



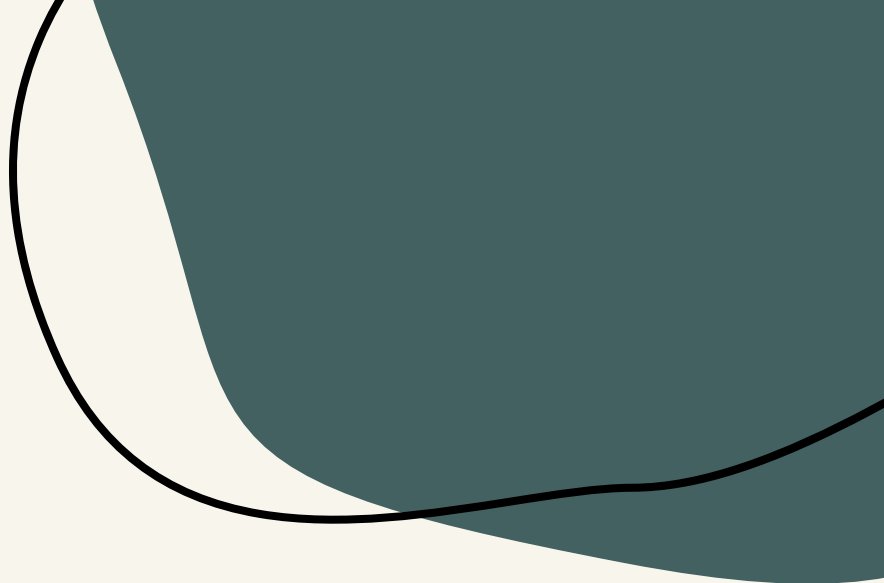
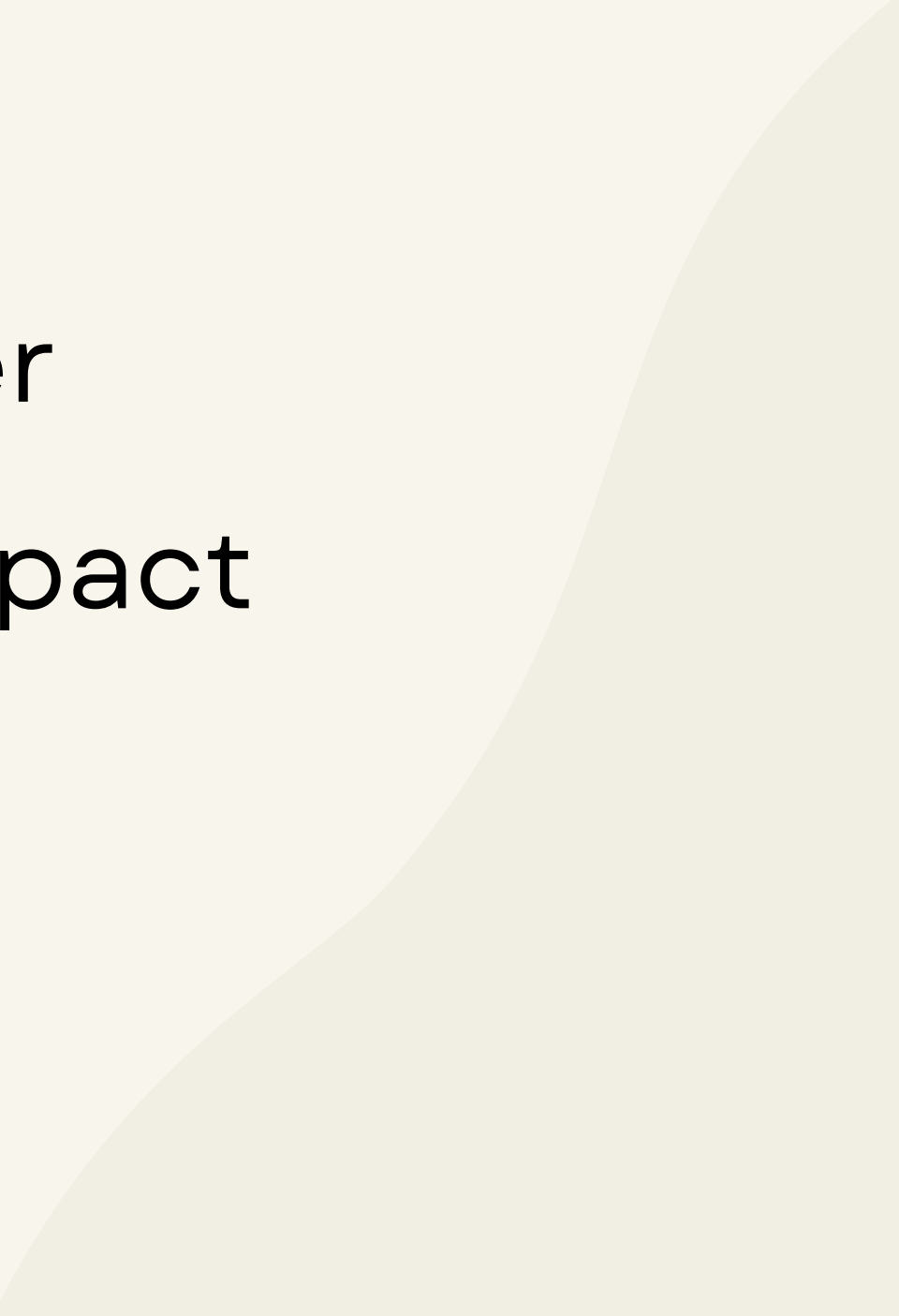
Student National
Dental Association

