Alpha Epsilon Delta - Texas Epsilon Chapter

Chapter Officer Duty Bylaws

Chapter Advisor/Sponsor

Each chapter must function under the guidance of an Advisor/Sponsor who is an official officer of the chapter. The Advisor should be an individual actively interested in the challenges and activities of pre-professional health students. The duties of the Advisor include:

- Promotes the general welfare of the chapter and advances the ideals of the Society.
- Provides guidance, counsel, and encouragement to officers and members.
- Ensures that all candidates selected for membership meet the requirements of both the National and Chapter Constitution and Bylaws.
- Verifies the membership credentials of each National member by signing the chapter verification statement submitted to the National Office.
- Encourages the selection of capable leadership to ensure continuity of the chapter and maintenance of an effective program of activities of interest and benefit to the members.
- Follow up with officers to ensure the completion and submission of all chapter records, forms, and reports.
- The advisor's office can serve as the place to maintain all permanent chapter records including membership and financial records.

All Affiliate Members:

- Must show active progression toward qualifying for National Membership based on the requirements listed below
- Being an active member means that by the end of each semester they should have at least 30 points.
    - If by the end of the Fall Semester the member has less than 30 points, then they would be contacted and notified to make up does points for the Spring Semester
    - If by the Spring semester the member hasn't met the require points, they would unfortunately NOT be able to be acquired any recognitions, hold any leadership positions (chairman/officers), and become a national member among other things
    - Points would be accounted for using the FLARE app

All National Members:

- Current National members must achieve the active membership requirements per semester to receive their graduation cords upon graduation

- To be eligible for national membership, the student must have qualified based on the following conditions
    - Overall GPA & Science GPA equated to 3.3 or higher
    - Must have gained a minimum of six community service hours
        - *[Overall/Science GPA of 3.3 & Community Service Requirement are to be in effect starting June 1, 2024. If the applicant is already in the process of being inducted prior to the effective date, they can qualify under previous requirements of an overall/science GPA of 3.3, ending June 1, 2025]*
    - Must qualify based on the current year's "active membership" requirements, which are determined and may be changed by a majority vote of the officer board
    - Maintain an active status for three semesters or one semester pending attendance at a National Convention
- If a national member falls below the qualifications previously stated, their membership will be revoked following a four-term grace period

<u>All Officers:</u>

- Attend all AED monthly meetings including the first and second semester and summer meetings. If you miss a meeting, you must contact the President with a minimum advance of 3 days
- Attend all officer meetings prior to club meetings, following the same protocol to contact the President in advance if unable to make it with a minimum advance of 3 days
- Meet attendance qualifications for active membership: one social event, three fundraising events, and three service events [per semester]
- Must currently hold and maintain a National Membership status
- Attend two GO orientations and two summer orientations to work the AED table and recruit new members, if you are unable to attend, you must contact the President with a minimum advance of 3 days
- Must bring in three sponsors for the organization yearly
- Maintain an electronic or physical notebook on all your activities to be given to next year's officer. It should include dates, contact information, and any other information that will ensure a smooth transition to the following year's chapter.
- Oversee a committee assigned to you. Submit a monthly report of the committee's activities to the Chapter Sponsors, President, Vice President, and Reporter. If your committee has an activity, you are responsible for recording attendance and passing this information to the Secretary. This will allow the secretary to record points for National Membership.
- Officer elections will be done at the last general meeting of the academic year where each candidate will perform a speech and a vote will be conducted among the National Members and Sponsors only. The new officer board will then be announced at the annual banquet/awards ceremony

- To be eligible for the position of, President, Vice President, Secretary, Historian, Reporter, and Treasurer, they must have first served at least one academic year as one of the following positions, Outreach Coordinator, Mentorship Coordinator, Webmaster, or Chairman for any committee
- To be eligible for a position on the Executive Board, they must have first served as one of the higher-ranking officer positions as listed above
- All officers accepting the position will be required to sign an acknowledgment form confirming that they fully understand and are capable of completing their duties. This will be uploaded into the AED Google Drive as a reference
- Officers who fail to meet the requirements of all officers and their respective roles will be given a strike. In the instance of a third strike, the sponsor will be notified of the officer's negligence. In the case of an additional strike after the involvement of a sponsor, there will be grounds for termination of that officer and a replacement may be appointed from the chairman who was serving under said officer.

