Garman
Dr. Guy Edward Fiebig
Dr. Marion Durst, III
Dr. Paul Gangarosa, Sr.
Dr. Manuel Isadore Weisman
Dr. Joseph V. Reid
Dr. Michael Davenport
Dr. Billy Moore Pollard
Dr. Wade Hammer
Dr. Norman Weller
Dr. Fred Padgelek
Ms. Jane Flanders
Dr. Thaddeus Rowell
Dr. Dana Brockington

Eastern Washington University
Ms. Teri Hansen

Harvard School of Dental Medicine
Dr. Russell Giordano, Sr.
Dr. Roy Feldman

University of Pennsylvania School of Dental Medicine
Dr. Mark Blumberg
Dr. Norman De Jong
Dr. Kenneth Berman

Harvard School of Dental Medicine
Dr. Leon R. Briggs Jr
Dr. Nicholas Cascarío
Dr. John A. Chalmers
Dr. Joseph F. Ciano
Dr. Robert H. Clifton
Dr. Robert C. Fazio
Dr. Archibald T. Hodge
Dr. Alvin A. Krakow
Dr. Gary S. Leske
Dr. Steven Offenbacher

Herman Ostrow School of Dentistry of USC
Dr. Thomas R. Feder
Dr. Frank Cortez Flores, Jr.
Dr. John R.J. Gawley
Dr. Hubert Hawkins, Jr.
Dr. Gilbert T. Katz
Dr. Edward J. Lew
Dr. Richard L. Moorehouse
Dr. Frank C. Stone, II
Dr. M. Ebert Smith

Idaho State University, Department of Dental Hygiene
Ms. Denise Bowen

Indiana University School of Dentistry
Dr. Charles Palenik
Dr. Abdel Hady Kafrawy
Dr. Gary Plymale
Dr. John Lindquist
Dr. James R. Roche
Dr. John Mink
Dr. Michael Baumgartner

Louisiana State University Health New Orleans School of Dentistry
Dr. Joe Lawrence
Dr. Robert E. Barsley
Dr. William H. Bert Wood
Dr. Victor Vignes
Dr. John J. Sheridan
Dr. Raphael H. de Boisblanc
Dr. Ronald Monica
Dr. Wendell Garrett, Jr.
Dr. Richard Akin

Marquette University School of Dentistry
Dr. Robert Gordon
Dr. Denis Lynch
Dr. Jerry Feldman
Ms. Nancy Milbrath
Dr. Robert Kustra
Mr. Rod Daering

McGill University Faculty of Dentistry
Dr. Robert Gordon
Dr. Denis Lynch
Dr. Jerry Feldman
Ms. Nancy Milbrath
Dr. Robert Kustra
Mr. Rod Daering

Meharry Medical College School of Dentistry
Dr. William Butler

NYU College of Dentistry
Mr. Shand Raymone Tinsley

Rutgers, The State University of New Jersey, School of Dental Medicine
Dr. Milton I. Houpt

Southern Illinois University
Dr. Richard Dick Norman
Dr. Clifford Neill

The University of Iowa College of Dentistry & Dental Clinics
Dr. Paula Weistroffer
Mr. Doug Aunan
Dr. Howard Field
Dr. Keith E. Thayer
Dr. Clemens A. Full
Mr. Duane M. Anderson

Tufts University School of Dental Medicine
Dr. John DiBiaggio
Dr. Samantha Yamamoto
Janice O’Connell Gatulis
Dr. David Hern

University at Buffalo School of Dental Medicine
Dr. Robert E. Baier
Dr. Robert Genco
Dr. Robert B. Nachbar
Dr. Ernest J. Hausmann
Dr. Edward J. Kerr
Dr. Ronald G. Korn
Dr. Robert G. Mesires
Dr. Robert Rosen
Dr. Raymond B. Kielich
Dr. Richard M. Bedosky
Dr. William D. Bellavia
Dr. William M. Bloom
Dr. Louis L. Castilian

