



**STUDENT CHAPTER MANUAL  
2011-2012**

**Organizing a SADAA Chapter**

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Congratulations and Thank You!

Congratulations on accepting the challenge to organize a Student Chapter of the American Dental Assistants Association.

Thank you for becoming involved in the expansion of the professional Association that has been representing all dental assistants since 1924.

Starting a Student Chapter requires some organization and effort, but can be accomplished through strong leadership and an equally strong support system.

You can always count on the staff at Central Office, your State Officers, District Trustee and your National Officers as resources.

The purpose of this Manual is to outline the basic steps needed to organize and run a Student Chapter. These are simple procedures which, when followed carefully, will produce the results you want.

The Manual that accompanies this letter contains all of the information needed to start a SADAA Chapter. If additional copies of this material are needed, they are available upon request from the Central Office. All forms and documents can be found online.

# TABLE OF CONTENTS

<b>Introduction</b> .....	<b>4</b>
 <b>Association Structure</b>	
<i>Eligibility for Student Membership</i> .....	<b>4</b>
<i>Membership Dues</i> .....	<b>5</b>
<i>Transition from Student Member to Active Member</i> .....	<b>5</b>
<i>Local and State meetings</i> .....	<b>5</b>
<i>ADAA Districts</i> .....	<b>6</b>
<i>ADAA District Trustees</i> .....	<b>7</b>
<i>ADAA Officers and Staff</i> .....	<b>8</b>
 <b>Structure of an ADAA Student Chapter</b>	
<i>ADAA Student Chapter Advisor</i> .....	<b>9</b>
<i>Meetings</i> .....	<b>9</b>
<i>Bylaws / Rules of Governance</i> .....	<b>9</b>
<i>Officers</i> .....	<b>10</b>
<i>Committees</i> .....	<b>10</b>
 <b>Getting Started / Organizing a SADAA Chapter</b>	
<i>Guidelines for Student Advisors</i> .....	<b>11</b>
<i>Suggested Committees and Functions</i> .....	<b>12</b>
<i>Suggested Student Chapter Activities</i> .....	<b>13</b>
<i>Suggested Educational Programs</i> .....	<b>14</b>
 <b>Documents</b>	
<i>Sample ADAA Student Chapter Bylaws</i> .....	<b>15-20</b>
<i>Sample ADAA Student Chapter Rules of Governance</i> .....	<b>21-22</b>
<i>ADAA Student Chapter Motion to Affiliate Form</i> .....	<b>23</b>
<i>ADAA Student Chapter Charter Member List</i> .....	<b>24</b>
<i>Sample Letter of Request to Local Dental Assisting Society</i> .....	<b>25</b>
<i>ADAA Student Chapter School, Advisor and Officer Information</i> .....	<b>26</b>
<i>Sample ADAA Student Chapter Manual of Procedures</i> .....	<b>27-36</b>

## **INTRODUCTION**

This Manual is designed to provide assistance to those Dental Assisting Programs wanting to start a Student Organization of the American Dental Assistants Association (a SADAA Chapter) at their school. It includes resources and ideas needed to implement and maintain a SADAA Chapter.

The goals of the SADAA Chapter include providing support, encouragement, education and leadership opportunities to ADAA Student Members during their time in school. The benefits include the development of future leaders in the profession, the opportunity to mentor student members in the profession and Association, and increased participation of student members.

**ADAA's Mission** is to advance the careers of dental assistants and to promote the dental assisting profession in matters of education, legislation, credentialing and professional activities which enhance the delivery of quality dental health care to the public.

## **ASSOCIATION STRUCTURE**

The ADAA has been promoting the interests of the dental assisting profession since 1924. That is when a small group of professional dental assistants met in Dallas, Texas, to create an organization that would link dental assistants together in a mutual bond of friendship and a common mission of upgrading the practice and profession of dental assisting.

The American Dental Assistants Association is administered by a group of volunteers (the Board of Trustees) as well as staff at Central Office. The Association is divided into 13 areas called Districts. Each district has a trustee, elected to a three-year term, who is that district's official representative to the ADAA. Each trustee is the liaison between the State and National organization and is responsible for stimulating interest in all state associations and local societies in the district, as well as for assisting new locals to organize. The ADAA is a tripartite organization, so membership in the ADAA also includes membership in the state organization and a local society.

In addition to the Local Society officers, the State Officers and/or the Trustee from your District can be a resource to your SADAA Chapter.

### **Eligibility for Student Membership**

Student membership may be granted to any student enrolled in a dental assisting program or is a graduate of a dental assisting program enrolled full-time in either a program related to dentistry or in a college degree program, who will support and promote the objectives of the ADAA.

A dental assisting student can be a student member in the ADAA without participating or belonging to an ADAA Student Chapter. However, to participate in a SADAA Chapter, a student must be a current Student member in the ADAA and currently enrolled in the dental assisting program that is sponsoring the SADAA Chapter.

