

**Alpha Epsilon Delta
National Health Preprofessional Honor Society
Ohio Alpha Chapter**

Article I. Name and Object

Section 1.

This organization shall be called Alpha Epsilon Delta Ohio Alpha Chapter at The Ohio State University. It shall function as a Health Preprofessional Honor Society.

Section 2.

The object of this society shall be:

- (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.

Article II. Membership

Section 1.

This society shall consist of five categories of members: national members, general members, alumni members, honorary members, emeritus members.

- (1) National membership: The requirements for national membership shall be specified by the National Constitution Article II, Sections 1, 2 and 3. The election and initiation of national members shall be specified by the National By-laws Article III, Sections 1 and 2. Acceptance for national membership shall be determined by the chapter officers who are registered national members on the basis of the applicant's GPA and/or other evidence of academic excellence, record of service activities through the chapter and/or other organizations, and past involvement in the chapter.
- (2) General membership: The requirements for general membership shall be enrollment in a health pre-professional curriculum, attendance at general meetings and ethics discussions when possible, participation in special events, service, social, and fundraising programs and activities when possible, and payment of annual dues established by the chapter.
- (3) Alumni membership: The requirements for alumni membership shall be specified by the National Constitution Article II, Section 1.

- (4) Honorary membership: The requirements for honorary membership shall be specified by the National Constitution Article II, Section 1.
- (5) Emeritus membership: The requirements for emeritus membership shall be specified by the National Constitution Article II, Section 1.

Section 2.

No person shall be denied membership on the basis of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article III. Leadership

Section 1.

The leadership of the society shall be comprised of chapter officers and chapter advisor(s) in accordance with the National Constitution Article VII, Section 5.

- (1) To be eligible to serve as a chapter officer a member must be a student at the university who is enrolled for at least three quarters within the current academic year, meet minimum GPA requirements as determined by the Office of Student Affairs, and not be on academic or disciplinary probation or suspension.
- (2) To be eligible to serve as a chapter advisor a member must be part of the faculty or administrative and professional staff at the university with an interest in health preprofessional education.

Section 2.

The chapter offices of President, Vice President, Secretary, Treasurer, Historian and Advisor(s) shall be held by registered national members.

- (1) The President shall be responsible for the election and initiation of new chapter members; initiation and development of chapter programs and activities; appointment of committees to carry out chapter functions; determination that other chapter officers and committees perform their duties in a satisfactory manner; election and installation of new chapter officers; coordination of chapter participation in national convention; representation of the chapter to the university and community.
- (2) The Vice President shall be responsible for chapter publicity including preparation and distribution of fliers for chapter meetings, programs and activities; coordination of chapter special events including the national membership initiation ceremony and All-Ohio Pre-Med Day in the absence of a special events director; the duties of the President in the event of absence.
- (3) The Secretary shall be responsible for chapter membership records; maintenance of the database of chapter member names and contact information; communication with the chapter membership via weekly e-mail; creation and distribution of the quarterly agenda; maintenance of official minutes for all chapter meetings.

- (4) The Treasurer shall be responsible for the financial business of the chapter; maintenance of an accurate account of all financial transactions; collection of chapter membership fees and dues and revenues; payment of all chapter expenses; submission of the annual financial audit report to the National Office.
- (5) The Historian shall be responsible for the preparation of a summary of chapter programs and activities; submission of the biennial report to the National Office; submission of the Scalpel Report to the National Office; maintenance of the chapter website; documentation of chapter member participation in chapter programs and activities; documentation via photographs of chapter programs and activities.
- (6) The Advisor(s) shall be responsible for the promotion of the general welfare of the chapter and advancement of the ideals of the society; guidance, counsel and encouragement to chapter officers and members; confirmation that all candidates selected for chapter membership meet the requirements of the national and chapter constitution and by-laws; selection of capable leadership to insure continuity of the chapter; maintenance of effective programs of interest and benefit to the chapter members and other interested students.

Section 3.

The chapter offices of Program Director, Ethics Director, Special Events Director, Service Director(s), Fundraising Director(s) and Social Director(s) may be held by registered national members or general members.

- (1) The Program Director shall reserve rooms for the general meetings, officer meetings and ethics discussions; contact and schedule speakers or plan other appropriate activities for the general meetings; facilitate the event by arriving prior to the meeting, preparing the room and introducing the speaker; keep track of attendance at the event and provide this information to the Historian.
- (2) The Ethics Director shall contact and schedule speakers or plan other appropriate activities for the ethics discussions; facilitate the event by arriving prior to the discussion, preparing the room and introducing the speaker; keep track of attendance at the event and provide this information to the Historian.
- (3) The Special Events Director shall implement and coordinate special events for the chapter including the national membership initiation ceremony and All-Ohio Pre-Med Day; keep track of attendance at these events and provide this information to the Historian.
- (4) The Service Director(s) shall implement and coordinate service programs and activities for the chapter; keep track of attendance at these programs and activities and provide this information to the Historian.
- (5) The Fundraising Director(s) shall implement and coordinate fundraising programs and activities for the chapter; keep track of attendance at these programs and activities and provide this information to the Historian.
- (6) The Social Director(s) shall implement and coordinate social programs and activities for the chapter; keep track of attendance at these programs and activities and provide this information to the Historian.

Section 4.

The election and installation of chapter officers shall be held during spring quarter at a general meeting.

- (1) All members interested in a chapter officer position shall complete an officer application. A slating committee comprised of the graduating chapter officers shall review the officer applications and nominate a chapter member for each chapter office. The nominations of the slating committee shall be presented at the officer election meeting at which time nominations from the chapter membership for each chapter office shall be accepted. Election of the chapter officers shall occur in the order presented in Article III, Sections 2 and 3. All chapter members present may cast one vote for each chapter office. The nominee in receipt of the most votes shall be elected to the chapter office.
- (2) Installation of the chapter officers shall occur at the general meeting after the election. The term of office shall be for one year. If a chapter officer is not able to fulfill the term of office for any reason, then a chapter member shall be appointed by the chapter officers to the vacated office to fulfill the term.

Section 5.

The appointment and installation of the chapter advisor(s) shall be held during spring quarter at a general meeting.

- (1) The slating committee comprised of the graduating chapter officers shall appoint the chapter advisor(s) to the office.
- (2) Installation of the chapter advisor(s) shall occur at the general meeting after the election. The term of office shall be for one year. If a chapter advisor is not able to fulfill the term of office for any reason, then a chapter member shall be appointed by the chapter officers to the vacated office to fulfill the term.

Article IV Administration

The chapter officers and chapter advisor(s) shall serve as the executive board for the society. The executive board shall represent and conduct the business of the society on behalf of the chapter members. The chapter officers and chapter advisor(s) shall convene at least once per month for an officer meeting during the fall, winter and spring academic quarters. The chapter officers, chapter advisor(s) and chapter members shall convene at least once per month for a general meeting during the fall, winter and spring academic quarters.

Article V Parliamentary Authority

The rules contained in Robert's Rules of Order Revised shall govern this society in all cases to which they are applicable unless they are inconsistent with the constitution and by-laws and special rules of this society.

Article VI Amendments

An amendment to the constitution may be proposed by a chapter member, a chapter officer or a chapter advisor. The proposed amendment shall be submitted to the executive board. The executive board shall present the proposed amendment to the chapter membership at a general meeting and via e-mail over the chapter listserv. A vote on the proposed amendment shall be completed at the next general meeting. All chapter members present at the general meeting may vote. To be adopted the proposed amendment must pass by a three-fourths majority vote of the chapter membership in attendance.

Article VII Dissolution

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