

# SNDA Constitution

2023

**Student National Dental Association**

**(Student Division of the National Dental Association)**

This document cannot and will not be altered without the expressed consent of the House of Delegate of the Student National Dental Association. Review of the SNDA Bylaws may be amended at any meeting of the House of Delegates by two-thirds (2/3) vote of the delegates present and voting, provided a quorum is present.

Last amended on February 26, 2023 by the Student National Dental Association Executive Board and House of Delegates.

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## **CONSTITUTION**

### **ARTICLE I: NAME**

The name of this association shall be the Student National Dental Association, hereafter referred to as "SNDA".

### **ARTICLE II: OBJECTIVES**

The objectives of SNDA shall be as follows:

1. To promote and encourage an increase in minority enrollment and retention in all dental schools.
2. To be committed to the improvement of the delivery of dental health to all people, with an emphasis on minorities and/or the underserved.
3. To provide time and skill in assisting those programs within the greater community which require some measure of dental treatment.
4. To contribute to the welfare of dental students.
5. To educate and involve its members in the social, moral, and ethical obligations of the profession of dentistry.
6. To promote a viable academic and social environment which is conducive to the mental health of minority students.
7. To aid in the transition into National Dental Association membership
8. To help undergraduate students through assistance and support of Undergraduate Student National Dental Association chapters.

### **ARTICLE III: ORGANIZATION**

#### **Section 1. Incorporation**

SNDA is a non-profit corporation. If this corporation shall be dissolved at any time, no part of its funds or property shall be distributed to, or among its members. After payment of all indebtedness of the corporation, its surplus funds and properties shall be used for minority dental education and dental research in such a manner as the governing body of SNDA may determine.

#### **Section 2. Membership**

The membership of SNDA shall consist of all dental students enrolled in a pre-doctoral program and other persons whose qualifications and classifications shall be established in the Bylaws.

#### **Section 3. School Chapters**

Each dental school shall be eligible for a charter as a chapter of SNDA as defined in the Articles. Each dental school chapter is a separate legal entity. SNDA is not responsible for the debts or obligations incurred by the association to the dental school chapter. Chapter membership shall consist of the active members of each school. The purpose of the dental school chapter shall be:

- A. To promote the objectives of SNDA and membership therein among local dental students.
- B. To educate, inform and involve members in the activities of SNDA at all levels

- C. To execute and organize national programs and events at local levels.
- D. To provide local members with representation by at least one delegate to SNDA's House of Delegates.
- E. To function as a form of local student government. The nature of each pre-doctoral chapter shall be determined only by its member constituency.

#### **Section 4. Regional Components**

The chapters of SNDA shall be organized into nine (9) components to be designated Regional Districts. The Regional Districts shall be formed geographically so that each District represents a composite of contiguous states with a dental student population nearly to every other district. If Canadian dental students become eligible for Active membership in SNDA, a 10th District will be formed. Each regional component shall be entitled to elect a Regional Coordinator whose duties are outlined in the Articles.

### **ARTICLE IV: GOVERNMENT**

#### **Section 1. House of Delegates**

The responsibility for determining the policies and guidelines for programs of SNDA shall be vested in a House of Delegates whose numbers, qualifications, selection, powers, responsibilities and duties shall be described in the Bylaws. The House of Delegates shall be the supreme governing body for the SNDA. Delegates must be present at the House of Delegates meetings for their vote to be counted. The Executive Board shall have the power to set interim SNDA policies between meetings of the House of Delegates. The next House of Delegates must adopt interim policies adopted by the Executive Board for those policies to become permanent. Interim policies not adopted by the House of Delegates expire at the end of the Annual Conference.

#### **Section 2. Executive Board**

The responsibility for the administration and management of all SNDA programs and activities shall be vested in the Executive Board. The members of the board shall be all elected and appointed officers whose role is specified in the Bylaws.

- A. The President of SNDA, elected by the House of Delegates, shall act as Board Chairperson. When acting as Board Chairperson, the President's right to vote shall be confined to breaking tie votes.
- B. The Immediate Past-President shall act as an advisor to the Board without the right to vote.
- C. Elected officers, as described in the Articles, with full voting privileges.
- D. Appointed officers, as described in the Articles, with full voting privileges

#### **Section 3. Elected Officers**

The elected officers of the SNDA shall be President, President-Elect, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Treasurer-Elect, Representative to the NDA House of Delegates, Representative to the NDA Board of Trustees, Representative to the NDA Foundation, and Director of Regional Communications. Their qualifications, election, term of office, powers, responsibilities and duties shall be specified in the Bylaws.

