

BYLAWS FOR THE ALPHA ETA SOCIETY, INC.
Allied Health Professions National Honor Society
Approved in Baltimore, MD.
October 31, 2008

ARTICLE I

Name and Purpose

- I.1 This organization shall be called the Alpha Eta Society.
- I.2 The motto of the Society shall be "Together We Serve".
- I.3 The colors of the Society shall be light green and white.
- I.4 The purpose of the Society shall be the promotion and recognition of significant scholarship, leadership, and contributions to the Allied Health professions.

ARTICLE II

Chapters

- II.1 Chapters may be established at institutions of higher education. To be eligible to establish a chapter, the institution must offer three or more Allied Health programs leading to associate, baccalaureate or graduate level degrees. At least five individuals eligible for membership shall be necessary to establish and maintain a chapter. Appeals for chapter continuance following Allied Health unit organizational changes shall be acted upon by the Executive Council.
- II.2 Each chapter shall be designated by its institutional affiliation and chapter number.
- II.3 The petition to establish a chapter shall be sent to the national secretary-treasurer who shall submit it to the Executive Council for consideration. To be approved, the petition must receive affirmative votes of at least two-thirds of the Council.
- II.4 If a chapter fails to provide evidence of 1) appropriate activities and/or 2) initiation of qualified students or faculty during any two year period of time after receiving its charter, or fails to have either a delegate or an alternate in attendance at three consecutive annual meetings, that chapter will be declared inactive.
- II.5 After a chapter becomes or is declared inactive for two consecutive years, (See II.4 above) that chapter's charter will be rescinded (declared null and void), and all voting privileges will be lost.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 Allied Health programs in a member chapter (see Article II.1)
 2. Candidates for and alumni of associate's, baccalaureate, and graduate degrees, or post-degree certificates in an Allied Health program in a member chapter. (See Article II.1)
- III.2 Active members of the Society who change residence shall be entitled to affiliation with another local member chapter (see Article II.1) within the respective membership category upon presentation of credentials by the accepting chapter to the national secretary, and the secretary's acceptance of those credentials as satisfactory for membership.

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.
- IV.2A Associate's and Baccalaureate Degree Candidates: Those undergraduate Allied Health students who:
1. are enrolled in an Allied Health curriculum leading to an associate's or baccalaureate degree, and shall be in their last year of enrollment in the Allied Health 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 Allied Health program.
 3. have shown capacity for leadership and achievement (*i.e.*, promise for the profession) in their chosen Allied Health field.
 4. have been recommended by members and approved by the dean of the Allied Health unit or his/her equivalent.

All qualifications listed in Article IV. 1 A (1 and 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.2B Graduate Degree Candidates: Those graduate students who are enrolled in Allied Health programs leading to graduate degrees and:

1. are in their last year of enrollment in an Allied Health graduate program (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. meet all other requirements set forth in paragraphs IV.2A, 3, 4, and 5.

IV.2C Certificate Candidates: Those students who are enrolled in a program leading to a certificate of professional competency in an Allied Health program who:

1. are in their last year of enrollment in an Allied Health post-degree certificate program (see Article III.1,2).
2. hold an associate's, baccalaureate, or graduate degree prior to the completion of the professional certification program.
3. meet all other requirements set forth in paragraphs IV.2A, 3, 4, and 5.

IV.2D Faculty: The faculty membership shall consist of those individuals who have given evidence of distinguished scholarship, leadership, and service to Allied Health education or practice, and are members of or contribute to the member chapter's (see Article II.1) educational program. Faculty members shall have the right to vote and to hold office. Faculty shall have attained tenure or have a minimum of the equivalent of three years of full-time academic experience in their discipline in order to be eligible for consideration.

IV.2E Alumni: Alumni membership shall consist of those individuals who:

1. were elected into the Society while they were students in Allied Health programs in member chapters (see Article II.1) and have graduated.
2. have met the eligibility requirements as stated in III.2A through III.2C may be elected into membership after graduation if membership into the Society was not available while they were students. (This can be applied one time to each chapter within the first five years of chapter initiation).
3. were elected into the Society as faculty members under IV.2D but who are no longer associated with a chapter will be considered Alumni.

