# AGD STUDENT CHAPTERS

# AN INTRODUCTION TO

# LIFE-LONG LEARNING

# AND THE AGD



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Introduction

This handbook is intended to provide constituent leaders and students with information on implementing and coordinating an AGD Student Chapter Certain procedures must be followed to remain within AGD parameters for an AGD Student Chapter; however, this manual is not intended to be a rulebook. Contained herein are guidelines and best practices for these types of programs. We encourage constituents to augment what is offered here in order to achieve the highest level of effectiveness, creativity and success possible. What works for one constituent may not work for another, but it is helpful to know best-practices and how other constituents have approached their AGD Student Chapter. We also encourage all constituents and schools to share ideas and concepts they use in their own programs with others so that all can learn and grow from experience to make the best experience possible for our newest members.

In addition to this handbook, there are other resources of which you may wish to take advantage. Many resources reside on the AGD website at [www.agd.org/membership/student-resources.](http://www.agd.org/membership/student-resources) In addition, some of the best resources available are the people who have first-hand experience putting together an AGD Student Chapter. The following is a list of names, telephone numbers and email addresses of people who may be able to answer questions and lend support to your program.

**AGD STAFF SUPPORT: CONTACT**

**SARAH MURPHY** 888.243.3368 [SARAH.MURPHY@AGD.ORG](mailto:sarah.murphy@agd.org)

**ALEIDA LANE** 888.243.3368 [ALEIDA.LANE@AGD.ORG](mailto:ALEIDA.LANE@AGD.ORG)

**CHAIR, DENTAL SCHOOL TASK FORCE:**

**CONNIE WHITE, DDS, FAGD** (816) 235-2135 [WHITECO@UMKC.EDU](mailto:whiteco@umkc.edu)

For a current list of AGD Student Chapters, please visit http://www.agd.org

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# Defining the Program

Section

1

**About the Academy of General Dentistry**

The Academy of General Dentistry (AGD) is a professional association of 39,000 general dentists dedicated to providing quality dental care and oral health education to the public. AGD members stay up-to-date in their profession through a commitment to continuing education. Founded in 1952, the AGD is the second largest dental association in the United States, and it is the only association that exclusively represents the needs and interests of general dentists. A general dentist is the primary care provider for patients of all ages and is responsible for the diagnosis, treatment, management, and overall coordination of services related to patients’ oral health needs. For more information about the AGD, visit [www.agd.org.](http://www.agd.org/)

**Mission Statement Academy of General Dentistry (AGD)**

**2015:102B-H-6**

Advancing general dentistry and oral health through quality continuing education and advocacy.

**Vision Statement Academy of General Dentistry (AGD)**

**2015:102B-H-6**

Oral health and better lives through the Academy of General Dentistry

**Mission Statement AGD Student Chapters**

The mission of the Academy of General Dentistry (AGD) Student Chapters is to work with AGD constituents to provide dental students with an introduction to organized dentistry, the Fellowship program and to assist them with transitioning into dental practice with the intent of lifelong learning through affiliation with their local AGD constituent. AGD Student Chapters are educationally-based constituent activities designed to recruit and retain dental students, bring them together with their local AGD constituent, and provide them with an early start toward Fellowship.

**AGD Goals for Student Chapters**

The AGD will support the development and maintenance of constituent driven Student Chapters by:

* Providing student and constituent membership resources and assistance.
* Providing resources for the implementation and follow-through for Student Chapters.
* Providing AGD Headquarters staff support to the constituents/students.
* Suggesting programs and systems that promote their AGD Student Chapter.

**Why Become a Fellow? What is it?**

Fellowship was created to recognize the achievements of those AGD Members who clearly recognize the professional obligation to remain current in their profession and to create an example so that each member of the dental profession never loses sight of this obligation. Achieving the designation Fellow of the Academy of General Dentistry (FAGD) tells colleagues and patients of your commitment to lifelong learning and quality patient care.

**A Charge to all Fellows**

Fellows of the Academy of General Dentistry embody the AGD’s principles and ideals. They accept an obligation to continually prove themselves worthy of that designation throughout their professional lives. There are certain obligations that go along with the honor of becoming a Fellow in the AGD. Fellows are expected to:

* Continue their commitment to lifelong learning,
* Be a mentor to associates and new dentists,
* Improve the quality of continuing education,
* Be a voice of the General Dentist.

**Fellowship Requirements**

* Current AGD membership for three continuous years by December 31 of the year in which the application is received, to begin no earlier than the month of dental school graduation.
* A dental license has not been suspended or revoked within the last five years and is not currently under probation, suspension, or revocation.
* Passing the Fellowship Exam.
* 500 hours of approved CE.
* Attendance at an AGD convocation ceremony, held during an AGD annual meeting, to receive the award (successful candidates are allowed three years following approval to complete this requirement).

# About FellowTrack: A Student Entry to Fellowship

**Background and Purpose**

FellowTrack is the educational aspect of AGD Student Chapters. This program is designed to provide students with an early start on their progress toward lifelong learning and Fellowship in the AGD. The broader goals are to introduce students to organized dentistry, provide clear understanding for the importance of mentorship and help them develop a philosophy of lifelong learning and professional development. The hope is that once they have experienced the camaraderie of the AGD and have CE credits already on their transcript when they graduate, they will want to become life-long members of the Academy of General Dentistry and to continue their journey to Fellowship and Mastership.

General guidelines for AGD Student Chapters are outlined in this document.

**How it Helps the Student**

* + Provides an avenue for students to learn about and participate in the AGD early in their career
  + Allows the student to experience the camaraderie of the AGD
  + Embraces mentorship
  + Enhances the continuing education experience early in the student’s career
  + Introduces the value of the AGD transcript to the student
  + Allows the student to graduate with CE credits already on their AGD transcript
  + Introduces the student to members/contacts who may help him/her transition into practice.

**How It Helps Your Constituent**

* + Builds strong relationships with future members early
  + Improves and gives a permanent positive presence in the dental school
  + Improves the profession by strengthening the dental students' view of the profession as a whole
  + Provides a fun program for member and board involvement
  + Increases numbers of members interested in seeking Fellowship and Mastership
  + Identifies future leaders for the constituent board and national positions
  + Fosters mentors.

**AGD Constituent Tactics**

An AGD Student Chapter consists of two official parts:

* + - PACE/CERP approved CE lectures
    - Official and deliberate activities that tie the CE and the student to the local constituent.
    - An unofficial third part might be developing a mentoring relationship between your members and the students.

Any AGD student member, regardless of year, may now earn up to a maximum of 50 hours of PACE-CERP qualified CE (as lecture credit only) within the parameters of the Fellowship and Mastership guidelines. This will allow you to introduce AGD to the students and begin them on their journey as early in their studies as you prefer.

Students must be AGD members to earn Fellowship credit; courses taken prior to the start of a student’s membership will not count. Courses that are required or are an elective of a dental school curriculum do not count for any FellowTrack credit. Be careful in scheduling any courses for CE credit to sign students up, submit the applications to AGD, and make sure they are accepted as members before you give a course so there will be no misunderstanding.

Your constituent or region should work with students, newly licensed dentists, faculty members, and constituent members to offer and organize CE lectures and activities. The purpose is to build personal relationships with your future members early on, allow them to experience the camaraderie of AGD and lifelong learning, and increase the chances of retaining these student members after they graduate.

Examples of approaches to implement CE for the FellowTrack might include the following:

* Lunch and Learns
* Evening Programs
* Clinical presentation by local Masters from MasterTrack
* Combine with Local AGD Programs or invite students to CE courses
* Poster/Case Presentations
* Research Projects
* Social Programs

Examples of Potential Student Chapter Activities other than CE Courses:

* Case presentation competitions
* Dental office shadowing
* Connecting participants with a mentor
* Article/essay competitions
* Building student study clubs
* Happy hours, pizza parties
* Student activities at a local board meeting
* Volunteering
* Community outreach

**Reasons for this Guide**

This document is intended to help set board goals and a framework for the development of ***constituent-level*** AGD Student Chapters and to outline resources that have been developed to help the constituents/students in this endeavor. This document is intended to serve as a guide in the development of the program and introduce AGD resources available while allowing constituents to develop their own unique tactics. Constituents are encouraged to be innovative and creative in their programs. They are also encouraged to share their ideas and successes with others so that all programs can grow. Each AGD Student Chapter needs to address/support/include the following areas.

*Goal*

Provide a program that encourages students to join the AGD in conjunction with offering a support program that puts them on a formal, immediate track to begin working to achieve Fellowship. Along the way, provide mentorship for the students in continuing education, practice transition, and advocacy efforts. After the participant has achieved Fellowship, they should then move into a mentoring-type role for others pursuing Fellowship. This is a way of helping the new dentist develop a mindset of lifelong learning and professional success.

*Target Audience*

Dental school students and students in general practice residency programs at all levels should be targeted. In years one and two it is desirable for students to be introduced to the AGD. In the students’ third and fourth years, if not before, the program should work to develop relationships that help students develop a philosophy of lifelong learning, an interest in the challenges of general dentistry and a desire to pursue Fellowship via the Student Chapter FellowTrack program.

*Continuing Education Offerings*

The Constituent should present or create various continuing education opportunities for the participating students. Any or all class levels may be included in this endeavor. These can be in the format of lunch and learns, webinars, lectures, student presentations, etc. What works for one constituent in this realm may not work for all so it is encouraged to survey the students as to their interests and work within the requirements of the school to provide CE opportunities appropriate and attractive for them.

Continuing education offerings of other providers that the students may be interested in can also be identified and offered to the student members. Credit recorded on the transcript will be limited to lecture credit, so although hands-on can be considered, be aware it will translate into (and remain) lecture credit for any courses the student takes while enrolled in school.

*General Requirements*

Student Chapter participants need to have an understanding of what the AGD is and can do for them now and in the future. They need a clearly defined path towards Fellowship plus a series of steps and motivators. An AGD Student Chapter can work as a stand-alone program or in conjunction with an already existing constituent or school program.

Participation should include a commitment to a mentoring role after they have achieved Fellowship.

* + All requirements of the institution should be investigated and followed.
  + Decide on what type courses/lessons/activities your Student Chapter will provide.
  + The Student Chapter leader/coordinator should fill out a formal application to be on file and updated annually with AGD headquarters. This will contain important information to update contacts and allow the AGD to further develop appropriate resources.
  + Student Chapter participants must fill out a formal application. The application form articulates the responsibilities of the constituent and of the student participant. It also provides valuable contact information to AGD once the student graduates and is no longer at their school address and email.
  + Interested participants should work with a mentor to develop a ‘learning plan’ that specifies the continuing education courses that they will take during participation in the program.
  + Students who participate in their student chapter’s FellowTrack may apply up to 50 hours of FAGD/MAGD-approved continuing dental education lecture credit, earned in dental school, toward the Fellowship award. CE lecture credits can accumulate while in school and transfer to their active member transcript on graduation. Upon dental school graduation, active AGD members who were participants in the program may have received up to 50 lecture credits toward their Fellowship Award.
  + AGD Student Chapter participants will not be able to take the Fellowship exam until they have graduated from dental school and become active AGD members for at least 90 days. However, it is strongly recommended that participants challenge the Fellowship examination directly after graduation as they become active members when they will be most prepared for the exam.

