

BYLAWS
OF THE
LSUS CHAPTER
OF
ALPHA EPSILON DELTA
The Premedical Honor Society

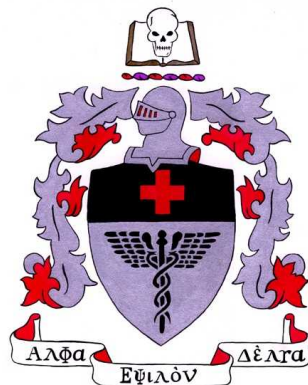


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ARTICLE I

Section 1

The term “initiate” shall mean any person enrolled in the Louisiana State University of Shreveport, who has been invited to become a member of Alpha Epsilon Delta. This person must have complied with all Louisiana State University of Shreveport regulations and requirements as to the eligibility for initiation.

Section 2

The term “active” shall mean any person who is regularly enrolled in the Louisiana State University of Shreveport as an undergraduate, graduate, or a non-matriculating student. This person is a current member of the Chapter as evinced by payment of dues, attendance at scheduled Chapter meetings, and performance of all duties assigned.

Section 3

The term “inactive” shall mean any person enrolled in the Louisiana State University of Shreveport who has, in accordance with these Bylaws, secured from the Chapter permission to be excused from Chapter dues, attendance, and duties. “Inactives” are prohibited from voting.

Section 4

The term “alumnus” shall mean any person who has been an active member of the Chapter, but who is no longer enrolled in the Louisiana State University of Shreveport. “Alumni” are prohibited from voting, but are allowed to attend all Chapter meetings, functions, and rituals.

Section 5

The term “associate member” shall mean any student who does not meet the requirements for active membership, but is in good relationship with the Chapter, as evinced by a favorable vote of two-thirds of the Executive Council. “Associate members” may participate in special Chapter functions and all committees, as well as attend its social functions. Otherwise, “associate members” do not share full privileges of active membership and may not attend Chapter meetings and rituals. “Associate members” keep their status with the Chapter by simply paying semester dues.

Section 6

The term “honorary member” shall mean any person not registered as a student at LSUS, who is exemplary in the honors and traditions of Alpha Epsilon Delta, as evinced by a favorable vote of two-thirds of the Executive Council. Participation of “honorary members” in Chapter events is at the discretion of the President and Archon.

Section 7

Preprofessional Health Work or Pre-Medical is defined as any program leading to a career in all allied health field. This includes, but is not limited to:

- Medicine
- Dentistry
- Osteopathy
- Physical Therapy
- Physician's Assistant
- Occupational Therapy
- Cardiopulmonary Science
- Pharmacy
- Optometry
- Podiatry
- Veterinary Medicine

ARTICLE II

Section 1

In order for a LSUS student to become an initiate, this person must meet the following criteria:

- must be a student enrolled at LSUS
- must complete at least two semesters of preprofessional health work at LSUS
- must have an cumulative GPA of 3.2
- must have science GPA of 3.2
- must be in good standing with the chapter and LSUS
- must be approved by the Pre-med advisor

Any student who is on academic warning or probation is not eligible for initiate status.

Section 2

If earning 12 or more credits, initiates must earn a 3.2 cumulative GPA during the semester of their affiliation preceding initiation.

If earning less than 12 credits, initiates must earn a 3.2 cumulative GPA during the semester of their affiliation preceding initiation. At least one class must be taken that is applicable to preprofessional health work. This class must conclude with at least a 3.0.

No applicants shall be initiates if there is a failure to meet any of the above standards.

Courses taken by correspondence or in extension work do not apply in meeting the minimum standard stated above.

Any student who is on academic warning or probation is not eligible for initiation.

In order to be initiated, initiates must have fulfilled their academic requirements to the satisfaction of the active chapter present and voting.

Section 3

In addition to academics, initiates must also fulfill the requirements of the Chapter Point System. From this system, initiates must obtain ten points minimum to gain membership in to the Chapter.

Applicants applying for full membership may first apply during the first semester of the academic year.

Transfer students must have a minimum of at least one complete semester with 12+ credit hours at LSUS.

