



ADHA Student Chapter Manual 2011-2012

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INTRODUCTION

The ADHA Student Chapter Manual is designed to:

1. Assist dental hygiene programs that wish to develop a student member organization;
2. Provide assistance to ADHA student chapters already in existence;
3. Acquaint the students with the ADHA structure and brand;
4. Offer a model for establishing ADHA student chapter policy.

ADHA's Vision

Creating a community for all dental hygienists and investing in their future.

ADHA's Mission

To improve the public's total health, the mission of the American Dental Hygienists' Association is to advance the art and science of dental hygiene by ensuring access to quality oral health care, increasing awareness of the cost-effective benefits of prevention, promoting the highest standards of dental hygiene education, licensure, practice and research, and representing and promoting the interests of dental hygienists.

ADHA's Goals

- The dental hygiene community will understand the value of ADHA membership and choose to belong.
- ADHA will be the recognized community and resource for dental hygiene.
- ADHA will be a data driven, fiscally sound, effectively governed organization.
- The dental hygiene profession will advance through effective advocacy by ADHA.
- ADHA and its members will work in partnership with dentists to advance oral health.

ORGANIZING AN ADHA STUDENT CHAPTER

Organizing an ADHA student chapter should be cooperative effort involving dental hygiene students, program faculty, and members of the state ADHA constituent and the local ADHA component. Your first step is to determine your school's program policy on student organizations. Some require that a group meet certain criteria before they can be organized; others require that every group be registered or chartered before they are officially recognized. ADHA requires that all ADHA student chapters must be established in conjunction with an accredited dental hygiene program, or an accreditation-eligible dental hygiene program. Proof of accreditation status must be submitted to ADHA in order to establish a student chapter.

Recognition by the American Dental Hygienists' Association

Recognition of an ADHA student chapter is achieved by submitting a membership roster and contact information form for the Student Advisor to the Division of Member Services - Student Relations at ADHA Central Office. The membership roster can be submitted with or without payment depending on if the program pays the ADHA student dues or if the students pay online individually.

Eligibility for Membership

Student membership may be granted to any student: 1.) currently enrolled in an accredited dental hygiene program; or 2.) who has graduated from an accredited dental hygiene program and is currently pursuing a baccalaureate or graduate degree complementary to a career in dental hygiene in an accredited college or institution of higher education.

Membership Dues

Student membership applications and dues are submitted to the ADHA's Member Services Division – Student Relations each fall/winter. National dues for student members are \$65. Student memberships are current for one year (January – December).

A paper application is no longer necessary to sign-up for membership. Students may join ADHA as student members online at www.adha.org and select "Not Yet A Member? Join Now." If the program submits payment for membership on the students' behalf then students may sign-up for a temporary ADHA member ID number online using the same process. The student advisor would then collect the member ID numbers and submit the list with payment. Contact the Division of Member Services – Student

Relations for step-by-step instructions regarding online payment or registering for a temporary ID number.

ADHA Student Chapter Advisor

Each ADHA student chapter should have an advisor who will be available to the student members for advice and counsel for all activities initiated by the chapter. It is important that the student advisor assist the chapter in submitting their yearly membership dues. The student advisor **MUST** be a member of ADHA. The advisor may be a member of the dental hygiene faculty (some schools require that every recognized campus organization be advised by a faculty member). If there is not a faculty member who is able to serve as an advisor, contact the local ADHA component and ask that one of their members be identified to serve as advisor.

Meetings

Time and frequency of regular meetings should be established at the beginning of the school year. 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 Monday 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 bylaws 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 this manual. This is 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

The student chapter should elect officers at the first meeting if the chapter chooses to elect officers. ADHA does not require the election of officers to be officially recognized as an ADHA student chapter. However, the standard officer positions are suggested as a way for the students to become more engaged in their chapter, professional association and profession.

Officers may be from one class. Later, you may wish to elect your president from the senior (or second year) class and a president-elect from the first year class. 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 each particular 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: Fundraising, Continuing Education, Hospitality/Social, Table Clinics, Research Poster Sessions
- Welcoming/Orientation

STUDENT MEMBERSHIP AND THE AMERICAN DENTAL HYGIENISTS' ASSOCIATION

Student members are encouraged to actively participate within the Association's structure. Any correspondence relating to student membership should be addressed to ADHA's Division of Member Services – Student Relations.