## **Membership Dues**

Student members shall pay annual dues as determined by the adopted budget of the ADAA. Applications and dues are submitted to ADAA Central Office, Member Services. Dues for student members are \$35 and an additional (optional) \$10 for professional liability insurance. Membership cards are mailed within four-six weeks along with a pin. Generally, membership will expire at the end of the year. Other benefits including the Journal and Student Newsletter begin with the next issue. For a complete, up-to-date list of member benefits, go to: [www.dentalassistant.org/member\\_benefits.htm](http://www.dentalassistant.org/member_benefits.htm)

Membership applications may be downloaded from the ADAA website:

<http://www.dentalassistant.org/membership.htm#applications>

Applications must be signed by the instructor and returned with the instructor's check for dues or with certified checks from the students. A box on the application may be checked which allows all membership cards and pins to be sent to the instructor. If not checked, cards and pins will be mailed to the student's address and no further information is provided to the instructor

In addition to ADAA dues, the SADAA Chapter may choose to also assess dues for their Chapter. If done, the dues would be collected and administered locally.

Student members are encouraged to participate in the ADAA and there are a variety of ways to do so. The ADAA Bylaws provide student members with the privilege of serving as a member of a committee, which includes committees at the local, state or national level. Students can also serve on the Council on Student Relations and can apply to serve as Student Trustee on the ADAA Board of Trustees (expenses paid, volunteer position) if they will graduate within 12 months of the application deadline.

## **Transition from Student Member to Active Member**

When students receive their renewal notice, it will reflect a graduated dues increase to \$55 for the national with state/local dues added. If the student has not graduated at the end of that year, he or she should have a faculty member sign the renewal form, enabling them to renew at the student rate. Once students have graduated, they are eligible for graduated, reduced dues. For three years following graduation, their dues will be gradually increased until they are at full active dues. This is reflected with the designation of AS1, AS2, and AS3. Regardless of when their student dues are submitted, they will be converted to annual billing during their second year.

## **Local and State Meetings**

Every region is different, however many State Associations within the ADAA have annual meetings with both governance and educational meetings. Additionally, many states have local societies that have regular education meetings for their members. These provide not only Student members, but Active members also the opportunity to meet students from other schools as well as to participate in educational meetings. For information on meetings in your area and ADAA leaders in your area, go to: [www.dentalassistant.org/](http://www.dentalassistant.org/) and visit our Links Tab or refer to the table in the back of this Manual.

## **ADAA DISTRICTS**

### **First District**

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

### **Second District**

New Jersey, New York, Pennsylvania

### **Third District**

Delaware, District of Columbia, Maryland, Ohio, Virginia, West Virginia

### **Fourth District**

Kentucky, North Carolina, South Carolina, Tennessee

### **Fifth District**

Alabama, Florida, Georgia, Mississippi, Puerto Rico, Virgin Islands

### **Sixth District**

Illinois, Indiana, Michigan

### **Seventh District**

Minnesota, North Dakota, South Dakota, Wisconsin

### **Eighth District**

Iowa, Kansas, Missouri, Nebraska

### **Ninth District**

Arkansas, Louisiana, Oklahoma, Texas

### **Tenth District**

Alaska, Idaho, Montana, Oregon, Washington

### **Eleventh District**

Arizona, Colorado, New Mexico, Utah, Wyoming

### **Twelfth District**

Hawaii, Nevada, California, Guam

### **Federal Districts**

US Army

US Air Force

### **Student District**

## 2011 -2012 TRUSTEES

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## STRUCTURE OF AN ADAA STUDENT CHAPTER

The benefits of having a SADAA Chapter include the opportunity to mentor students and develop future leaders for the profession, increased visibility for the Program and interaction with the local/state dental assisting organization. The ADAA, through the local society, is able to provide support, encouragement, education and leadership opportunities during their time in school.

Should your school choose to organize a Student Chapter, it needs to be done collaboratively with students, faculty, and the Local Society (or State Association). Be sure to check with your school regarding any policies or requirements they may have regarding a student organization. ADAA requires that all Student Chapters be from schools that have dental assisting programs that are at least 800 hours in length.

Once the students and the Student Advisor have decided to form a Student Chapter, they will need to complete the following paperwork and send it to ADAA Central Office:

- 3 Motion to Affiliate Form
- 3 Charter Member List
- 3 Bylaws or Rules of Governance (ROG)
- 3 Any membership applications with accompanying payment

Upon receipt of these materials, Central Office will forward the Bylaws/ROG to the ADAA Council on Governance for approval. Once the bylaws and related paperwork are approved, ADAA Central Office will send a letter to the local society with a copy to the State Association, Student Trustee and appropriate District Trustee. This serves as official recognition by the ADAA of formal affiliation.

### **ADAA Student Chapter Advisor**

Each SADAA Chapter must have an advisor, preferably one who is a current faculty member at the school. The role of the advisor is to be available to and provide the student members with advice and counsel for all activities of the Chapter. The advisor will also assist the Chapter in submitting its yearly membership dues and annual *Information Form*. The Advisor must be an active ADAA member.

### **Meetings**

The day, time, frequency and location of Chapter meetings should be established at the beginning of the school year or semester (for example: the first Tuesday of the month). Consistency is important. Any speakers, topics and activities should be planned at the beginning of the year as well.

### **Bylaws / Rules of Governance (ROG)**

The Bylaws / Rules of Governance help to define how the Chapter is to be governed. A sample of each is included with this packet and is also available to you online.

SADAA Chapters must file either Bylaws or Rules of Governance/Manual of Procedures with the ADAA when they file for affiliation. Either is an acceptable form of governance and is solely the

choice of the Chapter. Included in this Manual is a sample set of Bylaws, Rules of Governance and Manual of Procedures to be used as a guideline.