ARTICLE III

Requirements for Active Status:

AEA Requirements for Active Status (current members only)

1. Each member **MUST** attend a minimum of **THREE (3)** meetings per semester. This will only be excused if a member has a valid MCAT practice course receipt or a class schedule where the conflict lies.
 - Each excused absence must be verified with our Archon
2. Each member **MUST** complete **SIX** service points of community service. These can be garnered from the AEA-Sponsored Volunteer Activities sheet, or from the individual Service Projects schedule, but nowhere else.
 - Outside volunteer activities are not eligible for maintaining active status. We offer ample opportunities to get service points within the organization.
3. Attendance at all projects/events/ceremonies/rituals must be monitored, on **YOUR PART**, by your signing the sign-ins available at all events. If this is an ongoing project, you must get the volunteer supervisor to provide you with documentation that you gave "x" number of hours.
 - If your name is not on a list for a project, then you will not receive points. No exceptions!
4. Advanced placement hours are not included in the hour or GPA requirement.
5. Each must achieve ten activities points as explained in Article IV

ARTICLE IV

Alpha Epsilon Delta has certain point requirements for membership.

These requirements are as follows:

1. **Applicants must attend meetings during the semester prior to initiation!**

- One point will be accredited per Chapter meeting (max 3pts)
- No points will be accredited for those leaving early or showing up late
- Two tardy attendances will lead to a one point penalty
- One absence will lead to the penalization of one point
- Penalization of any points can be nullified if the member reads the minutes of the Chapter in the presence of our Archon within three days after the Chapter meeting minutes are posted.
- An excused absence/tardy will be permitted for the following reasons:
 - MCAT review course (must provide receipt of course)
 - Conflicting class schedule (must provide schedule)
 - Medical issues (provide doctor/hospital note)
 - 24 hour prior notification to our Archon
- Anyone attending less than three meetings without a permitted absence/tardy will not be allowed membership.

2. **Students must achieve 10 activity points distributed as:**

1. Each member must obtain six maximum service points by attending any combination of AEA-sponsored volunteer projects and ongoing projects.
 1. You will be granted one point per three hours invested
2. Each member may obtain only three officer points by being an officer for AEA
 1. Resignation or removal of office at any point during the term will nullify all officer points
3. Each member may obtain only two committee points for being a member of an AEA committee.
 1. Officers are not allowed committee points.
 2. Members who are in more than one committee may obtain a maximum of one extra bonus point

4. Each member may obtain only one point for attendance to *at least half* of the AEA sponsored social events.
 1. Verified excuses will not count against any events attendance
 - a. Allowed excuses include:
 1. conflicting class schedule
 2. medical issues
 3. MCAT prep course
 - b. All excuses must be presented with proper proof and approved by our Archon, 24 hours in advance
5. Each member may obtain only one point for attendance to *more than half* of AEA ceremonies/rituals.
 1. You must attend at least one ceremony/ritual per semester
 2. Attendance to all ceremonies/rituals is strongly encouraged
6. Any creation of a new permanent activity's event will be granted up to three points per semester.
 1. Types of activity's events include (but are not limited to)
 - a. Volunteer project
 - b. Invitation of a prominent speaker
 - c. Ritual/Ceremony
 - d. Social Event
 2. In order to qualify as an activity's event, it must be:
 - a. Passed as a main motion in a Chapter meeting
 - b. Approved by our Archon
 3. A newly formed committee may also be requested as an option
 - a. Only the Chair or Archon may appoint committee members
7. One bonus point will be granted (three pts max) for 100% attendance in any of the following:
 1. Chapter meetings
 2. Ceremonies/Rituals
 3. Social Events
 - a. Absence to a social event requiring consecutive days will not count against attendance.

These are basic requirements. Each and every applicant is encouraged to volunteer as much as possible, as it gives beneficial experience.

