



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

If no local 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 and faculty at your school. This can be done via discussions, informal survey, phone calls or e-mails.
2. Student chapters must identify and confirm a Faculty advisor from their university to be copied on all chapter events, payments, and communications.
3. Create an organizing committee. This committee will be responsible for:
  - Drafting chapter bylaws (The National Office has a draft you can use.)
  - Initiating a membership drive
  - Arrange for a first general membership meeting
4. 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 \$45/year for national dues + cost of chapter dues. First-year students have the option to join for 4 years at \$130).
  - All chapter members must join AAWD nationally.**
5. 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 on next page.)
6. Collect membership applications and send them in to the National office. An updated list of officers and a chapter roster must be submitted annually.
7. Create a social media account! Many student chapters use Facebook Groups and/or Instagram to spread the word about their events.

If you have any further questions, please contact Linda Huval, AAWD Membership Specialist, at [linda.huval@internationalamc.com](mailto:linda.huval@internationalamc.com) or call the 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.