

2021 AAE General Assembly Reference Document

Please follow the links below to access the documents listed.

[Official Notice to Members – February Communiqué](#)

Proposed Constitution and Bylaws Changes

[Proposed Changes to AAE Constitution \(Changes Tracked\)](#)

[Proposed Changes to AAE Bylaws \(Changes Tracked\)](#)

[Clean Copy AAE Constitution \(Proposed Changes Incorporated\)](#)

[Clean Copy AAE Bylaws \(Proposed Changes Incorporated\)](#)

Current Versions of Constitution and Bylaws

[Current AAE Constitution](#)

[Current AAE Bylaws](#)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

CONSTITUTION OF THE AMERICAN ASSOCIATION OF ENDODONTISTS

April 2021 Proposed Changes Tracked

ARTICLE I. NAME

The name of this Association shall be the American Association of Endodontists, hereinafter called "the Association" or "this Association."

ARTICLE II: PURPOSE AND OBJECTIVES

The purpose for which this Association was organized is to promote the highest professional standards in clinical excellence for the specialty of endodontics worldwide.

To fulfill this purpose the Association is dedicated to the following objectives:

- a. to be a resource in endodontic knowledge, research and education for the public, the profession and our members;
- b. to inspire members to pursue professional advancement through education, research, advocacy and leadership;
- c. to promote and maintain excellence for advanced specialty education programs in endodontics;
- d. to promote acquisition and dissemination of the best clinical evidence to our members, the profession and the public;
- e. to promote the professional development of members;
- f. to serve as the sole sponsor of the American Board of Endodontics and the American Association of Endodontists Foundation;
- g. to oversee the publication of the Association's journal, the *Journal of Endodontics*;
- h. to conduct all activities/business necessary to the successful operation of the Association

ARTICLE III. MEMBERSHIP

Section 1. Membership Categories.

The membership of this Association shall be composed of Active members, Associate members, Disabled Active members, Educator members, Honorary members, Life members, Retired members, Resident members, International Resident Members, International members, Professional Staff members and Predoctoral Student members.

Section 2. District Organization.

Recognized affiliate associations of the American Association of Endodontists from the states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam and the collective Federal Dental Health Services shall be organized into seven districts as follows:

District I shall consist of Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, Pennsylvania, Vermont and Virginia.

District II shall consist of Connecticut, New Jersey, New York and Rhode Island.

District III shall consist of Florida, Georgia, North Carolina, South Carolina and Tennessee.

District IV shall consist of Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia and Wisconsin.

District V shall consist of Alabama, Arizona, Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, Puerto Rico, Public Health Service, Texas, U.S. Air Force, U.S. Army, U.S. Navy, Veterans Administration and the Virgin Islands.

District VI shall consist of Alaska, Colorado, Guam, Hawaii, Idaho, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming.

District VII shall consist of the state of California.

Each District shall meet once a year during the annual session of the Association, and at such additional times as each District may determine, to discuss items of interest to members of the District. A District may at any time make its views known to the Board of Directors on any issue of concern to the members of that District.

ARTICLE IV. OFFICERS

Section 1. Elected Officers.

The elected officers of this Association shall consist of a president, president-elect, ~~vice president,~~ secretary, and treasurer.

Section 2. Duties.

The duties of the officers shall be those normally associated with the official titles and such other duties as the Board of Directors or the membership may assign.

Section 3. Terms and Successors.

At the conclusion of the annual session each year, the president shall become the immediate past-president, and the president-elect shall become president. All other~~Each~~ elected officers shall serve until the end of the annual session. At that time, at which~~is elected by the General Assembly.~~ a successor elected by the Board of Directors shall take office for a one year term ending at the conclusion of the following year's annual session. Except for the president and president-elect ~~and vice president,~~ an elected officer may be re-elected to the same position.

~~The president-elect shall succeed to the office of president and the vice president, if elected to office, shall succeed to the office of president-elect for the following year.~~

Section 4. Vacancy.

Vacancies in the offices of president and president-elect, ~~and vice president~~ shall be filled according to the following protocol:

- a. In the event of a vacancy in the office of president, the president-elect shall serve as president for the unexpired term and for the subsequent ~~his/her own succeeding~~ term. The office of president-elect shall remain vacant for the unexpired term.
- b. In the event of a vacancy in the office of president-elect, the president ~~upon completion of his/her term of office~~ shall remain in office for the subsequent ~~ceeding~~ term, ~~and the vice president shall assume the office of president-elect, and the office of vice president shall remain vacant.~~
- c. In the event of vacancies in both the offices of president and president-elect, the ~~vice president shall serve the president's unexpired term and continue as president in the~~

- 1 ~~succeeding term. The~~ Board of Directors shall appoint a ~~vice~~-president and president-
2 elect for the unexpired term of the ~~vice~~ president ~~assuming the presidency, and the office~~
3 ~~of president-elect shall remain vacant.~~
- 4 ~~d. In the event of a vacancy in the office of vice president when there is no vacancy in the~~
5 ~~office of president or president-elect, the office of vice president shall remain vacant until~~
6 ~~the next election.~~
- 7 de. In the event of a vacancy in the office of secretary or treasurer, the president, with the
8 approval of the Board of Directors, shall appoint a successor who shall serve until the
9 next session of the General Assembly.

11 ARTICLE V. BOARD OF DIRECTORS

12 Section 1. Authority.

13 The administration of the Association shall be vested in the Board of Directors.

15 Section 2. Composition.

16 Beginning with conclusion of the annual session in 2025, ~~The~~ Board of Directors shall consist of
17 ~~two~~ nine directors elected by the General Assembly (referred to as "at large directors"), ~~from each~~
18 ~~district, the five~~ four officers, ~~and~~ the immediate past-president, and the ex officio members as set
19 forth in this provision. The AAE Foundation president shall be an ex officio member with a vote.
20 The editor and the executive director shall be ex officio members without vote.

- 21 a. Each at-large director ~~elected from a district~~ shall serve one term of office of three years.
22 The terms of office of directors ~~within a district~~ shall be staggered.
- 23 b. An at-large director ~~elected from a district~~ shall not be eligible for re-election to a
24 consecutive term but shall be eligible for election as a director after one year has elapsed
25 since the conclusion of his/her term of office.
26 However, those directors elected to fill a vacancy for an unexpired term are eligible for
27 election to a consecutive term.

29 Section 3. Interim Provisions

- 30 a. Beginning at the conclusion of the annual session in 2022, the office of vice president will
31 no longer exist, and there shall be no election for that office. Thus, at the conclusion of the
32 annual session that year, the officers will include the president, president-elect, secretary
33 and treasurer.
- 34 b. In 2023, the elected directors whose terms expire that year will rotate off the Board, but
35 no new directors will be elected by the Districts. Thus, at the conclusion of the annual
36 session that year, the Board will include nine directors elected by the Districts. However,
37 at its meeting at the annual session in 2023, the General Assembly will elect three at-large
38 directors to serve three-year terms on the Board beginning at the conclusion of the annual
39 session that year.
- 40 c. In 2024, the elected directors whose terms expire that year will rotate off the Board, but
41 no new directors will be elected by the Districts. Thus, at the conclusion of the annual
42 session that year, the Board will include four directors elected by the Districts. However,
43 at its meeting at the annual session in 2024, the General Assembly will elect three at-large
44 directors to serve three-year terms on the Board beginning at the conclusion of the annual
45 session that year.
- 46 d. In 2025, the remaining directors who were elected by the Districts will rotate off the
47 Board, but no new directors will be elected by the Districts. Thus, at the conclusion of the
48 annual session that year, the Board will no longer include directors elected by the

Districts. However, at its meeting at the annual session in 2025, the General Assembly will elect three at-large directors to serve three-year terms on the Board beginning at the conclusion of the annual session that year.

e. This proviso will expire at the close of the 2025 General Assembly and will be removed from the Constitution at that time without further action by the General Assembly.

Section 43. Chair.

The president shall be the chair of the Board of Directors.

Section 54. Vacancy.

In the event a director is unable to serve, resigns, ~~his/her position~~ or is removed from office, ~~that director's district caucus nominating committee~~ the Leadership Development Committee shall submit to the secretary of the Association the name of a ~~district~~ member to serve ~~that the~~ director's unexpired term. The appointment shall become effective upon approval of the Board of Directors.

Section 65. Removal.

A member of the Board of Directors may be removed from the Board ~~of Directors~~ upon a finding, after the member has been advised in writing of the reasons for the proposed removal and has been given an opportunity to make a presentation to the Board, that ~~that member's his/her~~ continued service on the Board would be ~~of Directors is~~ contrary to the best interests of the Association. A ~~two-thirds affirmative vote of the General Assembly is required for removal, or, if deemed an emergency, a~~ three-fourths vote of voting members of the Board of Directors is required for removal.

Section 76. Re-election.

A director who has filled a vacancy for an unexpired term shall be eligible for immediate election to a consecutive term.

Section 87. Reports.

The Board of Directors shall give a report of its transactions at the annual meeting of the General Assembly.

ARTICLE VI. EDITOR

An editor shall be appointed by the Executive Committee, with the approval of the Board of Directors, for a term of three years. The editor may be reappointed for additional three-year terms.

In the event of a vacancy in the position of editor, the Executive Committee shall appoint an interim editor to serve until such time as a successor is approved by the Board of Directors to serve the unexpired term.

The editor serves on the Board of Directors as an ex-officio member without vote. The editor serves as chair of the Editorial Board that shall consist of the editor and associate editors. The editor shall nominate all associate editors for Board of Directors' approval. The associate editors will serve three-year terms and are eligible for reappointment.

1 **ARTICLE VII. EXECUTIVE COMMITTEE**

2 **Section 1. Authority.**

3 The Executive Committee shall manage the affairs of the Association between meetings of the
4 Board of Directors. Matters affecting policy shall be referred to the Board of Directors for counsel
5 and approval. The Executive Committee may also exercise the authority of the Board of Directors
6 on matters requiring immediate action, pending concurrence by the Board of Directors at its next
7 meeting.

8
9 **Section 2. Composition.**

10 The Executive Committee shall consist of the president, president-elect, ~~vice president~~, secretary,
11 treasurer, and immediate past president. The executive director shall be an ex-officio member
12 without vote.

13
14 **Section 3. Interim Provisions**

- 15 a. In 2021, the General Assembly will elect a vice president for a one year term.
16 b. Beginning at the conclusion of the annual session in 2022, the office of vice president will
17 no longer exist, and there shall be no election for that office. Thus, at the conclusion of the
18 annual session that year, the officers will include the president, president-elect, secretary
19 and treasurer.
20 c. This proviso will expire at the close of the 2022 General Assembly and will be removed
21 from the Constitution at that time without further action by the General Assembly.

22
23 **Section ~~4~~3. Chair.**

24 The president shall be the ~~serves as~~ chair of the Executive Committee.
25

26 **ARTICLE VIII. EXECUTIVE AND STAFF**

27 **Section 1. Appointment.**

28 The Board of Directors shall employ a salaried staff head who shall have the title of executive
29 director and whose terms and conditions of employment shall be set forth by the Board of
30 Directors.

31
32 **Section 2. Authority and Responsibility.**

33 The executive director shall be the chief administrative officer of the Association and responsible
34 only for management functions. The executive director shall:

- 35 a. manage and direct the activities of the Association as prescribed by the Board of
36 Directors and be responsible to the Board;
37 b. employ and terminate the employment of members of staff necessary to carry on the
38 work of the Association and fix their compensation within the approved budget; and
39 c. have such other duties and responsibilities as delegated from time to time by the Board
40 of Directors.

41
42 **ARTICLE IX. MEETINGS**

43 **Section 1. Annual Meetings.**

44 The General Assembly and the Board of Directors shall convene at the annual session of the
45 Association. The time and place of the annual session and any other meeting of the membership
46 or the Board of Directors shall be determined by the Board of Directors.

47
48 **Section 2. Special Meetings.**

Additional meetings of the Board of Directors may be convened by a majority vote of the Board of Directors.

Section 3. Parliamentary Procedure.

The then most current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* shall be the parliamentary authority at all meetings of the Association. The presiding officer at any meeting may appoint a parliamentarian.

Section 4. Quorum

Two-thirds of the Board of Directors in office shall constitute a quorum for the transaction of business.

ARTICLE X. ELECTIONS

Section 1. Voting Process.

The ~~elective officers of the Association, the~~ directors of the Association, and those trustees of the American Association of Endodontists Foundation to be elected by the Association shall be elected by the General Assembly ~~by a majority of the votes cast~~. The directors of the American Board of Endodontics shall be approved at the General Assembly ~~by a majority of the votes cast~~.

If no additional nominations by petition are received, the slate of nominees for directors of the Association, trustees of the American Association of Endodontists Foundation, and directors of the American Board of Endodontics are automatically elected. If additional nominations are made by petition, the General Assembly shall hold an election and the candidates receiving the highest number of votes shall be elected. Individuals must meet the requirements set by their respective organization in order to qualify as a candidate.

~~In case any candidate fails to receive a majority of the votes cast, the two candidates with the highest number of votes will stand for a run-off election. The candidate who receives the most votes cast will be elected.~~ The elected officers of the Association shall be elected by the Board of Directors by a majority of the votes cast.

Section 2. ~~AAE Nominating Committee~~ Leadership Development Committee.

The ~~Nominating Committee~~ Leadership Development Committee shall act as the nominating committee and shall nominate candidates for the elective offices of the Association, directors of the Association, and trustees of the American Association of Endodontists Foundation to be elected by the Association, ~~and~~ The Leadership Development Committee shall notify the secretary of the Association of the nominees for directors of the Association and trustees of the American Association of Endodontists Foundation, as well as the names of incoming officers of the Association that have been elected by the Board of Directors. at least 120 days before the annual meeting of the General Assembly.

Section 3. Additional Nominations.

The executive director shall notify all members, in writing, of the slate of nominees at least 90 days prior to the annual meeting of the General Assembly.

Additional nominations for ~~elective officers~~ directors of the Association, directors of the American Board of Endodontics, and those trustees of the American Association of Endodontists Foundation to be elected by the Association may be made in writing by Active or Life members. Such nominations must be accompanied by a petition that includes the printed names and signatures of 50 voting members and must be received by the secretary no later than 30 days prior to the annual meeting of the General Assembly.

1
2 **Section 4. District Caucus Nominating Committee.**

3 Each District Caucus Nominating Committee shall nominate candidate(s) to stand for election
4 within that district to represent that district as member(s) of the Board of Directors.

5 a. ~~There shall be two directors representing each district.~~

6 b. ~~A caucus of each district shall convene at the annual session of the Association charged
7 with the responsibility of electing a District Caucus Nominating Committee when a
8 vacancy on the Board of Directors occurs or is scheduled to occur by the expiration of a
9 term. The senior director representing that district shall chair the caucus.~~

10 Members of the District Caucus Nominating Committee shall be elected with a view—
11 —towards providing equitable representation for all constituencies in the district.

12 c. ~~Only a member in good standing of an affiliate association of the AAE shall be eligible to
13 serve on a District Caucus Nominating Committee, to be nominated to be a director from
14 that district, to vote in the district he/she is to represent, or to participate in his/her
15 caucus.~~

16 d. ~~The District Caucus Nominating Committee shall notify its voting members, in writing,
17 of that district's nominee(s) by September 1 of the calendar year preceding the annual
18 meeting of the General Assembly at which he/she will stand for election.~~

19 Additional nominations may be made in writing to the District Caucus Nominating
20 Committee chair. All such nominations must be accompanied by a petition that includes
21 the printed names and signatures of 25 voting members of the district and must be
22 received by the district chair by October 15.

23 e. ~~If no additional nominations are made and the District Caucus Nominating Committee
24 has elected one nominee, that nominee shall become the nominee of the district for the
25 AAE Board of Directors.~~

26 If an additional nomination supported by 25 voting members of that district is made
27 and/or the District Caucus Nominating Committee has elected more than one nominee, a
28 vote by the eligible members of that district shall determine the final, single nominee for
29 the AAE Board of Directors.

30 The District Caucus Nominating Committee shall adopt rules for the
31 nomination election. Those rules shall include time limits for returning ballots and a
32 determination whether that election shall be decided by a majority or plurality vote. A
33 copy of the rules shall be distributed to each voting member of the district at the same
34 time ballots are distributed. CVs for each candidate must be provided to the voting
35 members of the district. Electronic voting is permitted.

36 f. ~~The nominated director(s) from those districts required to nominate director(s) shall be
37 elected to office by the General Assembly at the annual session of the Association. Should
38 a vacancy be created by the failure of a nominee to be seated by the General Assembly,
39 the retiring director from that district will continue to serve until a replacement nominee
40 from that District's Caucus Nominating Committee has been accepted by the General
41 Assembly.~~

42 In the first election of directors nominated by districts, the Association's Nominating
43 Committee shall determine the staggered terms of office in order to achieve a balance of
44 geographical representation.