8. Initiates will be issued one additional point upon initiation AND timely completion of the membership application form.
 1. Application forms must be complete with signature and chapter.
 - a. An unofficial transcript, your overall GPA, your science GPA, and a **\$5.00 application fee** (which will be included into the \$90.00 membership dues) are required at the time of application.
 - b. A reliable e-mail address is mandatory.
 - c. Complete applications are to be turned into the Treasurer
 2. Download the [national membership application forms](#) in PDF format (Adobe Acrobat Reader) and print offline.
 - a. The forms for associate membership are different ([associate membership form](#), pdf format) and not accepted

ARTICLE V

Section 1

The officers of the Executive Council shall be:

1. President (Chair)
2. Vice President of Assembly
3. Vice President of Public Service
4. Vice President of Records
5. Vice President of Finances
6. Historian
7. The *Scalpel* Reporter
8. Parliamentarian
9. Technology Officer (Webmaster)
10. Assembly Representative
11. Social Activities Coordinator
12. Archon

Section 2

Officers must be:

- Active members
- Enrolled as full-time students
- Free from any University/Legal probation or disciplinary action

The Archon is completely exempt from any requirements or obligations.

The Executive Board have full and complete power over the affairs of the Society except as stated otherwise in the bylaws.

Section 3

The aforementioned officers shall be elected at the last meeting of the academic school year by the majority of active members in a quorum. Slating of officers is strongly discouraged in an effort to provide all candidates with an equal opportunity.

Section 4

The term of office for each officer shall extend for one year, from the final meeting of one academic school year until the final meeting of the next academic school year.

Section 5

Impeachment of the aforementioned officers shall be first initiated by the Executive Council, and be completed by a majority vote of the active membership in quorum.

The vote for impeachment may be brought to the Executive Council if and only if three or more officers support the action. Such action must be justified with any of the following conditions:

- Missing two Chapter meetings without an official excuse/proof
- Inconsistency in fulfilling duties and responsibilities of the office
- Attitude, character, and personality unbecoming of an AEA officer
- Inability to meet member requirements
- Striking another member

Once the vote for impeachment comes to the Executive Council, the member in question must turn in (to the Archon) their membership badge, journal, and all physical materials relating to their office and membership. Failure to do so will lead to immediate expulsion.

Within the Executive Council, a formal impeachment discussion using parliamentary procedure must occur. After the discussion, a secret vote by ballot will determine whether an officer's impeachment will proceed to the Assembly. The impeachment process will only reach the Assembly if a minimum of 6 votes is cast to do so. The officer in question may not vote.

Additional procedures will be under the discretion of the President. These include, but are not limited to:

- Allowance in presence of the officer in question
- Cross examination

All officers must be present and vote for the procedure to be valid.

If the impeachment process passes from the Executive Council and reaches the Assembly, a similar parliamentary procedure must be used in Chapter. An Assembly vote of 2/3 will finalize the impeachment process.

Impeached officers will be immediately escorted out of Chapter. They will lose their positions and be banished from both National and Chapter memberships. Notification must be immediately forwarded to the National Secretary.

Section 6

Officers may resign at any time from their positions without penalty of expulsion. However, effective immediately upon resignation, the resigned officer will lose all activity points and will become inactive in status.

Inactive members, who regain their active status, may run for office in future elections.

Section 7

President duties shall include, but are not limited to:

- Organize, plan, and work to ensure the continuation and overall success of the Chapter.
- Promote the purposes of Alpha Epsilon Delta
- Call meetings of the officers and delegate responsibilities as needed
- Call meetings of the Chapter members.
- Inform new initiates of their acceptance into the Society

Vice President of Assembly duties include, but are not limited to:

- Assist the President in ensuring the continuation and overall success of the Chapter and in promoting the purposes of Alpha Epsilon Delta
- Provide leadership in the absence of the president.
- Oversee the work of the all committees formed by the Chapter
- Must meet with the President once every two weeks to discuss Chapter status

Vice President of Public Service duties include, but are not limited to:

- Maintain, organize, and promote public service activities for the Chapter
- Provide accurate time sheets of member involvement in public services
- Establish and maintain good service relations with sponsoring organizations
- Must meet with President once every two weeks to discuss public service status

Vice President of Records duties include, but are not limited to:

- Record the minutes of each meeting
- Record the names of active, inactive, associate, and honorary members
- Assist the president in conducting Chapter correspondence
- Must meet with the President once a month to discuss member status

Vice President of Finances duties include, but are not limited to:

- Conduct monetary transactions of the Chapter
- Provide monthly treasury report to the President and Archon
- Provide biannual treasury report to the Executive Council
- Receive and distribute chapter funds
- Meet with President once every two weeks to discuss financial status