*Recognition*

Recognition of those participating in an AGD Student Chapter is an important aspect of the success of the program long-term. Recognizing students can give a fun feature to their participation and can make them glad and proud to be a part of it. Recognition of those who help you provide the program and this service to students is important to make them feel welcome, important and coming back to help in the future.

For students, something as simple as a lapel pin or welcome letter, or as complex as a competition to attend the AGD Scientific Session at the very little to no expense, might gain more excitement and involvement for your FellowTrack, keep the students coming back, and motivate them to their future involvement as a member, a lifelong learner, and in mentoring.

Recognition to a volunteer leader or faculty member in the form of a simple thank you, a gift certificate, a plaque, or a public recognition in a newsletter to their peers might go a long way to get you more volunteers in the future!

**Important Information about CE Credits**

AGD Student Chapter participants may apply up to 50 hours of FAGD/MAGD-approved continuing education lecture credit, taken during dental school toward the Fellowship award. Continuing education credits must be earned from a PACE or CERP approved provider. Lunch and learn or other “mini-lecture” courses can be provided through the school or student programs. Other opportunities such as student presentations can also be used to award credit. The student and mentor will work together to determine other outside courses that might be appropriate for the student to take. Once the student member graduates from dental school, up to 50 FAGD/MAGD approved lecture hours may then be applied to the member's transcript. ***The courses and hours should be submitted by roster as for any CE course and are added to the student AGD transcript. They are then transferred to their active member transcript once the student graduates from dental school and becomes an active member.***

**How to Build a Program - Administrative**

Section

2

**Constituent Planning**

The constituent should provide materials and support for the Student Chapter participants that includes:

* Membership application for AGD with explanation of dues whether paid for by constituent or student.
* The Student Chapter application form with a fee if determined by the constituent.
* Information about the AGD, Student Chapters in general, FellowTrack and Fellowship (FAGD).
* The specific details on how the constituent's program operates.
* The specific details on how credits will be awarded and recorded.
* The benefits of becoming and remaining a member of AGD.
* Instruction on the AGD transcript process and how it will work for the student.
* Instruction on the Fellowship exam, what it is, how to study, when to take.
* Mentorship information for AGD or for the constituent if that is a part of the constituent program, including other courses from which the student might derive benefit now or in the future.
* Optional materials that might be provided to the participant could include:

FAGD study guide or special online access with membership,

Low or no cost to attend constituent CE programs,

Certificate for a discount on the FAGD examination and/or annual meeting registration if the constituent would like to pick up part of the cost for a certain number or all students.

**Access to Dental Schools**

One of the crucial aspects of conducting a successful Student Chapter is having access to the dental students and the clinical faculty. It is very helpful to identify an AGD member on the clinical faculty. If this faculty member is a course director and has access to the students in the lecture hall, you can be assured of better communication to the students because the faculty member can make announcements and offer reminders to the students on a regular basis in the classroom.

It would also be advantageous to include students in the planning and execution of the program. Some programs are run by the student members with only minimal assistance from the constituent. Those students will also obviously have access to their fellow students to assure better

communication, planning, and implementation of activities. Remember, however, that the students will change often, possibly each year and they or you will need to identify new student leaders.

Whether your program is run by the constituent, a faculty member, or a student group, clear expectations and instructions should be given to those who coordinate the program so that the Student Chapter remains consistent with AGD guidelines and remains a valuable asset to the AGD and constituent and a good experience for the student.

Dental school administrators thus far have had very favorable reactions to AGD Student Chapters. It is important to respectfully notify the school’s administration of the nature of the program and thank them for the opportunity to involve the school’s faculty. Often, dental school faculties have tremendous responsibility and very little support. One of their biggest constraints is time. If you delegate the entire program to a faculty member, you may doom your program to failure. It is recommended that you have a small committee to run the program and use the faculty member or a student member as a liaison with the students.

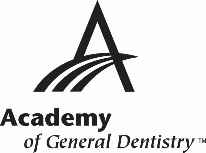
More and more, schools are requiring student activities to be more structured and officially laid out. Many schools are beginning to require student organizations to be formed along with bylaws and other documents to meet on school grounds. Check with your school to know what requirements and restrictions they may have that will affect you and the students in this effort. Resources may be found in the appendix of this document and online.

**AGD Student Chapter Registration Process**

The registration process is a series of documents that should be used to guide the development of your local program and to allow you and AGD to have contact information to stay in contact with the student after they graduate. The goal should be to assure that all parties; the student, the local mentor, constituent officials and AGD headquarters, clearly understand their roles and responsibilities. The registration process should contain:

* Application of the student to become an AGD member, if not already
* AGD Student Chapter overview and explanation of the program
* Introduction of the AGD and organized dentistry and why it is important to the student
* Explanation of lifelong learning and how to obtain CE now and after graduation
* Survey of the students to ascertain what their interests might be
* Assignment of local mentors if your program includes that aspect
* Participant’s commitment to a date to take the exam and to achieve Fellowship
* Participant’s commitment to volunteer as a mentor to other students in the future

The registration should contain, at the minimum, the basic information contained on the sample application found below a[nd on www.agd.org/membership/student-resources.](http://www.agd.org/membership/student-resources) Based on the details of how your local program is organized, appropriate wording changes can be made. Feel free to add other additional information and questions to the applications.

[](http://hq2.agd.org/Logos/AGD_logo_black.jpg)

AGD Student Chapter  
Participant Registration Form

Academy of General Dentistry (AGD) Student Chapters are an important source of relevant, real-world information for today’s young dental professionals. Through guided events hosted by local AGD representatives and invited speakers, attendees can observe the latest dental techniques, receive valuable practice management advice, identify leadership opportunities within organized dentistry, achieve AGD Fellowship credit hours, and much more.

The AGD requests that all Student Chapter Participants are registered with AGD Headquarters. Please complete the following section below to register a Student Chapter Participant.

**Please print.**

|  |  |  |
| --- | --- | --- |
|  | **Name:** |  |
|  | **School:** |  |
|  | **Current Street Address:** |  |
|  | **City:** |  |
|  | **State, Zip/Postal Code:** |  |
|  | **Phone:** |  |
|  | **Email:** |  |
|  | **\*Permanent Home Street Address:** |  |
|  | **City:** |  |
|  | **State, Zip/Postal Code:** |  |
|  | **\*Permanent Email:** |  |
|  | **Graduation Date:** |  |
|  | **AGD Membership Join Date:** |  |

\*Please enter your permanent/parents’ address here. Please do not only enter school address as the AGD would like to keep in touch with students after graduation.

Student Chapter Participants are not considered AGD Student Members until membership dues are paid in full with AGD Headquarters. If you have any questions regarding AGD membership, please contact the AGD Membership Services Center at 888.AGD.DENT (888.243.3368) [*membership@agd.org*](mailto:membership@agd.org), or visit [www.agd.org](http://www.agd.org).

I hereby certify that all of the above information is correct. By signing and submitting this Student Chapter Participant application, I agree that I will adhere to all AGD Student Chapter policies.

Signature Date



**AGD FELLOWTRACK PROGRAM REGISTRATION FORM**

Academy of General Dentistry (AGD) Student Chapters are an important source of relevant, real-world information for today’s young dental professionals. Through guided events hosted by local AGD representatives and invited speakers, attendees can observe the latest dental techniques, receive valuable practice management advice, identify leadership opportunities within organized dentistry, achieve AGD Fellowship credit hours, and much more.

The AGD requests that all Student Chapters are registered with AGD Headquarters. This will allow AGD Headquarters to assist with offering constituent leaders, dental school faculty, and general dentistry residency program directors national support in hosting local AGD Student Chapter events and promoting AGD membership. Please complete the following section below to register a Student Chapter.

**Please print.**

|  |  |
| --- | --- |
| **Constituent/Region:** |  |
| **School:** |  |
| **Constituent Contact Name:** |  |
| **Constituent Contact Phone and Email:** |  |
| **Faculty Contact Name:** |  |
| **Faculty Contact Phone and Email:** |  |
| **Student Contact Name:** |  |
| **Student Contact Phone and Email:** |  |

**Are there any special requirements from the dental school for this program: YES NO**

**If yes, please explain:**

**Which methods of instruction will be included: LECTURE PARTICIPATION BOTH How many hours will be awarded annually:**

**Who will be included in the program: 1st YEAR 2ND YEAR 3RD YEAR 4TH YEAR**

The AGD is pleased to offer complimentary printed recruitment materials to constituent leaders, dental school faculty, and general dentistry residency program directors to support in hosting local AGD Student Chapter events and promoting AGD membership.

* **I would like to request printed recruitment materials for an upcoming AGD FellowTrack Program event.** *Applicants requesting materials less than one week prior to their event are responsible for covering all expedited shipping expenses. A valid credit card is required with your application in order to process your request; you will be notified of the estimated shipping costs before your card is charged.*

**Please complete the following section to request recruitment materials for an upcoming FellowTrack event. Please print.**

|  |  |
| --- | --- |
| **Event location: (check only one)** | * Dental school Residency program institution * Other (please specify): |
| School/institution name |  |
| Event date |  |
| Estimated number of attendees |  |
| Speaker name(s) |  |
| Speaker topic(s) |  |

|  |  |
| --- | --- |
| **Ship materials to: (check only one)** | * Contact’s address Academic institution * Meeting site/hotel Other (please specify): |
| Recipient (if different from above) |  |
| Street address |  |
| City, state/province, ZIP/postal code |  |
| Date materials needed |  |

**Membership Applications**

❑ International Dentist Members

❑ Dental Student Members

**Informational Flyers**

* + Dental Student Member Benefits
  + Student Continuing Education FAQs
  + Fellowship Award FAQs
  + Fellowship Award Requirements
  + AGD Member Savings & Offers
  + AGD 2017 Annual Meeting
  + “You’ve Graduated, Now What”

**Special Materials (limit 25)**

* + *AGD Impact* (monthly newsmagazine)
  + *General Dentistry* (bimonthly journal)

*Additional quantities may be requested at the applicant’s shipping expense, depending upon availability.*

I hereby certify that all of the above information is correct. By signing and submitting this Student Chapter application, I agree that the Chapter will adhere to all AGD Student Chapter policies. I also authorize the AGD to use this information on www.agd.org.

