

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called Alpha Epsilon Delta at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

Alpha Epsilon Delta is a pre-health honor society with the purpose of connecting future health professionals and recognizing their achievements in their pursuit of a career in health. Activities include volunteering, educational programs and speakers at bi-weekly meetings including doctors, nurses, patients, medical students, pharmaceutical students, and more.

ARTICLE III. NONPROFIT STATEMENT

Alpha Epsilon Delta at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Section 1:

The California Eta Chapter shall consist of Local Members, Local Active Members, and National Members as elected by the chapter. A National Member becomes an Alpha Epsilon Delta alumnus upon graduation.

Section 2: Local Members

The requirements for Local Members:

1. There are no requirements for local members. They may attend general body meetings and organized events at their leisure; however, they do not have priority for scheduled events such as diabetes clinics.

Section 2: Local Active Members

The requirements for Local Active Members:

Local Active Members are all members who complete the below requirements and do not qualify for National Membership:

1. The student shall attend at least one social event per quarter.
2. Four (4) hours of service with Alpha Epsilon Delta that have been signed off by an officer shall be completed per quarter.
3. Meetings are mandatory unless excused 24 hours before the meeting by the Co-President.
4. Two (2) hours of publicity and/or fundraising service with Alpha Epsilon Delta that have been signed off by an officer shall be completed per quarter
5. A yearly \$35 fee, which includes the cost of an Alpha Epsilon Delta t-shirt.

Section 3: National Membership

The requirements for National Membership shall be:

1. The student shall be engaged in courses leading to the study of pre-health.
2. Two quarters as a chapter member must be completed before the student is eligible for national membership.
3. The student shall have completed at least five (5) quarters of coursework with an overall grade point average of at least 3.2 and a science grade point average of at least 3.2 (BCPM).
4. The student shall attend at least one social event per quarter.
5. Two (2) hours of publicity and/or fundraising service with Alpha Epsilon Delta that have been signed off by an officer shall be completed per quarter
6. Four (4) hours of service with Alpha Epsilon Delta that have been signed off by an officer shall be completed per quarter.
7. Meetings are mandatory unless excused 24 hours before the meeting by the President.
8. A yearly \$30 fee, which includes the cost of an Alpha Epsilon Delta t-shirt.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Officer meetings shall be held every other week. Attendance at officer meetings is mandatory for all officers. General body meetings are required for Chapter Officers and Members, as well. Officer meetings may also be held with the Co-presidents, Vice President, Secretary, and other available officers before general body meetings in order to facilitate the smoothness of the meeting.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

Qualifications for Holding Office

Section 1: Chapter Officers

The Chapter Officers shall consist of the following:

() denotes the number of officers holding each position

- Chapter Advisor (1)
- Chapter Co-President (2)
- Chapter Vice President (1)
- Chapter Secretary (1)
- Chapter Treasurer (1)
- Chapter Publicity Officer (2)
- Chapter Social Officer (2)

- Chapter Volunteer Service Officer (2)
- Diabetes Clinic Coordinator(s) (2)
- Outreach Coordinator (1)
- Basic Life Support Course Coordinator(s) (2)
- Historian (1)

Section 2: Officer Requisites

By applying and accepting a position, the officer agrees to adhere to the following:

1. They must attend all officer meetings and GBM's unless there is an academic conflict or health problem.
2. All upcoming events and committee meetings must be reported by officers to the President, Vice President, and Secretary in advance.

Section 3: Terms of Office

Offices are held for one academic year. In case of an office vacancy, open applications/interviews will be conducted by the President and two officers, and an interim officer will be instated until the next election. Elections shall take place in the fifth week of Spring Quarter to allow for training of new officers. At the beginning of the Spring Quarter, applications shall be accepted for the upcoming elections.

Section 4: Officer Positions

New officer positions may be formed by a two-thirds majority vote of the Chapter Officers.

Section 5: Committees

Any officer shall have the power to form a committee to assist in the completion of their duties. Committees may consist of Local Active Members and/or National Members.

Duties of Chapter Officers

Section 1: Chapter Advisor

Each chapter must function under the guidance of an Advisor who is an official officer of the chapter. The Advisor shall be an individual interested in the challenges and activities of pre-professional health students.

The Advisor shall:

1. Promote the general welfare of the chapter and advance the ideals of the Society.
2. Provide guidance, counsel, and encouragement to officers and members.
3. Ensure that all candidates selected for membership meet the requirements of both the National and Chapter *Constitution and Bylaws*.

4. Verify the membership credentials of each member by signing the chapter verification statement on each Alpha Epsilon Delta Membership Record Form submitted to the National Office.
5. Assist the officers and members in the selection of appropriate leaders in the educational and health professions as Honorary Members.
6. Encourage the selection of capable leadership to ensure continuity of the chapter and maintenance of an effective program of activities.
7. The Advisor's office may serve as a place to maintain and access permanent chapter records.