Bylaws have items that have been underlined – these must be included verbatim and strictly followed. Any items not underlined can be adapted or changed to the needs of the Chapter. The Chapter should decide which they want to submit, review and revise the sample (making it their own), adopt them and send to ADAA for review and then approval. The program should keep the original copy. Once completed, they do not need to be revised or changed unless the Chapter chooses to do so or a request is issued by the ADAA.

The proposed Bylaws/ROG must first be approved by the SADAA Chapter. Once received with the paperwork by the ADAA Central Office, they will be forwarded to the ADAA Council on Governance. Once the document is approved, notification will be made to the SADAA Chapter, the local society, state association and District Trustee.

Student Chapters failing to submit Bylaws/ROG as required or requested will be subject to the policy stated in the Dissolution Article of the Bylaws of the American Dental Assistants Association.

### **Officers**

The SADAA Chapter should elect officers at the first meeting. If there are students in the Program for more than one year, the officers may be from both newer students and more advanced students. This may prove helpful during transition following graduation.

The number and titles of the officers may vary depending on the size and activity level of the Chapter. Standard officers include President, Vice-President, Secretary and Treasurer. Your Chapter may choose to have more – or less. The term is usually for one year.

### **Committees**

The needs and goals of the Chapter will determine which committees you will form. The Chair of each committee can be either appointed by the President or elected. The student membership should reach consensus about the scope, function and activity of each committee.

Committees usually consist of a chairman and three to five members, depending on the size of the Chapter and the anticipated activities.

Committees should meet at the beginning of each academic year/semester to discuss their activities, and then present them to the Executive Council and then the student membership.

Minutes from all committee meetings should be kept for the annual report.

## GETTING STARTED / ORGANIZING THE SADAA CHAPTER

### Guidelines for Student Advisors

Thank you for your commitment to the students and their development into future dental assistants. The success of a Student Chapter is dependent upon many factors, one of which is the support and counsel from the Advisor. Please review these guidelines.

#### Requirements and Responsibilities

1. Current, active member of the ADAA
2. It is preferred to be a faculty member of the Dental Assisting Program
3. Committed to fulfilling the duties of Advisor effectively and consistently
4. Able to meet the school's criteria as it relates to Student Organization Advisors
5. Supportive of the objectives of the ADAA

#### Role

1. Provide advice and counsel for all activities of the Chapter
2. Assist the Chapter in submitting yearly membership dues and annual *Information Form*
3. Provide positive role modeling for and mentorship of students
4. Oversee the selection of Student Chapter Officers, Representatives and Committees
5. Serve as a resource to facilitate Meeting, Activities and Educational Program planning
6. Actively participate in Student Chapter meetings and events
7. Encourage participation in ADAA Scholarship programs
8. Communicate with ADAA Central Office staff as needed
9. Promote liaison with the local dental assisting society

#### Resources for Student Advisors:

1. Central office staff via phone or email
2. ADAA Student website
3. Local Society Officers
4. ADAA State President
5. ADAA District Trustee
6. ADAA Council on Student Relations

## **SUGGESTED COMMITTEES AND FUNCTIONS**

This is a list of suggestions. Each Chapter will have different needs and goals, so this is a starting point/guideline ONLY. Adjust, adapt and change to meet the Chapter's needs.

**Note: ALL committees are to submit an annual report of their activities to the membership**

### **Educational Program**

1. Arrange programs, contact speakers
2. Work with local society to host an educational class (CE)

### **Outreach**

1. Plan service project activities
2. Conduct clinics at local /state meetings
3. Organize dental health projects (see suggested Activities list for ideas)
4. Complete special assignments delegated by the Executive Council

### **Fundraising**

1. Organize fund raising projects

### **Welcoming/Hospitality**

1. Arrange social functions as needed
2. Aid in welcoming each incoming student
3. Assist the students throughout the year
4. Assist in arrangements for special functions (ie. homecoming, capping, graduation)

### **Liaison**

1. Develop communication with the ADAA local society
2. Plan activities w/ ADAA local society (dental health, table clinics. . .)
3. Develop connections with other SDAA Chapter/s

## SUGGESTED STUDENT CHAPTER ACTIVITIES

Activities should be congruent with the goals and objectives of the ADAA, the Student Chapter and the Dental Assisting Program. The following list is offered to give ideas to students and advisors. Again, it is a starting point.

1. Attend local/state dental assisting society meetings.
2. Participate in Career Day/s at local high schools.
3. Network with other schools via Facebook.
4. Develop relationship with local dental assisting society.
5. Give oral health presentations to local groups (like on-campus groups, civic groups, service clubs, scouts, prenatal classes . . . )
6. Decorate bulletin boards in campus center with dental health information.
7. Decorate clinic areas with consumer education information.
8. Participate in Children's Dental Health Month (organize a screening, provide TBI to local schools . . .).
9. Participate in Dental Assistants Recognition Week (March).
10. Participate with local dental societies providing screenings and/or oral health care.
11. Hold a toothbrush exchange on campus, at the mall (hand out new toothbrush and educational information in exchange for old toothbrush).
12. Participate in local/state table clinics or science fairs.
13. Hold fundraisers to financially support members' attendance at table clinics or as delegates to ADAA Annual Session.
14. Develop joint activities with other health-related professions on campus.
15. Develop a student mentor program.
16. Develop a secret pal program.
17. Contact school newspaper editor to highlight DARW and/or other Chapter activity.
18. Participate in Health Occupation Students of America (HOSA) meetings.
19. Welcome new students with potluck, cookout or other activity.
20. Participate in school's homecoming, promoting dental assisting.
21. Hold a "smile contest" on campus (take pictures of best smiles and have student body vote; award small prize like TB/toothpaste).
22. Host a CE course in conjunction with local society.
23. Make prevention kits and provide to underprivileged individuals.
24. Send care packages/letters to soldiers via the ADAA's program.
25. Sponsor a mouth guard clinic for the school/area sports teams, educating young players about good oral health and what to do if a tooth is knocked out during play.
26. Give instruction on head/neck self-examination
27. Assist in oral cancer screenings.
28. Attend ADAA Annual Session.