Signature/title Date

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**APPLICANTS REQUESTING MATERIALS LESS THAN ONE WEEK PRIOR TO AN EVENT:**

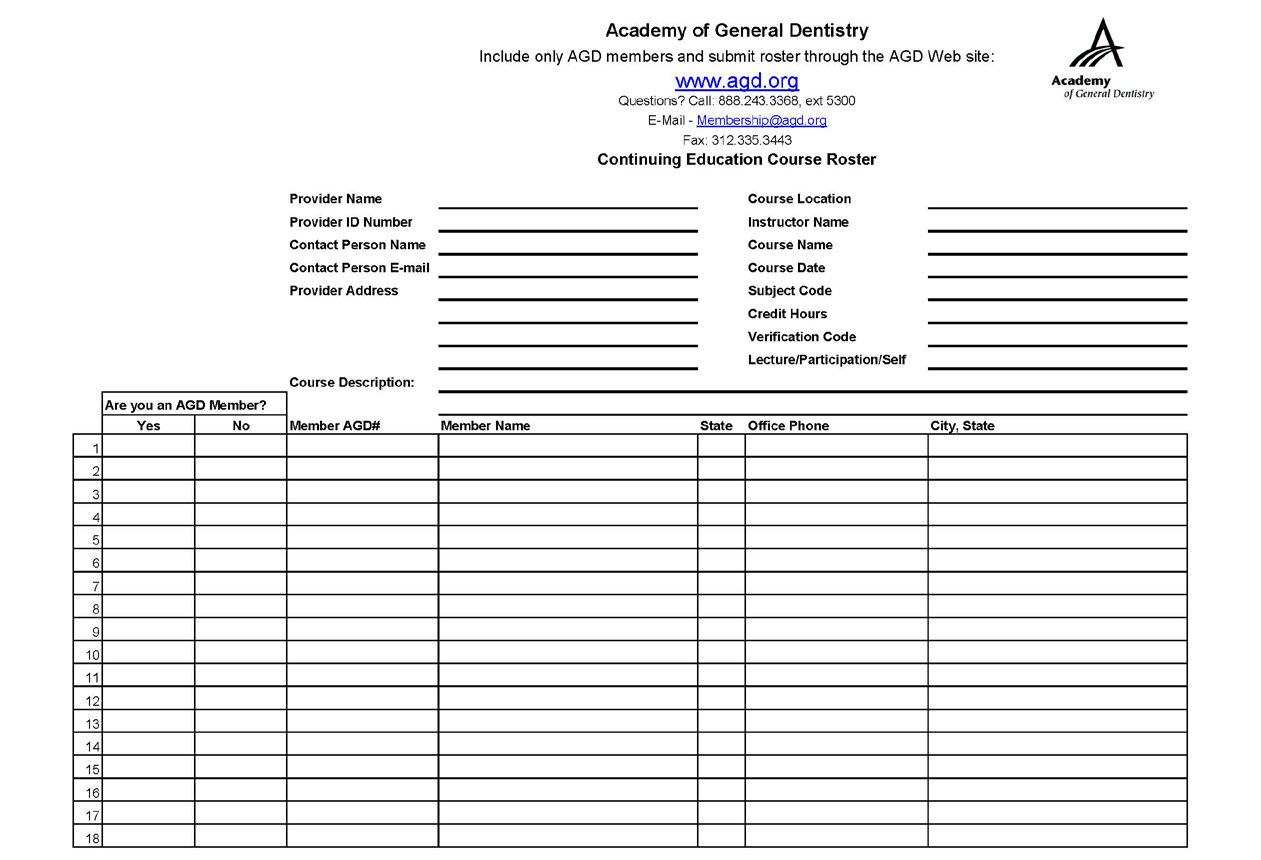
**Please provide valid credit card information below for expedited shipping.**

* Visa® MasterCard® American Express®

Card number: Exp. date (MM/YY): Cardholder name (as it appears on card): Billing address:

Cardholder signature:

**ACADEMY OF GENERAL DENTISTRY**



Courses must be delivered by a PACE OR CERP Approved Provider. Student Chapter participants may apply up to 50 hours of

continuing dental education lecture credit earned during dental school toward the Fellowship award.

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**The Role of a Mentor**

One of the most important features of AGD Student Chapters could be that it provides an opportunity for AGD members to act as mentors for the students. It is hoped that the relationship that is formed will last throughout the student’s journey from AGD student member to AGD Fellow, at which time the student will mentor a new student or young dentist.

Constituent activities, such as clinical case competitions or CE and networking sessions, are designed to bring student dentist and mentor together for a common purpose. These constituent activities are a means to an end and not an end in themselves. The true test of a Student Chapter is successful transition of the AGD student dentist to an AGD Fellow. Mentor dentists who are committed to lifelong learning can help the new dentist bridge the gap to AGD Fellow.

The mentor and the student dentist could design a map of potential continuing education courses during and after school for the student’s commitment to achieve the Fellowship Award. In the application, the student is asked to commit to an approximate exam date and Fellowship date.

A mentor would also be valuable to the student in discussing practice options as they graduate, repayment of loans and finances, consultants potentially needed during the transition into practice, and the need to stay involved in organized dentistry to protect their future.

If you choose to have your program include formal mentoring of students, the following guidelines could be used:

* Have the mentor make first contact with the student. Telephone contacts are adequate, but most students will find email the preferred way to communicate.
* The mentor should articulate the expectations of the mentor relationship. There will be a need to set some ground rules. Both parties must respect each other’s time and energy.
* The mentor may wish to invite the student to a C.E. course or a meeting with other dentists. It might also be a nice idea for the mentor to invite the student to their office for an office visit. Meeting socially can also enhance the student/mentor relationship.
* Mentors should expect that students would have questions concerning issues with post- graduate career choices. The mentor should feel comfortable presenting sound advice to the student and feel free to direct the student to resources (such as AGD resources, vendors, specialists, financial advisors, etc.) that might aid the student in developing their future practice/career plans.
* If the mentor/student relationship is not working out as anticipated for either party, the mentor and the student should be informed of the protocol for the selection of a new mentor/student.
* The mentor should be prepared to attend at least some of the lectures and the presentations included in your program to give support to the student that they are mentoring.
  + Mentors must be fully aware of the requirements to achieve the Fellowship award. They must be familiar with the FellowTrack protocol
  + The AGD website also has a section that includes finding a mentor. It can be accessed at [www.agd.org/membership/member-connections.](http://www.agd.org/membership/member-connections)

**How to Build a Program - Marketing**

**Marketing to the Profession**

A marketing brochure can be developed and distributed at CE courses and study clubs. The information should be distributed as widely as possible to your members to engage their help in this endeavor. Additional promotions can be placed in area journals and newsletters. These promotions should focus on AGD Student Chapters and emphasize the involvement of the students. They should also request members to get involved in speaking, mentoring, and assisting the constituent and the student through the program.

**Marketing/Recruiting the Dental Student**

The success of a AGD Student Chapter lies with the ability to generate interest with the students. You may want to take some time and develop a marketing strategy that will focus directly on the students.

An organizational meeting to promote and discuss the program should be the first step. Students respond well to offers of food and refreshments. Hosting this meeting over pizza could enhance the student turnout. It is probably wise to schedule the organizational meeting a few weeks after school starts in the fall. It may be helpful to discuss the timing with a few student leaders such as class officers and ASDA leaders who can give input on what timing would best encourage participation and not conflict with deadlines and exam blocks.

You may also wish to consider putting a dental student on your constituent board or have a student act as a liaison with your board to help with the recruitment of dental students. A student in this capacity can help generate excitement and they have direct access to the other students and the capability to engage them in your program.

Enlist an articulate and enthusiastic member of your committee to conduct the student orientation meeting. Students are very interested in programs where they can see the direct benefits to themselves.

Consider developing brochures and handouts to be passed out at various meetings, placed in prominent places, or emailed directly to dental students. Lastly, ask AGD faculty members and students within the schools to discuss the program and to encourage participation.

As students become more involved, their understanding of the programs offered by the AGD, including its missions and goals, should be a priority. The introduction to these concepts should be worked into the meetings and program each constituent develops.

The AGD may have various types of mini-grants at any one time wherein the constituent or region could apply for a small amount of financial help to do a CE program or lunch and learn

for the students or help start a FellowTrack. The constituent or program director should check with Constituent Services Team (CST) or Membership to see if any programs currently exist that might be helpful in a financial manner.

**Fellowship Exam**

The Fellowship Exam consists of approximately 250 multiple-choice questions and is administered in a one day, four-hour testing session. The exam includes material from all dental disciplines and strongly emphasizes clinical applications of accepted dental knowledge, techniques, and procedures. It can be taken onsite at the AGD Annual Meeting, onsite at a constituent review course, or online at a testing center.

**Exam Review Course**

The Academy of General Dentistry (AGD) Fellowship Review Course was designed to provide a refresher in 17 different dental disciplines as well as to assist members in preparing for the AGD Fellowship Exam. This two-day review course, featuring speakers from Region 17, is offered annually at the AGD Annual Meeting & Exhibits and at various locations in the Fall. All registrants will receive a complimentary copy of the AGD Fellowship Exam Study Guide prior to attending the course. Handouts for the AGD Fellowship Review Courses are provided

in electronic versions only; paper copies will not be available at the course.

In most cases, the exam review is held for two days and then the exam can be challenged on the third day. This review is thorough and covers all disciplines, but should not be used as the only form of study for the exam. The AGD study guide is available to the candidate and other resources can be found for review previous to the exam review so that the candidate is fully prepared for the exam.

**Materials Available for Study**

* Access to FAGD Study Guide – [www.agd.org/education-](http://www.agd.org/education-) events/examawardsrecognition/fellowship-exam
* Self assessment quiz booklets – [www.agd.org/education-events/continuing-education](http://www.agd.org/education-events/continuing-education)

**ACADEMY OF GENERAL DENTISTRY**

Section

3

**Best Practices, Ideas, and Program Examples**

Listed below are descriptions and examples from constituents on how a student chapter is managed and maintained.

**California**

In California, students interested in forming a AGD Student Chapter at their school set up a chapter by choosing a president, vice president, secretary and treasurer (i.e. the chapter Board). If there are only a few students who want to get involved, then they should choose what offices they will occupy. These students could be identified from a vendor fair, CE course or any other function which allows the AGD to attend.

Once the chapter has been formed, the student(s) who are on the chapter Board gives the contact information for whomever runs student affairs for their school to the constituent liaison so that the staff person can correspond with the CAGD. Also, the student affairs office emails the students all the forms required to start a "club" at the school. Once the students fill out the paperwork, they send it to a constituent leader to sign as the "faculty mentor" of the club. Also, copy the constituent executive director so that she/he has all the information because AGD Student Chapters in California runs through CAGD, which has control over the program in all the schools and has the ability to track the number of students who become members at large.

