
CONSTITUTION

Student National Dental Association
d.b.a. SNDA 1972 Foundation, Inc.

This document cannot and will not be altered without the express consent of the House of Delegates of the SNDA 1972 Foundation, Inc.

Review of the SNDA Bylaws may be amended at any meeting of the House of Delegates by two-thirds ($\frac{2}{3}$) vote of the delegates present and voting, provided a quorum is present.

Last amended on August 11, 2026 by the Student National Dental Association
Executive Board and House of Delegates

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CONSTITUTION

ARTICLE I : NAME

The name of this organization shall be the Student National Dental Association 1972 Foundation, Incorporated 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

The SNDA 1972 Foundation is a not-for-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 representation by a Regional Coordinator whose duties are outlined in the Articles.

Section 4. Organization Identity and Brand Protection

The logo and brand identity of the SNDA 1972 Foundation are protected and shall not be edited or morphed without the express consent of the Executive Committee. No changes to the Organization's logo or brand identity shall be made until a period of 20 years since the last logo change (September 2025). After that 20 year period, a new

logo may be designed and adopted upon a three-fifths vote of the Executive Committee.

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 National Convention.

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.

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 Liaison, Director of Regional Communications, two (2) Members-at-Large, and three (3) Corporate Roundtable Representatives. Their qualifications, election, term of office, powers, responsibilities and duties shall be specified in the Bylaws.

Section 4. 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, Treasurer, and the Treasurer-Elect.
- 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 virtual meeting, if needed, 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, the minimum number of members of an assembly that must be present at any of its meetings to make the proceedings of that meeting valid, is met.

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, fifty-one percent, 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. Honorary Membership

Sustaining membership will be offered to organizations and individuals demonstrating outstanding commitment to SNDA's goals. Honorary Members, namely USNDA members, do not possess voting privileges.

Section 3. 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 4. 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 5. Period of Membership

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

Section 6. Membership Dues

- A. 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 July 1st or month of National Convention of each calendar year. The deadline for early dues payment is December 15th of the same year.
- B. The amount of national membership dues shall not increase for three years since the last dues increase. After a three-year period, an increase may be implemented upon a three-fifths vote of the executive committee (President, Vice President, Treasurer, President-Elect, and Treasurer-Elect).

Section 7. 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 in attendance at the Annual National Convention and Mid Year Delegates Meeting if held.
- D. Received a majority vote at delegates meeting 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

To maintain good standing, chapters must meet all requirements outlined in the tiers of the standards program. Comprehensive information regarding the Standards Program can be found in the [Chapter Manual](#). For detailed insights, please consult the Chapter Manual. For additional questions about the standards program and/or chapter manual, please contact the Director of Regional Communications at directorregcommunications.snda@gmail.com.

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. The most recent version of the chapter's constitution has been submitted to the National Executive Board.

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 Representative to the NDA Liaison via registration form at a minimum of one week 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, their 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 Representative to the NDA Liaison, President-Elect, and Treasurer-Elect. The Representative to the NDA Liaison will serve as the chair of the Election Committee. Members of the Election Committee are not allowed to run for an office while serving on the Election Committee. If the Representative to the NDA Liaison 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 their 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, Representative to the NDA Liaison, and Director of Regional Communications. 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 their successor.
- c. Vacancy
 - i. If the President is unable to fulfill their duties, the Vice-President shall act in their 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. Serves as Chair of National Convention
 - 2. composition and registration information and guidelines
 - 3. the meeting schedule and agenda for the annual convention.
 - 4. work closely with the National Dental Association in planning conference events.
 - 5. obtain all guest speakers for the conference,
 - 6. 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 their successor.
- c. Vacancy
 - i. If the Vice-President is unable to fulfill their duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on their behalf.

C. The Corresponding Secretary

- a. Duties

- i. Shall maintain a line of communication between the Executive Board and the general body of the SNDA.
- ii. The Corresponding Secretary shall email 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. Shall answer all inquiries
- vi. Term of Office
 - 1. The Corresponding Secretary shall serve for a period of one (1) year or until installation of their successor.
- b. Vacancy
 - i. If the Corresponding Secretary is unable to fulfill their duties a presidential appointee, approved by a simple majority of the Executive Board, shall act on their 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. Conference Duties
 - 1. organizing the registration
- b. Term of Office
 - i. The Recording Secretary shall serve for a period of one (1) year or until installation of their successor.
- c. Vacancy
 - i. If the Recording Secretary is unable to fulfill their duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on their behalf.