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. 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.

For Honorary membership in the National Society, nominations, including qualifications of the nominees, shall be submitted in writing to the national secretary at least three months prior to the annual convention of the Society, and the national secretary shall transmit all nominations and credentials to the members of the Executive Council at least one month prior to the annual convention.

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, by being duly elected as prescribed by those bylaws, and by affirmative vote of at least two thirds of the National Executive Council.
- V.3 The list of and justification for candidates for honorary membership must be forwarded to the national secretary for approval by the Executive Council.

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 approval and certificates from the national secretary.
- 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, if possible, at the annual convention.
- VI.4 A membership certificate shall be given to each member at the time of initiation. The 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 secretary and shall be purchased by the respective chapter. A national registry number shall be assigned to each new initiate by the national secretary-treasurer.

ARTICLE VII

National Officers

- VII.1 The national officers must be active members of the Society, and shall consist of a president, president-elect, immediate past president, a secretary-treasurer, and eight

(8) Board members. The president shall serve a two year term, the president-elect shall be elected at the end of the first year served by the current president, and serve a one-year term prior to assuming the presidency. The secretary-treasurer shall be elected for a three year term; and the eight (8) Board members shall be elected for two year terms of office, four members each year, and represent two (2) years and four (4) year institutions of higher education, academic health centers, and, regions. (See ARTICLE IX)

VII.2 The Executive Council shall consist of the national officers. The Executive Council shall be the governing body of the Society. It shall transact all business relating to the Society as a whole in the interim between annual meetings.

VII.3 The president shall perform such duties as usually pertain to the Office of President, including preparing the program for the annual meeting. The president shall appoint all committees except the nominating committee. The president shall be an *ex officio* member of all committees except the nominating committee.

VII.4 The national president-elect or past-president, in that order of priority, shall perform the duties of the national president in his absence, including preparing the program for the annual meeting.

VII.5 If the president-elect and/or secretary-treasurer is/are unable to complete the elected term(s) of office, the nominating committee for that year will be reconvened by the chair of that committee, upon direction of the president, to prepare a slate of candidates, and to mail ballots to the member chapters elect persons to fill the vacancy(ies) for the remainder of the term of office.

VII.6 The national secretary-treasurer shall keep a record of the Executive Council business, shall issue charters and make all arrangements for the installation of chapters. He/she shall also keep a record of all the members of the Society, collect and preserve all information of interest to the Society, issue membership certificates, prepare and send to each chapter a ballot for election, and shall publish and send to the chapters, from time to time, such papers and reports that the Executive Council shall authorize.

VII.7 Each chapter shall have one (1) vote. To be tallied and accepted, election ballots for regular national elections must be received by the national secretary-treasurer within two weeks of the annual meeting. In the case of special elections, the national secretary/treasurer shall determine a reasonable deadline for the return of ballots, but not less than 30 days from the date they are mailed to the chapters. In case of a tie vote for national officers, the national secretary-treasurer shall break the tie by polling the national officers.

VII.8 National officers thus elected shall be notified by the national secretary-treasurer and shall take office immediately. They shall serve for the terms listed herein or until their successors are duly elected and installed.

VII.9 A national officer may be removed from office by a two-third vote of the chapters.

VII.10 The national secretary-treasurer shall prepare and send to each chapter a ballot for election as provided in VII.6.

ARTICLE VIII

VIII. The following committees shall serve the Society:

VIII.1 Standing

VIII.1.1

Nominating Committee

The president shall appoint the Chairperson of the Nominating Committee who shall convene a committee of five members, each from a different institution and region, at least three months before the annual meeting. The committee will present the slate of candidates at the annual meeting. Additional nominations will be accepted from the floor. All candidates will be contacted to assure their acceptance of the nomination.

VIII.1.2

Awards Committee

The Awards Committee shall consist of two Society members appointed by the Executive Council, and a chair appointed by the President from the Executive Council. The committee will prepare a list of continuing (e.g. Rodenberg) and annual awards to be given by the Society, and solicit and/or identify nominees for those awards.