University of Alabama at Birmingham School of Dentistry
Dr. Roy P. Adams
Dr. Fred Douglas Archer, Jr.
Dr. Donald H. Baxter
Dr. W. Merrick Hayes, Jr.
Dr. Leo Stephen Wagner
Dr. Anthony J. Swiatowy
Dr. Irwin D. Arbesman
Dr. Martin H. Bell
Dr. Nicholas A. DeSocio

University of Connecticut School of Dental Medicine
Dr. Deborah Redford-Badwal
Dr. David Krutchkoff
Dr. James Yaeger
Dr. Howard L. Bailit

University of Detroit Mercy School of Dentistry
Wai Choong Foong
Larry Anderson

University of Florida College of Dentistry
Dr. Marc Heft
University of Illinois at Chicago College of Dentistry
Dr. Arshad Mohammed
Dr. Moneim A. Zaki
Dr. Arnold Steinberg
Dr. Ellen Ann BeGole
Marietta D. Burns
Dr. John Cleall
Janis Hayden
Dr. Todd Molis
Prof. Lucy A. Pillinger
Dr. Mark Wilton

University of Michigan School of Dentistry
Dr. William E. Brown
Dr. Francis J. Maly
Dr. H. Wayne Mohorn, Sr.
Dr. Lewis Keith Yohn
Dr. William Godwin
Dr. William Gregory
Dr. Eli Berger
Dr. Frank Comstock
Dr. Lloyd H. Bud Straffon
Dr. Dick Niesuma
Prof. Janice Heys
Dr. Paul Lang
Dr. Gloria Kerry

University of Minnesota School of Dentistry
Dr. Richard Oliver
Dr. Edgar Zigler
Dr. Richard Gordon

University of Mississippi Medical Center
School of Dentistry
Glen E. Robinson

University of Missouri - Kansas City School of Dentistry
Dr. Jacob McGuire

University of Nebraska Medical Center
College of Dentistry
Dr. Orlen Johnson
Dr. Stephen Leeper
Dr. Tom Gound
Dr. Robert Krejci
Dr. William D. Ahrens
Dr. Alan J. Beck
Dr. Dennis B. Claridge
Dr. Earl L. Lampshire

University of Nevada, Las Vegas, School of Dental Medicine
Dr. Duane H. Smith
Dr. Robert E. Sullivan

University of North Carolina at Chapel Hill School of Dentistry
Dr. Ben Barker
Dr. Bettie McKaig

University of Oklahoma College of Dentistry
Dr. Jerome B. Miller
Dr. William E. Brown
Dr. Arthur Vernino
Dr. Stewart Shapiro
Dr. Richard T. Glass

University of Pennsylvania School of Dental Medicine
Dr. Roy S. Feldman
Dr. Edward T. Lally
Dr. R. Roberta Throne
Dr. Jerome H. Sklaroff

University of Pittsburgh School of Dental Medicine
Dr. Richard J. Doerfler

University of Puerto Rico School of Dental Medicine
Dr. Arnaldo J. Guzman Garcia
Dr. Herman Rodriguez Olazagasti

University of Texas School of Dentistry at Houston
Dr. Don L. Allen, Sr.
Dr. Walter J. Bud Belanger
Dr. Robert O. Rod Dosch
Dr. Pauline Jackie Duke
Dr. Rudolph S. Fulton
Dr. Barbara Scott
<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Dr. Robert H. Tate</td>
<td>University of the Pacific, Arthur A. Dugoni</td>
</tr>
<tr>
<td>Dr. William H. Tate</td>
<td>School of Dentistry</td>
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<tr>
<td>Dr. Roland Smith</td>
<td>Dr. David Paul Koelliker</td>
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<td>Dr. L. Roy Eversole</td>
<td>University of Utah School of Dentistry</td>
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<td>Ms. Mae Licudine</td>
<td>Dr. David Paul Koelliker</td>
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<td>Dr. Dale Redig</td>
<td>West Virginia University School of Dentistry</td>
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<tr>
<td>George Tolentino</td>
<td>Ms. Karen Colletti-Pacilli</td>
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<td>Western University of Health Sciences</td>
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<td>UT Health San Antonio School</td>
<td>College of Dental Medicine</td>
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<tr>
<td>Dr. Edwin Jack Martin</td>
<td>Dr. Cynthia M. Kudlik</td>
</tr>
<tr>
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<td>Dr. Jeffrey D. Lloyd</td>
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</tbody>
</table>
Preamble
The American Dental Education Association (ADEA) is incorporated as a District of Columbia nonprofit corporation and as such is subject to the District of Columbia Nonprofit Corporation Code. As established by its Articles of Incorporation, the purpose of the Association is to advance and support dental education, dental research and the dental health and education of the general public, and it is recognized by the Internal Revenue Service as a 501(c)(3) organization.

