SNMA Charter Application and Update Instructions and Checklist

We are pleased that your group desires affiliation with the Student National Medical Association (SNMA). 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
- **MAPS Charter:** Granted to eligible groups at undergraduate institutions

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

- ✓ Read Chapter Charter Policy in Policies and Procedures Manual
- ✓ Contact the Regional Director
- ✓ Submit a complete Chapter Charter Application
  - ✓ Applicants must be national and SNMA 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

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

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

- ✓ Read Chapter Charter Policy in Policies and Procedures Manual
- ✓ Complete Chapter Charter Application and select Chapter Update
  - ✓ Applicants must be national and SNMA dues paying members
  - ✓ Advisor or other school official's signature (i.e. Student Affairs, Dean)
- ✓ 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 Chapter charters may be rescinded or denied by the HOD if these duties are determined to be unmet.