



New Beginnings, Endless Opportunities

March 9-12, 2024 | New Orleans, LA

2024 ADEA HOUSE OF DELEGATES MANUAL

2023 ADEA Annual Report | adeaannualreport.org/2023



2024 ADEA House of Delegates Manual

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Schedule of the 2024 ADEA House of Delegates

Opening Session of the ADEA House of Delegates

Saturday, March 9, 2024, 4:30 to 5:30 p.m.

Voting for Chair-elect of the ADEA Board of Directors

Ballots may be cast on Sunday, March 10 and Monday, March 11 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 10 – 8:00 a.m. to 4:00 p.m.
- Monday, March 11 – 8:00 a.m. to noon.

ADEA Reference Committee Hearings

The Reference Committee on Association Policy Hearing will be held on Sunday, March 10 from 2:00 to 3:00 p.m.

The ADEA Reference Committee on Administrative Affairs Hearing will be held on Sunday, March 10 from 4:30 to 5:30 p.m.

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

Closing Session of the ADEA House of Delegates

Tuesday, March 12, 3:30 – 4:30 p.m.

For the order of business of each session of the House, please see the section on “Order of Business of the ADEA House of Delegates” on page 21.

Members of the 2024 ADEA House of Delegates

ADEA Board of Directors

Dr. Ana N. López-Fuentes, Chair of the ADEA Board of Directors, University of Puerto Rico
Dr. Susan Kass, Chair-elect of the ADEA Board of Directors, Miami Dade College
Dr. Nader Nadershahi, Immediate Past Chair of the ADEA Board of Directors, University of the Pacific
Dr. Russ Bergman, Board Director for Advanced Education Programs, Newark Beth Israel Medical Center
Dr. Dharini van der Hoeven, Board Director for Sections, UTHealth Houston
Prof. Amy Coplen, Board Director for Allied Dental Program Directors, Pacific University
Dr. Mert Aksu, Board Director for Deans, University of Detroit Mercy
Mr. Matthew Wright, Board Director for Students, Residents and Fellows, Roseman University of Health Sciences
Mr. Lawrence Schnuck, Board Director for Corporate Council, Kahler Slater
Dr. Michael Larry Bates, Board Director for Faculties, Louisiana State University Health New Orleans
Dr. Karen P. West, President and CEO, American Dental Education Association

ADEA Council of Advanced Education Programs

Administrative Board

Chair, Dr. Thikriat Al-Jewair, University at Buffalo
Chair-elect, Dr. Susan Paurazas, University of Detroit Mercy
Secretary, Dr. Robert Nadeau, University of Minnesota
Member-at-large, Dr. Shreekrishna Akilesh, NYU Langone

Additional Delegates

Dr. Gisela V. Bona, UTHealth Houston
Dr. Edmund Braly, University of Oklahoma
Dr. Karen Bruggers, Louisiana State University Health New Orleans
Dr. Gregory Bunza, Columbia University
Dr. Michael A. Cuddy, University of Pittsburgh
Dr. Fariba Farrokhi, Newark Beth Israel Medical Center
Dr. Nicolaas Geurs, University of Alabama at Birmingham
Dr. Jeffery Hicks, UT Health San Antonio
Dr. Mohammed N. Islam, University of Florida
Dr. Philip Kang, Columbia University
Dr. Edmund Khoo, Indiana University
Dr. Wei-Shao Lin, Indiana University
Dr. Alina O'Brien, University of Pennsylvania
Dr. Roberta Pileggi, University of Florida
Dr. Sonali Rathore, Medical University of South Carolina
Dr. Mike Sabeti, University of California, Los Angeles
Dr. Peggy Timothe, Texas A&M University

ADEA Council of Allied Dental Program Directors

Administrative Board

Chair, Prof. Marion Manski, Virginia Commonwealth University
Chair-elect, Prof. Ann Bruhn, Old Dominion University
Secretary, Dr. Carrie L Hanson, Johnson County Community College

Member-at-large, Dr. Dianne Smallidge, MCPHS University

Dental Assisting

Prof. Misty Mesimer, Germanna Community College

Dr. Hema Udupa, Metropolitan Community College

Dental Hygiene

Dr. Colleen Brickle, Normandale Community College

Dr. Linda Boyd, MCPHS University

Dr. Wanda Cloet, Central Community College

Prof. Marianne Dryer, Cape Cod Community College

Dr. Risa Handman, University of Tennessee Health Science Center

Prof. Rebecca Henderson, The Ohio State University

Dr. Michelle Hurlbutt, West Coast University

Prof. Rachel Kearney, The Ohio State University

Dr. Denise McKinney, Old Dominion University

Prof. Sherri L. Meyers, Northampton Community College

Ms. Lisa Moravec, University of Nebraska Medical Center

Dr. Lynn Russell, University of Tennessee Health Science Center

Dr. Victoria Patrounova, UTHealth Houston

ADEA Council of Deans

Administrative Board

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

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

Secretary, Dr. Richard Black, Texas Tech University Health Sciences Center El Paso

Member-at-large, Dr. Dwight McLeod, A.T. Still University-Missouri

Additional Delegates, U.S. Dental Schools

Dr. Elizabeth Andrews, Western University of Health Sciences

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

Dr. Noel Aymat, Ponce Health Sciences University

Dr. M. Frank Beck, Northeast Ohio Medical University

Dr. Charles N. Bertolami, New York University

Dr. Thomas Gerard Bradley, University of Louisville

Dr. Sheri Brownstein, Midwestern University-Arizona

Dr. Greg Chadwick, East Carolina University

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

Dr. Lyndon Cooper, Virginia Commonwealth University

Dr. Saulius Drukteinis, Southern Illinois University

Dr. Cecile Feldman, Rutgers University

Dr. A. Isabel Garcia, University of Florida

Dr. Lily T. Garcia, Texas A&M University

Dr. Nicolaas Geurs, University of Alabama at Birmingham

Dr. William V. Giannobile, Harvard University

Dr. Roseanna Graham, Columbia University

Dr. Steven Haas, University of Missouri - Kansas City

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

Dr. Robert Handysides, Loma Linda University

Dr. Sarandeep Huja, Medical University of South Carolina

Dr. Wyatt Hume, University of Utah

Dr. Amid Ismail, Temple University

Dr. Andrea Jackson, Howard University
Dr. Elsbeth Kalendarian, Marquette University
Dr. Steven Kaltman, Nova Southeastern University
Dr. Nadeem Karimbux, Tufts University
Dr. Denise Kassebaum, University of Colorado
Dr. Kevin Keating, California Northstate University
Dr. Jill Keaton, University of Pikeville
Dr. Nicole Kimmes, University of New England
Dr. Sreenivas Koka, University of Mississippi Medical Center
Dr. Paul H. Krebsbach, University of California, Los Angeles
Dr. Gerard Kugel, University of Nebraska Medical Center
Dr. Cataldo Leone, Boston University
Dr. Frank W. Licari, Roseman University of Health Sciences
Dr. Steven M. Lepowsky, University of Connecticut
Dr. Patrick Lloyd, Stony Brook University
Dr. Peter Michael Loomer, UT Health San Antonio
Dr. James Mah, University of Nevada, Las Vegas
Dr. Jose Matos-Perez, University of Puerto Rico
Dr. Keith Mays, University of Minnesota
Dr. Paul Mullasseril, University of Oklahoma
Dr. Carol Anne Murdoch-Kinch, Indiana University
Dr. Ronnie Myers, New York Medical College
Dr. Linda Niessen, Kansas City University
Dr. Jacques E. Nor, University of Michigan
Dr. Marnie Oakley, University of Pittsburgh
Dr. Jeffrey Okeson, University of Kentucky
Dr. Fotinos Panagakos, Pacific Northwest University of Health Sciences
Dr. Stephen Pachuta, West Virginia University
Dr. James Ragain, Jr., University of Tennessee Health Science Center
Dr. Michael Reddy, University of California, San Francisco
Dr. Mark Reynolds, University of Maryland
Dr. Andrea V. Ritter, University of Washington
Dr. Susan Rowan, University of Illinois Chicago
Dr. Avishai Sadan, University of Southern California
Dr. Ronald Sakaguchi, Oregon Health & Science University
Dr. Janet H. Southerland, Louisiana State University Health New Orleans
Dr. Clark Stanford, University of Iowa
Dr. Denise Lynn Terese-Koch, Lincoln Memorial University
Dr. Robert Trombly, A.T. Still University-Arizona
Dr. Carroll Ann Trotman, The Ohio State University
Dr. John Valenza, UTHealth Houston
Dr. Jose A. Vivaldi-Oliver, Universidad Ana G. Mendez
Dr. Jillian Wallen, Creighton University
Dr. Mark Wolff, University of Pennsylvania
Dr. Thomas Yoon, Lake Erie College of Osteopathic Medicine
Dr. Nancy Young, Augusta University

Additional Delegates, Association of Canadian Faculties of Dentistry

Dr. Paul W. Major, University of Alberta

Additional Delegates, Federal Dental Service Programs

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

Col. Casey Campbell, U.S. Air Force Dental Service
Col. Thomas Stark, U.S. Army Postgraduate Dental School
Dr. Steven Stokes, U.S. Naval Postgraduate Dental School

Additional Delegate, Nonhospital Based Advanced Dental Education Programs

Dr. Eli Eliav, Eastman Institute for Oral Health

ADEA Council of Faculties

Administrative Board

Chair, Dr. Ahmad M. Fard, University of Detroit Mercy
Chair-elect, Dr. Erin Gross, The Ohio State University
Secretary, Dr. Theodora Danciu, University of Michigan
Member-at-large, Dr. Eric Bernstein, University of Connecticut

Additional Delegates

Dr. Ana Andrada, Virginia Commonwealth University
Dr. William R. Bachand, Augusta University
Dr. Joyce A. Barbour, Meharry Medical College
Dr. Ana Carolina Botta-Maltese, Stony Brook University
Dr. Kai-Chiao Chang, U.S. Department of Veterans Affairs
Dr. Susan M Chialastri, Temple University
Dr. Kelli Christensen, Midwestern University College-Illinois
Dr. Paula Collins, University of Louisville
Dr. Keith Da Silva, University of Saskatchewan
Dr. Elaine L. Davis, University at Buffalo
Dr. Thanhphuong (Katie) Dinh, Lake Erie College of Osteopathic Medicine
Dr. Kimon Divaris, University of North Carolina at Chapel Hill
Dr. Evelyn Donate-Bartfield, Marquette University
Dr. Anuja Doshi, University of British Columbia
Dr. David Scott Dunivan, A.T. Still University-Missouri
Dr. Rhonda Everett, Texas Tech University Health Sciences Center El Paso
Dr. Kim Fenesy, Rutgers University
Dr. Ronald E. Forde, Loma Linda University
Dr. M. Nathalia Garcia, Southern Illinois University
Dr. Alberto Gasparoni, University of Iowa
Dr. Eric Gottman, University of Missouri - Kansas City
Dr. Lea Hachem, UT Health San Antonio
Dr. Alexander Hall, Jr., New York Medical College
Dr. Lindsey Hamil, Medical University of South Carolina
Dr. Kevin L. Haney, University of Oklahoma
Dr. Marc Hayashi, University of California, Los Angeles
Dr. Zsuzsa Horvath, University of Pittsburgh
Dr. Ryan Jones, Roseman University of Health Sciences
Dr. Anita Joy-Thomas, UTHealth Houston
Dr. Alice Marie Arroyo Julia, University of Puerto Rico
Dr. Shirley Y. Kang, Western University of Health Sciences
Dr. Anastasios Karydis, University of Tennessee Health Science Center
Dr. Christine Keith, Creighton University
Dr. Roopali Kulkarni, University of Pennsylvania
Dr. Gabriela Lagreca, Tufts University
Dr. Afsheen Lakhani, Boston University

Dr. Paul Lindauer, East Carolina University
Dr. Mitchell Lipp, New York University
Dr. Naty Lopez, University of Minnesota
Dr. James Lott, University of Mississippi Medical Center
Dr. Gary Lowder, University of Utah
Prof. Lisa Mallonee, Texas A&M University
Dr. Melanie E. Mayberry, University of Detroit Mercy
Dr. Crystal McIntosh-Clarke, Howard University
Dr. Denise Mills, Midwestern University-Arizona
Dr. Aniruddh Narvekar, University of Illinois Chicago
Dr. Victor Oramas, Nova Southeastern University
Dr. Jennifer Perkins, University of California, Los Angeles
Dr. Gitanjali Pinto-Sinai, University of Kentucky
Dr. Anthea Senior, University of Alberta
Dr. Sonal S. Shah, University of Nevada, Las Vegas
Dr. Harlan Shiau, University of Maryland
Dr. Elizabeth V. Simpson, Indiana University
Dr. Jenny Son, University of Southern California
Dr. Ethelyn Thomason, University of Colorado
Dr. Shayla Yoachim, University of Nebraska Medical Center

ADEA Council of Sections

Administrative Board

Chair, Dr. Laura Romito, Indiana University
Chair-elect, Dr. James Harrison, University of Louisville
Secretary, Dr. Thyagaseely Sheela Premaraj, Nova Southeastern University
Member-at-large, Dr. Matthew Mara, Boston University

Section on Academic Affairs

Chair, Dr. Faizan Alawi, University of Pennsylvania
Councilor, Dr. Emily Sabato, Rutgers University

Section on Addiction Education

Chair, Dr. Kerin Burdette, Texas A&M University
Councilor, Dr. Richard D'Innocenzo, Boston University

Section on ADEA PRIDE

Chair, Mr. Harold Jennings, Jr., Plaza College
Councilor, Dr. Herminio Perez, Rutgers University

Section on Advanced and Graduate Education

Chair, Dr. Eswar Kandaswamy, Louisiana State University Health New Orleans
Councilor, Dr. Joyce A Barbour, Meharry Medical College

Section on Anatomical Sciences

Chair, Dr. Joshua Little, University of North Carolina at Chapel Hill
Councilor, Dr. Duane Winden, Roseman University of Health Sciences

Section on Behavioral Sciences

Chair, Dr. Mark Scarbecz, University of Tennessee Health Science Center
Councilor, Dr. Carly McKenzie, University of Alabama at Birmingham

Section on Biochemistry, Nutrition and Microbiology

Chair, Dr. Joshua Thomson, University of Detroit Mercy
Councilor, Dr. David Fischer, University of Detroit Mercy

Section on Business and Financial Administration

Chair, Dr. Michael Harner, University of Illinois Chicago
Councilor, Mr. Scott Arneson, University of Iowa

Section on Cariology

Chair, Dr. Eileen Hoskin, Rutgers University
Councilor, Dr. Andrea Zandona, The Ohio State University

Section on Clinic Administration

Chair, Dr. Brian Howe, University of Iowa
Councilor, Ms. Sandra Phillips, University of Washington

Section on Clinical Simulation

Chair, Dr. Kathleen Fischer, University of Louisville
Councilor, Dr. Shaista Rashid, A.T. Still University-Missouri

Section on Community and Preventive Dentistry

Chair, Dr. Sarah Shoffstall-Cone, Ilisagvik College
Councilor, Dr. Frank Roberts, University of Washington

Section on Comprehensive Care and General Dentistry

Chair, Dr. Priya Thomas, Indiana University
Councilor, Dr. Elmer (E.J.) Newness, University of Detroit Mercy

Section on Continuing Education

Chair, Ms. Kelly Fong, University of the Pacific
Councilor, Ms. Martha Clements, Midwestern University-Arizona

Section on Dental Anatomy and Occlusion

Chair, Dr. Liliana Mosquera, Nova Southeastern University
Councilor, Dr. Kenneth Peters, University of Colorado

Section on Dental Assisting Education

Chair, Prof. Cara Miyasaki, Foothill College
Councilor, Dr. Janet Sell, Ozarks Technical Community College

Section on Dental Hygiene Education

Chair, Prof. Julie Drury, University of Louisville
Councilor, Prof. Iwonka Eagle, University of Michigan

Section on Dental Informatics

Chair, Dr. Lynda Torre, Columbia University
Councilor, Dr. Elise Eisenberg, New York University

Section on Dental School Admissions Officers

Chair, Ms. Susan Wold, University of Minnesota
Councilor, Mr. Richard Bigham, University of Missouri - Kansas City

Section on Development, Alumni Affairs and Public Relations

Chair, Mrs. Marcy O'Leary, Louisiana State University Health New Orleans
Councilor, Mr. Doug Day, University of Washington

Section on Educational Research, Development Curriculum

Chair, Dr. Nyla Balakrishnan, University of Pittsburgh
Councilor, Dr. Se-Lim Oh, University of Maryland

Section on Endodontics

Chair, Dr. Rebeca Weisleder, University of Missouri - Kansas City
Councilor, Dr. Yaara Berdan, University of Southern California

Section on Evidence-based Dentistry

Chair, Dr. Hanan Omar, A.T. Still University-Missouri
Councilor, Dr. Jaana Gold, University of Florida

Section on Gerontology and Geriatrics Education

Chair, Dr. Olga Ensz, University of Florida
Councilor, Dr. Leonardo Marchini, University of Iowa

Section on Integrated Clinical and Applied Biomedical Sciences

Chair, Dr. Rachel Novack, University of British Columbia
Councilor, Dr. Anita Joy-Thomas, UTHealth Houston

Section on Minority Affairs

Chair, Dr. Julie Gray, Meharry Medical College
Councilor, Dr. Ethel P Harris, Meharry Medical College

Section on Oral and Maxillofacial Pathology

Chair, Dr. Anupama Grandhi, Loma Linda University
Councilor, Dr. Tanya Gibson, University of Missouri - Kansas City

Section on Oral and Maxillofacial Radiology

Chair, Dr. Suvendra Vijayan, University of Pittsburgh
Councilor, Dr. Aniket Jadhav, Virginia Commonwealth University