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

A. Function, Powers, Obligations and Duties

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

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

B. Composition

The House of Delegates is comprised the following:

1. The Officers;
2. The Council of Deans is represented by all of its members;
3. The Council of Faculties is represented by all of its members from Institutional and Provisional Member institutions and one member elected from the members from the Canadian Faculties of Dentistry;
4. The Council of Allied Dental Program Directors is represented by its Administrative Board and one delegate for every 10 of its member programs (or major portion thereof) in each of its four membership categories—dental assisting education, dental hygiene education, dental laboratory technology education and advanced allied dental education. Each category is represented by at least two delegates; a minimum number is not required in the event that there are less than 10 programs in a particular category.
5. The Council of Advanced Education Programs (COAEP) is represented in the ADEA House of Delegates by its Administrative Board, one representative from each of the ADA-recognized dental specialties, two representatives from advanced education in general dentistry programs plus one delegate for every 10 COAEP member programs. COAEP shall have at least 16 Delegates. Delegates do not need to be a current Program Director or Chief of a Hospital Dental Service.

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

7. The Council of Students, Residents and Fellows is represented by its Administrative Board; by 12 members of the Council of Students, Residents and Fellows (one each from each of the 12 districts recognized by the Council); by four advanced dental students, residents or fellows and by six allied dental students;

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

9. Delegate Selection
   a) All members of the Council of Deans serve as Delegates to the House of Delegates.
   b) All members of the Council of Faculties from Institutional and Provisional Member Institutions serve as Delegates to the House of Delegates. One member as elected by the members from the Canadian Faculties of Dentistry also serves as a Delegate 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 Advanced Education Program’s Delegates to the House of Delegates include representatives from the dental specialties who are nominated and reviewed by the Council’s Administrative Board. Delegates that represent programs may self-nominate or are nominated by the Council’s Administrative Board. Delegates are appointed by the Council’s Administrative Board.
   e) The Council of Sections Delegates to the House of Delegates include the Councilor and Chair of each Section. The members of the Administrative Board also serve as Delegates to the House of Delegates.
   f) The Council of Students, Residents and Fellows elects Delegates at the ADEA Annual Session & Exhibition. Each member institution represented at the Council meeting to elect Delegates gets one vote.
   g) The Corporate Council Delegates to the House of Delegates consist of the Council’s Administrative Board.

C. Meetings of the House of Delegates

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

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

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

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

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

5. **Procedures Regarding Resolutions.**
   a) Resolutions may be presented to the House of Delegates either by the Board of Directors or by any Delegate in writing up to and including the Opening of the House of Delegates.
   b) Any Individual Member may submit a resolution to the Board of Directors by December 1, prior to the next ADEA Annual Session & Exhibition, which in its discretion may or may not choose to forward it for further consideration.
   c) Resolutions not brought before the last Board of Directors meeting prior to the Annual Session & Exhibition may be introduced at the Opening of the House of Delegates and must be presented by a Delegate.
   d) Resolutions brought after the Opening of the House of Delegates cannot be considered by the House until the following year. The resolution can be sent immediately after the ADEA Annual Session & Exhibition to the President and CEO, who then presents it to the Board of Directors for consideration before the next ADEA Annual Session & Exhibition.
   e) At its discretion, the Board of Directors may submit resolutions to an appropriate Association component group for advice before forwarding the resolution to the House of Delegates.
   f) Annually, the Board of Directors appoints Reference Committee Members to hold hearings at the ADEA Annual Session & Exhibition on resolutions being presented to the House of Delegates and to make recommendations on those resolutions upon request of the Board of Directors.
g) Resolutions proposing expenditure of Association funds must be accompanied by a cost impact statement estimating the amount of funds required and the period of expenditure.