#### **Section 4. Appointed Officers**

At its discretion, the Chair of the Executive Board may appoint a Member at Large and three (3) NDA Corporate Roundtable Representatives, as well as any other officers designated by the House of Delegates, who shall be considered officers of the SNDA with full voting privileges. Their qualifications, term of office, powers, responsibilities and duties shall be specified in the Bylaws.

#### **Section 5. Executive Committee**

The responsibility for the administration and management of the Association business in between meetings of the full Executive Board shall be vested in the Executive Committee.

- A. The Executive Committee shall be composed of the President, the President-Elect, the Vice-President, and the Treasurer.
- B. The Executive Committee shall exercise its responsibility in accordance with SNDA policies and procedures. Decisions made by the Executive Committee shall be subject to review by the full Executive Board.

### **ARTICLE V: MEETINGS**

#### **Section 1. House of Delegates**

The House of Delegates shall meet at least once during each calendar year. The Executive Board shall be called and conducted in accordance with pertinent provisions of the By-laws. A mid-year delegates meeting can be held to discuss and vote on amendments and policies.

#### **Section 2. Executive Board**

Following the adjournment of the annual meeting of the House of Delegates at the national convention, the newly elected Executive Board shall meet. The Executive Board shall determine the date, place and extent of its meetings at the call of the President or a 2/3 majority vote of the Executive Board.

### **ARTICLE VI: RESIDUAL AUTHORITY**

All powers and responsibilities not specified in the Constitution and By-laws shall reside in the House of Delegates.

### **ARTICLE VII: AMENDMENTS**

The Constitution may be amended by two-thirds (2/3) affirmative vote of the House of Delegates at a properly called meeting at which a quorum is present.

### **ARTICLE VIII: QUORUM**

No action of the House of Delegates or the Executive Board shall be valid unless a quorum is present.

#### **Section 1. House of Delegates**

A quorum shall consist of a simple majority of the House of Delegates.

#### **Section 2. Executive Board**

A quorum of the Executive Board shall consist of eight (8) voting members.

## **BYLAWS**

### **PART I: MEMBERSHIP**

#### **Section 1. Active Membership**

Active membership in the SNDA shall be available to all predoctoral dental students. Recognition as an active member will be dependent upon the good financial standing of the predoctoral dental student as determined by Section 7, Membership Dues. Active membership may be extended for only one calendar year beyond the year of graduation. Such members shall constitute the only membership category with full rights and privileges as stated in Section 5, Privileges of Membership.

#### **Section 2. Associate Membership**

Associate membership shall be made available to dental residents, new dentists [within 2 years of graduation from a DDS or DMD program], dental school faculty members, any former national leader of SNDA and other persons at dental health education or research facilities that have an interest in the goals of the SNDA.

#### **Section 3. Honorary Membership**

Sustaining membership shall be made available to those organizations and individuals who show an exceptional interest in the goals of the SNDA.

#### **Section 4. Additional Membership Categories**

The House of Delegates shall have the authority to establish additional membership categories not in conflict with membership categories specified in these By-laws.

#### **Section 5. Privileges of Membership**

- A. Active Membership: Each active member shall be entitled to all privileges of SNDA including attending House of Delegates sessions, participating in the election of their delegate or delegates and the right to hold office and any appointments. Each active member shall also be entitled to receive any and all SNDA publications, newsletters, and minutes from any meeting or report during the year of membership.
- B. Other Membership Categories: Members other than active members shall not be entitled to hold office or vote. They shall be entitled to attend meetings of the House of Delegates and may receive such SNDA publications as the Executive Board deems appropriate.

#### **Section 6. Period of Membership**

Period of membership shall be from August 1st of one calendar year until July 31st of the following year.

#### **Section 7. Membership Dues**

Dues for all categories of membership shall be determined by the Executive Board. Dues as determined by the Executive Board become due and payable to the SNDA Treasurer on August 1st of each calendar year. The deadline for dues payment is December 15th of the same year.