Section on Oral and Maxillofacial Surgery, Anesthesia and Hospital Dentistry

Chair, Dr. Michael William Hansen, A.T. Still University-Arizona
Councilor, Dr. Faisal A. Quereshey, Case Western Reserve University

Section on Operative Dentistry and Biomaterials

Chair, Dr. Mary Anne Melo, University of Maryland
Councilor, Dr. Aditi Jain, University of Iowa

Section on Oral Diagnosis Oral Medicine

Chair, Dr. David Ojeda, UT Health San Antonio
Councilor, Dr. Gargi Mukherji, UTHealth Houston

Section on Orthodontics

Chair, Dr. Karthikeyan Subramani, Roseman University of Health Sciences
Councilor, Dr. Mitchell Lipp, New York University

Section on Pediatric Dentistry

Chair, Dr. Priyanshi Ritwik, UTHealth Houston

Councilor, Dr. Kimberly Patterson, Stony Brook University

Section on Periodontics

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

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

Section on Physiology, Pharmacology, and Therapeutics

Chair, Dr. Aman Gupta, University of Detroit Mercy

Councilor, Dr. Neha Parikh, UTHealth Houston

Section on Practice Management

Chair, Dr. Clifford G Lisman, Newark Beth Israel Medical Center

Councilor, Dr. Dieter J Schonwetter, University of Manitoba

Section on Prosthodontics

Chair, Dr. Ahmed Mahrous, A.T. Still University-Arizona

Councilor, Dr. John Won, Loma Linda University

Section on Scholarship of Teaching and Learning

Chair, Ms. Parvati Iyer, University of the Pacific

Councilor, Dr. Nancy Young, Augusta University

Section on Student Affairs and Financial Aid

Chair, Ms. Marlise Perry, Loma Linda University

Councilor, Dr. Juliette Daniels, University of Detroit Mercy

Section on Women in Leadership

Chair, Dr. Lea Hachem, UT Health San Antonio

Councilor, Dr. Michelle Brady, University of the Pacific

ADEA Council of Students, Residents and Fellows

Administrative Board

Chair, Mr. Andrew Halverson, Western University of Health Sciences

Vice Chair, Mr. Justin James Donato, Western University of Health Sciences

Secretary, Ms. Dalena Mai Ha, A.T. Still University-Arizona

Member-at-large, Golnoush Zakeri, Roseman University of Health Sciences

District Commissioners

Mr. Austin Adams, University of Colorado, District 9

Mr. Chao Dong, University of Washington, District 10

Mr. Nathaniel Heimann, University of Nebraska Medical Center, District 8

Mr. Austin Intrieri, University of Pittsburgh, District 3

Mr. Rayj Lawrence Jackson, University of Michigan, District 6

Ms. Janika James, Meharry Medical College, District 4

Ms. Teleshia Johnson, University of Mississippi Medical Center, District 5

Mr. Jason Luong, Columbia University, District 2

Mr. Ethan Teng, California Northstate University, District 11

Ms. Ananya Sawlani, University of Illinois Chicago, District 7

Ms. Kate Winebrake, Boston University, District 1

ADEA Corporate Council

Administrative Board

Chair, Mr. Justin Bower, Haleon

Chair-elect, Ms. Karen Raposa, HuFriedyGroup

Secretary, Ms. Debora Bridges, ProBiora Health, LLC

Member-at-large, Ms. Wendy Bebey, Young Innovations

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.

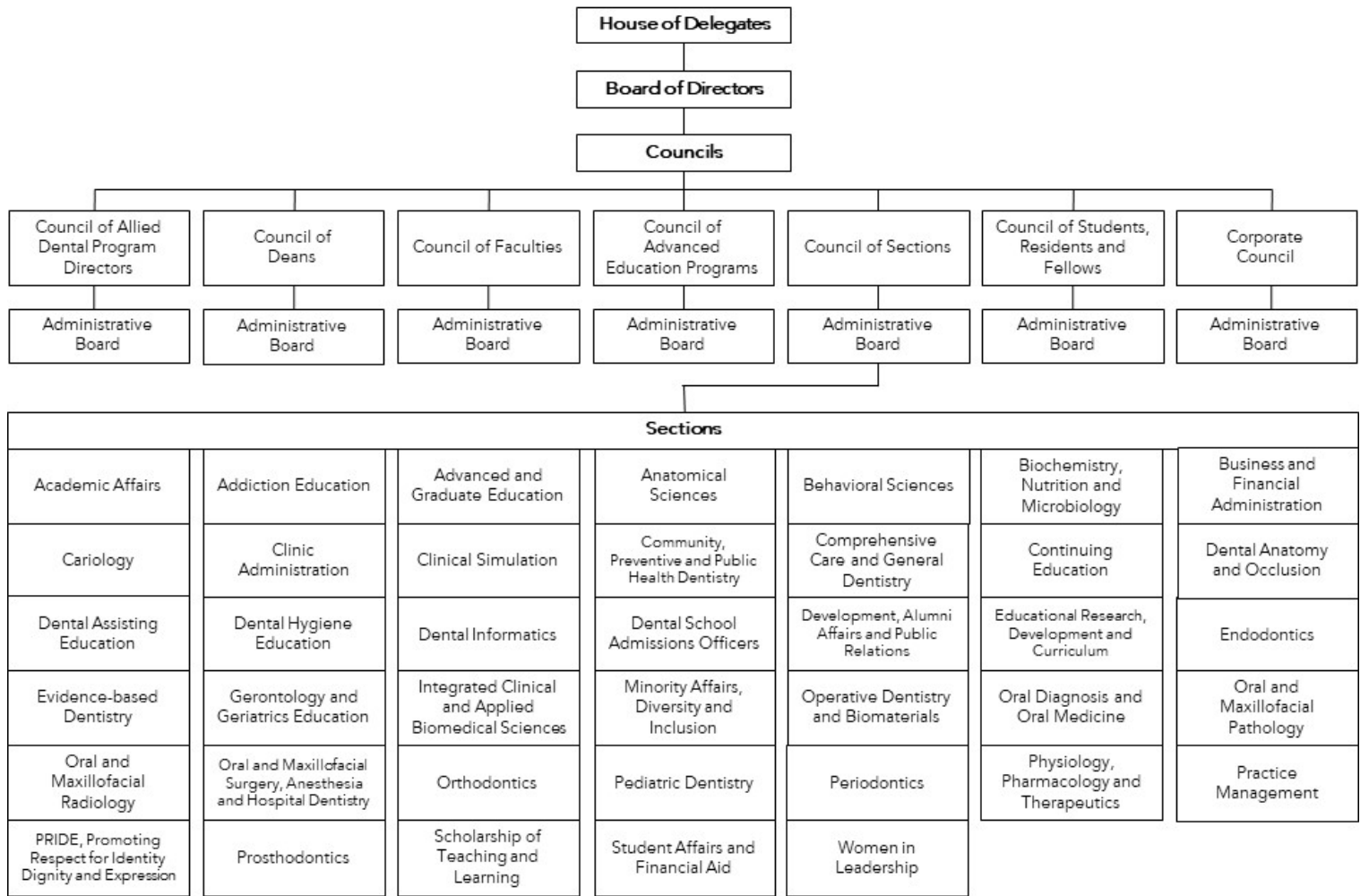
Sections

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



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

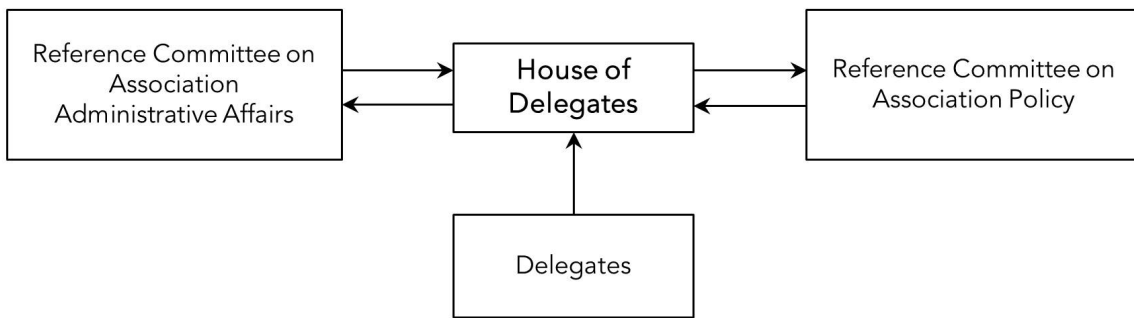
Resolved, that Bylaws Chapter IV (Board of Directors), Section E (Quorum), which reads:

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

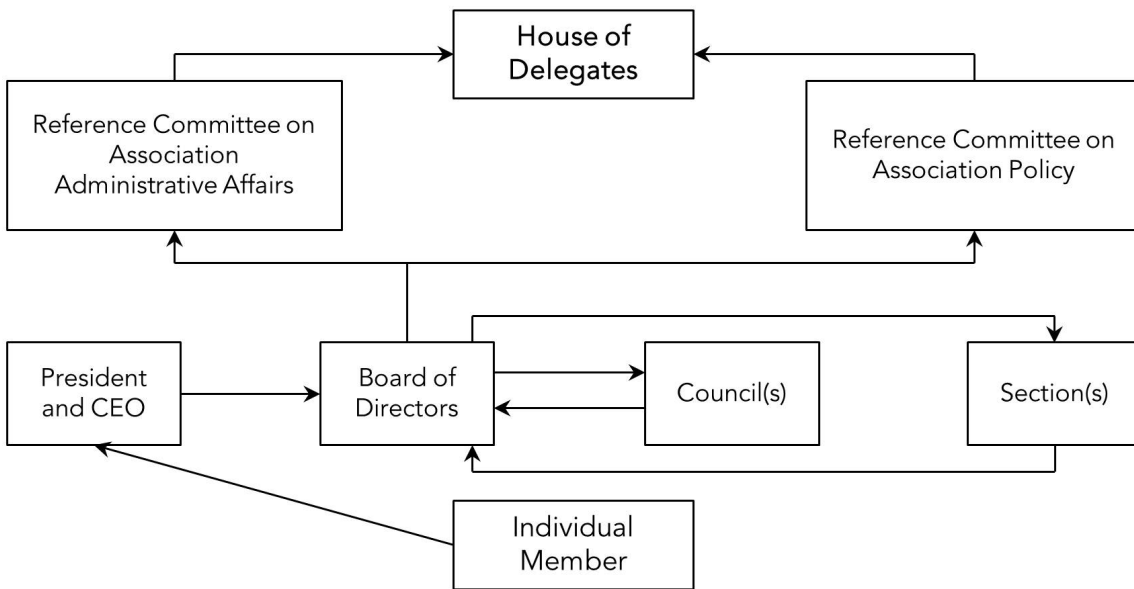
Be amended to read:

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 2024 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 2024 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. Linda Mabrey, Director, Office of the President and CEO at 202-513-1182 or at Governance@adea.org, for any further information you need.

ADEA Reference Committees

Additional information on Reference Committees appears in "Introduction to the ADEA Governing Process," which immediately precedes this section. That material explains the purpose of Reference Committees and the ground rules governing their hearings at the ADEA Annual Session & Exhibition. The ADEA Board of Directors has selected the following members to serve on this year's Reference Committees:

ADEA Reference Committee on Association Administrative Affairs

ADEA Council of Sections

Chair, Ms. Martha Clements, Midwestern University College of Dental Medicine-Arizona

ADEA Council of Advanced Education Programs

Dr. Robert Nadeau, University of Minnesota School of Dentistry

ADEA Council of Allied Dental Program Directors

Prof. Ann Bruhn, Old Dominion University

ADEA Corporate Council

Ms. Wendy Bebey, Young Innovations

ADEA Council of Deans

Dr. Cherae Farmer-Dixon, Meharry Medical College School of Dentistry

ADEA Council of Faculties

Dr. Eric Gottman, University of Missouri - Kansas City School of Dentistry

ADEA Council of Students, Residents and Fellows

Mr. Justin James Donato, Western University of Health Sciences College of Dental Medicine

ADEA Reference Committee on Association Policy

ADEA Council of Sections

Chair, Dr. Julie Gray, Meharry Medical College School of Dentistry

ADEA Council of Advanced Education Programs

Dr. Susan Paurazas, University of Detroit Mercy School of Dentistry

ADEA Council of Allied Dental Program Directors

Prof. Marion Manski, Virginia Commonwealth University

ADEA Corporate Council

Ms. Karen Raposa, HuFriedyGroup

ADEA Council of Deans

Dr. Dwight McLeod, A.T. Still University Missouri School of Dentistry and Oral Health

ADEA Council of Faculties

Dr. Ethelyn Thomason, University of Colorado School of Dental Medicine

ADEA Council of Students, Residents and Fellows

Mr. Andrew Halverson, Western University of Health Sciences College of Dental Medicine

Resolutions to be Considered by the ADEA House of Delegates

There are 14 resolutions (1H-2024 through 14H-2024) that will be acted upon by the House at its Opening Session on Saturday, March 9, 2024, from 4:30 to 5:30 p.m., and at its Closing Session on Tuesday, March 12, from 3:30 to 4:30 p.m.

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

When the Reference Committees meet on Sunday, March 10, any resolutions presented from the floor will be considered by the House at its Closing Session on Tuesday, March 12, from 3:30 to 4:30 p.m. At the Closing Session, the Reference Committee chairs will read the resolutions that their committees have heard, and their reports will be submitted to the House (but not read aloud).

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

Resolutions 5H-2024 through 7H-2024 will be assigned to the Reference Committee on Association Policy to hear on Sunday, March 10 from 2:00 to 3:00 p.m. Any resolutions introduced at the Opening Session of the House may be referred to this committee.

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

Resolutions 8H-2024 through 14H-2024 will be assigned to the Reference Committee on Administrative Affairs on Sunday, March 10, 4:30 to 5:30 p.m. Any resolutions introduced at the Opening Session of the House may be referred to this committee.

Order of Business of the ADEA House of Delegates

Opening Session—Saturday, March 9, 4:30 – 5:30 p.m.

- Call to Order—Chair of the ADEA Board of Directors, Dr. Ana N. López-Fuentes
- Report of Quorum
- Approval of the Minutes of the Previous Session
- Chair-elect of the ADEA Board of Director’s Address—Dr. Susan Kass
- President and CEO’s Report—Dr. Karen P. West
- Report of the Nominating Committee—Dr. Nader Nadershahi
- Action on Resolutions 1H-2024 to 4H-2024
- Referrals of Reports and Resolutions
- Recess until March 12, 2024, 3:30 p.m.

Closing Session—Tuesday, March 12, 3:30 – 4:30 p.m.

- Call to Order—Chair of the ADEA Board of Directors, Dr. Ana N. López-Fuentes
- Report of Quorum
- Consideration of Reference Committee Reports and Action on Resolutions 5H-2024 to 14H-2024
- Chair of the ADEA Board of Director’s Address—Dr. Ana N. López-Fuentes
- 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. Ana López Fuentes—is the presiding officer of the House. In the absence of the Chair of the ADEA Board of Directors, the Chair-elect of the ADEA Board of Directors is the presiding officer. The Chair may cast a vote in cases when their vote could alter the outcome, appoint tellers to assist in determining the result of any action taken by ballot and perform any other duties required by the rules of order.

Recording Officer

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

Rules of Order

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

Parliamentarian

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

Explanation of Motions

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

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

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

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

Amendments to the ADEA Bylaws

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

Voting Procedures During ADEA House of Delegates Sessions

The presiding officer usually determines the method of voting during sessions of the House. He or she may choose a voice vote, a show of hands, a standing vote or a secret ballot, depending on the closeness of the vote and the presiding officer's sense of the House.

Principal Rules Governing Motions in the ADEA House of Delegates

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

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

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

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

1. Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.
2. Restricted.
3. Is not debatable when applied to an undebatable motion.
4. A member may interrupt the proceedings but not a speaker.
5. Withdraw may be applied to all motions.
6. Renewable at the discretion of the presiding officer.
7. A tie or majority vote sustains the ruling of the presiding officer; a majority vote in the negative reverses the ruling.
8. If decided by the assembly, by motion, requires a majority vote to adopt.

Voting for Chair-elect of the ADEA Board of Directors

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

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

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

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

The deadline for submitting nominations was November 1, 2023.

The ADEA Board of Directors Presents the Following Candidates for 2024–25 Chair-elect of the ADEA Board of Directors

The ADEA Board of Directors has accepted the recommendations of the ADEA Nominating Committee and slated two candidates for the 2024–25 Chair-elect: Todd V. Ester, D.D.S., M.A.; and Ahmad M. Fard, D.D.S., M.S. Following are their personal statements.

Candidate Statements for Chair-elect of the ADEA Board of Directors



Todd V. Ester, D.D.S., M.A.
Clinical Associate Professor and Associate Dean for Diversity, Equity
and Inclusion
University of Michigan School of Dentistry

I have been an active member of ADEA for over 30 years as a dental student, graduate student/staff member and as a faculty/practitioner member. ADEA has been an important part of my professional life and development as a dental educator and I have made life-long friends through this amazing organization. I offer great humility and a sincere promise to continue to work diligently to advance ADEA, its mission and all members through inclusive excellence. If elected, I will work with the ADEA Board of Directors, the ADEA President and CEO 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 have been privileged to be an educator for over 20 years, teaching in didactic, simulation and clinical environments and serving through leadership in dental administration. I am currently Associate Dean for Diversity, Equity and Inclusion and a Clinical Associate Professor at the University of Michigan School of Dentistry. My specialty practice is endodontics and I have served the Detroit Metropolitan community for over 20 years as one of only three practicing African American endodontists in Michigan. I understand the importance of access and opportunity to underserved and underrepresented communities and ADEA has led this charge as The Voice of Dental Education.

