



# Alpha Epsilon

The Health Preprofessional Honor Society

**Name of College or University**

## Proposed Constitution

### Article 1

#### Name, Object, Motto, Insignia

##### Section 1.

The name of this Chapter shall be (*State and Greek Name – assigned by the National Office*), Chapter of Alpha Epsilon Delta. It shall function as a Health Preprofessional Honor Society.

##### Section 2.

*State and Greek Name*, Chapter of Alpha Epsilon Delta, shall abide by the objectives of the Society:

1. To encourage excellence in scholarship.
2. To stimulate an appreciation of the importance of health preprofessional education.
3. To promote cooperation and contact between professional and preprofessional students and educators.
4. To bind together students with similar interests.
5. To use its knowledge for the benefit of health organizations, charities, and the community.

##### Section 3.

The motto is incorporated in the name: *Alpha Epsilon Delta – Truth I Pursue*. This motto shall be observed and honored by members of this Chapter.

##### Section 4.

The insignia of this society will be honored and respected by this Chapter.

1. The insignia of this Society as determined by the Society consists of:
  - (a) A hexagon key or pin, on the face of which shall be inscribed AED in longitudinal column. The shape, reminiscent of the benzene ring, indicates the marked learning of this order toward the study of organic chemistry.
  - (b) A Coat of Arms consisting of the: *Crest*: An open book debriused by a death's head above a wreath of the colors. *Arms*: A silver shield bearing a black caduceus below a red Greek cross. The shield is surmounted by an esquire's helmet and draped with a mantling of scroll work. *Motto*: *Alpha Epsilon Delta* in upper and lower case Greek letters.
  - (c) A Seal consisting of an outlined benzene ring surrounded by a paneled border containing the words: "*Alpha Epsilon Delta* Founded in 1926."
  - (d) A cloth patch bearing the Coat-of-Arms of this Society.

## **Section 5.**

The Chapter acknowledges that the colors of *Alpha Epsilon Delta* shall be red and violet.

## **Section 6.**

The Chapter acknowledges that the flower of Alpha Epsilon Delta shall be the red rose.

## **Article II Membership**

### **Section 1.**

**State and Greek Name**, Chapter of Alpha Epsilon Delta, shall consist of the following categories of membership duly elected by the Chapter as prescribed by the National Constitution and By-Laws of Alpha Epsilon Delta and registered with the National Office.

1. Student members must meet the requirements outlined in Article II, Section 3, and becomes an alumnus member upon graduation. Only active members enjoy full privileges and are allowed to vote.
2. Honorary members are those educational and/or professional practitioners whom the Chapter wishes to honor with AED membership for their services and contribution to AED and health preprofessional education. Honorary members shall enjoy full privileges of active membership. To become effective, the National Officers must approve the election of honorary members.

### **Section 2.**

#### **Affiliate Student Members**

Students that are not eligible for National membership due to grades or student tenure may be invited to become affiliate members and are expected to apply upon eligibility. Affiliate members do not enjoy full membership privileges, may not vote, apply for scholarships, officer status or wear AED insignia. The selection criteria for associate members to become new members are defined in Article II Section 3. (A chapter is not required to have affiliate/associate members.)

### **Section 3.**

The Requirements for active members shall be:

1. The student shall be engaged in courses leading to the study of their chosen health profession. Chosen health professions include careers in medicine (allopathic and osteopathic), dentistry, optometry, podiatry, veterinary medicine, and other health care professions requiring post baccalaureate study leading to an advanced degree.
2. The student shall have completed at least three semesters of health preprofessional studies work with an overall cumulative grade average of at least 3.2 on a 4.0 scale (A= 4.0) and also with a cumulative average of 3.2 in the sciences; biology, chemistry, physics, and mathematics (BCPM).
3. Any student with an overall science (BCPM) and overall cumulative grade point average of 3.2 on a 4.0 scale (A = 4.0) for at least two semesters transferring from a school will be eligible for membership after the completion of one semester at **Name of College or University**). The grade point averages used to determine scholastic eligibility at **Name of College or University** will be determined by averaging all grades from both the old and new schools.