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

6. Removal. A member of the House of Delegates may be removed with or without cause upon a majority vote of the Delegates whenever in the Delegates’ judgment the best interest of the Association would be served thereby, provided that all the Delegates have at least 21 days’ notice of the proposed removal and the Delegate at issue has an opportunity to address the House of Delegates personally, either by phone, in-person or electronically as determined by the discretion of the Board of Directors.

Chapter II: The Association’s Officers

A. Officers.

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

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

B. Qualifications.

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

C. Duties and Responsibilities of Officers

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

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

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

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

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

   e) The Treasurer as the Chair of the Finance Committee will cause there to be a process to ensure the safe custody of all funds, securities and assets of the Association and the preparation of financial reports. He or she will cause there to be a process by the Finance Committee to review and approve an annual budget for the Association, conduct regular reviews of the Association’s financial statements and progress against the budget, oversee Association investments and review the annual financial audit and reports required by governmental authorities. The Board of Directors may appoint and empower such Assistant Treasurers as shall be required to carry out the purpose of this section.

   f) Each Board Director represents an Association Council and, in addition to fulfilling the duties in this subsection, fulfills the responsibilities set forth in Chapter VII (Councils) of these Bylaws. The Board Directors are nominated according to procedures set forth in Chapter VIII (Councils) of these Bylaws.

**D. Nominating and Electing the Chair-elect**

1. **Nominating the Chair-elect of the Board.** Annually, the Board of Directors shall constitute a Nominating Committee, chaired by the Immediate Past Chair of the Board, to nominate one or more candidates for Chair-elect of the Board. The Committee shall receive and consider nominations from the general membership, Council Administrative Boards and Delegates, and shall recommend one or more candidates to stand for election.
Any member may make nominations according to the timetable and procedures set forth in the Policy on Nominations for Chair-elect of the Board.

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

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

1. **Terms of Office.** The term of office of any Officer shall be as follows but shall not terminate until: (a) the installation of a successor, (b) the effective date of his or her resignation submitted in writing to the Secretary or Chair of the Board, (c) upon his or her death or (d) upon removal from Office in accordance with the provisions of these Bylaws. The Chair-elect of the Board, Chair of the Board and Immediate Past Chair of the Board serve one-year terms. After serving a term in any such position, they are ineligible to serve again in any of those offices. The Board Directors serve a single three-year term, except that the Board Director for Students, Residents and Fellows shall serve a term of office specified in Chapter VII, Section B.7 of these Bylaws. Board Directors are ineligible to succeed themselves in the same role.

2. **Succession.** The Chair-elect of the Board automatically succeeds to the office of Chair of the Board, and the Chair of the Board automatically succeeds to the office of Immediate Past Chair of the Board.

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

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

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

d) In the event of the death, resignation or removal of one or more of the Board Directors, the vacancy shall be filled in accordance with the procedures set forth in Chapter VII, Section B.8 of these Bylaws.

Chapter III: Board of Directors

A. Composition and Function.

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

B. Powers and Duties.

The Board of Directors has the power to engage in the oversight in the business affairs of the Association, including the following powers and duties:

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

C. Meetings

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

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

A Board Director who is unable to attend a Board of Directors meeting may designate one of the other elected Council Officers to attend in his or her place as a non-voting member of the Board of Directors for that meeting.

Chapter IV: Governance Procedures

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

A. Leadership.

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

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

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

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

B. Quorum.

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

C. Manner of Acting.

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

D. Alternative Action.

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

E. Meetings Held in Whole or Part Through the Use of Telecommunications.

Anyone who participates in a governance or committee meeting by means of a conference telephone or other telecommunications device which allows all persons participating in the meeting to hear each other and such participation in a meeting shall be deemed present in person at such meeting.
F. Emergency Powers.

