



MEMORANDUM FOR USNDA Chapter Initiation

FROM: Student National Dental Association  
Member-at-Large  
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SUBJECT: USNDA Chapter Start-up

References: (a) USNDA Membership URL: <https://sndaonline.net/usnda/join/>  
(b) Constitution

1. Welcome. The SNDA Executive Board would like to thank you for taking the initiative to join an organization that will help to give you more insight about dentistry. The primary mission of the Student National Dental Association (SNDA) is the advancement and retention of minority students within the field of dentistry. Providing support to undergraduate and pre-dental students is one of the ways we are able to increase diversity within our career field. To accomplish this goal, we intend to reach out to likely candidates for dental school at the undergraduate level. Our plan is to combine the various pre-health/pre-dental organizations into one nationally recognized organization, the Undergraduate Student National Dental Association (USNDA). As members, students will receive guidance and exposure to dentistry, as opposed to general information provided through organizations designed to encompass several areas of health care and professions. The Member-At-Large is to serve as a liaison between SNDA and USNDA chapters and members.

2. Objectives. One of the major objectives for establishing the USNDA is to increase the interaction amongst undergraduate and dental students. To facilitate our goal, SNDA chapters at dental schools will plan one day in the Fall and/or Spring semesters for all undergraduate affiliates to participate in the Impressions Program. This program will provide courses and lectures that will introduce undergraduates to the demands of the profession. The program will also offer suggestions for gaining acceptance and succeeding in dental school. Various portions of the Impressions Program include Dental Admissions Test (DAT) preparation, dental school mock interviews, guest speakers, tours, information about summer programs, and an opportunity for students to perform some hands-on dentistry of their own. USNDA members that receive interviews to attend dental school will also be given a SNDA contact at the school they are interviewing. The SNDA member will assist in finding a place to stay and in giving insight about the school's interview process. Records will also be kept of those members accepted into various dental schools. USNDA members have an opportunity to present research at the NDA National Conference. Conference attendance provides USNDA members an opportunity to meet practicing dentists, faculty from dental schools, dental students, and other USNDA members from across the country. In addition to the NDA National Conference, USNDA members will be provided with information regarding other pre-dental events, scholarships, and an overall support system from members of the SNDA family.



3. Purpose. The purpose of this organization shall be to aid in increasing the number of minority students entering dental schools, increasing the knowledge of dentistry in undergraduate students, and in improving DAT scores of pre-dental undergraduates. Additionally, the USNDA will provide students with the opportunity to visit dental schools and to shadow dentists, as well as to inform students of summer programs and dental research experiences.

#### 4. Initiation Steps

- Step 1: Contact the National Member-At-Large to express interest in establishing a chapter at your undergraduate institution
- Step 2: All interested members should complete the individual membership form and pay national dues (reference a)
- Step 3: Attain a faculty advisor
- Step 4: Create, ratify, and adopt the USNDA Constitution (reference below)
- Step 5: Elect your executive Board
- Step 6: Email a contact list of your school's membership, executive board, revised constitution and faculty advisor to the SNDA Member-At-Large
- Step 7: Complete required documents to become a locally recognized student organization at your undergraduate institution

#### 5. Reference (b): Constitution

### **UNDERGRADUATE STUDENT NATIONAL DENTAL ASSOCIATION** **Organizational Constitution**

#### **ARTICLE I**

##### **NAME**

The name of this organization shall be the Undergraduate Student National Dental Association (USNDA). This organization shall be the official undergraduate arm of the Student National Dental Association (SNDA).

#### **ARTICLE II**

##### **PURPOSE**

The purpose of this organization shall be to aid the effort of increasing the number of minority students entering dental schools, increasing the knowledge of dentistry in undergraduate students, and in improving DAT scores of pre-dental undergraduates. Additionally, the USNDA will provide students with the opportunity to visit dental schools and to shadow dentists, as well as to inform students of summer programs and dental research experiences. Records will also be kept of those members accepted into various dental schools.