ADHA Membership

Association dues are collected in the fall; membership cards are mailed from within four to six weeks of receipt of applications and payment. Benefits such as the Association publications begin with the next current issue following payment of dues. The most up-to-date list of member benefits can be found online at <http://benefits.adha.org>.

Transition from Student Member to Active Member

Student membership is active for one year from January 1st through December 31st. Once students have graduated and received their license to practice, they are encouraged to contact ADHA's Division of Member Services. ADHA will change students to Active member status at no additional charge. The students can transition their membership in one of three ways:

1. Login online to your ADHA account and click the "Transition to Active Membership" link.
2. Call ADHA at 312-440-8900 and press 1.
3. Email your name, ADHA member ID number, license number and state of licensure to member.services@adha.net.

Student members who graduate between January and June of a given year will have until December 31st of that year to transition their membership at no charge. Student members who graduate between July and December of a given year will have until the following June 30th to transition their membership at no charge. If a student member would like to sign-up for Active membership after the transition deadline they will be asked to pay Active member dues at that time.

Once an Active ADHA member, new graduates will be assigned to a constituent and component in their area, or they may indicate which constituent or component they wish to belong. New graduates are encouraged to contact their local component society in the area where they decide to practice and then become actively involved in their professional association.

Regional or District Meetings

The ADHA is divided into twelve geographic areas identified as districts. Many of these districts hold annual meetings for their constituent members and several also plan student workshops and/or meetings either held simultaneously or separately. These district meetings involve all student chapters within a given area and provide the members with the opportunity to meet students from other schools as well as to participate in the scientific and social sessions. For information on your district's meetings, contact you district trustee: <http://www.adha.org/aboutadha/bot.htm>.

ADHA DISTRICTS

District I

Maine, Massachusetts, New Hampshire,
Rhode Island, Vermont

District II

Connecticut, New Jersey, New York,
Pennsylvania

District III

Delaware, District of Columbia,
Maryland, Virginia, West Virginia

District IV

Florida, Georgia, North Carolina, South
Carolina

District V

Indiana, Kentucky, Michigan, Ohio

District VI

Alabama, Arkansas, Louisiana,
Mississippi, Tennessee

District VII

Minnesota, North Dakota, South
Dakota, Wisconsin

District VIII

Illinois, Iowa, Kansas, Missouri,
Nebraska

District IX

Oklahoma, New Mexico, Texas

District X

Colorado, Montana, Utah, Wyoming

District XI

Arizona, California

District XII

Alaska, Hawaii, Idaho, Nevada, Oregon,
Washington

SUGGESTED STUDENT CHAPTER ACTIVITIES

Student chapter activities should coincide with the goals and objectives of the ADHA, the student chapter and the dental hygiene program. The suggested activities below are offered as a starting point for organization officers, members, advisors, and committees.

1. Establish liaison with component (local area) and constituent (state) dental hygiene associations.
2. Give dental health presentations to local service groups:
 - a. YMCA and YWCA
 - b. PTA
 - c. Agricultural Groups
 - d. Consumer Groups
 - e. Prenatal and Neonatal Parent Classes
 - f. Red Cross
 - g. Scouts
 - h. Institutions
 - i. Local and State Agencies
 - j. On-Campus Student Groups
 - k. Long Term Care Facilities/Senior Centers
 - l. Day Care Centers/Head Start Programs
 - m. Service Clubs
 - n. Civic Groups
3. Make prevention kits available for underprivileged individuals.
4. Raise money for a student loan fund or donations for dental hygiene scholarships.
5. Decorate dental hygiene facilities with consumer education information.
6. Make dental health bulletin boards for dental hygiene clinic area and student union.
7. Have fund raising projects to finance representatives/alternates and/or table clinic/research poster session presenters to attend the ADHA Annual Session. Ideas can include bake sales, car washes, craft bazaar, walk-a-thons, etc.
8. Present an educational program to a grade school.

