STANDING RULES OF THE BOARD OF TRUSTEES

Section 1. Meetings of the Board of Trustees ................................................................. 3
   A. Board Reports ................................................................................................................ 3
   B. Meeting Minutes .......................................................................................................... 3
   C. Ballots .......................................................................................................................... 3
   D. Telephone and Electronic Meetings ......................................................................... 3
   E. Board Capstone Presentation ....................................................................................... 4

Section 2. Leadership Structure ......................................................................................... 4
   Section 2.1 Standing Committees .................................................................................. 4
      A. Council on Advocacy ................................................................................................. 5
      B. Council on Communications ................................................................................... 5
      C. Council on Membership .......................................................................................... 5
      D. Council on Professional Issues ............................................................................. 5
      E. Editorial Board ......................................................................................................... 5
      F. Special Committees .................................................................................................. 5
   Section 2.2 Management Committees .......................................................................... 5
      A. Committee on Sessions ............................................................................................. 6
      B. Governance Committee ............................................................................................ 6
   Section 2.3 Advisory Committees .................................................................................. 6
      A. Predental Advisory Committee ............................................................................... 6
   Section 2.4 Task Forces .................................................................................................. 6

Section 3. Appointment of National Leaders to Standing and Management Committees ... 7

Section 4. ASDA Delegation to the ADA House of Delegates ........................................... 7

Section 5. Financial ............................................................................................................ 7
   A. Budget and Surplus ...................................................................................................... 7
   B. Check Signing Limits .................................................................................................. 8
   C. Expense Reimbursement Policy ................................................................................ 8

Section 6. Confidentiality .................................................................................................. 12

Section 7. Conflict of Interest ............................................................................................ 12
   A. Definitions .................................................................................................................... 12
   B. Procedures ................................................................................................................... 12

Section 8. External Communications .................................................................................. 13

Section 9. Selection of Dates and Sites for Annual Session ................................................. 13

Section 10. Filling a Vacancy of a Leader ........................................................................ 13

Section 11. Award and Grant Programs ............................................................................ 14
| Section 12. | Distribution of Materials ................................................................. 14 |
| Section 13 | Organization of Districts ........................................................................... 14 |
| Section 14. | Expulsion of a Member ............................................................................. 14 |
| Section 15. | Strategic Planning Protocol ....................................................................... 14 |
| Section 16. | Board Orientation .................................................................................... 15 |
| Section 17. | ASDA Consultants ...................................................................................... 15 |
| Section 18. | Amendment of Standing Rules of the Board of Trustees ............................... 15 |
| Section 19. | Conflicts between the Standing Rules of the House and Board ..................... 15 |
| Section 20. | Guests to ASDA Board Meetings ................................................................ 15 |
| Section 21. | ADA Liaison to the ASDA Board .................................................................. 15 |
| Section 22. | Establishing a Predental Chapter ............................................................... 16 |
| Section 23. | National Leader Attendance ....................................................................... 17 |
| Appendix 1. | Organization of Districts ............................................................................ 18 |
Section 1. Meetings of the Board of Trustees

Before each meeting, board members receive an agenda, minutes of the previous meetings, and other reports and documents corresponding to items on the agenda. Board members shall educate themselves by thoroughly reviewing the Bylaws, Special Rules of Order, Standing Rules of the House of Delegates, Standing Rules of the Board of Trustees, Current Statements on Position and Policy and the Guide to Parliamentary Procedure for Board of Trustees Meetings.

A. Board Reports

Trustees must submit a written district report in electronic format by the deadline established by staff prior to each board meeting. District reports must be submitted by the deadline in order to receive the allotted per diem, unless previously excused by the president.

B. Meeting Minutes

Minutes will be approved by the Board of Trustees at the subsequent meeting. Meeting minutes will include all action items and a record of vote totals.

C. Ballots

The Board of Trustees may use a ballot (email, facsimile or U.S. mail) for any action that may be taken at a meeting of the board. Ballots must be submitted to the Board of Trustees in the form of a resolution, accompanied by sufficient information to permit an informed vote, which includes the date at which the vote is due. The resolution and additional information must be submitted to the board seven (7) days before the closing of the vote. All board members may request additional information that is necessary and relevant to that action.

Ballots may be circulated and returned by either regular mail through the U.S. Postal Service, overnight courier, electronic mail or facsimile transmission (fax).