<u>President</u>

The leadership of the President is a key element in chapter success. The President serves as a mentor for other officers and is responsible for chapter functions including the following:

- Presenting for monthly general meetings and introducing speakers
- Election and initiation of new members, including honorary members
- Initiation and development of chapter programs and activities
- Appointment of committees to carry out chapter functions
- Determining that chapter officers and committees perform their duties in a satisfactory manner and submit timely reports.
- Follow up on the status of mandatory chapter reports to the National Office and keep sponsors informed.
- Election and induction of new officers
- Follow up on chapter events and ensure that officers and chairmen complete their duties
- Keep up with officer notebooks, checking before the semester ends.
- Produce, share, and enforce the hierarchy of reporting, making sure everyone is kept accountable
- Attend Monthly SLAC meetings, or ensure another officer is present.
- Regularly reach out to other COSE organizations to keep track of events they have planned that AED members can attend, benefit from, and provide added opportunities to obtain points and be active members.
- Reach out to COSE organizations to make them aware of AED events for advertisement at their meetings, allowing better turnouts at AED events.
- Responsible for dividing new members into houses (the houses would be the different

health career professions and the leaders would be the Health Professions Guide)
- Plan out and execute any collaboration event as promised to any sponsors who've donated $1000 or more (help may be requested from the entire officer board to ensure effective communication and execution)
- Record all events, contacts, and notes in the Google Notebook to pass on to the next year's president

Vice President

The Vice President is the President's right hand and many times becomes a candidate for President. The function of the Vice President may include:

- Functions as President in the absence of the President
- Assisting the President in any special activities as needed.
- Aid the President in following up with officer notebooks, helping the president check this before the semester ends.
- Come up with a timeline and keep an up-to-date list of events throughout the year organized by all of the coordinators and committees, ensuring enough events of different types are organized. Share this with the president regularly.
- Arrange med school tours of different universities in Houston
- Coordinate and host events and speakers with other COSE clubs (Nursing, POPS, Pre-dental, Pre-optometry)
- Maintain the social media for the National Office in conjunction with the sponsor
- Creating PowerPoint for monthly meetings by coordinating upcoming events with all officers and chairmen. Make sure to also incorporate any sponsor logos on the PowerPoint if they've donated $500 or more
- Reach out to any donors who've donated $500 or more to the organization if or when they'd like the opportunity for a ten-minute speaking panel at one of the monthly general meetings
- Enforce a hierarchy of reporting, making sure everyone is kept accountable
- Record all events, contacts, and notes into the Google Notebook to pass on to the next year's vice president

Secretary

Maintenance of good chapter records is essential for successful chapter function. The Secretary is responsible for generating and managing all chapter records (which will be stored in the sponsor's office) including,

- Make a membership database and distribute it to officers and sponsors.
- Maintain a points system for members' activities to be used to determine active

members and induction of National members. This database must be passed to the Secretary of the following year for induction purposes.
- Keep track of cumulative points for members who have been in AED for longer than 1 year for induction as national members
- Sign and complete AED Membership Forms for all new members and work with sponsors to mail forms and checks to the AED National Office. Coordinate with the treasurer to obtain forms and update the database with members who have paid.
- Be present at all AED meetings and events to track points and attendance for all members. Inform the President with a minimum advance of 3 days if unable to make it to a meeting or event to ensure that another officer is able to timely create a sign-in sheet and forward this information to the Secretary.
- Book HCU venues for events and meetings as requested at least 4 weeks ahead of the event
- Overlook the social committee, making sure social events are kept within budget, and working closely with the treasurer.
- Ensure that the fund approval form is filled out by the social committee and approved by the treasurer to allow the use of a certain amount of funds for an event.
- Plan out and execute the required “Rush Week” events during the Fall Semester
- Encouraging the social committee to check AED storage and free rental HCU supplies before purchasing decorations and resources for social events.
- Record all events, contacts, and notes in the Google Notebook to pass on to the next year’s secretary