9. Participate in National Dental Hygiene Month (October).
10. Participate in National Children's Dental Health Month (February).
11. Participate in science fairs.
12. Hold a toothbrush exchange at schools, shopping malls, community centers, etc. Allow individuals to bring in their old toothbrushes for new ones and for information on good oral health.
13. Organize and conduct a dental health film festival.
14. Organize and conduct instruction on head and neck self-examination.
15. Assist in oral cancer screenings.
16. Develop joint activities with dental, dental auxiliary, nursing, and other health related professions or their corresponding student organizations.
17. Hold a Table Clinic or Research Poster Session program. (Contact the local ADHA component to see if they would be interested in having clinics/sessions presented at a meeting).
18. Work with college or university officials in establishing fruit and/or non-carcinogenic snacks in vending areas.
19. Begin a student-to-student mentoring program. Have first-year students begin providing patient treatment under the direction of second-year student mentors.
20. Have each ADHA student member randomly select the name of another member to be her/his secret pal. Throughout the year she/he would purchase a small gift or send a note of encouragement to their "secret pal".
21. Prior to National Dental Hygiene Month, host a poster party. Gather to create posters for dental hygiene week and post them all around the campus. Make it fun and encourage everyone participate.
22. Submit news releases to the school newspaper, local news station/radio station, and ADHA, to highlight National Dental Hygiene Month or some other student chapter event.
23. Host a student breakfast at the constituent's annual meeting. This will give the students a chance to meet the state leadership and students from around the state.

24. Fund one or two students to attend a local component dinner meeting or CE course. Have the student's report back to the group on what transpired at the meeting.
25. Participate in your school's homecoming. Build a float together that will reflect the school's homecoming theme while incorporating dental hygiene.
26. Have a welcome freshman cookout before classes start for the year. This will give new students an opportunity to meet teachers and peers in an informal and fun setting.
27. Sponsor a mouth guard clinic for area sports teams; this is a good chance to educate young players about good oral health and what to do in an emergency if their teeth are knocked out during play.
28. Hold a "Smile Contest" on campus. Take pictures of the best smiles in the school and have the entire student body vote for the best. A small prize like a toothbrush and toothpaste can be awarded to the winner. This would be a fun way to publicize the ADHA student chapter at school.
29. Participate in a "career day" at local high schools. Students as well as faculty can explain dental hygiene as a career and generate interest among graduation high school seniors.
30. Host a fundraising continuing education workshop that the ADHA student chapter sponsors along with the alumni association.

SUGGESTED EDUCATIONAL PROGRAMS

Programming Suggestions

Listed below are potential topics for educational programs. It is recommended that you select topics that are not currently offered as part of program curriculum.

- Career Options in Dental Hygiene, such as:
 - Education
 - Public Health
 - International
 - Federal Services
 - Schools
 - Private Practice
 - Additional Settings

- Dental Health Considerations in Pregnancy
- The Law as it Affects the Dental Hygienist
- Role of the Dental Hygienist in Cancer Detection
- New Research of Interest to the Dental Hygienist
- Training the Pediatric Patient
- Progress in American Dentistry
- Health Education in Dental Health, Current Trends
- Periodontal Disease in Children
- Responsibilities of Professional Practitioners in the Community
- Pitfalls in Dental Health Education
- Professional Liability Insurance for the Dental Hygienist
- How to Cope with Stress
- Health Care for the Aged

- From Student to Licensed Dental Hygienist
- Writing a Winning Résumé
- Networking Skills
- Myofunctional Therapy/Orofacial Myology
- TMJ Treatment and the Dental Hygienist
- Structure of the American Dental Hygienists' Association
- Fluoridation
- Health Care Legislation
- Dental Hygiene Legislation
- Behavior Modification in Preventing Dental Diseases
- Four-Handed Dental Hygiene
- Portable Equipment for Use in the Community
- Panel Discussion Topics:
 - Specialty Practices
 - Fluoridation
 - Responsibility of the Professional Practitioner to the Community
 - Career Options for the Dental Hygienist
 - Methods of Implementing Continuing Education
 - New Concepts in Dental Hygiene Education
 - Legislation, Its Impact on Dental Hygiene
 - Interdisciplinary Educational Programs
 - Geriatrics and the Dental Hygienist

Potential Resources

Listed below are potential resources for speakers and panels.