E. Treasurer

- a. Duties
 - i. Shall manage the funds of the SNDA



- ii. Shall also be responsible for seeking donations from dental manufacturers and supply companies for projects, programs, convention speakers, or events the organization is interested in
- iii. Shall collect dues and submit names to the Corresponding Secretary for a member list.
- iv. Follow-up with chapters that have not paid dues
- v. Prepare a yearly working budget for all officers and events
- vi. Maintain an account with a national bank for checking, savings, endowment accounts
- vii. Provide timely reimbursement for officers
- viii. Shall maintain not-for-profit status paperwork and ensure filing of applicable paperwork (i.e., IRS Form 990) with the Internal Revenue Service annually, including any applicable amendments or revisions for the tax year in which they serve as Treasurer.
- ix. Shall maintain communication with the Organization's external accounting and audit representatives. As of January 17, 2026, all tax filings and maintenance shall be managed by The Kannico Agency.
- x. Submit quarterly reports to the Executive Board
- xi. Conference duties
 - 1. coordinate all conference registration fees and forms
 - 2. order all plaques and honorariums for speakers and officers which should have a personalized note for the award ceremony.
- xii. Shall ensure proper transition of financial operations to the incoming Treasurer.
- b. Term of Office
 - i. The Treasurer shall serve for a period of one (1) year or until installation.
- c. Vacancy
 - i. If the Treasurer is unable to fulfill their duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on their 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.
 - iv. Shall be responsible for creating a financial report at the end of the year.
 - v. Conference duties:
 - 1. Shall serve as Chair of the Committee Gala.
- b. Term of Office
 - i. The Treasurer-Elect shall serve for a period of one (1) year or until installation of their 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 a 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 their duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on their 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. Shall serve as the Chair or point liaison for the NDC position.
- vi. Conference duties:
 1. 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 their 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 their duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act in their place.



H. Liaison to the National Dental Association (NDA)

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. Shall attend the meetings of the NDA Board of Trustees.
- iv. 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.
- v. 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.
 2. Serve as Chairperson of the Constitution & 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.
 3. Make sure that delegates/members are in attendance.
 4. 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 Liaison to the National Dental Association shall serve for a period of two (2) odd years or until their successor is installed. The reinstitution of the Representative to the NDA Liaison for a second term shall be decided by the President of that term.

c. Vacancy

- i. If the Liaison to the National Dental Association is unable to fulfill their duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on their behalf.

I. Representative to the NDA Foundation (NDAF)**a. Duties**

- i. Shall attend the meetings of the NDA Foundation for the express purpose of voicing concerns, proposals, and resolutions of the SNDA to the NDA Foundation.
- ii. Shall serve as a liaison to the NDA Foundation And Maintain Lines of Communication Between the SNDA and the NDA Foundation.
- iii. To Report to the SNDA Executive Board at the end of each NDA House of Delegates Session.
- iv. Shall serve as chairperson for the Darryl Hawkins Scholarship Program by collecting applications, reviewing and presenting top applicants to the executive board.
- v. Conference duties:
 1. Submit a written report covering all proceedings of the NDA Foundation transpiring throughout the calendar year at the annual convention.
 2. Organize the scrapbook competition (point system) and work with sponsors to select winners and all awards for participants.
 3. Serve as chair of community service activities during the conference.
 4. Coordinate any national service projects throughout the year leading up to conference (i.e. fall and spring national service project/initiative)

b. Term of Office

- i. The Representative to the NDA Foundation shall serve for a period of two (2) odd years or until their successor is installed. The reinstitution 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 their duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on their 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 their successor is installed.
- c. Vacancy
 - i. If the Director of Regional Communications is unable to fulfill their duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on their behalf.

