



Alpha Epsilon Delta

The Health Preprofessional Honor Society

ELECTION AND INSTALLATION OF OFFICERS

ANNUAL ELECTION OF OFFICERS

AED is a member of the Association of College Honor Societies and as such is the only national health Preprofessional honor society. AED is like a chain — its strength is dependent upon its constituent links. The viability of the chapter is a reflection of the advisor and its officers. A dedicated advisor and strong, capable hard-working leaders are the essentials of a successful chapter. AED is privileged to have a plethora of such strong chapters and it is always encouraging to learn of chapters who want to reinvigorate and become stronger. AED can be as great as you — the officers, membership, and advisors — want it to be!

The election of capable and responsible leaders as chapter officers is very important. The initiative and abilities of the officers will determine the quality of the chapter and its benefit to the members and community at large. The Chapter President is responsible for chapter officer election. The President should work closely with the Chapter Advisor in the selection of nominees who are willing and best qualified to serve the chapter. Each nominee should be informed of the duties and obligations of the office (See “Duties of Chapter Officers”). The slate of nominations for AED office should be presented to the chapter membership for a vote at a chapter business meeting.

Officer election for the coming academic year is typically held in the spring, so that new officers can have an opportunity to participate in chapter business along with retiring officers. The AED *Constitution* provides for a President, Vice President, Secretary, Treasurer, Historian, Reporter and Chapter Advisor in local chapter governance. The term of office is one year. The retiring President or Vice President should install the new officers according to the prescribed ceremony (See “Installation of Officers”) at the first regular chapter meeting after their election. It really helps if each retiring officer can brief their successor on the operations, responsibilities, and duties of their office. Any outstanding business should be reviewed and all records of chapter function should be turned over to the new officers and/or Chapter Advisor. It is important for incoming officers to know how/where chapter information/files are kept. Special attention should be given to changing bank records and the signatures required to clear checks issued by the new Treasurer — fiduciary continuity makes life a lot simpler and more fun!

INSTALLATION OF OFFICERS

The incumbent Chapter President can use the following pledge to install new officers in the presence of the chapter members:

“I, _____, pledge myself to fulfill the obligations and perform my duties and responsibilities as an officer of the (*name of chapter*) at (*name of school*), to the best of my abilities and to work for the benefit of my fellow students and my community, for the advancement of my chapter, and the betterment of Alpha Epsilon Delta.”

AED National Office • James Madison University • MSC 9015 • Harrisonburg, VA 22807
Telephone: 540/568-2594 • Fax: 540/568-2595 • E-mail: aed@jmu.edu
Website: www.nationalaed.org/