## **Section 8. Resignation from and Loss of Membership**

Resignation may be accomplished by tendering a written notice to the Executive Board and shall entail forfeiture of all dues paid to SNDA. Failure to pay annual dues by December 15th of each year may result in automatic loss of membership.

## **PART II: CHAPTERS**

### **Section 1. Chapter Qualifications**

Each existing dental school in the United States, including the District Columbia and Puerto Rico, is entitled to establish a chapter of SNDA. A new dental school qualifies to charter a chapter of SNDA one month after its first class of first year students is admitted.

In order for a new or a previously existing chapter to be established, a potential chapter must have:

- A. Identified an advisor at the potential chapter's dental school
- B. Chapter Constitution and By-laws
- C. Have a delegate present at National Convention and Mid Year delegates meeting if held
  - a. Delegates must be present at the House of Delegates National Convention meeting and/or Mid Year delegates meeting if held.
  - b. Speech topics should include (but are not limited to):
    - i. Chapter Initiation Reasoning
    - ii. Sustainability Plans
    - iii. Visions, missions, and plans for new chapter
- D. Received a majority vote at convention for chapter initiation

### **Section 2. Grant of Charter and New Chapters**

- A. New chapters may apply for a charter after satisfying the requirement of Section 1 of this Part. In addition to satisfying the Section 1 requirement, the applying chapter members must pay membership dues during the application year and the applying chapter must register a delegate at the National Convention and/or Mid Year delegates meeting if held the application Year.
  - a. Satisfying this additional requirement will deem the chapter a "Provisional Chapter" until full adoption of said applying chapter is approved by the House of Delegates
  - b. Upon the approval of the House of Delegates, the Provisional Chapter title will be removed.
- B. Once a provisional chapter is granted a charter with the approval of the House of Delegates, the chapter and its charter will always be considered in good standing with the SNDA unless otherwise suspended or revoked as outlined in Section 3, Section 4, Section 6, and Section 7 of this Part.
- C. Within one month following adjournment of the first meeting of the SNDA House of Delegates the Recording Secretary shall issue to each chapter a charter signed by the President and Recording Secretary. The Executive Board shall prescribe the charter

language.

### **Section 3. Suspension of Charter**

A chapter can be suspended by two-thirds (2/3) vote of all delegates if suspected to be in violation of this constitution and By-laws of the SNDA or any conduct deemed unethical by the House of Delegates. During the suspension, the chapter and delegates will not be allowed to participate in the activities of the SNDA. The status of suspension will be maintained until an investigation is completed by the House of Delegates. The investigation is not to exceed a time period past the next meeting of the House of Delegates.

### **Section 4. Revocation of Charter**

The following shall be considered causes for revocation of a charter.

- A. Refusing membership in the SNDA to an eligible applicant on the basis of race, religion, color, sex, national origin, or political belief.
- B. Violating the Constitution and By-laws of SNDA.
- C. Violating any rules or procedures for chapters established by the House of Delegates.

The House of Delegates shall prescribe the procedure for holding hearings on charges that may result in revocation of a charter. Revocation of a charter will not be valid unless two-thirds (2/3) of all Delegates present at a properly called meeting (a quorum required) shall vote for such revocation.

### **Section 5. Reinstating Revoked Charters**

A chapter will only be reinstated if it clearly shows that it is no longer guilty of conduct described in the lettered paragraph of Section 4. The chapter may submit a request to reinstate its charter to the House of Delegates. A two-thirds (2/3) vote of the House of Delegates is required to reinstate a revoked charter.

### **Section 6. Standards program**

In order for a chapter to be considered in good standing, all tiers of the standards program must be fulfilled. Full details of the Standards Program are described in the Chapter Manual.

- A. Educational Programming: Each chapter must host at least two educational programs per academic year.
- B. Finance Management: Each chapter must submit documentation of/or the current Academic Year Chapter budget that is approved by the chapters executive board
- C. Service and Outreach: Each chapter must host at least two service and outreach activities per academic year
- D. Alumni/Graduate Network Relations: each chapter must participate and/or host one a networking event with the local NDA chapter, graduate, or dentist in the area.
- E. Each chapter must have a recent copy of Constitution and By-laws submitted by June 1st of that National Convention year.