4. Members shall be selected with no discrimination on the basis of race, sex, religion, creed or national origin.
5. Character, general ability and personality shall be considered carefully in the selection of each member.
6. Election of members shall be by a favorable vote of at least three-fourths of the student membership at a regular meeting of the Chapter, upon determination of eligibility.
7. A member shall be deemed active only if he/she attends three-fourths of the meetings held ever semester he/she is enrolled in school and is not on probation. Article II, Section 7.

#### **Section 4.**

The Membership Record Form (MRF) and National Membership fee for each initiate must be remitted to and acknowledged by the National Office.

#### **Section 5.**

The National Office shall issue certificates at the time of the registration for qualifying members. MRF's will be submitted by the chapter on behalf of qualifying members.

#### **Section 6.**

Any member of one chapter may become affiliated with another chapter by completion and presentation of a Membership Transfer Certificate.

#### **Section 7.**

##### **Discipline**

1. If an active member fails to maintain the required attendance at meetings for a semester, they can be put on probation. If this attendance continues for a 2<sup>nd</sup> semester, the member can be removed from (Your Chapter Name) by three-fourths vote of the Executive Board.
2. If an active member does not maintain the required involvement in activities for a semester, they will be put on probation. If this continues for two consecutive semesters, they can be brought before the Executive Board for expulsion from active membership status. (Note: A Chapter cannot revoke National Membership Status).
3. Any member may be removed by a three-fourths vote of the Executive Board but they shall retain their lifetime national membership.

### **Article III**

#### **Chapter Officers**

##### **Section 1.**

The officers of the chapter shall be President, Vice President, Secretary, Treasurer, Historian, Scalpel Reporter and Chapter Advisor. (Chapter Advisors will not be elected). All officers will be elected by the active registered National membership at a designated business meeting during the second semester and must be registered national AED members. The term of office shall be for one year. The Chapter may elect additional officers, see the By-Laws for description/duties.

##### **Section 2.**

##### **Removal of Officers**

1. Any officer may be removed by a three-fourths vote of the active, registered National membership, except the Chapter Advisors.
2. A vacancy left in any position will be filled by an immediate election following the guidelines for election of officers (Section 1).

## **Article IV**

### **Chapter Governance**

#### **Section 1.**

The Chapter shall be governed by this Constitution and a set of By-laws, which will abide by the Constitution of the Society and contain no laws in contravention of the By-Laws of the National Society.

#### **Section 2.**

The Charter of this Chapter may be revoked by a two-thirds majority vote of the National Officers. Chapters that do not discharge responsibilities as defined by the Constitution and By-Laws of the Society may be placed on probation. Upon resolution of the problems, probation will be rescinded. The National Officers may declare inactive any Chapter that has held no election, initiation of new members, nor reported such initiations to the National Office for a period of three years.

#### **Section 3.**

**State and Greek Name** as required by the National Constitution and By-Laws, shall submit an Annual Report that will include a statement of finances and the exact number of persons initiated. The report shall be signed by the Chapter Advisor and submitted to the National Office. The Annual Report must be submitted no later than February 1. Prior to each convention, a comprehensive report shall be submitted to the National Office in a format provided by the National Office.

#### **Section 4.**

Upon dissolution of this Chapter for any reason whatsoever, after the discharge of its debts and settlements of its affairs, all assets and property of the chapter shall be conveyed to the Society for use in the promotion of the objectives of the Society.

## **Article V**

### **Amendments**

#### **Section 1.**

This constitution may be amended by a three-fourths majority vote of the active registered National Members present at a designated meeting for an amended document. Any amendments shall be in compliance with Article IV, Section 1, and a copy forwarded to the National Office.





# Alpha Epsilon

The Health Preprofessional Honor Society

## Name of College or University Proposed By-Laws

### Prologue

As a Chartered Honor Society of **Name of College or University**, this organization is bound by the requirements and principles of its Charter and the Student Government Association Constitution. These By-laws are intended to inform the membership and any others of the rules and procedures by which this Honor Society operates and are binding upon all members and officers.