K. Corporate Round Table Representatives

- a. Act as a liaison between sponsors and the national executive board.
- b. Duties
 - i. Secure sponsors:
 - 1. Contact previous and potential sponsors via phone and email.
 - 2. Host meetings to negotiate sponsorship terms.
 - ii. Create/update sponsorship packet:
 - 1. Develop/update a customized sponsorship packet.
 - iii. Maintain sponsor communication:
 - 1. Regularly communicate with committed sponsors via email and virtual platforms.
 - iv. Manage sponsor documentation:
 - 1. Collect and organize sponsor materials, including logos, contracts, and advertisements.
 - 2. Track funds received and coordinate the delivery of sponsor-related items.
 - v. Report to the board:
 - 1. Take notes during meetings and provide comprehensive

reports.

c. Conference Duties

- i. Manage funds and budget:
 - 1. Ensure all sponsor funds are received by specified deadlines for conference budgeting purposes.
- ii. Fulfill sponsorship commitments:
 - 1. Ensure that each sponsor receives the benefits promised in their specific sponsorship contract.
- iii. Coordinate sponsor banner display:
 - 1. Oversee the creation and display of sponsor banners at the conference.

d. Term of Office

- i. The Corporate Round Table Rep shall serve for a period of one (1) year or until the installation of their successor.

e. Vacancy

- i. If the Corporate Round Table Rep is unable to fulfill their duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on their behalf.

L. Member at Large.

a. Duties

- i. Liaison to USNDA chapters:
 - 1. Communicate conference details, registration, scholarships, national dues, and membership benefits.
 - 2. Address inquiries and provide support to chapter representatives.
 - 3. Maintain USNDA Social Media (Instagram)
- ii. Coordinate USNDA/Pre-Dental Student activities at the national convention:
 - 1. Assist in planning and executing activities for USNDA and pre-dental students.
 - 2. Facilitate communication between chapters and convention organizers.
- iii. Lead HBCU Connect initiative: Plan and execute virtual pre-dental workshops/seminars:
 - 1. Organize informative workshops and seminars for pre-dental students.
 - 2. Coordinate speakers and resources to provide valuable educational opportunities.
- iv. Create/update pre-dental guide:
 - 1. Develop and maintain a comprehensive guide with relevant

- information and resources.
 - 2. Ensure the guide is easily accessible to pre-dental students and chapters.
- b. Conference duties:
 - i. Pre-dental track programming:
 - 1. Map out the programming for the pre-dental track at the conference, including selecting topics and securing speakers.
 - 2. Ensure the content is relevant and valuable for pre-dental students attending the conference.
 - ii. Recruitment fair coordination:
 - 1. Spearhead the organization and execution of the recruitment fair specifically for pre-dental students.
 - 2. Facilitate opportunities for pre-dental students and current dental students to explore post-graduate opportunities.
 - iii.
- c. Term of Office
 - i. The Member at Large shall serve for a period of one (1) year or until the installation of their successor.
- d. Vacancy
 - i. If a Member at Large is unable to fulfill their duties, a presidential appointee, approved by a simple majority of the Executive Board, shall act on their behalf.

Section 2. 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 their successor.

Section 3. 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. Will work under the direction of the Director of Regional Communications .

B. Duties:

- a. **Points Calculation:** Accurately calculate points earned by assigned local SNDA chapters based on their campus and community engagement participation. This includes activities such as community service events, dental health awareness campaigns, chapter meetings, fundraising efforts, and other relevant initiatives outlined in SNDA's Chapter manual.
- b. **Point Tracking:** Collecting Standards Program Evaluation forms and maintain organized records of points earned by chapters throughout each semester and the academic year. Regularly update and monitor chapter point spreadsheets.
- c. **Liaison Duties:** Serve as a point of contact between the Director of Regional Communications and chapter presidents regarding chapter's point allocation and status. Facilitate effective communication, disseminate important information, and relay feedback or concerns to the Director of Regional Communications.
- d. **Chapter Support:** Provide guidance and support to chapter presidents in understanding the point system, promoting engagement, and maximizing their chapter's potential. Share best practices, offer suggestions for improvement, and assist with troubleshooting challenges as needed.
- e. **Reporting:** Attend meetings with the Director of Regional Communications and reports on chapter engagement, points earned, and overall progress of assigned local chapters to the Director of Regional Communications.

C. Term of Office:

- a. The Regional Coordinator shall serve for a period of one (1) year or until the July immediately following their appointment.

D. Vacancy: If a Regional Coordinator is unable to fulfill their duties, they shall be replaced by a national SNDA member.**Section 4. 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 their 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 Committee 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 Committee.

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: 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.



**Student National
Dental Association**

Student National Dental Association
<https://sndaonline.org>