Treasurer

The Treasurer has the responsibility of conducting the chapter’s financial business. The treasurer must work closely with the sponsor in all financial matters, checking with the sponsor on a regular basis concerning the chapter's finances. Duties include the following:

- Each January, the treasurer, in conjunction with the sponsor, should prepare the **annual financial report** to be sent to the National Office. In convention years, this report accompanies the Biennial Report of Chapter Activities. The treasurer gives the financial report to the Secretary/Historian to be sent with the Biennial Report.
- Submit, online, the **IRS forms**
- All Transactions must have the consent of the treasurer, chapter sponsor, President, and Vice President
- Collects all dues and money from t-shirt sales. Works with the secretary during the first few weeks of the school year as the membership database is built, transferring information as dues are paid.
- Makes deposits into the HCU checking account in conjunction with the sponsor.
- Submits check requests to the HCU accounting office in conjunction with the sponsor.

- The Chapter sponsor, President, Vice President, and previous treasurer must conduct an audit with the new treasurer before May.
- Assists the sponsor in the collection of any other funds i.e convention deposits, National Membership dues
- Must bring in at least ten sponsors for the organization yearly, three of which need to be obtained during the summer before the start of the Fall semester
- Oversee Fundraising Committee and all of their events, collecting and keeping track of all money from all fundraising events. In addition, the fundraising chairman must bring in a minimum of five sponsors for the organization yearly
- Be present at every event of meeting that involves monetary transactions and keep money stored in a safe box with a code
- Collaborate work with the secretary and social chairmen, carefully approving fund request forms from the social chairmen for every social event organized, ensuring to maintain a good bank balance
- If the treasurer cannot collect the money, an officer shall count and initialize the money received and then hand it to the treasurer who needs to reconfirm the amount.
- Any gaps in transferring the funds from one officer to another will be brought to the attention of the president and sponsors
- Record all events, contacts, and notes in the Google Notebook to pass on to the next year's treasurer

<u>Historian:</u>

The Historian is the person who is responsible for the present and future members of the past. This officer functions in the following capacities:

- Prepares the Biennial Report for the year and submits it to the sponsor and to the National Office. The Biennial Report is due prior to each National Convention.
- Cooperates with all officers and chairmen to maintain historical chapter records of events and meetings through the website that will be linked to all of the AED social media accounts. Historical items should be maintained and displayed for the future.
- Take photographs at all AED functions or enlist another AED member to record such events and upload them onto the AED Google Drive for documentation
- Collaborate with Webmaster to make AED more approachable to individuals such as athletes, veterans, and other groups on campus that are unable to attend meetings or events, establishing alternate ways for them to be involved in the club (through podcasts, recorded meetings, online opportunities, etc.)
- Prepare the banquet slideshow and any other electronic or physical presentations as required by the sponsor
- Oversee the Publicity committee in collaboration with the Webmaster to create flyers ensuring that they are approved beforehand

- Maintain a scrapbook containing event names, dates, and pictures of participants
- Record all events, contacts, and notes in the Google Notebook to pass on to the next year's historian

The Reporter

The Reporter is responsible for keeping the chapter informed. Duties include:

- Prepares the Biennial Report for the year and submits it to the sponsor and to the National Office. The Biennial Report is due prior to each National Convention.
- The Reporter will create a master email list once the membership of each year is established. The Reporter will send out mass emails to the membership at the request of any officer or the sponsors concerning activities, opportunities, or general information.
- The Reporter will electronically prepare a story and photograph of chapter activities for the Chapter Pride Roll section of The Scalpel. **See the National website for details**
- The Reporter will deliver a copy of The Scalpel to each National Member.
- The Reporter will send out all emails for AED
- Maintain and keep up with reminders via an established GroupMe or Remind101 group
- Create a directory of all members including last name, first name, address, city zip code, and phone number, highlighting officers for the year as well as national members
- Record all events, contacts, and notes into the Google Notebook to pass on the next year's reporter

Webmaster:

- Create and maintain an AED website, providing links on all social media and in post-meeting emails. Maintain social media accounts such as Instagram, Facebook, and Twitter and add pictures from all events possible
- Advertise all sponsors on the website if they've contributed $100 or more to the organization
- Highlight the most active Officer, Chairman, and Member monthly
- Collaborate with the Historian to ensure the success of online advertising
- Highlight all events, membership fees, and deadlines via a calendar.
- Maintain social media accounts such as Instagram and TikTok and add pictures from all events. In addition, incorporate any advertisements for sponsors that have donated $1000 or more to the organization
- Take photographs at all AED functions or enlist another AED member to record such events and upload them onto the AED Google Drive for documentation
- Oversee the Publicity committee in collaboration with the Historian to create flyers ensuring that they are approved beforehand. The posting of these flyers falls on the Webmaster.