## SUGGESTED EDUCATIONAL PROGRAMS

The following list is offered to give ideas to students and advisors for potential topics for educational programs.

It is recommended that topics selected are not currently offered as part of the program curriculum but will enhance the students' education or will better prepare them for the field.

1. Technology in Dentistry
2. Career Options
3. Resume Writing
4. Interviewing Skills
5. Lunch 'n Learn w/ Product Reps
6. Scrubs Fashion Show
7. Hair/makeup Ideas – perhaps cosmetology students
8. Ergonomics / Massage
9. Coping with Stress
10. Networking Skills
11. Structure of the ADAA
12. Transitioning to Active Membership
13. Maintaining your License or Credential
14. Current Legislation
15. How to Motivate Patients – TBI etc
16. Dental Health Considerations in Pregnancy
17. Oral Piercings
18. Nutrition and Dental Health
19. Continuing Your Education (transfer options, hygiene . . . )
20. Specialty Practice and the Dental Assistant
21. Panel Discussions on a variety of topics
22. Time Management
23. Study Skills
24. Do ADAA home study course/s

Speakers could come from school administration, hygiene faculty, nursing faculty, dental/hygiene/assisting society, practicing dental health care workers . . .

## SAMPLE BYLAWS

### AMERICAN DENTAL ASSISTANTS ASSOCIATION STUDENT CHAPTER

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*(insert Program name here)*

**Adopted**

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*Insert date of adoption here*

#### **Article I - Name**

The name of this organization shall be the “American Dental Assistants Association (ADAA) Student Chapter, \_\_\_\_\_”, hereinafter referred to as “the Organization” or “the Chapter”.

#### **Article II - Objectives**

The objectives of this Chapter shall be: to share in the responsibility for quality dental health care delivery to all; to advance the practice of dental assisting toward the highest standards of performance obtainable by supporting and encouraging formal education, and in providing quality continuing education; to support educationally-based national and/or state credentialing for the dental assisting profession; and to communicate effectively with all members of health-related professions.

#### **Article III - Affiliation**

This Organization shall be a Student Chapter of the American Dental Assistants Association.

#### **Article IV - Membership**

Membership in this Chapter shall not be based upon race, color, religion, sex, national origin, or age and may be granted to any student enrolled in a dental assisting program of at least 800 hours in length, who will support and promote the objectives of this Organization.

A person applying for membership in a Student Chapter shall be required to maintain membership in the American Dental Assistants Association and be currently enrolled in the dental assisting program that is sponsoring the Chapter.

Student members are eligible to serve as committee members or as Student Trustee in the ADAA. Student members are eligible to serve as an officer or committee member in the Student Chapter.

**Article V – Dues**

Section 1. ADAA Dues. ADAA, state and local membership dues shall be paid by each student member or the school directly to the Central Office of the ADAA in accordance with the procedures and dates established by the ADAA.

No dues shall be refunded to any member whose membership terminates for any reason.

Section 2. Chapter Dues. The annual dues of this Chapter shall be \$ \_\_\_\_\_ .  
*insert amount, if any, here*

**Article VI - Meetings**

Section 1. Frequency and Quorum. The members of this Organization shall vote upon the date, time and place for meetings each semester / annually. Meetings of this  
*circle one*

Chapter shall be held \_\_\_\_\_  
*specify frequency ie. once a month*

Section 2. Quorum. A quorum shall be \_\_\_\_\_ of the  
members of this Organization. *insert percentage or amount here*

Section 3. Order of Business. The order of business for meetings shall be:

- Call to order
- Roll call
- Reading of Minutes
- Treasurer's Report
- Committee Reports
- Advisor's Report
- Unfinished Business
- New Business
- Program
- Adjournment

Section 4. Activities and Programs. The President, in consultation with the Executive Council and Student Advisor, shall determine the focus of Activities and Programs. Ideas will then be presented to the membership for their discussion and approval.

Section 5. Special Meetings. Special meetings may be called by the President with \_\_\_\_\_ days notice to the members.

## Article VII- Executive Council

Section 1. Composition. The Executive Council will be comprised of the elected Officers and the Class Representatives and shall be the governing body of this Organization between meetings.

A. Elected Officers. The elected Officers of this Organization shall be a President, Vice President, Secretary and Treasurer.

B. Class Representatives. \_\_\_\_\_ representative/s from each class  
*insert number here*  
shall be voted on by the members of their respective classes and will serve as the Class Representatives on the Executive Council.

Section 2. Eligibility. An active, current ADAA student member shall be eligible to serve as an Officer or Class Representative of this Chapter.

Section 3. Election. The Officers and Class Representatives shall be elected at the meeting of the Organization. Nominations may be made from the floor. In the event that there is more than one nomination for any position, the election shall be by secret ballot. The candidate receiving the majority of votes shall be declared elected. When there is only one candidate for a position, election may be by acclamation.

