SNMA Charter Application and Update
Instructions and Checklist

Below are instructions and a checklist that will help you better understand the process by which a group is granted the authority to bear the SNMA or MAPS name. Please read and follow the instructions carefully.

Bearing the SNMA or MAPS Name:

Any group bearing the name Student National Medical Association (SNMA) or Minority Association of Pre-medical Students (MAPS) must be a nationally recognized chapter by standards outlined in the SNMA Constitution and Policies and Procedures Manual.

- **SNMA Charter:** Granted to eligible groups at allopathic and osteopathic medical programs. SNMA Chapters shall consist of a minimum of one (1) active medical student member.

- **MAPS Charter:** Granted to eligible groups at undergraduate institutions. MAPS Chapters shall consist of a minimum of two (2) Associate members.

Only one (1) Chapter may be established at an undergraduate campus or by an allopathic or osteopathic medical school program. Chapters seeking chartered status outside of this description must submit an appeal to the SNMA Board of Directors.

Applying for new chapter charter?
(First time applying or did not submit Chapter update form for 3+ years)

✓ Read Chapter Charter Policy in Policies and Procedures Manual

✓ Submit a complete Chapter Charter Application
  ✓ Applicants must be national dues paying members.
  ✓ Advisor or other school official's signature (i.e. Student Affairs, Dean)

✓ Submit Regional Certification (to be completed by appropriate Regional Director)
✓ Submit all forms to SNMA National Headquarters by February 1

- **New Charters must be approved by the SNMA House of Delegates at the National Convention**

- **Chapter voting privileges will be granted one year following attainment of charter status provided all other requirements are met.**

- **PLEASE NOTE: SNMA charter does NOT charter your group with your academic institution. Groups are encouraged to charter with their local institutions separately**.

Already an official chapter?
(Submit Chapter Update Form no later than February 1 each year)

- ✓ Read Chapter Charter Policy in Policies and Procedures Manual
- ✓ Submit a complete Chapter Charter Application
  - ✓ Applicants must be national-dues paying members
  - ✓ Advisor or other school official's signature (i.e. Student Affairs, Dean)
- ✓ Submit Regional Certification (to be completed by appropriate Regional Director)
- ✓ Submit all forms to SNMA National Headquarters by February 1

Maintaining SNMA Charter Status

Groups granted SNMA charters have duties of involvement with SNMA on both the national and regional levels and of upholding the SNMA Constitution, Regional Bylaws, and policies and principles of the SNMA. Chapter charters may be rescinded or denied by the HOD if these duties are determined to be unmet.