All voting members of the board must submit a ballot. If the resolution passes, the action will become effective at the close of voting, unless the ballot specifies a different effective date. The result of the vote will be recorded in the minutes of the next regular meeting of the Board of Trustees.

D. Telephone and Electronic Meetings

The Board of Trustees may hold meetings using remote technologies (conference calls, video conferencing, or other available technologies) to conduct business. Such meetings will be considered special meetings, therefore minutes will not be approved and only discussion and action items listed on the agenda will take place during the meeting. The
Executive Committee may call special meetings by notifying the board, in a timely manner, of the date and time, the medium of communication, and providing an agenda with all relevant information. All members of the board are expected to attend.

E. Board Capstone Presentation

Each meeting following the board orientation meeting should include a Board Capstone Presentation from two or more board members on a current issue important to dentistry.

F. Board Adopted Interim Policy

In accordance with the Bylaws, the Board of Trustees may adopt interim policy to be approved by the House at the next Annual Session. Interim policy is posted on the association’s website (1) week following the adoption of the policy. It is the responsibility of the Board of Trustees to inform delegates of the interim policy and to field any comments or questions prior to the next Annual Session.

Section 2. Leadership Structure

ASDA’s leadership structure comprises Standing Committees, Management Committees, Advisory Committees, Special Committees and Task Forces. The board is responsible for the ongoing assessment of committees to ensure they are effective. The board will thoroughly evaluate committees on a three-year basis to ensure ASDA’s leadership structure supports the association’s strategic direction.

The board should start their review of ASDA’s governing structure at the April Board of Trustees Meeting. Any amendments must be adopted during the Fall Council Meeting and reflected in the upcoming leadership application cycle.

The Governance Committee will thoroughly evaluate ASDA’s Board composition and national election process on a three year basis. Recommendations will be presented to the Board at the Fall Council Meeting.

Section 2.1 Standing Committees

Standing committees are designated to make policy recommendations to the Board, to undertake long-term assignments and to carry out the work of the House of Delegates and Board. Standing committee members are appointed by the Board by a simple majority vote through secret ballot. The Executive Committee assigns Board liaisons to all standing committees. It is the responsibility of the Board to evaluate the effectiveness of standing committees. The standing committees of the association are as follows:

Council on Advocacy
Council on Communications
Council on Membership
Council on Professional Issues
Editorial Board

A. *Council on Advocacy* represents the interests of dental students on legislative and regulatory issues that impact the dental profession. The council launches grassroots initiatives to promote action-oriented advocacy in support of dental students and the patients they serve.

B. *Council on Communications* is responsible for creating and disseminating information via various media channels. The council reviews content on the ASDA website and guides digital initiatives. The council acts as a resource for and promotes chapter communication efforts.

C. *Council on Membership* assesses and develops resources that meet the needs of ASDA’s members and chapters. The council assists chapters and trustees with membership initiatives. The council oversees the Predental Advisory Committee.

D. *Council on Professional Issues* serves the association as a resource on matters that affect the dental student experience, including but not limited to: community engagement, public health initiatives, interprofessional education, diversity and inclusion, ethics, transition into practice and facilitating collaboration with other professional organizations.

E. *Editorial Board* works closely with staff to determine the strategy and themes for ASDA’s print publication, Contour. Editorial Board members develop the content for ASDA’s print publication and blog.

F. Special Committees: The Board of Trustees may form special committees on an as-needed basis to complete a project or initiative. Committee members will be appointed by the Executive Committee and will be selected based on their knowledge or expertise in a specific area. It is the responsibility of the Board to establish the directives of specials committees, monitor their progress and sunset or approve the special committee on an annual basis. In the event that a vacancy arises, the Executive Committee may appoint a new member to fill the position.

   i. *National Leader Alumni Special Committee* helps advance key ASDA initiatives as directed by the ASDA Board of Trustees. The National Leader Alumni Special Committee is a virtual committee composed of a national leader alumnus chair, three national leader alumni contributors, the president, immediate past president and a staff liaison. Committee members serve a one-year term with the exception of the chair, who serves a two-year term.
Section 2.2  **Management Committees**

A management committee comprises some members of the Board. The Board of Trustees may appoint management committees to address initiatives that fall outside the duties of the Board but require Board knowledge or expertise. The Executive Committee appoints management committee members. It is the responsibility of the Board to evaluate the effectiveness of management committees. The management committees of the Board are as follows:

A.  *Committee on Sessions* is responsible for the planning of the upcoming Annual Session. The committee maintains the importance of governance and policy associated with the Annual Session.