- Officers of the component dental hygiene, dental, or dental assisting societies
- Officers of the constituent and national associations

- Dental hygiene or dental school faculty
- Dentists or dental hygienists from specialty areas/additional settings
- Physicians, nurses/nurse practitioners and other health practitioners
- Nutritionists
- Public health representatives
- Representatives from state and private institutions
- Educational representatives from the American Heart Association, Cancer Society, or similar agencies
- Educators from the college or university
- Representatives from dental products manufacturers
- Legislators
- Researchers

MODEL CONSTITUTION OF THE AMERICAN DENTAL HYGIENISTS' ASSOCIATION STUDENT CHAPTER

ARTICLE I – NAME

The name of this organization shall be the American Dental Hygienists' Association (ADHA) Student Chapter - (**program name**), hereafter referred to as "the Organization" or this Organization.

ARTICLE II – OBJECTIVES

The objectives of this Organization shall be to cultivate, promote, and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession, and to contribute toward the improvement of the oral health of the public.

ARTICLE III – ORGANIZATION

Section I – Membership

The membership of this Organization shall consist of an unlimited number of dental hygiene students who are attending an accredited program of dental/oral hygiene or a program in the process of accreditation by a national agency recognized by CODA or the U.S. Department of Education.

ARTICLE IV – OFFICERS

The elective officers of this Organization shall be a president, (insert other officers the Organization believes necessary to conduct business of the Organization). In addition to these officers, (**#**) representatives from each class shall constitute the Executive Council of this Organization.

ARTICLE V – MEETINGS

Meetings shall be held (specify frequency such as twice a month). The members shall vote upon the date, time and place annually.

ARTICLE VI – PRINCIPLES OF ETHICS

The Code of Ethics of this Organization, which shall not be in conflict with the Principles of Ethics of the American Dental Hygienists' Association, shall govern the professional conduct of all members.

ARTICLE VII – AMENDMENTS

This Constitution may be amended by a **two-thirds** (2/3) affirmative vote of the membership provided that the proposed amendments or revisions shall have been presented in writing to the Executive Council and advisor(s) 30 days prior to the voting.

**MODEL BYLAWS OF
THE AMERICAN DENTAL HYGIENISTS' ASSOCIATION
(ADHA) STUDENT CHAPTER -
_____ (Your Program's Name)
Adopted, 20_____**

CHAPTER I – MEMBERSHIP

Section I – Classification.

Student Membership (**program name**) shall be classified as Active Student Membership.

Section II – Qualifications.

The active student members shall be dental hygiene students enrolled in (program name), who are of good moral character, who possess a satisfactory scholastic standing, and who are Student Members of the American Dental Hygienists' Association.

Section III – Privileges.

Members shall be entitled to an annual membership card, a subscription to Journal of Dental Hygiene, Access, admission to any scientific session of the Association at the current student rate, and such other services provided by the American Dental Hygienists' Association for the benefit of its student members.

CHAPTER II – OFFICERS

Section I – Number and Title.

The officers of the ADHA Student Chapter - (program name) shall be _____ in number. (President, Vice President or President-Elect, Secretary, Treasurer, class representative, etc.).

Section II – Qualifications.

An active student member of (program name) may be elected to serve in any office.

Section III – Nominations and Elections.

The officers shall be elected at the meeting of the Organization. At the time of the election, nominations may be made from the floor. In the event there is more than one (1) nomination for any office, the election shall be by secret ballot. The candidate receiving the majority of votes' cast shall be declared elected. When there is only one candidate for an office, election may be by acclamation. Each member votes on all

offices except the class representative, which shall be voted on only by members of the respective classes.

Section IV – Tenure of Office.

The officers shall serve for a term of ____ years(s). Officers will continue to perform their duties until they are re-elected for their successors have been installed.

Section V – Vacancies.