- In collaboration with the Social Committee and Publicity Committee, create any logos or designs requested by the President for any Chapter apparel
- Record all events, contacts, and notes into the Google Notebook to pass on the next year's reporter

Mentorship Coordinator

- There will be 2 spots for this position. One of them will be for Freshman and Sophomores and the second spot will be for Juniors and Seniors.
- Record all events, contacts, and notes in the Google Notebook to pass on to the next Mentorship coordinator (s)
- Create and Host weekly Mentorship Program to encourage academic excellence and collaboration amongst students. "Tutors" must be approved by the professor currently teaching the course and must have made an 'A' in the class. In addition, they must be a part of AED, however in the case that no member meets the criteria, the role can be given to a student outside the organization
- Develop and create a buddy-system network following the completion of the current year's membership database
- Advertise PXO workshops for students' academic and professional development.
- Creating and sharing information base for requirements of different med schools
- Hosting MCAT prep sessions with free resources and events for students
- Oversee the duties and responsibilities of the Mentorship Chairman.
- Record all events, contacts, and notes in the Google Notebook to pass on to the next year's coordinator
- ****These responsibilities can be delegated between the two mentorship coordinators*

Outreach Coordinator:

- Record all events, contacts, and notes in the Google Notebook to pass on to the next year's coordinator
- Reach out to other AED chapters around us to partner with them for events and provide ways to continually implement and improve different aspects of our chapter
- Coordinate monthly off-campus volunteering events for our chapter to give back to the community
- Oversee all duties and responsibilities of service chairmen
- Assist service chairman with coordinating on-campus volunteering opportunities
- Create a template document that members can download and use to keep track of their community service hours and supply the document to the Webmaster for incorporation into our website (We would be using the FLARE app to tally points)
- Record all events, contacts, and notes in the Google Notebook to pass on to the next year's coordinator

Executive Board:

- The board may consist of at least one immediate past officer
- Maintain a good relationship with the current officer board and act as a guiding figure for any questions that may arise
- Attendance of the board member(s) is not mandatory and no longer have to abide by the current active membership requirements, although participation is heavily encouraged

Chairman Committees:

All Chairman:

- All chairman applications will be ranked by the current officer board in descending order according to each committee and will be based on each applicant's attributes and requests. However, the ultimate decision of where each applicant will be placed is up to the acting President's discretion
    - Four Fundraising Chairmen will be appointed but more can be appointed as needed
    - Three Service Chairmen will be appointed but more can be appointed as needed
    - Three Social Chairmen will be appointed but more can be appointed as needed
    - Five Mentorship Chairmen will be appointed including Freshman, Sophomore, Athletics, and Veteran Mentors
- The newly chosen chairman will be announced during the current year's annual banquet & awards ceremony (will be announced during FALL 2026)
- Must bring in two sponsors to the organization yearly, except the Fundraising Chairman which needs to bring in five sponsors. Only the Fundraising Chairman needs to bring sponsors during the summer period. (I will be honest, even though this is a responsibility I understand things can get crazy but I would highly encourage you to follow this. Thank you!)

