



Alpha Epsilon Delta

University of South Carolina

Alpha Chapter

Constitution and Bylaws

PREAMBLE:

We, the members of Alpha Epsilon Delta (AED), to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

ARTICLE I: Name

The name given to this chapter by the national office is SC Alpha Chapter of Alpha Epsilon Delta. It shall function as a Health Pre-professional Honor Society. 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.

ARTICLE II: Purpose

The purpose of AED, as set forth by the national society, shall be to help provide information and assistance to premedical students by:

1. Encouraging excellence in scholarship.
2. Stimulating an appreciation of the importance of health pre-professional education.
3. Promoting cooperation and contact between professional and pre-professional students and educators.
4. Binding together students with similar interests.
5. Using the knowledge of the chapter as a whole for the benefit of health organizations, charities, and the community.

ARTICLE III - Membership

Section 1.

Membership in NSO shall be limited to persons officially connected with the University of South Carolina - Columbia as faculty, staff, or students. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall semester, as well as students enrolled in summer classes, are eligible for

summer membership.

Section 2.

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.

Section 3.

Membership in AED shall be limited to persons officially connected with the University of South Carolina Columbia campus as faculty, staff, or full-time students.

- a. This society will consist of student members, honorary members (faculty or staff honorary members), and an advisor duly elected by an active chapter that is registered with the National Office.
 - i. Student members (whom make up *at least* 70% of the chapter) must meet the requirements outlined below in Article III, Section 3 and becomes an AED alumnus upon graduation. Only active members enjoy full privileges and are allowed to vote.
 - ii. Honorary members (whom may account for *up to* 30% of the chapter) are those educational and/or professional practitioners and/or USC faculty or staff members whom the chapter wishes to honor with AED membership for their services and contribution to AED and health pre-professional education. Honorary members who are affiliated with the University of South Carolina shall enjoy full privileges of active membership. To become effective, the National Officers must approve the election of honorary members.
 - iii. Advisor: Faculty/Staff advisor must be selected from full-time faculty or administrative staff members at the University of South Carolina.

Section 4.

1. Membership in AED shall be selected with no discrimination to persons based on their race, color, religion, sex, national origin, age, disability, or veteran status. It is the policy of the University that an individual's sexual orientation be treated in the same manner. Character, general ability and personality shall be considered carefully in the selection of each member.
2. Discrimination Policy: The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.

Section 5.

Active membership clause: Active membership in AED shall be conferred upon those members who, in addition to the above requirements, have completed one full semester at the University of South Carolina, and meet the **requirements** below to maintain active student membership:

1. The student must be engaged in courses leading to the study of medicine or a health profession.
2. The student shall have completed at least one semesters of health pre-professional studies work with an overall cumulative grade average of at least 3.5 on a 4.0 scale (A = 4.0) and also with a cumulative average of 3.4 in the sciences - biology, chemistry, physics, and mathematics (BCPM).
3. Any student with an overall science (BCPM) and overall cumulative grade point average of 3.4 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 USC. The grade point averages used to determine scholastic eligibility at USC will be determined by averaging all grades from both the old and new schools.
4. The student must attend 50% of bi-weekly meetings. The officers of the chapter will determine the number of meetings every year and will be announced at the first chapter of the year. The consequence

of not fulfilling meeting attendance requirements will be probation and then ultimately dismissal from the organization after a full semester of probation.