Historian duties include, but are not limited to:

- Maintain a Chapter Scrapbook
- Prepare Chapter Reports for convention
- Assist the VP of Records in archiving member lists

Scalpel Reporter duties include, but are not limited to:

- Prepare and/or solicit articles for the *Scalpel* and website
- Publicize Chapter activities to local media
- Assist the historian in preparing Chapter Reports
- Provide President and Archon all articles before publication

Parliamentarian duties include, but are not limited to:

- Maintain parliamentary procedure in all formal events
- Set-up and break-down of formal events
- Educate all new members to parliamentary procedure, bylaws, etc.
- Meet with President once a month to discuss initiation status

Assembly Representative duties include, but are not limited to:

- Speak at all public meetings/functions in behalf of Chapter
- Communicate with important individuals/organizations for soliciting of funds, assistance, and etc.
- Keep constant records of every speaking event including name, date, speech, and outcome
- Design, create, and distribute of all banners, signs, etc.

Technology Officer duties include, but are not limited to:

- Maintaining the Chapter website
- Set-up and break-down all electronic devices
- Assist the Assembly Representative in printing, designing, and modifying all banners, signs, etc.

Social Activities Coordinator duties include, but are not limited to:

- Research, organize, and promote of all social events
- Provide Chapter related apparel and paraphernalia to all members

Archon and advisor duties include, but are not limited to:

- Shall be a member of the faculty in the College of Sciences at Louisiana State University in Shreveport
- Offer guidance and support to the members of the chapter, but does not hold a vote in chapter meetings
- Oversee the operations of chapter activities
- Shall sign and approve all national and local documents of this chapter

Section 8

Unlisted, extraneous duties which arise during the course of the semester will be offered to the existing officers before being delegated to an active member or the formation of a committee for the purpose of carrying out the duties.

Section 9

If unforeseen circumstances arise, which presents itself as an obstacle or impediment to the Chapter, the President may exercise the Presidential Executive Decision option. This will allow the President to make decisions without the due process procedures of the Chapter. Such actions must be approved by the Archon prior to execution.

ARTICLE VI

Section 1

Executive Council meetings shall be attended by all of the officers mentioned in Section 1 of Article V.

With exception to the Archon, this meeting must be mandatory for all officers. Failure to attend two Executive Council meetings without a proper excuse must bring up a motion for officer impeachment during an Executive Council meeting.

Valid excuses must be submitted to the Archon and President 48 hours prior to the meeting with appropriate documentation.

Section 2

If the President is not in attendance, the appropriate, replacing presiding chair will be appointed based on the following list of parliamentary precedence of highest to lowest.

1. President (Chair)
2. Vice President of Assembly
3. Parliamentarian
4. Vice President of Public Service
5. Vice President of Records
6. Vice President of Finances
7. Assembly Representative
8. Historian
9. The *Scalpel* Reporter
10. Technology Officer (Webmaster)
11. Social Activities Coordinator
12. Archon

Section 3

The Archon reserves the right to preside as the Chair at any Executive Council meeting at his/her discretion.

Section 4

The agenda for Executive Council meeting will be based in chronological order of the following stages:

1. Opening Ceremony
2. Roll Call
3. Minutes of Previous Meeting
4. Officer Reports
5. Old or Unfinished Business
6. New Business
7. Degree and Installation of Ceremonies
8. Adjournment

Section 5

The time, date, and location of regular Executive Council meetings will be set at the discretion of the President.

Section 6

Additional Executive Council meetings may be called upon by the Archon or President if needed.

If any Executive Council officers wish to request an Executive Council meeting, a minimum 24 hour advance notice is required to the Archon AND President (or presiding Chair).

Section 7

Any member who previously held an Executive Council position may attend any Executive Council meeting with proper permission from the President or Archon.

Section 8

Non-members, inactive members, or guests may attend Executive Council meetings with proper permission from the President or Archon. No more than three such individual may be present during an Executive Council meeting.

ARTICLE VII

Section 1

Any member who remains inactive throughout one semester may be declared inactive, at the discretion of the Chapter President and Archon.

At the beginning of every semester, the President and Archon must meet to discuss the proper course of action for any members who have not met the minimum requirements for active membership.