## **Section 7 . Chapters in Good Standing**

The following shall be requirements of all chapters to be eligible for consideration as a chapter in good standing:

- A. All chapter executive board members have paid national dues
- B. All tiers of the standards program have been fulfilled
- C. Most recent version of chapter constitution has been submitted via the members portal
- D. A chapter will be in good standing as long as its charter is not suspended or revoked.

## **Part III. Regions**

Region 1: Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont

Region 2: New Jersey, New York, and Pennsylvania

Region 3: Delaware, District of Columbia, Georgia, Florida, Maryland, North Carolina, South Carolina, Virginia, and West Virginia

Region 4: Illinois, Indiana, Ohio, Michigan, and Wisconsin

Region 5: Alabama, Kentucky, Mississippi, and Tennessee

Region 6: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota

Region 7: Arkansas, Louisiana, Oklahoma, and Texas

Region 8: Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, and Wyoming

Region 9: Alaska, California, Hawaii, Oregon, and Washington

## **PART IV: HOUSE OF DELEGATES**

### **Section 1. Definition**

The House of Delegates consists of voting delegates from each pre-doctoral chapter of SNDA. Number and selection of delegates is described in Section 2 of this Part.

### **Section 2. Delegate Number**

Each chapter shall be entitled to one delegate (1) on the basis of its status as a chapter in good standing. A second delegate (2) is issued when the chapter is within the range of twenty-one to thirty-nine dues paying members. An additional delegate (3) is issued for chapters with forty or more dues paying members. The total number of chapter delegates shall not exceed three (3). Delegate election shall be determined at pre-doctoral chapter's discretion.

### **Section 3. Alternate Delegates**

Each chapter shall be entitled to one alternate delegate for each delegate. An alternate delegate shall be authorized to act as a delegate only upon written request to the SNDA Corresponding Secretary from the delegate being replaced, or upon written petition to the SNDA Corresponding

Secretary from the majority of the chapter's delegates if the delegate sought to be replaced is unable.

#### **Section 4. Certification of Delegates and Alternate Delegates**

Each chapter shall file with the SNDA Corresponding Secretary via registration form at a minimum of 48 hours before the first day of a properly called meeting of the House of Delegates the names of that chapter's delegates.

#### **Section 5. Qualifications**

Each delegate must be an active member in good standing with the pre-doctoral chapter of SNDA.

#### **Section 6. Removal from Office**

Delegates may be removed from office for these reasons and according to the procedures specified by the predoctoral chapter's Constitution and Bylaws, or other such governance documents. Delegates may also be removed from office for:

- A. Infringement of any of these Bylaws,
- B. Commitment of any act discreditable to the profession of dentistry,
- C. Failing to fulfill the duties and responsibilities of the position as specified in Section 7.

#### **Section 7. Duties and Powers**

- A. Election of officers
- B. Determination of policies governing SNDA
- C. Adoption and amendment of this Constitution and By-laws
- D. Establishment of its own standing committees
- E. Suspension or revocation of a chapter's charter as set forth in Part II, Section 4, Revocation of Charter
- F. Performance of all duties imposed by law or traditionally required of SNDA's governing bodies.

#### **Section 8. Meetings**

The meeting of the House of Delegates shall be part of the SNDA's annual national convention, and/or a mid-year delegates meeting. The Executive Board shall determine the dates and location of annual meetings, including special meetings of the House.

#### **Section 9. Rules of Order**

The current issue of Robert's Rules of Order shall govern this organization in all parliamentary situations that are not provided for in the law or in this Constitution and Bylaws, or adopted rules.

### **PART V: ELECTIONS**

**Section 1.** Only an active member who is a registered student at an accredited dental school may be an elected officer or a regional coordinator of SNDA. This registration should be in effect

during the entire term of office. In the event that an officer is no longer registered at a dental school during the term of office, his or her office shall be considered vacated and a new officer shall be appointed by the Executive Board. Students running for President-Elect and Treasurer-Elect positions should be rising second or third year students due to the fact that these positions are two year terms. If a President for the ensuing year or Treasurer for the ensuing year is to be elected, he or she may be a rising second, third, or fourth year student.

**Section 2.** The Executive Board shall have the power to act accordingly in the event of any vacancy occurring among the offices of the Executive Board.