45 Those directors nominated for a one-year term shall be eligible to succeed themselves
46 to serve one additional three-year term as directors from their districts if so nominated by
47 their District Caucus Nominating Committees.

48 g. ~~The recognized affiliate associations that constitute a district shall determine and be~~

1 ~~responsible for all financial obligations incurred as a result of the nomination process~~
2 ~~within that district.~~

3 4 **ARTICLE XI. COMMITTEES**

5 **Section 1. Standing Committees.**

6 The Board of Directors at its discretion may establish or dissolve any standing committee.

7 8 **Section 2. Special Committees.**

9 Special committees may be appointed by the president. All special committees shall terminate at
10 the annual session.

11 12 **Section 3. Terms.**

13 With the exception of the ~~Nominating~~ Leadership Development Committee and the Editorial
14 Board, all standing committee members shall be appointed for a three-year term, subject to a
15 maximum of two consecutive terms.

16 17 **Section 4. Chairs.**

18 The president shall appoint the chair of each standing and special committee from among the
19 membership of the committee.

20 21 **Section 5. Appointments.**

22 Appointments to standing committees shall be proposed by the president-elect, to take effect
23 when the president-elect becomes president, with the approval of the Board of Directors.

24 25 **Section 6. ~~Nominating~~ Leadership Development Committee.**

26 The Association ~~Nominating~~ Leadership Development Committee shall be composed of the three
27 ~~immediate~~ most recent past-presidents and two sitting members (non-officers) of the Board of
28 Directors. The senior past-president shall serve as committee chair. The two sitting directors shall
29 be elected by closed ballot of the Board of Directors. ~~and~~ They shall serve a term of one year.
30 No member of the ~~Nominating~~ Leadership Development Committee may be nominated to any
31 office while serving ~~during his/her term~~ on the ~~Nominating~~ Leadership Development Committee.

32 33 **Section 7. Resident Members and International Resident Members.**

34 The president may appoint Resident and International Resident members to appropriate
35 committees for one-year terms.

36 37 **Section 8. Editorial Board**

38 The Editorial Board shall be composed of the editor and associate editors.

39 40 **ARTICLE XII. AMENDMENTS**

41 The Constitution may be amended by a three-fourths vote of the voting membership of the
42 Association present and voting at the annual meeting of the General Assembly.

- 43 a. Proposed amendments must be presented in a petition that includes the printed names
44 and signatures of 15 members, unless submitted by the Board of Directors or the
45 Constitution and Bylaws Committee, to the secretary of the Association at least 120 days
46 before the annual meeting of the General Assembly.
- 47 b. The Constitution and Bylaws Committee and the Board of Directors shall present their
48 comments on all proposed amendments.

- 1 c. Proposed amendments shall be published or distributed to the membership at least 60
2 days prior to the annual meeting of the General Assembly.
3 d. By unanimous action, the General Assembly may waive all procedural and publication
4 requirements for Constitutional amendments.
5

6 **ARTICLE XIII. GENERAL ASSEMBLY**

7 **Section 1. Composition.**

8 The governing body of this Association shall be the General Assembly, which shall be comprised
9 of all voting members in attendance at the annual meeting; provided, however, that attendance
10 and voting at the General Assembly by proxy is prohibited.
11

12 **Section 2. Annual Meeting.**

13 The General Assembly shall meet at the annual session of the Association.
14

15 **Section 3. Rights and Duties.**

16 The General Assembly shall have the following rights and duties:

- 17 a. amendment of the Constitution and Bylaws;
18 ~~b. election of elective officers;~~
19 ~~b.e.~~ election of at-large directors of the American Association of Endodontists;
20 ~~c.d.~~ approval of directors of the American Board of Endodontics;
21 ~~d.e.~~ election of those trustees of the American Association of Endodontists Foundation to be
22 elected by the Association;
23 ~~e.f.~~ receipt of annual reports from the Association president, secretary, treasurer and editor;
24 president of the American Board of Endodontics; president of the American Association
25 of Endodontists Foundation; and appropriate committees.
26

27 **Section 4. Chair.**

28 The president shall preside at all meetings of the General Assembly.
29

30 **Section 5. Quorum.**

31 One-hundred voting members present in person at the General Assembly shall constitute a
32 quorum.
33

34 **ARTICLE XIV. OFFICIAL NOTICE TO MEMBERS**

35 Subject to applicable law, publication in the *Communiqué, Journal of Endodontics*, electronic
36 publications and/or written correspondence shall constitute official notice to members of
37 Association affairs.
38

**BYLAWS OF THE
AMERICAN ASSOCIATION OF ENDODONTISTS**
April 2021 Proposed Changes Tracked

CHAPTER I. MEMBERSHIP REQUIREMENTS

Section 1. Active Members.

All applicants for Active membership must be qualified to announce as specialist in, or practice limited to, endodontics, according to the *American Dental Association Principles of Ethics and Code of Professional Conduct*.

Active members shall be endodontists who meet the following requirements:

- a. membership in the American Dental Association and conformance to its *Principles of Ethics and Code of Professional Conduct*; or, if not residing in the US, membership in the recognized endodontic specialty association; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics;
- b. submission of a complete and accurate application to the Association;
- c. payment of an application fee and annual dues in United States currency which must accompany the application;
- d. successful completion of an advanced specialty education program in endodontics approved by the Commission on Dental Accreditation of the American Dental Association.

Current Active members in good standing prior to January 1, 1985, may continue Active membership notwithstanding educational qualifications in endodontics.

Section 2. Associate Members.

A practicing dentist who has an interest in endodontics but is not educationally qualified as an endodontist; a practicing dentist outside the United States (non-US citizen) who is engaged in the full-time teaching of endodontics or the limited practice of endodontics or a dentist whose primary concern and activity is in the area of education, administration or research related to endodontics shall become an Associate member if the following requirements are met:

- a. membership in the American Dental Association and conformance to its *Principles of Ethics and Code of Professional Conduct*; or, if not residing in the US, membership in the recognized endodontic specialty association; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics (this requirement is not applicable to non-dentists);
- b. submission of a complete and accurate application to the Association;
- c. payment of an application fee and annual dues in United States currency, which must accompany the application.

Notwithstanding the foregoing requirements, an Active member not educationally qualified in the United States prior to January 1, 1985, may transfer to Associate membership but will not be allowed to revert to Active status until successfully completing an advanced education program in endodontics approved by the Commission on Dental Accreditation of the American Dental Association.

1 **Section 3. Educator Members.**

2 An individual who meets all of the requirements for Active membership may be an Educator
3 member if he or she is a full-time member of the faculty in a predoctoral department or an
4 advanced specialty education program in endodontics accredited by the ADA Commission on
5 Dental Accreditation or an institution that has a reciprocal agreement with the Commission.
6

7 **Section 4. Disabled Active Members.**

8 An Active member of this Association who is unable to engage in any duties of the dental
9 profession for a continuous period of one year due to a medical disability and who was an Active
10 member in good standing at the time the disability occurred, shall be exempt from the payment
11 of dues and shall remain in good standing during the period of disability.

- 12 a. A permanently disabled member, to be exempt from dues payment, shall submit to the
13 secretary a medical certificate attesting to said permanent disability.
14 b. A temporarily disabled member, to be exempt from dues payment, shall submit annually
15 to the secretary a medical certificate attesting to said temporary disability.
16 c. The Association shall in its sole discretion determine whether a member qualifies for this
17 status.
18

19 **Section 5. Life Members.**

20 An Active or Retired member who has been an Active or Active and Retired member for 25
21 consecutive years, including the period of time in Resident membership, and who has attained
22 the age of 65 years, shall be eligible for Life membership upon submission of a complete and
23 accurate application to the Association and approval by the Board of Directors.

24 Life member status shall become effective on July 1 of the year following approval.
25

26 **Section 6. Retired Members.**

27 An Active member in good standing for at least ten consecutive years, including the period of
28 time in Resident membership, who is not qualified for Life membership but who has completely
29 retired from teaching, consulting, lecturing, and/or practice, or teaches voluntarily or for a small
30 stipend, shall be eligible to become a Retired member upon submission of a complete and
31 accurate application to the Association and approval by the Board of Directors. The educational
32 institution will define what constitutes teaching.

33 Retired member status shall become effective immediately following approval from the
34 Board of Directors.
35

36 **Section 7. Honorary Members.**

37 Honorary members shall be those approved by the Board of Directors because of significant
38 contributions to the advancement of endodontics. Individuals who are eligible for other classes of
39 membership in the AAE shall not be eligible for Honorary membership in the AAE.
40

41 **Section 8. Resident Members.**

42 A dentist enrolled in an advanced specialty education program in endodontics approved by the
43 Commission on Dental Accreditation of the American Dental Association, a dentist enrolled in an
44 advanced education program in general dentistry approved by the Commission on Dental
45 Accreditation of the American Dental Association, a dentist enrolled in a general practice
46 residency program approved by the Commission on Dental Accreditation of the American Dental
47 Association, a foreign graduate who has completed an advanced specialty education program in
48 endodontics but is enrolled in an advanced placement program in a U.S. dental school accredited

1 by the Commission on Dental Accreditation to obtain a license to practice dentistry/endodontics,
2 or an endodontist who has completed dental and endodontic training in an accredited U.S. dental
3 School and who is enrolled in a full-time advanced education program in a health-related field
4 shall become a Resident member if the following requirements are met:

- 5 a. submission of a complete and accurate application endorsed by the director of the
6 advanced specialty education program in endodontics, advanced placement program or
7 other health-related program;
- 8 b. submission of the first year's dues with the application.

9 At the successful conclusion of the advanced specialty training, advanced education program in
10 general dentistry, general practice residency program, advanced placement program or health-
11 related program, the Resident member is required to submit an application for membership to
12 maintain affiliation.

13 Resident membership ceases on June 30 following the completion of advanced specialty
14 training, advanced placement program or other health-related program. Resident members
15 transferring to Active membership (1) are required to submit a complete and accurate application
16 for Active membership upon completion of their Resident membership and (2) must show
17 evidence of membership in the American Dental Association and conformance to its *Principles of*
18 *Ethics and Code of Professional Conduct*; or, if not residing in the US, membership in the recognized
19 endodontic specialty association; or, if none, then the equivalent national dental association of the
20 country of current residence and conformance to that association's principles of ethics.

21 Resident members transferring to Active membership will be assessed 50% of the application
22 fee; 50% of the dues of an Active member for the first year of Active membership; 75% of the dues
23 for the second year of Active membership; and full dues of an Active member in the years
24 thereafter.

25 Advanced specialty education students who were not Resident members of the Association
26 and who apply for Active membership will be required to pay the full application fee and full
27 Active member dues. (Refer to Chapter I, Section 1.)
28

29 **Section 9. Professional Staff Members.**

30 A dental staff person employed by an endodontist or by a member of the Association shall
31 become a Professional Staff member if the following requirements are met:

- 32 a. submission of a complete and accurate application to the Association;
 - 33 b. submission of the first year's dues with the application.
- 34

35 **Section 10. Predoctoral Student Members.**

36 A predoctoral student enrolled in a dental school accredited by the Commission on Dental
37 Accreditation of the American Dental Association who has an interest in endodontics and is not
38 enrolled in an advanced specialty education program in endodontics shall become a Predoctoral
39 Student member if the following requirements are met:

- 40 a. submission of a complete and accurate application endorsed by an endodontic faculty
41 member or Active AAE member.
 - 42 b. submission of the first year's dues with the application.
- 43

44 Predoctoral Student membership ceases June 30 in the year in which the student graduated from
45 dental school. Predoctoral Student members transferring to Resident membership are required to
46 submit a complete and accurate application for Resident membership upon completion of their
47 Predoctoral Student membership.

Section 11. International Members.

International members shall be endodontists, as defined by their countries of residence, who meet the following requirements:

- a. Qualification to announce as a specialist, as demonstrated by:
 - i. meeting the qualifications to be considered an endodontist by the government or recognized endodontic specialty association in the country of residence; or
 - ii. approval of the AAE Board of Directors, based on educational equivalency, if a.i. cannot be determined;
- b. Membership in the recognized endodontic specialty association in the country of residence; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics;
- c. Submission of a complete and accurate application to the Association;
- d. Payment of an application fee and annual dues in United States currency, which must accompany the application.

Section 12. International Resident Members.

A dentist enrolled full-time in an advanced specialty education program in endodontics as defined by their country of residence shall become an International Resident member if the following requirements are met:

- a. submission of a complete and accurate application, written in English, endorsed by the director of the advanced specialty education program in endodontics, advanced placement program or other health-related program;
- b. submission of a signed letter from the university admissions representative on official university letterhead confirming student status, written in English;
- c. submission of a letter signed by the director of the advanced specialty education program in endodontics on official university letterhead confirming enrollment, written in English;
- d. submission of a signed statement affirming accuracy of all application materials and commitment to ethical behavior as an Association member, written in English; and
- e. submission of the first year's dues with the application.

At the successful conclusion of the advanced specialty training, the International Resident member is required to submit an application for International membership to maintain affiliation.

International Resident membership ceases on June 30 in the year in which advanced specialty training is completed. International Resident members transferring to International membership (1) are required to submit a complete and accurate application for International membership upon completion of their International Resident membership and (2) must show evidence of membership in the recognized endodontic specialty association; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics.

International Resident members transferring to International membership will be assessed 50% of the application fee; 50% of the dues of an International member for the first year of membership; 75% of the dues for the second year of International membership; and full dues of an International member in the years thereafter.

Advanced specialty education students who were not International Resident members of the Association and who apply for International membership will be required to pay the full application fee and full International member dues.

1 **CHAPTER II. ETHICS AND PROFESSIONAL CONDUCT**

2 The principles of ethics and professional conduct of this Association shall be the *Principles of*
3 *Ethics and Code of Professional Conduct* of the American Dental Association.

5 **CHAPTER III. RIGHTS AND PRIVILEGES OF MEMBERS**

6 **Section 1. Active Members.**

7 Active members shall have all the privileges of membership, including the right to vote at
8 General Assembly meetings, to nominate and hold office, and to receive the official journal of the
9 Association.

11 **Section 2. Associate Members.**

12 Associate members shall have the privilege of attending all annual sessions and receiving the
13 official journal of the Association but shall have no rights to vote, nominate, hold office or serve
14 as committee chairs. An Associate member shall not be eligible for Retired or Life membership
15 status.

17 **Section 3. Educator Members**

18 Educator members shall have the same rights and privileges as Active members.

20 **Section 4. Life Members.**

21 Life members shall have the same rights and privileges as Active members. They may receive the
22 official journal of the Association upon payment of the then current subscription fee to the
23 Association.

25 **Section 5. Disabled Active Members.**

26 Disabled Active members shall have the same rights and privileges of membership as Active
27 members. They may receive the official journal of the Association upon payment of the then
28 current subscription fee to the Association.

30 **Section 6. Retired Members.**

31 Retired members shall have the privilege of attending all annual sessions and shall retain the
32 right to vote but shall have no rights to nominate, hold office, or serve as committee chairs until
33 such time as they become eligible for Life membership status, whereupon they shall have all the
34 rights and privileges of Life membership. They may receive the official journal of the Association
35 upon payment of the then current subscription fee to the Association.

37 **Section 7. Honorary Members.**

38 Honorary members shall have the privilege of attending all annual sessions but shall have no
39 rights to vote, nominate, hold office, or serve as committee chairs. They may receive the official
40 journal of the Association upon payment of the then current subscription fee to the Association.

42 **Section 8. Resident Members.**

43 Resident members shall have the privilege of attending all annual sessions and receiving the
44 official journal of the Association but shall have no rights to vote, nominate, hold office or serve
45 as committee chairs.

46 Resident members may be appointed to appropriate committees by the president with the
47 approval of the Board of Directors for a term of one year. Upon termination of Resident
48 membership, a student's membership on a committee shall automatically terminate.

1 Resident members shall be listed in a separate section of the official Roster under the
2 advanced education program in which they are enrolled with the year of completion designated.

3
4 **Section 9. Professional Staff Members.**

5 Professional Staff members shall have the privilege of attending all annual sessions, may serve on
6 committees but shall have no rights to vote, nominate, hold office or serve as committee chairs.

7
8 **Section 10. Predoctoral Student Members.**

9 Predoctoral Student members shall have the privilege of attending all annual sessions at the
10 Predoctoral Student member fee and receiving the official journal of the Association, but shall
11 have no rights to vote, nominate, hold office or serve as committee chairs. Predoctoral Student
12 members shall be listed in a separate section of the official Roster.

13
14 **Section 11. International Members.**

15 International members shall have the privilege of attending all annual sessions at the same
16 registration fees as Active members, receive a subscription to the official journal of the
17 Association, be eligible for Retired and Life membership status and serve on committees, but
18 shall have no rights to vote, nominate, hold office or serve as committee chairs.