CHAPTER OPERATIONS GUIDE

Updated September 2026



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INTRODUCTION

The Student National Dental Association (dba SNDA 1972 Foundation, Inc.) is a 501(c)3 organization that strives to promote, aid, and support the academic and social environment of dental students from underrepresented backgrounds nationwide.

This guide is meant to provide your local SNDA Chapter with the information you need to thrive throughout the academic year. It is a living reference that should be used in conjunction with the SNDA Constitution and the Chapter Manual.



OUR VISION

A dental profession that reflects the communities it serves, where every student has the support to thrive.

We envision a future where underrepresented dental students lead with confidence, mentor the next generation, and close the gaps in oral health for underserved communities across the nation.

OUR VALUES

We strive to establish opportunities for our members to develop stronger alliances amongst one another while developing a sense of community, aiding in the advancement of minority students within the field of dentistry.

DIVERSITY

We support tackling health disparities in underserved populations by advocating for a diverse health force.

OUTREACH

As an organization, we task ourselves with programs that are aimed to decrease oral health disparities nationwide.

MENTORSHIP

Our aim is to maintain our relationship with NDA, while also fostering mentorship within our organization as well.

EXCELLENCE

We hope that through networking and mentorship that our students and graduates will attain excellence in all areas.





CHARTERING A CHAPTER

CHARTERING A NEW CHAPTER

The process to charter a chapter may be initiated at any point during the academic year. It's as easy as 1-2-3!

1

Identify a Faculty Advisor. Every SNDA chapter is required to have an advisor that is faculty at their institution.

2

Craft a Constitution & Bylaws. Create your Chapter's governing documents. Feel free to use the National Constitution & Bylaws as a template!

3

Request A Vote. Contact the National Director of Regional Communications to be added to the ballot at the next House of Delegates Meeting. *Votes are held in February and July.*



NEXT STEPS

Once your chapter has been officially granted a charter by the House of Delegates, it's go time! Here are three ways to kickstart your chapter's activities:

Start Registering New Members

Encourage students at your school to become members, & begin collecting Local and National dues. As your chapter grows, you'll have more members to plan and attend events.

Host a General Body Meeting

GBMs are wonderful ways to build community between existing members *and* encourage new members to join! Hold elections, share upcoming programs, and host fun activities for member engagement

Plan & Execute Events

Plan events that serve your members and the community, using our SPE framework as a guide. Every event is an opportunity to earn SPE Points and compete for Chapter of the Year awards!

MEMBERSHIP

There are two ways that members can be involved with SNDA: by being a local member of their home chapter, or by being a member with national recognition.