CAGD also sets the budget. In California, we receive $1,000 each year from the California constituent for each school which allows for about four Lunch and Learn programs per year. If the AGD Student Chapter becomes a club of the dental school it will also get money from the school for events.

Once the paperwork is done the student leaders decide what topics they would like to hear more about and they contact a faculty member of their school to speak to them during lunch. A room at the dental school can easily be reserved either by the students or by the mentor. Dental schools usually have no conflict of interest if the speaker is a member of the faculty. If students want to learn about something like Invisalign, you would have to get a venue and speaker outside the dental school, which costs more money. The faculty members do not receive an honorarium and are usually honored that students requested them...and they get fed lunch!

CAGD usually has an implant workshop every year outside of the dental schools where senior dental students can place implants in synthetic mandibles. This is one of the most requested

topics and students must be AGD members to participate. CAGD does not have to pay for this because implant companies are eager at the opportunity to market to new dentists. Students who are members of the student chapter but who are not AGD members are NOT invited to the implant workshop as this is a benefit of membership.

Student leaders contact the CAGD with information on their upcoming program (topic, speaker, and program date/time) and the constituent sends the student leader a CE certificate to give to all attendees with a course code so that they can be afforded CE credit. The constituent also emails a sign-up sheet, course evaluation form which is returned to the constituent so that the students can be given credit toward Fellowship.

In these programs, the students do the work, use the AGD logo on their emails, and have access to all other students via email. It takes very little time and the faculty mentor does not need to be physically present at the Lunch and Learn programs. However they should attend a yearly orientation lunch at the beginning of each fall trimester to welcome prospective student members and present the “About the AGD” power point. In California, these programs are very easy and tend to run themselves.

**Illinois**

Below are a few ideas for Lunch and Learn programs that work well in Illinois. Each program should have a 30 minute presentation with a 15 minute discussion.

**The Price is Right** - Have students guess the cost of supplies like bonding agents, patient give- aways, lab bills, employee salaries and benefits, etc – a guaranteed eye opener.

**Not for Women Only** - Students often ask if they should go into private practice or corporate dentistry, but that may not always be the correct question. Considerations like office location, proximity to family, what your significant other does, etc. - that may not impact a twenty something but will have an impact with a spouse and family.

**Generation Differences in the Dental Workplace** - Russell Walker, PhD (NU professor of economics) has presented this lecture to the ADA. It started out relatively specific, but he then took it to world statistics, which will impact this generation in general.

**Sexual Harassment** - It is always surprising how many employees cite their reason for leaving a position as an in-office affair. This is not uncommon, whether doctor/staff or patient/staff.

**Minnesota**

A few years ago, Minnesota started a student program with four CE courses a year and it was termed the 'SMART Series.' The CE series covered a variety of topics during each two hour program and the MN AGD covered the cost of food. All of the programs were done in the evenings.

Minnesota ended up creating a formal student AGD group at the University of Minnesota, as this allowed the students the freedom to host the CE events without a lot of intrusion by the School of

Dentistry because they were a formal student group recognized by the university. The student group mainly had the CE events with the goal being involvement in earning CE towards Fellowship, getting members signed up in the group to earn those credits and hopefully continue on in the AGD since they had invested in the AGD with the CE credits.

These student groups hosted fundraisers by going to Twins Baseball games as well as other social events. They also had a student board with some of the members on our student board being members on the MN AGD CE and Membership Boards.

MN AGD developed a manual with the following documents to help run their student programs:

* Conflict of Interest Form - U of MN required speakers to sign this for each program
* Meeting Agenda – for the weekly student meetings
* About the AGD Power Point - presented to discuss what the AGD was and encourage students to join and accrue CE credits
* Elections Form - to show how the Student Board was made up.
* The SMART Series Four Year Rotation - a breakdown of how MN handled the four year rotation. The goal was that throughout a student’s four years in dental school, they would be exposed to each of the 16 areas of mastership and have a presenter and presentation prepared for each course
* The MN SMART AGD March Document – an example of the flyers that were posted and distributed for each event.

Minnesota’s student group is still very active. A lot of credit goes to the leaders of the MN AGD, but it is very important to remember when setting up an AGD Student Chapter in schools that the best way for the AGD to get into schools is by forming student groups. Because they are student run initiatives, the schools cannot prevent the AGD from having programs.

**Texas**

Texas has the following three AGD Student Chapters:

* San Antonio – University of Texas Health Science Center at San Antonio
* Dallas – Texas A&M University Baylor College of Dentistry
* Houston – University of Texas Health Science Center at Houston

Each of these programs follows a similar format with some variability among them. San Antonio limits its involvement to the junior and senior dental students while Houston and Dallas are open to all students. Each school puts on a program every month or every other month. These programs are usually in the form of a 1-2 hour Lunch and Learn format, but may be held at noon or in the early evening. These meetings are generally held on campus in a classroom with food and drinks provided. Students earn 1 to 2 hours of continuing education credit at each of these events.

In addition to the on-campus events, once or twice a year the programs hold an off- campus event. This may be a social at a restaurant in which a panel of local dentists is put before

the members to answer any questions these students may have regarding practice and their professional lives.

One event that has been very successful for San Antonio is an office tour. Arrangements have been made with two or three offices for the students to visit. A chartered bus picks the students up at the dental school and takes the students from one to the next office. Food and drinks are provided at each office. The idea is to demonstrate several different practice models for the students (Different management styles, different equipment, different facilities, and different practice styles). In addition, a lecture on financial and retirement planning is provided on the bus during transportation between offices.

Generally, the local AGD components will also sponsor those students who would like to attend the local Continuing Education programs. SOS (Sponsor One Student) is a program in which local members voluntarily sponsor a student to one of these events. An effort is made to try to get each Sponsor and Student to sit together during the program to promote mentoring opportunities.

Texas also has three New Dentist Study Clubs (Houston, Dallas, and San Antonio). Students, who are staying in one of those three cities, are encouraged that they participate in one of those study clubs. Efforts are being made to initiate other New Dentist Study Clubs in Texas.

New graduates are also given a discount to attend the Texas AGD New Dentist Conference held every year in Austin.

Through these efforts, hopefully we will see a number of our students become some of our most loyal members: AGD Fellows.

**Washington**

The State of Washington Academy of General Dentistry (WA AGD of Region 11) pays the AGD student membership for all four dental classes at the University of Washington School of Dentistry, in full.

We enlist a contact(s) for each class to be a representative on WA AGD’s Board, to sign up class members for WA AGD membership, to be a liaison to the school, to assist in setting up “lunch and learns” or special events/dinners.

The WA AGD has full time faculty AGD members who will work with the liaisons and coordinate the annual William Howard Competition (which has student’s camera documenting, then presenting to WA AGD's Board/Master Track class via power point in order to demonstrate skills in photography, treatment planning and presentation.) WA AGD gifts monetary awards to first through fifth places. The faculty members also have a seat at WA AGD Board meetings.

The WA AGD reduces the annual membership dues to individuals wishing to continue membership after graduation. As previously stated, the WA AGD covers all their dues for four years while they are students. After graduation, the WA AGD does not cover any dues, however, there is a graduated

payment schedule. The hope is to retain membership during the critical post graduate years by reducing the financial burden of membership. The other motivation is to offer benefits, such as CDE.

The WA AGD’s Fellow Track program is designed to provide quality continuing dental education (CDE) to dental students, general dentists and specialist dentists, both non-members and members of WA AGD. The tuition for courses is set higher for non-AGD members to encourage them to become members. The tuition differential is often the cost of membership.

The WA AGD Mastership program sponsors a free "Membership" 2.5 hour evening CDE course, four times a year for WA AGD members. These evening events include dinner/camaraderie as a free member’s benefit. We use this event to enlist non-members to join AGD.

WA AGD also has a two day "Pathway to Fellowship" course tied into the same venue and time as the Master Track courses. Day one is dedicated to a full 8 hour day of lecture or lecture/hands-on on topics specifically selected for younger dentist. The second day is spent with the Master Track class for the protocol sessions where they can interact in discussions of participant presented cases. We use the "Pathway" membership to keep our Master Track classes full since many of these "Pathway to Fellowship" participants go on to join the Master Track program.

Section

4

**Additional Materials**

1. Sample FellowTrack Bylaws
2. Sample Constituent Bylaws
3. Fellowship Award Guidelines

#### 

**[Insert Name of School] STUDENT CHAPTER BYLAWS**

#### CHAPTER I

The name of this organization will hereinafter be referred to as the [insert name of school] Chapter, or the [insert abbreviated names of school] Chapter or just the Chapter.

[Optional depending upon school rules] This Chapter was organized as a separate legal entity upon the petition of twenty (20) percent or twenty-five (25) student AGD members at the [insert name of school].

#### CHAPTER II

Purpose

The purpose of the [Insert name of school] Chapter is to serve the needs and represent the interests of dental students, to further their educational needs and goals, to foster camaraderie among the members, and to encourage continued membership in the AGD by providing a Fellowship Track during the tenure of their student experience.

#### CHAPTER III

Central Office

The central office of this Chapter shall be located at the [Insert name of school] in [City, State].

#### CHAPTER IV

Membership

Section 1. Classifications of Membership:

All members of the [Insert name of school] Chapter will be dental students at [Insert name of school] and student members in good standing of the AGD (annual dues paid).

Section 2. Graduation from Dental School

Upon graduation, a member of the [Insert name of school] Chapter will remain on the rolls of the AGD as an Active member until January 1 of the succeeding year, at which time he or she must pay the regular dues for a first year dentist in order to remain a member of the AGD. Members may move to another state and retain their membership in the AGD.

#### CHAPTER V

Dues

**30**

Section 1. Membership Dues

AGD membership dues shall be payable to the AGD on January 1 of each year. Annual dues, if any, for the [Insert name of school] Chapter shall be determined by a majority vote of the Chapter officers, in accordance with these Bylaws, and a date set for payment.

Section 2. Active Members Enrolled After July 1

The AGD dues for members enrolled between July 1 and September 30 shall be fifty (50) percent of regular dues.

Section 3. Active Members Enrolled After October 1

Student members enrolled in the AGD after October 1st of any year shall be applied to the next calendar year. The individual's date of membership shall be based on the date of receipt of the application.

#### CHAPTER VI

Meetings

Section 1. Membership

The [Insert name of school] Chapter shall have an annual business meeting consisting of members in good standing of the Chapter.

Section 2. Powers

The following activities will take place at this meeting:

1. Election of officers for the upcoming year.
2. Enactment, amendment, and repeal the Bylaws of this Chapter.
3. Voting on other matters coming before the Chapter.