19
20 **Section 12. International Resident Members.**

21 International Resident members shall have the privilege of attending all annual sessions and
22 receiving access to the online version of the official journal of the Association but shall have no
23 rights to vote, nominate, hold office or serve as committee chairs.

24 International Resident members may be appointed to appropriate committees by the
25 president with the approval of the Board of Directors for a term of one year. Upon termination of
26 International Resident membership, a student's membership on a committee shall automatically
27 terminate.

28 International Resident members shall be listed in a separate section of the official Roster
29 under the advanced education program in which they are enrolled with the year of completion
30 designated.

31
32 **CHAPTER IV. DUES, ASSESSMENTS AND FEES**

33 **Section 1. Determinations.**

34 Annual dues, subscription fees for the official journal of the Association, registration fees for the
35 annual session of the Association, special assessments, fees for any special educational or social
36 function of the Association and delinquency fines shall be determined by the Board of Directors.

- 37 a. Active members shall pay the full annual dues of the Association, which shall include a
38 subscription to the *Journal of Endodontics*. Active members shall pay a registration fee for
39 the annual session of the Association. At its discretion, the Board of Directors shall
40 determine (1) special assessments for Active members to support special programs or to
41 meet nonrecurring expenses and (2) fees for any special educational or social functions to
42 be assessed Active members for the annual session.

- 43 b. Associate and Resident members shall pay reduced annual dues that shall include a
44 subscription to the *Journal of Endodontics*.

45 Associate and Resident members shall pay a registration fee for the annual session of
46 the Association, as well as fees applicable to Active members for special educational or
47 social functions.

- 1 At its discretion, the Board of Directors shall determine special assessments for
2 Associate and/or Resident members to support special programs or to meet nonrecurring
3 expenses.
- 4 c. Educator members shall pay annual dues equal to 50% of the amount paid by an Active
5 member, which shall include a subscription to the *Journal of Endodontics*. Educator
6 members shall pay a registration fee for the annual session of the Association.
- 7 At its discretion, the Board of Directors shall determine (1) special assessments for
8 Educator members to support special programs or to meet nonrecurring expenses and (2)
9 fees for any special educational or social functions to be assessed Educator members for
10 the annual session.
- 11 d. Life, Honorary and Disabled Active members are not required to pay annual dues but
12 will be assessed the subscription fee for the *Journal of Endodontics*, if they wish to receive
13 the publication.
- 14 Life, Honorary and Disabled Active members shall pay a registration fee for the
15 annual session of the Association, as well as fees applicable to Active members for special
16 educational or social functions.
- 17 e. Retired members shall pay annual dues to meet the direct cost of member services, as
18 determined by the Board of Directors.
- 19 Retired members shall pay a registration fee for the annual session of the Association,
20 as well as fees applicable to Active members for special educational or social functions.
- 21 f. International members shall pay annual dues equal to 50% of the amount paid by an
22 Active member, which shall include a subscription to the *Journal of Endodontics*.
23 International members shall pay a registration fee for the annual session of the
24 Association, as well as fees applicable to Active members for special educational or social
25 functions.
- 26 g. Professional Staff members shall pay annual dues to meet the direct cost of member
27 services as determined by the Board of Directors. Professional Staff members shall pay a
28 registration fee for the annual session of the Association, as well as fees applicable to
29 Active members for special educational or social functions.
- 30 h. Nonmembers of the Association shall be entitled to subscribe to the *Journal of Endodontics*
31 and attend the annual session of the Association upon payment of a nonmember
32 subscription fee and a nonmember registration fee.
- 33 i. Active members serving in the Federal Dental Health Services (U. S. Army, U. S. Navy,
34 U. S. Air Force, Public Health Service and Veterans Administration) shall pay annual
35 dues
36 equal to 50% of the amount paid by an Active member, which shall include a
37 subscription to the *Journal of Endodontics*. Active members serving in the Federal
38 Dental Health Services shall pay a registration fee for the annual session of the
39 Association.
- 40 At its discretion, the Board of Directors shall determine (1) special assessments for
41 Active members serving in the Federal Dental Health Services to support special
42 programs or to meet nonrecurring expenses and (2) fees for any special educational or
43 social functions to be assessed Active members serving in the Federal Dental Health
44 Services for the annual session.
- 45 j. Resident members transferring to Active membership shall pay one-half annual dues
46 plus the application fee during the first year of Active membership following graduation
47 and three-fourths annual dues the second year after graduation.
- 48 k. International Resident members shall pay reduced annual dues that shall include

1 electronic access to the *Journal of Endodontics*.

2 International Resident members shall pay a registration fee for the annual session of
3 the Association, as well as fees applicable to Active members for special educational or
4 social functions.

5 At its discretion, the Board of Directors shall determine special assessments for
6 International Resident members to support special programs or to meet nonrecurring
7 expenses.

8 1. International Resident members transferring to International membership shall pay one-
9 half annual dues plus the application fee during the first year of International
10 membership following graduation and three-fourths annual dues the second year after
11 graduation.
12

13 **Section 2. Dues Dates.**

14 Dues for each calendar year are payable on July 1 of that year. A member shall be delinquent
15 after August 1, and a delinquency fine shall then be assessed.

16 Decisions of payment due dates and penalty dates for nonpayment of special assessments
17 will be made by the Board of Directors.
18

19 **Section 3. Nonpayment.**

20 Failure to pay dues or special assessments, together with any applicable delinquency fine, by
21 October 1 results in automatic termination of membership.
22

23 **CHAPTER V. TERMINATION AND REINSTATEMENT OF MEMBERSHIP**

24 **Section 1. Immediate Termination.**

25 Each of the following are grounds for immediate termination of membership:

- 26 a. failure to pay dues, fees or special assessments as provided in Chapter IV or defaults on
27 any other obligation due the Association;
- 28 b. submission of a resignation.
29

30 **Section 2. Disciplinary Action.**

31 A member may be disciplined by action of the Board of Directors for:

- 32 a. violating the *Principles of Ethics and Code of Professional Conduct* as set forth in Chapter II;
- 33 b. conviction of, or pleading nolo contendere to, a felony;
- 34 c. conviction of, or pleading nolo contendere to, a violation of a state dental practice act.
35

36 Any question or complaint regarding the conduct of an Association member shall be
37 submitted in writing and signed by the complainant and shall be forwarded to a special
38 committee on Professional Conduct and Ethics for a determination as to whether the matter
39 involves conduct or alleged conduct of a type that may subject the member to disciplinary action.
40 If the committee determines that the matter involves such conduct or alleged conduct, then it
41 shall refer the matter to a Judicial Board appointed by the president and composed of past
42 presidents of the Association.

43 If the Judicial Board initially determines that the matter may warrant further consideration of
44 disciplinary action, it shall notify the accused member in writing as to the allegations, and the
45 accused member shall have the right to present his/her position in writing and to personally
46 appear before the Judicial Board, provided that the meeting of the Judicial Board is not less than
47 30 days subsequent to the date on which written notice is sent by certified mail, overnight courier
48 or personal delivery to the accused. Within 30 days after the meeting of the Judicial Board, the

1 accused member shall be notified in writing of the Judicial Board's recommendation for
2 disciplinary action (if any) to the Board of Directors, and the accused member shall have the right
3 to present his/her objections in writing to the Board of Directors, provided that the meeting is not
4 less than 30 days subsequent to the date on which written notice is sent by certified mail,
5 overnight courier, or personal delivery to the accused.

6 Discipline may be expulsion, suspension for a stated period of time, or reprimand.
7 Notification from the Board of Directors to the accused shall be delivered by certified mail,
8 overnight courier, or personal delivery. The decision of the Board of Directors shall be final.
9

10 **Section 3. Active, Associate, Educator and International Members.**

11 Active, Associate, Educator and International members whose membership has been terminated
12 for the reasons set forth in Chapter V, Section 1, may reapply for membership by submitting a
13 new, complete and accurate membership application, dues and special assessments for the
14 current year, and an application fee. Preceding years of Active, Educator or International
15 membership will no longer apply toward consecutive years needed to qualify for Life or Retired
16 membership status, except as provided below.

17 Only an Active, Educator or International member whose membership has been terminated
18 for the reasons set forth in Chapter V, Section 1, shall have the option, for a period not to exceed
19 two years, to reinstate membership and retain cumulative membership years (reflecting years of
20 membership prior and subsequent to termination) toward Life or Retired membership. This shall
21 be accomplished by paying all delinquent and current dues and special assessments.
22
23

24 **Section 4. Professional Staff Members.**

25 The following are grounds for immediate termination of Professional Staff membership:

- 26 a. failure to pay dues or other defaults on obligations due the Association;
- 27 b. submission of a resignation;
- 28 c. termination of employment.

29 Professional Staff members may reinstate their membership by submitting a new complete
30 and accurate application.
31

32 **CHAPTER VI. INDEMNIFICATION**

33 **Section 1. Indemnification.**

34 The Association shall indemnify and hold harmless the actions of each officer, director,
35 committee member, employee and other agent of the Association serving the Association in good
36 faith from and against any and all claims and liabilities, costs and expenses (including reasonable
37 attorney's fees and expenses) for which he/she may be, or become, subject to by reason of his/her
38 alleged acts, errors, or omissions as an officer, provided, however, that no officer, director,
39 committee member, employee, or other agent of the Association shall be indemnified against, or
40 reimbursed for, any liability or expense incurred in defending any claim arising out of conduct
41 which, in the judgment of the Board of Directors, constitutes willful misconduct or is contrary to
42 any rule or policy of the Association.

43 The indemnification provided by the Association shall be secondary to any insurance
44 available to the individual and shall be given only if such individual accepts legal counsel
45 selected by the Association. The same legal counsel may be selected by the Association to
46 represent more than one individual if the Association concludes that the interests of the
47 indemnified individuals are aligned.

48 The Board of Directors has the sole discretion to determine whether the party seeking

1 indemnification has acted in good faith.

2 3 **CHAPTER VII. FINANCES**

4 **Section 1. Fiscal Year.**

5 The fiscal year of the Association shall end on the last day of June of each year.

6 7 **Section 2. Annual Budget.**

8 An annual budget shall be prepared by the Treasurer for adoption by the Board of Directors at its
9 annual meeting.

10 11 **CHAPTER VIII. AMERICAN BOARD OF ENDODONTICS**

12 **Section 1. Name and Object.**

13 In compliance with an American Dental Association requirement, the Association sponsors the
14 American Board of Endodontics, hereinafter called "the ABE." The ABE's purpose is to
15 contribute to the advancement of endodontics by elevating the standards of endodontic practice
16 within the dental profession through the certification of candidates in the special area of
17 endodontics.

18 19 20 **Section 2. Requirements.**

21 As required by the American Dental Association, the ABE shall conform to the requirements as
22 determined by the ~~Council on Dental Education and Licensure of the American Dental~~
23 ~~Association~~ National Commission on Recognition of Dental Specialties and Certifying Boards for
24 the organization, operation and candidate certification of a recognized certifying board of
25 dentistry.

26 27 **Section 3. Composition and Election.**

28 The ABE Board of Directors shall consist of up to twelve voting Directors who are Diplomates of
29 the ABE. A candidate for election as a Director of the ABE shall be selected by the ABE Board of
30 Directors and submitted to the secretary of the Association at least 120 days before the annual
31 meeting of the General Assembly.

- 32 a. Directors of the ABE shall be elected at each annual meeting of the General Assembly to
33 serve a term of office of three years. No one may serve as a Director of the ABE for more
34 than a total of seven years.
- 35 b. The Directors of the ABE shall elect their own officers in accordance with such Bylaws as
36 they shall establish for the organization and operation of the ABE.

37 38 **Section 4. Duties of the Board of Directors of the ABE.**

39 The duties of the Board of Directors of the ABE shall be to examine candidates for certification as
40 Diplomates of the ABE and to issue certificates to those who successfully fulfill the requirements
41 the Board of Directors of the ABE shall establish.

- 42 a. The Board of Directors of the ABE shall give at least one examination in each calendar
43 year, except upon waiver by the Council on Dental Education and Licensure, and shall
44 announce such an examination at least six months in advance.
- 45 b. The Board of Directors of the ABE shall maintain a current Roster of Diplomates.
- 46 c. The Board of Directors of the ABE shall require an annual registration fee from each of its
47 Diplomates so as to assist in supporting financially the continued program of the ABE.
- 48 d. The Board of Directors of the ABE shall establish requirements for the maintenance of

1 Diplomate status in conformity with the policies and guidelines of the Council on Dental
2 Education and Licensure of the American Dental Association.

3
4 **Section 5. Annual Report.**

5 The Association shall request that the Board of Directors of the ABE submit annually to the Board
6 of Directors of the Association, to the General Assembly and to the Council on Dental Education
7 and Licensure of the American Dental Association data relative to the ABE's financial operations,
8 applicant admission and examination procedures and results thereof and such information as the
9 Association or the Council may request for the conduct of their affairs.

10
11 **Section 6. Vacancy.**

12 In the event a vacancy occurs on the Board of Directors of the ABE, the president of the Board of
13 Directors of the ABE, with the approval of the Directors of the ABE, shall appoint a successor
14 from among the Diplomates of the ABE to fill the unexpired portion of the term of the vacated
15 position.

16
17 **CHAPTER IX. AMERICAN ASSOCIATION OF ENDODONTISTS FOUNDATION**

18 **Section 1. Name and Object.**

19 The Association sponsors the American Association of Endodontists Foundation, hereinafter
20 called "the Foundation." The Foundation's mission is to act as a charitable and educational
21 organization as defined in Section 501(c)(3) of the Internal Revenue Code, and in furtherance
22 thereof to inspire and support clinical research and the genesis of new knowledge in endodontics,
23 to enhance educational programs and opportunities in endodontology and to improve the
24 endodontic health of the public by securing funding to support the philanthropic activities of the
25 Foundation.

26
27 **Section 2. Corporate Management.**

28 The affairs of the Foundation shall be managed by a Board of Trustees, hereinafter referred to as
29 "Trustees." The Trustees shall receive all powers specifically granted to the Board of Trustees by
30 operation of law to achieve the purposes stated in their Bylaws and the Articles of Incorporation.

31
32 **Section 3. Composition and Election.**

33 The Board of Trustees of the Foundation shall consist of the following members: (a) ten Active or
34 Life members of the Association, one of whom is a new practitioner and has been in practice less
35 than five years when first nominated, (b) up to three trustees from the public sector, (c) the
36 president, president-elect, vice president [\(through 2022\)](#) and immediate past president of the
37 Association, (d) the president and president-elect of the Foundation, and (e) the executive
38 director of the Association who shall serve as a voting member.

39 a. Nominees for the Active or Life member trustee positions, including the new
40 practitioner, shall be selected by the Foundation's Nominating Committee and submitted
41 to the Nominating Committee of the Association, which shall either forward the
42 candidate to the General Assembly or request that the Foundation's Nominating
43 Committee submit a different candidate. Other than the new practitioner, nominees for
44 the Active or Life member trustee positions shall be elected for one term of four years by
45 voting members present at the annual meeting of the General Assembly. A Trustee
46 appointed to fill an unexpired term shall be eligible for election to a full, consecutive
47 term.

48 b. The new practitioner shall be elected for one term of two years and shall be eligible for

- re-election to a second consecutive two-year term.
- c. Nominees for the public sector trustee position shall be selected by the Foundation's Nominating Committee and submitted to the Nominating Committee of the Association, which shall either forward the candidate to the General Assembly or request that the Foundation's Nominating Committee submit a different candidate. Nominees for the public sector trustee position shall be elected for one term of one year by voting members present at the annual meeting of the General Assembly and shall be eligible for re-election to a maximum of three consecutive one-year terms.
- d. The Trustees shall elect their own officers.

Section 4. Annual Report.

The officers of the Board of Trustees shall report to the Board of Directors of the Association and to the General Assembly. The Association shall request that the AAE Foundation submit annually to the Board of Directors of the Association and to the General Assembly an annual report, including financial operations and such information as the Association may request for the conduct of their affairs.

Section 5. Vacancy.

In case of any vacancy in any trustee position on the Foundation's Board of Trustees that was filled by vote of the General Assembly of the Association, the president of the Foundation shall appoint a successor with approval of the Foundation's Board of Trustees.

CHAPTER X. AFFILIATE ASSOCIATIONS

An affiliate association of the American Association of Endodontists must meet the following requirements as set forth by the Board of Directors:

- a. The membership of all affiliate associations is limited to Active, Educator and Life members of the Association;
- b. All Active, Educator and Life members of the Association shall be eligible to join any affiliate association;
- c. No Active, Educator or Life member of the Association can be excluded from active membership in any affiliate association;
- d. Members of the affiliate association shall have all the privileges of membership, including the right to vote, ~~to~~ nominate and to hold office in their affiliate association(s) ~~but may nominate and vote for a district director nominee only in the affiliate association representing the geographic area of their primary professional activity. For purposes of this provision, the Federal Dental Health Services affiliates are considered a geographic area.~~
- ~~e. An Active, Educator or Life member may only represent the district of his/her primary professional activity as a district director of the Association.~~
- ef. The American Dental Association Principles of Ethics and Code of Professional Conduct shall govern the professional conduct of all members of affiliate associations;
- fg. Failure to maintain Active, Educator or Life membership in the Association will be grounds for immediate termination of membership in any affiliate association.