Section 2: Chapter Co-Presidents

The Chapter Co-Presidents shall:

1. Oversee election and initiation of new members, including Local members.
2. Be responsible for initiation and development of chapter programs and activities.
3. Appoint committees to carry out chapter functions.
4. Ensure the satisfactory performance of Chapter Officers and their committees.
5. Oversee the election and induction of new officers.
6. Facilitate the communication between officers and members.
7. Appoint and instate interim officers in accordance with Article II, Section 3 of the Chapter *Bylaws*.
8. Serve only in this position during a term of office.
9. Coordinate with associates including, but not limited to, Collegewear and Princeton Review Test Prep.

Section 3: Chapter Vice President

The Chapter Vice President is the President's primary aid.

The Chapter Vice President shall:

1. Substitute in the absence of the President.
2. Oversee chapter publicity by working closely with the Publicity Officer, including preparation of posters and notices for meetings, chapter activities, and news releases.
3. Serve as the officer whom the President can delegate to function in special circumstances, i.e. formulate *ad hoc* committees or coordinate special projects.
4. Serve in only this position during a term of office.
5. Update and maintain the chapter Facebook page, email, website, and general body meeting slideshows.

Section 4: Chapter Secretary

The Chapter Secretary is responsible for all chapter and membership records.

The Chapter Secretary shall:

1. Maintain official minutes of all chapter officer meetings.
2. Maintain the permanent Chapter Roll Book containing the signature and home address of each person initiated into the chapter.
3. Distribute membership materials.
4. Maintain contact and correspondence with Alpha Epsilon Delta National Office and Regional Director, keep the names and addresses of the chapter officers up-to-date and submit the Chapter Information Form.
5. Send out minutes of general body meetings to members within two days of meetings occurrence.
6. E-mail members about upcoming events through a fortnightly defibrillator.

Section 5: Chapter Treasurer

The Chapter Treasurer shall:

1. Oversee both the monetary exchanges of and donations to the club.
2. Keep detailed records of all monetary exchanges as well as officers' requests for funding.
3. Oversee and keep records of the bank accounts associated with Alpha Epsilon Delta, UC San Diego Chapter. Keep all checks for each bank account.
4. Distribute money for Alpha Epsilon Delta events and clinic spending.
5. Actively see both monetary and medical-related donations for UC San Diego's chapter of Alpha Epsilon Delta as well as the Diabetes clinic.
6. Raise a minimum of \$300 per quarter (at least three fundraisers per quarter, raising approximately \$100 each is recommended)
7. Assist in fundraising for one event per quarter for each clinic as needed
8. Plan, organize, and coordinate all aspects of the fundraisers.

Section 6: Chapter Publicity Officer

The Chapter Publicity Officer shall:

1. Work closely with officers to help promote all events.
2. Make and post flyers, posters, and banners at least two days before events.
3. Help Diabetes Clinic Coordinators publicize events to both members and possible patients when asked.
4. Make a new poster at the beginning at each academic year to facilitate in quarterly tabling
5. Table and raise Alpha Epsilon Delta awareness by attending events such as health fairs and seasonal student organization fairs at least once per quarter.

Section 7: Chapter Social Officer

The Chapter Social Officer shall:

1. Boost the morale of Alpha Epsilon Delta members and create activities that will bring the members together.
2. Hold a minimum of two social events set for each quarter. All events must be legal for all members present.
3. Work closely with both the President and Vice President to coordinate various events.
4. Work with the President to plan the annual induction.

Section 8: Chapter Volunteer Coordinator

The Chapter Volunteer Coordinator shall:

1. Organize at least three community service events per quarter that serve the interest of our members. Creativity is encouraged – events should be different than what is offered in other on-campus clubs.

Section 9: Diabetes Clinic Coordinator

The Diabetes Clinic Coordinator shall:

1. Coordinate weekly clinics each month for members to participate in helping screen patients.
2. Work with Chapter Treasurer to help find sufficient supplies and funds to facilitate patient care.
3. Report all upcoming committee meetings during officer meetings and inform President, Vice President, and Secretary of upcoming events and committee meetings.
4. Obtain approval for all spending during officer meetings and, if approved, obtain funds from Treasurer.

Section 10: Outreach Coordinator

The Outreach Coordinator shall:

1. Assist in the planning of the yearly Health Professional Symposium/Meet and Greet by maintaining contact with health professionals as well as correspondents from health professional schools.
2. Contact health professionals and correspondents in order to plan speakers for general body meetings
3. Organize and oversee Alpha Epsilon Delta Families and plan at least one (1) family social gathering per academic quarter.