#### **ARTICLE III**

##### **OFFICERS**

The local officers of the organization's executive committee shall be president, vice-president, treasurer and secretary. Other positions may be added at the local level if desired. At the beginning of the year, all Executive members should meet to decide on a meeting schedule for the upcoming year.



**A. President**

- Conduct all meetings
- Be in contact with dental schools
- Arrange visits to dental schools
- Arrange shadowing opportunities/volunteer/community service
- Responsible for everything the organization does
- Responsible for obtaining guests speakers at meetings
- Plan and organize the High School Dental Outreach Program ·
- Communicate chapter's status with SNDA once a month
- Co-signs all checks

**B. Vice President**

- Carry out duties assigned by the President
- Help with recruiting/speaking to freshman class
- Conduct meetings when President is absent
- Help plan and organize the High School Dental Outreach Program **C.**

**C. Treasurer**

- In charge of organization's account
- Co-signs checks
- Calculates cost for visiting dental schools and other trips
- Organize fundraising activities
- Give Account Report at each Executive Board meeting

**D. Secretary**

- Keeps meeting minutes
- Makes notes about trip events
- Procures meeting locations
- Design and keep scrapbook updated

**E. Other Executive Boards**

- Additional Executive Board positions may be made on a case-by-case basis and requires amendment of the constitution
- Examples of additional positions include:
  - Community Service and Outreach Chair
  - Social Chair
  - Fundraising Chair
  - Public Relations Chair

**ARTICLE IV**

**ELECTIONS**

**Section 1.** The term for each office shall be one year and then voted on for the following year. The president must be elected by USNDA members and approved by chapter's faculty advisor. President may also be impeached by SNDA if communication and duties are not fulfilled. **Section 2.** Elections should be held at the last meeting of the school year. The chapter's faculty advisor is responsible for counting the ballots and announcing the results.



## **ARTICLE V**

### **Membership**

**Section 1.** Membership is open to all students interested in supporting the goals of the organization. USNDA does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, and physical or mental disability.

**Section 2.** Members must pay national dues of \$35 and local dues (depends on chapter).

**Section 3.** Members will be classified as Honorary Members (no right to vote nationally). **Section 4.** Each chapter must have at least 1 meeting for every full month of the school year (summers excluded).

**Section 5.** Each chapter must have at least 1 local dentist to shadow.

**Section 6.** Each chapter must host a High School Dental Outreach Program each school year.

## **ARTICLE VI**

### **Attendance**

**Section 1.** If any member accumulates more than two unexcused absences per semester from General body meetings, the end result shall be expulsion from the organization. It is a member's personal responsibility to inquire about his or her unexcused absences. Any member expelled from the organization for poor attendance has the right to submit a letter of appeal to the executive committee for review.

**Section 2.** An excused absence is determined by the local chapter. All excuses must be submitted by email to the secretary prior the meeting. In case of extenuating circumstances, the excuse must be submitted within twenty-four hours following the absence. The executive committee shall have final say on the granting of excused absences.

## **ARTICLE VII**

### **Affiliation**

The organization shall be affiliated with and responsible to the Student National Dental Association. It is understood that the organization shall be an undergraduate student undertaking, and in this respect, shall develop and conduct programs for past, present, and future students.

## **ARTICLE VIII**

### **Section 1. Adoption and Amendment of the Constitution**

This constitution shall become effective upon majority vote of members. The power to alter, amend, or repeal this constitution shall be vested in the executive committee, subject to the majority approval of the general body and the advisor. Any proposed amendments to the Constitution shall be submitted to SNDA for further discussion and final approval.

### **Section 2. History/ Accomplishments**

- Founded at Tennessee State University (TSU) with the help of Meharry Medical and Dental College in 2000.
- In 2002, TSU took nine (9) students to Louisville/UNC dental Schools.
- In 2002, visited Meharry several times in which students were allowed to assist in clinic.
- In 2002, conducted several community service projects, including tutoring at elementary schools, and cleaning dental offices.
- In 2002, had several dentists to shadow (one from each