ADEA has been pivotal in my career trajectory. I have participated with numerous committees, advisory boards, leadership trainings and fellowships. Throughout the years I have held many leadership roles with ADEA and I am most proud of the accomplishments that have occurred through collaboration with ADEA. I have always had a profound appreciation for the leadership and mentorship provided for me through ADEA. My earliest introduction to ADEA came through the trail blazing efforts of Dr. Jeanne Sinkford, who was Associate Executive Director and established the Center for Equity and Diversity in 1998. It was during this time as a new faculty member I began to engage with Dr. Sinkford during her ADEA Minority Recruitment and Retention Conferences; the inspiration, embrace of the community, and ADEA's commitment to access, diversity, inclusion and belonging have served as a constant source of "being the change we want to see in the world."

As a first-generation college graduate born and raised in Detroit, I understand the profound impact that the profession of dentistry can have for one's family and community. I have dedicated my life's work to making our noble profession and dental education inclusive for all. This opportunity to serve as your Chair-elect will give me a chance to continue to build upon the legacy of so many amazing leaders of ADEA with compassion, excellence, innovation and creativity! I have also been privileged to serve ADEA in leadership through my roles in the ADEA Council of Sections; the ADEA Access, Diversity and Inclusion Advisory Committee (Co-chair); and major ADEA President and CEO initiatives, such as the ADEA Collaborative on Dental Education Climate Assessment (CDECA) I, II and III; March 2022 ADEA President's Symposium on Men of Color in the Health Professions; and the ADEA Chair of the Board on the New Thinking for the Century initiative. I have provided thought leadership for ADEA on DEIB topics at conferences and webinars. In 2019, I received the ADEA William J. Gies Award for Diversity, Equity, and Inclusion on behalf of the University of Michigan School of Dentistry. I

have also served on boards with Delta Dental of Michigan (2003-12), dental organizations such as the National Dental Association, American Dental Association, Robert Wood Johnson Foundation and Summer Health Professions Education Program National Advisory Committee.

As our world emerges from the global pandemic and dental institutions are faced with fiscal challenges and disruptions in health care, it is imperative that we work to develop sustainable models and elevate best practices. This is important as we strive to provide education and research that achieves the missions of our institutions and communities in teaching, service and scholarship. Lastly, I will continue our work on licensure reform, member engagement and exploring opportunities on the global platform. It is with this understanding and commitment that I enthusiastically engage in this opportunity with indomitable hope that we can achieve the beloved community so often described by Dr. M.L. King, Jr., in dental education and the world.



Ahmad M. Fard, D.D.S., M.S.
Associate Professor; Director of Faculty Success Program
University of Detroit Mercy School of Dentistry

My lifelong journey has been dedicated to education, diversity and advocacy. With over two decades of teaching experience in various educational systems and a fervent commitment to innovation, I am a steadfast advocate for change and progress in dental education.

My journey and dedication align harmoniously with the ADEA mission statement. My upbringing instilled in me the values of determination, resilience and the importance of seizing opportunities. Against all odds, I worked tirelessly to pursue my own education. One of the defining features of my journey is the rich tapestry of diversity that has shaped my experiences. Throughout my life, I have had the privilege of interacting with individuals from myriad walks of life, each with their unique stories, backgrounds and aspirations. This exposure has afforded me an understanding of the diverse needs, cultures and perspectives that students bring to the classroom.

My teaching career began in the dynamic educational landscape of Iran, where I was exposed to the rigorous French curriculum. I transitioned to the American curriculum, which emphasized critical thinking and problem-solving skills. My ability to thrive and adapt in these diverse teaching environments was honed by my unwavering commitment to picking the best elements from each, and creating a hybrid model that is both holistic and innovative. In addition to my teaching endeavors, I have been actively involved in various leadership roles within the dental community. I have served on the ADEA Section on Advanced and Graduate Education Administrative Board, and I currently hold the position of Chair of the ADEA Council of Faculties Administrative Board. Additionally, I am serving as the President of the American College of Prosthodontists, Michigan Section. My notable experience includes being elected as president of the faculty assembly at the University of Detroit Mercy School of Dentistry, where I served two terms. During this presidency, I gained invaluable insights into the intricacies of university and dental school governance. To further my understanding of organizational management, branding and constituency engagement, I am currently completing my M.B.A. This experience has equipped me with skills in lean management and waste reduction, which I intend to apply to make our organization more efficient and robust, while serving our people.

I am dedicated to enhancing the professional development of faculty members, recognizing that empowered educators are the key to shaping the next generation of dental professionals. Having witnessed the transformative impact of educators who invest in their students' success, my goal is to play an active role in nurturing and supporting the growth of dental faculty members.

Promoting the scholarship of teaching and learning, as advocated by ADEA, is a cause that deeply resonates with me. ADEA's willingness to recommend changes in policy and structure, when necessary, reflects a proactive approach to addressing challenges. As a dental educator, I am ready to embrace change and advocate for policies that enhance the quality and inclusivity of dental education.

In conclusion, my journey from humble beginnings to being a seasoned dental educator has equipped me with a deep understanding of the transformative power of education and diversity. My experiences have shaped my teaching philosophy and fueled my commitment to innovation. If elected as Chair-elect, I will work diligently with students, residents, allied health professionals, deans and administrators, and listen to your needs and concerns to represent your best interests. I have the energy, experience, passion and commitment to be your next Chair-elect, and I am grateful in advance for your support. Together, we can shape a brighter future for dental education, one that reflects the diversity and excellence that define our field. To echo Aristotle's wisdom, "Those who know do, those who understand teach."

Report of the ADEA Board of Directors on Resolutions for Consideration by the 2024 ADEA House of Delegates

The ADEA House of Delegates will consider the 14 resolutions in this report, plus any additional ones introduced at the Opening Session. The House will act on Resolutions 1H-2024 through 4H-2024 at its Opening Session on Saturday, March 9, 2024, from 4:30 to 5:30 p.m.

The House will act on Resolutions 5H-2024 through 14H 2024 at its Closing Session on Tuesday, March 12, from 3:30 to 4:30 p.m.

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

Resolutions to be Acted on at the Opening Session:

- 1H-2024 American Dental Association Council on Dental Education and Licensure Member
- 2H-2024 Commission on Dental Accreditation Member
- 3H-2024 Joint Commission on National Dental Examinations Member
- 4H-2024 Appreciations

Resolutions to be Acted on at the Closing Session:

- 5H-2024 Transparency in Cost of Dental Education to Increase Accessibility to All Students
- 6H-2024 Enhancing Support and Funding for Oral Health Care Provider Training
- 7H-2024 Global Oral Health
- 8H-2024 ADEA Council of Faculties Bylaws Changes to Membership and House of Delegates Representations
- 9H-2024 ADEA Council of Sections ADEA Bylaws Revision: Chapter VII: Removal of Council Officers
- 10H-2024 ADEA Council of Sections ADEA Bylaws Revision: Chapter VII: Removal of Section Officers
- 11H-2024 ADEA Council of Sections ADEA Bylaws Revision: Chapter IX: Removal of Special Interest Group Officers
- 12H-2024 Special Interest Group on Professional, Ethical and Legal Issues in Dentistry Becomes the ADEA Section on Professional, Ethical and Legal Issues in Dentistry
- 13H-2024 Provisional Membership of Florida Atlantic University College of Dentistry
- 14H-2024 Provisional Membership of Lyon College School of Oral Health and Dental Medicine

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

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

3 **Resolution 1H-2024**
4 **American Dental Association Council on Dental Education and Licensure Member**

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

- 8
9
 - 10 • Dr. Kimon Divaris, University of North Carolina at Chapel Hill Adams School of Dentistry (2024)
 - 11 • Dr. Shandra Keith Coble, University of Alabama at Birmingham School of Dentistry (2025)
 - 12 • Dr. Maureen McAndrew, NYU College of Dentistry (2026)
 - 13 • Dr. Brian Howe, University of Iowa College of Dentistry and Dental Clinics (2027)

14
15 Dr. Divaris’s term on the ADA CDEL will be completed this fall at the close of the 2024 ADA
16 Annual Session. Thus, the 2024 ADEA House of Delegates will have to appoint a new ADA
17 CDEL member. To succeed Dr. Divaris on the Council, the ADEA Board of Directors is
18 recommending that the ADEA House of Delegates elect Dr. Mark Wolff, Morton Amsterdam
19 Dean and Professor, University of Pennsylvania School of Dental Medicine, to a four-year term
20 to expire in 2028.

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

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

30
31 **1H-2024** **Resolved, that the ADEA House of Delegates appoint Dr. Mark Wolff to a four-**
32 **year term on the ADA Council on Dental Education and Licensure with the term**
33 **to begin at the close of the 2024 ADA Annual Session and conclude at the 2028**
34 **ADA Annual Session.**

Resolution 2H-2024
Commission on Dental Accreditation Member

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

- Dr. Keith Mays, University of Minnesota School of Dentistry (2024)
- Dr. Frank Licari, Roseman University of Health Sciences College of Dental Medicine – South Jordan, Utah (2025)
- Dr. Cataldo Leone, Boston University Henry M. Goldman School of Dental Medicine (2026)
- Dr. Cherae Farmer-Dixon, Meharry Medical College School of Dentistry (2027)
- Dr. Keith Mays, University of Minnesota School of Dentistry (2028)

Dr. Mays will complete Dr. Carol-Anne Murdoch-Kinch’s term, which expires at the conclusion of the 2024 ADA Annual Session. Dr. Licari’s appointment as a Commissioner will end at the close of the 2025 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 2024.

The ADEA Board of Directors is recommending that the 2024 ADEA House of Delegates elect Dr. Patrick Lloyd, Stonybrook School of Dental Medicine, to a four-year term beginning fall 2025 and to expire in 2029.

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

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

2H-2024 Resolved, that the ADEA House of Delegates appoint Dr. Patrick Lloyd to a four-year term (2025-2029) on the Commission on Dental Accreditation.

1 **Resolution 3H-2024**

2 **Joint Commission on National Dental Examinations Member**

3
4 The Joint Commission on National Dental Examinations (JCNDE) consists of three
5 representatives each from the American Dental Association (ADA) and American Dental
6 Education Association (ADEA), six from the American Association of Dental Boards (AADB), and
7 one each from the American Dental Hygienists' Association (ADHA), the American Student
8 Dental Association (ASDA) and the public sector. The JCNDE members previously appointed
9 by the ADEA House of Delegates and their termination dates (in the fall of the years shown) are:

- 10
11
 - Dr. Rachel Hogan, Oregon Health & Science University School of Dentistry (2024)
 - Dr. Peter M. Loomer, UT Health San Antonio School of Dentistry (2025)
 - Dr. Sara Gordon, University of Washington School of Dentistry (2026)

12
13
14
15 Dr. Hogan will complete her term on JCNDE this fall at the close of the 2024 ADA Annual
16 Session. The ADEA Board of Directors is recommending that the House appoint Dr. Alberto
17 Gasparoni, University of Iowa College of Dentistry and Dental Clinics, to a four-year term to
18 expire at the close of the ADA Annual Session in 2028.

19
20 The ADEA Bylaws allow delegates to nominate additional candidates for JCNDE representative
21 at the Opening Session of the House. (Please note: JCNDE members must be active members
22 of the ADA.) Any delegate presenting a nominee must obtain the candidate's consent to run
23 and a copy of the candidate's curriculum vitae, which will be made available for delegates'
24 review.

25
26 **The ADEA Board of Directors asks the ADEA House of Delegates to approve the following**
27 **resolution:**

28
29 **3H-2024** Resolved, that the ADEA House of Delegates elect Dr. Alberto Gasparoni to
30 serve a four-year term on the Joint Commission for National Dental Examinations
31 with the term to begin at the conclusion of the 2024 ADA Annual Session and
32 end at the conclusion of the 2028 ADA Annual Session.

Resolution 4H-2024
Appreciations

ADEA relies significantly on outside support for several of its activities, and numerous organizations have provided much-needed assistance since last year’s ADEA Annual Session & Exhibition. The ADEA Board of Directors expresses its sincere appreciation to the following companies, organizations, institutions and individuals for their generous support. Those who have supported ADEA activities and events over the past year—from last year’s ADEA Annual Session & Exhibition until the start of this year’s Annual Session & Exhibition—are listed alphabetically. Most of the companies listed are also Corporate Members of ADEA, and we are especially grateful to them. ADEA is grateful to all our sponsors and we appreciate those who stuck with us and rolled over their support, and provided additional commitments to 2023.

A-dec sponsored 2023 ADEA Annual Session & Exhibition Welcome Reception and Centennial Celebration, 2023 ADEA COSRF/SDLP Awards Brunch, 2023 ADEA Allied Dental Program Directors’ Conference (ADPDC) Networking Reception, 2023 ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA BFACA) Meeting Networking Reception and the 2023 ADEA Deans’ Conference Sunday Luncheon.

Aegis Dental Network Powered by BroadcastMed sponsored the 2023 ADEA Deans’ Conference Opening Reception.

Air Techniques, Inc. sponsored the 2023 ADEA Deans’ Conference.

Align Technologies, Inc. sponsored the 2023 ADEA Deans’ Conference.

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

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

American Dental Association (ADA) sponsored the 2023 ADEA Annual Session & Exhibition Opening Plenary Session.

American Dental Education Association (ADEA) Corporate Council collectively supported the 2023 Opening Plenary Session at the ADEA Annual Session & Exhibition, 2023 COSRF/SDLP Awards Brunch, and the 2023 ADEA Allied Dental Faculty Leadership Development Program (ADFLDP).

Aspen Dental Management, Inc. sponsored the 2023 ADEA Allied Dental Program Directors’ Conference (ADPDC)

Bien Air USA sponsored both the 2023 ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA BFACA) Meeting and the 2023 ADEA Deans’ Conference.

Brasseler USA sponsored the 2023 ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA BFACA) Meeting and Social Events at the 2023 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

52 Institute, the ADEA/Colgate-Palmolive Excellence in Teaching Award, ADEA/ADEA Council of
53 Students/Colgate-Palmolive Junior Faculty Award, ADEA/Colgate-Palmolive Co./Dominick P.
54 DePaola Scholar in the ADEA Leadership Institute, and sponsored the 2023 ADEA Allied Dental
55 Program Directors' Conference (ADPDC), the 2023 ADEA Sections on Business and Financial
56 Administration and Clinic Administration (ADEA BFACA) Meeting and the 2023 ADEA Deans'
57 Conference.

58
59 DentalEZ sponsored the 2023 ADEA Annual Session & Exhibition Centennial Celebration, 2023
60 ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA
61 BFACA) Meeting and the 2023 ADEA Deans' Conference.

62
63 Dentsply Sirona, Inc. sponsored the 2023 ADEA Annual Session & Exhibition Centennial
64 Celebration and Student Poster Competition, 2023 ADEA Allied Dental Program Directors'
65 Conference (ADPDC), 2023 ADEA Sections on Business and Financial Administration and Clinic
66 Administration (ADEA BFACA) Meeting and 2023 ADEA Deans Conference.

67
68 Envista sponsorship the 2023 ADEA Annual Session & Exhibition Centennial Celebration, 2023
69 ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA
70 BFACA) Meeting and the 2023 ADEA Deans' Conference.

71
72 Gillette Hayden Memorial Foundation (GHMF) provided the 2023 ADEA/Gillette Hayden
73 Memorial Foundation/AAWD Woman Dentist Tuition Scholarship.

74
75 Haleon provided the ADEA/Haleon Preventive Dentistry Scholarships. They sponsored the 2023
76 ADEA Tapestry Table, 2023 ADEA Allied Dental Program Directors' Conference (ADPDC), the
77 2023 ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA
78 BFACA) Meeting and 2023 ADEA Deans' Conference.

79
80 Heartland Dental sponsored the 2023 ADEA Annual Session & Exhibition Headshot Café and
81 the 2023 ADEA Deans' Conference.

82
83 Henry Schein, Inc. sponsored the 2023 ADEA Allied Dental Program Directors' Conference
84 (ADPDC), 2023 ADEA Sections on Business and Financial Administration and Clinic
85 Administration (ADEA BFACA) Meeting and the 2023 ADEA Deans' Conference.

86
87 Henry Schein One/Exan sponsored both the 2023 ADEA Sections on Business and Financial
88 Administration and Clinic Administration (ADEA BFACA) Meeting and the 2023 ADEA Deans'
89 Conference.

90
91 Hu-FriedyGroup sponsored the 2023 ADEA Annual Session & Exhibition Welcome Reception,
92 the 2023 ADEA Allied Dental Program Directors' Conference (ADPDC) Saturday Networking
93 Reception/Dinner, 2023 ADEA Allied Dental Faculty Leadership Development Program
94 (ADFLDP), 2023 ADEA Sections on Business and Financial Administration and Clinic
95 Administration (ADEA BFACA) Meeting Networking Reception, and the 2023 ADEA Deans'
96 Conference.

97
98 Johnson & Johnson Consumer Inc. provided general sponsorship of the 2023 ADEA Allied
99 Dental Program Directors' Conference (ADPDC).

100
101 Kahler Slater sponsored both the 2023 ADEA Sections on Business and Financial Administration
102 and Clinic Administration (ADEA BFACA) Meeting and the 2023 ADEA Deans' Conference.