Section 3. Meetings

The annual meeting will be held at least once a year at a time and place designated by the Chapter officers. The meeting may be called into session upon the call of the President with the approval of the remaining officers, or by petition signed by at least ten members of the Chapter. Written or emailed notice must be mailed by the Secretary to all members of this Chapter at least thirty (30) days prior to any business meeting.

Section 4. Quorum

A quorum at a [Insert name of school] Chapter business meeting shall consist of at least ten student members in good standing.

#### CHAPTER VII

Officers

Section 1. Officers

The officers of this Chapter shall be a President, Vice President, Secretary and Treasurer, or appropriate officers as needed. The officers of the Chapter may meet as necessary to make decisions relating to the Chapter between annual business meetings.

Section 2. Terms of Office

The Officers of this Chapter shall each serve a term of one-year.

Section 3. Vacancy in office

In the event of a vacancy for any reason in the office of Vice President, Secretary or Treasurer, the President shall appoint an interim successor to serve until the next annual business meeting, at which time an election will take place.

Section 4. Duties of the Officers

1. President: It shall be the duty of the President:
   1. To serve as an official representative of this Chapter in its contact with the [Insert name of Constituent] AGD for the purpose of advancing the objectives and policies of this Chapter.
   2. To preside at business meetings of the Chapter and to vote only in the event of a tie.
   3. To appoint a parliamentarian if necessary or desired.
   4. To attend the annual General Assembly of the [Insert name of constituent] AGD and to submit an annual report for that meeting.
2. Vice-President: It shall be the duty of the Vice-President:
   1. To assume the office of President in the event that the President is unable to fulfill the terms of his or her office.
   2. To succeed to the office of President at the conclusion of the annual business meeting where the President's term ends.
   3. To attend all important functions of this Chapter.
   4. To cooperate with the President and familiarize himself or herself with the duties of that office.
3. Secretary: It shall be the duty of the Secretary:
   1. To keep minutes of all business meetings of the Chapter.
   2. To be the custodian of all of the records and properties of this Chapter.
   3. To conduct correspondence on behalf of this Chapter.
   4. To notify all members of the annual business meeting, at least thirty (30) days in advance.
4. Treasurer: It shall be the duty of the Treasurer:
   1. To keep adequate and proper accounts of the properties and funds of this Chapter.
   2. To maintain an up-to-date roster of all members and keep an accounting of their dues, if any.
   3. To deposit all funds in the name of and to the credit of this Chapter.
   4. To write and sign all checks, along with the President of the Chapter.
   5. To prepare a budget for review and approval by the officers and the [Insert name of Constituent AGD] AGD Board of Directors.
   6. To cause to be bonded all persons authorized to handle this Chapter’s funds.

#### CHAPTER VIII

Councils and Committees

If the Officers of this Chapter decide that it will be in the best interest of the Chapter to name councils and/or committees, the President, with the approval of the other Officers, shall make all council and committee appointments as needed.

Council appointments will be for a set term determined by the President, and will expire at the end of the appropriate annual business meeting.

In order for any council or committee to transact business, at least a majority of its members must participate in the decision. On mail, telephone or e-mail votes, all members must be contacted. No meeting of a council or committee may be held without a majority of the voting council or committee members in attendance. All members of a council or committee must be duly notified in writing of the time and place of the meeting at least seven (7) days before it is to take place.

#### CHAPTER IX

Indemnification

Each officer, council member, committee member, and other agent of the [Insert name of school] Chapter who was or is a party to any action suit or proceeding by reason of fact that he or she is or was an officer, council member, committee member, or other agent of the Chapter shall be held harmless and indemnified against all costs, expenses, attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Chapter, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful , provided that no indemnification shall be made in respect to any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the corporation unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances in the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

#### CHAPTER X

Amendments

Section 1.

The Bylaws may be amended by an affirmative vote of at least a majority of the members present and voting at the annual business meeting of the Chapter, provided that a copy of the proposed amendment has been sent to all members at least thirty (30) days before the meeting at which such action is proposed to be taken.

Section 2.

Any member in good standing may propose amendments to the Bylaws by submitting them in writing to the Secretary at least sixty (60) days prior to the annual business meeting. The Secretary shall be responsible for seeing that all members are notified of the proposed amendments at least thirty (30) days prior to the annual business meeting.

Section 3.

The Board of Directors of the [Insert name of constituent] may make changes, additions, deletions or amendments to these bylaws as they see fit, in consultation with the officers of the [Insert name of school] Chapter.

#### Chapter XI

External relationships

Section 1.

The [Insert name of school] Chapter shall be a committee of the [insert name of Constituent], subject to the rules of said constituent, to the extent that they do not conflict with the rules of [Insert name of school].

Section 2.

Nothing within these bylaws shall be implied or construed to create an agency relationship with the Academy of General Dentistry.

Sample Constituent Bylaws

When updating constituent bylaws, all constituents must adhere to the most recent Model

Constituent Bylaws. The Model Bylaws are considered a living document, which should be updated to reflect practices in an ever-changing world; therefore, these model bylaws are reviewed and updated on an annual basis following the Academy of General Dentistry (AGD) House of Delegates meeting.

The AGD requests that each constituent keep a current copy of their bylaws on file with AGD Headquarters. The document should be updated every three years, at minimum. The updated bylaws should be approved by the constituent’s board of directors. A constituent is encouraged to form a committee to oversee the update of the bylaws before it is presented to the entire board.

When the AGD changes the Model Constituent Bylaws, constituent leaders will be notified of the changes. It will be requested that they are incorporated into the current constituent bylaws.

1 BYLAWS

2

3 CHAPTER I

4

1. The name of this organization (hereinafter referred to as the " AGD") is and
2. shall be known as "The \_ (name of state, province, territory,
3. or portion of same) AGD."

8

9 CHAPTER II

10

11 Purpose

12

1. The purpose of the \_AGD is to serve the needs and represent the
2. interests of general dentists, to promote the oral health of the public, and to foster continued
3. proficiency of general dentists through quality continuing dental education in order to better serve
4. the public.

17

18

1. Section 1. Incorporation

CHAPTER III

1. The \_ AGD shall be incorporated in the State/Province/Territory of
2. as a not-for-profit organization; no part of its property or earnings shall
3. inure to the benefit of any member thereof.

23

24 Section 2. Central Office

1. The central office of the AGD shall be located in the state, province, or
2. territory of .

3

1. Section 3. Component AGD
2. A component of the AGD may be organized, as a separate legal entity,
3. upon petition of twenty (20) percent or twenty-five (25) active members within the recognized
4. geographical boundaries (boundaries are identified by zip/province/territory codes) of a
5. constituent AGD subject to the approval of the constituent, provided such component shall not
6. interfere with the geographical boundaries previously established by the constituent for
7. another component. Each component AGD shall adopt and maintain the bylaws, which shall
8. not be in conflict with, nor limit, the Bylaws of the AGD, and shall maintain a current copy on
9. file with both the constituent AGD and AGD Headquarters.

13

1. All general dentist members of the component must also hold membership in both the AGD
2. and the appropriate constituent AGD. If a component allows non-AGD members to
3. participate, those participants are to pay fees directly to the component but are not eligible to
4. hold office or receive AGD benefits.

18

1. As components are added or dropped, the constituent will notify AGD Headquarters within 30
2. days. The members of a component must be solely drawn from dentists either practicing or
3. residing within the geographical boundaries of the component. However, membership in the
4. component is voluntary and should not be considered a requirement for belonging to either the
5. constituent or the national organization.

24

1. Each component shall be responsible for collecting its own dues or may choose to have its
2. dues collected by AGD Headquarters. A complete listing of the component’s zip code
3. jurisdiction must be sent to AGD Headquarters by the established deadline for the following
4. year's dues to be collected by the AGD. At that time, the membership will elect its officers
5. and directors.

30

1. **Section 4:** Finances
2. Section 1
3. The fiscal year of the AGD runs from through The
4. constituent will file any and all necessary paperwork with the Internal Revenue Service by the
5. required deadline. The \_ AGD will file for inclusion as a tax-exempt
6. organization under the AGD Headquarters group exemption, provided it meets all the required
7. criteria.

38

39 CHAPTER IV

40

41 Membership

42

1. Section 1. Classifications of Membership
2. The classifications of membership are determined by the AGD House of Delegates.

45

46 Section 2. Removal From One Jurisdiction to Another

**36**

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1. A member who has changed the location of his or her practice from the jurisdiction of one
2. constituent AGD to that of another constituent AGD may maintain active membership in the
3. original constituent AGD of which he or she is a member for only one (1) full calendar year
4. following that of his or her removal from the jurisdiction of such AGD.

5

6 CHAPTER V

7

8 Dues, Assessments and Processing Fees

9

1. Section 1. Membership Dues
2. Membership dues shall be payable on the first day of January of each year. Constituent dues
3. for all constituent members shall be determined by a majority vote by the constituent Board of
4. Directors, in accordance with these Bylaws, and are in addition to AGD dues.

14

1. Eligibility for waived constituent dues by membership classification will be determined by the
2. constituent Board of Directors.

17

1. Section 2. Active Members Enrolled After July 1
2. The dues for members enrolled between July 1 and September 30 shall be fifty (50) percent of
3. regular AGD dues. [AGD Headquarter dues only unless requested by constituents or
4. components].

22

1. Section 3. Active Members Enrolled After October 1
2. Active members enrolled after October 1st of any year shall be applied to the
3. next calendar year. The individual's date of membership shall be based on the date of
4. receipt of the application.

27

1. Section 4. Loss of Membership and Reinstatement
2. A. A member whose current dues have not been paid by March 31 of the current
3. year shall cease to be a member of the AGD; the individual may secure
4. reinstatement by paying the amount due prior to the end of the calendar year.
5. If, by December 31st of any given year, the amount due remains unpaid, the
6. individual may secure reinstatement as a member for that given year by fully
7. paying his or her dues. Once such a member is reinstated, he or she may
8. reclaim credit for any continuing education (CE) credits he or she obtained
9. while an active member of the AGD.
10. B. As a result of judicial procedure:
11. 1. The AGD may cause an individual to lose his or her
12. membership either temporarily or permanently as provided in Chapter XIV,
13. Section 1.A. The AGD’s Constitution and Bylaws and Judicial Procedures
14. Council may cause an individual who is not affiliated with a constituent
15. AGD to lose his or her membership as provided in Chapter XIV, Section 2
16. of the AGD’s Bylaws;

44

**37**

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* 1. 2. A member under suspension is automatically reinstated at the end of the
  2. suspension period as specified by the constituent AGD and/or the
  3. Constitution and Bylaws and Judicial Procedures Council;

4

1. 3. A member who is expelled from the organization may not be reinstated
2. until such time as the expulsion is lifted by either the involved constituent
3. AGD or an appeal to the Constitution and Bylaws and Judicial Procedures
4. Council.

