



American Association of Women Dentists

## Instructions on How to Set Up a Student Chapter at Your School

If no student AAWD chapter exists at your school and you would like to help start one, follow these instructions to help get an active chapter up and running.

1. Begin by assessing the level of interest of the students at your school. This can be done via informal survey, phone calls or e-mails.
2. Create an organizing committee. This committee will be responsible for:
  - Drafting a constitution (the National Office has a draft you can use)
  - Initiating a membership drive
  - Arrange for a first general membership meeting
3. At your first general membership meeting, you should:
  - Elect the inaugural Board of Directors
  - Vote on the bylaws
  - Set up committees
  - Determine time, time and place of regular membership meetings.
  - Determine amount of Chapter dues (Note: Student dues are \$55/year for national dues + cost of chapter dues. 1<sup>st</sup> year students have the option to join for 4 years at \$180. \$10 per student is rebated back to the chapter.) **All chapter members and the faculty advisor must join AAWD nationally.**
4. Your Treasurer should establish a checking account for the chapter. The account should be set up in the name of the chapter. (See legal guidelines.)
5. Collect membership applications and send them in to the National Office. An updated list of officers and a chapter roster must be submitted annually to receive payment of dues and rebates.

If you have any further questions, please contact Chapter Services at [chapters@awwd.org](mailto:chapters@awwd.org) or call the AAWD National Office at 1-800-920-2293.



## **Legal Guidelines for AAWD and Component Student Chapters**

*If a component chapter has 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 component or 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, \_\_\_\_\_ Chapter.

It is recommended that chapter officers be on all bank account signature cards.

An active component should consider being incorporated as a not-for-profit organization. The Corporate status will protect the individual officers, directors, and members from personal liability for the component's activities if the appropriate corporate formalities are observed.

Incorporation costs can range from \$1,500 to \$3,000.