Section 4. Term of Office. Term of office shall be one (1) year.

Section 5. Vacancy. In the event of a vacancy in one of the positions, the Executive Council and Student Advisor will determine the course of action.

Section 6. Duties. The Executive Council shall perform the duties as may be prescribed by these Bylaws, the Manual of Procedure and the parliamentary authority adopted by the Organization. Regular meetings of the Executive Council shall be held.

A. President. The duties of the President shall include: preside at all meetings, call special meetings as needed, appoint members of all committees, perform such duties as may be expected, prepare and present an annual report and maintain communications as needed with the ADAA.

B. Vice President. The duties of the Vice-President shall include: preside at meetings in the absence of the President, fill vacancy of president and prepare and present an annual report.

C. Secretary. The duties of the Secretary shall include: announce all meeting information in advance to the membership, keep accurate minutes of all meetings, prepare and present an annual report, prepare correspondence as needed, collect and preserve data related to the history of this Organization and submit news of the organization to the school.

D. Treasurer. The duties of the Treasurer shall include: maintain accurate financial records of the Organization, endorse each expenditure of the organization with another officer and prepare and present an annual report.

E. Class Representatives. The duties of the Class Representatives shall include: represent their respective classes at meetings of the Executive Council, coordinate and facilitate communication from their respective class to the other members, classes, Executive Council or Advisor, facilitate activities pertinent to their class and prepare and present an annual report.

### **Article VIII - Committees**

Section 1. Committees. There shall be the following committees as deemed necessary by this Organization, appointed by the President and approved by the Executive Council and Advisor: Educational Program, Outreach, Fundraising, Welcoming/Hospitality and Liaison (*insert or delete as needed*).

#### Section 2. Statement of Purpose

A. Educational Program. It shall be the purpose of this Committee to arrange educational programs for Chapter meetings.

B. Outreach. It shall be the purpose of this Committee to plan service project activities or other outreach activities.

C. Fundraising. It shall be the purpose of this Committee to organize fundraising projects.

D. Welcoming/Hospitality. It shall be the purpose of this Committee to aid in welcoming incoming students and providing assistance to them as needed.

E. Liaison. It shall be the purpose of this Committee to develop connection with the ADAA local society and/or other SADAA Chapters.

Section 3. Function. Committees shall prepare goals and perform the duties as may be prescribed by these Bylaws, the Manual of Procedure and the parliamentary authority adopted by the Organization. Committee activities shall be presented to the members for their input, support and approval.

Section 4. Other Committees. The Executive Council may create such other committees as shall be deemed necessary and which shall not be in conflict with other provisions of

these Bylaws. The duties of any such bodies shall be prescribed by the Executive Council upon their creation.

**Article IX – Reports**

Section 1. Annual Reports. Each Officer, Class Representative and Committee Chair shall submit annual reports in order to keep permanent records of all activities and to inform the membership of objectives, goals and activities.

Section 2. Format. Reports shall be typed and submitted to the Secretary and shall include activities, a brief summary (include enough information so others will have guidelines), comments, and recommendations (include the status of the activity and any problems unsolved).

**Article X - Finance**

Section 1. Fiscal Year. The fiscal year of this organization shall be

\_\_\_\_\_ to \_\_\_\_\_ .  
*insert dates here*

Section 2. Budget. With recommendations of the Student Advisor and the Executive Council, the voting members may adopt an annual operating budget covering all activities of the Organization for the next fiscal year. This Chapter shall adopt a positive balanced budget.

**Article XI - Dissolution**

The Organization shall use its funds only to accomplish the objectives and purposes specified in these bylaws and no part of said funds shall inure, or be distributed to the members of this Organization. If, at any time, this Organization shall be dissolved, any funds remaining shall be distributed to one (1) or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations (i.e., the ADAA Foundation . . . ) to be selected by the Executive Council. The Executive Council's selection is \_\_\_\_\_ .

**Article XII - Authority**

Section 1. Parliamentary Authority. Robert's Rules of Order Newly Revised (Current Edition) shall be the parliamentary authority for this Organization and shall be applicable in all cases where it does not conflict with the Bylaws of this Organization or those of the ADAA.

Section 2. Code of Ethics. The Code of Ethics of the American Dental Assistants Association, shall govern the professional conduct of all members.

**Article XIII - Amendments**

Section 1. These Bylaws may be amended as follows:

- A. These Bylaws may be amended by a two-thirds (2/3) vote of the membership provided that the proposed amendments were presented in writing to the Executive Council and Advisor at least thirty (30) days prior to voting and that all amendments have been reviewed and approved by the ADAA Bylaws/Manual of Procedures Committee before presentation to the membership.
  
- B. These Bylaws may be amended by unanimous vote, provided approval of the amendment has been obtained from the appropriate member of the ADAA Bylaws/Manual of Procedures Committee, and that previous notice of the amendment has been given at an earlier meeting.