103

104 Komet USA LLC sponsored both the 2023 ADEA Sections on Business and Financial
105 Administration and Clinic Administration (ADEA BFACA) Meeting and the 2023 ADEA Deans'
106 Conference.
107

108 The Leonard and Valachovic Fund for sponsoring the ADEA Dr. Jeanne C. Sinkford Faculty
109 Leadership Award.
110

111 Liaison International, Inc. provided the Liaison International Educational Pathways Fellowship
112 and sponsorship of the 2023 ADEA Annual Session & Exhibition Centennial Celebration.
113

114 LM-Dental, a Planmeca Group Company sponsored the 2023 ADEA Allied Dental Program
115 Directors' Conference and the 2023 ADEA Deans' Conference.
116

117 Midmark Corporation sponsored 2023 ADEA Allied Dental Program Directors' Conference
118 (ADPDC), 2023 ADEA Sections on Business and Financial Administration and Clinic
119 Administration (ADEA BFACA) Meeting and the 2023 ADEA Deans' Conference.
120

121 Mouthwatch provided the ADEA/MouthWatch Predoctoral Dental Student Scholarship for
122 Innovation Award and the ADEA/MouthWatch Patti DiGangi Scholarship for Hygiene Innovation
123 Award.
124

125 National Dental Education Association (NDA) provided the ADEA/Colgate-Palmolive
126 Co./National Dental Association Dr. Jeanne C. Sinkford Scholarship in the ADEA Leadership
127 Institute.
128

129 NSK America sponsored both the 2023 ADEA Sections on Business and Financial
130 Administration and Clinic Administration (ADEA BFACA) Meeting and the 2023 ADEA Deans'
131 Conference.
132

133 Oregon Health & Science University sponsored the 2023 ADEA Annual Session & Exhibition I
134 have an ADEA Curriculum Event and the Student Diversity Leadership Programs.
135

136 Orapharma, a subsidiary of Bausch Health US, LLC sponsored the 2023 ADEA Allied Dental
137 Program Directors' Conference.
138

139 Pacific Dental Services sponsored the 2023 ADEA Annual Session & Exhibition Centennial
140 Celebration, 2023 ADEA Allied Dental Faculty Leadership Development Program (ADFLDP),
141 2023 Summer Deans' Institute, and 2023 ADEA Deans Conference.
142

143 Patterson Dental sponsored the 2023 ADEA Allied Dental Program Directors' Conference
144 (ADPDC), 2023 ADEA Sections on Business and Financial Administration and Clinic
145 Administration (ADEA BFACA) Meeting and the 2023 ADEA Deans' Conference.
146

147 PDT, Inc. - Paradise Dental Technologies sponsored the 2023 ADEA Allied Dental Program
148 Directors' Conference (ADPDC) and 2023 ADEA Sections on Business and Financial
149 Administration and Clinic Administration (ADEA BFACA) Meeting.
150

151 Philips Oral Healthcare, Inc. sponsored both 2023 ADEA Allied Dental Program Directors'
152 Conference (ADPDC) and the 2023 ADEA Allied Dental Faculty Leadership Development
153 Program (ADFLDP).
154

155 Planmeca USA, Inc. sponsored 2023 ADEA 2023 ADEA Sections on Business and Financial
156 Administration and Clinic Administration (ADEA BFACA) Meeting and the 2023 ADEA Deans'
157 Conference.

158
159 ProBiora Health sponsored the 2023 ADEA Deans' Conference.

160
161 Procter & Gamble Company provided support of the ADEA/Crest Oral-B Laboratories
162 Scholarship for Dental Hygiene Students Pursuing Academic Careers, ADEA/Crest Oral-B
163 Scholarship for Predoctoral Dental Students Pursuing Academic Careers, the Dental Hygiene
164 Clinical Coordinators' Luncheon at the 2023 ADEA Annual Session & Exhibition, sponsored the
165 Summer Deans' Institute, the ADEA Tapestry Table, the Student Diversity Leadership Program,
166 the 2023 ADEA Allied Dental Program Directors' Conference (ADPDC), 2023 ADEA Sections on
167 Business and Financial Administration and Clinic Administration (ADEA BFACA) Meeting and
168 the virtual 2023 ADEA Deans' Conference.

169
170 Sigma Phi Alpha provided support of the ADEA/Sigma Phi Alpha Linda DeVore Scholarship.

171
172 **The ADEA Board of Directors asks the House to approve the following resolution:**

173
174 **4H-2024** **Resolved, that the American Dental Education Association expresses its sincere**
175 **appreciation to the following organizations and individuals for their generous**
176 **support of the Association's activities and programs between the start of the**
177 **2023 ADEA Annual Session & Exhibition and the start of the 2024 ADEA Annual**
178 **Session & Exhibition:**

179 A-dec
180 Aegis Dental Network Powered by BroadcastMed
181 Air Techniques, Inc.
182 Align Technologies
183 American Association of Endodontists Foundation (AAEF)
184 American College of Dentists
185 American Dental Association (ADA)
186 American Dental Education Association (ADEA) Corporate Council
187 Aspen Dental
188 Bien Air, USA
189 Brasseler USA
190 Colgate-Palmolive Company
191 DentalEZ
192 Dentsply Sirona, Inc.
193 Envista
194 Gillette Hayden Memorial Foundation
195 Haleon
196 Heartland Dental
197 Henry Schein, Inc.
198 Henry Schein One/Exan
199 Hu-FriedyGroup
200 Johnson & Johnson Consumer Inc.
201 Kahler Slater
202 Komet USA, LLC
203 The Leonard and Valachovic Fund
204 Liaison International, Inc.
205 LM-Dental, a Planmeca Group Company
206 Midmark Corporation

- 207 Mouthwatch, LLC
- 208 National Dental Education Association (NDA)
- 209 NSK America
- 210 Oregon Health & Science University
- 211 Orapharma, a subsidiary of Bausch Health US, LLC
- 212 Pacific Dental Services
- 213 Patterson Dental
- 214 PDT, Inc. - Paradise Dental Technologies
- 215 Philips Oral Healthcare, Inc.
- 216 Planmeca USA
- 217 ProBiora Health
- 218 Procter & Gamble Company
- 219 Sigma Phi Alpha

Actions at the Closing Session of the ADEA House of Delegates

Resolution 5H-2024 ADEA Board of Directors:

Transparency in Cost of Dental Education to Increase Accessibility to All Students

Background: Concerns around student debt in dental education has been a long-standing issue and noted as a major concern in the *2013 ADEA Presidential Task Force on the Cost of Higher Education and Student Borrowing*, which resulted in the recommendation for “ADEA to continue to take a leadership role in representing the interests of ADEA’s membership on issues related to the cost of dental education and student borrowing.” The *2022-23 ADEA Trends in Dental Education* reports the average education debt for graduating seniors was \$293,900, showing a continuing growth in student debt since the *2013 ADEA Presidential Task Force Report*. Additionally, we know that historically underrepresented racial and ethnic (HURE) and other marginalized students often enter their oral health education programs with higher undergraduate debt loads, which could impact their choice to continue to additional education. Some considerations when students decide to enroll in a dental education program include:

- Making the decision to enter a health professions program without knowing the total cost of the program (inclusive of all years).
- Not considering the amount of debt and loan repayment options until the last year of the education program.
- Making decisions about attending advanced dental education programs in the third year of dental school, often after incurring substantial amounts of debt.
- Having limited financial planning and money management skills.

In July 2023, the U.S. Department of Education released a report on *Trends in Federal Student Loans for Graduate School*, noting that since 2007 when the Grad PLUS Loan was released, graduate students have been able to borrow up to the cost of attendance at their program using federal funds. This change resulted in increases in total borrowing and large increases in the portion of borrowers completing their education with extremely high debt. As such, the *2022-23 ADEA Trends in Dental Education* reported that 65% of the graduating dental students used loans to finance their dental education.

To address issues surrounding student debt at the federal government level, several key pieces of legislation have been introduced, such as:

- *Making Education Affordable and Accessible Act (MEAA)*, S.2084, introduced in April 2023. It is legislation that would expand the use of existing federal grants available for higher education institutions to support dual or concurrent enrollment initiatives and early college high school programs to help make higher education more accessible and affordable. This legislation is designed to cut the cost of college, reduce the time spent on a degree and help prepare students for career and life success regardless of family income.
- *FAFSA Simplification Act*: Represents a significant overhaul of the processes and systems used to award federal student aid starting with the 2024–25 award year.
- *The Pell Grant Simplification Act*: Aims to fill the workforce shortage and address the skills gap, designed to give students the flexibility to use Pell Grant funds for technical training, gaining the experience and certifications needed to enter the workforce and be successful in skilled fields.

51 As a result of these pieces of legislation, the *College Affordability Act (H.R. 4674)* was
52 introduced to expand opportunity for students from all backgrounds by providing flexible
53 college options and stronger support to meet students' individual needs. The College
54 Affordability and Transparency Center (CATC) on the U.S. Department of Education's College
55 Navigator website helps students make informed decisions about their choice for higher
56 education. As part of this Center, the department posts College Affordability and Transparency
57 Lists that highlight institutions with the highest tuition prices, highest net prices, and institutions
58 whose prices are rising at the fastest rates. The structure and design of this Center serves as a
59 template for the development of a similar platform for dental education. Such a platform will
60 enable all students within the dental professions to make comparisons of the costs associated
61 with attending each institution along with the anticipated debt of students who graduate from
62 those institutions.

63

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

66

67 **5H-2024 Resolved, ADEA supports the review and evaluation of alternatives for reducing**
68 **the cost of oral health education.**

Resolution 6H-2024
ADEA Chair of the Board:
Enhancing Support and Funding for Oral Health Care Provider Training

Resolution goal: This resolution aims to address the crucial need for equitable support and recognition of oral health care providers and their essential role in the health care system.

Oral health care providers, including pediatric and general dentists, are pivotal in providing care to underserved populations as part of multidisciplinary health care teams. These providers are integral in ensuring comprehensive oral and overall health care, especially in hospital and unique clinic settings, thereby improving access to care and health outcomes.

The current funding from the Teaching Health Center Graduate Medical Education program (THCGME), which includes some general and advanced dental training programs, is insufficient to cover the needs of all oral health provider students, residents, and fellows. There is a significant disparity in the support and recognition of dental education and training compared to medical education and training, as evidenced by the difference in the number of accredited schools, teaching hospitals, and the extent of Medicare support for residency programs.

As of 2018, there were 192 MD-DO granting schools, 1,100 teaching hospitals, 90,000 Medicare-supported resident programs, 107,000 medical residents in training eligible for Medicare funding, and 17,000 residents in training in slots not supported by Medicare DGME. Medicare covers 21% of the directly associated costs of medical residency training.¹ On the other hand, there are 71 accredited predoctoral dental education programs, 26,600 D.D.S./D.M.D. students in predoctoral programs, and 752 accredited advanced dental education programs with 7,391 students and residents in the United States. Dental school clinics are not considered teaching hospitals, and oral health care providers are not considered an essential part of the health care team. These funds do not support these oral health care provider trainees and their institutions.

1. Oral health care providers should be recognized as essential to the health care team.
2. While maintaining the current parameters and funding guidelines for General Dentistry and Pediatric Dentistry programs, funding for dental, allied and advanced program teaching clinics should be enhanced in a manner akin to GME funding, acknowledging their crucial role in providing access to care for communities with limited or no access to care.
3. Efforts should be made to reduce the disparity in funding and support between dental and medical clinical training, recognizing the importance of oral health in the broader health care system.

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

6H-2024: Resolved, that
R1: ADEA supports (advocacy) efforts to promote oral health-overall health, dental-medical integration, and oral health providers being an essential part of the health care team in serving our communities and providing equitable access to health care.
R2: ADEA supports programmatic pathways in providing GME-type funding for oral health care provider students, residents and fellows in hospital and clinic settings for treating patients in need.

52
53 **R3: ADEA supports exploring the pathways for funding outpatient dental**
54 **hospitals that are part of dental schools/colleges and oral health care clinics in**
55 **hospital settings treating underserved populations lacking access to care.**
56

57 **Background:**
58

59 Funding for Graduate Medical Education (GME) is derived from public and private sources. The
60 federal government is by far the largest contributor to GME. Federal investments in GME occur
61 through various programs that support physician workforce development. These programs are
62 managed by agencies within the Department of Health and Human Services, Department of
63 Veterans Affairs, and Department of Defense.
64

65 **Centers for Medicare & Medicaid Services**

66 Medicare, the largest source of federal GME funding, supports GME through two types of
67 payments: direct (DGME) and indirect (IME).² The number of residents a hospital may receive
68 payment for is “capped” due to a provision in the Balanced Budget Act of 1997, which limits the
69 number of positions or slots that Medicare can fund.³ This “cap” on the number of FTE
70 residents Medicare will support is calculated for each hospital once a new teaching program
71 reaches its fifth year.
72

73 *Note: The Consolidated Appropriations Act of 2021 added 1,000 new Medicare-funded*
74 *residency positions for the first time since 1997.*⁴
75

76 Medicaid, a joint federal-state program, is the second largest source of support for GME.⁵
77 Through this program, states may recognize GME training costs as a component of overall
78 hospital costs. The federal government shares payment for these expenses through federal
79 matching funds.
80

81 **Health Resources and Services Administration (HRSA)**

82 ***Children’s Hospital GME Program***

83 The Children’s Hospitals Graduate Medical Education (CHGME) payment program provides
84 direct financial support to freestanding children’s hospitals to train pediatricians and pediatric
85 subspecialists.
86

87 ***Teaching Health Center GME Program***

88 The Teaching Health Center Graduate Medical Education program (THCGME) provides
89 payments to outpatient facilities (such as federal health centers) to support the training of
90 primary care medical residents.¹ Eligible primary care residency program specialties include the
91 following: Family Medicine, Internal Medicine, Pediatrics, Internal Medicine-Pediatrics,
92 Obstetrics/Gynecology, Psychiatry, Geriatrics, General Dentistry, and Pediatric Dentistry.
93

94 HRSA also supports residency and fellowship programs targeted at specific areas of medicine,
95 such as addiction medicine fellowship programs and preventive medicine residency programs.
96 It also helps programs get established through Rural Residency Planning and Development
97 Program funding.
98

99 **Department of Veterans Affairs**

100 The Department of Veterans Affairs (VA) provides financial support for GME training at its
101 facilities through disbursement payments to its academic affiliates and educational support
102 payments for its VA medical facilities.
103

104 **Department of Defense**

105 The Department of Defense (DOD) trains residents who have acquired a uniformed service
106 obligation through a DOD physician training program. GME is funded through the annual DOD
107 appropriation in the Defense Health Program budget.

108

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125

126 **Appendix**

127

128 **Understanding GME, GDE: [Direct Graduate Medical Education \(DGME\) | CMS](#)**

129 A methodology for determining payments to hospitals for the costs of approved graduate
130 medical education (GME) programs. Section 1886(h)(2) of the Act, as added by COBRA, sets
131 forth a payment methodology for the determination of a hospital-specific, base-period per
132 resident amount (PRA) that is calculated by dividing a hospital's allowable costs of GME for a
133 base period by its number of residents in the base period. The base period is, for most
134 hospitals, the hospital's cost reporting period beginning in FY 1984 (that is, the period
135 beginning between October 1, 1983, through September 30, 1984). Medicare direct GME
136 payments are calculated by multiplying the PRA times the weighted number of full-time
137 equivalent (FTE) residents working in all hospital areas (and non-hospital sites, when applicable)
138 and the hospital's Medicare share of total inpatient days. Section 1886(h)(4)(F) of the Act
139 established limits on the number of allopathic and osteopathic residents that hospitals may
140 count for purposes of calculating direct GME payments. For most hospitals, the limits were the
141 number of allopathic and osteopathic FTE residents training in the hospital's most recent cost
142 reporting period ending on or before December 31, 1996.

143

144 Before July 1, 2010, under section 1886(h)(4)(E) of the Act, a hospital could count residents
145 training in no provider settings for direct GME purposes (and under section 1886(d)(5)(B)(iv) of
146 the Act, for indirect medical education (IME) purposes), if the residents spent their time in
147 patient care activities and if ". . . the hospital incurs all, or substantially all, of the costs for the
148 training program in that setting." The implementing regulations, first at §413.86(f)(3), effective
149 July 1, 1987, and later at §413.86(f)(4) (redesignated as §413.78(d)), effective January 1, 1999,
150 required that, in addition to incurring all or substantially all of the costs of the program at the
151 nonprovider setting, there must have been a written agreement between the hospital and the
152 nonprovider site (in place before the time the hospital began to count the residents training in
153 the non-provider site) stating that the hospital would incur all or substantially all of the costs of
154 training in the no provider setting. The regulations further specified that the written agreement
155 must have indicated the amount of compensation provided by the hospital to the no-provider

156 site for supervisory teaching activities. Effective October 1, 2004, the hospital must have either
157 had a written agreement with the no-provider setting or, as described in the regulations at
158 §413.78(e), paid for all or substantially all of the costs concurrent with the training in the
159 nonprovider setting. Effective for cost reporting periods beginning on or after July 1, 2007, and
160 before July 1, 2010, "all or substantially all of the costs for the training program" in the
161 nonprovider setting is defined as at least 90 percent of the total of the costs of the residents'
162 salaries and fringe benefits (including travel and lodging where applicable) and the portion of
163 the cost of teaching physician's salaries attributable to nonpatient care direct GME activities.

164 [Making Sense of Graduate Medical Education Funding EMRA](#)

165 **Existing underserved programs under GME**

166
167
168 *RSA-24-020*

169 *Children's Hospitals Graduate Medical Education (CHGME) Payment Program*

170 *Department of Health and Human Services*

171 *Health Resources and Services Administration*

172

173 The purpose of the CHGME Payment Program is to compensate for the disparity in the level of
174 federal graduate medical education (GME) funding for freestanding children's teaching
175 hospitals versus other types of teaching hospitals. The Centers primarily provide federal funding
176 for GME for Medicare & Medicaid Services (CMS) and goes to full-service teaching hospitals
177 that serve primarily adult patients. Freestanding children's hospitals receive little to no GME
178 funding from Medicare because children's hospitals have a low Medicare caseload. The
179 CHGME Payment Program is administered by the Bureau of Health Workforce (BHW), Health
180 Resources and Services.