Affiliates may include AAE Retired members or AAE Resident members and may determine Retired members' and Resident members' rights and responsibilities within the affiliate's own structure.

As a condition of affiliation with the American Association of Endodontists, no affiliate shall, directly or indirectly, undertake any course of action or any omission that may be interpreted,

1 viewed or cause a legally binding obligation to be imposed upon the American Association of
2 Endodontists without the prior written consent of the American Association of Endodontists.

3 No affiliate has the authority to speak for, hold itself out as being a representative of the
4 American Association of Endodontists or in any other way attempt to obligate the American
5 Association of Endodontists to any position, legal obligation or other action that might or could
6 involve the American Association of Endodontists.

7 8 **CHAPTER XI. AMENDMENTS**

9 The Bylaws may be amended at any annual meeting of the General Assembly by action of two-
10 thirds of the voting members present and voting; provided, however, that attendance and voting
11 at the General Assembly by proxy is prohibited.

**CONSTITUTION OF THE
AMERICAN ASSOCIATION OF ENDODONTISTS**
Clean Copy with April 2021 Proposed Changes Incorporated

ARTICLE I. NAME

The name of this Association shall be the American Association of Endodontists, hereinafter called “the Association” or “this Association.”

ARTICLE II: PURPOSE AND OBJECTIVES

The purpose for which this Association was organized is to promote the highest professional standards in clinical excellence for the specialty of endodontics worldwide.

To fulfill this purpose the Association is dedicated to the following objectives:

- a. to be a resource in endodontic knowledge, research and education for the public, the profession and our members;
- b. to inspire members to pursue professional advancement through education, research, advocacy and leadership;
- c. to promote and maintain excellence for advanced specialty education programs in endodontics;
- d. to promote acquisition and dissemination of the best clinical evidence to our members, the profession and the public;
- e. to promote the professional development of members;
- f. to serve as the sole sponsor of the American Board of Endodontics and the American Association of Endodontists Foundation;
- g. to oversee the publication of the Association’s journal, the *Journal of Endodontics*;
- h. to conduct all activities/business necessary to the successful operation of the Association

ARTICLE III. MEMBERSHIP

Section 1. Membership Categories.

The membership of this Association shall be composed of Active members, Associate members, Disabled Active members, Educator members, Honorary members, Life members, Retired members, Resident members, International Resident Members, International members, Professional Staff members and Predoctoral Student members.

Section 2. District Organization.

Recognized affiliate associations of the American Association of Endodontists from the states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam and the collective Federal Dental Health Services shall be organized into seven districts as follows:

District I shall consist of Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, Pennsylvania, Vermont and Virginia.

District II shall consist of Connecticut, New Jersey, New York and Rhode Island.

District III shall consist of Florida, Georgia, North Carolina, South Carolina and Tennessee.

District IV shall consist of Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia and Wisconsin.

District V shall consist of Alabama, Arizona, Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, Puerto Rico, Public Health Service, Texas, U.S. Air Force, U.S. Army, U.S. Navy, Veterans Administration and the Virgin Islands.

District VI shall consist of Alaska, Colorado, Guam, Hawaii, Idaho, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming.

District VII shall consist of the state of California.

Each District shall meet once a year during the annual session of the Association, and at such additional times as each District may determine, to discuss items of interest to members of the District. A District may at any time make its views known to the Board of Directors on any issue of concern to the members of that District.

ARTICLE IV. OFFICERS

Section 1. Elected Officers.

The elected officers of this Association shall consist of a president, president-elect, secretary, and treasurer.

Section 2. Duties.

The duties of the officers shall be those normally associated with the official titles and such other duties as the Board of Directors or the membership may assign.

Section 3. Terms and Successors.

At the conclusion of the annual session each year, the president shall become the immediate past-president, and the president-elect shall become president. All other elected officers shall serve until the end of the annual session. At that time, a successor elected by the Board of Directors shall take office for a one year term ending at the conclusion of the following year's annual session. Except for the president and president-elect an elected officer may be re-elected to the same position.

Section 4. Vacancy.

Vacancies in the offices of president and president-elect shall be filled according to the following protocol:

- a. In the event of a vacancy in the office of president, the president-elect shall serve as president for the unexpired term and for the subsequent term. The office of president-elect shall remain vacant for the unexpired term.
- b. In the event of a vacancy in the office of president-elect, the president shall remain in office for the subsequent term.
- c. In the event of vacancies in both the offices of president and president-elect, the Board of Directors shall appoint a president and president-elect for the unexpired term of the president.
- d. In the event of a vacancy in the office of secretary or treasurer, the president, with the approval of the Board of Directors, shall appoint a successor who shall serve until the next session of the General Assembly.

ARTICLE V. BOARD OF DIRECTORS

Section 1. Authority.

The administration of the Association shall be vested in the Board of Directors.

Section 2. Composition.

Beginning with conclusion of the annual session in 2025, the Board of Directors shall consist of nine directors elected by the General Assembly (referred to as “at large directors”), four officers, the immediate past-president, and the ex officio members as set forth in this provision. The AAE Foundation president shall be an ex officio member with a vote. The editor and the executive director shall be ex officio members without vote.

- a. Each at-large director shall serve one term of office of three years. The terms of office of directors shall be staggered.
- b. An at-large director shall not be eligible for re-election to a consecutive term but shall be eligible for election as a director after one year has elapsed since the conclusion of his/her term of office.

However, those directors elected to fill a vacancy for an unexpired term are eligible for election to a consecutive term.

Section 3. Interim Provisions

- a. Beginning at the conclusion of the annual session in 2022, the office of vice president will no longer exist, and there shall be no election for that office. Thus, at the conclusion of the annual session that year, the officers will include the president, president-elect, secretary and treasurer.
- b. In 2023, the elected directors whose terms expire that year will rotate off the Board, but no new directors will be elected by the Districts. Thus, at the conclusion of the annual session that year, the Board will include nine directors elected by the Districts. However, at its meeting at the annual session in 2023, the General Assembly will elect three at-large directors to serve three-year terms on the Board beginning at the conclusion of the annual session that year.
- c. In 2024, the elected directors whose terms expire that year will rotate off the Board, but no new directors will be elected by the Districts. Thus, at the conclusion of the annual session that year, the Board will include four directors elected by the Districts. However, at its meeting at the annual session in 2024, the General Assembly will elect three at-large directors to serve three-year terms on the Board beginning at the conclusion of the annual session that year.
- d. In 2025, the remaining directors who were elected by the Districts will rotate off the Board, but no new directors will be elected by the Districts. Thus, at the conclusion of the annual session that year, the Board will no longer include directors elected by the Districts. However, at its meeting at the annual session in 2025, the General Assembly will elect three at-large directors to serve three-year terms on the Board beginning at the conclusion of the annual session that year.
- e. This proviso will expire at the close of the 2025 General Assembly and will be removed from the Constitution at that time without further action by the General Assembly.

Section 4. Chair.

The president shall be the chair of the Board of Directors.

Section 5. Vacancy.

In the event a director is unable to serve, resigns, or is removed from office, the Leadership Development Committee shall submit to the secretary of the Association the name of a member to serve that director's unexpired term. The appointment shall become effective upon approval of the Board of Directors.

Section 6. Removal.

A member of the Board of Directors may be removed from the Board upon a finding, after the member has been advised in writing of the reasons for the proposed removal and has been given an opportunity to make a presentation to the Board, that that member's continued service on the Board would be contrary to the best interests of the Association. A three-fourths vote of voting members of the Board of Directors is required for removal.

Section 7. Re-election.

A director who has filled a vacancy for an unexpired term shall be eligible for immediate election to a consecutive term.

Section 8. Reports.

The Board of Directors shall give a report of its transactions at the annual meeting of the General Assembly.

ARTICLE VI. EDITOR

An editor shall be appointed by the Executive Committee, with the approval of the Board of Directors, for a term of three years. The editor may be reappointed for additional three-year terms.

In the event of a vacancy in the position of editor, the Executive Committee shall appoint an interim editor to serve until such time as a successor is approved by the Board of Directors to serve the unexpired term.

The editor serves on the Board of Directors as an ex-officio member without vote. The editor serves as chair of the Editorial Board that shall consist of the editor and associate editors. The editor shall nominate all associate editors for Board of Directors' approval. The associate editors will serve three-year terms and are eligible for reappointment.

ARTICLE VII. EXECUTIVE COMMITTEE**Section 1. Authority.**

The Executive Committee shall manage the affairs of the Association between meetings of the Board of Directors. Matters affecting policy shall be referred to the Board of Directors for counsel and approval. The Executive Committee may also exercise the authority of the Board of Directors on matters requiring immediate action, pending concurrence by the Board of Directors at its next meeting.

Section 2. Composition.

The Executive Committee shall consist of the president, president-elect, secretary, treasurer, and immediate past president. The executive director shall be an ex-officio member without vote.

Section 3. Interim Provisions

- a. In 2021, the General Assembly will elect a vice president for a one year term.
- b. Beginning at the conclusion of the annual session in 2022, the office of vice president will no longer exist, and there shall be no election for that office. Thus, at the conclusion of the annual session that year, the officers will include the president, president-elect, secretary and treasurer.
- c. This proviso will expire at the close of the 2022 General Assembly and will be removed from the Constitution at that time without further action by the General Assembly.

Section 4. Chair.

The president shall be the chair of the Executive Committee.

ARTICLE VIII. EXECUTIVE AND STAFF

Section 1. Appointment.

The Board of Directors shall employ a salaried staff head who shall have the title of executive director and whose terms and conditions of employment shall be set forth by the Board of Directors.

Section 2. Authority and Responsibility.

The executive director shall be the chief administrative officer of the Association and responsible only for management functions. The executive director shall:

- a. manage and direct the activities of the Association as prescribed by the Board of Directors and be responsible to the Board;
- b. employ and terminate the employment of members of staff necessary to carry on the work of the Association and fix their compensation within the approved budget; and
- c. have such other duties and responsibilities as delegated from time to time by the Board of Directors.

ARTICLE IX. MEETINGS

Section 1. Annual Meetings.

The General Assembly and the Board of Directors shall convene at the annual session of the Association. The time and place of the annual session and any other meeting of the membership or the Board of Directors shall be determined by the Board of Directors.

Section 2. Special Meetings.

Additional meetings of the Board of Directors may be convened by a majority vote of the Board.

Section 3. Parliamentary Procedure.

The then most current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* shall be the parliamentary authority at all meetings of the Association. The presiding officer at any meeting may appoint a parliamentarian.

Section 4. Quorum

Two-thirds of the Board of Directors in office shall constitute a quorum for the transaction of business.

ARTICLE X. ELECTIONS

Section 1. Voting Process.

The directors of the Association, and those trustees of the American Association of Endodontists

Foundation to be elected by the Association shall be elected by the General Assembly. The directors of the American Board of Endodontics shall be approved at the General Assembly.

If no additional nominations by petition are received, the slate of nominees for directors of the Association, trustees of the American Association of Endodontists Foundation, and directors of the American Board of Endodontics are automatically elected. If additional nominations are made by petition, the General Assembly shall hold an election and the candidates receiving the highest number of votes shall be elected. Individuals must meet the requirements set by their respective organization in order to qualify as a candidate.

The elected officers of the Association shall be elected by the Board of Directors by a majority of the votes cast.

Section 2. AAE Leadership Development Committee.

The Leadership Development Committee shall act as the nominating committee and shall nominate candidates for the elective offices of the Association, directors of the Association, and trustees of the American Association of Endodontists Foundation to be elected by the Association. The Leadership Development Committee shall notify the secretary of the Association of the nominees for directors of the Association and trustees of the American Association of Endodontists Foundation, as well as the names of incoming officers of the Association that have been elected by the Board of Directors, at least 120 days before the annual meeting of the General Assembly.

Section 3. Additional Nominations.

The executive director shall notify all members, in writing, of the slate of nominees at least 90 days prior to the annual meeting of the General Assembly.

Additional nominations for directors of the Association, directors of the American Board of Endodontics, and those trustees of the American Association of Endodontists Foundation to be elected by the Association may be made in writing by Active or Life members. Such nominations must be accompanied by a petition that includes the printed names and signatures of 50 voting members and must be received by the secretary no later than 30 days prior to the annual meeting of the General Assembly.

ARTICLE XI. COMMITTEES

Section 1. Standing Committees.

The Board of Directors at its discretion may establish or dissolve any standing committee.

Section 2. Special Committees.

Special committees may be appointed by the president. All special committees shall terminate at the annual session.

Section 3. Terms.

With the exception of the Leadership Development Committee and the Editorial Board, all standing committee members shall be appointed for a three-year term, subject to a maximum of two consecutive terms.

Section 4. Chairs.

The president shall appoint the chair of each standing and special committee from among the membership of the committee.

Section 5. Appointments.

Appointments to standing committees shall be proposed by the president-elect, to take effect when the president-elect becomes president, with the approval of the Board of Directors.

Section 6. Leadership Development Committee.

The Association Leadership Development Committee shall be composed of the three most recent past-presidents and two sitting members (non-officers) of the Board of Directors. The senior past-president shall serve as committee chair. The two sitting directors shall be elected by closed ballot of the Board of Directors. They shall serve a term of one year. No member of the Leadership Development Committee may be nominated to any office while serving on the Leadership Development Committee.

Section 7. Resident Members and International Resident Members.

The president may appoint Resident and International Resident members to appropriate committees for one-year terms.

Section 8. Editorial Board

The Editorial Board shall be composed of the editor and associate editors.

ARTICLE XII. AMENDMENTS

The Constitution may be amended by a three-fourths vote of the voting membership of the Association present and voting at the annual meeting of the General Assembly.

- a. Proposed amendments must be presented in a petition that includes the printed names and signatures of 15 members, unless submitted by the Board of Directors or the Constitution and Bylaws Committee, to the secretary of the Association at least 120 days before the annual meeting of the General Assembly.
- b. The Constitution and Bylaws Committee and the Board of Directors shall present their comments on all proposed amendments.
- c. Proposed amendments shall be published or distributed to the membership at least 60 days prior to the annual meeting of the General Assembly.
- d. By unanimous action, the General Assembly may waive all procedural and publication requirements for Constitutional amendments.

ARTICLE XIII. GENERAL ASSEMBLY

Section 1. Composition.

The governing body of this Association shall be the General Assembly, which shall be comprised of all voting members in attendance at the annual meeting; provided, however, that attendance and voting at the General Assembly by proxy is prohibited.

Section 2. Annual Meeting.

The General Assembly shall meet at the annual session of the Association.

Section 3. Rights and Duties.

The General Assembly shall have the following rights and duties:

- a. amendment of the Constitution and Bylaws;
- b. election of at-large directors of the American Association of Endodontists;
- c. approval of directors of the American Board of Endodontics;
- d. election of those trustees of the American Association of Endodontists Foundation to be

- elected by the Association;
- e. receipt of annual reports from the Association president, secretary, treasurer and editor; president of the American Board of Endodontics; president of the American Association of Endodontists Foundation; and appropriate committees.

Section 4. Chair.

The president shall preside at all meetings of the General Assembly.

Section 5. Quorum.

One-hundred voting members present in person at the General Assembly shall constitute a quorum.

ARTICLE XIV. OFFICIAL NOTICE TO MEMBERS

Subject to applicable law, publication in the *Communiqué*, *Journal of Endodontics*, electronic publications and/or written correspondence shall constitute official notice to members of Association affairs.

**BYLAWS OF THE
AMERICAN ASSOCIATION OF ENDODONTISTS**
Clean Copy with April 2021 Proposed Changes Incorporated

CHAPTER I. MEMBERSHIP REQUIREMENTS

Section 1. Active Members.

All applicants for Active membership must be qualified to announce as specialist in, or practice limited to, endodontics, according to the *American Dental Association Principles of Ethics and Code of Professional Conduct*.

Active members shall be endodontists who meet the following requirements:

- a. membership in the American Dental Association and conformance to its *Principles of Ethics and Code of Professional Conduct*; or, if not residing in the US, membership in the recognized endodontic specialty association; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics;
- b. submission of a complete and accurate application to the Association;
- c. payment of an application fee and annual dues in United States currency which must accompany the application;
- d. successful completion of an advanced specialty education program in endodontics approved by the Commission on Dental Accreditation of the American Dental Association.

Current Active members in good standing prior to January 1, 1985, may continue Active membership notwithstanding educational qualifications in endodontics.