Fundraising

- Host events that will raise funds for AED as well as the AED National Convention
- Raise funds for chapter scholarships and other basic needs of the Texas Epsilon chapter (I don't believe we will be able to promote a chapter scholarship yet, but we should be able to next year)
- Recruit committee members to assist with your duties and keep committee members accountable for their delegated duties

- Find five sponsors for the organization throughout the year, two of which need to be gotten during the summer before the start of the Fall semester (Again, try your best)
- Coordinate and hold online auctions for Kaplan and Princeton MCAT courses (I would say connect with the COSE department to do an online auction)
- Hold food sales, raffles, spirit nights, or any other innovative events to help raise funds
- Record all events, contacts, and notes in the Google Notebook
- Report to and keep the Treasurer updated regarding events and planning

Service

- Host blood drives, health fairs, and other similar events to benefit both the local community and HCU campus at large (Connect with other organizations if possible and COSE department)
- Coordinate service events for AED members as well as transportation
- Maintain good relationships with service organizations for the future of AED service events
- Attend a minimum of three service events per semester, if you are unable to attend, notify the Outreach Coordinator and President with a minimum advance of 3 days
- Record all events, contacts, and notes in the Google Notebook to pass on to the next year's service chairmen
- Recruit committee members to assist with your duties and keep committee members accountable for their delegated duties
- Report to and coordinate with the Outreach Coordinator for events

Social

- Plan and execute all social events including but not limited to the Freshman Mixer, Fall Rush Week, November Friendsgiving, National Member Inductions, Annual Banquet, and Awards Ceremony
- Maintain a 70% attendance of all social events throughout the semester, if you are unable to attend, you must notify the Secretary and the President with a minimum advance of 3 days
- Decorate and put up the Christmas Tree in the COSE lounge at the end of November, taking it down before Christmas Break
- Manage AED intramural team (Will be working under the Mentorship Coordinator)
- Record all events, contacts, and notes into the Google Notebook to pass on to the next year's social chairmen
- Maintain good relationships with all of the other COSE organizations and plan mixers with other organizations and support their events by notifying AED of any upcoming events

- Collaborate with the Secretary to order food for events through Aramark or other restaurants with the permission of Aramark. You will need to get in contact with Benny Gilbert (bgilbert@hc.edu) to approve any food in the school
- Fill out the fund approval form for each event and obtain this approval from the treasurer when planning events, to make sure we have enough funds to delegate to the event
- Recruit committee members to assist with your duties and keep committee members accountable for their delegated duties
- Work in collaboration with the Webmaster and Publicity committee to design any logos requested
- Report to and keep the Secretary updated regarding events and planning

Mentorship

- Host weekly study sessions
- Connect Sophomore, Freshman, Athletics, Transfer, and Veteran students with AED. (All positions are appointed and ultimately approved by the Sponsor)
- Record all events, contacts, and notes in the Google Notebook to pass on to the next year's chairmen
- Recruit committee members to assist with your duties and keep committee members accountable for their delegated duties
- Report to and keep the Historian updated regarding events and planning
- Assist the Mentorship coordinator in developing and creating the buddy-system network

Health Professions Guide

Each Guide:

- *This position is not an officer position or a chairman position*
- Each guide will find information about their specific health professions of interest that they themselves are wanting to pursue
- They will have a group of members to which they can share any information they find in regards the health care professions
- They are tasked to find any information or resources about about the specific field so that whenever members graduate they are set and equipped for applications
- Information and resources include
    - Different organizations they can volunteer (apart from events hosted by Outreach coordinator), searching for internships (medical or research), finding physicians that would be interested in shadowing undergrad students, finding resources that students can do like MA, EMT, etc. (I know these resources may be pricey

but still would be good to have the info just incase any members are interested)
    - Other things can include competitive score for any entrance exams, annual income of the career field, minimum GPA to have, what helps you stand out, what are the prerequisite classes needed, etc.
    - Literally any information that would be helpful to thrive and making the path easier
    - I would greatly advise you to connect with the COSE department to verify any information as well as look at the COSE newsletter to send to members
- Now the bare minimum that would be asked of you is to create a group chat where you are able to send information. The information should be sent out as a power point and looked presentable. Know, because this is the bare minimum you have free reign to do more. Other things can include:
    - Host meeting times outside of general AED meetings to share your info
    - Invite speakers to your specific health care field
    - Any other ideas you may have (fun events, social events, etc.)
- Ultimately, since the information you are looking into is important for you (since that is the health care field you are interested in joining) the goal of this is to be a source of information for others to seek
- If any members have specific questions your responsibility is to find the answers
- It shouldn't be a difficult position so I believe even freshmans are able to do it

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