B.  *Governance Committee* reviews the ASDA governance documents and proposes changes as to keep documents current. The committee ensures that all ASDA documents are consistent with the governing documents.

Section 2.3  **Advisory Committees**

An advisory committee comprises appointed members that have expertise in a specific area. These committees provide knowledge or advice to help standing committees achieve their mission. Advisory committees may be proposed by standing committees and approved by a Board simple majority vote through secret ballot. It is the responsibility of the Board to evaluate the effectiveness of its advisory committees. The advisory committees of the association are as follows:

A.  *Predental Advisory Committee* develops and provides feedback on predental student focused initiatives. They work closely with the predental consultant, and provide insight into ASDA’s predental members.

Section 2.4  **Task Forces**

Task forces can be established by the House of Delegates, the Board of Trustees and standing committees. A task force comprises appointed members that perform specific tasks not assigned to the Board, standing committees, management committees or advisory committees. The task force ceases to exist after the final report is submitted or until otherwise specified. The Board or standing committees may appoint members of the task force. Task forces appointed by standing committees are subject to approval by the Board.
Section 3. Appointment of Board members to standing and management committees

Board members are appointed to serve as a liaison to a standing committee or as a member of a management committee. As a liaison, the trustee or Executive Committee member reports on relevant activities to which the board is working on. Management committee member duties are explained in Section 2.2 Management Committees. The Executive Committee makes these appointments prior to the first standing or management committee meeting.

All chairpersons are expected to identify projects to meet the needs and interests of the membership, develop new or revise existing association policy when necessary, fulfill the directives from the House of Delegates and submit a final report describing activities, accomplishments and recommendations. Reports must be written and submitted in electronic format by the deadline established by staff.

Section 4. ASDA Delegation to the ADA House of Delegates

In accordance with the Bylaws of the American Dental Association, Chapter V, ASDA is represented by five delegates and five alternate delegates in the ADA House of Delegates. Five delegates are selected from even numbered districts in even numbered years, and odd numbered districts in odd numbered years, with alternate delegates selected from opposite group of districts.

Candidates are appointed by the Executive Committee. The EC will determine if application materials are needed. The EC appoints the delegation chair and any staff or other members as deemed necessary.

The executive director files the names of delegates with the ADA at least sixty (60) days prior to the first day of the ADA Annual Session.

Section 5. Financial

A. Budget and Surplus

The budget is prepared annually by the executive director for approval by the Board of Trustees. The association’s operating budget is divided into seven functional areas called “programs”:

i. Communications
ii. Membership
iii. Leadership
iv. National Meetings
v. Operations
vi. Programs and Sponsorships
vii. Advocacy
The board receives a statement for the programs including the total revenue and total expense for each. Financial statements are generated for review by the board. The association’s fiscal year begins on January 1 and ends on December 31.

Any annual year-end financial surplus shall be apportioned as follows:

**Board Designated Operating Reserves**
The reserve shall be established to meet the needs of the association with the goal of maintaining a minimum six months of operating expenses. An operating use of the reserve is intended to sustain the basic operation and core member services during a short-term economic downturn. To the extent the reserves fall below the minimum six months of operating expenses, future budgets will incorporate a surplus to replenish the fund until the minimum amount has been met.

Board Designated Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap.

**Board Designated Capital Reserves**
The reserve shall be established to provide a source of capital for the purchase of assets. The reserve will be calculated using the following two year’s capital budget.

**Board Designated Opportunity Reserves**
The reserve shall be established to provide a source of capital for research and development of new products, services or other opportunities that have the potential to significantly benefit the members. The reserve will be calculated as 25% of the excess between the available unrestricted net asset amount and amount available after the operating and capital reserves has been set.

B. Check Signing Limits

A check in the amount greater than $50,000 requires the signature of the executive director, and either the president of the association or another staff member to be approved by the president.

C. Expense Reimbursement Policy

**ASDA meetings**
ASDA funds hotel and travel costs for leaders to attend the required ASDA meetings.

i. Funded leaders will receive a daily per diem. The per diem rate is intended to defray out-of-pocket expenses such as airport transportation, meals, gratuities and other incidental expenses.

ii. Funded leaders receive a per diem of $50 for every day of official ASDA-funded business. Any exceptions to the above will be noted by the executive director.
iii. Leaders are expected to be present for the duration of each required meeting. Any expenses incurred by the funded leader directly related to a personal event and not directly associated with the proper functioning of the association are not reimbursable by ASDA.