Section 2. Associate Members.

A practicing dentist who has an interest in endodontics but is not educationally qualified as an endodontist; a practicing dentist outside the United States (non-US citizen) who is engaged in the full-time teaching of endodontics or the limited practice of endodontics or a dentist whose primary concern and activity is in the area of education, administration or research related to endodontics shall become an Associate member if the following requirements are met:

- a. membership in the American Dental Association and conformance to its *Principles of Ethics and Code of Professional Conduct*; or, if not residing in the US, membership in the recognized endodontic specialty association; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics (this requirement is not applicable to non-dentists);
- b. submission of a complete and accurate application to the Association;
- c. payment of an application fee and annual dues in United States currency, which must accompany the application.

Notwithstanding the foregoing requirements, an Active member not educationally qualified in the United States prior to January 1, 1985, may transfer to Associate membership but will not be allowed to revert to Active status until successfully completing an advanced education program in endodontics approved by the Commission on Dental Accreditation of the American Dental Association.

Section 3. Educator Members.

An individual who meets all of the requirements for Active membership may be an Educator member if he or she is a full-time member of the faculty in a predoctoral department or an advanced specialty education program in endodontics accredited by the ADA Commission on Dental Accreditation or an institution that has a reciprocal agreement with the Commission.

Section 4. Disabled Active Members.

An Active member of this Association who is unable to engage in any duties of the dental profession for a continuous period of one year due to a medical disability and who was an Active member in good standing at the time the disability occurred, shall be exempt from the payment of dues and shall remain in good standing during the period of disability.

- a. A permanently disabled member, to be exempt from dues payment, shall submit to the secretary a medical certificate attesting to said permanent disability.
- b. A temporarily disabled member, to be exempt from dues payment, shall submit annually to the secretary a medical certificate attesting to said temporary disability.
- c. The Association shall in its sole discretion determine whether a member qualifies for this status.

Section 5. Life Members.

An Active or Retired member who has been an Active or Active and Retired member for 25 consecutive years, including the period of time in Resident membership, and who has attained the age of 65 years, shall be eligible for Life membership upon submission of a complete and accurate application to the Association and approval by the Board of Directors.

Life member status shall become effective on July 1 of the year following approval.

Section 6. Retired Members.

An Active member in good standing for at least ten consecutive years, including the period of time in Resident membership, who is not qualified for Life membership but who has completely retired from teaching, consulting, lecturing, and/or practice, or teaches voluntarily or for a small stipend, shall be eligible to become a Retired member upon submission of a complete and accurate application to the Association and approval by the Board of Directors. The educational institution will define what constitutes teaching.

Retired member status shall become effective immediately following approval from the Board of Directors.

Section 7. Honorary Members.

Honorary members shall be those approved by the Board of Directors because of significant contributions to the advancement of endodontics. Individuals who are eligible for other classes of membership in the AAE shall not be eligible for Honorary membership in the AAE.

Section 8. Resident Members.

A dentist enrolled in an advanced specialty education program in endodontics approved by the Commission on Dental Accreditation of the American Dental Association, a dentist enrolled in an advanced education program in general dentistry approved by the Commission on Dental Accreditation of the American Dental Association, a dentist enrolled in a general practice residency program approved by the Commission on Dental Accreditation of the American Dental Association, a foreign graduate who has completed an advanced specialty education program in endodontics but is enrolled in an advanced placement program in a U.S. dental school accredited by the Commission on Dental Accreditation to obtain a license to practice dentistry/endodontics,

or an endodontist who has completed dental and endodontic training in an accredited U.S. dental School and who is enrolled in a full-time advanced education program in a health-related field shall become a Resident member if the following requirements are met:

- a. submission of a complete and accurate application endorsed by the director of the advanced specialty education program in endodontics, advanced placement program or other health-related program;
- b. submission of the first year's dues with the application.

At the successful conclusion of the advanced specialty training, advanced education program in general dentistry, general practice residency program, advanced placement program or health-related program, the Resident member is required to submit an application for membership to maintain affiliation.

Resident membership ceases on June 30 following the completion of advanced specialty training, advanced placement program or other health-related program. Resident members transferring to Active membership (1) are required to submit a complete and accurate application for Active membership upon completion of their Resident membership and (2) must show evidence of membership in the American Dental Association and conformance to its *Principles of Ethics and Code of Professional Conduct*; or, if not residing in the US, membership in the recognized endodontic specialty association; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics.

Resident members transferring to Active membership will be assessed 50% of the application fee; 50% of the dues of an Active member for the first year of Active membership; 75% of the dues for the second year of Active membership; and full dues of an Active member in the years thereafter.

Advanced specialty education students who were not Resident members of the Association and who apply for Active membership will be required to pay the full application fee and full Active member dues. (Refer to Chapter I, Section 1.)

Section 9. Professional Staff Members.

A dental staff person employed by an endodontist or by a member of the Association shall become a Professional Staff member if the following requirements are met:

- a. submission of a complete and accurate application to the Association;
- b. submission of the first year's dues with the application.

Section 10. Predoctoral Student Members.

A predoctoral student enrolled in a dental school accredited by the Commission on Dental Accreditation of the American Dental Association who has an interest in endodontics and is not enrolled in an advanced specialty education program in endodontics shall become a Predoctoral Student member if the following requirements are met:

- a. submission of a complete and accurate application endorsed by an endodontic faculty member or Active AAE member.
- b. submission of the first year's dues with the application.

Predoctoral Student membership ceases June 30 in the year in which the student graduated from dental school. Predoctoral Student members transferring to Resident membership are required to submit a complete and accurate application for Resident membership upon completion of their Predoctoral Student membership.

Section 11. International Members.

International members shall be endodontists, as defined by their countries of residence, who meet the following requirements:

- a. Qualification to announce as a specialist, as demonstrated by:
 - i. meeting the qualifications to be considered an endodontist by the government or recognized endodontic specialty association in the country of residence; or
 - ii. approval of the AAE Board of Directors, based on educational equivalency, if a.i. cannot be determined;
- b. Membership in the recognized endodontic specialty association in the country of residence; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics;
- c. Submission of a complete and accurate application to the Association;
- d. Payment of an application fee and annual dues in United States currency, which must accompany the application.

Section 12. International Resident Members.

A dentist enrolled full-time in an advanced specialty education program in endodontics as defined by their country of residence shall become an International Resident member if the following requirements are met:

- a. submission of a complete and accurate application, written in English, endorsed by the director of the advanced specialty education program in endodontics, advanced placement program or other health-related program;
- b. submission of a signed letter from the university admissions representative on official university letterhead confirming student status, written in English;
- c. submission of a letter signed by the director of the advanced specialty education program in endodontics on official university letterhead confirming enrollment, written in English;
- d. submission of a signed statement affirming accuracy of all application materials and commitment to ethical behavior as an Association member, written in English; and
- e. submission of the first year's dues with the application.

At the successful conclusion of the advanced specialty training, the International Resident member is required to submit an application for International membership to maintain affiliation.

International Resident membership ceases on June 30 in the year in which advanced specialty training is completed. International Resident members transferring to International membership (1) are required to submit a complete and accurate application for International membership upon completion of their International Resident membership and (2) must show evidence of membership in the recognized endodontic specialty association; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics.

International Resident members transferring to International membership will be assessed 50% of the application fee; 50% of the dues of an International member for the first year of membership; 75% of the dues for the second year of International membership; and full dues of an International member in the years thereafter.

Advanced specialty education students who were not International Resident members of the Association and who apply for International membership will be required to pay the full application fee and full International member dues.

CHAPTER II. ETHICS AND PROFESSIONAL CONDUCT

The principles of ethics and professional conduct of this Association shall be the *Principles of Ethics and Code of Professional Conduct* of the American Dental Association.

CHAPTER III. RIGHTS AND PRIVILEGES OF MEMBERS

Section 1. Active Members.

Active members shall have all the privileges of membership, including the right to vote at General Assembly meetings, to nominate and hold office, and to receive the official journal of the Association.

Section 2. Associate Members.

Associate members shall have the privilege of attending all annual sessions and receiving the official journal of the Association but shall have no rights to vote, nominate, hold office or serve as committee chairs. An Associate member shall not be eligible for Retired or Life membership status.

Section 3. Educator Members

Educator members shall have the same rights and privileges as Active members.

Section 4. Life Members.

Life members shall have the same rights and privileges as Active members. They may receive the official journal of the Association upon payment of the then current subscription fee to the Association.

Section 5. Disabled Active Members.

Disabled Active members shall have the same rights and privileges of membership as Active members. They may receive the official journal of the Association upon payment of the then current subscription fee to the Association.

Section 6. Retired Members.

Retired members shall have the privilege of attending all annual sessions and shall retain the right to vote but shall have no rights to nominate, hold office, or serve as committee chairs until such time as they become eligible for Life membership status, whereupon they shall have all the rights and privileges of Life membership. They may receive the official journal of the Association upon payment of the then current subscription fee to the Association.

Section 7. Honorary Members.

Honorary members shall have the privilege of attending all annual sessions but shall have no rights to vote, nominate, hold office, or serve as committee chairs. They may receive the official journal of the Association upon payment of the then current subscription fee to the Association.

Section 8. Resident Members.

Resident members shall have the privilege of attending all annual sessions and receiving the official journal of the Association but shall have no rights to vote, nominate, hold office or serve as committee chairs.

Resident members may be appointed to appropriate committees by the president with the approval of the Board of Directors for a term of one year. Upon termination of Resident membership, a student's membership on a committee shall automatically terminate.

Resident members shall be listed in a separate section of the official Roster under the

advanced education program in which they are enrolled with the year of completion designated.

Section 9. Professional Staff Members.

Professional Staff members shall have the privilege of attending all annual sessions, may serve on committees but shall have no rights to vote, nominate, hold office or serve as committee chairs.

Section 10. Predoctoral Student Members.

Predoctoral Student members shall have the privilege of attending all annual sessions at the Predoctoral Student member fee and receiving the official journal of the Association, but shall have no rights to vote, nominate, hold office or serve as committee chairs. Predoctoral Student members shall be listed in a separate section of the official Roster.

Section 11. International Members.

International members shall have the privilege of attending all annual sessions at the same registration fees as Active members, receive a subscription to the official journal of the Association, be eligible for Retired and Life membership status and serve on committees, but shall have no rights to vote, nominate, hold office or serve as committee chairs.

Section 12. International Resident Members.

International Resident members shall have the privilege of attending all annual sessions and receiving access to the online version of the official journal of the Association but shall have no rights to vote, nominate, hold office or serve as committee chairs.

International Resident members may be appointed to appropriate committees by the president with the approval of the Board of Directors for a term of one year. Upon termination of International Resident membership, a student's membership on a committee shall automatically terminate.

International Resident members shall be listed in a separate section of the official Roster under the advanced education program in which they are enrolled with the year of completion designated.

CHAPTER IV. DUES, ASSESSMENTS AND FEES

Section 1. Determinations.

Annual dues, subscription fees for the official journal of the Association, registration fees for the annual session of the Association, special assessments, fees for any special educational or social function of the Association and delinquency fines shall be determined by the Board of Directors.

- a. Active members shall pay the full annual dues of the Association, which shall include a subscription to the *Journal of Endodontics*. Active members shall pay a registration fee for the annual session of the Association. At its discretion, the Board of Directors shall determine (1) special assessments for Active members to support special programs or to meet nonrecurring expenses and (2) fees for any special educational or social functions to be assessed Active members for the annual session.
- b. Associate and Resident members shall pay reduced annual dues that shall include a subscription to the *Journal of Endodontics*.

Associate and Resident members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

At its discretion, the Board of Directors shall determine special assessments for

Associate and/or Resident members to support special programs or to meet nonrecurring expenses.

- c. Educator members shall pay annual dues equal to 50% of the amount paid by an Active member, which shall include a subscription to the *Journal of Endodontics*. Educator members shall pay a registration fee for the annual session of the Association.

At its discretion, the Board of Directors shall determine (1) special assessments for Educator members to support special programs or to meet nonrecurring expenses and (2) fees for any special educational or social functions to be assessed Educator members for the annual session.

- d. Life, Honorary and Disabled Active members are not required to pay annual dues but will be assessed the subscription fee for the *Journal of Endodontics*, if they wish to receive the publication.

Life, Honorary and Disabled Active members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

- e. Retired members shall pay annual dues to meet the direct cost of member services, as determined by the Board of Directors.

Retired members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

- f. International members shall pay annual dues equal to 50% of the amount paid by an Active member, which shall include a subscription to the *Journal of Endodontics*. International members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

- g. Professional Staff members shall pay annual dues to meet the direct cost of member services as determined by the Board of Directors. Professional Staff members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

- h. Nonmembers of the Association shall be entitled to subscribe to the *Journal of Endodontics* and attend the annual session of the Association upon payment of a nonmember subscription fee and a nonmember registration fee.

- i. Active members serving in the Federal Dental Health Services (U. S. Army, U. S. Navy, U. S. Air Force, Public Health Service and Veterans Administration) shall pay annual dues

equal to 50% of the amount paid by an Active member, which shall include a subscription to the *Journal of Endodontics*. Active members serving in the Federal Dental Health Services shall pay a registration fee for the annual session of the Association.

At its discretion, the Board of Directors shall determine (1) special assessments for Active members serving in the Federal Dental Health Services to support special programs or to meet nonrecurring expenses and (2) fees for any special educational or social functions to be assessed Active members serving in the Federal Dental Health Services for the annual session.

- l. Resident members transferring to Active membership shall pay one-half annual dues plus the application fee during the first year of Active membership following graduation and three-fourths annual dues the second year after graduation.
- m. International Resident members shall pay reduced annual dues that shall include electronic access to the *Journal of Endodontics*.

International Resident members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

At its discretion, the Board of Directors shall determine special assessments for International Resident members to support special programs or to meet nonrecurring expenses.

1. International Resident members transferring to International membership shall pay one-half annual dues plus the application fee during the first year of International membership following graduation and three-fourths annual dues the second year after graduation.

Section 2. Dues Dates.

Dues for each calendar year are payable on July 1 of that year. A member shall be delinquent after August 1, and a delinquency fine shall then be assessed.

Decisions of payment due dates and penalty dates for nonpayment of special assessments will be made by the Board of Directors.

Section 3. Nonpayment.

Failure to pay dues or special assessments, together with any applicable delinquency fine, by October 1 results in automatic termination of membership.

CHAPTER V. TERMINATION AND REINSTATEMENT OF MEMBERSHIP

Section 1. Immediate Termination.

Each of the following are grounds for immediate termination of membership:

- a. failure to pay dues, fees or special assessments as provided in Chapter IV or defaults on any other obligation due the Association;
- b. submission of a resignation.

Section 2. Disciplinary Action.

A member may be disciplined by action of the Board of Directors for:

- a. violating the *Principles of Ethics and Code of Professional Conduct* as set forth in Chapter II;
- b. conviction of, or pleading nolo contendere to, a felony;
- c. conviction of, or pleading nolo contendere to, a violation of a state dental practice act.

Any question or complaint regarding the conduct of an Association member shall be submitted in writing and signed by the complainant and shall be forwarded to a special committee on Professional Conduct and Ethics for a determination as to whether the matter involves conduct or alleged conduct of a type that may subject the member to disciplinary action. If the committee determines that the matter involves such conduct or alleged conduct, then it shall refer the matter to a Judicial Board appointed by the president and composed of past presidents of the Association.

If the Judicial Board initially determines that the matter may warrant further consideration of disciplinary action, it shall notify the accused member in writing as to the allegations, and the accused member shall have the right to present his/her position in writing and to personally appear before the Judicial Board, provided that the meeting of the Judicial Board is not less than 30 days subsequent to the date on which written notice is sent by certified mail, overnight courier or personal delivery to the accused. Within 30 days after the meeting of the Judicial Board, the accused member shall be notified in writing of the Judicial Board's recommendation for

disciplinary action (if any) to the Board of Directors, and the accused member shall have the right to present his/her objections in writing to the Board of Directors, provided that the meeting is not less than 30 days subsequent to the date on which written notice is sent by certified mail, overnight courier, or personal delivery to the accused.

Discipline may be expulsion, suspension for a stated period of time, or reprimand. Notification from the Board of Directors to the accused shall be delivered by certified mail, overnight courier, or personal delivery. The decision of the Board of Directors shall be final.

Section 3. Active, Associate, Educator and International Members.

Active, Associate, Educator and International members whose membership has been terminated for the reasons set forth in Chapter V, Section 1, may reapply for membership by submitting a new, complete and accurate membership application, dues and special assessments for the current year, and an application fee. Preceding years of Active, Educator or International membership will no longer apply toward consecutive years needed to qualify for Life or Retired membership status, except as provided below.

