

BYLAWS FOR THE OUHSC
Chapter of Alpha Eta
Allied Health Professions National Honor Society
Approved in Oklahoma City, OK
July 6, 2016

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 and to the OUHSC College of Allied Health.

ARTICLE II

Chapters

- II.1 Chapters may be established only at institutions of higher education that have officially designated Allied Health units (e.g., college, school, division) and offer three or more Allied Health programs leading to baccalaureate or graduate/professional level degrees. At least five individuals eligible for membership shall be necessary to maintain the OUHSC College of Allied Health chapter. Appeals for chapter continuance should the OUHSC College of Allied Health unit undergo organizational changes shall be acted upon by the national Executive Council.
- II.2 The OUHSC College of Allied Health Alpha Eta chapter shall be designated by its institutional affiliation and chapter number.
- II.3 If The OUHSC College of Allied Health 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.4 If the OUHSC College of Allied Health Alpha Eta chapter becomes or is declared inactive for two consecutive years, (See II.4 above) the chapter's charter will be rescinded (declared null and void), and all voting privileges will be lost.

ARTICLE III

Membership

- III.I 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 baccalaureate and graduate/professional 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. The formula for the CAH chapter shall be as follows:

- <10 may invite up to 2 students
- 11-20 may invite 2 students
- 21-30 may invite 3 students
- 31-40 may invite 4 students, etc.

IV.2 The following shall be deemed eligible for election by the chapter to active membership in the society.

IV.2A Baccalaureate Degree Candidates: Those undergraduate Allied Health students who:

1. are enrolled in an Allied Health curriculum leading to a 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 an unweighted 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 designee.

All qualifications listed in Article IV. 1,2, and 2A are to be considered as minimal. Any degree program is free to set higher standards, as long as academic qualifications are the essential criteria.

IV.2B Graduate and Professional Degree Candidates: Those graduate and professional students who are enrolled in Allied Health programs leading to graduate/professional degrees and:

1. are in their last year of enrollment in an Allied Health graduate/professional program (see Article III.1,2).
2. have maintained an overall scholarship average of 3.8 or better (on an unweighted 4 point scale) while enrolled in the Allied Health program.
3. meet all other requirements set forth in paragraphs IV.2A.

All qualifications listed in Article IV. 1, 2, and 2A are to be considered as minimal. Any graduate or professional degree program is free to set higher standards, as long as academic qualifications are the essential criteria.

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 a baccalaureate or graduate degree prior to the completion of the professional certification program.
3. meet all other requirements set forth in paragraphs IV.2A.

All qualifications listed in Article IV. 1, 2, and 2A are to be considered as minimal. Any certificate program is free to set higher standards, as long as academic qualifications are the essential criteria.

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 at OUHSC or have a minimum of five years of full-time academic experience in their discipline in order to be eligible for consideration.

All qualifications listed in Article IV. 1 and 2 are to be considered as minimal. The Allied Health faculty members of Alpha Eta are free to set higher standards, as long as academic qualifications are the essential criteria.

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. were elected into the Society as faculty members under IV.2D but who are no longer associated with a chapter due to retirement or change of employment will be considered Alumni. A faculty member who voluntarily resigns from the Society will not be considered Alumni and becomes ineligible for reinstatement.

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..

For Honorary membership in the National Society, nominations, including qualifications of the nominees, shall be submitted in writing by the current Alpha Eta President 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.

For Honorary membership in the OUHSC College of Allied Health Chapter of the Society, nominations, including qualifications of the nominees, shall be submitted in writing to the current President of Alpha Eta at the time that general membership nominations occur each year.

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 OUHSC CAH Alpha Eta Chapter's bylaws, and by being duly elected as prescribed by those bylaws. These include:
1. nomination by the Department Chair;
 2. acceptance of nomination and completion of all required paperwork;
 3. attendance at the annual induction ceremony unless excused for good cause by current President of Alpha Eta;
 4. payment of annual dues; and
 5. participation in any Alpha Eta service or scholarly projects
- V.2 Duly qualified nominees for honorary membership in the Society shall become members upon meeting the criteria as defined in the OUHSC CAH chapter's bylaws, by being duly elected as prescribed by those bylaws, and by affirmative vote of at least two thirds of the current Alpha Eta faculty membership.