9

10 Section 5. Special Considerations

|  |  |  |
| --- | --- | --- |
| 11 | A. | Recent Graduates: The House of Delegates shall determine a special rate or |
| 12 |  | series of rates for those who have recently completed their formal dental school |
| 13 |  | training and grant such special rate(s) for the number of years following |
| 14 |  | graduation. |
| 15 |  |  |
| 16 | B. | Total Disability: A member of this AGD who is totally disabled and who is |
| 17 |  | unable to engage in the duties of the dental profession and who is a member in |
| 18 |  | good standing at the time total disability was incurred shall be exempt from the |
| 19 |  | payment of dues and shall be in good standing during the period of total |
| 20 |  | disability. |
| 21 |  | 1. A totally disabled member may apply for dues waiver by: |
| 22 |  |  |
| 23 |  | a. Submitting to the AGD Headquarters a signed physician’s statement, |
| 24 |  | attesting total disability; and |
| 25 |  |  |
| 26 |  | b. A dues waiver application through the Membership Council attesting to |
| 27 |  | his or her total disability. |
| 28 |  |  |
| 29 |  | 2. During the period of exemption from dues, further verification of disability |
| 30 |  | may be requested by the AGD. |
| 31 |  |  |
| 32 | C. | Leave of Absence |
| 33 |  | 1. A member in good standing who has temporarily left the practice of |
| 34 |  | dentistry for reasons including, but not limited to, family leave, family tragedy, |
| 35 |  | or personal health problems for at least six (6) months may be granted a leave |
| 36 |  | of absence subject to approval by the AGD Membership Council. |
| 37 |  |  |
| 38 |  | 2. Dues will be the same as those established by the House of Delegates for |
| 39 |  | retired members and will pertain to the new calendar year, with dues to resume |
| 40 |  | at the appropriate rate for the following year unless the leave of absence is |
| 41 |  | extended by the member and by the approval of the AGD Membership |
| 42 |  | Council. |
| 43 |  |  |
| 44 |  | 3. Leave of absence status is limited to three (3) consecutive years. |
| 45 |  |  |

**38**

**ACADEMY OF GENERAL DENTISTRY**

1. 4. Members who have lapsed membership in the AGD may not take advantage
2. of this provision unless their dues have been fully paid for the year in which
3. the need for a leave started.

4

1. 5. Consideration for granting leave of absence will not be granted to any
2. member whose license is currently revoked or suspended.

7

8 CHAPTER VI

9

10 General Assembly

11

1. Section 1. Membership
2. AGD shall have a general assembly consisting of active, retired, and emeritus
3. members who attend and vote at any business meeting.

15

1. Section 2. Powers
2. The general assembly shall have the following powers:
3. A. To elect the officers and members of the Board of Directors as well as delegates to
4. the AGD and to act upon requests from the Board for removal of a director or
5. officer.
6. B. To enact, amend, and repeal the Bylaws of the AGD.
7. C. To grant, suspend or revoke charters of component AGDs.
8. D. To vote on other matters coming before the general assembly.

24

1. Section 3. Meetings
2. The general assembly shall meet at least once a year at a time and place designated by the
3. Board of Directors. The general assembly may be called into session upon the call of the
4. President with the approval of the Board of Directors, or by petition signed by at least
5. members of the AGD. Written notice must be mailed by the Secretary
6. to all members of the AGD at least thirty (30) days prior to any
7. business meeting.

32

1. Section 4. Order of Business
2. The following may be included in the order of business at the annual business meeting:
3. A. Call to order by the President.
4. B. Minutes of the previous session.
5. C. Reports of the President, Secretary and Treasurer or appropriate officers.
6. D. Reports of councils and committees.
7. E. A report of the Board of Directors by the Secretary.
8. F. Unfinished business.
9. G. New business.
10. H. Report of the Nominating Committee.
11. I. Election of officers.
12. J. Installation of officers.
13. K. Adjournment.

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**39**

**ACADEMY OF GENERAL DENTISTRY**

* 1. Section 5. Quorum
  2. A quorum at a AGD business meeting shall consist of at least active
  3. and/or emeritus members.

4

1. Section 6. Rules of Order
2. Parliamentary authority shall be the current edition of the Standard Code of Parliamentary
3. Procedure, which shall govern the deliberations of the AGD in all cases where it
4. does not conflict with standing rules, the Bylaws or applicable state law.

9

10 CHAPTER VII

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1. Board of Directors
2. Section 1. Composition
3. The Board of Directors shall consist of voting members, including the President,
4. President-Elect, Vice President, Secretary, Treasurer, Editor, the Immediate Past-President
5. and members elected at large by the general assembly at the annual business meeting.
6. The chairperson of the Board of Directors shall be the President. In the absence of the
7. President, the President-Elect shall preside at meetings of the Board.

19

1. Section 2. Meetings of the Board of Directors
2. The Board of Directors shall meet at the call of the President and shall be required to meet at
3. least twice a year. The Secretary shall assume the responsibility for advising each member of
4. the Board of the meeting at least ten (10) days in advance. A majority of the Board of
5. Directors shall constitute a quorum.

25

1. Section 3. Duties and Powers of the Board of Directors
2. It shall be the power and duty of the Board of Directors:
3. A. To control, manage and administer the AGD.
4. B. To provide for the maintenance and supervision of all property owned or
5. operated by this AGD.
6. C. To determine the place and date for holding the annual business meeting and to
7. approve an overall meeting schedule for the coming year.
8. D. To establish a budget for the coming year and to see that all AGD accounts are
9. examined in detail by the constituent Board of Directors at least once a year.
10. E. To review all council and committee reports and take appropriate action on
11. them.
12. F. To act as the Nominating Committee and submit a report for publication to the
13. general membership at least thirty (30) days prior to the annual business
14. meeting.
15. G. To review all proposed component charters and make recommendations to the
16. general assembly for establishing their geographical boundaries before they
17. are acted upon at the annual business meeting.
18. H. To periodically assess the needs of the members and to develop plans to see
19. that those needs are met.

**40**

**ACADEMY OF GENERAL DENTISTRY**

* 1. I. To act upon recommendations from the President on council and committee
  2. appointments, including the removal of those council or committee members
  3. either unwilling or unable to function in their assignments.
  4. J. To make recommendations to the general assembly with regard to the removal
  5. of any officer or director.

6

1. Section 4. Removal Proceedings
2. A Board member may be removed from office as permitted under applicable state law.

9

10 CHAPTER VIII

11

1. Officers
2. Section 1. Officers
3. The officers of this AGD shall be a President, President-Elect, Vice President, Secretary,
4. Treasurer, and Editor or appropriate officers.

16

1. Section 2. Terms of Office
2. The President, President-Elect, and Vice President shall each serve a year term. The
3. Secretary, Treasurer, and Editor shall each serve for year terms.

20

1. Section 3. Vacancy in Office
2. In the event of a vacancy for any reason in the office of Vice President, Secretary, Treasurer
3. or Editor, the President, subject to the approval of the Board of Directors, shall appoint an
4. interim successor to serve until the next meeting of the general assembly, at which time an
5. election will take place.

26

1. Section 4. Duties of the Officers
2. A. President: It shall be the duty of the President:
3. 1. To serve as an official representative of the constituent AGD in its contact
4. with government, civic, business, and professional organizations for the
5. purpose of advancing the objectives and policies of this AGD.
6. 2. To serve as a non-voting consultant on all constituent AGD committees,
7. except as prohibited in Chapter 9, Section 3 A.
8. 3. To preside at meetings of the general assembly and the Board of Directors. At
9. both meetings, he or she shall have the right to vote only in the event of a tie.
10. 4. To appoint members to vacancies on councils and committees subject to
11. the approval of the Board of Directors.
12. 5. To appoint a parliamentarian.
13. 6. To submit an annual report to the general assembly.
14. B. President-Elect: It shall be the duty of the President-Elect:
15. 1. To serve as council/committee chair for all councils and committees that are
16. not otherwise filled.
17. 2. To assume the office of President in the event that the President is unable to
18. fulfill the terms of his or her office.
19. 3. To succeed to the office of President at the conclusion of the annual
20. business meeting where the President’s term ends.

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**ACADEMY OF GENERAL DENTISTRY**

* 1. 4. To attend all important functions of the AGD.
  2. 5. To preside in the temporary absence of the President at meetings of the
  3. general assembly or Board of Directors.
  4. 6. To cooperate with the President and familiarize himself or herself with the
  5. duties of that office.
  6. C. Vice President: It shall be the duty of the Vice President:
  7. 1. To assist the President and the President-Elect in the performance of their
  8. duties and to fulfill those duties in their absence.
  9. 2. To be a non-voting consultant to all councils and committees.
  10. 3. To serve as a member of the Board of Directors.
  11. 4. To serve as presiding officer in the absence of both the President and
  12. President-Elect.
  13. D. Secretary: It shall be the duty of the Secretary:
  14. 1. To keep minutes of all meetings of the Board of Directors and the general
  15. assembly.
  16. 2. To be the custodian of all of the records and properties of this AGD.
  17. 3. To notify council and committee members of their appointments.
  18. 4. To countersign all citations, certificates, and testimonials.
  19. 5. To conduct correspondence on behalf of this AGD.
  20. 6. To notify all members of general membership meetings, including the
  21. annual business meeting, at least thirty (30) days in advance.
  22. 7. To notify all members of the Board of Directors of meetings at least ten
  23. (10) days in advance.
  24. 8. To advise new members that they have been accepted by the Board of
  25. Directors.
  26. E. Treasurer: It shall be the duty of the Treasurer:
  27. 1. To keep adequate and proper accounts of the properties and funds of this
  28. AGD.
  29. 2. To maintain an up-to-date roster of all members and keep an accounting of
  30. their dues.
  31. 3. To deposit or cause to be deposited all monies and other valuables in the
  32. name of and to the credit of this AGD.
  33. 4. To distribute the funds of this AGD as may be directed by the Board of
  34. Directors.
  35. 5. To sign all checks.
  36. 6. To prepare a budget for review and approval by the Board of Directors.
  37. 7. To cause to be bonded all persons authorized to handle this AGD's funds.
  38. 8. To file all necessary financial statements and forms with AGD
  39. Headquarters or the Internal Revenue Service, as appropriate.
  40. F. Editor: It shall be the duty of the Editor:
  41. 1. To serve as a member of the Board of Directors with the right to vote.
  42. 2. To assume full responsibility for the AGD’s publications and
  43. to exercise all editorial control for these publications subject to policies
  44. established by the Board of Directors and the general assembly.