Only an Active, Educator or International member whose membership has been terminated for the reasons set forth in Chapter V, Section 1, shall have the option, for a period not to exceed two years, to reinstate membership and retain cumulative membership years (reflecting years of membership prior and subsequent to termination) toward Life or Retired membership. This shall be accomplished by paying all delinquent and current dues and special assessments.

Section 4. Professional Staff Members.

The following are grounds for immediate termination of Professional Staff membership:

- a. failure to pay dues or other defaults on obligations due the Association;
- b. submission of a resignation;
- c. termination of employment.

Professional Staff members may reinstate their membership by submitting a new complete and accurate application.

CHAPTER VI. INDEMNIFICATION

Section 1. Indemnification.

The Association shall indemnify and hold harmless the actions of each officer, director, committee member, employee and other agent of the Association serving the Association in good faith from and against any and all claims and liabilities, costs and expenses (including reasonable attorney's fees and expenses) for which he/she may be, or become, subject to by reason of his/her alleged acts, errors, or omissions as an officer, provided, however, that no officer, director, committee member, employee, or other agent of the Association shall be indemnified against, or reimbursed for, any liability or expense incurred in defending any claim arising out of conduct which, in the judgment of the Board of Directors, constitutes willful misconduct or is contrary to any rule or policy of the Association.

The indemnification provided by the Association shall be secondary to any insurance available to the individual and shall be given only if such individual accepts legal counsel selected by the Association. The same legal counsel may be selected by the Association to represent more than one individual if the Association concludes that the interests of the indemnified individuals are aligned.

The Board of Directors has the sole discretion to determine whether the party seeking indemnification has acted in good faith.

CHAPTER VII. FINANCES

Section 1. Fiscal Year.

The fiscal year of the Association shall end on the last day of June of each year.

Section 2. Annual Budget.

An annual budget shall be prepared by the Treasurer for adoption by the Board of Directors at its annual meeting.

CHAPTER VIII. AMERICAN BOARD OF ENDODONTICS

Section 1. Name and Object.

In compliance with an American Dental Association requirement, the Association sponsors the American Board of Endodontics, hereinafter called "the ABE." The ABE's purpose is to contribute to the advancement of endodontics by elevating the standards of endodontic practice within the dental profession through the certification of candidates in the special area of endodontics.

Section 2. Requirements.

As required by the American Dental Association, the ABE shall conform to the requirements as determined by the National Commission on Recognition of Dental Specialties and Certifying Boards for the organization, operation and candidate certification of a recognized certifying board of dentistry.

Section 3. Composition and Election.

The ABE Board of Directors shall consist of up to twelve voting Directors who are Diplomates of the ABE. A candidate for election as a Director of the ABE shall be selected by the ABE Board of Directors and submitted to the secretary of the Association at least 120 days before the annual meeting of the General Assembly.

- a. Directors of the ABE shall be elected at each annual meeting of the General Assembly to serve a term of office of three years. No one may serve as a Director of the ABE for more than a total of seven years.
- b. The Directors of the ABE shall elect their own officers in accordance with such Bylaws as they shall establish for the organization and operation of the ABE.

Section 4. Duties of the Board of Directors of the ABE.

The duties of the Board of Directors of the ABE shall be to examine candidates for certification as Diplomates of the ABE and to issue certificates to those who successfully fulfill the requirements the Board of Directors of the ABE shall establish.

- a. The Board of Directors of the ABE shall give at least one examination in each calendar year, except upon waiver by the Council on Dental Education and Licensure, and shall announce such an examination at least six months in advance.
- b. The Board of Directors of the ABE shall maintain a current Roster of Diplomates.
- c. The Board of Directors of the ABE shall require an annual registration fee from each of its Diplomates so as to assist in supporting financially the continued program of the ABE.
- d. The Board of Directors of the ABE shall establish requirements for the maintenance of Diplomate status in conformity with the policies and guidelines of the Council on Dental Education and Licensure of the American Dental Association.

Section 5. Annual Report.

The Association shall request that the Board of Directors of the ABE submit annually to the Board of Directors of the Association, to the General Assembly and to the Council on Dental Education and Licensure of the American Dental Association data relative to the ABE's financial operations, applicant admission and examination procedures and results thereof and such information as the Association or the Council may request for the conduct of their affairs.

Section 6. Vacancy.

In the event a vacancy occurs on the Board of Directors of the ABE, the president of the Board of Directors of the ABE, with the approval of the Directors of the ABE, shall appoint a successor from among the Diplomates of the ABE to fill the unexpired portion of the term of the vacated position.

CHAPTER IX. AMERICAN ASSOCIATION OF ENDODONTISTS FOUNDATION

Section 1. Name and Object.

The Association sponsors the American Association of Endodontists Foundation, hereinafter called "the Foundation." The Foundation's mission is to act as a charitable and educational organization as defined in Section 501(c)(3) of the Internal Revenue Code, and in furtherance thereof to inspire and support clinical research and the genesis of new knowledge in endodontics, to enhance educational programs and opportunities in endodontology and to improve the endodontic health of the public by securing funding to support the philanthropic activities of the Foundation.

Section 2. Corporate Management.

The affairs of the Foundation shall be managed by a Board of Trustees, hereinafter referred to as "Trustees." The Trustees shall receive all powers specifically granted to the Board of Trustees by operation of law to achieve the purposes stated in their Bylaws and the Articles of Incorporation.

Section 3. Composition and Election.

The Board of Trustees of the Foundation shall consist of the following members: (a) ten Active or Life members of the Association, one of whom is a new practitioner and has been in practice less than five years when first nominated, (b) up to three trustees from the public sector, (c) the president, president-elect, vice president (through 2022) and immediate past president of the Association, (d) the president and president-elect of the Foundation, and (e) the executive director of the Association who shall serve as a voting member.

- a. Nominees for the Active or Life member trustee positions, including the new practitioner, shall be selected by the Foundation's Nominating Committee and submitted to the Nominating Committee of the Association, which shall either forward the candidate to the General Assembly or request that the Foundation's Nominating Committee submit a different candidate. Other than the new practitioner, nominees for the Active or Life member trustee positions shall be elected for one term of four years by voting members present at the annual meeting of the General Assembly. A Trustee appointed to fill an unexpired term shall be eligible for election to a full, consecutive term.
- b. The new practitioner shall be elected for one term of two years and shall be eligible for re-election to a second consecutive two-year term.
- c. Nominees for the public sector trustee position shall be selected by the Foundation's

- Nominating Committee and submitted to the Nominating Committee of the Association, which shall either forward the candidate to the General Assembly or request that the Foundation's Nominating Committee submit a different candidate. Nominees for the public sector trustee position shall be elected for one term of one year by voting members present at the annual meeting of the General Assembly and shall be eligible for re-election to a maximum of three consecutive one-year terms.
- d. The Trustees shall elect their own officers.

Section 4. Annual Report.

The officers of the Board of Trustees shall report to the Board of Directors of the Association and to the General Assembly. The Association shall request that the AAE Foundation submit annually to the Board of Directors of the Association and to the General Assembly an annual report, including financial operations and such information as the Association may request for the conduct of their affairs.

Section 5. Vacancy.

In case of any vacancy in any trustee position on the Foundation's Board of Trustees that was filled by vote of the General Assembly of the Association, the president of the Foundation shall appoint a successor with approval of the Foundation's Board of Trustees.

CHAPTER X. AFFILIATE ASSOCIATIONS

An affiliate association of the American Association of Endodontists must meet the following requirements as set forth by the Board of Directors:

- a. The membership of all affiliate associations is limited to Active, Educator and Life members of the Association;
- b. All Active, Educator and Life members of the Association shall be eligible to join any affiliate association;
- c. No Active, Educator or Life member of the Association can be excluded from active membership in any affiliate association;
- d. Members of the affiliate association shall have all the privileges of membership, including the right to vote, ~~to~~ nominate and to hold office in their affiliate association(s)
- e. The *American Dental Association Principles of Ethics and Code of Professional Conduct* shall govern the professional conduct of all members of affiliate associations;
- f. Failure to maintain Active, Educator or Life membership in the Association will be grounds for immediate termination of membership in any affiliate association.

Affiliates may include AAE Retired members or AAE Resident members and may determine Retired members' and Resident members' rights and responsibilities within the affiliate's own structure.

As a condition of affiliation with the American Association of Endodontists, no affiliate shall, directly or indirectly, undertake any course of action or any omission that may be interpreted, viewed or cause a legally binding obligation to be imposed upon the American Association of Endodontists without the prior written consent of the American Association of Endodontists.

No affiliate has the authority to speak for, hold itself out as being a representative of the American Association of Endodontists or in any other way attempt to obligate the American Association of Endodontists to any position, legal obligation or other action that might or could involve the American Association of Endodontists.

CHAPTER XI. AMENDMENTS

The Bylaws may be amended at any annual meeting of the General Assembly by action of two-thirds of the voting members present and voting; provided, however, that attendance and voting at the General Assembly by proxy is prohibited.

**CONSTITUTION OF THE
AMERICAN ASSOCIATION OF ENDODONTISTS**
Current Version (Revised as of April 28, 2017)

ARTICLE I. NAME

The name of this Association shall be the American Association of Endodontists, hereinafter called “the Association” or “this Association.”

ARTICLE II: PURPOSE AND OBJECTIVES

The purpose for which this Association was organized is to promote the highest professional standards in clinical excellence for the specialty of endodontics worldwide.

To fulfill this purpose the Association is dedicated to the following objectives:

- a. to be a resource in endodontic knowledge, research and education for the public, the profession and our members;
- b. to inspire members to pursue professional advancement through education, research, advocacy and leadership;
- c. to promote and maintain excellence for advanced specialty education programs in endodontics;
- d. to promote acquisition and dissemination of the best clinical evidence to our members, the profession and the public;
- e. to promote the professional development of members;
- f. to serve as the sole sponsor of the American Board of Endodontics and the American Association of Endodontists Foundation;
- g. to oversee the publication of the Association’s journal, the *Journal of Endodontics*;
- h. to conduct all activities/business necessary to the successful operation of the Association

ARTICLE III. MEMBERSHIP

Section 1. Membership Categories.

The membership of this Association shall be composed of Active members, Associate members, Disabled Active members, Educator members, Honorary members, Life members, Retired members, Resident members, International Resident Members, International members, Professional Staff members and Predoctoral Student members.

Section 2. District Organization.

Recognized affiliate associations of the American Association of Endodontists from the states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam and the collective Federal Dental Health Services shall be organized into seven districts as follows:

District I shall consist of Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, Pennsylvania, Vermont and Virginia.

District II shall consist of Connecticut, New Jersey, New York and Rhode Island.

District III shall consist of Florida, Georgia, North Carolina, South Carolina and Tennessee.

District IV shall consist of Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia and Wisconsin.

District V shall consist of Alabama, Arizona, Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, Puerto Rico, Public Health Service, Texas, U.S. Air Force, U.S. Army, U.S. Navy, Veterans Administration and the Virgin Islands.

District VI shall consist of Alaska, Colorado, Guam, Hawaii, Idaho, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming.

District VII shall consist of the state of California.

ARTICLE IV. OFFICERS

Section 1. Elected Officers.

The elected officers of this Association shall consist of a president, president-elect, vice president, secretary and treasurer.

Section 2. Duties.

The duties of the officers shall be those normally associated with the official titles and such other duties as the Board of Directors or the membership may assign.

Section 3. Terms and Successors.

Each elected officer shall serve until the end of the annual session at which a successor is elected by the General Assembly. Except for the president, president-elect and vice president, an officer may be re-elected to the same position.

The president-elect shall succeed to the office of president and the vice president, if elected to office, shall succeed to the office of president-elect for the following year.

Section 4. Vacancy.

Vacancies in the offices of president, president-elect, and vice president shall be filled according to the following protocol:

- a. In the event of a vacancy in the office of president, the president-elect shall serve as president for the unexpired term and for his/her own succeeding term. The office of president-elect shall remain vacant for the unexpired term.
- b. In the event of a vacancy in the office of president-elect, the president upon completion of his/her term of office shall remain in office for the succeeding term; and the vice president shall assume the office of president-elect, and the office of vice president shall remain vacant.
- c. In the event of vacancies in both the offices of president and president-elect, the vice president shall serve the president's unexpired term and continue as president in the succeeding term. The Board of Directors shall appoint a vice president for the unexpired term of the vice president assuming the presidency, and the office of president-elect shall remain vacant.
- d. In the event of a vacancy in the office of vice president when there is no vacancy in the office of president or president-elect, the office of vice president shall remain vacant until the next election.
- e. In the event of a vacancy in the office of secretary or treasurer, the president, with the approval of the Board of Directors, shall appoint a successor who shall serve until the

next session of the General Assembly.

ARTICLE V. BOARD OF DIRECTORS

Section 1. Authority.

The administration of the Association shall be vested in the Board of Directors.

Section 2. Composition.

The Board of Directors shall consist of two directors from each district, the five officers and the immediate past-president. The AAE Foundation president shall be an ex officio member with a vote. The editor and the executive director shall be ex officio members without vote.

- a. Each director elected from a district shall serve one term of office of three years. The terms of office of directors within a district shall be staggered.
- b. A director elected from a district shall not be eligible for re-election to a consecutive term but shall be eligible for election as a director after one year has elapsed since the conclusion of his/her term of office.

However, those directors elected to fill a vacancy for an unexpired term are eligible for election to a consecutive term.

Section 3. Chair.

The president shall be the chair of the Board of Directors.

Section 4. Vacancy.

In the event a director is unable to serve, resigns his/her position or is removed from office, that director's district caucus nominating committee shall submit to the secretary of the Association the name of a district member to serve the director's unexpired term. The appointment shall become effective upon approval of the Board of Directors.

Section 5. Removal.

A member of the Board of Directors may be removed from the Board of Directors upon a finding that his/her continued service on the Board of Directors is contrary to the best interest of the Association. A two-thirds affirmative vote of the General Assembly is required for removal, or, if deemed an emergency, a three-fourths vote of the Board of Directors is required for removal.

Section 6. Re-election.

A director who has filled a vacancy for an unexpired term shall be eligible for immediate election to a consecutive term.

Section 7. Reports.

The Board of Directors shall give a report of its transactions at the annual meeting of the General Assembly.

ARTICLE VI. EDITOR

An editor shall be appointed by the Executive Committee, with the approval of the Board of Directors, for a term of three years. The editor may be reappointed for additional three-year terms.

In the event of a vacancy in the position of editor, the Executive Committee shall appoint an interim editor to serve until such time as a successor is approved by the Board of Directors to

serve the unexpired term.

The editor serves on the Board of Directors as an ex-officio member without vote. The editor serves as chair of the Editorial Board that shall consist of the editor and associate editors. The editor shall nominate all associate editors for Board of Directors' approval. The associate editors will serve three-year terms and are eligible for reappointment.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. Authority.

The Executive Committee shall manage the affairs of the Association between meetings of the Board of Directors. Matters affecting policy shall be referred to the Board of Directors for counsel and approval. The Executive Committee may also exercise the authority of the Board of Directors on matters requiring immediate action, pending concurrence by the Board of Directors at its next meeting.

Section 2. Composition.

The Executive Committee shall consist of the president, president-elect, vice president, secretary, treasurer, and immediate past president. The executive director shall be an ex-officio member without vote.

Section 3. Chair.

The president serves as chair of the Executive Committee.

ARTICLE VIII. EXECUTIVE AND STAFF

Section 1. Appointment.

The Board of Directors shall employ a salaried staff head who shall have the title of executive director and whose terms and conditions of employment shall be set forth by the Board of Directors.

Section 2. Authority and Responsibility.

The executive director shall be the chief administrative officer of the Association and responsible only for management functions. The executive director shall:

- a. manage and direct the activities of the Association as prescribed by the Board of Directors and be responsible to the Board;
- b. employ and terminate the employment of members of staff necessary to carry on the work of the Association and fix their compensation within the approved budget; and
- c. have such other duties and responsibilities as delegated from time to time by the Board of Directors.

ARTICLE IX. MEETINGS

Section 1. Annual Meetings.

The General Assembly and the Board of Directors shall convene at the annual session of the Association. The time and place of the annual session and any other meeting of the membership or the Board of Directors shall be determined by the Board of Directors.

Section 2. Special Meetings.

Additional meetings of the Board of Directors may be convened by a majority vote of the Board of Directors.

Section 3. Parliamentary Procedure.

The then most current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* shall be the parliamentary authority at all meetings of the Association. The presiding officer at any meeting may appoint a parliamentarian.

Section 4. Quorum

Two-thirds of the Board of Directors in office shall constitute a quorum for the transaction of business.

ARTICLE X. ELECTIONS

Section 1. Voting Process.

The elective officers of the Association, the directors of the Association, and those trustees of the American Association of Endodontists Foundation to be elected by the Association shall be elected by the General Assembly by a majority of the votes cast. The directors of the American Board of Endodontics shall be approved at the General Assembly by a majority of the votes cast.

