



**Alpha Epsilon Delta**  
*The Health Preprofessional Honor Society*

## **Alpha Epsilon Delta Ohio Alpha Chapter Constitution**

### **Article I. Name, Objectives, and Non-Discrimination Policy**

#### **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 objectives of this chapter 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 health 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.**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

### **Article II. Membership**

#### **Section 1.**

This chapter shall consist of five categories of members: national members, alumni members, honorary members, emeritus members, and general members. (1) National membership: The requirements for national membership shall be specified by the Alpha Epsilon Delta National Constitution Article II, Sections 1 and 2. The election and initiation of national members shall be specified by the Alpha Epsilon Delta National Bylaws Article III, Sections 1 and 2. Acceptance for national membership shall be

determined by the chapter officers and chapter advisor(s) who are national members on the basis of the academic and service record of the applicant.

(2) Alumni membership: The requirements for alumni membership shall be specified by the Alpha Epsilon Delta National Constitution Article II, Section 1.

(3) Honorary membership: The requirements for honorary membership shall be specified by the Alpha Epsilon Delta National Constitution Article II, Section 1. (4)

Emeritus membership: The requirements for emeritus membership shall be specified by the Alpha Epsilon Delta National Constitution Article II, Section 1. (5) General

membership: The requirements for general membership shall be enrollment in a health preprofessional curriculum, attendance at chapter meetings, participation in chapter programs and activities, and payment of annual dues established by the chapter.

## **Section 2.**

No individual 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.

## **Section 3.**

All chapter members are expected to adhere to the guidelines and regulations as prescribed by The Ohio State University Student Code of Conduct (Chapter 3335-23). In the event that any chapter member does not meet these expectations or act against the objectives of the chapter, then the current President or Vice President shall notify the chapter member in writing of their transgression and shall bring forth the issue to the executive board. Based upon the severity of the action, the executive board may vote to pardon the chapter member or remove the chapter member in question from the chapter for life by a three-fourths majority.

## **Article III. Leadership**

### **Section 1.**

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

(1) To be eligible to serve as a chapter officer a chapter member must be a student at The Ohio State University who is enrolled in a health preprofessional curriculum for at least two semesters 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 chapter member must be part of the faculty or administrative and professional staff at The Ohio State University with an interest in health preprofessional education.

### **Section 2.**

The chapter offices of President, Vice President, Secretary, Treasurer, Historian and Advisor(s) must be held by 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; 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; creation and distribution of the semester agenda for the chapter; 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 chapter 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 Alpha Epsilon Delta 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 Alpha Epsilon Delta National Office; submission of the Scalpel Report to the Alpha Epsilon Delta National Office; documentation of chapter member participation in chapter meetings, 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(s), Networking Director(s), Service Director(s), Fundraising Director(s) and Social Director(s) may be held by national members or general members.

(1) The Program Director(s) shall reserve rooms for the chapter meetings, contact and schedule speakers to discuss topics of interest to the chapter members, lead ethics discussions on topics of interest to the chapter members and plan other programs and activities for the chapter meetings that are of interest to the chapter members; keep track of attendance at these meetings and provide this information to the Historian. (2) The Networking Director(s) shall implement and coordinate programs and activities for the chapter that promote health preprofessional experiences of interest to the chapter members and facilitate interaction between chapter members and health care professionals and representatives of health professional schools; keep track of

attendance at these programs and activities and provide this information to the Historian.

(3) 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.

(4) 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.

(5) The Social Director(s) shall implement and coordinate social media, 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 semester at a chapter meeting.

(1) The chapter offices of President, Vice President, Secretary, Treasurer and Historian shall each be filled by one chapter member.

(2) All chapter members interested in the chapter offices of President, Vice President, Secretary, Treasurer and Historian shall complete an officer application. The slating committee comprised of the graduating chapter officers and chapter advisor(s) shall review the officer applications and nominate a chapter member for each of these chapter offices. The nominations of the slating committee shall be presented at the officer election at which time nominations from the chapter membership for each chapter office shall be accepted. Election of these chapter officers shall occur in the order deemed necessary by the graduating chapter officers and chapter advisor(s). 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.

(3) The chapter offices of Program Director(s), Networking Director(s), Service Director(s), Fundraising Director(s) and Social Director(s) shall each be filled by the number of chapter members deemed necessary by the chapter officers and chapter advisor(s) to carry out chapter functions. The chapter officers and chapter advisor(s) shall make this determination on an annual basis prior to the officer election. (4) All chapter members interested in the chapter offices of Program Director(s), Networking Director(s), Service Director(s), Fundraising Director(s) and Social Director(s) shall affirm their interest at the officer election at which time nominations from the chapter membership for each chapter office shall be accepted. Election of these chapter officers shall occur in the order deemed necessary by the graduating chapter officers and chapter advisor(s). 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.

(5) Installation of the chapter officers shall occur after the officer 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 and chapter advisor(s) to the vacated office to fulfill the term.

(6) All chapter officers are expected to adhere to the guidelines and regulations

described by The Ohio State University Student Code of Conduct (Chapter 3335-23). In the event that any chapter officer does not meet these expectations or act against the objectives of the chapter, then the current President or Vice President shall notify the chapter officer in writing of their transgression and will bring forth the issue to the executive board. Based upon the severity of the action, the executive board may vote to pardon the chapter officer or remove the chapter officer in question from the chapter for life by a three-fourths majority vote.

### **Section 5.**

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

(1) The slating committee comprised of the graduating chapter officers and chapter advisor(s) shall appoint the chapter advisor(s) to the office.

(2) Installation of the chapter advisor(s) shall occur after the officer 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 and chapter advisor(s) to the vacated office to fulfill the term.

(3) All chapter advisors are expected to adhere to the guidelines and regulations described by The Ohio State University Rules of the University Faculty (Chapter 3335-3). In the event that a chapter advisor does not meet these expectations or act against the objectives of the chapter, then the current President or Vice President shall notify the chapter advisor in writing of their transgression and will bring forth the issue to the executive board. Based upon the severity of the action, the executive board may vote to pardon the chapter advisor or remove the chapter advisor in question from the chapter for life by a three-fourths majority vote.

## **Article IV. Administration**

### **Section 1.**

The chapter officers and chapter advisor(s) shall serve as the executive board for the chapter. The executive board shall represent and carry out chapter functions on behalf of the chapter members. The chapter officers and chapter advisor(s) shall convene as an executive board at least once per month during the fall and spring academic semesters. The chapter officers, chapter advisor(s) and chapter members shall convene as a chapter at least once per month during the fall and spring academic semesters.

### **Section 2.**

The chapter officers and chapter advisor(s) may form committees and appoint chapter members to lead or serve on the committees to carry out chapter functions.

## **Article V. Parliamentary Authority**

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

**Article VI. Amendments**

An amendment to the constitution may be proposed by a chapter officer, chapter advisor or chapter member. The proposed amendment shall be submitted in writing to the executive board. The executive board shall decide if the proposed amendment advances the objectives of the chapter and ability of the executive board to carry out chapter functions on behalf of the chapter members. If this is affirmed the executive board shall present the proposed amendment to the chapter membership. A vote on the proposed amendment shall be completed at a chapter meeting. All chapter members present at the chapter 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 Alpha Epsilon National Office for use in the promotion and objectives of the Society.