In an emergency such that a quorum of the Delegates or the Board of Directors cannot readily be assembled because of some catastrophic event, the Board of Directors may modify the lines of succession to accommodate the incapacity of any Director, Officer, employee or agent and may relocate the principal office, designate alternative principal offices or regional offices or authorize the Officers to do so, may give notice of a meeting only to those whom it is practicable to reach and may be given in any practicable manner, may designate one or more Association Officers in order of rank and within the same rank in order of seniority to be Directors for a Board of Directors meeting, and may take corporate action in good faith during an emergency to further the ordinary affairs of the nonprofit corporation, which although binding on the Association, shall not be used to impose liability on a Director, Officer, employee, or agent.

Chapter V: Committees

A. In General.

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

B. The Finance Committee.

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

C. Nominating Committee.

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

D. Other Standing and Special Committees.

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

Chapter VI: Membership

A. General Qualifications—Member Dues.

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


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

D. Individual Membership

1. Classes, Qualifications, and Obligations. The classes, qualifications and obligations of Individual Membership are as follows:
   a) Individual Members:
1. Any faculty member or other person appointed to or employed by a dental, advanced education, hospital and/or allied dental education ADEA member institution is eligible to become an Individual Member.

2. An Individual Membership may be activated at any time during the year. They become effective as soon as the activation is processed and remain in effect for the following 12 months.

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

c) Retired Members:
   1. Any individual who has completely retired from dental education and dental practice and who has been an Individual Member is eligible to become a Retired Individual Member.
   2. A Retired Membership may be activated at any time during the year. Such memberships take effect as soon as the activation is processed and remain in effect for the following 12 months.

d) Honorary Members:
   1. Any individual who has rendered a distinct service to humankind, made outstanding contributions to dentistry and/or rendered exceptional service to the Association may be nominated by the Board of Directors for Honorary Membership.
   2. Individuals become Honorary Members by being elected by the affirmative vote from a majority in the House of Delegates. Honorary Members are entitled to all the privileges of Individual Membership except the right to vote. An Honorary Membership is effective for the member’s lifetime.

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

E. Membership Voting Rights.

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

Chapter VII: Councils

A. Functions and Rights of the Councils

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

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

B. Leadership of the Councils—The Administrative Boards

1. Council Leadership Positions and Duties. Each Council has an Administrative Board consisting of a Chair, Chair-elect (Vice-Chair for the Council of Students, Residents and Fellows), Secretary, Member-at-Large and Board Director (ex officio).
   a) It is the duty of Chairs:
      1. To provide leadership in meeting Council goals and objectives;
      2. To Chair Council meetings; and
      3. To plan programs for Council meetings.
   b) It is the duty of Chairs-Elect:
      1. To Chair Council meetings in the absence of the Chair;
      2. To perform any duties requested by the Chair; and
      3. To serve as Chair of the Nominating Committee, which receives and considers nominations and recommends eligible candidates to stand for election for Council Office.
   c) It is the duty of Secretaries:
      1. To record the minutes of Council and Administrative Board meetings or to see that they are recorded;
      2. To submit the minutes of Council Annual Session meetings to the ADEA Headquarters within 60 days after the Meeting; and
      3. To perform any duties requested by the Chair.
   d) It is the duty of Members-at-Large:
      1. To perform any duties requested by the Chair.
   e) It is the duty of Board Directors:
      1. To serve as ex officio Council Officers and to serve as Association Officers;
      2. To represent the Councils’ interests on the Board of Directors;
3. To serve as consultants from the Board of Directors to the Councils in conducting their business and meeting their objectives; and
4. To report Board of Directors’ actions to the Council.