### Mission Statement

The mission of **Name of State and Greek name**, chapter of Alpha Epsilon Delta, is to encourage and recognize excellence in scholarship within health sciences; to stimulate an appreciation of the importance of health science education; to promote communication between health science students, educators and professionals; to provide service to the community in area healthcare settings; to provide a forum for students with common interests; to uphold and exemplify **Name of College or University** to the community; and to be recognized by Alpha Epsilon Delta, a National Society, as a local chapter.

### Chapter One

#### Membership Rights and Responsibilities

##### By-Law 1.1:

Members of the **State and Greek Name**, Chapter of Alpha Epsilon Delta shall be required to commit themselves for one academic year to Honor Society activities and to abide by the decisions and directives of the Society. Members will recommit themselves every academic year.

##### By-Law 1.2:

Each registered National active member shall have one vote during meetings on questions presented and for each of the several offices. One-third of the total active membership must be present for a vote to be taken. Active members do not include members on "probation" or "affiliate" members, Article II, Section 1.

##### By-Law 1.3:

The requirements for active members of **State and Greek Name** of Alpha Epsilon Delta shall be, see Article II, Section 3:

1. The student shall be engaged in courses leading up to the study of their chosen health profession.
2. The student shall have completed at least three semesters of health preprofessional studies work with an overall cumulative grade average of at least 3.2 on a 4.0 scale (A=

4.0) and also with a cumulative average of 3.2 in the sciences – biology, chemistry, physics, and mathematics. (BCPM).

3. Any student with an overall science (BCPM) and overall cumulative grade point average of 3.2 on a 4.0 scale (A = 4.0) for at least two semesters transferring from a school will be eligible for membership (in this chapter) after the completion of one semester at **Name of College or University** will be determined by averaging all grades from both the old and new schools.
4. Members shall be selected with no discrimination on the basis of race, sex, religion, creed or national origin.
5. Character, general ability and personality, shall be considered carefully in the selection of each member.
6. Election of members shall be by a favorable vote of at least three-fourths of the student membership at a regular meeting of the chapter, upon determination of eligibility.
7. Members shall submit a completed Membership Record Form (MRF) and national membership fee, Article II, Section 3 and 4, to the chapter. The chapter will submit all MRFs and fees to the National Office for registration processing.
8. The National Office shall set national membership fees. The local Executive Board shall set local annual dues.
9. No member shall be denied the right of participation in official activities on the basis of financial status. Members who are unable to meet the financial obligations of the organization may meet with the Treasurer in order to discuss a payment or waiver plan, in which the chapter may cover all or part of the national dues. The executive Board shall approve all waivers.
10. Attendance at all meetings is expected. A member shall be considered active only if he or she attends at least three-fourths of the regularly scheduled meetings each semester and is not on probation, Article II, Section 6. If a member fails to attend at least one-half of the regularly scheduled meetings in the course of a semester, his or her name may be placed on an inactive member list.
11. All active members shall participate in at least ten "service" hours per semester. Activities to be counted as "service" hours will be deemed acceptable or not by the Executive Board members.
12. Attendance at the annual induction meeting of new members is expected of all active members. This will be the "official" initiation Date for MRFs.

**By-Law 1:4:**

Individuals invited to be Honorary members, Article II, Section 1, shall pay a national membership registration fee set by the National Office and local dues set by the local Executive Board, which may be paid on their behalf by the chapter with an appropriate resolution and vote.

**By-Law 1:5:**

Failure to abide by any of the By-laws may result in sanctions imposed by the Executive Board.

**Chapter Two  
Officer Rights and Responsibilities**

**By-Law 2.1**

Any student who has been a registered National member of the chapter for at least one semester and has shown a strong commitment to the activities of the chapter, may see office and hold office if elected by a majority vote at a regular meeting of the Chapter at which three-fourths of the members are present.

**By-Law 2.2:**

Each office shall have a term of one year beginning with the start of the autumn semester immediately following the spring semester in which they were elected. Newly elected officers will work with the current officers to assure a smooth transition.

**By-Law 2:3**

There shall be a President who will be elected from and by the membership to serve as the chief executive officer and represent the Chapter on and off campus. The President will serve as a mentor for other officers and is responsible for the Chapter functions including the following:

1. Election and initiation of new members, including honorary members.
2. Initiation and development of chapter programs and activities.
3. Appointment of committees and chairpersons to carry out Chapter functions.
4. Distribution of the Scalpel and any other documents for Chapter files and circulation among members.
5. Determining that other Chapter officers and committees perform their duties in a satisfactory manner.
6. Election and induction of new officers.

