

Alpha Epsilon Delta



**Pre-Health Honors Society Pledge
Handbook**

2008 - 2009

AED Officers 2008-2009

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Alpha Epsilon Delta - Colorado Alpha Chapter
Constitution & Bylaws
Revised September, 2008

Article I- Purpose

The purpose of the society shall be:

1. To encourage excellence in pre-medical and pre-health scholarship.
2. To promote cooperation and contacts among pre-medical and pre-health students.
3. To use its capabilities to benefit health organizations, charities and the community.
4. To expose pre-medical and pre-health students to the different careers in health care.
5. To help its members become better medical school students of the health sciences.
6. To fulfill the requirements set by the national office.

Article II- Membership

Pledge members, associative members and active members are all to be considered due paying members. A pledge is a member who has not yet initiated. An associative member is a member who has initiated but does not meet the requirement stated in Article II, Section I, subsection 2. An associative member is still entitled to every benefit of active membership except is not eligible for graduation with honors. An active member is one who has initiated and meets all requirements stated below.

The requirements to maintain active status shall be:

1. The student shall be engaged in courses leading to the study of medicine or other health sciences
2. The student shall maintain an overall grade point average of 3.0 with a science average of 3.2.
3. The student shall have completed all of the pledge requirements and be initiated.
4. The student shall pay \$30.00 every year in chapter dues. Due date will be decided by the Treasurer.
5. The student shall attend at least one active meeting per month.
6. The student shall participate in at least one fundraiser per semester.
7. The student shall complete at least one philanthropy per semester.
8. The student shall complete 15 hours of community service each semester. Documentation will be decided by the Honors Points/Philanthropy manager.
9. The student shall attend two social events per semester.
10. The student shall serve on at least one committee per year.

The requirements to complete pledge-ship shall be:

1. The student shall be engaged in courses leading to the study of medicine or the other health sciences.
2. The student shall have completed at least three semesters of pre-medical/pre-health work with a general scholastic grade point average of at least 3.0 on a 4.0 scale and also maintain an average of 3.2 in the sciences. (*This requirement can be fulfilled at anytime. Hence a student of any level or GPA may still pledge and will retain pledge status until this requirement is completed.*)
3. The student must attend all pledge and active meetings for one year. The Pledge Trainer must excuse all absences.
4. The student must pass all quizzes that are assigned by the Pledge Trainer with an overall average of 80%.
5. The student shall write a one page personal essay on why they wish to become a member of Alpha Epsilon Delta. The deadline and details will be set by the Pledge Trainer.
6. The student must participate in a philanthropy in the fall semester that will be planned by the pledge class.
7. The student must participate in two additional philanthropies per year.
8. The student shall attend at least two social events each semester.
9. The student must serve on the day of the 9-Health Fair.
10. The student must serve on at least one committee per semester. These committees shall be created by the President for the year.
11. The student shall write a two page paper concerning a health related specialty. Sources must come from a direct, hands-on preceptorship (shadowing, interviewing) with a professional in that specialty. Each paper will be presented in front of the pledge class by the author.
12. The student shall hold one office hour per week for the entire year.
13. The student must complete at least 20 hours of volunteer service for each semester during the pledge year. The Pledge Trainer shall decide on what documentation is necessary for the hours.
14. The student shall participate in at least one fundraiser each semester.
15. The student shall pay \$45.00 for chapter dues each semester, in addition to a one time national fee of \$50.00.
16. The student must complete all other requirements set forth by the Pledge Trainer at the beginning of the scholastic year. Any additional requirements will be clearly listed in the pledge handbook.
17. The student must attend the initiation ceremony at the end of the year.

Article III- Officers

President

The President shall be the Chief Executive Officer of the chapter and shall reside over all chapter functions and meetings. The duties of the president are as follows:

- Confirms that activities are scheduled at all meetings.
- Calls officer meetings whenever possible.
- Responsible as the liaison between the pre-professional advisor and AED
- Responsible as the liaison between the faculty advisor and the chapter officers.
- Responsible for the smooth operation of the chapter.
- Reviews monthly financial statements from the treasurer.
- Creates the committees for the chapter and reviews the progress of the committees.
- Schedules time and place for meetings.
- Serves as the point of contact between AED and the University, as well as all other organizations.
- Submits a typed report at the end of the year summarizing chapter activities and business.

Vice-President

The Vice-President shall assist the President. In the absence of the President, the Vice-President shall temporarily assume the full powers of the President. In the event of vacancy in the Presidency, the Vice-President shall assume the office of the President. The duties of the Vice-President are as follows:

- Serves as liaison between AED and the blood drive coordinators on campus.
- Responsible for the operation of the preceptorship program.
- Responsible for the 9-Health Fair committees.
- Responsible for AED scholarships, both nominations and information.
- Submits a typed report at then end of the year summarizing the preceptorship program and the 9-Health Fair.

Secretary

The secretary shall maintain records on all due-paying members and is responsible for internal communication within the society. The duties of the Secretary are as follows:

- Takes attendance at all meetings and monitors member attendance records.
- Responsible for reapplying for the office in the UMC.
- Responsible for making the phone/address lists and distributing them.
- Submits names of the officers to the national office.