In case any candidate fails to receive a majority of the votes cast, the two candidates with the highest number of votes will stand for a run-off election. The candidate who receives the most votes cast will be elected.

Section 2. AAE Nominating Committee.

The Nominating Committee shall nominate candidates for the elective offices of the Association and trustees of the American Association of Endodontists Foundation to be elected by the Association, and shall notify the secretary of the Association of the nominees at least 120 days before the annual meeting of the General Assembly.

Section 3. Additional Nominations.

The executive director shall notify all members, in writing, of the slate of nominees at least 90 days prior to the annual meeting of the General Assembly.

Additional nominations for elective officers, directors of the American Board of Endodontics, and those trustees of the American Association of Endodontists Foundation to be elected by the Association may be made in writing by Active or Life members. Such nominations must be accompanied by a petition that includes the printed names and signatures of 50 voting members and must be received by the secretary no later than 30 days prior to the annual meeting of the General Assembly.

Section 4. District Caucus Nominating Committee.

Each District Caucus Nominating Committee shall nominate candidate(s) to stand for election within that district to represent that district as member(s) of the Board of Directors.

- a. There shall be two directors representing each district.
- b. A caucus of each district shall convene at the annual session of the Association charged with the responsibility of electing a District Caucus Nominating Committee when a vacancy on the Board of Directors occurs or is scheduled to occur by the expiration of a term. The senior director representing that district shall chair the caucus.

Members of the District Caucus Nominating Committee shall be elected with a view towards providing equitable representation for all constituencies in the district.
- c. Only a member in good standing of an affiliate association of the AAE shall be eligible to serve on a District Caucus Nominating Committee, to be nominated to be a director from

that district, to vote in the district he/she is to represent, or to participate in his/her caucus.

- d. The District Caucus Nominating Committee shall notify its voting members, in writing, of that district's nominee(s) by September 1 of the calendar year preceding the annual meeting of the General Assembly at which he/she will stand for election.

Additional nominations may be made in writing to the District Caucus Nominating Committee chair. All such nominations must be accompanied by a petition that includes the printed names and signatures of 25 voting members of the district and must be received by the district chair by October 15.

- e. If no additional nominations are made and the District Caucus Nominating Committee has elected one nominee, that nominee shall become the nominee of the district for the AAE Board of Directors.

If an additional nomination supported by 25 voting members of that district is made and/or the District Caucus Nominating Committee has elected more than one nominee, a vote by the eligible members of that district shall determine the final, single nominee for the AAE Board of Directors.

The District Caucus Nominating Committee shall adopt rules for the nomination election. Those rules shall include time limits for returning ballots and a determination whether that election shall be decided by a majority or plurality vote. A copy of the rules shall be distributed to each voting member of the district at the same time ballots are distributed. CVs for each candidate must be provided to the voting members of the district. Electronic voting is permitted.

- f. The nominated director(s) from those districts required to nominate director(s) shall be elected to office by the General Assembly at the annual session of the Association. Should a vacancy be created by the failure of a nominee to be seated by the General Assembly, the retiring director from that district will continue to serve until a replacement nominee from that District's Caucus Nominating Committee has been accepted by the General Assembly.

In the first election of directors nominated by districts, the Association's Nominating Committee shall determine the staggered terms of office in order to achieve a balance of geographical representation.

Those directors nominated for a one-year term shall be eligible to succeed themselves to serve one additional three-year term as directors from their districts if so nominated by their District Caucus Nominating Committees.

- g. The recognized affiliate associations that constitute a district shall determine and be responsible for all financial obligations incurred as a result of the nomination process within that district.

ARTICLE XI. COMMITTEES

Section 1. Standing Committees.

The Board of Directors at its discretion may establish or dissolve any standing committee.

Section 2. Special Committees.

Special committees may be appointed by the president. All special committees shall terminate at the annual session.

Section 3. Terms.

With the exception of the Nominating Committee and the Editorial Board, all standing committee

members shall be appointed for a three-year term, subject to a maximum of two consecutive terms.

Section 4. Chairs.

The president shall appoint the chair of each standing and special committee from among the membership of the committee.

Section 5. Appointments.

Appointments to standing committees shall be proposed by the president-elect, to take effect when the president-elect becomes president, with the approval of the Board of Directors.

Section 6. Nominating Committee.

The Association Nominating Committee shall be composed of the three immediate past-presidents and two sitting members (non-officers) of the Board of Directors. The senior past-president shall serve as committee chair. The two sitting directors shall be elected by closed ballot and they shall serve a term of one year. No member of the Nominating Committee may be nominated to any office during his/her term on the Nominating Committee.

Section 7. Resident Members and International Resident Members.

The president may appoint Resident and International Resident members to appropriate committees for one-year terms.

Section 8. Editorial Board

The Editorial Board shall be composed of the editor and associate editors.

ARTICLE XII. AMENDMENTS

The Constitution may be amended by a three-fourths vote of the voting membership of the Association present and voting at the annual meeting of the General Assembly.

- a. Proposed amendments must be presented in a petition that includes the printed names and signatures of 15 members, unless submitted by the Board of Directors or the Constitution and Bylaws Committee, to the secretary of the Association at least 120 days before the annual meeting of the General Assembly.
- b. The Constitution and Bylaws Committee and the Board of Directors shall present their comments on all proposed amendments.
- c. Proposed amendments shall be published or distributed to the membership at least 60 days prior to the annual meeting of the General Assembly.
- d. By unanimous action, the General Assembly may waive all procedural and publication requirements for Constitutional amendments.

ARTICLE XIII. GENERAL ASSEMBLY

Section 1. Composition.

The governing body of this Association shall be the General Assembly, which shall be comprised of all voting members in attendance at the annual meeting; provided, however, that attendance and voting at the General Assembly by proxy is prohibited.

Section 2. Annual Meeting.

The General Assembly shall meet at the annual session of the Association.

Section 3. Rights and Duties.

The General Assembly shall have the following rights and duties:

- a. amendment of the Constitution and Bylaws;
- b. election of elective officers;
- c. election of directors of the American Association of Endodontists;
- d. approval of directors of the American Board of Endodontics;
- e. election of those trustees of the American Association of Endodontists Foundation to be elected by the Association;
- f. receipt of annual reports from the Association president, secretary, treasurer and editor; president of the American Board of Endodontics; president of the American Association of Endodontists Foundation; and appropriate committees.

Section 4. Chair.

The president shall preside at all meetings of the General Assembly.

Section 5. Quorum.

One-hundred voting members present in person at the General Assembly shall constitute a quorum.

ARTICLE XIV. OFFICIAL NOTICE TO MEMBERS

Subject to applicable law, publication in the *Communiqué*, *Journal of Endodontics*, electronic publications and/or written correspondence shall constitute official notice to members of Association affairs.

**BYLAWS OF THE
AMERICAN ASSOCIATION OF ENDODONTISTS**
Current Version (Revised as of April 27, 2018)

CHAPTER I. MEMBERSHIP REQUIREMENTS

Section 1. Active Members.

All applicants for Active membership must be qualified to announce as specialist in, or practice limited to, endodontics, according to the *American Dental Association Principles of Ethics and Code of Professional Conduct*.

Active members shall be endodontists who meet the following requirements:

- a. membership in the American Dental Association and conformance to its *Principles of Ethics and Code of Professional Conduct*; or, if not residing in the US, membership in the recognized endodontic specialty association; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics;
- b. submission of a complete and accurate application to the Association;
- c. payment of an application fee and annual dues in United States currency which must accompany the application;
- d. successful completion of an advanced specialty education program in endodontics approved by the Commission on Dental Accreditation of the American Dental Association.

Current Active members in good standing prior to January 1, 1985, may continue Active membership notwithstanding educational qualifications in endodontics.

Section 2. Associate Members.

A practicing dentist who has an interest in endodontics but is not educationally qualified as an endodontist; a practicing dentist outside the United States (non-US citizen) who is engaged in the full-time teaching of endodontics or the limited practice of endodontics or a dentist whose primary concern and activity is in the area of education, administration or research related to endodontics shall become an Associate member if the following requirements are met:

- a. membership in the American Dental Association and conformance to its *Principles of Ethics and Code of Professional Conduct*; or, if not residing in the US, membership in the recognized endodontic specialty association; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics (this requirement is not applicable to non-dentists);
- b. submission of a complete and accurate application to the Association;
- c. payment of an application fee and annual dues in United States currency, which must accompany the application.

Notwithstanding the foregoing requirements, an Active member not educationally qualified in the United States prior to January 1, 1985, may transfer to Associate membership but will not be allowed to revert to Active status until successfully completing an advanced education program in endodontics approved by the Commission on Dental Accreditation of the American Dental Association.

Section 3. Educator Members.

An individual who meets all of the requirements for Active membership may be an Educator member if he or she is a full-time member of the faculty in a predoctoral department or an advanced specialty education program in endodontics accredited by the ADA Commission on Dental Accreditation or an institution that has a reciprocal agreement with the Commission.

Section 4. Disabled Active Members.

An Active member of this Association who is unable to engage in any duties of the dental profession for a continuous period of one year due to a medical disability and who was an Active member in good standing at the time the disability occurred, shall be exempt from the payment of dues and shall remain in good standing during the period of disability.

- a. A permanently disabled member, to be exempt from dues payment, shall submit to the secretary a medical certificate attesting to said permanent disability.
- b. A temporarily disabled member, to be exempt from dues payment, shall submit annually to the secretary a medical certificate attesting to said temporary disability.
- c. The Association shall in its sole discretion determine whether a member qualifies for this status.

Section 5. Life Members.

An Active or Retired member who has been an Active or Active and Retired member for 25 consecutive years, including the period of time in Resident membership, and who has attained the age of 65 years, shall be eligible for Life membership upon submission of a complete and accurate application to the Association and approval by the Board of Directors.

Life member status shall become effective on July 1 of the year following approval.

Section 6. Retired Members.

An Active member in good standing for at least ten consecutive years, including the period of time in Resident membership, who is not qualified for Life membership but who has completely retired from teaching, consulting, lecturing, and/or practice, or teaches voluntarily or for a small stipend, shall be eligible to become a Retired member upon submission of a complete and accurate application to the Association and approval by the Board of Directors. The educational institution will define what constitutes teaching.

Retired member status shall become effective immediately following approval from the Board of Directors.

Section 7. Honorary Members.

Honorary members shall be those approved by the Board of Directors because of significant contributions to the advancement of endodontics. Individuals who are eligible for other classes of membership in the AAE shall not be eligible for Honorary membership in the AAE.

Section 8. Resident Members.

A dentist enrolled in an advanced specialty education program in endodontics approved by the Commission on Dental Accreditation of the American Dental Association, a dentist enrolled in an advanced education program in general dentistry approved by the Commission on Dental Accreditation of the American Dental Association, a dentist enrolled in a general practice residency program approved by the Commission on Dental Accreditation of the American Dental Association, a foreign graduate who has completed an advanced specialty education program in endodontics but is enrolled in an advanced placement program in a U.S. dental school accredited by the Commission on Dental Accreditation to obtain a license to practice dentistry/endodontics,

or an endodontist who has completed dental and endodontic training in an accredited U.S. dental School and who is enrolled in a full-time advanced education program in a health-related field shall become a Resident member if the following requirements are met:

- a. submission of a complete and accurate application endorsed by the director of the advanced specialty education program in endodontics, advanced placement program or other health-related program;
- b. submission of the first year's dues with the application.

At the successful conclusion of the advanced specialty training, advanced education program in general dentistry, general practice residency program, advanced placement program or health-related program, the Resident member is required to submit an application for membership to maintain affiliation.

Resident membership ceases on June 30 following the completion of advanced specialty training, advanced placement program or other health-related program. Resident members transferring to Active membership (1) are required to submit a complete and accurate application for Active membership upon completion of their Resident membership and (2) must show evidence of membership in the American Dental Association and conformance to its *Principles of Ethics and Code of Professional Conduct*; or, if not residing in the US, membership in the recognized endodontic specialty association; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics.

Resident members transferring to Active membership will be assessed 50% of the application fee; 50% of the dues of an Active member for the first year of Active membership; 75% of the dues for the second year of Active membership; and full dues of an Active member in the years thereafter.

Advanced specialty education students who were not Resident members of the Association and who apply for Active membership will be required to pay the full application fee and full Active member dues. (Refer to Chapter I, Section 1.)

Section 9. Professional Staff Members.

A dental staff person employed by an endodontist or by a member of the Association shall become a Professional Staff member if the following requirements are met:

- a. submission of a complete and accurate application to the Association;
- b. submission of the first year's dues with the application.

Section 10. Predoctoral Student Members.

A predoctoral student enrolled in a dental school accredited by the Commission on Dental Accreditation of the American Dental Association who has an interest in endodontics and is not enrolled in an advanced specialty education program in endodontics shall become a Predoctoral Student member if the following requirements are met:

- a. submission of a complete and accurate application endorsed by an endodontic faculty member or Active AAE member.
- b. submission of the first year's dues with the application.

Predoctoral Student membership ceases June 30 in the year in which the student graduated from dental school. Predoctoral Student members transferring to Resident membership are required to submit a complete and accurate application for Resident membership upon completion of their Predoctoral Student membership.

Section 11. International Members.

International members shall be endodontists, as defined by their countries of residence, who meet the following requirements:

- a. Qualification to announce as a specialist, as demonstrated by:
 - i. meeting the qualifications to be considered an endodontist by the government or recognized endodontic specialty association in the country of residence; or
 - ii. approval of the AAE Board of Directors, based on educational equivalency, if a.i. cannot be determined;
- b. Membership in the recognized endodontic specialty association in the country of residence; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics;
- c. Submission of a complete and accurate application to the Association;
- d. Payment of an application fee and annual dues in United States currency, which must accompany the application.

Section 12. International Resident Members.

A dentist enrolled full-time in an advanced specialty education program in endodontics as defined by their country of residence shall become an International Resident member if the following requirements are met:

- a. submission of a complete and accurate application, written in English, endorsed by the director of the advanced specialty education program in endodontics, advanced placement program or other health-related program;
- b. submission of a signed letter from the university admissions representative on official university letterhead confirming student status, written in English;
- c. submission of a letter signed by the director of the advanced specialty education program in endodontics on official university letterhead confirming enrollment, written in English;
- d. submission of a signed statement affirming accuracy of all application materials and commitment to ethical behavior as an Association member, written in English; and
- e. submission of the first year's dues with the application.

At the successful conclusion of the advanced specialty training, the International Resident member is required to submit an application for International membership to maintain affiliation.

International Resident membership ceases on June 30 in the year in which advanced specialty training is completed. International Resident members transferring to International membership (1) are required to submit a complete and accurate application for International membership upon completion of their International Resident membership and (2) must show evidence of membership in the recognized endodontic specialty association; or, if none, then the equivalent national dental association of the country of current residence and conformance to that association's principles of ethics.

International Resident members transferring to International membership will be assessed 50% of the application fee; 50% of the dues of an International member for the first year of membership; 75% of the dues for the second year of International membership; and full dues of an International member in the years thereafter.

Advanced specialty education students who were not International Resident members of the Association and who apply for International membership will be required to pay the full application fee and full International member dues.

CHAPTER II. ETHICS AND PROFESSIONAL CONDUCT

The principles of ethics and professional conduct of this Association shall be the *Principles of Ethics and Code of Professional Conduct* of the American Dental Association.

CHAPTER III. RIGHTS AND PRIVILEGES OF MEMBERS

Section 1. Active Members.

Active members shall have all the privileges of membership, including the right to vote at General Assembly meetings, to nominate and hold office, and to receive the official journal of the Association.

Section 2. Associate Members.

Associate members shall have the privilege of attending all annual sessions and receiving the official journal of the Association but shall have no rights to vote, nominate, hold office or serve as committee chairs. An Associate member shall not be eligible for Retired or Life membership status.

Section 3. Educator Members

Educator members shall have the same rights and privileges as Active members.

Section 4. Life Members.

Life members shall have the same rights and privileges as Active members. They may receive the official journal of the Association upon payment of the then current subscription fee to the Association.

Section 5. Disabled Active Members.

Disabled Active members shall have the same rights and privileges of membership as Active members. They may receive the official journal of the Association upon payment of the then current subscription fee to the Association.

Section 6. Retired Members.

Retired members shall have the privilege of attending all annual sessions and shall retain the right to vote but shall have no rights to nominate, hold office, or serve as committee chairs until such time as they become eligible for Life membership status, whereupon they shall have all the rights and privileges of Life membership. They may receive the official journal of the Association upon payment of the then current subscription fee to the Association.

Section 7. Honorary Members.

Honorary members shall have the privilege of attending all annual sessions but shall have no rights to vote, nominate, hold office, or serve as committee chairs. They may receive the official journal of the Association upon payment of the then current subscription fee to the Association.

