

Bylaws
School of Health Professions Chapter of the Alpha Eta Society
University of Kansas Medical Center

01 January 2019

ARTICLE I

Name and Purpose

- I.1 The parent organization shall be the Alpha Eta Society (<http://www.alphaeta.net>).
- I.2 The motto of the Alpha Eta Society is "Together We Serve".
- I.3 The colors of the Alpha Eta Society are green and white.
- I.4 The purpose of the Alpha Eta Society is the promotion and recognition of significant scholarship, leadership, and contributions to the Allied Health professions.

ARTICLE II

Chapters

- II.1 This chapter has been established at The University of Kansas Medical Center campus, in association with the School of Health Professions, and in accord with guidelines for chapter membership as set forward by the National Alpha Eta Society.
- II.2 This chapter shall be designated as the "University of Kansas Medical Center School of Health Professions" chapter of the Alpha Eta Society, Chapter #88. If this chapter develops an additional chapter name, that name can be used locally, but the official designation will remain as the institutional affiliation and chapter number.
- II.3 The petition to establish a chapter was sent to the national secretary and submitted for consideration by the Executive Council. The petition received affirmative votes from at least two-thirds of the Council, and authority to establish Chapter #88 was conferred on 09/18/2018.
- II.4 This chapter will be declared inactive upon failure to pay yearly dues for any two-year period.
- II.5 If a chapter becomes or is declared inactive for two consecutive years, (See II.4 above) that chapter's charter will be rescinded (e.g., declared null and void), and all voting privileges will be lost.

ARTICLE III

Membership

- III.1 The active membership shall consist of:
 - 1. Faculty in programs of the School of Health Professions at the University of Kansas Medical Center (see Article II.1)
 - 2. Candidates for and alumni of associate's, baccalaureate, and graduate degrees, or post-degree certificates in a program of the KU Medical Center's School of Health Professions. (See Article II.1)
- III.2 Active members of the Society who change residence shall be entitled to affiliation with this local member chapter (see Article II.1) within the respective membership category upon presentation of credentials to the KU Medical Center's School of Health Professions chapter of the Alpha Eta Society.

ARTICLE IV

Eligibility for Membership

- IV.1 No more than twenty (20) percent of the graduating class of a specified program shall be invited to membership, or in those programs with less than ten students, no more than two (2) students will be invited to membership in any given academic year.
- IV.2 The following shall be deemed eligible for election by the chapter to active membership in the Society. All qualifications listed in Article IV. 2 are to be considered as minimal. Any chapter is free to set higher standards, as long as academic qualifications are the essential criteria.
- IV.2A **Baccalaureate Degree Candidates:** Those undergraduate School of Health Professions students who:
1. are enrolled in a School of Health Professions curriculum leading to a baccalaureate degree, and shall be in their last year of enrollment in that degree program (see Article III.1,2).
 2. have maintained an overall scholarship average of 3.5 or better (on a 4-point scale) while enrolled in the School of Health Professions program.
 3. have shown capacity for leadership and achievement (i.e., promise for the profession) in their chosen field of the Health Professions.
 4. have been recommended by members and approved by the Dean of the School of Health Professions.
- IV.2B **Graduate Degree Candidates:** Those graduate students who are enrolled in School of Health Professions programs leading to graduate degrees and:
1. are in their last year of enrollment in a graduate program offered through the School of Health Professions (see Article III.1,2).
 2. have maintained an overall scholarship average of 3.8 or better (on a 4-point scale) while enrolled in the program.
 3. have shown capacity for leadership and achievement (i.e., promise for the profession) in their chosen field of the Health Professions.
 4. have been recommended by members and approved by the Dean of the School of Health Professions.
- IV.2C **Certificate Candidates:** Those students who are enrolled in a program leading to a certificate of professional competency in a School of Health Professions program who:
1. are in their last year of enrollment in a post-degree certificate program offered through the School of Health Professions (see Article III.1,2).
 2. hold an associate's, baccalaureate, or graduate degree prior to the completion of the professional certification program.
 3. have shown capacity for leadership and achievement (i.e., promise for the profession) in their chosen field of the Health Professions.
 4. have been recommended by members and approved by the Dean of the School of Health Professions.
- IV.2D **Faculty:** The faculty membership shall consist of those individuals who have given evidence of distinguished scholarship, leadership, and service to education or practice in the School of Health Professions, and are members of or contribute to the member chapter's (see Article II.1) educational program. Faculty shall have a minimum of the equivalent of three years of full-time academic experience in their discipline or have attained tenure in order to be eligible for consideration. Faculty members shall have the right to vote and to hold office.
- IV.2E **Alumni:** Alumni membership shall consist of those individuals who:
1. were elected into the Society while they were students in programs at KU Medical Center (see Article II.1) and graduated from the School of Health Professions.