In the event of a vacancy in one of the offices, the Executive Council and Student Advisor(s) shall consider all factors, which govern the situation and shall determine the course of action.

Section VI – Duties

A. **President.** The duties of the President shall be:

1. To preside at all meetings.
2. To call special meetings.
3. To appoint members of all committees.
4. To perform such other duties as may be expected of the President or as may be provided in these bylaws.
5. To maintain communications with the American Dental Hygienists' Association.
6. Prepare and present an annual report.

B. **Vice President (or President-Elect).** The duties of the Vice-President (President-Elect) shall be:

1. To preside at all meetings in the absence of the President.
2. In the event that the President's term of office is terminated, the Vice President (President-Elect) will preside as President for the duration of the President's term of office.
3. In the event the Organization chooses a President-Elect, this officer shall advance to the office of President, without election, at the completion of the current President's term.

C. **Secretary.** The duties of the Secretary shall be:

1. To announce all meeting information in advance to the membership.
2. To serve as secretary for all meetings.
3. To present an annual report of the activities of the office at the end of each year.
4. To prepare correspondence.
5. To collect and preserve data relative to the history of the Organization.
6. To maintain an official register of all members with current home addresses, telephone numbers, e-mail addresses, class level (1st year, 2nd year, graduate, etc.).
7. To submit news of the Organization to the school.

- D. **Treasurer.** The duties of the Treasurer shall be:
1. To maintain accurate financial records of the Organization.
 2. To endorse each expenditure of the Organization.
- E. The duty of the class representatives shall be to represent their respective classes at meetings of the Executive Council and to facilitate in the organization of activities pertinent to their respective classes.

CHAPTER III – MEETINGS

Section I – Regular Meetings.

Meetings shall be held (**insert frequency of meetings**). The date and time shall be decided at the first meeting of each semester (**year**).

Section II – Special Meetings.

The President may call special meetings with (**length of time**, i.e., 2 days, 2 weeks, and 30 days) notice to the members.

Section III – Quorum.

(Percentage or fraction, i.e., 2/3) members of the Organization shall constitute a quorum for the transaction of business.

Section IV – Order of Business.

Unless changed by a quorum affirmative vote, the order of business at each meeting shall be:

- a. Call to Order
- b. Roll Call of Members
- c. Reading of Minutes
- d. Treasurer’s Report
- e. Reports of Committees
- f. Advisor’s Report
- g. Unfinished Business
- h. New Business
- i. Programs
- j. Adjournment

CHAPTER IV – ACTIVITIES

The President in consultation with the Executive Council and the Student Advisor(s) shall determine the focus of activities. Proper protocol would then consist of presentation of

ideas to the general membership for their discussion and approval through a majority vote.

CHAPTER V – COMMITTEES

1. Committee members shall be appointed by the President.
2. Committees shall prepare goals.
3. Meetings on a semi-regular basis are recommended.
4. Committee activities should be presented to the general membership for their input, support, and approval.

CHAPTER VI – FINANCES

Section I – Membership Dues.

The annual dues of this Organization shall be \$____; in addition, each member shall submit \$65 dues for Student Membership in ADHA.

CHAPTER VII – PARLIMENTARY AUTHORITY

Robert’s Rules of Order Newly Revised shall govern all meetings of this Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

CHAPTER VIII – AMENDMENTS

These bylaws may be amended upon two-thirds (2/3) affirmative vote of the members present and voting provided that written notice has been given to the members (**length of time**) days prior to voting.

SUGGESTED OFFICER POSITIONS AND FUNCTIONS

President

1. Preside at all meetings.
2. Call special meetings.
3. Appoint members of all committees.
4. Perform such other duties as may be expected of the President or as may be provided by the bylaws.
5. Submit an annual report of the activities of the office.

Vice President or President-Elect

1. Preside at all meetings in the absence of the President.
2. In the event that the President's term of office is unavoidably terminated, the Vice President or President-Elect shall complete the President's term of office.
3. Submit an annual report of the activities of the office.
4. In the event the student chapter chooses a President-Elect, this officer shall advance to the office of President, without election, at the completion of the current President's term.