- a. The exception for this rule will be inactive membership (See Article II, Section 4).
 - b. There will be no “excused absences” for attendance, due to the ability of members to miss several meetings in the semester.
5. The student must meet the service and social **point requirements** set by the chapter every year.
- a. Members are required to obtain 10 points per semester to avoid being placed on probation.
 - i. Meetings are worth 1 point each. A member must attend 50% of meetings (which is 4 out of the 8 meetings every semester).
 - ii. Service/volunteer events are worth 1 point each. A member is expected to obtain 3 service points each semester. Service/volunteer events/hours eligible for points will be announced/decided by the Executive board. Hours can be submitted to the chapter Historian and can be approved or denied at the discretion of the Executive Board members. (Documentation/proof is required).
 - iii. Members are required to attend one professional AED sponsored event which is worth 1 point. In some circumstances, AED sponsored events will overlap and also count as service/volunteer hours. AED sponsored events will be discussed and determined by the Executive Board and will be announced at the chapter meetings.
 - iv. Members are required to attend 1 AED social event each semester which will be worth 1 point.
 - b. Probationary status will be warranted when a member does not fulfill the service and/or social points required for each semester (See Article II, Section 5).
 - c. The point system will conclude each academic semester to avoid confusion when transferring over leadership committees, and a list will of members on probation will be given to the new leadership.
6. Members must **pay the dues** set by the chapter each year. The President and Treasurer will determine these dues every year. An exception will be made for Executive Officers (See Article IV, Section 2).

Section 6.

Inactive membership:

1. Inactive membership is an option for students who cannot attend weekly meetings due to time conflicts with class or work. Thus, inactive membership allows the student to be exempt from the Sunday night meetings. In order to be granted inactive status, the student must bring in a documented excuse clearly showing the reasoning behind lack of ability to attend the meetings. Inactive members are expected to fulfill the point requirements for the semester (excluding the meeting points).
 - a. Inactive membership will be necessary if a member will be unable to attend the required amount of meetings for the respective semester.
 - b. Inactive members are not eligible to be elected to any Executive or Cabinet position

Section 7.

AED active members can and will be placed on probation if they fail to abide by the active member requirements. The consequence of being placed on probation two semesters in a row will be dismissal of membership.

Probationary status and Dismissal:

1. Probation and Dismissal warrants the member to be put in Poor Standing on the National Registry
2. Dismissal prevents continued membership in SC USC Alpha Chapter of Alpha Epsilon Delta.
3. If a student does not meet the required points for the semester, the member will be placed on probation.
4. If a student does not attend the required amount of meetings as an active member in any semester, he or she will be dismissed from the organization.

5. If a member does not pay dues for the semester, the member will be placed on probation. Failure to pay dues the following semester will result in dismissal from the chapter.
6. Probation limits members from fully participating in AED social events at the discretion of the Executive Board. (Some penalties include but are not limited to: Not being eligible for AED Social events, not being eligible for a position within AED, not being eligible for free items given out by AED, and not getting a graduation cord)

ARTICLE IV: Officers and Committees

Section 1.

The officers of the organization shall be elected from the active members. Any student seeking to hold or holding office must maintain the cumulative GPA requirements for graduation, and remain in good standing in their respective colleges.

Section 2.

The elected officers of the AED Executive Board/Committee shall consist of President, Vice President, Secretary, Treasurer, Historian, Vice President of Operations and Chapter Advisor (the Chapter Advisor will not be elected). The cabinet positions will be determined yearly.

Section 3

Elections:

1. All officers shall be elected in the second to the last meeting of the Spring semester, and shall serve one year terms.
2. All officers shall be elected by a majority of the votes cast. Only active members are eligible to vote. If no candidate for an office receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.
3. A quorum of one-half of the active membership shall be reached for all meetings where officer nominations or elections take place.
4. All elections shall be conducted by secret ballot. The ballots shall be tabulated by any two officers.

Section 4.

Local Chapter Executive Board officer duties will be determined at a yearly Executive Board meeting and will work in conjunction with the Chapter by-laws. The by-laws will follow in a separate document which will be reviewed and amended yearly. The duties of the Executive Officers of the SC USC Alpha Chapter of Alpha Epsilon Delta consist of the following:

1. Updating bylaws annually to fit current organizational goals and guidelines
 - a. These must be passed by the executive board with majority approval
2. Due to the extensive time and efforts taken on behalf of the SC USC Alpha Chapter of Alpha Epsilon Delta, the Executive Board will not be required to pay the chapter membership dues while Executive Officers
3. Approving candidates of the future Executive Board by meeting with them prior to elections taking place in front of the entire AED chapter
 - a. A meeting with the candidates will serve as a verification of candidates' understanding of the duties and responsibilities required of them if elected, and also will confirm the Executive Board's confidence in the candidates prior to them running for their respective positions

ARTICLE V: Dues and Finance

Section 1.