**Section 3.** The election of the officers of the SNDA shall be held during the annual meeting.

**Section 4.** The Election Committee shall be composed of the Corresponding secretary, President-Elect, and Treasurer-Elect. Members of the Election Committee are not allowed to run for an office while serving on the Election Committee. If the Corresponding secretary is running for an office, the President will serve as the chair of the Election Committee.

- A. All candidates seeking SNDA Executive office should submit a formal application by the deadline presented by the Executive Board.
- B. The Election Committee shall present to the House of Delegates a formal ballot of candidates.
- C. Each nominee shall address the House of Delegates outlining his or her qualifications for office.
- D. At least one (1) hour shall be allotted between the candidates' speeches and the voting process to allow the delegate time to weigh each candidate's qualifications.
- E. Voting shall be by secret ballot, each delegate having one (1) vote. Votes will be tallied by the Election Committee with the Election Chairperson presiding.
- F. The candidate receiving a simple majority of the votes cast shall be elected.
- G. In the event of a tie, the President-Elect shall cast the deciding vote.

**Section 5.**

Delegates may run for office by trading places with an alternate delegate from their chapter. If there is no alternate delegate present, the delegate is required to forfeit their vote to run for office. The delegates may not vote on any office during the election otherwise they will be excluded from the running for office. Alternate Delegates must be registered at the conference or convention where the election is being held, in order to assume the role of a delegate running for office.

**Section 6.**

No person shall serve in more than one (1) of the following offices simultaneously: President, Vice- President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, Regional Communications, Representative to the NDA House of Delegates, Representative to the NDA Board of Trustees, and Director of Regional Coordinators. No candidate may simultaneously run for more than one office of the Executive Board at once.

**Section 7.** Executive Board members may be re-elected in succeeding years.

**PART VI: Officers**

**Section 1. Elected Officers**

**A. President**

a. Duties

- i. Shall be the official representative of the SNDA at all events and meetings and shall be an ex- officio member of all committees (without the right to vote).
- ii. Shall preside at all meetings of the Executive Committee, Executive Board and House of Delegates.
- iii. Shall provide agenda and goals for the year to the entire body, communicate with local chapters and sponsors in regards to funding, scholarship opportunities and events, address the concerns of the grievance committee from the previous convention, and serve as the representative, in conjunction with the President- Elect, to any other organized healthcare meetings or convention
- iv. Conference duties
  1. Preside over all meetings,
  2. Meet daily with the Executive Board during the conference in order to assign duties for the following day,

b. Term of Office

- i. The President shall serve for a period of one (1) year or until the installation of his or her successor.

c. Vacancy

- i. If the President is unable to fulfill his or her duties, the Vice-President shall act in his or her behalf

**B. Vice-President**

a. Duties

- i. Shall carry out the duties assigned by the President and the Executive Committee,
- ii. b. Conference duties:
  1. composition and registration information and guidelines
  2. the meeting schedule and agenda for the annual convention.
  3. work closely with the National Dental Association in planning conference events.
  4. obtain all guest speakers for the conference,
  5. Check on an as needed basis to make sure speakers are in place and will have reliable transportation arranged

b. Term of Office

- i. The Vice-President shall serve for a period of one (1) year or until installation of his or her successor.

c. Vacancy

- i. If the Vice-President is unable to fulfill his or her duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on his or her behalf.

### **C. The Corresponding Secretary**

#### **a. Duties**

- i. Shall maintain a line of communication between the Executive Board, the House of Representatives and the general body of the SNDA.
- ii. The Corresponding Secretary shall mail all correspondence to corporate sponsors, SNDA/NDA members on official letterhead
- iii. Setup master list-serve of email addresses from the member list
- iv. Shall maintain all social media
- v. Conference Duties
  - 1. Serve as Chairperson of the election committee for House of delegate meetings, unless he/she is a candidate for an office and then upon this event, the President Elect shall serve in this capacity.
  - 2. Make sure that delegates/members are in attendance.
- vi. Term of Office
  - 1. The Corresponding Secretary shall serve for a period of one (1) year or until installation of his or her successor .

#### **b. Vacancy**

- i. If the Corresponding Secretary is unable to fulfill his or her duties a presidential appointee, approved by a simple majority of the Executive Board, shall act on his or her behalf.