In the event of a vacancy in the office of President, the Vice President will serve as acting President until the membership convenes and elects a new President.

**By-Law 2.4:**

There shall be a Vice President who will be elected from and by the membership and is responsible for Chapter functions including the following:

1. Functions in the absence of the President.
2. Handles Chapter publicity including preparation of posters and notices for meetings, Chapter activities and news releases. The Vice President and Historian should cooperate in maintaining the Chapter Scrapbook and/or other archival material as a record of activities.
3. The Vice President may produce a Chapter Newsletter for distribution to the members, alumni, National Officers, and Regional Director.
4. Serves as the individual whom the President can delegate to function in special circumstances, i.e., formulate *ad hoc* committees, coordinate special projects, etc.

**By-Law 2.5:**

There shall be a Secretary who will be elected from and by the membership and will be responsible for all chapter and membership records, including the following:

1. Maintains official minutes of all Chapter meetings.
2. Maintains the permanent Chapter Roll book containing the signature, home address, and telephone number of each member.
3. Checks the AED National website for important information/updates and informs the chapter. Maintains copies of current AED forms located on the AED website.
4. Signs the completed AED *Membership Record Form* (MRF - encouraging new members to fill out the online MRF and print the form to submit) for all new active student and honorary members, and coordinates completion/verification with the Chapter Advisor. Then forwards the verified MRFs along with a check for the total membership fees from the Chapter Treasurer to the AED National Office, keeping copies. Maintains a Chapter file with **Name of College or University**, Prehealth Office of all membership records including: copies of completed/signed MRFs, including those that do not qualify, and the



list of national membership numbers (*Batch Report* - is sent to the Chapter Advisor along with the new membership packets for newly registered inductees) from the National Office.

5. During the school year, distributes membership materials to new members registered with the National Office. Certificates for those initiates registered by the AED National Office, at the termination of the school year, the chapter will make all possible attempts to contact the student and send their membership packet to the permanent address listed on the AED Membership Record Form, unless provided with an updated address. If unable to make contact, will keep them with chapter records.
6. Maintains contact and correspondence with AED National Office and Regional Director including keeping the names and addresses of the Chapter officers up-to-date, including submission of the **Chapter Information Form** to the National Office.

### **By-Law 2.6:**

There shall be a Treasurer who will be elected from and by the membership and will have the responsibility of conducting the Chapter's financial business, including the following:

1. Maintains an accurate account of all financial transactions for the permanent records of the Chapter using Financial Record Book, collects all membership fees and Chapter dues and pays all expenses, which must be kept in a secure location with the Chapter Advisor. The financial records should be audited at the end of the Treasurer's term of office by a committee or by the Chapter Advisor. The AED **Annual Financial Audit Report** must be completed and submitted every calendar year (covering part of two school years) to the AED National Office by **February 1<sup>st</sup>**.
2. Will provide necessary reports for completion of the **Biennial Report of Chapter Activities** financial section that will be approved by the Chapter Advisor – this Report is due ever Convention.
3. Provides the Secretary with a check covering the total membership fees due for all initiates (new members) submitted to the AED National Office.
4. Clears signatures and title of Chapter account with University officials as soon as a new Treasurer is elected and installed, so that checks can be processed without delay.

### **By-Law 2.7:**

There will be a Historian who will be elected from and by the membership, who is the person responsible for informing present and future members of the past, including the following:

1. Prepares a summary of Chapter activities and programs for the year as a basis for the Biennial Chapter Report due at each National Convention as required by the National Constitution, Article VII, Section 7.
2. Cooperates with the Vice President in maintaining the Chapter Scrapbook and other historical Chapter records. Major historical items, including early Chapter Minute Books, Roll Books, etc., should be maintained in the **Name of College or University**, Prehealth Office so that future members can address them via the Chapter Advisor. The Historian should make sure that the Chapter's Charter is maintained/displayed in a prominent, but secure location.
3. May assist the Scalpel Reporter with the reports submitted for the "Chapter Pride Roll" of the Scalpel.