_Representation at non-ASDA sponsored meetings_

ASDA national leaders will be required to travel to non-ASDA sponsored meetings on behalf of ASDA. The above Expense Reimbursement Policy will apply with the exception of C. ii and C. iii. These sections will be replaced with:

i. Funded leaders will be reimbursed approved, actual expenditures.

ii. Funded leaders will be reimbursed for the cost of transportation from your home/airport/home; from the airport/hotel/airport; and any other miscellaneous transportation required in the area in conjunction with required business.

iii. Meals will be reimbursed using the following guidelines: Breakfast $20, Lunch $20, Dinner $35; plus gratuities. The total meal cost per day cannot exceed $75.

iv. Non-Reimbursable Expenses include (but are not limited to):
   - Personal entertainment expenses, including movies
   - Personal services such as spa and salon
   - Personal items including clothing, dry cleaning and reading materials
   - Hotel room charges for the use of the mini bar
   - Cost of gifts or souvenirs
   - Cost of personal sundry items, including medicine, gum, mints, etc.
   - Expenses incurred for a personal guest of the leader

If a per diem is provided by the sponsoring organization, the executive committee member will use that funding for out of pocket expenses.

_Air Travel_

All travel to ASDA sponsored meetings must be booked online through ASDA’s travel agency. ASDA is aware that periodically lower rates may be obtained via travel websites on the Internet and from other sources. However, booking through ASDA’s travel agency provides ASDA with cost-control mechanisms that are used in negotiating volume-based airline discounts.

i. Travel reservations should be made at least thirty (30) days prior to travel. Reservations should be made based on communications received from the ASDA Meeting staff. Any exceptions or difficulties must be discussed with the ASDA Meeting staff prior to the booking deadline.

ii. If a leader does not book their travel by the given deadline, the leader will be responsible for any increase in ticket price after said deadline. The average ticket price from the leader’s regular departure airport on the deadline day will be recorded by the ASDA Meeting staff. If the ticket purchased after the deadline is above this average ticket price, ASDA will deduct the difference from the leader’s
per diem for the meeting. Other penalties may be imposed by the Executive Committee at their discretion.

iii. Tickets must be the lowest available fare in economy/coach class that accommodates the meeting travel parameters noted in the meeting travel memo. Any fare over $350 requires the approval of ASDA Meeting staff prior to the ticket being purchased. Leaders will receive an itinerary via email once the ticket has been confirmed.

iv. All airline tickets will be charged to the ASDA corporate credit card.

v. Once the ticket is purchased, all ticket changes must be approved by the ASDA meetings staff and all unapproved change fees will be at the expense of the leader.

vi. Spouse/guest travel will not be funded by ASDA. The purchase of these tickets will be at the personal expense of the leader and requires a personal credit card at the time of ticketing.

vii. If a leader needs to travel from an airport other than their regular departure airport for personal reasons, ASDA will pay for the ticket up to the amount of an average roundtrip ticket from the traveler’s regular departure airport to the meeting destination. The leader will be responsible for the difference in ticket prices.

viii. If a leader wishes to travel on dates other than those approved for the meeting, either prior to or following the meeting, the leader is responsible for any increase in ticket cost for the alternate itinerary. ASDA will pay for the ticket up to the amount of the roundtrip ticket for travel on the approved dates.

ix. ASDA will not reimburse leaders for airline assessed fees for upgrades to premium seating.

x. ASDA will reimburse leaders for fees associated with checking one bag per flight. A receipt is required for reimbursement.

Flight Cancellations

In the event the airline cancels a leader’s flight, the leader must contact ASDA’s travel agent to be rebooked on another flight. The leader should not contact the airline directly. If the airline is unable to rebook you on the same day, ASDA will reimburse you as follows:

i. Meals will be reimbursed using the following guidelines: Breakfast $20, Lunch $20, Dinner $35; plus gratuities. The total meal cost per day cannot exceed $75.

ii. One night hotel, reserved by the leader, not to exceed $250 including taxes.

iii. Transportation to/from hotel and airport

Other Transportation Options

i. A funded leader must notify the ASDA Meeting staff if an alternative mode of transportation is used to attend a meeting.

ii. If a leader chooses to drive instead of fly to a meeting, ASDA will reimburse mileage at the IRS standard rate. Receipts are required for reimbursement.
iii. If cost of reimbursement for driving, tolls and parking is more than an airline ticket from the leader’s regular departure airport, ASDA will reimburse the leader up to the amount of the airline ticket.

iv. Leaders are only authorized to use personal automobiles if they have both a current valid driver’s license and comprehensive auto insurance, including liability and are personally responsible for all parking and traffic fines incurred while traveling on ASDA-funded business.

v. If a leader chooses to travel by train to a meeting, ASDA will reimburse the leader up to the amount of an airline ticket from the leader’s regular departure airport.