181

182 This program is authorized by 42 U.S.C. § 256e. The CHGME Payment Program supports
183 HRSA's mission to improve health outcomes and achieve health equity through access to
184 quality services, a skilled health workforce, and innovative, high-value programs. The CHGME
185 Payment Program is designed to support freestanding children's teaching hospitals that:

- 186 • Educate and train future pediatricians, pediatric sub-specialists, and other non-pediatric
187 residents,
- 188 • Provide care for vulnerable and underserved children, and
- 189 • Conduct innovative and valuable pediatric research.

190

191 Example of underserved populations: I/DD

192

193 *HRSA-24-051*

194 *Teaching Health Center Graduate Medical Education (THCGME)*

195 *Department of Health and Human Services*

196 *Health Resources and Services Administration*

197 The THCGME Program's purpose is to support residents' training in primary care residency
198 training programs in community-based ambulatory patient care centers. Programs will prepare
199 residents to provide high-quality care, particularly in rural and underserved communities, and
200 develop competencies to serve these diverse populations and communities.

201

202 Eligible Applicants:

- 203 • For-profit organizations other than small businesses
- 204 • Native American tribal organizations (other than Federally recognized tribal
205 governments)
- 206 • Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher

- 207 education
- 208 • Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of
- 209 higher education
- 210 • Others (see text field entitled "Additional Information on Eligibility" for clarification)
- 211 • Native American tribal governments (Federally recognized)

212

213 Additional Information on Eligibility:

- 214 • Federally qualified health centers, as defined in section 1905(l)(2)(B) of the Social Security
- 215 Act [42 U.S.C. 1396d(l)(2)(B)];
- 216 • Community mental health centers, as defined in section 1861(ff)(3)(B) of the Social
- 217 Security Act [42 U.S.C. 1395x(ff)(3)(B)];
- 218 • Rural health clinics, as defined in section 1861(aa)(2) of the Social Security Act [42 U.S.C.
- 219 1395x(aa)(2)];
- 220 • Health centers operated by the Indian Health Service, an Indian tribe or tribal
- 221 organization, or an urban Indian organization (as defined in section 4 of the Indian
- 222 Health Care Improvement Act [25 U.S.C. 1603]);
- 223 • An entity receiving funds under Title X of the PHS Act;
- 224 • Critical access hospitals, as defined in section 1861(mm)(1) of the Social Security Act [42
- 225 U.S.C. 1395x(mm)(1)]; OR
- 226 • A community-based GME consortium that operates an accredited primary care
- 227 residency program.

228

229 Eligible primary care residency program specialties include the following: Family Medicine,

230 Internal Medicine, Pediatrics, Internal Medicine-Pediatrics, Obstetrics/Gynecology, Psychiatry,

231 Geriatrics, General Dentistry, and Pediatric Dentistry.

Resolution 7H-2024
Global Oral Health

Background

For many years, oral health professionals have been aware of the connection between oral health and general health.^{1,2,3} For many years, the connection between diabetes and periodontal disease has been apparent.⁴ It was an endodontist who first connected oral osteonecrosis to the use of intravenous bisphosphonates.⁵ Health care insurance companies will often provide free dental care to pregnant women because they have found that doing so reduces the overall medical costs.⁶ With the recent increasing use of combined oral/dental and medical health electronic records, data is increasingly available to support this connection.⁷

On a global scale, oral diseases are among the most common “non-communicable” diseases affecting 3.5 billion people and creating a “global burden of oral health conditions.”⁸ This is particularly concerning given an increasingly aging population, and when considering treatment for oral health conditions is expensive and has not previously been a part of universal health coverage (UHC). Most low- and middle-income countries do not have the resources to treat oral health conditions, resulting in a loss of time at school, work, increased pain, loss of teeth, decreased quality of life, and a decrease in overall health.⁹

There is a disproportionate impact on vulnerable, disadvantaged communities and on people of lower socioeconomic status. These communities carry a higher burden of oral disease, regardless of the overall economic standing of the country in which they reside.¹⁰

In advocating for oral health in all communities, ADEA members can support efforts in preventing oral disease and in doing so, promote overall health.

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

7H-2024 Resolved, that the American Dental Education Association (ADEA) use its expertise, relationships and influence with global stakeholders to advocate for the oral health of at-risk-populations worldwide with an emphasis on preventing oral disease and promoting overall health.

Endnotes

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Resolution 8H-2024
ADEA Council of Faculties Bylaws Changes to Membership and
House of Delegates Representations

Legend:

Black text = original Bylaws text to remain

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

Green underline text = editing of original Bylaws for clarity

Background: Allied dental faculty make up approximately one-third of all dental faculty nationwide (5,931 out of 16,319 full- and part-time faculty). The current makeup of the Council of Faculties (COF) is one faculty member from each institutional or provisional member of ADEA and one member from each of the Canadian Faculties of Dentistry in member institutions. Allied Dental Programs have similar membership in ADEA as Canadian Faculties of Dentistry. The Council of Allied Dental Program Directors (CADPD) conducted a pulse survey to gauge support for adding allied dental faculty to the COF in June of 2023. The survey revealed 75% of program directors have faculty members who are interested in serving on the COF and 63% would financially support allied dental faculty, if elected, to attend the ADEA Fall Meetings and the ADEA Annual Session & Exhibition. To recognize and encourage participation of Allied Dental Faculty in the COF, the ADEA CADPD along with the COF, propose that membership in the COF include ten allied dental faculty members. Additionally, the CADPD along with the COF, proposes that one allied dental faculty member, from these ten, be selected to serve as a delegate to the ADEA House of Delegates.

The ADEA CADPD and COF Administrative Boards support the following amendment to the ADEA Bylaws Chapter VII: Council, D. The Councils of the Association – Membership and Quorum, 3. The Council of Faculties indicated by strike throughs or underline:

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, and 10 non-program director allied dental faculty, selected by the CADPD Administrative Board through an application process, in addition to any members of the Administrative Board who are no longer in the above category. Members are elected to three-year terms, and approximately one third of the member are replaced or reelected annually, according to a schedule maintained in the ADEA Headquarters. The methods of electing members, removing members and electing new members to fill unexpired terms are left to the discretion of individual member Institutions. The methods of electing, removing and electing new members to fill unexpired terms for allied dental faculty are left to the discretion of the CADPD Administrative Board.

The ADEA CADPD and the COF Administrative Boards also support the following Amendments to the ADEA Bylaws Chapter 1: House of Delegates – The ADEA Governing body, B. Composition, 3. As indicated by strike throughs or underline:

The Council of Faculties as 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 and one member, selected by the CADPD Administrative Board, from the allied dental faculty. The allied dental faculty delegate must come from an institution that holds affiliate membership;

and

ADEA Bylaws Chapter 1: Hours of Delegates – The ADEA Governing Body, B. Composition, 9. Delegate Selection, b) as indicated by strikethroughs or underline:

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All members of the Council of Faculties from Institutional and Provisional Member Institutions serve as Delegates to the House of Delegates. Members are elected or appointed by their institution. One member as elected by the members from the Canadian Faculties of Dentistry. One member, selected by the CADPD Administrative Board, from the allied dental faculty. The allied dental faculty delegate must come from an institution that holds affiliate membership. ~~also serves as a Delegate to the House of Delegates.~~

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

8H-2024 Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA Bylaws Chapter VII: Councils, D. The Councils of the Association – Membership and Quorum, 3. The Council of Faculties to read as follows effective at the close of the 2024 ADEA Annual Session & Exhibition:

The Council of Faculties consists of one faculty member (or an alternate) elected by the faculty of each Institutional and Provisional Member institution, one faculty member from each one of the Canadian Faculties of Dentistry, and ten non-program director allied dental faculty, selected by the CADPD Administrative Board through an application process, in addition to any members of the Administrative Board who are no longer in the above category. Members are elected to three-year terms, and approximately one third of the member are replaced or reelected annually, according to a schedule maintained in the ADEA Headquarters. The methods of electing members, removing members and electing new members to fill unexpired terms are left to the discretion of individual member Institutions. The methods of electing, removing and electing new members to fill unexpired terms for allied dental faculty are left to the discretion of the CADPD Administrative Board.

And be it further resolved that ADEA House of Delegates adopts the revisions to the ADEA Bylaws Chapter 1: The House of Delegates – The ADEA Governing Body, B. Composition, 3. to read as follows effective at the close of the 2024 ADEA Annual Session & Exhibition.

The Council of Faculties as represented by all of its members from Institutional and Provisional Member institutions, one member elected from the members from the Canadian Faculties of Dentistry and one member, selected by the CADPD Administrative Board, from the allied dental faculty. The allied dental faculty delegate must come from an institution that holds affiliate membership;

And be it further resolved that ADEA House of Delegates adopts the revisions to the ADEA Bylaws Chapter 1: Hours of Delegates – The ADEA Governing Body, B. Composition, 9. Delegate Selection, b) to read as follows effective at the close of the 2024 ADEA Annual Session & Exhibition.

All members of the Council of Faculties from Institutional and Provisional Member Institutions serve as Delegates to the House of Delegates. Members are elected or appointed by their institution. One member as elected by the members from the Canadian Faculties of Dentistry. One member, selected by the CADPD Administrative Board, from the allied dental faculty. The allied dental faculty delegate must come from an institution that holds affiliate membership.

Resolution 9H-2024

ADEA Council of Sections ADEA Bylaws Revision: Chapter VII: Removal of Council Officers

Legend:

Black text = original Bylaws text to remain

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

Green underline text = editing of original Bylaws for clarity

Background

The ADEA Bylaws currently outline a process for removal of the Association’s Elected Officers-- Chair of the Board, Chair-elect of the Board, Immediate Past Chair of the Board, and seven Board Directors. A similar process is not outlined for Council Administrative Boards.

Proposed Amendment

The Administrative Board of the ADEA Council of Sections supports amending ADEA Bylaws Chapter VII: Councils to add the following:

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

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

9H-2024: Resolved, that the ADEA House of Delegates adopts the amendment to the ADEA Bylaws Chapter VII: Councils, B. Leadership of the Councils—The Administrative Boards, by addition of new paragraph 9 and renumbering of current paragraph 9 as paragraph 10, to read as follows:

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

~~9.~~ 10. Alternates. Council Administrative Board members may not send alternates to attend Council Administrative Board meetings. Council members unable to attend a House of Delegates Meeting or a Council meeting, or who serve in the House of Delegates in two or more positions (e.g., as a member of the Council of Faculties and Council of Sections), may appoint alternates to represent them. Members of the Councils of Allied Dental Program Directors, Advanced Education Programs and Students, Residents and Fellows must appoint alternates who are members of their Council. Members of the Council of Sections must appoint the Chair-elect or

156 Secretary of their Section. Members of the Councils of Deans and Faculties must
157 appoint individuals from their institutions. Delegates representing two or more
158 Councils in the House of Delegates must decide which Council they wish to
159 represent and then appoint an alternate(s) for the other Council(s) according to the
160 foregoing guidelines. All alternates must be ADEA Individual Members. Corporate
161 Council Administrative Board members unable to attend a House of Delegates
162 Meeting may appoint alternates to represent them; such alternates must be
163 members of the Corporate Council. All Council alternates to the House of
164 Delegates must be selected prior to the Annual Session & Exhibition and be ratified
165 during a meeting of the appropriate Council prior to participating in the Opening
166 or Closing of the House of Delegates. At this meeting, a Council may choose to
167 waive the notification of an additional meeting to approve alternate delegates that
168 are identified after the initial meeting and prior to the alternate delegates'
169 participation in either the Opening or Closing of the House of Delegates, provided
170 that the newly identified alternate delegates are qualified and have been vetted by
171 the appropriate Council Administrative Board.

172
173 **APPENDIX**

174
175 **DC Code § 29-406.08. Removal of directors by members or other persons.**

176
177 (a) Removal of directors of a membership corporation shall be subject to the following
178 provisions: (1) **The members may remove, with or without cause**, one or more directors who
179 have been elected by the members, unless the articles of incorporation or bylaws provide
180 that directors may be removed only for cause. The articles or bylaws may specify what
181 constitutes cause for removal.

182
183 (b) **The board of directors may remove a director** of a non-membership corporation: (1) **With**
184 **or without cause**, unless the articles of incorporation or bylaws provide that directors may be
185 removed only for cause; provided, that articles or bylaws may specify what constitutes cause
186 for removal *** (emphases added).

187
188 **DC Code § 29-406.43. Resignation and removal of officers.**

189 ***

190 (b) Except as otherwise provided in the articles of incorporation or bylaws, **an officer may be**
191 **removed at any time with or without cause** by: (1) The board of directors; (2) The officer who
192 appointed the officer being removed, unless the board provides otherwise; or (3) Any other
193 officer authorized by the articles, the bylaws, or the board. (emphasis added).

194
195 **DC Code § 29-406.25. Board and advisory committees.**

196 (a) Unless this chapter, the articles of incorporation, or the bylaws provide otherwise, a
197 board of directors may create one or more committees of the board that consist of one or
198 more directors.

199
200 (b) Unless this chapter otherwise provides, the creation of a committee and appointment of
201 directors to it shall be approved by the greater of: (1) A majority of all the directors in office
202 when the action is taken; or (2) The number of directors required by the articles of
203 incorporation or bylaws to take action under § 29-406.24 ('Quorum and Voting').

1 Resolution 10H-2024

2 ADEA Council of Sections ADEA Bylaws Revision: Chapter VII: Removal of Section Officers

3 Legend:

4 Black text = original Bylaws text to remain

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

6 Green underline text = editing of original Bylaws for clarity

7
8 *Background*

9 The ADEA Bylaws currently outline a process for removal of the Association’s Elected Officers—
10 Chair of the Board, Chair-elect of the Board, Immediate Past Chair of the Board, and seven
11 Board Directors. A similar process is not outlined for Section officers.

12
13 *Proposed Amendment*

14 The Administrative Board of the ADEA Council of Sections supports amending ADEA Bylaws
15 Chapter VIII: Sections to add the following:

16
17 Removal: Any Section Officer may be removed from office, with or without cause, upon a vote
18 of a majority of the officers from that same Section then in office, whenever in the Section
19 Officers’ judgment the best interest of the Association would be served thereby, provided that
20 all the Section Officers have at least 10 days’ notice of the proposed removal and the Officer at
21 issue has an opportunity to address the other Officers prior to the removal vote either in person,
22 electronically or via a telephone meeting, as determined in the discretion of the Section
23 Officers.

24
25 The ADEA Board of Directors asks the ADEA House of Delegates to approve the following
26 resolution:

27
28 10H-2024: Resolved, that the ADEA House of Delegates adopts the amendment to the
29 ADEA Bylaws Chapter VIII: Sections, E. Officer and Terms of Office, by addition
30 of new paragraph 9 as follows:

31
32 9. Removal: Any Section Officer may be removed from office, with or without
33 cause, upon a vote of a majority of the officers from that same Section then in
34 office, whenever in the Section Officers’ judgment the best interest of the
35 Association would be served thereby, provided that all the Section Officers have
36 at least 10 days’ notice of the proposed removal and the Officer at issue has an
37 opportunity to address the other Officers prior to the removal vote either in
38 person, electronically or via a telephone meeting, as determined in the discretion
39 of the Section Officers.
40

Resolution 11H-2024
ADEA Council of Sections ADEA Bylaws Revision:
Chapter IX: Removal of Special Interest Group Officers

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

Background

The ADEA Bylaws currently outline a process for removal of the Association’s Elected Officers—Chair of the Board, Chair-elect of the Board, Immediate Past Chair of the Board, and seven Board Directors. A similar process is not outlined for Special Interest Group officers.

Proposed Amendment

The Administrative Board of the ADEA Council of Sections supports amending ADEA Bylaws Chapter IX: Special Interest Groups to add the following:

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

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

11H-2024: Resolved, that the ADEA House of Delegates adopts the amendment to the ADEA Bylaws Chapter IX: Special Interest Groups (SIGs), E. Officer and Terms of Office, by addition of new item 6 as follows:

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

1 Resolution 12H-2024

2 Special Interest Group on Professional, Ethical and Legal Issues in Dentistry Becomes the
3 ADEA Section on Professional, Ethical and Legal Issues in Dentistry

4
5 Background: The Special Interest Group (SIG) on Professional, Ethical and Legal Issues in
6 Dentistry acts as a vibrant discussion platform, fostering discourse and advocacy around these
7 crucial aspects within dentistry and dental education. Every dental institution must not only
8 teach students/residents in the areas of professionalism and ethics, but also have a commitment
9 to a humanistic culture and learning environment to comply with the Commission on Dental
10 Accreditation standards across all allied, predoctoral and specialty education programs. The
11 proposed Section’s mission aligns with the ADEA Vision and Mission by supporting the training
12 of dental educators, developing curricula for well-prepared oral health professionals, and aiding
13 institutions in navigating evolving legal and ethical landscapes in dental education. Additionally,
14 it aims to foster inclusive environments within member institutions, promoting ethical and
15 professional decision-making as an integral display of values.

16
17 The SIG on Professional, Ethical and Legal Issues in Dentistry applied for Section status by
18 submitting a proposal and supporting documentation to the ADEA Council of Sections (COS)
19 Administrative Board on Sept. 25, 2023. The supporting documentation demonstrated that the
20 SIG on Professional, Ethical and Legal Issues in Dentistry serves a unique member need not
21 currently met by other sections; has a robust, active membership; and a depth of leadership.

22
23 **The ADEA Board of Directors asks the ADEA House of Delegates to approve the following**
24 **resolution:**

25
26 **12H-2024** Resolved, that the ADEA House of Delegates approves that the Special Interest
27 Group on Professional, Ethical and Legal Issues in Dentistry becomes the ADEA
28 Section on Professional, Ethical and Legal Issues in Dentistry effective at the
29 close of the 2024 ADEA Annual Session & Exhibition.

Resolution 13H-2024
Provisional Membership of Florida Atlantic University College of Dentistry

Florida Atlantic University College of Dentistry has submitted an application for an ADEA Provisional Membership.