### **By-Law 2.8:**

There shall be a Scalpel Reporter who will be elected from and by the membership and is responsible for the Chapter functions including the following:

1. Sends reports for the "Chapter Pride Roll" section of the Scalpel electronically (Word attachments) or hard copy including relevant pictures for publication.
2. Checks the National AED website for deadlines and specifications.

**By-Law 2.9:**

There shall be a Special Events and Service Coordinator who will be elected from and by the membership and is responsible for the Chapter functions including the following:

1. Initiates and develops service opportunities and activities on campus and in the community for members.
2. Develops and supervises special events (e.g. speakers, forums, group activities, etc.)

**By-Law 2.10:**

There shall be a Membership and Banquet Coordinator who will be elected from and by the membership and is responsible for the Chapter functions including the following:

1. Publicizes and coordinates the membership application process.
2. Works in conjunction with the President in selection and induction processes; including but not limited to the induction banquet.
3. Supervising adherents to membership requirements.

**By-Law 2.11:**

**State and Greek Name**, Chapter of Alpha Epsilon Delta, must function under the guidance of a Chapter Advisor/s who shall be a registered National member/s and who can verify a member's qualifications. One Chapter Advisor must be designated as the "primary" contact. The Advisor should be an individual actively interested in the challenges and activities of preprofessional health students. The duties of the Chapter Advisor include:

1. Promotes the general welfare of the chapter, adhering to the Chapter's *Constitution and By-Laws*, and advances the ideals of the Society.
2. Provides guidance, counsel and encouragement to officers and members.
3. Insures that all candidates selected for membership meet the requirements of both the National and Chapter Constitution and Bylaws.
4. Verifies the membership credentials of each member by signing the chapter verification statement on each *AED Membership Record Form (MRF)* submitted to the National Office for processing.
5. Assists with and verifies submission of the *Annual Financial Audit Report* and the comprehensive report (*Biennial Report of Chapter Activities*) submitted prior to each convention as well as the current *Chapter Information Form (CIF)* due whenever chapter officers are elected or changes occur.
6. Assists the officers and members in the selection of appropriate leaders in the educational and health professions as honorary members.
7. Encourages the selection of capable leadership to insure continuity of the chapter and maintenance of an effective program of activities of interest and benefit to the members and other interested students on campus.
8. The Advisor's office will serve as a place to maintain and access permanent chapter records.
9. The Chapter Advisor will keep the National Office informed of any contact information changes – this is reported to the IRS as a requirement of the Society.
10. Alpha Epsilon Delta is a 501(c)(3) non-profit educational organization exempt from Federal Income Tax. This tax exempt status extends to each chapter as a subordinate of the Society. This status carries with it a responsibility to file the appropriate tax return with the Internal Revenue Service each year on the 15<sup>th</sup> day of the 5<sup>th</sup> Month after the end of the chapter's fiscal year. The Chapter Advisor shall ensure that the chapter files the form (Form 990, Form 990n, or other appropriate form) on time. The Chapter recognizes that the Internal Revenue Service can rescind the subordinate's (chapter's) tax exempt status

for failure to file the tax return.

**By-Law 2.12:**

The Executive Board shall be composed of the officers and the chapter advisor.

**Chapter Three  
Rules and Budget**

**By-Law 3.1:**

Budget requests and allocations will be made by the membership with approval of the Advisor.

**By-Law 3.2:**

The Chapter will adhere to all fiscal policies of the Student Government Association and the University.

**By-Law 3.3:**

If a vote of the membership results in a tie, it shall be decided by the President.

**By-Law 3.4:**

The membership shall have the right to override a decision of the President or remove an officer With a two-thirds majority vote of active members present in any scheduled meeting with a minimum of three-fourths of members present.

**By-Law 3.5:**

Committees shall be formed and their chairpersons appointed by the President.

**By-Law 3.6:**

By-laws may be added or amended by the affirmative vote of two-thirds of the active members present at a regular meeting. Proposed additions or amendments must be presented to the membership at least one meeting prior to the vote. Additions and amendments approved by the membership must be reported to the Student Government Association and shall be in compliance with Article IV, Section IV, Section 1, and a final copy forwarded to the National Office.