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

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

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

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

6. **Installation.** All Administrative Board members, except Board Directors, are installed at Council meetings held during the ADEA Annual Session & Exhibition. Board Directors are installed at the ADEA Annual Session & Exhibition at the Closing of the House of Delegates. Administrative Board members who are elected by electronic ballot following the ADEA Annual Session & Exhibition are installed immediately.

7. **Terms.** All Council Administrative Board members, except Board Directors, serve only one, one-year terms. Board Directors serve three-year terms, except for the Board Director for Students, Residents and Fellows, who may serve up to three consecutive one-year terms if the individual qualifies for membership on the Council of Students, Residents and Fellows during that entire period. An individual who has served a full term as a Board Director (or three consecutive one-year terms as a Board Director for
Students, Residents and Fellows), and Chair, Chair-elect, Secretary or Member-at-Large may not succeed himself or herself in any of those positions.

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

9. **Alternates.** Council Administrative Board members may not send alternates to attend Council Administrative Board meetings. Council members unable to attend a House of Delegates Meeting or a Council meeting, or who serve in the House of Delegates in two or more positions (e.g., as a member of the Council of Faculties and Council of Sections), may appoint alternates to represent them. Members of the Councils of Allied Dental Program Directors, 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 and one faculty member from each one of the Canadian Faculties of Dentistry, 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 Advanced Education Programs** membership includes Program Directors or Chiefs of a Hospital Dental Service (as defined by CODA’s list of Program Directors), faculty, residents and fellows, as well as advanced dental education administrators, in Commission on Dental Accreditation-accredited advanced dental education programs located in ADEA-member institutions, as well as past members of the COAEP Administrative Board who are appointed to or employed in an ADEA member institution.

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

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

1. Be an individual member of ADEA;
2. Be a member of ADEA COAEP;
3. Be a current Program Director or Chief of a Hospital Dental Service in a CODA-accredited advanced dental education program located in an ADEA-member institution.
To be eligible to serve as a COAEP Board Director, a person must:
1. Be an individual member of ADEA;
2. Be a member of ADEA COAEP;
3. Be appointed to or employed in an ADEA Member Institution;
4. Be involved in advanced dental education at their institution;
5. Be a current or former Program Director or Chief of a Hospital Dental Service; and
6. Have previously been elected to and served on the Council’s Administrative Board.

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

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

7. The Corporate Council consists of one 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 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 those members who attend a meeting at which an election occurs.

Chapter VIII: Sections

A. Functions.

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

1. Academic and administrative Sections are periodically asked by the House of Delegates, Board of Directors, Chair of the Board and President and CEO to undertake assignments and to comment on appropriate materials.
2. A Section is further encouraged to initiate projects and studies of benefit to the Association and its members.
3. A Section may submit resolutions to the House of Delegates.

B. Membership in a Section.

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

C. Formation of a Section

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

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

D. Review.

The Council of Sections Administrative Board reviews each Section annually. A review of performance is based on criteria established by the Council of Sections Administrative Board:

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

2. The Council of Sections Administrative Board may recommend that a Section be disbanded or suggest that two or more Sections be merged into one Section based on strong similarities.
   a) The Council of Sections Administrative Board forwards a recommendation that a Section be disbanded or merged to the Board of Directors.
b) If the recommendation is approved by the Board of Directors, the Board of Directors forwards an appropriately worded resolution to the House of Delegates for hearing at the subsequent Annual Session & Exhibition.

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

E. Officer and Term of Office.

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

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

2. **Duties:**
   a) It is the duty of the **Councilor** to provide continuity of leadership for the Section and mentoring of new Section Officers; attend the ADEA Annual Session & Exhibition and interim meetings of the Council of Sections; serve as a Delegate in the House of Delegates during the Annual Session & Exhibition; assist in planning, implementing, and assessing Section programs and projects; prepare and submit the Section annual report after each Annual Session & Exhibition to the Council of Sections Staff Liaison; and serve as Section liaison with the Council of Sections Administrative Board.
   
   b) It is the duty of the **Chair** to provide leadership in the coordination of Section activities; attend the Annual Session & Exhibition and interim fall meetings of the Council of Sections; chair Section meetings; assist in planning programs for Section meetings; and serve as a Delegate in the House of Delegates during the Annual Session & Exhibition.
   