### **D. Recording Secretary**

#### **a. Duties**

- i. Shall record the minutes at all meetings of the Executive Board and House of Delegates.
- ii. Shall send all minutes to the Executive Board no later than 7 days following all meetings excluding the National Convention
- iii. The National Convention minutes and documents of all House of Delegates proceedings shall be sent to all financial members no more than 48 following the adjournment of the convention.
- iv. Shall collect and distribute all officer reports 60 days before the Annual Conference to all financial members of the organization.
- v. Conference Duties
  - 1. organizing the registration for Table Clinic and obtaining judges and all awards for participants,
  - 2. organizing the scrapbook competition (point system) and work with sponsors to select winners and all awards for participants.

#### **b. Term of Office**

- i. The Recording Secretary shall serve for a period of one (1) year or until installation of his or her successor.

#### **c. Vacancy**

- i. If the Recording Secretary is unable to fulfill his or her duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on his or her behalf.

#### **E. Treasurer**

##### **a. Duties**

- i. Shall manage the funds of the SNDA
- ii. Shall serve as chairperson of the Budget and Finance Committee.
- iii. Shall also be responsible for soliciting donations from dental manufacturers and supply companies for projects, programs, convention speakers, or events the organization is interested in
- iv. Shall collect dues and submit names to the Corresponding Secretary for a member list.
- v. Follow-up with chapters that have not paid dues
- vi. Prepare a yearly working budget for all officers and events
- vii. Maintain an account with a national bank for checking, savings, endowment accounts
- viii. Provide timely reimbursement for officers
- ix. Maintain not-for-profit status paperwork
- x. Submit quarterly reports to the Executive Board
- xi. Conference duties
  - 1. coordinate all conference registration fees and forms
  - 2. work with the Corporate Roundtable Representative to secure funding for conference
  - 3. order all plaques and honorariums for speakers and officers which should have a personalized note for the award ceremony.

##### **b. Term of Office**

- i. The Treasurer shall serve for a period of one (1) year or until

##### **c. Vacancy**

- i. If the Treasurer is unable to fulfill his or her duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on his or her behalf.

#### **F. Treasurer-Elect**

##### **a. Duties**

- i. Shall be an ex-officio member of the Budget and Finance Committee.
- ii. Shall be responsible for learning the financial operations of SNDA,
- iii. Carrying out duties assigned by the Treasurer and all fundraising activities.

##### **b. Term of Office**

- i. The Treasurer-Elect shall serve for a period of one (1) year or until installation of his or her successor.

##### **c. Stipulations**

- i. Prior to installation as Treasurer, the Treasurer-elect must demonstrate satisfactory performance in the preceding year as evidenced by a



two-thirds (2/3) vote of the Executive Board, excluding the Treasurer-Elect.

1. In the event a two-thirds (2/3) vote of confidence is not obtained from the Executive Board the Treasurer-Elect shall not ascend to the office of Treasurer. This decision will be final and will be presented to the House of Delegates. The reason for such decision may be discussed at the discretion of the said Treasurer-Elect.
2. In the event a two-thirds (2/3) vote is not obtained from the Executive Board, a member of the existing Executive Board will be elected by the House of Delegates by a simple majority to serve as the Treasurer for the ensuing year. If no member of the Executive Board wishes to seek the office of Treasurer, nominations may be taken from the House of Delegates for the Treasurer for the ensuing year.

d. Vacancy

- i. If the Treasurer-Elect is unable to fulfill his or her duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on his or her behalf.

**G. President-Elect**

a. Duties

- i. The President-Elect shall be responsible for learning the operations, policies and programs of the SNDA,
- ii. Be an ex-officio member of all committees and
- iii. Carrying out duties assigned by the President
- iv. Maintaining the SNDA archives.
- v. Conference duties: shall serve as chairperson of the Grievance Committee.

b. Term of Office

- i. The President-Elect shall serve for a period of one (1) year or until installation of his or her successor.

c. Stipulations

- i. Prior to installation as President the President-Elect must demonstrate satisfactory performance in the preceding year as evidenced by a two-thirds (2/3) vote of the Executive Board, excluding the President-Elect. In the event a two-thirds (2/3) vote of confidence is not obtained from the Executive Board the President-Elect shall not ascend to the office of the President. This decision will be final and will be presented to the House of Delegates. The reason for such a decision may be discussed at the discretion of the said President-Elect.
- ii. In the event a two-thirds (2/3) vote is not obtained from the Executive Board, a member of the existing Executive Board will be elected by the House of Delegates by a simple majority to serve as the President for the ensuing year. If no member of the Executive Board wishes to seek the

office of President, nominations may be taken from the House of Delegates for the President for the ensuing year.

