



American Association of Women Dentists



LOCAL CHAPTER  
STARTER GUIDE

## AAWD Local Chapter Starter Guide



### What is the purpose of an AAWD Local Chapter?

AAWD is a national organization consisting of thousands of women dentists across the country. For more information on benefits as a national member, visit

<https://www.aawd.org/aawd-membership/>

We want to foster our national membership values into local chapters. Local chapters enable our national members to have a group of like-minded women dentists available to meet together in person, locally, in their city or state. Local chapters allow for increased networking, mentorship, and support system among women dentists that live in close proximity to each other. We also encourage online involvement of dentists who prefer to be active in local chapter groups in an online setting, participating in webinars and utilizing social media groups, such as Facebook and Skype.

### How do I get started?

If you are interested in leading a local chapter near you, you might already have in mind a few dentists who would be willing to join. You can connect with more dentists in your area through our AAWD Member Directory, which is available to all members in good standing. This directory lists all AAWD members (dentists and current dental students), organized distinctly by each state; it also displays member information, such as full name, contact e-mail address, city location, and zip code.

You can access this membership directory on [www.aawd.org](http://www.aawd.org) → Click on “Membership” Tab → Click on “Member Directory” Tab. Please note: in order to utilize this directory, you’ll need your AAWD member log in info for the website, if you have forgotten this info, please contact us via e-mail at [info@aawd.org](mailto:info@aawd.org) or call 800-920-2293.

Once you have an idea of the number of AAWD members who might be interested in your area, we recommend hosting some form of launch event to cultivate interest in your area. If you need help, our national AAWD team can help you send out online invitations, e-vites, for

your launch event. Members don't have to pay national dues in order to attend an AAWD launch event for a local chapter. However, after the initial launch event, we do need official membership national dues for any local chapter events happening under the name of AAWD.

Simultaneously, we advise getting together a core group of four women dentists who can serve as officers for your local chapter to help you lead this initiative. These officers will hold titles of president, vice-president, treasurer and secretary. If there are more interested leaders, you can also create additional officer positions, such as "Social Chair," "Service Chair," etc. There is a separate form to complete for name submission of these officers, which is a requirement in order to be considered an official local chapter under national AAWD.

### What are requirements to be a local chapter?

#1: Form for Officers' Names Submission: The four officers (president, vice-president, treasurer, secretary) listed in the form submitted must be local dentists (Non-dentists are not allowed to serve as officers.). Thus, a minimum of four members will be necessary to be considered a local chapter.

#2: National dues have to be paid by all members that are a part of the local chapter. Dues are attached to membership forms, which can be filled out manually or electronically on [www.aawd.org](http://www.aawd.org).

#3: Local chapter bylaws have to be submitted.

### How do we write local chapter bylaws?

National AAWD provides you with a template of bylaws; it's an easy process of adapting the bylaws for your chapter utilizing the template provided. Bylaws do need to be submitted to national AAWD in order to become a local chapter.

### What type of launch event or regular meeting events can we do?

There are several types of launch events and regular meeting events possible. You may host a wine and cheese event; dinner event, in which you partner with specific restaurants; and ladies' night spa events. You may also invite a speaker to present at your meeting about

topics relevant to dentistry, in general, or specific topics related to women in dentistry. Additionally, you may arrange for CE credits at your sessions. You may host mentorship events during which your members connect with senior dental students and recently graduated dentists near you. Or you may volunteer at service related events or host social events, yoga or fitness class events. There is no set rule. You may use your creativity to develop meetings, as necessary.

## What are dues?

All local chapter AAWD members must pay national AAWD dues. There are varying rates for dues for active dentists, faculty, federal service members, retired, students, and recent graduates. For more details and information about membership dues, go to <https://www.aawd.org/aawd-membership/>

For local membership dues, you can either charge a certain amount in the beginning for your chapter formation. If that amount is too high, then for each specific meeting that you host, you can ask members to pay for their own dinner and other expenses related to that meeting only.

**Can male dentists become members?** Yes.

**Can international dentists become members?** Yes.

**Can non-dentists become members?** Yes, they can join as affiliate members.

**How many members do we need to have in order to be a local chapter?**

There is no set rule. Local chapters can have as few as four members or as many as 50+ members. It's okay to start out small and gain momentum over the years.

## How often do we need to meet as a local chapter?

There is no set rule. Local chapters can meet as often as every month or as little as a few times a year. It's up to your own discretion as to how involved you want to make your chapter. We do recommend having a regular meeting schedule (once a month or once every other month); however, we don't have any requirements. We let you govern.

## How do we recruit speakers to present at our meetings?

We can help connect you with successful dentists in all regions of the country, who have served and contributed to AAWD, and you may ask one of those dentists to speak at your event. Besides dentists, you may also invite other established professionals who can aide dentists in their career development. We encourage you to network with dental professionals in your region and ask them to present as speakers at meetings hosted by your local chapter.

## How do we connect with sponsors in our area?

There are a number of sponsors that are affiliated with AAWD on a national level. We can help you connect with those sponsors if they are near your area or can provide a webinar for your group. We encourage you to network and build new connections with dental sponsors in your specific area. It is not a requirement for a local chapter to have any sponsors.

## What are the guidelines to creating a bank account?

It is not a requirement for your local chapter to have a bank account. However if a local chapter chooses to have a bank account, a Federal Employer number is required. Use IRS Form SS-4 to apply for this number. The bank account should not be established under an individual's social security number because that individual would be responsible for paying income tax on the monies in the account. No chapter is allowed to use the name American Association of Women Dentists on their stationery or to open any bank accounts. The association name should read American Association of Women Dentists, \_\_\_\_\_ (name of chapter) Chapter.

## How does it benefit me to take a leadership role as a local chapter officer (president, vice-president)?

We celebrate the successes of local chapters and their leaders in a variety of ways. We publish articles about them in our quarterly newsletter, the *Chronicle*; post about them on our national AAWD Facebook page: and, when appropriate, send out new releases to local media. At our Annual Session Awards Gala (AAWD's national conference, held in a different city every year), we have an award for "Local Chapter of the Year," in which chapter leaders are recognized. We also present other awards for dentists who have contributed to the profession and our organization.

As leaders of local chapters, we invite you to have your voice heard, along with leaders from around the country, by serving on our national AAWD Board of Directors on the Local Chapters Committee, under the AAWD Director of Local Chapters. This is optional, not a requirement. This outlet also serves as a future potential opportunity for you to network to be selected to serve on national AAWD Board of Directors.

## What is the #1 Tip in starting a local chapter?

We want to encourage as many as women dentists as possible to start a local chapter, as we want our community to grow. The #1 tip would be that the structure of an AAWD local chapter is flexible enough to be adapted in anyway that works for you. The chapter can be as big or small as you prefer, and the dynamic of the meetings hosted by your chapter can vary greatly. We allow you to grow your local chapter, as you deem appropriate.

**If you are interested in leading a local chapter in your area,  
please contact AAWD at [chapters@awwd.org](mailto:chapters@awwd.org) or call 800-920-2293.**