Hotel Accommodations

i. ASDA Staff will book all hotel accommodations for those funded leaders attending ASDA meetings.

ii. Leaders will be notified of their housing arrangements, including roommates, prior to the meeting. Any differences in these arrangements upon check-in at the hotel must be reported immediately to the ASDA staff or the leader may be responsible for the cost of the lodging. Rooms are assigned by the same gender.

iii. When ASDA makes a hotel reservation, it is guaranteed for late arrival with a corporate credit card. Each traveler should present a personal credit card at check-in and is personally responsible for any incidental charges made to the room.

iv. A double room rate (plus tax) is the standard rate approved by ASDA.

v. A funded leader may request a single hotel room at the ASDA host hotel during an ASDA meeting. Single rooms must be reserved through the ASDA Central Office and will be charged directly to the funded leader’s credit card. Half of the total cost of the room (including tax, with the maximum room rate not to exceed the ASDA contracted rate for a double room) during the approved meeting dates will be reimbursed.

Expense Reporting

i. An expense report, provided by the ASDA accounting department, must be completed when funded leader expenses are submitted for payment to ASDA. Supporting original receipts must be attached to the expense report and labeled accordingly to receive reimbursement. Expense reports postmarked over 120 days following the completion of the trip will not be reimbursed.

ii. Required receipts include, but are not limited to, credit card or cash register receipts, baggage fees, and parking fees if approved travel was by auto.

iii. Expense reimbursement forms for international travel must be submitted in U.S. dollars whenever possible.

iv. If under exceptional circumstances a funded leader is unable to furnish a receipt, an explanation should be attached to the expense reimbursement form. The ASDA accounting department will have the responsibility of deciding if the documentation supports the expense.
v. A reimbursement check will be processed for each properly approved and documented expense report. All reimbursement checks must be cashed within 90 days of receipt.

Section 6. Confidentiality

All national leaders and staff are expected to observe confidentiality as circumstances warrant, particularly with regard to closed session deliberations. Breach of confidentiality may result in removal from office.

Section 7. Conflict of Interest

A. Definitions

Interested Person
Any director, principal officer, or member of a committee with governing board delegated powers, as defined below, is an interested person.

Financial Interest
An interested person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

i. An ownership or investment interest in any entity with which the association has a transaction or arrangement,

ii. A compensation arrangement with any entity or individual with which the association has a transaction or arrangement, or

iii. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the association is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Personal Interest
An interested person has a personal conflict of interest if the person has a relationship with a person or entity which may prevent the interested person from performing his or her duties in a manner which puts the best interests of ASDA above other interests.

B. Procedures

i. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the actual or potential conflict and be
given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

ii. The remaining board or committee members shall decide if a conflict of interest exists.

iii. After disclosure of the financial or personal interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

iv. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the actual or potential conflict of interest.

Section 8. **External Communications**

Formal correspondence with external parties made on behalf of the association by a spokesperson must be reviewed by the president and the executive director. Discussions with external parties must be in accordance with association policy and in the best interest of the association.

Section 9. **Selection of Dates and Sites for Annual Session**

A. The Board of Trustees approves the dates and sites for Annual Session.

Section 10. **Filling a Vacancy of a Leader**

A. **Filling a Vacancy of a National Leader**

In the event that a vacancy arises in a national leader position, the Board of Trustees may appoint a member by simple majority vote to fill the position. Candidates nominated by the Executive Committee may be asked to submit an application and all required materials to the central office by the established deadline.

The Executive Committee may appoint an interim leader until the vacancy is filled by the Board of Trustees.

B. **Filling a Vacancy of Immediate Past President**

In the event a vacancy arises in the immediate past president position, the Executive Committee may appoint a current or former Executive Committee member to fill the vacancy, subject to the approval of the Board of Trustees.
Section 11. Award and Grant Programs

Award and grant programs are maintained by staff and reviewed by the appropriate council on an annual basis.