2. met the eligibility requirements as stated in IV.2A through IV.2C when they were students, but the Society was not available while they were students.
 3. were elected into the Society as faculty members under IV.2D but who are no longer associated with a chapter.
- IV.3 Honorary membership in the National Society or in Chapters of the Society (see Article II.1) shall be restricted to those persons who are not eligible for active membership but who have given evidence of distinguished scholarship and rendered distinguished service to Allied Health.
- A. Those persons may be nominated for honorary membership in the Society or in Chapters of the Society (see Article II.1) by any chapter or by any member of the Executive Council.
 - B. The national secretary must be notified of all those nominated for Honorary membership prior to their induction at the Chapter level.

ARTICLE V

Election of Members

- V.1 Duly qualified candidates for active membership in the Society shall become members upon meeting the criteria as defined in the member chapter's bylaws, and by being duly elected as prescribed by those bylaws.
- V.2 Duly qualified nominees for honorary membership in the Society shall become members upon meeting the criteria as defined in the member chapter's bylaws and by being duly elected as prescribed by those bylaws.
- V.3 The list of and justification for candidates for honorary membership must be forwarded to the national secretary prior to induction of that member.

ARTICLE VI

Initiation of member chapter's members

- VI.1 Notice of election to chapter membership shall be made in writing to the new members by the chapter President, after receipt of certificates from the national treasurer.
- VI.2 Successful candidates for active and honorary membership shall be initiated by the respective chapter.
- VI.3 Duly elected honorary national members shall be inducted into membership, at the annual convention if possible.
- VI.4 A membership certificate obtained from the national office shall be given to each member at the time of initiation. Each certificate shall be imprinted with the national seal, and shall be signed by the chapter president and the chapter secretary.
- VI.5 Membership certificates shall not be valid unless ordered from the national treasurer and shall be purchased by the respective chapter.

ARTICLE VII

Chapter Officers

- VII.1 The chapter officers must be active members of the Society, and shall consist of a president, a president-elect, a secretary, a treasurer, and eight (8) at-large members (National bylaws require representation by each program of the chapter). All officers shall comprise the chapter's Executive Council.
 - A. The chapter president shall serve a three-year term of office
 - B. The chapter president-elect will serve a one-year term immediately preceding assumption of the presidency

- C. The chapter secretary shall serve a three-year term of office, with this period of service offset by 1 year from that of the chapter president and that the chapter treasurer
 - D. The chapter treasurer shall serve a three-year term of office, with the period of service offset by 1 year from that of the chapter president and that the chapter secretary
 - E. Eight (8) Board members shall serve a two-year term of office, with four members elected each year
 - F. Members of this Executive Council may represent two–year, four-year institutions of higher education, graduate institutions, or academic health centers.
- VII.2 The Executive Council shall be the governing body for this chapter of the national Society.
- A. It shall consist of the chapter officers.
 - B. It shall transact all business relating to the chapter as a whole in the interim between annual meetings.
 - C. Two (2) members of the executive council as appointed by the president will serve as the finance committee, one of whom will be the chapter treasurer.
 - D. Two (2) members of the executive council who are not standing for election shall be the nominating committee.
 - E. Two (2) members of the executive council will serve as the Bylaws committee.
- VII.3 The chapter president shall perform such duties as usually pertain to the Office of President, including preparing the program for the annual meeting of the chapter. The president shall appoint all committees. The president shall be an *ex officio* member of all committees except the nominating committee.
- VII.4 The chapter secretary shall perform the duties of the chapter president in his/her absence, including preparing the program for the annual meeting.
- VII.5 If the president-elect, secretary and/or treasurer is unable to complete the elected term of office, the president will appoint a member of the executive committee to fill this position until the next annual meeting.
- VII.6 The chapter secretary shall:
- A. Keep a record of the Executive Council business
 - B. Issue charters and make all arrangements for the installation of chapters and issue chapter membership certificates
 - C. Collect and preserve all information of interest to the Society
 - D. Publish and send to the chapters, from time to time, papers and reports as requested by the Executive Council.
 - E. Publish a newsletter at least annually
 - F. Keep and publish minutes of all chapter meetings
 - G. Develop the agenda for annual meetings in consultation with the chapter president
 - H. Keep an accurate record of all chapter contact information
 - I. Chair the Nominating and Bylaws Committees
- VII.7 The chapter treasurer shall:
- A. Maintain the financial records of the organization and do all reporting of the financial status of the organization including preparing annual financial statements and proposed budgets
 - B. Oversee bank accounts including appropriate deposits and withdrawals
 - C. Issue and send all invoices and collect all receipts
 - D. Make all payments for the chapter
 - E. Issue individual membership certificates, pins and honor cords when requested by the chapter
 - F. File Tax returns
 - G. Chair the Finance Committee
- VII.8 Election of Officers
- A. Nominations for office can be made by individual members to the chapter president no later than 1 month prior to the chapter’s annual meeting

- B. These nominations will be forwarded to the nominating committee for creating a slate
 - C. The secretary shall prepare and distribute the ballot at the annual meeting
 - D. Additional nominations can be made from the floor of the annual meeting for inclusion on the ballot
 - E. Officers are elected at the annual meeting. Each member attending the annual meeting shall have one (1) vote, and only those members who are present at the meeting may cast votes.
 - F. One member of the nominating committee will tally the votes. At least one other member of the nominating committee will verify the tally.
 - G. In case of a tie vote for officers, the secretary shall break the tie by polling the current officers.
- VII.9 Chapter officers thus elected shall be notified by the chapter secretary and shall take office immediately. They shall serve for the terms listed herein or until their successors are duly elected and installed.
- VII.10 A chapter officer may be removed from office by a two-thirds vote of the chapter members or a two-thirds vote of the executive council.