**SAMPLE RULES OF GOVERNANCE**

**AMERICAN DENTAL ASSISTANTS ASSOCIATION  
STUDENT CHAPTER**

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*(insert Program name here)*

**Adopted**

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*Insert date of adoption here*

1. The name of this Organization shall be the American Dental Assistants Association (ADAA) Student Chapter, \_\_\_\_\_.  
Name of School or Chapter
2. This Local Organization's objectives shall be: to share in the responsibility for quality dental health care delivery to all; to advance the practice of dental assisting toward the highest standards of performance obtainable by supporting and encouraging formal education, and in providing quality continuing education; to support educationally-based national and/or state credentialing for the dental assisting profession; and to communicate effectively with all members of health-related professions.
3. This Organization shall be a Student Chapter of the American Dental Assistants Association.
4. Membership shall not be based upon race, color, religion, sex, national origin or age and may be granted to any student enrolled in a dental assisting program of at least 800 hours in length, who will support and promote the objective of this Chapter. A person applying for membership in a Student Chapter shall be required to maintain membership in the American Dental Assistants Association and be currently enrolled in the dental assisting program that is sponsoring the Chapter.
5. Student members are eligible to serve as committee members or as Student Trustee in the ADAA. Student members are eligible to serve as an officer or committee member in the Student Chapter.
6. ADAA, State, and Local Dues shall be paid by each student member directly to the Central Office of the American Dental Assistants Association in accordance with the procedures and dates established by the American Dental Assistants Association and this Organization. No dues shall be refunded to any member whose membership terminates for any reason. Annual dues may also be collected by this Chapter.
7. This Organization may maintain a Manual of Procedures that will provide for meetings, officers, committees, and other routine actions of this Organization. The

Manual of Procedures may not conflict with these Rules of Governance or the Bylaws and Policies of the American Dental Assistants Association.

8. The quorum to conduct business for this organization shall be \_\_\_\_\_  
*insert percentage or amount here*  
(based upon one of the quorum options recommended by Robert's Rules of Order, Newly Revised (Current Edition), ie, a majority of the qualified members present).

9. The fiscal year of this Organization shall be \_\_\_\_\_.  
*insert dates here*

With recommendation of the Student Advisor and the Executive Council, the voting members may adopt an annual operating budget covering all activities of the Organization for the next fiscal year. This chapter shall approve a positive balance budget.

10. This Organization shall use its funds only to accomplish the objectives and purposes specified in these Rules of Governance or the Bylaws of the American Dental Assistants Association; and no part of said funds shall inure, or be distributed, to the members of this Organization. If at any time this Organization shall be dissolved, any funds remaining shall be distributed to one (1) or more regularly organized and qualified charitable, educational, scientific, or philanthropic organization (i.e. The ADAA Foundation) to be selected by the Executive Council. The Executive Council's selection is \_\_\_\_\_.  
*insert name here*

11. Robert's Rules of Order Newly Revised (Current Edition) shall be the parliamentary authority for this Organization and shall be applicable in all cases where it does not conflict with the Rules of Governance, the Manual of Procedures and/or the Bylaws of the American Dental Assistants Association.

12. Code of Ethics. The Code of Ethics of the American Dental Assistants Association, shall govern the professional conduct of all members.

**AMERICAN DENTAL ASSISTANTS ASSOCIATION**

**MOTION TO AFFILIATE FORM**

A motion was made on \_\_\_\_\_  
Date

by \_\_\_\_\_  
Name of Student

and seconded by \_\_\_\_\_  
Name of Student

that the \_\_\_\_\_  
Name of School

Student Chapter be formed in the State of \_\_\_\_\_

and that this student organization be recognized by the ADAA as a Student Chapter.

\_\_\_\_\_  
SADAA Chapter President (printed name / signature)

\_\_\_\_\_  
SADAA Chapter Secretary (printed name / signature)

\_\_\_\_\_  
SADAA Chapter Advisor (printed name / signature) ADAA # \_\_\_\_\_  
I verify that this program is at least 800 hours in length

A copy of this form must be sent to ADAA Central Office, Member Services at 35 East Wacker Drive, suite 1730, Chicago IL 60601. They will then be forwarded to Council on Governance.

In addition to this Motion to Affiliate Form, ADAA Central Office must receive:

- 3 Charter Member List
- 3 Bylaws or Rules of Governance
- 3 Any membership applications with accompanying payment

When all materials have been received and approved, the Student Chapter will be issued a Chapter number and can be recognized as such by the ADAA. ADAA will notify the District Trustee, State Association and local society.

For Office Use only	
0 Charter Member List 0 Bylaws/ROG	
Approved by _____	Date _____
Student Chapter Number _____	



## Sample Letter to Local Society

Student Name  
Address  
City, State Zip

Date

Name  
President, XYZ Dental Assistants Society  
Address  
City State Zip

Dear Ms. XXXXXX:

Hello, my name is \_\_\_\_\_ and I am a student at (name of school) in the dental assisting program. I represent students who are members of the ADAA and who wish to form a student chapter of the ADAA at our school.

We would very much like to work with you and other members of the XYZDAS in making this student chapter a reality and in aligning ourselves with your organization.

Would you be willing to meet with us soon to provide input and suggestions to help make our chapter a success? We'd be happy to hear from you as soon as convenient.

Please contact me at (E-mail address and phone number here). We look forward to hearing from you.

Sincerely,

Name of Student

**ADAA Student Chapter  
School, Advisor and Officer Information Form**

This form must be submitted annually (prior to December 31) to maintain status as a recognized ADAA Student Chapter.