Each tier has its own benefits – ***most SNDA members hold both!***



LOCAL MEMBERSHIP

Local members pay dues to the Chapter. Members are able to participate in local events and initiatives.



NATIONAL MEMBERSHIP

National members pay dues to the National Office, which allows access to national programs, scholarships, and attendance at the Annual National Convention.

MEMBERSHIP: LOCAL VS NATIONAL

LOCAL Membership

NATIONAL Membership

*Member
Management*

Members enroll & are managed through the chapter. Local E-Board collects dues & maintains their member records.

Members are enrolled & managed through National SNDA. National Treasurer collects dues & maintains National member records.

Benefits

Local Members may:

- *Attend local chapter events.
- *Participate in & benefit from local fundraising efforts.
- *Run for Executive Board positions in their chapter.

National Members may:

- *Attend National Events.
- *Apply for National scholarships.
- *Run for National Executive Board.
- *Register for and attend the Annual National Convention!

Dues

- *Determined by the local Executive Board, and vary chapter by chapter.
- *Paid directly to the chapter.
- *Dues are used to pay for local events & initiatives.

- *Set by the National Executive Board on a rotating basis (every few years)
- *Can be paid individually or paid by chapters in bulk.
- *Dues are used for member programs, national organization operations, and planning the Annual National Convention

WHO CAN YOU CALL?



Regional Coordinator

for questions about local programs, SPE form submissions, chapter operations advice, and monthly SPE point progress.



Director of Regional Communications

for questions about national programs, chapter-level operations, delegates, elections, SPE points, and chapter-level troubleshooting.



National President & Vice President

for questions about SNDA's national programs, overall operations, and the Annual National Convention



National Treasurer

for questions about membership, dues, & reimbursements



NDA Local Representatives

for questions about mentorship & grad relations



PROGRAMMING FOR IMPACT

HOW WE WORK: STANDARDS PROGRAMS

SNDA Chapters show up on our campuses and in our communities by hosting Standards Programs – events that are guided by our Mission and Values, aimed at providing academic support, personal care, and community camaraderie for members.

With every event, we show our commitment to promoting diversity in dentistry ***within and beyond the clinic.***



PROGRAMMING AT-A-GLANCE

01

Plan & Host Events

Plan and host an event that falls into one of the SPE categories.

Don't forget to take pictures!

02

Submit SPE Forms

Within a week of the event, submit an SPE Form to receive credit.

Remember to post on social media & upload a photo of the event!

03

Track Your Points

Eligible events will accrue SPE Points for your Chapter.

Keep track of your point totals throughout the year, because we'll use them to award Chapter of the Year!

For comprehensive details of SNDA's Standards Programs, please review the Chapter Manual on the SNDA Website.

STANDARDS PROGRAM COMPONENTS

All active Chapters are required to hold Standards Programs throughout the year to maintain Good Standing, and therefore to be eligible for voting privileges & recognition for Chapter of the Year Awards.



STANDARDS PROGRAM EVALUATION POINTS

For every eligible event your chapter hosts, you will accrue SPE Points.

Points are awarded based on the type of event held, plus any special modifiers.

SPE EVENT TYPE CATEGORIES

- *Signature Programs: 500
- *Service & Outreach: 200
- *Alumni/Grad Ntwk: 200
- *Mentorship Events: 200
- *Educational Events: 100
- *Fundraising (4/yr): 100
- *Social Events: 100
- *General Body Mtgs: 100

NATIONAL INITIATIVE PARTICIPATION

- *Annual National Initiatives: 500 per event
- *Regional Meet-Up: 500
- *EMERGE Submission: 300
- *New USNDA Chapter: 200
- *Attending Monthly President's Meetings: 100 per meeting

EVENT MODIFIERS

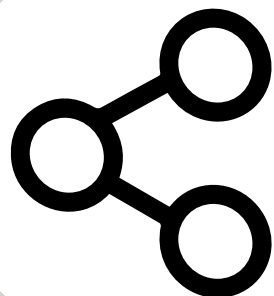
- *Social Media Posts: 50
- *Collab Events
 - 1 org = 100
 - 2 orgs = 200
 - 3+ orgs = 300
- *Chapter Initiatives: 500 per 5 occurrences
- *Enhancement Months: 2x total event points

The Director of Regional Communications tallies these points twice per year – once in December and once in June. The chapters with the most points in each category will receive recognition as Chapter of the Year at the Annual National Convention!