Treasurer

1. Maintain accurate financial records of the student chapter.
2. Co-sign all organization drafts with another officer.
3. Submit an annual report of the activities of the office.

Secretary

1. Keep accurate minutes of each meeting.
2. Keep annual reports of the officers and committees and distribute them to the organization membership.
3. Activate the membership at the beginning of the program year.
4. Submit an annual report of the activities of the office.

Corresponding Secretary

1. Prepare all correspondence.
2. Submit articles for publication to journals and newspapers.
3. Submit an annual report of the activities of the office.

Historian

1. Recommended to be a second year student or higher level.
2. Maintain an accurate scrapbook of all chapter activities.
3. Submit an annual report of the activities of the office.

Class Representative(s)

1. Represents their respective class at all meetings of the Executive Council.
2. Submit an annual report of the activities of the office.
3. Coordinate and facilitate communication from their respective class to the other members, classes, Executive Council or Advisor(s).

SUGGESTED COMMITTEES AND FUNCTIONS

Committee Structure and Function

Committees should consist of a chairman and three to five members, depending on the size of the student chapter and the scope of the committee's activities. Committees should meet at the beginning of each academic year to discuss their activities and responsibilities. These meetings can be informal, but minutes of some type should be kept so that an accurate record of the committee's work can be presented at the end of each year. Committees can be delegated or charged with specific projects or programs. Committee structure and responsibilities depend on the size of the student chapter. In small chapters, the entire membership may be involved in the implementation and completion of a project; larger chapters may expect the committee to handle a project from the very beginning through completion. The general membership should reach consensus about the scope and functions of each committee.

Constitution and Bylaws Committee

1. Prepare a Constitution and Bylaws.
2. Review the Constitution and Bylaws annually to ensure that they accurately reflect the student chapter's needs.
3. Submit an annual report of the activities of the committee.

Program Committee

1. Arrange programs.
2. Contact speakers.
3. Arrange social functions through Hospitality/Social Committee.
4. Submit an annual report of the activities of the committee to the membership.

Special Projects Committee

1. Conduct clinics at local and state meetings.
2. Organize fund raising projects.
3. Complete special assignments delegated by the Executive Council.
4. Submit an annual report of the activities of the committee.

Welcoming/Hospitality Committee

1. Write to each incoming student.
2. Aid in welcoming each incoming student.
3. Assist the students throughout the year.

4. Assist in social/hospitality arrangements for special functions, i.e., homecoming, capping/pinning, and graduation.
5. Submit an annual report of the activities of the committee.

Component/Constituent Liaison Committee

1. Develop communication with the ADHA component located nearest the dental hygiene program as well as the constituent.
2. Work with members of the local component to identify those projects or programs, which can be implemented as joint program activities. These may include dental health projects, inviting component members to attend the student chapter meetings, presenting table clinics at the component meetings, providing a speaker at the component meeting to discuss the student chapter's activities and, in return, requesting that a component member address the student chapter on current issues.
3. Provide the component with a list of the student chapter's officers and committee personnel and request that they reciprocate.
4. Submit an annual report of the activities of the committee to the membership.

Community Dental Health Committee

1. Organize dental health projects for implementation by the student chapter. Suggested activities may include:
 - a. National Dental Hygiene Month activities.
 - b. National Children's Dental Health Month activities.
 - c. Dental health talks and demonstrations to schools, hospitals, children's homes, and other public institutions.
 - d. Activities on campus, which involve students in other disciplines.
2. In cooperation with the Liaison Committee, contact the local ADHA Component Committee on Community Dental Health and work with them in identifying projects, which can be jointly undertaken by the student chapter and the component to increase access to care.
3. Submit an annual report of the activities of the committee.

ANNUAL REPORTS

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

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

Reports shall be prepared as follows:

1. Typed and saved electronically.
2. Submitted to the Secretary.
3. Format:
 - a. Listing of Committee Personnel
 - b. Objectives
 - c. Brief Summary of Committee Activities
(Include enough information so others wishing to pursue the same activity will have guidelines.)
 - d. Comments, discussion and recommendations
 - e. Conclusions
(Indicate the status of each project, or activity. Note any problems that remain unsolved.)