



Alpha Epsilon Delta

The Health Preprofessional Honor Society

Establishing an AED Chapter at Your College/University

Alpha Epsilon Delta is *The Health Preprofessional Honor Society* that encourages similarly oriented people to come together, promoting their positive, productive interaction, facilitating communication and empowering students to make better-informed decisions in pursuit of professions in healthcare. AED is the nationally recognized premedical honor society that embraces students in pursuit of all health professions. Membership in AED is an honor bestowed upon a student in recognition of superior scholastic achievement. Many local chapters also require community service as an ancillary membership requirement. AED functions both as an Honor Society and service organization, and membership affords an opportunity to give and receive as you educate and become informed, develop initiative, and enhance leadership skills through participation in the Society. Membership in AED is regarded as a commitment to better preparation for a future in healthcare. Health professions schools appreciate the motivation and achievement demonstrated by involvement in organizations such as AED.

A chapter of Alpha Epsilon Delta may be established only at a **four-year degree-granting college or university**. Typically, a preprofessional health/premedical group—club, society, etc.—currently in existence serves as the predecessor in the establishment of an AED chapter. Such a group should have served their student constituency for a period of time and have been recognized and approved by the appropriate student governing body and school officials. This recognized student group typically serves them as the sponsoring organization for the establishment of an AED chapter. This organized group of students must meet the requirements for membership stated in the Constitution of Alpha Epsilon Delta. A copy of the AED Constitution and Bylaws is enclosed.

Establishing a chapter of AED is a serious undertaking. While the process is not terribly complicated, it does require some careful planning and excellent organizational skills (much like being a healthcare professional!) The AED National Office is there to help you as you undertake this worthwhile project.

Step 1: Application: Request Permission to Establish an AED Chapter

The first step to establish an AED chapter on your campus is to submit this application to the National President of AED requesting permission to submit a formal petition and charter a new chapter. This request must be accompanied by a check in the amount of **\$500** made payable to Alpha Epsilon Delta—the **New Chapter Establishment Fee (NCEF)**. The \$500 NCEF is required for the administrative and personnel costs associated with chapter establishment and must be received before proceeding with your application request. The NCEF will be refunded if the AED National President denies your request for permission to petition.

The following information should be included in this Permission to Establish an AED Chapter:

- Cover letter (addressed to the Alpha Epsilon Delta National President) indicating the group's interest in establishing an AED chapter and permission to submit a formal petition
- Name and founding date of sponsoring organization (preprofessional health club/organization currently in existence)
- Undergraduate enrollment of your college/university
- Total number of preprofessional health students enrolled in the college
- Total number of college/university preprofessional health faculty
- Letter from 2 (two) science faculty indicating their support for your new AED chapter
- Letters of recommendation from the prospective chapter advisor and the college/university administrator who oversees student organizations
- Letter of recommendation from an established AED Chapter Advisor (usually in close proximity)
- Names of officers and the advisor (with telephone number, school and E-mail addresses) who will serve the proposed new chapter. The officers should include members other than seniors in order to insure a knowledge of and continuity for AED activities during the year following the chapter's installation—the first year of chapter
- List of potential student members by class, listing their science (BCPM) GPA and overall GPA. For National membership, each petitioning member is required to have a minimum 3.20 GPA, science and overall (in a 4.0 = A, grading system) calculated using all coursework/grades from all college/universities, and be currently enrolled in a health preprofessional curriculum and meet the membership requirements of Article II, Section 2. However, local chapters may establish a higher minimum GPA as a condition of membership

Step 2: Petition to Establish a Chapter

Approval of the above “Request for Permission to Establish an AED Chapter”, by the National President will constitute permission to create and submit a formal “Petition to Establish a Chapter”. A sample petition will be provided as a guide and you are encouraged to consult the National Office during your preparation. You must submit (See deadline note **) your petition to the National Office for initial review and submit any missing or edited documents requested. Your finalized “official” petition is then forwarded to the BOD and Regional Directors for consideration and a vote.

The petitioning group will be notified of the action taken regarding the petition review. Upon approval of the petition, plans can be made for chapter installation. The National Office will be in contact with you and supply installation suggestions/documents.

The approved group will then need to suggest several weekend chartering installation dates to be considered and set up the installation team. You must submit a completed Membership Record Form (MRF), which can be downloaded from the AED National Office website (found in *Membership Resources* under subheading *Forms & Documents*), to the National Office for each initiate (student & honorary member – see following note) who is to be included on the charter along with their one-time National Membership fee. **NOTE:** All officers including Chapter Advisor/s must be registered National members. If an officer has previously been registered, then we need their ID# or their Initiation Date/chapter to verify their membership to avoid membership duplication. In addition, all names to be included on the charter must be submitted in a typed list.

**** The completed petition must be in the National Office no less than two (2) months prior to an anticipated date of installation – see *Petition Outline* for specifics.**

*****Upon chartering approval: A single check for all charter memberships, made payable to AED, must be INCLUDED WITH your MRFs. (See *New Chapter Establishment Outlines*)**

The AED National Office will work with you in making the necessary installation arrangements.

This information is intended to help you with the initial steps necessary to establish an AED chapter on your campus. Please contact the National Office for any questions or clarifications. Thank you for your interest in Alpha Epsilon Delta and we look forward to having you become part of our Society.

This document supercedes any previous versions: effective as of 08/01/2008

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