   c) It is the duty of the **Chair-elect** to serve as Chair in the absence of the Chair; attend the ADEA Annual Session & Exhibition and interim meetings of the Council of Sections; perform any Section-related duties requested by the Chair; serve as Chair of the Nominating Committee, which receives and considers nominations and recommends eligible candidates to stand for election for Section office; and serve as the Program Chair for the Section and be responsible for submitting program proposals on behalf of the Section.
   
   d) It is the duty of the **Secretary** to record the minutes of Section meetings and disseminate them to the Section membership; attend the Annual Session & Exhibition and interim meetings of the Council of Sections; submit the minutes and current Officer contact information to the Section Councilor for submission with the Section annual report to the Council of Sections Staff Liaison; publish and disseminate a Section newsletter; and perform any Section-related duties requested by the Chair.

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

4. **Nominations:** Before each ADEA Annual Session & Exhibition, the Nominating Committee (Chair-elect and two Section members who are not Officers) recommends eligible candidates for the office of Secretary. Every third year, the Committee recommends eligible candidates for the office of Councilor. Additional nominations for these offices may be made from the floor at the Section business meeting during the Annual Session & Exhibition when the nominating committee does not receive any
nominations via the Call for Nominations process. An individual’s eligibility for the open position will be reviewed and vetted by the nominating committee.

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

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

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

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

**Chapter IX: Special Interest Groups (SIGs)**

A. **Functions.**

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

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

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

B. **Participation and Membership in a SIG.**

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

C. **Formation of a New SIG**

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

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

D. Review.

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

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

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

E. Officer and Term of Office.

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

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

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

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

   4. **Nominations, Elections, Terms and Installation.** If a SIG has a leadership organizational structure similar to that of a Section, before each ADEA Annual Session & Exhibition, the Nominating Committee (Chair-elect and two SIG members who are not Officers) receives and considers nominations and recommends eligible candidates to stand for election for the SIG office. Each year, a Chair is elected to serve a one-year term. Chairs may serve a maximum of three one-year terms. SIG Officers are elected at the SIG business meeting held at the ADEA Annual Session & Exhibition. A SIG Officer takes office at the conclusion of the ADEA Annual Session & Exhibition. A person may not
hold office in more than one SIG simultaneously. SIG Chairs are not eligible to serve as an alternate in the House of Delegates.

5. Replacement of Vacancy.
   a) If the position of Chair becomes vacant, the SIG members must nominate and elect another member of the SIG to serve out the unexpired term by mail or electronic ballot.
   b) If a SIG chooses to have a leadership organizational structure similar to that of a Section (i.e., Chair, Chair-elect and Secretary), the remaining Officers will appoint a SIG member to serve out the unexpired term of the Officer whose position has become vacant.

F. Establishing a Section from a Special Interest Group

1. A SIG is eligible to apply for Section status after a minimum of two years of viable leadership and sustainable membership. If the SIG chooses to apply for Section status, it must:
   a) Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board located in the ADEA Governance Policy and Procedures Manual.
   b) Submit the completed proposal to the Chair of the Council of Sections Administrative Board and the ADEA Staff Liaison to the Council of Sections no later than the designated deadline date.

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

Chapter X: Rules for Councils, Sections, and SIGs

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

A. Finances.

Records and accounts are maintained at the ADEA Headquarters. Any special allocation or residual amount, which is determined by the Board of Directors and House of Delegates, is available for a group’s annual expenditures. The allocated or residual funds may be used by a group for any reasonable expenditure as outlined in the Board of Directors approved policies for such expenses. Reimbursements for approved expenses shall be processed according to Association policy. All group requests for funding from outside organizations must receive prior Board of Directors’ approval and be coordinated by the ADEA Headquarters.
B. Employment.

Component groups may not employ an individual except on authorization of the Board of Directors.