- d. Vacancy
  - i. If the President-Elect is unable to fulfill his or her duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act in his or her place.

#### **H. Representative to the NDA House of Delegates**

- a. Duties
  - i. To attend the meetings of the NDA House of Delegates for the express purpose of voicing concerns, proposals, and resolutions of the SNDA to the NDA House of Delegates.
  - ii. To Report to the SNDA Executive Board at the end of each NDA House of Delegates Session.
  - iii. Conference duties:
    - 1. submit a final written report of all actions taken by the NDA House of Delegates to the SNDA House of Delegates at the last business session of the conference.
- b. Term of Office
  - i. The Representative to the NDA House of Delegates shall serve for a period of one (1) or two (2) years or until his or her successor is installed. The reinstatement of the Representative to the NDA House of Delegates for a second term shall be decided by the President of that term.
- c. Vacancy
  - i. If the Representative to the NDA House of Delegates is unable to fulfill his or her duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on his or her behalf

#### **I. Representative to the NDA Board of Trustees**

- a. Duties
  - i. Shall attend the meetings of the NDA Board of Trustees.
  - ii. Shall be responsible for voicing the Concerns, proposals, and resolutions of the SNDA to the NDA Board of Trustees throughout the year as they apply to NDA policy.
  - iii. Conference duties:
    - 1. submit a written report covering all proceedings of the NDA Board of Trustees transpiring throughout the calendar year at the annual convention.
- b. Term of Office
  - i. The Representative to the NDA Board of Trustees shall serve for a period of one (1) or two (2) years or until installation of a successor. The reinstatement of the Representative to the NDA Board of Trustees for a second term shall be decided by the President of that term.
- c. Vacancy

- i. If the Representative to the NDA Board of Trustees is unable to fulfill his or her duties, a presidential appointee, approved by a simple majority of the Executive Committee, shall act in his or her behalf.

**J. Director of Regional Communications**

- a. Duties:
  - i. Shall be responsible for maintaining a line of communication between the Executive Board, and the Regional Coordinators.
  - ii. Shall serve as the Editor of EMERGE, the SNDA's semi-annual newsletter.
  - iii. Shall solicit information regarding chapter concerns and activities and relay them to the Executive Board.
  - iv. Shall also be responsible for facilitating the organization of regional meetings, establishing charters for new chapters
  - v. Serves as chair of the Regions Sub-committee for the National Executive Board.
- b. Term of Office
  - i. The Director of Regional Communications shall serve for a period of one (1) year or until his or her successor is installed.
- c. Vacancy
  - i. If the Director of Regional Communications is unable to fulfill his or her duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on his or her behalf.

**K. Representative to the NDA Foundation:**

- a. Duties:
  - i. Shall attend the meetings of the NDA Foundation.
  - ii. Shall serve as a liaison to the NDA Foundation And Maintain Lines Communication Between the SNDA and the NDA Foundation.
  - iii. Shall serve as coordinator of the Rites of Passage ceremony
  - iv. Shall serve as chairperson for the Darryl Hawkins Scholarship Program by collecting applications, reviewing and presenting top applicants to the executive board.
- b. Term of Office
  - i. The Representative to the NDA Foundation shall serve for a period of one (1) or two (2) years or until his or her successor is installed. The reinstatement of the Representative to the NDA Foundation for a second term shall be decided by the President of that term.
- c. Vacancy
  - i. If the Representative to the NDA Foundation is unable to fulfill his or her duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act in his or her behalf.

## **Section 2. Appointed Officers**

### **A. Corporate Roundtable Representatives:**

- a. Appointment Procedure
  - i. Three representatives shall be appointed by the President every year.
- b. Duties
  - i. attending meetings and participating in conference calls for the Corporate Roundtable,
  - ii. working with consultants to better ask for corporate funding,
  - iii. introducing themselves to Corporate Roundtable Representatives
  - iv. drafting letters asking for funding from the NDA Corporate Roundtable Representatives.
  - v. Conference duties:
    1. attending the corporate roundtable meetings at conferences.