ARTICLE VIII

Committees

VIII. The following committees shall serve this chapter of the national Society:

VIII.1 Standing committees

- VIII.1.1 Nominating Committee (a committee of 2)
The president shall appoint one (1) member of the nominating committee. The other member will be the chapter Secretary, who also will chair the committee. The Nominating Committee shall develop the slate of candidates for presentation at the annual meeting. Additional nominations will be accepted from the floor of the National Meeting. All candidates will be contacted to assure their acceptance of the nomination.
- VIII.1.2 Awards Committee (a committee of 2)
The Awards Committee shall consist of two (2) members appointed by the President. The committee will prepare a list of continuing and annual awards to be given by the Society, solicit and identify nominees for those awards and select the recipients. The sole exception is the President's Award, to be given at the discretion of the President.
- VIII.1.3 Finance Committee (a committee of 2)
The Finance Committee shall consist of one (1) member of the executive council appointed by the president, in addition to the chapter treasurer who also will chair the committee. The committee will review financial statement(s), review the annual budget proposed by the treasurer, recommend banking in interest bearing accounts (e.g. C.D.'s, Money Market), new initiatives and fund-raising activities. The resulting reviews and recommendations will be presented to the Executive Council.
- VIII.1.4 Bylaws Committee (a committee of 2)
The Bylaws Committee shall consist of one (1) member of the executive council appointed by the president, in addition to the chapter secretary who also will chair the committee. The committee will review the bylaws biennially and recommend changes for discussion and for inclusion in a ballot.

VIII.2 *Ad Hoc* committees

The president in consultation with the president-elect shall appoint any *ad hoc* committees that may be deemed necessary for functioning of the organization.

ARTICLE IX

Chapter Officers

- IX.1 Each chapter shall designate in its bylaws at least two elected officers, to include the president and secretary-treasurer. One person can serve as both president and secretary treasurer.
- IX.2 The chapter's Executive Council shall consist of the president who shall serve as chairperson, the secretary-treasurer, and a representative from each of the programs offering a degree in the School of Health Professions.
- IX.3 Each chapter shall designate in its Bylaws the duties of the officers, the duration of their office, and the manner of their election.
- IX.4 The chapter secretary shall report to the national secretary at the opening of each academic year in the Fall, the names and addresses of the chapter officers. Chapters shall report promptly any changes in this list that may occur during the year.

ARTICLE X

Meetings

- X.1 At least one meeting of the chapter shall be held annually at a time and place determined by the Executive Council.
- X.2 Additional meeting may be convened as deemed necessary by the Executive Council.
- X.3 The chapter President shall preside at all chapter meetings.
- X.4 The chapter members attending a meeting shall constitute a quorum.
- X.5 The chapter president shall not cast a vote except if needed to break a tie.
- X.6 Each active chapter shall be entitled to three delegates at the annual meeting of the national Society, one as a voting delegate and two alternates. Alternate delegates elected by the chapter shall be granted all the privileges, except that of voting. One alternate shall be allowed to vote in the absence of the voting delegate.

ARTICLE XI

Fiscal Year

- XI.1 The fiscal year for the KU Medical Center Chapter of the Society shall begin on July 01 and end on June 30 each year.

ARTICLE XII

Expenses and Dues

- XII.1 The operating expenses of the chapter shall be determined by the Executive Council and authorized by a majority vote of the members at the annual meeting or by mail ballot.
- XII.2 The chapter will be assessed an annual fee, payable by January 1 of each year to the national Society. All fees for chapters, and for certificates, pins, and honor cords for faculty, student, alumni, and honorary member initiates will be determined by the national Society after ratification by members attending the annual meeting of the Society.

ARTICLE XIII

Parliamentary Authority

- XIII.1 The rules contained in the latest revised edition of Robert's Rules of Order shall govern the Alpha Eta Society in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of the Society.

ARTICLE XIV
Amendments

- XIV.1 Amendments to these chapter bylaws shall require an affirmative vote by a majority of the Executive Council to be considered.
- XIV.2 All amendments to be considered shall be presented in writing to the secretary at least 2 weeks before the meeting in which they will be discussed publicly.
- XIV.3 Balloting on all new amendments shall take place no later than 1 month after meeting in which they were discussed.
- XIV.4 Ballots shall be distributed electronically, or as otherwise determined by the Executive Council.
- XIV.5 The Bylaws committee will be responsible for drafting the ballot, arranging for distribution of the ballot to all members, for tallying the results, and for reporting the outcome(s) to the Executive Council of the chapter.
- XIV.6 A special balloting period and/or procedure may be designated at the discretion of the Executive Council.

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