Background: The ADEA Bylaws provide that a developing dental school planning to grant a D.D.S. or D.M.D degree as part of an accredited college or university in the United States, Puerto Rico or Canada is eligible to apply for Provisional Membership. Applications for Provisional Membership are to be presented in writing at least 60 days before an ADEA Annual Session and & Exhibition. An institution is elected to membership by a majority affirmative vote of the House of Delegates. Membership becomes effective July 1 following House approval.

Florida Atlantic University College of Dentistry has made a timely application for ADEA Provisional Membership in writing and does meet the criteria for Provisional Membership.

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

13H-2024 Resolved, that the ADEA House of Delegates accepts Florida Atlantic University College of Dentistry’s application for Provisional Membership in ADEA.

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Resolution 14H-2024
Provisional Membership of Lyon College School of Oral Health and Dental Medicine

Lyon College School of Oral Health and Dental Medicine has submitted an application for an ADEA Provisional Membership.

Background: The ADEA Bylaws provide that a developing dental school planning to grant a D.D.S. or D.M.D degree as part of an accredited college or university in the United States, Puerto Rico or Canada is eligible to apply for Provisional Membership. Applications for Provisional Membership are to be presented in writing at least 60 days before an ADEA Annual Session and Exhibition. An institution is elected to membership by a majority affirmative vote of the House of Delegates. Membership becomes effective July 1 following House approval.

Lyon College School of Oral Health and Dental Medicine has made a timely application for ADEA Provisional Membership in writing and does meet the criteria for Provisional Membership.

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

14H-2024 Resolved, that the ADEA House of Delegates accepts the Lyon College School of Oral Health and Dental Medicine’s application for Provisional Membership in ADEA.

New Chief Administrators at Member Institutions

New Dental School Deans

Since the 2023 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 2023 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. Nancy Young, Dean, Dental College of Georgia at Augusta University
- Dr. Janet Southerland, Interim Dean, Louisiana State University Health New Orleans School of Dentistry
- Dr. Elsbeth Kalendarian, Dean, Marquette University School of Dentistry
- Dr. M. Frank Beck, Inaugural Dean, Northeast Ohio Medical University Bitonte College of Dental Medicine
- Dr. Fotinos S. Panagakos, Dean, Pacific Northwest University of Health Sciences College of Dental Medicine
- Dr. Saulius Drukteinis, Dean, Southern Indiana University School of Dental Medicine
- Dr. Jose A. Vivaldi-Oliver, Dean, Universidad Ana G. Mendez School of Dental Medicine
- Dr. Marcelo W.B. Araujo, Dean, University of Buffalo School of Dental Medicine
- Dr. Nicolaas Geurs, Dean, University of Alabama at Birmingham School of Dentistry
- Dr. Jaques Nor, Dean, University of Michigan School of Dentistry
- Dr. Gerry Kugel, Dean, University of Nebraska Medical Center College of Dentistry
- Dr. Jill Keaton, Dean, University of Pikeville Tanner College of Dental Medicine
- Dr. Marnie Oakley, Dean, University of Pittsburgh School of Dental Medicine

New Affiliate Members

Since February 2023, these programs and schools have become Affiliate Members. The ADEA Board of Directors welcomes them.

Allied Dental Members

- Calhoun Community College, Dr. Scott Parvin, Dental Hygiene Instructor/Clinical Dentist, (Tanner, AL)
- Illinois Valley Community College, Prof. Heather Seghi, Dean of Health Professions, (Oglesby, IL)
- Springfield Technical Community College, Mr. Christopher Scott, Title, (Springfield, MA)
- Blinn College, Prof. Lisa K. Wiese, Dental Hygiene Program Director, (Bryan, TX)
- Plaza College, Dr. Laura Sleeper, Dental Hygiene Program Director, (Forest Hills, NY)
- Hocking College, Prof. Misti Malfe, Dental Hygiene Program Director, (New Lexington, OH)
- Skagit Valley College, Prof. Rachael Hogan, Dental Therapy Program Director, (Mt. Vernon, WA)
- College of Eastern Idaho, Mr. Matthew Taylor, Department Chair, Healthcare, (Idaho, Fall, ID)
- College of New Caledonia, Prof. Jennifer Scott, Associate Dean, (Prince George, BC, CAN)

Hospital Members

- Summa Health System – Summa Center for Dental Health, Prof. Alayna Falb, Director, Hospital Clinic Operations, (Akron, OH)
- Regions Hospital, Dr. Kelly Nelson, (Saint Paul, MN)
- Denver Health Medical Center, Dr. Duane Mata, Directory of Dentistry, (Denver, CO)
- Children’s National Hospital, Ms. Shante Johnson, (Washington, DC)
- Hackensack Meridian Health, Dr. W. Christian Madsen, (Neptune, NJ)

Other New Administrators at Member Institutions

- Dr. Sompop Bencharit, Assistant Dean for Innovation, Medical University of South Carolina, James B. Edwards College of Dental Medicine
- Dr. Ashu Sharma, Interim Chair of Oral Biology, University at Buffalo School of Dental Medicine
- Dr. Joelle Carlo, Director of Online Education, University of Pittsburgh School of Dental Medicine
- Dr. Robert Nerone, Director of Chairsides Digital Dentistry, University of Pittsburgh School of Dental Medicine
- Dr. Suvendra Vijayan, Director of 3D Printing and Advanced Technologies, University of Pittsburgh School of Dental Medicine
- Dr. Pamela Tisot, Director of Predoctoral Clinical Operations, University of Pittsburgh School of Dentistry
- Dr. Hoda Yousef, Vice Chair of Rutgers School of Dental Medicine restorative dentistry department, Rutgers School of Dental Medicine
- Dr. Ken Tilashalski, Executive Associate Dean, University of Tennessee Health Science Center College of Dentistry
- Dr. Mark A. Miller, Associate Dean for Hospital Affairs, University of Pittsburgh School of Dental Medicine
- Dr. Lindsey Hamil, Assistant Dean of Student Success at the Medical University of South Carolina, James B. Edwards College of Dental Medicine

Corporate Members

These companies have become ADEA Corporate Members since February 2023. The ADEA Board of Directors welcomes them.

- AEGIS Dental Network Powered by BroadcastMed, Ms. Karen Auiler, VP/General Manager, (Farmington, CT)
- Henry Schein One | Exan, Mr. Shawn Stouten, VP Operations, (Surrey Province, BC, CAN)
- EMS Dental, Ms. Melissa Obrotka, U.S. GBT Education Manager, (Dallas, TX)
- Meisinger USA, Mr. Ethan Miller, Chief Executive Officer, (Centennial, CO)
- 3Shape, Inc., Ms. Ashley Green, Director, NA Strategic Accounts, (New Providence, NJ)
- Waterpik, Inc., Ms. Carol Jahn, Director of Professional Relations & Education (Fort Collins, CO)
- DCI Edge, Mr. Pete Volk, Director of Special Markets (Newberg, OR)
- National Dentex Labs, Mr. Adam Dreyfus, Director of Government and Institutions (Palm Beach Gardens, FL)
- SGA Dental Partners, Dr. Kyle Hollis, Chief Clinical Officer (Richmond Hill, GA)
- CordEze LLC, Ms. Debi Rubino Dencek, CEO (Phoenix, AZ)
- Sunstar Americas, Mr. Tom Raish, Senior Manager, Professional Marketing (Schaumburg, IL)
- Immersify Education, Mr. Luke Janchenko, Vice President-Educational Engagement and Development (Manchester, IL)

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-Arizona

Dr. Gary Brigham

Boston University

Dr. Victor Dietz

Dr. Uday Reebye

Mr. Richard Soden

Dr. Martin Ugarte-Chavez

Case Western Reserve University

Dr Robert Heckel

Dr Murray Stein

Creighton University

Dr. Bernie Bogatz

Dr. Gerald C. Brundo

Dr. John S. Mattson

East Carolina University

Ms. Susan Wofford O'Beirne

Harvard University

Ms. Malvina Blashkevich

Indiana University

Dr. Rolando DeCastro

Dr. Edward Steven Duke

Dr. Richard Elzay

Mr. Jim Smith

Marquette University

Dr. Louis J. Dellios

Dr. Christopher Dix

Dr. Hermes J. Hoffman

Ms. Joanie Janecek

Dr. Frank L. Marinelli

Ms. Beverly Mathis-Johnson

Dr. Nick Nelson

Dr. Thomas Radmer

Dr. John J. Schultz

Dr. Jerry Walker

Dr. Gerald J. Ziebert

McGill University

Dr. Harvey Levitt

Dr. Matthew Reutcky

Midwestern University

Mr. Todd Wilcox

The Ohio State University

Dr. Charles Vito Caponigro

New York University

Prof. Winnie Furnari

Prof. Sharon McLaughlin

Rutgers University

Dr. Robert Kroll

Ms. Marlene Franklin

Mr. Lawrence Simmons

Stony Brook University

Dr. Sanford Lyman

Dr. Richard Stephen Truhlar

Temple University

Dr. Augustine Chialastri

Dr. Helen Ford

Dr. Richard Goodman

Dr. Howard Horowitz

Dr. Howard Jaffe

Dr. Ira Kay

Dr. Bruce Leinweber

Dr. John Martin

Dr. Jay Monari

Dr. Kem Moser

Dr. Howard Neuman

Dr. Howard Sokol

Dr. Howard Tocker

Texas A&M University

Dr. Antolino Colon Camacho

Dr. E. James Cundiff, Jr.

Dr. Hilton Israelson

Dr. E.E. "Gene" Jones

Dr. Marvin Stephens

Tufts University

Roland Bryan
Parviz Daryabegi
Mark Doherty
Russi Gheewalla
Sidney Glassman
Roland Nentwich
Allan Short
Vangel Zissi

University of British Columbia

Dr. George Beagrie
Dr. Timothy Gould
Joan Voris

University of Connecticut

Dr. Joseph E. Grasso

University of Detroit Mercy

Dr. Joel Grand
Dr. Aimee Matthews (Yarde)

University of Florida

Dr. Michael A. Chanatry
Dr. Brian Curtis Decker
Dr. Nicklaus J. Minden
Mr. Gregg Pelfrey
Dr. Randall "Randy" P. Rigsby
Dr. Bruce Scarola
Dr. Gregory E. Smith

University of Louisville

Dr. Elbert Lewis Ballou
Dr. Norbert J. Burzynski
Dr. William D. Engilman
Dr. Stephen M. Feldman
Dr. Henry Greenwell III
Dr. Charles Lee Hager
Dr. Robert J. Hobbs
Col. Behrle W. Hubbuch Jr.
Dr. Charles Infante
Dr. John Taylor Isaacs Sr.
Dr. Joseph Edward Maloney Jr.
Mr. Chase Meade
Dr. Larry J. Meffert
Dr. James Y. O'Bannon
Dr. Larry J. Pack
Dr. Edward L. Payne
Dr. James Ethan Phillips
Ms. Carol J. Read
Ms. Mary Ann Schuh
Dr. Joe W. Spears

University of Minnesota

Ms. Janice Edmondson

University of Nebraska Medical Center

Dr. Robert Burton
Dr. Henry Cherrick
Dr. James Nelson

University of Nevada, Las Vegas

Dr. Charles W. Ashman

University of North Carolina at Chapel Hill

Dr. Diane Dilley
Prof. Alberta Beat Dolan
Dr. Nur Kanawati
Dr. Owen Justice Jr
Dr. Ken Mitchum
Dr. Jack Menius
Dr. Leland Webb
Dr. Robert Warren

University of the Pacific

Dr. Frank Brucia
Dr. William Donlan

University of Pennsylvania

Dr. Mark Corbman
Dr. Nathan Kobrin
Dr. Harvey Levitt

University of Southern California

Dr. Harold Slavkin

University of Tennessee Health Science Center

Dr. Bobby Collins
Dr. Judie Ross
Dr. George Martin
Dr. Harold Misner
Dr. Joseph Rainey

University of Toronto

Dr. George Simpson Beagrie

University of Washington

Dr. Robert H. Johnson
Dr. Paul Robertson

UTHealth Houston

Ms. Mary Ann Adkisson
Dr. Hubert Askew, Jr.
Dr. Albert Beerbower
Dr. Kenneth Brady
Dr. Jack Cash, Jr.
Dr. John Cook III
Dr. Albert Delaney, Jr.
Dr. Geoffry Drake
Dr. Joseph Dusek
Dr. James Ferguson, Jr.
Dr. Oscar Garcia
Dr. David Garrett
Dr. Barry Gomel
Dr. Thomas Hassell
Dr. Stanley Jones
Dr. Eugene La Gesse
Dr. Richard Mogle
Dr. Charles Musslewhite, Jr.
Dr. Donald Norris
Dr. James Orr
Dr. Charles Perkins
Dr. Harold Pickett
Dr. Dallas Pierre
Dr. Richard Rowntree
Dr. Charles Sanford III
Dr. Samuel Sengelmann, Jr.
Dr. James Sessums
Dr. Larry Steinberger
Dr. John Stovall, Jr.
Dr. Tommy Thomson
Ms. Rebecca Turner
Dr. John Weatherford
Dr. Leonard Williams
Dr. Daryl Yorek

West Virginia University

Dr. Danny E. Chandler
Dr. Thomas E. Condron
Dr. Amadee B. Merbedone
Dr. Nancy V. Ramsey

Western University

Dr. David Johnston
Dr. Norman McFarlane

BYLAWS OF THE AMERICAN DENTAL EDUCATION ASSOCIATION

Preamble

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

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

A. Function, Powers, Obligations and Duties

1. **Functions, Powers and Obligations.** The House of Delegates is the Association's governing and legislative body. The House of Delegates manages the property, business and affairs of the Association in accordance with these Bylaws and the purposes of the Association, and has the power:
 - a) To enact and, where appropriate, enforce policies of the Association;
 - b) To approve all resolutions in the name of the Association;
 - c) To elect Active, Provisional and Honorary Members;
 - d) To approve changes to the Bylaws, Policy Statements and Position Papers;
 - e) To approve new sections;
 - f) To establish branch offices of the Association or change the location of the ADEA Headquarters;
 - g) To elect the Chair-elect of the Board of Directors of the Association;
 - h) To elect nominees for representation in other organizations when so requested; and
 - i) To serve as an advocate on behalf of all Association policies and positions.
2. **Duties.** As the ADEA governing body, pursuant to the District of Columbia Nonprofit Code, members of the House of Delegates, are expected to discharge their duties in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances in a manner the Delegate reasonably believes to be in the best interests of the Association; and in doing so to disclose to their fellow Delegates known information relevant to the issues being considered by the House of Delegates.

B. Composition

The House of Delegates is comprised 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;
10. To approve sections of the *ADEA Governance Policy and Procedures Manual*.
11. To establish branch offices of the Association or change the location of the ADEA Headquarters.

C. Meetings

1. **Regular Meetings.** The Board of Directors normally meets at least four times a year upon at least 10 days' notice, sent electronically or via postal mail, either in person or by teleconference.
2. **Special Meetings.** The Chair of the Board of Directors may call a Special Meeting at the request of at least three Board of Directors members, provided that notice of the Special Meeting is sent electronically or via postal mail to each member at least 10 days' before the meeting by the President and CEO. No other business, except that provided for in the call, may be considered unless the members present unanimously agree to consider additional business.

D. Limited Proxy Use.

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

Chapter IV: Governance Procedures

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

A. Leadership.

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

1. **Presiding Officer.** The Chair of the Board is the presiding Officer. In the absence of the Chair of the Board, the Chair-elect of the Board is the presiding Officer. In the absence of both, past Chairs of the Board, in reverse order of service, are called on to preside.
2. **Recording Officer.** The President and CEO is the recording Officer and custodian of the House of Delegates records. Staff and/or a professional recorder may be used to obtain a record of the House of Delegates proceedings. The President and CEO ensures that a record of the proceedings is published annually in the Association's Proceedings.
3. **Parliamentarian.** The President and CEO appoints the Parliamentarian.

B. Quorum.

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

C. Manner of Acting.

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

D. Alternative Action.

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

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

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

F. Emergency Powers.

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

Chapter V: Committees

A. In General.

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

B. The Finance Committee.

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

C. Nominating Committee.

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

D. Other Standing and Special Committees.

The Board of Directors or the House of Delegates may appoint Standing and Special Committees to assist in performing its duties. Committees of the Board of Directors and House of Delegates shall have two or more Directors or Delegates, and Directors must

constitute a majority of committee membership. The Board of Directors may also appoint Advisory Committees. Task forces may include any Individual Member and do not require Director membership.