### **B. Member-at-Large**

- a. Appointment Procedure
  - i. One member shall be appointed by the President every year.
- b. Duties
  - i. serve as the USNDA Liaison by communicating with USNDA about conference, registration, and SNDA events,
  - ii. perform duties as specified by the president and other Executive Board members,
  - iii. perform duties of another officer, if that officer is unable to fulfill his/her duties.

## **Section 3. Ex-Officio Members**

### **A. Immediate Past-President**

- a. Duties
  - i. shall serve as an ex-officio advisor to the Executive Board without the right to vote.
- b. Term of Office:
  - i. The Immediate Past-President shall serve for a period of one (1) year or until installation of his or her successor.

## **Section 4. Regional Coordinators**

- A. Appointment: Each of the regional coordinators shall be selected by the Regions Sub Committee of the National Executive Board. Chaired by the Director of Regional Communications.
- B. Vacancy: The Regional Coordinators shall be replaced by an SNDA member from the region in which the vacancy occurred.

## **Section 5. Impeachment Proceedings**

If an executive officer is found guilty of gross neglect of duties or of behaving in a manner that is deemed unethical or incongruent with SNDA policy a tender of resignation will be requested from the said officer by the SNDA Executive Board. If the officer does not voluntarily tender said

resignation the Executive Board shall have the authority to remove the officer from his or her office by a two-thirds (2/3) vote of all members of the Executive Board. The officer in question shall be given full opportunity for an appeal before the House of Delegates which may overturn the decision of the Executive Board by two-thirds (2/3) vote.

## **PART VII: FINANCING**

### **Section 1. Collection of Dues**

Dues as set by the Executive Board shall be collected by the chapters and remitted to the headquarters office of SNDA. The Executive Committee shall determine the location of the headquarters office.

### **Section 2. Sources of Revenue**

The Executive Board shall establish policies governing the sources of revenue other than dues that shall be used to support activities of the SNDA.

### **Section 3. Approval of Budget**

The Executive Board shall prepare a budget for the ensuing fiscal year.

### **Section 4. Expenditure of Funds**

The Executive Board shall delegate authority to expend funds to appropriate officials and employees of SNDA. The authority for expenditures of non-budget items or in excess of the budget shall require advanced approval of the appropriate officials and employees of SNDA as authorized by the Executive Board.

### **Section 5. Fiscal Year**

The fiscal year of SNDA shall begin August 1 and end on July 31 of each calendar year to correspond to the school year.

## **PART IX. ORGANIZATIONAL PROGRAMS**

### **Section 1. NDA-SNDA Impressions Program**

#### **A. Objectives**

- a. To provide under-represented students the opportunity to gain access to information on the dental profession and the dental school application process
- b. To increase enrollment of under-represented undergraduate students in accredited dental schools

#### **B. Implementation**

- a. It is recommended that every SNDA Chapter hold at least one such program annually.

#### **C. Guidelines**

- a. The NDA-SNDA Impressions Program is a trademark of the NDA and SNDA and will be reviewed and modified according to the discretion of either or both organizations mandate.

## **Section 2. Oral Cancer Walk**

### **A. Documents**

- a. A registration form shall be submitted to the Recording Secretary a minimum of sixty (60) days prior to the date of an Oral Cancer Walk.
- b. A reporting form shall be submitted to the Recording Secretary no later than three(3) weeks after the date of an Oral Cancer Walk.

### **B. Funds**

- a. A maximum of twenty percent (20%) of funds raised shall be used to cover administrative costs incurred by a local SNDA chapter in hosting an Oral Cancer Walk.

## **Section 3. Annual National Leadership Conference**

### **A. Implementation**

- a. The location of the National Leadership Conference shall be determined by the Executive Board.

## **PART X: AMENDMENTS**

- A. The executive board shall review the constitution annually for any edits.
- B. Proposed amendments to these By-laws may be ratified at any meeting of the House of Delegates by two-thirds (2/3) vote of the delegates present and voting, provided a quorum is present.
- C. If no amendments are proposed, the constitution year must still be updated with the current year and made available on the national website.