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46 CHAPTER IX

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**ACADEMY OF GENERAL DENTISTRY**

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2 Regional Directors

3

1. Section 1. Each region will have a regional director with the exception of Region 15-16
2. which will have two (2) regional directors. The duties of the Regional Director shall be those
3. as determined by the Regional Directors and as further ratified by the BOT.

7

1. Section 2. The term of office of the regional director shall be for three (3) years. Regional
2. directors shall be limited to two (2) consecutive terms of three (3) years each. Fulfilling any
3. unexpired term shall be deemed a term of three (3) years unless the period served is one year
4. or less of an unexpired term. For the purposes of this Bylaws provision, a year is considered a
5. governance year, which ends upon conclusion of the annual session of the House of
6. Delegates. When a regional director serves one year or less of an unexpired term, that regional
7. director shall be allowed to serve a maximum service of seven (7) years. Notwithstanding the
8. forgoing, a partial term completed prior to July 21, 2008 shall not be counted as a full term.

16

1. Section 3. The regional director shall be elected in accordance with rules of procedure
2. established by the region and be confirmed by the AGD House of Delegates. [NOTE: AGD
3. Regions’ rules of procedure must specify one of the following procedures for electing the
4. regional director and all constituents within the region must follow the same procedure.]

21

1. A. By a majority vote of the individuals present and voting at a meeting held in the
2. region and announced by the regional director at least thirty (30) days in advance.
3. The individuals entitled to vote at such a meeting would include any duly elected
4. delegate from a constituent in the region or his or her alternate delegate, in addition
5. to each constituent AGD president or his or her designated alternate. If a
6. constituent president is already a delegate, he or she may appoint another officer
7. from his or her constituent so that his or her constituent will not be deprived of a
8. vote;

30

31 OR

32

1. B. By a majority vote of the delegates or their alternates present and voting at a
2. regional caucus. If the regional caucus is not held in conjunction with the annual
3. meeting, the time and location must be announced by the regional director to all
4. eligible delegates at least thirty (30) days in advance;

37

38 OR

39

1. C. By a postcard ballot of all active and emeriti members within the region. A
2. candidate's name may be placed on the postcard ballot if he or she is nominated in
3. any of the following ways:

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1. 1. By a majority vote of the nominating committee which shall consist of
2. the president from each constituent AGD in the region or his or her
3. designated alternate;

**43**

**ACADEMY OF GENERAL DENTISTRY**

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2. By a petition signed by at least twenty five (25) active or emeriti members practicing in the region.

A plurality of the votes will considered sufficient to elect on a postcard ballot. However, no constituent may have on the ballot more than one candidate. If more than one candidate is presented from a particular constituent, that constituent shall hold a primary election to determine which candidate will be placed on the regional ballot.

D. In the event that the region consists of only one constituent, the regional director may be elected by a simple majority vote of those serving on the constituent's Board of Directors. Such a meeting can be held no more than one hundred twenty (120) days in advance of the annual meeting in which the regional director will take office and must be announced to the members of the Board at least thirty (30) days prior to the meeting.

19 Section 4. Removal from Office

20

1. A. Initiation of Removal Proceedings
2. Any constituent AGD from the region may initiate proceedings to remove a
3. regional director from office. A constituent AGD may do so through a two thirds
4. (2/3) vote of its Board of Trustees in a letter to the trustee signed by either the
5. president or secretary of the constituent AGD with a copy to the AGD secretary and
6. a copy to the regional director.

27

1. B. Removal Proceedings
2. A regional director may be removed from office by a two thirds (2/3) vote of the
3. delegates at any regional caucus meeting providing that thirty (30) days notice is
4. given to each delegate and the regional director and that intention to remove the
5. regional director is made known to the delegates and the regional director at the
6. time of the meeting announcement and that a substitute must be appointed to
7. preside at such a meeting by the delegates present. The only exception to this
8. provision pertains to those regions with five or fewer delegates. Those regions with
9. five (5) or fewer delegates may remove a regional director from office by a two
10. thirds (2/3) vote of all individuals serving as constituent presidents, presidents elect,
11. vice presidents, secretaries and treasurers of the constituent Academies that
12. compose the region. No individual shall have more than one vote even though that
13. individual may hold more than one office.

41

1. Such vote may be taken by a mail ballot provided that intention to conduct such a
2. poll has been made known to the constituent officers and the regional director at
3. least thirty (30) days prior to the mailing of the ballot. If a mail ballot is used, then
4. such mail ballot shall be supervised by the AGD secretary.”

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**ACADEMY OF GENERAL DENTISTRY**

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* 1. Section 1.

CHAPTER X

Councils and Committees

* 1. The President-Elect, with the approval of the Board of Directors, shall make all council and
  2. committee appointments. All AGD councils shall be constituted so that an equal
  3. number of active and/or emeritus members complete their three-year terms each year. No
  4. member of a council may serve more than two (2) consecutive three-year terms on a particular
  5. council, nor may any member serve on more than two councils at a given time. The President-
  6. Elect, with the approval of the Board of Directors, shall name active members to serve one,
  7. two and three-year terms so that the terms are staggered during the first year that this
  8. appointment system is implemented. Each new President, with the approval of the Board of
  9. Directors, shall designate one particular council member to serve as chairperson, regardless of
  10. the length of that individual's unexpired term on the council.

15

1. Council appointments expire at the end of the appropriate annual business meeting, generally
2. almost three years after an active or emeritus member has been named to serve on the council.
3. Council or committee members may be removed by a majority vote of the Board upon the
4. recommendation of the President.

20

1. The composition and responsibilities of each council are as follows:
2. A. Constitution and Bylaws and Judicial Affairs Council: shall consist of three (3)
3. to six (6) members, including the chairperson. The council shall:
4. 1. Study and make recommendations to both the Board of Directors and the
5. general assembly on any proposed change in the Bylaws.
6. 2. Recommend amendments, modifications, or interpretations of the Bylaws
7. of this AGD.
8. 3. Maintain a file of copies of component AGD bylaws.
9. 4. Review various complaints which have been received in writing about
10. members.
11. 5. Make recommendations to the Board of Directors regarding the suspension
12. or expulsion of a member from the AGD.
13. 6. Conduct preliminary hearings which may cause the Board of Directors to
14. suspend or expel a member from the AGD.
15. B. Dental Education Council: shall consist of three (3) to six (6) Members,
16. including the chairperson. This council will have the responsibility for
17. determining whether continuing education courses offered within the
18. AGD's jurisdiction should be recognized for Fellowship and
19. Mastership credit in accordance with the guidelines established by AGD
20. Headquarters.
21. C. Dental Practice Council: shall consist of three (3) to six (6) members, including
22. the chairperson. The council shall:
23. 1. Investigate and continually study any dental care programs, including third
24. party programs, existing within the state (province/territory) that have an
25. effect on the practice of general dentistry.

**45**

**ACADEMY OF GENERAL DENTISTRY**

* 1. 2. Establish a liaison with the dental care committee of the state (provincial)
  2. dental society.
  3. 3. Communicate, subject to the approval of the Board of Directors, AGD
  4. recommendations for improving particular dental care programs.
  5. 4. Answer surveys from AGD Headquarters.
  6. D. Legislative and Governmental Affairs Council: shall consist of three (3) to six
  7. (6) members, including the chairperson. This council shall assume the
  8. following responsibilities:
  9. 1. Establish liaison with the state (provincial) dental society determining
  10. what legislative proposals are to be introduced into the state (provincial)
  11. legislature for the coming year.
  12. 2. Provide recommendations on positions to be taken by this AGD with
  13. regard to legislative proposals being considered in the state
  14. (province/territory).
  15. 3. Work with AGD Headquarters, which through the use of a
  16. legislative/regulatory monitoring service identifies pertinent
  17. legislation/regulation, to adopt and advocate appropriate positions.
  18. 4. Attend the meetings of the state (provincial) dental board.
  19. 5. Answer surveys from AGD Headquarters.
  20. E. Membership Council: shall consist of a chairperson and three (3) to six (6)
  21. members, including a chairperson. This council shall have the following
  22. responsibilities:
  23. 1. Assume the responsibility for an ongoing membership recruitment
  24. campaign.
  25. 2. Develop programs for recruiting and retaining members of this AGD.
  26. F. Public Relations Council: shall consist of three (3) to six (6) members,
  27. including the chairperson, who shall be designated as the Public Information
  28. Officer. This council shall assume the following responsibilities:
  29. 1. Place news releases about AGD activities in:
  30. a. State and local dental publications.
  31. b. The lay press.
  32. 2. Coordinate the distribution of broadcast public service materials in the
  33. state (province/territory).
  34. 3. Assure that releases concerning individuals who have achieved Fellowship
  35. or Mastership status appear in local newspapers.
  36. 4. Develop and coordinate special public relations events, such as health
  37. fairs, family dental health days, SmileLine, poster contests, etc.
  38. 5. Coordinate a speakers bureau for use by local lay groups and the media.

39

1. Section 3. Committees
2. In addition, the AGD shall also have the following committees:
3. A. Nominating Committee: The Nominating Committee shall be composed of the
4. Board of Directors exclusive of the President. It shall be the duty of this
5. committee to nominate at least one (1) candidate for each elective office
6. [excluding Regional Directors]. If more than one (1) candidate is proposed for
7. any office, the Nominating Committee shall select only one (1) candidate by

**46**

**ACADEMY OF GENERAL DENTISTRY**

1. secret ballot. The balloting will continue until one (1) candidate has a simple
2. majority of the votes of the Nominating Committee for any given office. The
3. Nominating Committee shall meet at least sixty (60) days in advance of the
4. annual business meeting or end of the fiscal year. The immediate
5. past president of the AGD shall preside at the meeting of the
6. Nominating Committee without the right to vote. In the absence of the
7. immediate past president, the President or the presiding officer at the Board
8. meeting shall act as chairperson without the right to vote. Said nominees shall
9. be known to the membership at least sixty (60) days prior to the \_
10. annual business meeting or the end of the fiscal year.
11. B. Program Committee: shall consist of members selected by the President with
12. the approval of the Board of Directors. This committee shall assume the
13. responsibility for developing a meeting schedule subject to the approval of the
14. Board of Directors. The committee shall assume the responsibility for
15. contacting speakers and making the necessary arrangements for each meeting
16. of this AGD.
17. C. Dental School Student Committee: The constituent may form a Dental School
18. Student Committee, which also may be called a Fellow Track Committee for
19. those constituents that have dental schools within their jurisdictions. This
20. committee or Fellow Track is subject to both the rules and regulations of the
21. dental school as well as the laws of the state within whose jurisdiction it
22. resides. The committee or Fellow Track shall have its own bylaws and
23. function essentially as a component of this constituent. The constituent (or
24. component) shall be responsible for the corporate administration of the
25. committee or Fellow Track to the extent dictated by the rules and regulations
26. of the dental school and the laws of the state within whose jurisdiction it
27. resides.
28. D. Ad Hoc Committees: The President, with the approval of the Board of
29. Directors, shall have the authority to appoint ad hoc committees that are
30. necessary to fill the needs of the organization. All ad hoc committees shall be
31. terminated no later than the end of the incumbent President's term of office.