**School Information**

\_\_\_\_\_  
Name of School/Chapter Chapter No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone email

**Student Chapter Advisor/s Information**

\_\_\_\_\_  
Name ADAA #

\_\_\_\_\_  
Phone email

Returning Advisor? Y / N

I am  a faculty member at this Dental Assisting Program

committed to fulfilling the duties of Advisor and supporting the objective of the ADAA

**Student Chapter Officer Information**

1. \_\_\_\_\_  
Name of Chapter President ADAA #

\_\_\_\_\_  
Phone email

2. \_\_\_\_\_  
Name of Chapter Secretary ADAA #

\_\_\_\_\_  
Phone email

Send to: ADAA Members Services  
35 East Wacker Drive, Suite 1730  
Chicago, IL 60601-2211  
312/541-1496 Fax  
www.dentalassistant.org  
E-mail: adaahelp@aol.com



## **SADAA MANUAL OF PROCEDURE**

for

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*insert name of Student Chapter here*

This Manual contains specific duties of officers, chairmen and committees of SADAA. The purpose is to serve as an operational guide and be used in conjunction with Rules of Governance and/or Bylaws.

The Executive Council of SADAA is the sole authority for the final approval of the Manual of Procedures. Individual members and local organizations are encouraged to contribute ideas and suggestions to the Manual of Procedures. Amendments or changes shall be referred to the Executive Council.

### **DEFINITIONS**

**PARLIAMENTARY PROCEDURE:** Generally accepted rules and practices used in the governance of deliberative assemblies. They are intended to maintain decorum, ascertain the will of the majority, preserve the rights of the minority, and facilitate the orderly transaction of business.

**THE CHAIR:** The presiding officer, usually the president.

**TO ADDRESS THE CHAIR:** Raise your hand and wait to be recognized.

**TO OBTAIN THE FLOOR:** To obtain the right to speak, permission and recognition are given by the Chair. No one may speak unless given the floor by the Chair.

**PRO-TEM:** for the time being; or acting in the place of.

**EX-OFFICIO:** it literally means 'because of one's office'. An ex-officio member is one who is a member by virtue of holding some particular office, usually President, but does not always have voting privileges. If the office is under the control of the chapter, then there is no distinction between the ex-officio member and other members.

**QUORUM:** The least number of members who must be present at a meeting in order to transact business. The number to constitute a quorum is stated in the Bylaws or Rules of Governance.

**PARLIAMENTARIAN:** An advisor to the president.

**MINUTES:** The record of business of each meeting kept by the secretary.

**TO MAKE A MOTION:** To propose that a certain action be done by the organization, stated: "I move. . ."

**TO SECOND:** To assure a second member's interest in voting on a motion just made. The second brings the matter before the body for consideration. Stated: "I second the motion". No recognition from the Chair is necessary to second the motion. A motion cannot be voted on unless it receives a second.

**THE QUESTION:** The matter before the body for consideration.

**TO AMEND:** To move to change or modify a motion under consideration.

**TO BALLOT:** To vote by written ballot.

**TO ADJOURN:** To dismiss or end a meeting.

**RECESS:** A short intermission during a meeting, that may be used as needed.

**SESSION:** A convention is one session, with meetings on successive days within the session.

**PRESIDENT'S VOTING:** The right to vote is not denied the presiding officer. In a ballot vote, the president votes as any other member when the polls are open, but cannot vote to break a tie.

**BYLAWS / RULES OF GOVERNANCE:** The Governing rules and regulations of any organization.

## **LEADERSHIP RESPONSIBILITIES**

Members of the SADAA Executive Council are expected to work cooperatively. Leadership responsibilities encompass member representation, a commitment of time, talent, problem-solving and decision making, along with keeping the best interest of the SADAA Chapter in mind at all times.

### **To become an effective leader one should:**

1. Participate in all meetings of the Chapter and the Executive Council.
2. Be thoroughly knowledgeable of the SADAA Bylaws/ Rules of Governance /Manual of Procedure.
3. Communicate knowledge accurately and frequently. Leaders must honestly represent the sentiments of the members and thoroughly convey to them the actions of the Executive Council.
4. Accept responsibility for decisions and support the decisions of the elected officers regardless of personal opinion.
5. Learn to listen and hear with thoughtful attention.
6. Act to guide the Chapter; its future is, to a great extent, in your hands. A leader is measured by his/her ability to plan and act on the basis of broad knowledge and attention to significant issues facing the chapter and dental assisting students.
7. Abstain from making unjust criticisms or contributing to the dissemination of rumors or gossip.
8. Bring to the attention of the Executive Council pertinent information and business which will aid the progress of dental assisting and this Chapter.

## **PRINCIPLES OF ETHICS**

The Principles of Ethics of the American Dental Assistants Association shall govern the conduct of every student member of this Chapter. The student member shall maintain honesty and integrity in all things.

All members of this Chapter have the obligation to: increase their abilities and skills by continuing to seek additional education in the dental assisting field through services provided by this Chapter, the ADAA local society and the American Dental Assistants Association; participate actively in the efforts of this Chapter, the local society and the ADAA to improve the educational status of the dental assistant; hold in confidence the details of the professional services rendered to any patients at their school; refrain from performing any service for patients which requires the professional competence of a dentist or is prohibited by the Dental Practice Act of the state in which the student member resides and to support these principles of ethics.

## **EXECUTIVE COUNCIL**

### Composition

The Executive Council will be comprised of the elected Officers and the Class Representatives and shall be the governing body of this Organization between meetings.

The elected Officers of this Organization shall be a President, Vice President, Secretary and Treasurer.