Section 8. Resident Members.

Resident members shall have the privilege of attending all annual sessions and receiving the official journal of the Association but shall have no rights to vote, nominate, hold office or serve as committee chairs.

Resident members may be appointed to appropriate committees by the president with the approval of the Board of Directors for a term of one year. Upon termination of Resident membership, a student's membership on a committee shall automatically terminate.

Resident members shall be listed in a separate section of the official Roster under the

advanced education program in which they are enrolled with the year of completion designated.

Section 9. Professional Staff Members.

Professional Staff members shall have the privilege of attending all annual sessions, may serve on committees but shall have no rights to vote, nominate, hold office or serve as committee chairs.

Section 10. Predoctoral Student Members.

Predoctoral Student members shall have the privilege of attending all annual sessions at the Predoctoral Student member fee and receiving the official journal of the Association, but shall have no rights to vote, nominate, hold office or serve as committee chairs. Predoctoral Student members shall be listed in a separate section of the official Roster.

Section 11. International Members.

International members shall have the privilege of attending all annual sessions at the same registration fees as Active members, receive a subscription to the official journal of the Association, be eligible for Retired and Life membership status and serve on committees, but shall have no rights to vote, nominate, hold office or serve as committee chairs.

Section 12. International Resident Members.

International Resident members shall have the privilege of attending all annual sessions and receiving access to the online version of the official journal of the Association but shall have no rights to vote, nominate, hold office or serve as committee chairs.

International Resident members may be appointed to appropriate committees by the president with the approval of the Board of Directors for a term of one year. Upon termination of International Resident membership, a student's membership on a committee shall automatically terminate.

International Resident members shall be listed in a separate section of the official Roster under the advanced education program in which they are enrolled with the year of completion designated.

CHAPTER IV. DUES, ASSESSMENTS AND FEES

Section 1. Determinations.

Annual dues, subscription fees for the official journal of the Association, registration fees for the annual session of the Association, special assessments, fees for any special educational or social function of the Association and delinquency fines shall be determined by the Board of Directors.

- a. Active members shall pay the full annual dues of the Association, which shall include a subscription to the *Journal of Endodontics*. Active members shall pay a registration fee for the annual session of the Association. At its discretion, the Board of Directors shall determine (1) special assessments for Active members to support special programs or to meet nonrecurring expenses and (2) fees for any special educational or social functions to be assessed Active members for the annual session.
- b. Associate and Resident members shall pay reduced annual dues that shall include a subscription to the *Journal of Endodontics*.

Associate and Resident members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

At its discretion, the Board of Directors shall determine special assessments for

Associate and/or Resident members to support special programs or to meet nonrecurring expenses.

- c. Educator members shall pay annual dues equal to 50% of the amount paid by an Active member, which shall include a subscription to the *Journal of Endodontics*. Educator members shall pay a registration fee for the annual session of the Association.

At its discretion, the Board of Directors shall determine (1) special assessments for Educator members to support special programs or to meet nonrecurring expenses and (2) fees for any special educational or social functions to be assessed Educator members for the annual session.

- d. Life, Honorary and Disabled Active members are not required to pay annual dues but will be assessed the subscription fee for the *Journal of Endodontics*, if they wish to receive the publication.

Life, Honorary and Disabled Active members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

- e. Retired members shall pay annual dues to meet the direct cost of member services, as determined by the Board of Directors.

Retired members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

- f. International members shall pay annual dues equal to 50% of the amount paid by an Active member, which shall include a subscription to the *Journal of Endodontics*. International members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

- g. Professional Staff members shall pay annual dues to meet the direct cost of member services as determined by the Board of Directors. Professional Staff members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

- h. Nonmembers of the Association shall be entitled to subscribe to the *Journal of Endodontics* and attend the annual session of the Association upon payment of a nonmember subscription fee and a nonmember registration fee.

- i. Active members serving in the Federal Dental Health Services (U. S. Army, U. S. Navy, U. S. Air Force, Public Health Service and Veterans Administration) shall pay annual dues

equal to 50% of the amount paid by an Active member, which shall include a subscription to the *Journal of Endodontics*. Active members serving in the Federal Dental Health Services shall pay a registration fee for the annual session of the Association.

At its discretion, the Board of Directors shall determine (1) special assessments for Active members serving in the Federal Dental Health Services to support special programs or to meet nonrecurring expenses and (2) fees for any special educational or social functions to be assessed Active members serving in the Federal Dental Health Services for the annual session.

- n. Resident members transferring to Active membership shall pay one-half annual dues plus the application fee during the first year of Active membership following graduation and three-fourths annual dues the second year after graduation.
- o. International Resident members shall pay reduced annual dues that shall include electronic access to the *Journal of Endodontics*.

International Resident members shall pay a registration fee for the annual session of the Association, as well as fees applicable to Active members for special educational or social functions.

At its discretion, the Board of Directors shall determine special assessments for International Resident members to support special programs or to meet nonrecurring expenses.

1. International Resident members transferring to International membership shall pay one-half annual dues plus the application fee during the first year of International membership following graduation and three-fourths annual dues the second year after graduation.

Section 2. Dues Dates.

Dues for each calendar year are payable on July 1 of that year. A member shall be delinquent after August 1, and a delinquency fine shall then be assessed.

Decisions of payment due dates and penalty dates for nonpayment of special assessments will be made by the Board of Directors.

Section 3. Nonpayment.

Failure to pay dues or special assessments, together with any applicable delinquency fine, by October 1 results in automatic termination of membership.

CHAPTER V. TERMINATION AND REINSTATEMENT OF MEMBERSHIP

Section 1. Immediate Termination.

Each of the following are grounds for immediate termination of membership:

- a. failure to pay dues, fees or special assessments as provided in Chapter IV or defaults on any other obligation due the Association;
- b. submission of a resignation.

Section 2. Disciplinary Action.

A member may be disciplined by action of the Board of Directors for:

- a. violating the *Principles of Ethics and Code of Professional Conduct* as set forth in Chapter II;
- b. conviction of, or pleading nolo contendere to, a felony;
- c. conviction of, or pleading nolo contendere to, a violation of a state dental practice act.

Any question or complaint regarding the conduct of an Association member shall be submitted in writing and signed by the complainant and shall be forwarded to a special committee on Professional Conduct and Ethics for a determination as to whether the matter involves conduct or alleged conduct of a type that may subject the member to disciplinary action. If the committee determines that the matter involves such conduct or alleged conduct, then it shall refer the matter to a Judicial Board appointed by the president and composed of past presidents of the Association.

If the Judicial Board initially determines that the matter may warrant further consideration of disciplinary action, it shall notify the accused member in writing as to the allegations, and the accused member shall have the right to present his/her position in writing and to personally appear before the Judicial Board, provided that the meeting of the Judicial Board is not less than 30 days subsequent to the date on which written notice is sent by certified mail, overnight courier or personal delivery to the accused. Within 30 days after the meeting of the Judicial Board, the accused member shall be notified in writing of the Judicial Board's recommendation for

disciplinary action (if any) to the Board of Directors, and the accused member shall have the right to present his/her objections in writing to the Board of Directors, provided that the meeting is not less than 30 days subsequent to the date on which written notice is sent by certified mail, overnight courier, or personal delivery to the accused.

Discipline may be expulsion, suspension for a stated period of time, or reprimand. Notification from the Board of Directors to the accused shall be delivered by certified mail, overnight courier, or personal delivery. The decision of the Board of Directors shall be final.

Section 3. Active, Associate, Educator and International Members.

Active, Associate, Educator and International members whose membership has been terminated for the reasons set forth in Chapter V, Section 1, may reapply for membership by submitting a new, complete and accurate membership application, dues and special assessments for the current year, and an application fee. Preceding years of Active, Educator or International membership will no longer apply toward consecutive years needed to qualify for Life or Retired membership status, except as provided below.

Only an Active, Educator or International member whose membership has been terminated for the reasons set forth in Chapter V, Section 1, shall have the option, for a period not to exceed two years, to reinstate membership and retain cumulative membership years (reflecting years of membership prior and subsequent to termination) toward Life or Retired membership. This shall be accomplished by paying all delinquent and current dues and special assessments.

Section 4. Professional Staff Members.

The following are grounds for immediate termination of Professional Staff membership:

- a. failure to pay dues or other defaults on obligations due the Association;
- b. submission of a resignation;
- c. termination of employment.

Professional Staff members may reinstate their membership by submitting a new complete and accurate application.

CHAPTER VI. INDEMNIFICATION

Section 1. Indemnification.

The Association shall indemnify and hold harmless the actions of each officer, director, committee member, employee and other agent of the Association serving the Association in good faith from and against any and all claims and liabilities, costs and expenses (including reasonable attorney's fees and expenses) for which he/she may be, or become, subject to by reason of his/her alleged acts, errors, or omissions as an officer, provided, however, that no officer, director, committee member, employee, or other agent of the Association shall be indemnified against, or reimbursed for, any liability or expense incurred in defending any claim arising out of conduct which, in the judgment of the Board of Directors, constitutes willful misconduct or is contrary to any rule or policy of the Association.

The indemnification provided by the Association shall be secondary to any insurance available to the individual and shall be given only if such individual accepts legal counsel selected by the Association. The same legal counsel may be selected by the Association to represent more than one individual if the Association concludes that the interests of the indemnified individuals are aligned.

The Board of Directors has the sole discretion to determine whether the party seeking indemnification has acted in good faith.

CHAPTER VII. FINANCES

Section 1. Fiscal Year.

The fiscal year of the Association shall end on the last day of June of each year.

Section 2. Annual Budget.

An annual budget shall be prepared by the Treasurer for adoption by the Board of Directors at its annual meeting.

CHAPTER VIII. AMERICAN BOARD OF ENDODONTICS

Section 1. Name and Object.

In compliance with an American Dental Association requirement, the Association sponsors the American Board of Endodontics, hereinafter called "the ABE." The ABE's purpose is to contribute to the advancement of endodontics by elevating the standards of endodontic practice within the dental profession through the certification of candidates in the special area of endodontics.

Section 2. Requirements.

As required by the American Dental Association, the ABE shall conform to the requirements as determined by the Council on Dental Education and Licensure of the American Dental Association for the organization, operation and candidate certification of a recognized certifying board of dentistry.

Section 3. Composition and Election.

The ABE Board of Directors shall consist of up to twelve voting Directors who are Diplomates of the ABE. A candidate for election as a Director of the ABE shall be selected by the ABE Board of Directors and submitted to the secretary of the Association at least 120 days before the annual meeting of the General Assembly.

- a. Directors of the ABE shall be elected at each annual meeting of the General Assembly to serve a term of office of three years. No one may serve as a Director of the ABE for more than a total of seven years.
- b. The Directors of the ABE shall elect their own officers in accordance with such Bylaws as they shall establish for the organization and operation of the ABE.

Section 4. Duties of the Board of Directors of the ABE.

The duties of the Board of Directors of the ABE shall be to examine candidates for certification as Diplomates of the ABE and to issue certificates to those who successfully fulfill the requirements the Board of Directors of the ABE shall establish.

- a. The Board of Directors of the ABE shall give at least one examination in each calendar year, except upon waiver by the Council on Dental Education and Licensure, and shall announce such an examination at least six months in advance.
- b. The Board of Directors of the ABE shall maintain a current Roster of Diplomates.
- c. The Board of Directors of the ABE shall require an annual registration fee from each of its Diplomates so as to assist in supporting financially the continued program of the ABE.
- d. The Board of Directors of the ABE shall establish requirements for the maintenance of Diplomate status in conformity with the policies and guidelines of the Council on Dental Education and Licensure of the American Dental Association.

Section 5. Annual Report.

The Association shall request that the Board of Directors of the ABE submit annually to the Board of Directors of the Association, to the General Assembly and to the Council on Dental Education and Licensure of the American Dental Association data relative to the ABE's financial operations, applicant admission and examination procedures and results thereof and such information as the Association or the Council may request for the conduct of their affairs.

Section 6. Vacancy.

In the event a vacancy occurs on the Board of Directors of the ABE, the president of the Board of Directors of the ABE, with the approval of the Directors of the ABE, shall appoint a successor from among the Diplomates of the ABE to fill the unexpired portion of the term of the vacated position.

CHAPTER IX. AMERICAN ASSOCIATION OF ENDODONTISTS FOUNDATION

Section 1. Name and Object.

The Association sponsors the American Association of Endodontists Foundation, hereinafter called "the Foundation." The Foundation's mission is to act as a charitable and educational organization as defined in Section 501(c)(3) of the Internal Revenue Code, and in furtherance thereof to inspire and support clinical research and the genesis of new knowledge in endodontics, to enhance educational programs and opportunities in endodontology and to improve the endodontic health of the public by securing funding to support the philanthropic activities of the Foundation.

Section 2. Corporate Management.

The affairs of the Foundation shall be managed by a Board of Trustees, hereinafter referred to as "Trustees." The Trustees shall receive all powers specifically granted to the Board of Trustees by operation of law to achieve the purposes stated in their Bylaws and the Articles of Incorporation.

Section 3. Composition and Election.

The Board of Trustees of the Foundation shall consist of the following members: (a) ten Active or Life members of the Association, one of whom is a new practitioner and has been in practice less than five years when first nominated, (b) up to three trustees from the public sector, (c) the president, president-elect, vice president and immediate past president of the Association, (d) the president and president-elect of the Foundation, and (e) the executive director of the Association who shall serve as a voting member.

- a. Nominees for the Active or Life member trustee positions, including the new practitioner, shall be selected by the Foundation's Nominating Committee and submitted to the Nominating Committee of the Association, which shall either forward the candidate to the General Assembly or request that the Foundation's Nominating Committee submit a different candidate. Other than the new practitioner, nominees for the Active or Life member trustee positions shall be elected for one term of four years by voting members present at the annual meeting of the General Assembly. A Trustee appointed to fill an unexpired term shall be eligible for election to a full, consecutive term.
- b. The new practitioner shall be elected for one term of two years and shall be eligible for re-election to a second consecutive two-year term.
- c. Nominees for the public sector trustee position shall be selected by the Foundation's

- Nominating Committee and submitted to the Nominating Committee of the Association, which shall either forward the candidate to the General Assembly or request that the Foundation's Nominating Committee submit a different candidate. Nominees for the public sector trustee position shall be elected for one term of one year by voting members present at the annual meeting of the General Assembly and shall be eligible for re-election to a maximum of three consecutive one-year terms.
- d. The Trustees shall elect their own officers.

Section 4. Annual Report.

The officers of the Board of Trustees shall report to the Board of Directors of the Association and to the General Assembly. The Association shall request that the AAE Foundation submit annually to the Board of Directors of the Association and to the General Assembly an annual report, including financial operations and such information as the Association may request for the conduct of their affairs.

Section 5. Vacancy.

In case of any vacancy in any trustee position on the Foundation's Board of Trustees that was filled by vote of the General Assembly of the Association, the president of the Foundation shall appoint a successor with approval of the Foundation's Board of Trustees.

CHAPTER X. AFFILIATE ASSOCIATIONS

An affiliate association of the American Association of Endodontists must meet the following requirements as set forth by the Board of Directors:

- a. The membership of all affiliate associations is limited to Active, Educator and Life members of the Association;
- b. All Active, Educator and Life members of the Association shall be eligible to join any affiliate association;
- c. No Active, Educator or Life member of the Association can be excluded from active membership in any affiliate association;
- d. Members of the affiliate association shall have all the privileges of membership, including the right to vote, to nominate and to hold office in their affiliate association(s) but may nominate and vote for a district director nominee only in the affiliate association representing the geographic area of their primary professional activity. For purposes of this provision, the Federal Dental Health Services affiliates are considered a geographic area.
- e. An Active, Educator or Life member may only represent the district of his/her primary professional activity as a district director of the Association.
- f. The *American Dental Association Principles of Ethics and Code of Professional Conduct* shall govern the professional conduct of all members of affiliate associations;
- g. Failure to maintain Active, Educator or Life membership in the Association will be grounds for immediate termination of membership in any affiliate association.

Affiliates may include AAE Retired members or AAE Resident members and may determine Retired members' and Resident members' rights and responsibilities within the affiliate's own structure.

As a condition of affiliation with the American Association of Endodontists, no affiliate shall, directly or indirectly, undertake any course of action or any omission that may be interpreted, viewed or cause a legally binding obligation to be imposed upon the American Association of Endodontists without the prior written consent of the American Association of Endodontists.

No affiliate has the authority to speak for, hold itself out as being a representative of the American Association of Endodontists or in any other way attempt to obligate the American Association of Endodontists to any position, legal obligation or other action that might or could involve the American Association of Endodontists.

CHAPTER XI. AMENDMENTS

The Bylaws may be amended at any annual meeting of the General Assembly by action of two-thirds of the voting members present and voting; provided, however, that attendance and voting at the General Assembly by proxy is prohibited.