Section 2

It is the sole responsibility of the Vice President of Records to notify the Chapter President that a member has not met the minimum requirements for active membership.

Notification of such must be submitted to the President before the beginning of the following academic semester.

Section 3

Inactive members share none of the privileges of active membership. This includes, but is not limited to:

- Voting
- Attendance of Social Events
- Attendance of Rituals/Ceremonies

Inactive members may attend Public Service events to re-activate their status

Section 4

Inactive members may only be reactivated after meeting ALL of the following conditions:

- Completion of member requirements
- Continued display of character becoming of AEA representative
- Majority vote of Executive Council

ARTICLE VIII

Section 1

Expulsion of active/inactive members shall only be for a grave cause, other than that of scholarship.

Section 2

Expulsion of any individuals must be forwarded immediately to the National Secretary

Section 3

It is the duty of the Chapter President to make known to any individuals the expulsion status of their membership.

Section 4

Expulsion requires that the individual is stripped of all AEA affiliated rights and materials, which include, but are not limited to:

- Chapter books
- AEA badge
- Member meeting privileges
- Right to attend AEA affiliated events

Section 5

Individuals who are expelled may be reinstated to inactive status after the individual meets ALL of the following requirements:

- Proposal to Archon detailing purpose and commitment to return to AEA
- Necessary actions proving sincerity in atoning for past offenses
- A passing two-thirds vote of the active members in quorum

These are necessary for expelled member to return to inactive status. This individual must then undergo proper procedures to obtain active membership.

If active membership is obtained, confiscated materials may be returned to member.

Section 6

For a member to be expelled, ALL of the following must occur in order:

1. Support of three or more officers for charges to be brought to Executive Council.
2. A minimum of six Executive Council officer votes during an Executive Council meeting to expel a member
3. Approval of Archon to expel member.
4. Confiscation of member's physical items relating to AEA.
5. Bringing forth of expulsion case to member quorum in Chapter meeting
6. Two-thirds vote by chapter to expel member.
7. Announcement of expulsion by President or Archon to individual in question.
8. Letter of notice to National Secretary of AEA

Section 7

The matter of handling any expulsion case discussion, debate, and process is under the sole discretion of the presiding officer.

ARTICLE IX

Section 1

The total initiation fee shall be \$90 comprised of the following:

- \$50 to National AEA Registration
- \$20 to LSUS AEA Registration / Scholarship Assessment
- \$15 for Membership Badge, Books, and etc.
- \$5 Application Fee

Section 2

Once initiated, active members must pay an annual fee of \$15 per year due no later than the second regular meeting of the academic year.

Section 3

The national honorary and active alumni membership shall be paid directly from LSUS Chapter funds

Section 4

The fee for associate members shall be \$25 per semester due no later than the second regular meeting of the semester

Section 5

It is mandatory that all members pay for at least one AEA polo shirt to be worn during special, public service events in front of the public media

Section 6

The aforementioned National AEA registration fee is determined solely by the National Office of Alpha Epsilon Delta

Section 7

Any local fees pertaining to initiation may be changed by the consent of the Archon or a full quorum Chapter vote.

ARTICLE X

Section 1

The standing committees shall be:

- Membership Committee
 - Overseen by Parliamentarian
- Communications Committee
 - Overseen by Assembly Representative
- Activities Committee
 - Overseen by Social Coordinator
- Public Service Committee
 - Overseen by Vice President of Public Services

Section 2

The committee chairman and members shall be active members in good standing.

Section 3

The standing committee chairman shall be elected during the same meeting as the officer elections. Each chairman shall serve a term for one academic year.

Section 4

Any additional committees may be formed by the Executive Council as need arises. The President has full authority to appoint the chairman and members for each committee.

Section 5

All committee chairman must be a full time student and not under any type of Legal/University disciplinary action or probation.

It is the duty of the Vice President of Records to ensure this is the case throughout the term of all committee presiding chairs.

Section 6

Standing committee chairman may be removed from office by a quorum of members with a majority vote. It does not have to be process beforehand through the Executive Council.

All other committee chairs may be removed by the sole discretion of the President or Archon.

