



Unite. Empower. Support.

Tips for a Successful Student Chapter

Meetings

Time and frequency of regular meetings should be established at the beginning of the school year. We encourage that all meetings align and follow with a schedule that works out most appropriately for each student chapter. It is preferable to organize a consistent schedule rather than deciding at each meeting when and where to meet again. For example: schedule meetings on the third Thursday of every month. This consistency often guarantees a substantial meeting size and more consistency in meeting attendance.

Constitution and Bylaws

The purpose of the constitution and bylaws is to define how a student chapter is instituted and governed. ADHA does not require student chapters to create and submit a student constitution and bylaws, however there are many colleges and universities which require a constitution and/or bylaw for student organization status. It should not be a complicated document but should contain all necessary information for proper functioning of the student chapter. A sample constitution and bylaws can be found in the Student Chapter Toolkit. These are designed as a guideline and should serve the needs of most student chapters.

If you choose to institute a constitution and bylaws, you can assign a committee to develop them. This document should be distributed to all members of the student chapter for review before being adopted. The original copy of the bylaws should be retained for the dental hygiene program's files.

Officers

ADHA does require the election of a student chapter President to be officially recognized as an ADHA student chapter. The standard officer positions are also suggested as a way for the students to become more engaged in their chapter, professional association, and profession.

The student chapter should elect officers at the first meeting if the chapter chooses to elect officers. The number and titles of your elected officers will vary with the size of the chapter and the complexity of activities. Standard officers are president, vice president or president-elect, secretary and treasurer; each elected for a one-year term.

Committees

Committees will depend upon the specific goals and needs of your particular chapter. Committees are not required to be officially recognized as an ADHA student chapter. The chair of the committee may either be appointed by the president or be selected from volunteers. Your committees may include the following:

- Membership
- Component/Constituent Outreach
- Community Dental Health
- Program Development
- Legislation
- Special Projects
 - Ex: Fundraising, Continuing Education, Hospitality/Social, Table Clinics, Research Poster Sessions, Event Planning
- Welcoming/Orientation

Annual Reports

Each officer and committee chair shall submit annual reports for the following purposes:

- To keep permanent records of all activities.
- To suggest new activities.
- To discuss problems confronting committees.
- To inform the membership of objectives, goals and recommendations.

Reports shall be prepared as follows:

- Typed and saved electronically.
- Submitted to the Secretary.
- Format:
 - i. Listing of Committee Personnel
 - ii. Objectives
 - iii. Brief Summary of Committee Activities
(Include enough information so others wishing to pursue the same activity will have guidelines.)
 - iv. Comments, discussion and recommendations
 - v. Conclusions
(Indicate the status of each project, or activity. Note any problems that remain unsolved.)

Questions? Please contact ADHA at student.relations@adha.net or visit www.adha.org.