Section 11: Basic Life Support Course Coordinator

The Basic Life Support Course Coordinator shall:

1. Coordinate quarterly Basic Life Support courses for members to learn basic life support skills and obtain BLS certification.
2. Collaborate with CPR Hero Training Center to ensure proper BLS instructor training.

Section 12: Historian

The Historian shall:

1. Maintain and/or create GBM slides, photo slideshows, and any other print material (letterhead, fliers, sign-up sheets, rave cards, brochures, speaker gift cards, etc.).
2. Ensure that all officers utilize the corporate identity manual (logo usage, color scheme, font scheme, and wording) in an appropriate manner.
3. Ensure that all officers utilize the corporate identity manual (logo usage, color scheme, font scheme, and wording) in an appropriate manner.
4. Update and monitor the website and Facebook page in a timely manner.
5. Take pictures at GBMs, socials, and volunteering events.

Methods of Selecting and Replacing Officers

Section 1: Elections

Officer elections shall be held during the fifth week of the Spring Quarter of each academic year. Only National Member may be candidates for Chapter Office positions. The position shall be filled by the candidate who receives a simple majority from all members present with a runoff possible. In the case of a tie, current Chapter Officers shall vote on the candidates. If a tie still occurs, the President may appoint one of the candidates to the Office. If a position is not filled, it becomes open to the local active members to be decided through an interview held with the incoming Co-presidents and Vice President.

Section 2: Spending

During the officers' term, business and spending will be decided by a majority vote of the officer's present quorum during officer meetings. If a vote is needed before an officer meeting a special meeting can be arranged to discuss and vote on the matter. Officer meetings are only official if two-thirds of officers are present.

Section 3: Initiation

Initiation shall be carried out annually in accordance with *The Ritual* and shall be planned by all officers.

ARTICLE VII. RISK MANAGEMENT

Alpha Epsilon Delta at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Alpha Epsilon Delta at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

Alpha Epsilon Delta at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu>. Alpha Epsilon Delta will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

ARTICLE VII. SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE

In the event that Alpha Epsilon Delta at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL

Alpha Epsilon Delta at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

ARTICLE VIII. COMMUNITY ADVISOR

Provide guidance and counsel to officers and members to promote the objectives of the organization. Assist the officers in selection of capable leadership.

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Each chapter must function under the guidance of an Advisor who is an official officer of the chapter. The Advisor shall be an individual interested in the challenges and activities of pre-professional health students.

The Advisor shall:

1. Promote the general welfare of the chapter and advance the ideals of the Society.
2. Provide guidance, counsel, and encouragement to officers and members.
3. Ensure that all candidates selected for membership meet the requirements of both the National and Chapter *Constitution and Bylaws*.
4. Verify the membership credentials of each member by signing the chapter verification statement on each Alpha Epsilon Delta Membership Record Form submitted to the National Office.
5. Assist the officers and members in the selection of appropriate leaders in the educational and health professions as Honorary Members.
6. Encourage the selection of capable leadership to ensure continuity of the chapter and maintenance of an effective program of activities.
7. The Advisor's office may serve as a place to maintain and access permanent chapter records.

ARTICLE IX. FINANCIAL MANAGEMENT

Alpha Epsilon Delta will manage its finances through registration fees collected from members, and fundraisers throughout the quarter.

Section 1

Alpha Epsilon Delta, California Eta is and will remain to be a not for profit organization. Any funding allocated will be used for continuation of the organization, through education, clinics, socials, publicity, and any other approved programs.

Section 2

Funding may be allocated for programs at the request of officers once all officers have been informed of the details of the request and the decision has received a majority vote at an officer meeting or via an open roll call vote when an officer meeting cannot be arranged. This also includes clinic spending.

Section 3

Funding requests must be submitted to the Chapter Treasurer at least three (3) days prior to the next officer meeting in order to be considered for approval.

ARTICLE X. AFFILIATION WITH OTHER GROUPS

Alpha Epsilon Delta ETA (UC San Diego chapter) is affiliated with the national Alpha Epsilon Delta organization and BLS Program of UC San Diego.

ARTICLE XI. PROCEDURE TO SUSPEND BYLAWS

Section 1

These Bylaws may be suspended, in whole or in part, by the chapter for a particular instance or a defined period of time for just cause.

Section 2

An officer may make a motion to suspend bylaws and if the motion is passed by a two-thirds majority of officer's quorum then bylaws shall be suspended.

ARTICLE XII. AMENDMENTS

Section 1

These Bylaws may be amended with a majority vote of Chapter Officers at an officer meeting and shall be reviewed at the beginning at each academic year by the Co-Presidents, Vice President, and Secretary, though changes will be discussed and voted to a majority vote with the rest of the officers.