Chapter VI: Membership

A. General Qualifications—Member Dues.

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

B. General Rights and Powers.

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

C. Institutional Membership

1. **Classes, Qualifications and Obligations.** Following are the classes, qualifications and obligations for Institutional Membership. Institutional Members do not have the right to vote but their representatives have the right to participate in and vote within the Council for which they qualify.
 - a) Institutional Members:
 1. To qualify as an active Institutional Member, an entity shall be a dental school granting a D.D.S. or D.M.D. degree as a part of an accredited college or university in the United States or Canada and having begun instruction of its first class of dental students, residents or fellows is eligible to apply for Institutional Membership (Canadian dental schools have the option of selecting Institutional Membership or Affiliate Membership).
 2. Applications for Institutional Membership should be presented in writing at least 60 days before an ADEA Annual Session & Exhibition. Institutions are elected to membership by a majority affirmative vote of the House of Delegates and their memberships take effect the July 1 following House of Delegates approval.
 - b) Provisional Members:
 1. To qualify as a Provisional Member, an entity shall be a developing dental school planning to grant a D.D.S. or D.M.D. degree as part of an accredited college or university in the United States or Canada is eligible to apply for Provisional Membership (Developing Canadian dental schools have the option of selecting Provisional or Affiliate Membership).
 2. Applications for Provisional Membership should be presented in writing at least 60 days before an ADEA Annual Session & Exhibition. Institutions are elected to membership by a majority affirmative vote of the House of Delegates and their memberships take effect the July 1 following House of Delegates approval.
 3. Provisional Members in good standing automatically become Institutional Members upon matriculation of the first class of students.

c) Affiliate Membership:

1. The following types of institutions in the United States or Canada are eligible to apply for Affiliate Membership, provided that they are not eligible for Institutional or Provisional Membership and that their dental, advanced dental and/or allied dental education programs are approved by the Commission on Dental Accreditation. Each location or campus of an institution must have its own Institutional Membership.
 - Canadian dental schools approved by the Commission on Dental Accreditation of Canada.
 - International dental schools not located in the United States or Canada accredited by the Commission on Dental Accreditation.
 - Academic institutions—other than hospitals—conducting advanced dental education programs.
 - Hospitals that conduct advanced dental education programs and that are not under the same governance as an Institutional or Provisional Member institution. Hospital programs under the same governance as Institutional or Provisional Member institutions are included in the parent school's Institutional or Provisional Membership.
 - The United States Air Force, Army, Navy, Public Health Service, Department of Veterans Affairs and comparable agencies of the Canadian government.
 - Institutions conducting dental hygiene, dental assisting and dental laboratory technology education programs, and:
 - Those programs conducted at the main teaching site of an Institutional or Provisional Member institution but are not under the administrative control of that Institutional or Provisional Member institution; and
 - Those programs under the administrative control of an Institutional or Provisional Member institution and are conducted away from the main teaching site of that Institutional or Provisional Member institution. Such programs must be Affiliate Members in order to belong to the Council of Allied Dental Program Directors.
 - Institutions conducting other dental or allied dental education programs recognized by the Board of Directors.
2. Applications for Affiliate Membership can be submitted at any time for approval by the President and CEO. Memberships become effective on January 1, April 1, July 1 or October 1 (whichever date first follows approval).

d) Corporate Membership:

1. To qualify as a Corporate Member, an entity shall be a company dealing with products and/or services beneficial to dental education and/or dentistry is eligible to apply for corporate membership, and they must not cite Corporate Membership for commercial purposes (e.g., to not imply ADEA endorsement of products and services).
2. For-profit corporations and not-for-profit corporations and organizations may be considered for membership as a Corporate Member.
3. Applications to become a Corporate Member can be submitted at any time for approval by the Board of Directors at its next meeting. Memberships become effective immediately upon approval by the Board of Directors. Corporate Memberships are reviewed annually.

D. Individual Membership

1. **Classes, Qualifications, and Obligations.** The classes, qualifications and obligations of Individual Membership are as follows:
 - a) Individual Members:
 1. Any faculty member or other person appointed to or employed by a dental, advanced education, hospital and/or allied dental education ADEA member institution is eligible to become an Individual Member.
 2. An Individual Membership may be activated at any time during the year. They become effective as soon as the activation is processed and remain in effect for the following 12 months.
 - b) Student Members:
 1. Any student, resident or fellow enrolled in a dental school, an advanced dental education program and/or an allied dental education program in an ADEA member institution is eligible for Student Membership.
 2. A Student Membership may be activated at any time during the year. It becomes effective as soon as the activation is processed and remains in effect for as long as the member is enrolled at an ADEA member institution.
 3. Ceasing to meet the Student Member qualifications specified in these Bylaws results in immediate forfeiture of Student Membership. However, the individual may then apply for Individual Membership.
 - c) Retired Members:
 1. Any individual who has completely retired from dental education and dental practice and who has been an Individual Member is eligible to become a Retired Individual Member.
 2. A Retired Membership may be activated at any time during the year. Such memberships take effect as soon as the activation is processed and remain in effect for the following 12 months.
 - d) Honorary Members:
 1. Any individual who has rendered a distinct service to humankind, made outstanding contributions to dentistry and/or rendered exceptional service to the Association may be nominated by the Board of Directors for Honorary Membership.
 2. Individuals become Honorary Members by being elected by the affirmative vote from a majority in the House of Delegates. Honorary Members are entitled to all the privileges of Individual Membership except the right to vote. An Honorary Membership is effective for the member's lifetime.
 - e) Affinity Members:
 1. Any individual with a demonstrable interest in dental, allied dental or advanced dental education who is not currently a faculty member, employee or student, resident or fellow in an ADEA member institution is eligible for Affinity Membership.
 2. Applications for Affinity Membership may be submitted at any time during the year. Memberships become effective as soon as the application is processed and remain in effect for the following 12 months.

E. Membership Voting Rights.

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

Chapter VII: Councils

A. Functions and Rights of the Councils

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

B. Leadership of the Councils—The Administrative Boards

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

- d) It is the duty of **Members-at-Large**:
 1. To perform any duties requested by the Chair.
 - e) It is the duty of **Board Directors**:
 1. To serve as *ex officio* Council Officers and to serve as Association Officers;
 2. To represent the Councils' interests on the Board of Directors;
 3. To serve as consultants from the Board of Directors to the Councils in conducting their business and meeting their objectives; and
 4. To report Board of Directors' actions to the Council.
2. **Qualifications.** A person must be an Individual Member of the Association and a member of his or her Council to be eligible to serve on the Administrative Board, with the exception that a Board Director for Sections must have served as a past member or be a current member of the Council of Sections Administrative Board. To be eligible for nomination as Member-at-Large for Sections, an individual must also currently serve or have previously served as a Section Councilor or Section Chair.
 3. **Succession.** Each year, the Member-at-Large succeeds to the position of Secretary, the Secretary to the position of Chair-elect and the Chair-elect to the position of Chair, except for the Council of Students, Residents and Fellows, whose positions are not automatically successive.
 4. **Nominations.** Before each ADEA Annual Session & Exhibition, the Chair-elect and two Council members who are not on the Administrative Board serve as the nominating committee in order to receive and consider nominations from the membership and recommend eligible candidates for the position of Member-at-Large (and Board Director if the incumbent Board Director will complete a term at the end of the ADEA Annual Session & Exhibition). For the Council of Students, Residents and Fellows, the Vice-Chair and two Council members who are not on the Administrative Board serve as the nominating committee in order to receive and consider nominations from the membership and recommend eligible candidates for the positions of Secretary, Vice-Chair, Chair and Board Director. Members-at-Large are chosen by the Council of Students, Residents and Fellows' Administrative Board. Additional nominations may be made from the floor at a Council's ADEA Annual Session & Exhibition meetings when the nominating committee does not receive any nominations via the Call for Nominations process. An individual's eligibility for the open position will be reviewed and vetted by the nominating committee.
 5. **Election and Appointment.** Administrative Board members are elected at the ADEA Annual Session & Exhibition. The method of voting is left to the discretion of the Council Chairs, or the presiding officer as designated. For the Council of Students, Residents and Fellows, during the ADEA Annual Session & Exhibition, the four members of the new Administrative Board appoint a Council member to serve as a Member-at-Large. In the absence of a quorum at the ADEA Annual Session & Exhibition, an electronic ballot is issued within 30 days after the ADEA Annual Session & Exhibition.
 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, and Administrative Board members may vote during Council meetings on Council business. The quorum requirement for the transaction for any Council business, including the election of the Member-at-Large and Board Director positions, is one-tenth of the total voting membership of the Council.

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

1. Be an individual member of ADEA;
2. Be a member of ADEA COAEP;
3. Be Chief of a Hospital Dental Service or Program Director of a CODA-accredited advanced dental education program located in an ADEA-member institution at the time of the election. Administrative board members may continue to serve in

their roles on the board for the duration of their terms as long as they remain in an academic position in a CODA-accredited dental education program located in an ADEA member institution.

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

1. Be an individual member of ADEA;
 2. Be a member of ADEA COAEP;
 3. Be appointed to or employed in an ADEA Member Institution;
 4. Be involved in advanced dental education at their institution;
 5. Be a current or former Program Director or Chief of a Hospital Dental Service; and
 6. Have previously been elected to and served on the Council's Administrative Board.
5. **The Council of Sections** includes the Council of Sections Administrative Board, Section Councilors and Chairs or their alternates and any former member of the Council's Administrative Board. Alternates for the Councilors and Chairs may only be a current Section Chair-elect or Section Secretary. All Section Officers from each Section and Chairs of each Special Interest Group are eligible to participate in Council business meetings and may vote at those meetings. Section Councilors, Chairs and those who have previously served as a Section Councilor or Chair are eligible for election to the Administrative Board. The Council of Sections Section Councilor is elected by each Section to a three-year term. Councilors may be reelected to one additional three-year term. The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is one third of the total voting membership of the Council.
6. **The Council of Students, Residents and Fellows** consists of students, residents and fellows representing any of the following types of programs conducted by each Active, Provisional and affiliate member institution: (a) students, residents and fellows in a program leading to the D.D.S. or D.M.D. degree; (b) students, residents and fellows enrolled in advanced dental education programs; (c) students, residents and fellows in dental hygiene education programs; (d) students, residents and fellows in dental assisting education programs and (e) students, residents and fellows in dental laboratory technology education programs. The methods of electing members, removing members and electing new members to fill unexpired terms are left to the discretion of individual member institutions. The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of those members who attend a meeting at which an election occurs.
7. **The Corporate Council** consists of one voting representative of each for-profit Corporate Member company/organization and one voting representative from the total number of not-for-profit Corporate Members. The not-for-profit Corporate Members shall nominate and elect their one voting representative. All not-for-profit Corporate Member companies/organizations may join the meetings of the Corporate Council but are represented by the one voting member. The not-for-profit Corporate Council representative may not hold office in the Council. The Corporate Council has five officers: Chair, Chair-elect, Secretary, Member-at-Large and Board Director (ex officio). An individual must be the owner or an employee of a Corporate Member to be eligible as a representative to the Corporate Council. An individual may not hold two or more Corporate Council offices simultaneously. The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of those members who attend a meeting at which an election occurs.

Chapter VIII: Sections

A. Functions.

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

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

B. Membership in a Section.

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

C. Formation of a Section

1. To form a new Section, a group must have begun as a special interest group (SIG; see Chapter IX, Section C: Formation of a New SIG). When Section status is desired, the SIG must:
 - a) Notify the Chair of the Council of Sections Administrative Board and Council of Sections Staff Liaison of the intent to propose a new Section.
 - b) Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board.
 - c) Submit the completed proposal to the Chair of the Council of Sections Administrative Board and the Council of Sections Staff Liaison no later than the designated deadline date.
2. The Council of Sections Administrative Board considers each proposal to form a new Section at its interim fall meeting.
 - a) If the proposal is approved, the Council of Sections Administrative Board forwards the recommendation to the Board of Directors for consideration at its subsequent meeting.
 - b) If the recommendation is approved by the Board of Directors, the Board of Directors forwards a resolution to form the new Section to the House of Delegates for hearing at the subsequent Annual Session & Exhibition.
 - c) Only the House of Delegates has the authority to approve a resolution proposing a new Section. Upon approval by the House of Delegates, a new Section begins operation immediately. If the proposal is not approved, the SIG may resubmit its request in a subsequent year.

D. Review.

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

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

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

E. Officer and Term of Office.

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

1. **Qualifications:** A person must be a member of the Association and a member of the Section to be eligible for office in that Section. In the instance of Councilor, the person must first have served through the Officer positions, including the Chair, to be eligible for election to the Councilor position.
2. **Duties:**
 - a) It is the duty of the **Councilor** to provide continuity of leadership for the Section and mentoring of new Section Officers; attend the ADEA Annual Session & Exhibition and interim meetings of the Council of Sections; serve as a Delegate in the House of Delegates during the Annual Session & Exhibition; assist in planning, implementing, and assessing Section programs and projects; prepare and submit the Section annual report after each Annual Session & Exhibition to the Council of Sections Staff Liaison; and serve as Section liaison with the Council of Sections Administrative Board.
 - b) It is the duty of the **Chair** to provide leadership in the coordination of Section activities; attend the Annual Session & Exhibition and interim fall meetings of the Council of Sections; chair Section meetings; assist in planning programs for Section meetings; and serve as a Delegate in the House of Delegates during the Annual Session & Exhibition.
 - c) It is the duty of the **Chair-elect** to serve as Chair in the absence of the Chair; attend the ADEA Annual Session & Exhibition and interim meetings of the Council of Sections; perform any Section-related duties requested by the Chair; serve as Chair of the Nominating Committee, which receives and considers nominations and recommends eligible candidates to stand for election for Section office; and serve as the Program Chair for the Section and be responsible for submitting program proposals on behalf of the Section.
 - d) It is the duty of the **Secretary** to record the minutes of Section meetings and disseminate them to the Section membership; attend the Annual Session & Exhibition and interim meetings of the Council of Sections; submit the minutes and current Officer contact information to the Section Councilor for submission with the Section annual report to the Council of Sections Staff Liaison; publish and disseminate a Section newsletter; and perform any Section-related duties requested by the Chair.
3. **Succession:** Each year the Secretary succeeds to the office of Chair-elect, and the Chair-elect succeeds to the office of Chair. There is no automatic succession to the office of Councilor.

4. **Nominations:** Before each ADEA Annual Session & Exhibition, the Nominating Committee (Chair-elect and two Section members who are not Officers) recommends eligible candidates for the office of Secretary. Every third year, the Committee recommends eligible candidates for the office of Councilor. Additional nominations for these offices may be made from the floor at the Section business meeting during the Annual Session & Exhibition when the nominating committee does not receive any nominations via the Call for Nominations process. An individual's eligibility for the open position will be reviewed and vetted by the nominating committee.
5. **Election:** Section Officers are elected at the Section Members' Forum held at the Annual Session & Exhibition. The method of voting is left to the discretion of the Chairs or presiding officer. Sections that hold meetings at other times during the year, in which a majority of their members attend, may elect their officers at those meetings with installation of the new officers at the conclusion of the ADEA Annual Session & Exhibition following the mid-year meeting of a section.
6. **Installation:** All Section Officers take office after the conclusion of the Closing of the House of Delegates at the Annual Session & Exhibition.
7. **Consecutive and Simultaneous Terms of Office:** A Section Councilor may serve two consecutive three-year terms. A person may not hold more than one Section Officer position simultaneously or hold office in more than one Section simultaneously.
8. **Replacement of Vacancy:** If the position of Chair, Chair-elect, or Secretary becomes vacant, the remaining Section Officers appoint another member of the Section to serve out the unexpired term. If the Councilor is unable to serve for any reason, a new Councilor will be elected by mail or electronic ballot by the Section members to serve out the unexpired term.

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 June 2022

ADDENDUM
Approval of the Fiscal Year 2025 (FY2025) Budget

Approval of the Fiscal Year 2025 (FY2025) Budget

In addition to the following overview, the Board of Directors should refer to Exhibits 1-2025 and 2-2025 below. Exhibit 1-2025 shows revenue for fiscal years 2021 through 2025 and Exhibit 2-2025 shows expenses for the same years. The ADEA fiscal year runs from July 1 through June 30.

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

Resolved, that the ADEA Board of Directors approves the ADEA Fiscal Year 2025 (July 1, 2024 through June 30, 2025) operating budget.

Overview of the Fiscal Year 2025 Budget for American Dental Education Association

PROPOSED FISCAL YEAR 2025 (FY2025) BUDGET Prepared for the ADEA Finance Committee and ADEA Board of Directors March 4, 2024

The proposed FY2025 (July 1, 2024–June 30, 2025) Association budget was developed this Spring through a collaborative process involving ADEA staff. Based on these discussions among staff and leadership, the proposed FY2025 budget focuses on ADEA's 2024–2027 Strategic Framework as well as striving for overall cost efficiencies. As much as possible, the budget projections are based on historical information from FY2021 through FY2024 and on priorities for the coming fiscal year. In addition, this budget includes over \$700,000 in non-recurring costs to enhance our organizational capabilities including continued work on the research data lake and an association management system. All these non-recurring costs will allow ADEA to improve our services to the membership or are for programs that benefit the membership directly. These project funds were initially approved as part of a multi-year plan included in the FY2022 budget.

ADEA is proposing adding 9 additional staff in FY2025. The Chiefs proposed adding 15 additional staff. Management felt that we need to assess the results of our restructuring as well as the impact of these additional staff before considering any other additions. The positions include 2 Staff in marketing, 2 staff in meetings, 2 staff in Innovation and Public Health, and one person each in Governance, Access, Diversity & Inclusion and Educational Services.

ADEA is budgeting for a balanced budget by using a portion of previously accumulated net assets. We have budgeted in the past to use these net assets but have not had to use them. If we use these funds in FY2025 as we propose we will still have over \$35 million in net assets remaining.

The statements (Exhibits 1-2025 and 2-2025) accompanying this overview include the following comparative data:

- Actual revenue and expenses for FY2021, FY2022 and FY2023.
- The ADEA Board of Directors approved budget for FY2024.
- The proposed budget for FY2025.

REVENUE

The proposed total budgeted revenue for the Association in FY2025 is \$33,790,872. Revenue for FY2025 includes \$375,000 in previously approved spending of non-recurring pandemic related assistance and the use of \$3,000,000 in accumulated net assets.

Member dues remain unchanged and have not been raised in nearly 2 decades.

For FY2025, we will not be increasing the application fees for applicants. The Fee Assistance Program is budgeted at \$225,000 which is a direct benefit to our student applicants.

Application Services revenue has been increased by 7% from the FY2024 budget and is slightly less than the amount we are projecting for FY2024. The program remains robust, and we expect it to continue to be strong in FY2025. The increase of \$1.6 million reflects the trend that has

developed in the last few years in terms of the number of submitted applications and designations.

The other significant sources of revenue for ADEA include Publications and Advertising, Grants, Sponsorships and Meetings Registrations. Registrations, sponsorships, and exhibitor income are projected to increase from prior years as we recover from the pandemic-related loss of income.

Our meetings are budgeted to be in person, and this can be seen in the cost of meetings and travel line items.