\_\_\_\_\_ representative/s from each class shall be voted on by the members of their respective class and will serve as the Class Representatives on the Executive Council.

### Election

The Officers and Class Representatives shall be elected at the meeting of the Chapter. Nominations may be made from the floor. In the event there is more than one nomination for any position, the election shall be by secret ballot. The candidate receiving the majority of votes shall be declared elected. When there is only one candidate for a position, election may be by acclamation.

### Term of Office

Term of office shall be one (1) year.

### Vacancy

In the event of a vacancy in one of the positions, the Executive Council and Student Advisor will determine the course of action.

### Duties

The Executive Council shall perform the duties as may be prescribed by the Bylaws/Rules of Governance and the parliamentary authority adopted by the Chapter.

Regular meetings of the Executive Council shall be held.

### **DUTIES OF THE PRESIDENT**

1. Preside at all meetings, preparing agendas as needed.
2. Call special meetings as needed.
3. Appoint members of all committees not otherwise provided for in the Bylaws/Rules of Governance. Notify them of their appointments and assigned duties. Fill vacancies as needed.
4. Perform such other duties as may be provided for in these Bylaws or Rules of Governance or as may be expected.
5. Prepare and present an annual report, including information regarding activities, correspondence and actions.
6. Serve as an ex-officio member to all committees.
7. Be an alternate signatory on all bank accounts.
8. Establish the deadline date for reports from Executive Council members.
9. Maintain communications with the ADAA

Note: When presiding at the meetings, the President should be impartial and not express personal opinions about motions or other matters that would influence the vote.

### **DUTIES OF THE VICE PRESIDENT**

1. Assist the President as requested.
2. Serve in the place of the President in his/her absence.
3. Prepare and present an annual report.

## **DUTIES OF THE SECRETARY**

1. Announce all meeting information in advance to the membership.
2. Keep accurate minutes of all meetings  
Minutes shall be edited by the Secretary, President and Student Advisor.  
They shall be computer generated or typewritten.  
All motions shall contain the content of the original motion.  
Minutes shall be signed by the Secretary.  
Place a line for approval date at the bottom of the last page.
3. Prepare and present an annual report.
4. Prepare correspondence as needed.
5. Collect and preserve data related to the history of this organization.
6. Submit news of the organization to the school

## **DUTIES OF THE TREASURER**

1. Maintain accurate financial records of the Chapter.
2. Be primary signatory and sign for each expenditure of the organization with Student Advisor.
3. Prepare and present a report for each meeting and an annual report.

### **Presentation of a bill**

A record of all expenditures for the Chapter shall be kept in accordance with the policies of the sponsoring school. Expenses must be approved by the Student Advisor and the Executive Council.

## **DUTIES OF THE CLASS REPRESENTATIVE**

1. Represent their respective classes at meetings of the Executive Council.
2. Coordinate and facilitate communication from their respective class to other members, classes, Executive Council or Advisor.
3. Facilitate activities pertinent to their class.
4. Prepare and present an annual report.

## **ANNUAL REPORTS**

Each Officer, Class Representative and Committee Chair shall submit annual reports in order to keep permanent records of all activities and to inform the membership of objectives, goals and activities.

Reports shall be prepared as follows:

1. Typed and submitted to the Secretary.
2. Include activities, a brief summary (include enough information so others will have guidelines), comments, and recommendations (include the status of the activity and any problems unsolved).

## COMMITTEES

There shall be the following committees as deemed necessary by this Chapter, appointed by the President and approved by the Executive Council and Advisor.

Committees shall prepare goals and perform the duties as may be prescribed by these Bylaws/Rules of Governance and the parliamentary authority adopted by the Chapter. Committee activities shall be presented to the members for their input, support and approval.

The Executive Council may create such other special committees as shall be deemed necessary and which shall not be in conflict with other provisions of these Bylaws/Rules of Governance. The duties of any such bodies shall be prescribed by the Executive Council upon their creation.

### **Educational Program**

3. Arrange programs, contact speakers
4. Work with local society to host an educational class (CE)

### **Outreach**

1. Plan service project activities
2. Conduct clinics at local /state meetings
3. Organize dental health projects (see suggested Activities list for ideas)
4. Complete special assignments delegated by the Executive Council

### **Fundraising**

1. Organize fund raising projects

### **Welcoming/Hospitality**

1. Arrange social functions as needed
2. Aid in welcoming each incoming student
3. Assist the students throughout the year
4. Assist in arrangements for special functions (i.e. homecoming, capping, graduation)

### **Liaison**

1. Develop communication with the ADAA local society
2. Plan activities w/ ADAA local society (dental health, table clinics. . .)
3. Develop connections with other SADAA Chapter/s

## MEETINGS

Meetings of this Organization shall be held \_\_\_\_\_  
*specify frequency ie. once a month*

The members of this Organization shall vote upon the date, time and place for meetings each semester / annually.  
*circle one*

Special meetings may be called by the President with \_\_\_\_\_ days notice to the members.

Order of Business for meetings shall be:

- Call to order
- Roll call
- Reading of minutes
- Treasurer's Report
- Committee Reports
- Advisor's Report
- Unfinished Business
- New Business
- Program
- Adjournment

### Activities and Programs

The President, in consultation with the Executive Council and Student Advisor, shall determine the focus of Activities and Programs. Ideas will then be presented to the membership for their discussion and approval.