C. Contracts.

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

D. Establishment of Policy.

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

E. Public Statements.

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

F. Communication.

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

G. Relations with Other Organizations and Agencies.

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

H. Relations with Other Component Groups.

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

I. Additional Rules for Component Groups.

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

J. Mail Ballots.

Component groups are authorized to transact business by mail ballot. Mail ballots may be sent and returned by electronically or via postal mail. The results of mail ballots are as binding as those obtained at official meetings. The following regulations apply to all mail ballots:
1. Mail ballots should be initiated by an Officer or appropriate staff member.

2. Each mail ballot should include enough information to allow recipients to register an opinion on the issue in question.

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

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

Chapter XI: President and CEO

A. Function and Duties.

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

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

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

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

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

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

6. Approve applications for Affiliate Membership;

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

8. Prepare financial reports for the Board of Directors;

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

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

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

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

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

14. Provide a program for the ADEA Annual Session & Exhibition;
15. Present an annual report of the activities of the ADEA Headquarters;

16. Publish an Annual Proceedings of the Association;

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

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

C. Tenure of Office and Salary.
   The Board of Directors determines the tenure of office and salary of the President and CEO. No one term may exceed five years.

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

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

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

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

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

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

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

Chapter XIII: Representatives to Other Organizations

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

2. The Joint Commission on National Dental Examinations.

Additional nominations may be made from the floor at the Opening of the House of Delegates. If there are additional nominations, the election procedures are the same as those provided in Chapter I of these Bylaws. If there are no additional nominations, nominees are declared elected at the Opening of the House of Delegates.

B. Representatives to Other Organizations.

Representatives to other organizations are appointed by the Board of Directors, which also determines the organizations to which the Association appoints such representatives.

Chapter XIV: Conflicts of Interest

A. Representing the Association.

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

1. Expected to avoid placing themselves in a position where personal or professional interests may conflict with their duty to the Association;

2. Prohibited to use information learned through their position for personal gain or advantage;

3. Prohibited to obtain for a third party an improper gain or advantage at the expense of the Association;

4. Obligated to disclose to the President and CEO any situation that might be construed as placing the individual in a position of having an interest that may conflict with his or her duty to the Association;

5. Presumed to have a conflict of interest if they, their family, employers or business associates have an interest that could be an impediment to the loyalty of the Association leader to the Association, with the determination about whether there is a conflict to be resolved by a majority vote of the Board of Directors;

6. Expected to avoid even the appearance of impropriety while serving the Association;

7. Shall, in the event of an actual or apparent conflict of interest, disclose all the material facts as to the relationship or interest, shall retire from the room, shall not participate in the deliberation and shall not vote on the matter, which shall enable the remaining Association leaders to make a good faith determination about the proposed transaction or matter, including whether it is fair to the Association. Such a good faith determination about the fairness of the proposed transaction or matter may be made post facto, by a ratification vote.
B. Record.

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

Chapter XV: Indemnification and Limitation of Liability

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

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

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

C. But shall not be indemnified:

1. In connection with the proceeding by or in the right of the Association (unless it is determined that the person met the relevant standard of conduct under subsection B above), or

2. In connection with any proceeding with respect to conduct for which the person was adjudged liable on the basis that the person received a financial benefit to which she or her was not entitled, whether or not involving action in an official capacity; and,

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

E. With regard to any Director or Officer, the indemnification provided by this Article shall not be deemed exclusive of any rights to which any such Director or Officer may be entitled under any statute, bylaw, agreement, vote of the Governing Body or otherwise, and shall not restrict the power of the Association to make any indemnification permitted by law; and provided further that

F. The Association may in its judgment advance expenses for indemnification to such persons to the fullest extent allowed by law.

Chapter XVI: Parliamentary Authority

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

A. Procedure to Amend the Bylaws.

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

B. Procedure to Amend the Articles of Incorporation.

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

Chapter XVIII: Additional Provisions and Association Rules

A. Fiscal Year.

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

B. Corporate Seal.

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

C. Advisory Boards.

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

D. Nondiscrimination Policy.

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

Revised March 2019