- Responsible for making and posting a list of the office hours on the office door.
- Responsible for making and approving changes to the bylaws.
- Responsible for the AED e-mail account and the AED listproc.
- Oversees the social committee.

Treasurer

The Treasurer shall receive and deposit in the name of the chapter in a bank or a trust, as well as handle all the money, issue receipts, and make all authorized disbursements. The duties of the Treasurer are as follows:

- Collects national and chapter dues for all dues paying members.
- Prepares a budget every year to be approved by the chapter.
- Maintains a bank account.
- Changes the signature cards at the bank.
- Sends the national dues to the national officer for initiates.
- Oversees the financial committee.
- Responsible for paying all bills of the chapter.
- Submits a typed report at the end of the year itemizing expenses and income.

Pledge Trainer

The Pledge Trainer shall handle the programs for the pledge class and decides who has qualified to initiate. The duties of the Pledge Trainer are as follows:

- Responsible for creating the pledge requirements for the year and tracking each pledge's progress.
- Creates a pledge handbook and all other handouts for the pledges.
- Responsible for deciding on the pledges that will initiate.
- Responsible for initiation. Can delegate responsibilities to the other officers.
- Submits a typed report at the end of the year detailing the activities of the pledge class.

Historian

The Historian shall record the events of the chapter's activities. The duties of the Historian are as follows:

- Documents all chapter activities for the biennial report, which shall be done every year.
- Maintains the AED pledge book and updates it as appropriate.
- Responsible for making sure that photo documentation is done at all events.

- Responsible for updating and maintain the website.
- Oversees the historical committee.

Honors Points/Philanthropy Manager.

The Honors Points/Philanthropy Manager shall maintain all records pertaining to the honors points system and volunteer hours. The duties of the Honors Points/Philanthropy Manager are as follows:

- Records each member's points as they are given to him/her.
- Responsible for the point system handout.
- Responsible for establishing philanthropies on a monthly basis.
- Responsible for tracking the volunteering of all members.
- Oversees the philanthropy committee.

Faculty Advisor

The Faculty Advisor shall assist the officers with guidance and advice when it is needed. The Faculty Advisor may be terminated at any time by the officers, with the obligation that they must fill the vacancy. The duties of the Faculty Advisor are as follows:

- Serves as constant from year to year.
- Serves as another liaison to the University.
- Provides suggestions and recommendations.

Article IV- Committees

The committees shall meet for the entire scholastic year. The members of the community may choose to change committees at the end of each semester. The committee chair person is responsible for calling all meetings of the committee and must ensure that the goals of the committee are being met. Committee chairs must give updated reports to their respective overseeing officer once per month. The committees shall meet on a weekly basis. The following committees are standing committees that will already have been created. Additional committees can be formed by the president as they are needed.

The committees are as follows:

1. The financial committee: responsible for creating fund raising activities and seeing that members attend these activities. The committee may also be needed to assist the Treasurer.
2. The social committee: responsible for planning social events for the members to attend.
3. The philanthropy committee: responsible for assisting the Honors Points/

Philanthropy Manager in planning philanthropy events; also responsible for creating a specific philanthropy event for the pledge class.

4. The historian/ publicity committee: responsible for assisting the Historian in documenting chapter activities; also helps put together the AED scrapbook; responsible for carrying out the publicity and advertising duties of AED.
5. The 9-News Health Fair committees: 3 distinct subcommittees that handle the Medical, Non-medical, and Planning/ Breakdown of the health fair. There are two co-chairs of the subcommittees who will receive bonus honors points due to the magnitude of the commitment.
6. The Nicaragua committee: responsible for organizing and planning annual trip to Nicaragua; must keep in contact with other parties involved even though this committee is largely inactive until spring semester.

Article V- Elections

At the end of the scholastic year, the chapter will hold elections for the upcoming year. The rules and regulations pertaining to the election process are as follows:

1. The term for all officers will be one year.
2. Every active member is eligible to run for office. Pledges that will be initiated at the end of the year are also eligible to run.
3. The offices may change from year to year if the current officers decide to create or delete an office.
4. Officers may choose to run again for the same office or any other office they wish.
5. Officers will be allowed to vote in the officer elections.
6. Officers are allowed to nominate themselves for an officer. However, no officer is allowed to nominate any other member. Likewise, no officer can publicly endorse or recommend any other member for an officer position. All members, except for officers, can nominate themselves or other members for an officer position.
7. The elections will be done by secret ballot. Current officers not running for office again will count the votes.

Article VI- Constitutional Revisions

The constitution and bylaws of the Colorado Alpha Chapter can be made at any time by the officers of the society. Any officer can present a motion to amend the constitution. An amendment will be passed by a majority of the votes. The President will not participate in the voting process unless there is a tie among the officers. The President will have the tie-breaking vote in such a case. The President shall have presidential override on all the matters except motions that affect bylaws or policies.

*Revisions were made and agreed upon by the officers of the 2008-2009 academic year
on September 10, 2008.*