VIII.1.3

Bylaws Committee

The Bylaws Committee shall consist of two Society members appointed by the Executive Council, and a chair appointed by the President from the Executive Council. Every two years the committee will review the Bylaws, and recommend changes, as necessary, through the Executive Council to the Society's membership.

VIII.1.4

Outreach Committee

The Outreach Committee shall consist of four Society members (one representing a two year institution) appointed by the Executive Council, and a chair appointed by the President from the Executive Council. The committee will serve as the chief marketer of the Society to its current and potential constituencies, and will develop recommendations for publicity and membership expansion for submission to the Executive Council.

VIII.1.5

Finance Committee

The Finance Committee shall consist of three Society members appointed by the Executive Council, the chair appointed by the President from the Executive Council, and the Secretary-Treasurer as ex officio. The committee will audit financial

statement(s), review the annual budget proposed by the Executive Council, recommend banking in interest bearing accounts (e.g. C.D.'s, Money Market), and fund-raising activities. The resulting audits, reviews, and recommendations will be presented to the Executive Council.

VIII.2 Ad Hoc Committees

The president shall appoint the Chairperson of the Nominating Committee who shall convene a committee of five members, each from a different institution and region, at least three months before the annual meeting. The committee will present the slate of candidates at the annual meeting. Additional nominations will be accepted from the floor. All candidates will be contacted to assure their acceptance of the nomination.

ARTICLE IX

The following “regions” are identified: Northeast, Southeast, Midwest, Southwest, Northwest.

ARTICLE X

Chapter Officers

- X.1 Each chapter shall designate in its bylaws at least two elected officers who shall be the president and secretary-treasurer.
- X.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 Allied Health.
- X.3 Each chapter shall designate in its bylaws the duties of the officers, the duration of their office, and the manner of their election.
- X.4 The chapter secretary shall report to the national secretary-treasurer at the opening of each school year in the Fall, the names and addresses of the chapter officers. Chapters shall report promptly any changes in this list which may occur during the year.

ARTICLE XI

Annual Meeting

XI.1 A meeting of the Society shall be held annually at such time and place as may be determined by the Executive Council. The time and place may be coincident with the annual meeting of the Association of Schools of Allied Health Professions.

XI.2A Each active chapter shall be entitled to three delegates, one voting and two alternate, at the annual meeting. 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.

XI.2B Any chapter failing to have either a delegate or an alternate in attendance at three consecutive annual meetings of the Society shall be declared inactive by the Executive Council, and may not elect members until reinstated as provided in Article II.5 of these bylaws. Inactive members lose voting privilege.

XI.3 The voting body shall consist of one delegate from each chapter and the national officers.

XI.4 The delegates attending the annual meeting shall constitute a quorum.

ARTICLE XII

XII.1 The fiscal year for the Society shall be July 1 to June 30.

ARTICLE XIII

Expenses and Dues

XIII.1 The operating expenses of the national Society shall be determined by the Executive Council and authorized by a majority vote of the delegates at the annual meeting or by mail ballot.

XIII.2 Each chapter will be assessed An annual fee, payable by July 1 of each year. All fees for chapters, and faculty and student initiates will be determined by the executive council and ratified by the member at the annual meeting. Faculty, student, and inductees will receive a numbered, sealed certificate and Alpha Eta pin.

ARTICLE XIV

Parliamentary Authority

XIV.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 XV

Amendments

XV.1 Amendments to the bylaws shall require an affirmative vote by a majority of the Executive Council, and an affirmative vote by two-thirds of the total number of active chapters.

XV.2 All amendments shall be presented in writing, preferably to the national secretary-treasurer before the annual meeting for distribution at the annual meeting, or at the annual meeting. Balloting on all new amendments shall be by mail, or, if necessary as determined by the Executive Council, at the annual meeting. A special balloting period and/or procedure may be designated at the discretion of the Executive Council.

Approved October 31, 2008