32

1. Section 4. Transaction of Business
2. In order for any council or committee to transact business, at least a majority of its members
3. must participate in the decision. On mail, telephone or e-mail votes, all members must be
4. contacted. No meeting of a council or committee may be held without a majority of the voting
5. council or committee members in attendance. In all instances, applicable state law applies and
6. may supersede these provisions. All members of a council or committee must be duly
7. notified in writing of the time and place of the meeting at least seven (7) days before it is to
8. take place.

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42 CHAPTER XI

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44 Indemnification

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**ACADEMY OF GENERAL DENTISTRY**

1. Each officer, director, council member, committee member, employee and other agent of the
2. AGD who was or is a party to any action suit or proceeding by reason of fact that
3. he or she is or was an officer, director, council member, committee member, employee or
4. other agent of the AGD shall be held harmless and indemnified against all costs, expenses,
5. attorneys’ fees, judgments, fines and amounts paid in settlement actually and reasonably
6. incurred by such person in connection with such action, suit or proceeding, if such person
7. acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to,
8. the best interests of the AGD, and, with respect to any criminal action or proceeding, had no
9. reasonable cause to believe his or her conduct was unlawful, provided that no indemnification
10. shall be made in respect to any claim, issue or matter as to which such person shall have been
11. adjudged to be liable for negligence or misconduct in the performance of his or her duty to the
12. corporation unless and only to the extent that the court in which such action or suit was
13. brought shall determine upon application that, despite the adjudication of liability, but in view
14. of all the circumstances in the case, such person is fairly and reasonably entitled to indemnity
15. for such expenses as the court shall deem proper. The indemnification provided by this
16. chapter shall insure to the benefit of the heirs, executors, and administrators of such person
17. entitled to the indemnification under this chapter.

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19 CHAPTER XII

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21 Principles of Ethics

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23 The Principles of Ethics of this constituent shall be the Principles of Ethics of the AGD.

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25 CHAPTER XIII

26

27 General Provisions

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1. These Bylaws, either as presently drawn or amended, shall not be in conflict with the Bylaws
2. of the AGD.

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1. Whenever an amendment is made to the Bylaws of the AGD which renders a provision of
2. these Bylaws inconsistent with the same, such provision shall be deemed automatically
3. amended without requiring any further action of the AGD.

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36 CHAPTER IVX

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1. Amendments
2. Section 1.
3. The Bylaws may be amended by an affirmative vote of at least a majority of the assembly
4. members present and voting at the annual business meeting of the assembly, provided that a
5. copy of the proposed amendment has been sent to the members of the
6. AGD via the constituent's Web site, constituent newsletter, constituent journal or publication
7. or other written/e-mail means at least thirty (30) days before the meeting at which such action
8. is proposed to be taken.

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**ACADEMY OF GENERAL DENTISTRY**

1. Section 2.
2. An active or emeritus member may propose amendments to the Bylaws by submitting them in
3. writing to the Secretary at least sixty (60) days prior to the annual business meeting. The
4. Secretary shall be responsible for seeing that all members of the AGD
5. are notified of the proposed amendments at least thirty (30) days prior to the annual business
6. meeting.

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8

9 Constituent President:

10 Signature

11

12

Date:

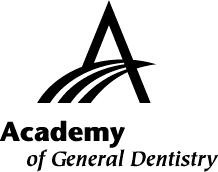
1. Regional Director: Date:
2. Signature

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 **Fellowship Award Guidelines**

*Fellowship Requirements*

* 1. Current AGD membership for three (3) continuous years (36 months) by December 31 of the year in which the application is received, to begin no earlier than the month of dental school graduation; dental license has not been suspended or revoked within the last five years, and is not currently under probation, suspension, or revocation.
  2. Completion of 500 hours of FAGD/MAGD-approved continuing education credit, with at least 350 hours earned in course attendance. Mastership credit begins to accrue on the date that the 500-hours requirement has been met, as determined by the Dental Education Council.
  3. Successful completion of the Fellowship Examination. Any active general dentist member joining the AGD after February 2010 be subject to a 90-day waiting period prior to applying for or sitting for the Fellowship Exam in order to verify their membership status. The Fellowship application and examination must be completed and the application postmarked by the December 31 deadline.
  4. Attendance at a Convocation Ceremony, held during the AGD scientific session, to receive the award. Successful candidates are allowed three years following approval to complete this requirement.

*Activities Accepted for Fellowship Credit*

Course Attendance Credit

A minimum of 350 hours of continuing education course credit is required for the award. Course content must be directly related to the practice of dentistry with the exception that 10 hours are permitted for self-improvement courses. Course credit can be earned for:

1. Scientific Programs
   1. Attendance at courses put on by FAGD/MAGD-program providers. Approved program providers include those accepted by the Committee on Program Approval for Continuing Education (PACE), intrastate program providers approved by AGD Constituent Academies, or those approved by the ADA's Continuing Education Recognition Program (CERP).
   2. Individual intrastate courses may also be approved by the AGD Constituents.
2. Postgraduate Education
   1. Effective July 1, 2009. Beginning with individuals completing a one-year CODA-accredited advanced dental education program (AEGD/GDR/GPR) in 2009, 150 hours of participation credit may be earned. Individuals completing a two-year CODA-accredited advanced dental education program (AEGD/GDR/GPR) in 2009, 300 hours of participation credit may be earned. Credit can be received for non-concurrent completion of both program types for a maximum of 450 hours of participation credit. Credits are apportioned among the subject categories according to a *predetermined ratio* of subject hours based upon a survey of one- and two-year AEGD/GDR/GPR programs. A copy of the certificate is required to receive credit. Credit is permitted for the completion of programs as follows:

B). Effective with programs ending in June 2014, individuals completing a CODA- or CDAC-accredited advanced specialty education program of one year or more in length, a maximum of 150 hours of participation credit may be earned. A copy of the certificate is required to receive credit.

Current member of AGD 100% of credits are awarded Join AGD within one (1) year of completion of the program 100% “

|  |  |  |
| --- | --- | --- |
| Join AGD within two (2) years | 75% | “ |
| Join AGD within three (3) years | 50% | “ |
| Join AGD within four (4) years | 25% | “ |
| Join AGD after four years | 0% | “ |

1. Federal Dental Service Specialty Rotation Programs

**50**

Participation in Federal Dental Service Specialty Rotation Programs earns 1 credit hour for each working day in the program. A maximum of 200 hours may be applied to the award.

1. Self-Instructional Programs

Up to 150 hours of credit may be applied to the award for completion of FAGD/MAGD-approved audio, audio/visual, written and other self-instructional programs, provided the program provider verifies satisfactory completion. In addition to the 150 hours self-instructional credit, 15 hours of credit may be awarded one time only to members completing the post-test from the FAGD Exam Study Guide.

1. Self-Improvement

Up to 10 hours of credit may be applied to the award from FAGD/MAGD-approved self-improvement course taken on or after July 1, 1985.

1. Case Presentation Required for Certification/Accreditation by Allied Dental Organizations upon request. Up to 75 hours of participation credit may be applied to the award for case presentations presented for the purpose of certification/accreditation by PACE/CERP approved dental organizations. Requests by Allied Dental Organizations for participations credits will be reviewed by the Dental Education and/or PACE

Councils for final approval.

*Other CE Activities for Credit*

1. Teaching/Publications

A combined maximum of 150 hours of lecture credit may be applied toward the Fellowship award for the following activities:

* 1. Full- or part-time faculty positions at ADA/CDA–accredited institutions. Full-time faculty may receive 100 hours for the completion of the first academic year after joining the AGD and 25 hours each subsequent year; part-time faculty may receive 50 hours for the completion of the first academic year after joining the AGD and 12.5 hours each subsequent year.

*B)* Continuing education presentations put on by FAGD/MAGD-program providers. Original presentations receive three hours of credit for each hour of teaching. Repeat presentations receive hour-for-hour credit. *Credit will be awarded upon receipt of verification from the program provider.*

1. Authorship of a published scientific article in a dental or scientific journal.
2. Authorship of a published dental textbook or chapter in a published textbook
3. Authorship of a case report, technique paper or clinical research report in a dental or scientific journal published in or after July, 2000.
4. Successfully reviewing and reporting on manuscripts submitted to General Dentistry and other refereed dental journals.

Credit will be awarded as follows:

Published scientific article in a refereed journal.......................................40 hours

Published scientific article in a non-refereed journal................................20 hours Published dental textbook........................................................................ 40 hours per

chapter up to a maximum of 150 hours

Chapter in a published textbook ..............................................................40 hours per chapter

Published case report, technique paper or clinical research report

in a refereed journal ...................................................................10 hours

Published case report, technique paper or clinical research report

in a non-refereed journal ..............................................................5 hours

Draft Self-Assessment or self-instruction quizzes for a peer-reviewed scientific journal…..20 hours per quiz

*Credit Limitations*

Credit Start Dates: Continuing education credit earned after the credit start date may be applied toward Fellowship award.

Credit start dates are assigned upon joining the AGD, as follows:

1. January 1, if membership began between January 1 and June 30;
2. July 1, if membership began between July 1 and September 30;
3. October 1, if membership began between October 1 and December 31;
4. Date of dental school graduation, if membership began within the first calendar year after graduation;
5. Date of residency completion, if membership began within 48 months after completion of an CODA- or CDAC- accredited advanced dental education program.

Subject Category: A maximum of 150 credit hours may be earned in each of the 18 dental subject categories.

*Application Procedures and Deadline*

Applications must be postmarked no later than December 31 to be considered for the class immediately following the application deadline. **The AGD is not responsible for lost or delayed mail.** Please note that Mastership credits begin to accrue on the date that the 500-hours requirement has been met, as determined by the Dental Education Council. The appropriate fee, which includes a non-refundable processing fee, must accompany the Fellowship award application. **All FAGD requirements must be completed as of December 31 application deadline. Only the Dental Education Council may determine the acceptability of FAGD award applications.** Applications are reviewed by the Council in March of each year and applicants are notified by letter of the Council's decision within three weeks. Final approval is subject to approval by the Board of Trustees

Direct inquiries regarding the Fellowship Program to:

Academy of General Dentistry, Department of Dental Education 560 W. Lake Street, Sixth Floor

Chicago Illinois 60661

Phone 888.AGD.DENT (243.3368)

Fax 312.335.3443