The Executive Board will establish the dues for AED at the first meeting of the fall semester. The Treasurer must receive payment of dues by the deadline established at the first meeting to be considered an active member of AED.

Section 2.

AED will finance its activities through membership dues, fundraising projects, and may apply for funds from the Senate Finance Committee after AED has been registered for one year and are eligible.

ARTICLE VI: Meetings

Section 1.

The first meeting of the fall semester shall be held within the first month of classes beginning. They will take place roughly every other Sunday evening with the exceptions of those that fall over school breaks. The President will conduct/mediate the meetings and invite other executive board members to present and will also introduce guest speakers.

Section 2.

Regular meetings shall be held at least once a month during the school year at times set by the organization's Executive Board.

Section 3.

The meetings shall be conducted in accordance with the revised edition of Robert's Rules of Order.

Section 4.

The basic agenda at regular meetings shall be as follows:

1. Call to order
2. Roll call (if not taken as you are admitted into the meeting)
3. Approval of minutes
4. Executive committee report
5. Officer reports
6. Committee reports
7. Old business
8. New business
9. Announcements
10. Adjournment

Section 5.

A quorum of one-half of the active membership shall be reached for all meetings.

ARTICLE VII: Removal from Office

Section 1.

An AED officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office

Section 2.

A written request stating the reasons for dismissal and signed by at least three Executive Board members of the organization, and must be submitted at a regularly scheduled meeting.

Section 3.

Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4.

A two-thirds affirmative vote of all active members present at the meeting is required to remove the officer from office. An exception to this rule is if two-thirds of the Executive Board and the Faculty Advisor see it in the best interest of the organization to release the officer of duties.

ARTICLE VIII: Constitutional Amendments

Section 1.

The Constitution is binding to all member of AED at the University of South Carolina but is not binding unto itself.

Section 2.

Amendments to the Constitution must be proposed in writing by any active member of AED at any regular meeting. Proposed amendments will become effective following a two-thirds affirmative vote by active members in attendance at the meeting.

Section 3. Proposed amendments shall be voted upon only after one regular meetings following the introduction of the proposal.

Section 3

The duties of the President consist of the following:

- **Position restricted to previous executive board members or committee members**
- Oversees all chapter functions
- Runs chapter and officer meetings, appoints committees with the executive board, and ensures officers and committees perform their duties
 - Plans and runs Executive and Leadership meetings
 - Works to make the Leadership team a cohesive unit
- Re-registers AED as a student group annually with Virginia Tech and reserves a room to hold the general meetings (fills out necessary paperwork)
- Re-registers AED with the National organization yearly by sending in the Annual Chapter Report with updated data on the chapter
- Makes National Membership an open option for all qualified members, and sends out the National applications to the National AED Office with one check covering all dues
 - Gives members' National dues to the Treasurer to deposit into the Chapter's account, before asking for one check to cover the dues deposited, as National AED requests one check for all applications sent in
- Runs the initiation ceremony for new or honorary members and officer elections at the Spring Banquet
- Must stay in contact with other officers, members, speakers, the chapter advisor, and the national office

- This includes attending other activities as AED representative and meeting with Kaplan/Princeton Review about upcoming opportunities for the members
- Creates and runs interest meetings for AED; can recruit help from execs as necessary
 - Interest meetings will be held one week prior to the first general body meeting
 - Sends out notification emails to the large listservs (Pre-Health, College of Science, Honors, etc.) to make sure the Virginia Tech students are aware of the coming Interest meeting
- Works with the national office to get the USC chapter more involved with national chapter events, scholarships, and the national convention
- Plans a leadership transfer meeting after elections to bridge the gap between past and future leadership members