Our investments are performing better in FY2024 than they did in FY2023, but the markets remain volatile. Investment revenue is not included in ADEA proposed operating budgets for FY2025.

Membership Dues (\$2,451,481)

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 FY2025.

Active

Revenue from Active Member dues is budgeted at \$1,939,672 and is based on 71 U.S. dental schools and 4 provisional schools.

Affiliate

Revenue from Affiliate Member dues is budgeted at \$200,600 and based on the current affiliate institutional membership of Canadian dental schools, allied members, hospital-based members at, four advanced education non-hospital members, and 6 federal members.

Corporate

The proposed total budgeted dues revenue of \$256,499 in this category is based on 57 Corporate Members.

Individual

The proposed total budgeted dues revenue of \$35,750 in this category is based on the current individual and retirees.

Student

A modest amount of revenue of \$18,960 from student dues is budgeted for members not affiliated with an ADEA Member Institution who therefore pay for their memberships. Proposed total budgeted dues revenue in this category is based on student members paying \$36 each.

Publications and Advertising Revenue (\$630,000)

The proposed budget of \$60,000 for publications for FY2025 shows a decrease in revenue from the FY2024 budgeted revenue of \$70,000. This is based upon the demand that we have been seeing in this area for the *ADEA Official Guide to Dental Schools*

Journal of Dental Education (JDE) Subscriptions

The proposed JDE subscription sales budget reflects the royalties for outsourcing the JDE to Wiley as of January 1, 2021. Royalty income is expected to be \$70,000 in FY2025.

Advertising and web sales

The proposed FY2025 budget is \$500,000. We have rolled up all our advertising and web-based pay per view articles into one category to allow us to focus more directly on all these areas in a coordinated fashion.

Application Fees (\$24,254,675)

Revenue from application fees for all ADEA's centralized application services showed significant increases from pre-pandemic levels. The last two application cycles have seen increases in submitted applications and school designations. Our projections for FY2025 essentially remained flat from what we are projecting to actually receive in FY2024.

ADEA AADSAS (ADEA Associated American Dental Schools Application Service)

Revenue for ADEA AADSAS, projected at \$14,166,000, is based on 11,700 applicants with 8.4 designations each. This is on par with the 2024 cycle actual results. The initial fee for the application is \$264 and \$115 for each designation.

The ADEA AADSAS Fee Reduction Program budget of \$225,000 for FY2025 is consistent with pre-pandemic levels. The purpose of this allowance is to provide reduced application fees for those applicants with demonstrated financial constraints.

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

Projected revenue for ADEA CAAPID is \$3,098,475. This figure is based on a projected 2,930 applicants selecting an average of 6.9 designations. This is also on par with the 2024 cycle actual results. The initial fee for the application is \$264 and \$115 for each designation.

ADEA PASS (ADEA Postdoctoral Application Support Service)

Projected revenue for ADEA PASS is \$6,902,700 based on 5,700 applicants, which is on par with 2024 cycle actual results. The initial fee for the application is \$199 and \$92 for each designation.

ADEA DHCAS (ADEA Dental Hygiene Centralized Application Service)

This centralized application service for dental hygiene programs launched in August 2013. The projected revenue for ADEA DHCAS is \$87,500 based on 1,750 applicants. There was no increase in the applicant fees, and they remained at \$50 for each submitted application and \$35 for each designation.

Grants & Contributions (\$117,000) – We anticipate that we will receive \$110,000 in grants to support the SHPEP program.

Foundation and Grant Support

Budgeted support of \$115,000 is based on anticipated continued support from the Robert Wood Johnson Foundation for the Association of American Medical Colleges/ADEA Summer Health Professions Education Program. We are not planning for a Gies Gala at the 2025 Annual Session but will have a watch party in its place.

Meetings Registration and Exhibits Revenue (\$2,951,716)

Association meetings overall have been budgeted for FY2025 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 FY2025 ADEA Annual Session & Exhibition in New Orleans are budgeted at \$1,034,430 based on historical data and trends from the previous annual meetings. Revenue in all categories for the annual session are expected to increase than in past years as the attendance at meetings normalizes. Exhibit fees are expected to increase to \$350,000 in FY2025 which is consistent with FY2024.

Sponsor Fees

Budgeted at \$850,000, this figure includes sponsorship of various conferences and programs for members and partners throughout the year. These figures are based on discussions with our corporate sponsors. Sponsor fees have been trending up in recent years.

Other Conferences

All meetings for FY2025 are budgeted to be in-person.

Investment and Other Income (\$100,000)

Investment income from ADEA's cash reserves and operating accounts are budgeted at \$100,000 in FY2025 and will be offset for operating budget purposes by investment fees. Any additional income from our investments is not included in the operating budget. In addition, we are budgeting to spend \$115,000 in Gies Net Assets on building the Gies Foundation as the grant giving arm of ADEA.

Use of accumulated Net Assets. (\$3,000,000) and Special Project Funds (\$375,000)

At the end of FY2024, ADEA and ADEA Gies Foundation are projected to have over \$35,000,000 in net assets. In the FY2024 budget, the Board authorized \$1,912,000 in accumulated net assets to help fund needed multi-year projects. We are expecting that FY2024 will end in a surplus position. Thus, the funds authorized for FY2024 will not be used. Management is proposing that these funds be carried over into FY2025 along with previously approved special project funds of \$1,787,176.

EXPENSES

Total expenses recommended in the proposed FY2025 budget are \$32,733,368. The expenses in the FY2025 budget include \$375,000 in non-recurring costs to enhance our technological capabilities including an association management system, other projects that are consistent with our strategic initiatives. All these costs will allow ADEA to improve our services to the membership or are for programs that benefit the membership directly.

Personnel Costs and Fees

Total Personnel Costs and Fees are projected at \$16,024,068 in the proposed FY2025 budget. This is \$434 more than the FY2024 budget. Our consulting fees are \$926,000 lower than the FY2024 budget. These consulting fees are lower as we spent a portion in FY2024 on the special projects approved in the FY2022 budget.

The total number of staff is budgeted at 85 staff, an increase of 9 staff positions. Salary expenses are budgeted to be higher in FY2025 by \$1,002,000.

Temporary Salaries

Expenses for temporary staff are budgeted at \$94,500 based on projections for FY2025. The use of temporary help is limited to vacancies and seasonal help.

Payroll Taxes and Other Benefits

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

Legal Fees

Legal fees of \$76,000 are based on historical experience and projections of required services in FY2025, including the participation agreements with the member schools.

Consultants, Honoraria and Stipends

This expense is budgeted at \$2,452,180. The proposed Consultants, Honoraria and Stipends budget includes support for a variety of services, such as for editorial and production services, as well as consultants for ADEA's website initiatives. These costs include funds available to the CEO to hire consultants to help with overflow work that may develop.

Travel

Travel is budgeted at \$1,174,521. Travel will be reduced with the 2025 Annual Session being held in Washington, DC.

Other Costs

Bank and Credit Card Charges

The budgeted expense of \$426,589 for credit card processing fees for FY2025 is based on projected revenue for FY2025 and industry fee structure. Credit card processing fees per item are expected to decrease slightly for FY2025 based on staff negotiations with vendors and are related mainly to the centralized application services.

Developmental Programming and Data Processing

The combined budgeted expense for both categories is approximately \$7,220,422 compared with \$6,829,631 in the FY2024 budget. This increase is due to the increase in the number of transactions in the centralized application services.

Computer Operations

The budgeted expense of \$954,318 reflects ADEA's continuing investment in technology. We anticipate this area will continue to require future investments to keep up with a rapidly changing technological environment and to take advantage of the improvements in data collection and analysis. This is consistent with our Strategic Framework, especially as it relates to the gathering and use of data in our work.

Telephone/Internet

The budgeted expense of \$140,370 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. Our has been upgraded to be integrated with Microsoft Teams as part of our remote/hybrid work environment. This technology supports that change.

Postage/Freight

The budgeted expense of \$76,505 is consistent with prior years. This category covers organizational mailings, including all publication and membership materials. It also covers shipping expenses for ADEA's meeting materials, including to and from the ADEA Annual Session & Exhibition.

Office Supplies

The budget for FY2025 in this category is \$54,550. These costs have decreased over the years as ADEA has increased investments in technology, allowing enhanced efficiency and productivity.

Printing/Reproduction

The \$134,114 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.

Rent/Refurbishing

The budgeted expense of \$2,112,000 reflects the annual escalation costs in the lease offset by amortization of rent abatement and construction costs.

Depreciation/Amortization

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

Equipment Rental

This line item is for equipment rental for items such as copiers and postage machines. The budgeted expense for FY2025 is \$17,820 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 FY2025 is \$1,500.

Insurance

This line item is for Corporate Liability insurance, Directors and Officers Liability insurance and Cybersecurity insurance to protect the organization considering the substantial number of individual financial transactions that occur through ADEA's application services. The budget for FY2025 is \$190,000.

Dues/Subscriptions/Membership Fees

For FY2025, we have budgeted \$231,583. As a professional association with many partners and allies, ADEA is most successful working together toward common goals. We have closely examined these costs across the organization and have reduced the costs from prior years.

Employee Recruitment and Retention

Total employee professional development expenses have been budgeted at \$103,500. We are spending additional funds to support team building and staff cohesion in a remote/hybrid work environment.

Miscellaneous Expense

Miscellaneous Expenses for FY2025 are \$10,000 and consist of those items in each of the budget areas that do not fit into a specific category. These costs have ranged from \$3,000 to \$22,000 in the FY2019–FY2025 time frame.

Meeting Expense

The budget for meetings expense is higher than prior years at \$3,432,741 and is one of the main benefits ADEA provides to members, sponsors, and partners. This category includes participant food and beverage costs, audiovisual equipment, speakers and facilitators, meeting space rental and other meeting related costs for the ADEA Fall Meetings, ADEA Deans' Conference, ADEA Sections on Business and Financial Administration and Clinic Administration (BFACA) Meeting, ADEA Annual Session & Exhibition, and the ADEA Allied Dental Program Directors' Conference, in addition to a variety of other ADEA conferences.

Donated Services

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

Awards and Fellowships

ADEA recognizes achievement and distinction among its members through an awards program. In conjunction with ADEA's corporate partners, ADEA offers student scholarships, awards for educators and funding opportunities for various fellowships. The budget for FY2025 is \$27,000 and is dependent on corporate and other sponsorships.

Marketing and Promotion

Total marketing costs budgeted for FY2025 is \$653,121. Beginning in FY2021 ADEA separated the overall marketing budget into its key elements and separate line items. The line items for FY2025 include Design (\$176,850), ADEA Advertising (\$143,041), Media (\$54,500), Commissions (\$152,000) and Promotional Items (\$126,730). Breaking out these items allows for better tracking of ADEA's overall marketing expenses and provides better information to determine where to allocate marketing resources.

Business Meals and Entertainment

The budget for this area is \$41,150 and the increase reflects a move away from dinners and receptions at restaurants rather than at the hotel. There have been corresponding reductions in catering costs at meetings.

ADEA & ADEA Gies Foundation

Revenue Budget

Exhibit 1-2025

Fiscal Year 2025

	Actual FY 2021 Revenue	Actual FY 2022 Revenue	Actual FY 2023 Revenue	Budgeted FY 2024 Revenue	Proposed Budgeted FY 2025 Revenue
REVENUE AND SUPPORT					
ACTIVE	\$ 1,561,960	\$ 1,630,870	1,812,062	\$ 1,914,150	1,939,672
CORPORATE	174,045	172,898	178,358	200,600	200,600
AFFILIATE	242,280	235,434	241,239	256,499	256,499
INDIVIDUAL	26,989	25,105	29,959	35,750	35,750
STUDENT DUES	9,496	7,313	15,360	18,960	18,960
TOTAL MEMBERSHIP	2,014,770	2,071,620	2,276,978	2,425,959	2,451,481
PUBLICATIONS	168,187	81,880	57,921	70,000	60,000
ADVERTISING	351,297	451,583	581,305	400,000	500,000
ROYALTIES	104,812	71,247	187,383	70,000	70,000
TOTAL PUBLICATIONS & ADVERTISING	624,296	604,710	826,609	540,000	630,000
AADSAS	13,705,415	13,089,877	14,557,011	12,926,210	14,166,000
PASS	7,522,624	7,463,330	6,856,465	7,153,470	6,902,700
CAAPID	2,430,390	2,705,032	3,322,725	2,499,189	3,098,475
DHCAS	92,615	225,772	53,341	85,500	87,500
TOTAL APPLICATION FEES	23,751,044	23,484,011	24,789,542	22,664,369	24,254,675
GRANTS & CONTRIBUTIONS	111,831	468,541	125,367	117,000	115,000
SCHOLARSHIPS & AWARDS	42,500	188,495	133,000	-	-
TOTAL GRANTS	154,331	657,036	258,367	117,000	115,000
MEETINGS REGISTRATION	738,262	936,407	1,586,071	2,176,286	1,751,716
MEETINGS SPONSORSHIPS	114,650	260,350	680,300	704,000	850,000
COMMERCIAL EXHIBITIONS FEES	128,999	258,760	309,789	326,887	350,000
TOTAL MEETINGS	981,911	1,455,517	2,576,160	3,207,173	2,951,716
IN-KIND REVENUE	3,843	22,706	4,445	-	-
MISCELLANEOUS	222,336	278,378	12,496	99,651	13,000
PREVIOUSLY APPROVED ACCUMULATED NET ASSETS REMAINING		2,790,287	1,975,355	3,699,176	3,375,000
TOTAL OTHER	226,179	3,091,371	1,992,296	3,798,827	3,388,000
TOTAL REVENUE AND SUPPORT	27,752,531	31,364,265	32,719,952	32,753,328	33,790,872

ADEA & ADEA Gies Foundation
Expense Budget
Exhibit 2-2025
Fiscal Year 2025

	Actual FY 2021 Expenses	Actual FY 2022 Expenses	Actual FY 2023 Expenses	Budgeted FY 2024 Expenses	Proposed Budgeted FY 2025 Expenses
EXPENSES			-		
SALARIES	7,520,512	9,289,177	10,286,495	9,752,680	13,278,888
EMPLOYEE BENEFITS	1,198,311	1,443,149	1,703,195	1,769,100	-
PAYROLL TAXES	563,924	338,457	726,249	754,361	-
TEMPORARY HELP	186,340	331,836	298,212	124,600	94,500
CONSULTANTS AND HONORARIA	917,914	1,525,357	1,702,824	3,378,893	2,452,180
LEGAL FEES	117,839	286,185	100,262	125,000	76,000
PROFESSIONAL FEES	60,570	108,790	216,915	119,000	122,500
TOTAL PERSONNEL SERVICES	10,565,410	13,322,951	15,034,152	16,023,634	16,024,068
STAFF TRAVEL	177,809	99,175	396,774	554,012	609,989
NON-STAFF TRAVEL	205,023	139,000	396,996	564,599	564,532
TOTAL TRAVEL	382,832	238,175	793,770	1,118,611	1,174,521
BANK AND CREDIT CARD PROCESSING FEES	461,078	537,573	624,222	373,946	426,589
DATA PROCESSING	6,083,855	7,538,119	7,773,072	6,696,500	6,985,041
COMPUTER OPERATIONS	727,612	715,638	644,558	846,886	954,318
DEVELOPMENTAL PROGRAMMING	140,054	65,105	50,341	133,131	235,381
TELEPHONE AND INTERNET	102,973	173,778	97,210	163,418	140,370
POSTAGE AND FREIGHT	55,231	57,123	65,926	88,775	76,505
SUPPLIES AND STATIONARY	46,689	45,170	67,490	58,850	54,550
PRINTING AND DUPLICATION	118,279	37,685	42,352	120,810	134,114
RENT AND REFURBISHING	1,489,169	1,644,340	1,652,987	1,957,000	2,112,000
DEPRECIATION AND AMORTIZATION	487,618	435,483	452,379	360,000	360,000
OFFICE EQUIPMENT RENTAL	38,432	47,359	54,696	47,820	17,820
EQUIPMENT REPAIR	5,272	2,391	1,620	2,500	1,500
INSURANCE	132,278	171,601	183,475	180,000	190,000
MEMORIALS AND CONTRIBUTIONS	90,060	76,150	110,300	145,000	305,000
DUES, SUBSCRIPTIONS AND MEMBERSHIP	96,714	162,883	252,556	258,695	231,583
MEETING EXPENSE	1,402,486	22,075	3,791,187	3,264,112	3,432,741
AWARDS AND FELLOWSHIPS	168,625	2,380,790	213,535	26,000	27,000
DONATED SERVICES	6,246	183,556	4,445	3,000	-
MISCELLANEOUS EXPENSE	3,232	22,706	32,248	12,800	10,000
RECRUITMENT AND RETENTION	15,916	17,917	49,370	38,430	103,500
BUSINESS MEALS AND ENTERTAINMENT	12,847	13,932	48,300	34,650	41,150
DESIGN EXPENSE	90,894	139,188	123,256	210,610	176,850
ADEA ADVERTISING EXPENSE	80,094	113,237	112,976	150,920	143,041
SOCIAL MEDIA EXPENSE	12,448	18,640	23,428	54,500	54,500
COMMISSION EXPENSE	112,798	40,966	199,377	152,000	152,000
PROMOTIONAL ITEMS	72,917	72,622	151,758	130,730	126,730
OPPORTUNITY FUND	-	-	-	100,000	100,000
TOTAL EXPENSES	23,002,059	28,297,153	32,650,986	32,753,328	33,790,872
NET OPERATING SURPLUS (DEFICIT)	4,750,472	3,067,112	68,966	-	-
INVESTMENTS GAINS	5,376,852	(4,027,707)	2,420,275	100,000	100,000
INVESTMENT FEES	(85,576)	(144,296)	(116,101)	100,000	100,000
NET SURPLUS (DEFICIT)	10,212,900	(816,299)	2,605,342	-	-