After an award or grant completes its third program cycle, it is the responsibility of the Board to evaluate the effectiveness of the specific program. Upon reviewing data provided by staff and the appropriate council, the Board will vote to approve or sunset the award or grant prior to the next program cycle. The Board will sunset or make changes to an award or grant by a 2/3 vote.

Section 12. Distribution of Materials

Materials related to subjects and activities proposed for board action or consideration must be approved by the Executive Committee prior to distribution to the Board of Trustees.

Section 13. Organization of Districts

To ensure accurate and fair representation of chapters on the Board of Trustees, no district shall contain greater than seven (7) schools or fewer than four (4) schools. Distribution of chapters and states with no dental schools within districts can be found in Appendix 1.

Section 14. Expulsion of a Member

A member may be expelled for cause. The member shall be notified of the grounds for expulsion and will be afforded the opportunity to present his/her defense. Expulsion is subject to an appeal by the member.

A member notifies the Governance Committee in writing of cause for expulsion. If the committee determines there is probable cause, they will inform the accused in a timely manner and begin an investigation. The accused has ten (10) business days to respond in writing following notification. The Governance Committee presents their findings to the Executive Committee if probable cause is determined. If the Executive Committee determines by vote that expulsion is warranted, the accused is informed. The accused has ten (10) business days to present an appeal to the Board of Trustees. The appellate panel shall uphold or overturn the Executive Committee’s decision. The decision of the appellate panel shall be final. Upon expulsion, membership and all benefits and privileges terminate immediately. All past dues paid to the association are forfeited.

Section 15. Strategic Planning Protocol

The president shall oversee a process of strategic planning for the association every three years or sooner, if deemed necessary by the Board of Trustees. During this time, the leadership shall designate strategic priorities of the association. These priorities shall serve as issues around
which ASDA shall focus its time, resources, and energies. The Board of Trustees or House of Delegates has the ability to add or delete these priorities if deemed necessary. Updates on progress toward completion of the strategic plan shall be presented and reviewed at each Board of Trustees meeting.

Section 16. **Board Orientation**

Board members must complete an orientation program by the established deadline.

Section 17. **ASDA Consultants**

ASDA Consultants are appointed by the Executive Committee. Consultants are responsible for fulfilling all requirements set forth by the ADA regarding that position.

In the event that an ASDA Consultant is unable to perform their duties, the Executive Committee will appoint a replacement.

Section 18. **Amendment of Standing Rules of the Board of Trustees**

These Standing Rules of the Board of Trustees may be amended by majority vote of the Board of Trustees or by the Executive Committee by a two-thirds (2/3) vote as an interim amendment between meetings of the Board of Trustees. An interim amendment made by the Executive Committee must be approved by majority vote of the Board of Trustees at the next Board of Trustees meeting.

Section 19. **Conflicts between the Standing Rules of the House and Board**

The Standing Rules of the House of Delegates shall take precedence over the Standing Rules of the Board of Trustees should discrepancies arise.

Section 20. **Guests to ASDA Board Meetings**

Guests may be invited or request to attend ASDA Board meetings upon approval by the Executive Committee.

Individuals may formally request to attend ASDA board meetings by contacting the Executive Committee or ASDA staff. Requests will require approval by the Executive Committee.

Section 21. **ADA Liaison to the ASDA Board**

The American Dental Association (ADA) appoints an ADA Trustee as a liaison to the Board of The American Student Dental Association (ASDA). The liaison is appointed annually at the ADA Annual Session and serves a one year term. The liaison reports on relevant topics to which the ADA has taken a position.
The liaison is invited to attend the following ASDA Board meetings. Actual dates vary by year.

- March/April Orientation Meeting
- Spring Board Meeting
- Summer Board Meeting
- Fall Board Meeting
- January Board Meeting
- Board Meeting at ASDA Annual Session

The ADA funds travel, lodging and out of pocket expenses for the liaison to attend these meetings.