SPE BEST PRACTICES

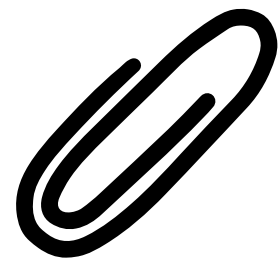
Network & Collab!

Reach out to schools in your region and see if they're willing to co-host events. You'll get more SPE points and build meaningful bonds along the way!



Don't Forget The Photos

SPE Form submissions require a photo of the event. Take pics of your members in action – it's great for the memories, too.



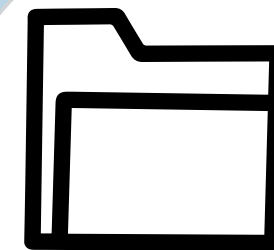
Submit Early and Often!

Try to submit all your SPE Forms in a timely manner – at most 1 week from the event date, and well before the end-of-semester deadline.



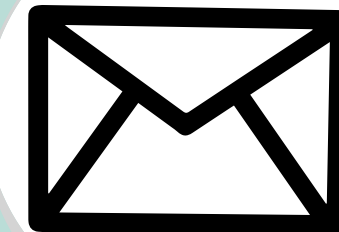
Keep Your Records

Take record of how many events you host & how many SPE Forms you complete. Try to calculate your own points if possible! This helps ensure all your work is accounted for.



Ask For Help When Needed

Don't be afraid to ask for help! Your DRC and Regional Coordinators are always there to lend a hand... **always.**





RESOURCES



NEW CHAPTER CHECKLIST

GETTING STARTED

- Gather at least 3 charter members & pay national dues
- Identify a faculty advisor
- Write a Constitution & Bylaws
- Email the Director of Regional Communications to request a Charter Vote
- Attend the next House of Delegates Meeting and address the Delegates before the vote.
- Gain recognition as a student organization from your school

GETTING ACTIVE

- Host your first General Body Meeting to attract new members!
- Begin enrolling new members & collecting dues.
- Plan your first set of SPE events on a calendar (and gain approval if necessary)
- Host events and take pictures!
- Submit SPE Forms to earn points for your events. Remember to submit within 1 week!

GOING ABOVE & BEYOND

- Plan and host your first Impressions Day!
- Encourage members to apply for National Scholarships
- Collaborate with other dental schools in your region
- Engage your local NDA chapter for mentorship opportunities
- Connect with pre-dents at your school. Bonus for USNDA!
- Submit an event for recognition in the EMERGE Newsletter!
- Attend the Annual National Convention!

STAYING INFORMED & CONNECTED

- **Review** the SNDA Constitution, Chapter Manual, and Chapter Operations Guide!
- **Attend** Monthly Presidents Meetings to stay up-to-date on the latest news from National SNDA.
- **Meet** with your Regional Coordinator regularly to check your SPE progress.
- **Encourage** your members to become local *and* national members!



2026-2027 NATIONAL EXECUTIVE BOARD



Cheyenne Love
President



Aleigha Mason
Vice President



Anthony Gordon, Jr.
Treasurer



Jonathan Parker
Treasurer-Elect



Allister Shaw
President-Elect



Glenaye Calvin
Recording Secretary



Gya Ferguson
Corresponding Secretary



Brittany Baidoo
Director of Regional
Communications



Katlyn Hill
Member-At-Large



Raven Funderburk
Member-At-Large



Salita Greene
Lead Corporate
Roundtable Representative



Kiyah Coco
Corporate Roundtable
Representative



Peyton Perry
Corporate Roundtable
Representative



Denerick Simpson
Liaison to the NDA House of
Delegates/Board of Trustees



Dr. Alesha Harris
Representative to the
NDA Foundation



**Student National
Dental Association**