ARTICLE XI

Section 1

Public Service provided by the LSUS Chapter of AEA is solely for the benefit of any individuals suffering for physical and socioeconomic hardships. There shall be no implicit or explicit rewards received for any type of Public Services. Any proof showing that any member received monetary or service benefits in return for AEA public service shall be grounds for immediate expulsion.

Section 2

AEA does and will not allow discrimination of any kind related to race, gender, culture, ethnic background, religion, and creed.

Section 3

The LSUS chapter of AEA will not engage in supporting the public service of any organization that discriminates ***against and for*** any specific group.

Any organizational reference in title or mission statement to promote or demote a certain group of individuals based on gender, race, religion, and etc. will not be considered for AEA support in public services.

Such references include, but are not limited to:

- God, Jehovah, Allah, Christ, St. _____, Holy Spirit, Bible, Koran (Qur'an), etc.
- Asian American, African American, Hispanic American, etc
- Muslim, Islam, Christian, Jewish, etc.

For example, the YMCA (Young Men's Christian Association) makes two references to supporting a certain religion and gender. Thus, it can not be supported to prevent the conflicts of any AEA members whose beliefs or cultural background may be uncomfortably compromised.

Section 4

In reference to the above Section 3 of Article XI, rare cases may arise where simple wording of the organizational title or mission statement may clearly be outweighed by the philanthropic efforts of the organization itself.

If it is the desire for the LSUS AEA chapter to become involved with such organizations, a silent ballot from **ALL** active members must be cast with **100%** approval. This silent ballot may occur in any Chapter meeting throughout the academic school year.

If associations with such organizations already exist, additional silent ballots must occur in the first Chapter meeting of every academic semester to continue involvement with such organizations.

Section 5

It is the duty of the President and Vice President of Public Services to make sure that all organizations associated with AEA public service meet the criteria in the aforementioned sections of this Bylaw article.

ARTICLE XII

Section 1

All members attending Chapter meetings shall be in formal wear with an AEA badge pinned over their heart.

Jeans, hats, tank tops, and other informal articles of clothing will **NOT** be allowed.

Males: Must wear button up shirt with tie.

Females: All dresses and skirts must be at or below the knees from a standing position.

Section 2

If any Chapter meeting involves the wearing of robes as part of the ritual, members may be allowed to wear semi-formal clothing.

Semi-formal still requires that no jeans, hats, or tank tops be worn.

Badges must still be worn, but must be pinned on the robe, over the heart visibly.

Section 3

Any member not meeting the clothing requirements of the Chapter will be asked and escorted to leave, and will not be given credit for attendance.

Section 4

All members must wear their badges and dress semi-formal during Public Service events. It is imperative that the professionalism of AEA be portrayed in all public service activities.

Dress code is at the discretion of the President and Vice President of Public Services. It is recommended that these officers review dress code on the meeting previous to any public service activity.

During outdoor activities or extreme weather conditions, deviation from dress code may be allowed at the discretion of the President and Vice President of Public Service.

Section 5

All members must all be in proper attire for all rituals/ceremonies. Dress code for these events is at the discretion of the President and Social Coordinator.

ARTICLE XIII

Section 1

Our Chapter requires a strong character, general ability, willingness to participate in Chapter activities, and those qualities which would make a person a desirable candidate for the medical profession.

Section 2

All Chapter meetings must be enacted with proper Parliamentary Procedures.

Section 3

All public service events require that members act in a manner consistent with characters consistent with AEA professionalism. This requires, but is not limited to:

- NO profanity
- Tactful speech and respect for everyone present

Section 4

Physical or emotional attacks on fellow members of AEA are considered grounds for immediate expulsion.

Section 5

Public statements against the LSUS AEA chapter or National Chapter may also be grounds for immediate expulsion.

ARTICLE XIV

Section 1

Amendments will be noted following this page of the Bylaws.

Section 2

All amendments must require a three-fourths vote by all members of the meeting and require a vote by 100% of the quorum.

Section 3

Any amendments to the Bylaws require accurate records to include the date, action, and main member involved in such deeds.

This record shall be placed in the last section of the Bylaws.

DATE

Sept. 26, 2005

ACTION

Creation of Bylaws
Articles I to XIV

BY WHOM

President
Young S. Noh