The liaison serves as a guest at the board meetings and may be asked to comment on ASDA business. The liaison is expected to respect the same protocols as the board:

- The president is the chair of the meeting and will recognize persons by name before they are asked to speak
- An agenda guides the discussion; the liaison will be provided time on the agenda for a report from the ADA
- The board may go into executive session with only board members in the room
- The liaison has no right to vote
- Discussions and materials should be treated with discretion

Section 22. Establishing a Predental Chapter

Each undergraduate institution in the U.S. and its territories may establish an ASDA predental chapter. There shall not be more than one predoctoral and one predental chapter at any school campus. New chapters must be approved by the Council on Membership and Board of Trustees prior to receiving a charter. To receive approval, new chapters must meet the following requirements:

A. Have at least ten active predental members
B. Submit a signed Affiliation Agreement
C. Submit constitution and bylaws and signed constitution declaration form
D. Elect or appoint a president and vice president to represent and manage the chapter. Contact information of these individuals must be sent to the central office.
E. Designate a faculty member or pre-health advisor to serve as the chapter advisor. Contact information of this individual must be sent to the central office.
F. Pay a $50 application fee
Upon approval by the Board of Trustees, a charter is granted and the predental chapter is entitled to all predental chapter privileges.

Section 23. National Leader Attendance

National leaders are expected to attend each required meeting as outlined in their position description. Requests for excusal should be submitted in writing to the Executive Committee at least two weeks prior to the event for approval. The Executive Committee will consider requests for excusal due to personal events on a case-by-case basis.
Appendix 1: Organization of Districts

**District 1**
Boston University Goldman School of Dental Medicine  
Harvard School of Dental Medicine  
Tufts University School of Dental Medicine  
University of Connecticut School of Dental Medicine  
University of New England College of Dental Medicine  
New Hampshire  
Rhode Island  
Vermont

**District 2**
Columbia University College of Dental Medicine  
New York University College of Dentistry  
Rutgers School of Dental Medicine  
Stony Brook School of Dental Medicine  
Touro College of Dental Medicine at New York Medical College  
University at Buffalo School of Dental Medicine

**District 3**
Howard University College of Dentistry  
Temple University Kornberg School of Dentistry  
University of Maryland Baltimore College of Dental Surgery  
University of Pennsylvania School of Dental Medicine  
University of Pittsburgh School of Dental Medicine  
Delaware

**District 4**
East Carolina University School of Dental Medicine  
Medical University of South Carolina College of Dental Medicine  
Augusta University Dental College of Georgia  
Meharry Medical College School of Dentistry  
University of North Carolina School of Dentistry  
University of Tennessee College of Dentistry  
Virginia Commonwealth University School of Dentistry

**District 5**
LECOM School of Dental Medicine  
Louisiana State University Health Sciences Center School of Dentistry  
Nova Southeastern University College of Dental Medicine  
University of Alabama School of Dentistry  
University of Florida College of Dentistry  
University of Mississippi School of Dentistry  
University of Puerto Rico School of Dentistry

**District 6**
Case Western Reserve University School of Dentistry  
The Ohio State University College of Dentistry  
University of Detroit Mercy School of Dentistry  
University of Michigan School of Dentistry  
West Virginia University School of Dentistry

**District 7**
Indiana University School of Dentistry  
Marquette University School of Dentistry  
Midwestern Illinois College of Dental Medicine  
Southern Illinois University School of Dental Medicine  
University of Illinois at Chicago College of Dentistry  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry

**District 8**
A.T. Still University Missouri School of Dentistry and Oral Health  
Creighton University School of Dentistry  
The University of Iowa College of Dentistry  
University of Minnesota School of Dentistry  
University of Missouri Kansas City School of Dentistry  
University of Nebraska Medical Center College of Dentistry  
North and South Dakota  
Kansas

**District 9**
Texas A&M University Baylor College of Dentistry  
University of Colorado School of Dental Medicine  
The University of Texas School of Dentistry at Houston  
University of Oklahoma College of Dentistry  
University of Texas Health Science Center at San Antonio Dental School  
Arkansas  
New Mexico

**District 10**
Arizona School of Dentistry and Oral Health  
Midwestern University College of Dental Medicine-Arizona  
Oregon Health and Science University School of Dentistry  
Roseman University of Health Sciences College of Dental Medicine  
University of Nevada Las Vegas School of Dental Medicine  
University of Utah School of Dentistry  
University of Washington School of Dentistry  
Idaho  
Montana  
Wyoming

**District 11**
Loma Linda University School of Dentistry  
Herman Ostrow School of Dentistry of University of Southern California  
University of California Los Angeles School of Dentistry  
University of California San Francisco School of Dentistry  
University of the Pacific Arthur A. Dugoni School of Dentistry  
Western University of Health Sciences College of Dental Medicine  
Alaska  
Hawaii

*Revised March 2019*