Section 4

The duties of the Vice President consist of the following

- **Position restricted to previous executive board members or committee members**
- Taking on tasks delegated by the president when necessary
 - Fills in for President when applicable
- Helps to organize initiation ceremony (invitations/thank you notes)
- Deals with all public relations (table cards, booth reservations, and so on)
 - This must be begun in the summer prior to taking office, to ensure campus availability
- Delegated the specific task of leading the established Mentorship Program, in which duties would include: organizing selection process, conducting Mentorship meetings, initiating activities and events, establishing rules of conduct, and regularly overseeing and monitoring the success and progress of the Mentorship Program as a whole
- Sends weekly reminders about AED meetings the day before the Monday evening meeting
- Find appropriate guest speakers for all meetings
- Publicize ongoing professional and pre-health events on campus
- Research open houses at appropriate schools but not limited to- medical, dental, pharmacy, optometry, PT, PA, and nursing
- Organize club trips to open houses

Section 5

The duties of the Treasurer consist of the following

- **Position restricted to previous executive board members or committee members**
- Works with the president in keeping an extremely accurate and updated record of all incoming and outgoing funds
 - Updates the Executive Board on the budget at every Executive meeting
- Collects and deposits general membership dues at the beginning of each semester from all members
- Completes the annual audit reports for the national office
- In-charge of ordering/payment of official AED apparel, honor cords, and initiation pins
 - May not give out the AED credit card to other officers
 - Must approve budgeted requests prior to apparel order by the Fundraising Chairs
- Allots semester budgets to committee heads and makes this clear to all officers
- Works with President and Vice President to set up initiation banquet
- Works with President and Vice President to award Kaplan and Altius Scholarships

Section 6

The duties of the Secretary consist of the following

- **Position restricted to previous executive board members or committee members**
- Is in charge of the listserv account

- Maintains a record of the attendance points at the AED meetings
 - Deals with individuals that may have had extenuating circumstances due to a health or other concern, which will be up to the Secretary's discretion
- Records minutes at general meetings and sends them over the listserv on a weekly basis (no later than one day following the general meeting)
- Deals with listserv requests (additions and removals)

Section 7

The duties of the Historian consist of the following

- **Position restricted to previous executive board members or committee members**
- Compiles and relays information between the officers and the members
- Oversees and manages the planned activities of all the committee heads
- Managing/keeping track of the social and service points (Excel spreadsheet)
 - Must be completed within two days of each event
- Creation of event Power-Points for the weekly meetings

Section 8

The duties of the Service Chairs consist of the following

- Organize 3-4 service opportunities a month
- Coordinate events and report attendance to Member Relations after every event, no later than one day after the event
- Communicate with Treasurer about any money needed for project
- Respect the budget appropriated by the Treasurer

Section 9

The duties of the Social Chairs consist of the following

- Organize 3-4 social opportunities a month
- Coordinate events and report attendance to Member Relations after every event, no later than one day after the event
- Communicate with Treasurer about money needed for event
- Respect the budget appropriated by the Treasurer

Section 10

The duties of the Fundraising/Philanthropy Chairs consist of the following

- Organize at least 2 fundraising events per month
- Coordinate logistics for event and report attendance to Member Relations on a biweekly basis
- Communicate with Treasurer about money needed and money raised at event
- Assist with Relay for Life during the spring semester
- Raise money for organization (and Relay for Life) to complete service projects
- Respect the budget appropriated by the Treasurer

Section 11

The duties of the Webmaster consist of the following

- Update Website
- Update Facebook group and Instagram account
- Keep pictures from throughout the year and post in appropriate places
- Create PowerPoint of events from throughout the year for the Spring Banquet

- Create an article which described events throughout the year to be published in AED's Scalpel magazine

2018-2019 President [print]: Ashley E. Galvin

2018-2019 President [signature]: 

2018-2019 Vice President [print]: Micah Goforth

2018-2019 Vice President [signature]: 