ARTICLE VI

Initiation of member chapter's members.

- VI.1 Notice of election to chapter membership shall be made in writing or by electronic notification to the new members by the OUHSC CAH President, after receipt of approval and official certificates from the national secretary.
- VI.2 Successful candidates for active and honorary membership shall be initiated by the membership of the OUHSC CAH chapter at an annual ceremony.
- VI.3 Each new member shall receive a membership certificate 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.4 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.
- VI.5 A light green cord and Alpha Eta membership pin shall be given to each new member at the time of initiation. The cord and pin are authorized for initiates to wear with graduation regalia.

ARTICLE VII

Chapter Officers

- VII.1 The CAH chapter officers must be active members of the Society, and shall consist of a president, and a secretary-treasurer who shall serve as president-elect. The president shall serve a two-year term and the secretary-treasurer shall serve a two-year term prior to assuming the presidency. Ad hoc committees are formed as needed to carry out the Chapter's responsibilities.
- VII.2 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 ad hoc

committees except the nominating committee. The president shall be an *ex officio* member of all committees as needed.

- VII.3 The secretary – treasurer (president-elect) shall perform the duties of the president in his or her absence, including preparing the program for the annual meeting.
- VII.4 If the president and/or secretary-treasurer is/are unable to complete the elected term(s) of office, the dean will appoint an ad hoc committee of Alpha Eta members to prepare a slate of candidates, and to email the chapter members to elect new persons to fill the vacancy(ies) for the remainder of the term of office.
- VII.5 The secretary-treasurer shall keep a record of the Chapter business. 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 report for the annual spring meeting, solicit nominations for election, and shall publish and send to the chapter members, from time to time, such reports that the President shall authorize.
- VII.6 Each member shall have one (1) vote. In case of a tie vote for officers, the secretary-treasurer shall break the tie.
- VII.7 Chapter officers thus elected shall be notified by the 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.8 A Chapter officer may be removed from office for cause or upon recommendation by the Dean by a two-third vote of the members of the OUHSC Alpha Eta Chapter.
- VII.9 Each semester, the chapter secretary shall perform the following activities if a meeting is scheduled:
- Summer semester: Obtain authorization for payment of annual dues to the national organization before July 1.
 - Fall semester: Report to the national secretary-treasurer the names and addresses of the chapter officers. Chapters shall report promptly any changes in this list which may occur during the year.
 - Spring semester: Prepare a financial report to present at the annual Alpha Eta meeting and whenever a vote is scheduled for the spring meeting, provide faculty Alpha Eta members with materials for review and comment at least two weeks in advance. If the amount of comment reveals considerable disagreement or an inability to determine the best course of action for the Alpha Eta chapter, the secretary and president may call an additional meeting of the membership to discuss the issues in further detail.

ARTICLE VIII

Annual Meeting

- VIII.1 A chapter-wide meeting of the Society shall be held annually at such time and place as may be determined by the President. The time and place may be coincident with the annual meeting(s) of the College of Allied Health.
- VIII.1A The Alpha Eta members in attendance at the annual chapter meeting shall constitute a quorum.

- VIII.2 According to national bylaws, the OUHSC College of Allied Health chapter shall be entitled to three delegates, one voting and two alternate, at the annual National meeting. Alternate delegates elected by the OUHSC College of Allied Health chapter who attend the national meeting shall be granted all the privileges of the voting delegate, except that of voting. One alternate shall be allowed to vote in the absence of the voting delegate.
- VIII.2A If the OUHSC College of Allied Health chapter fails to have either a delegate or an alternate in attendance at three consecutive annual meetings of the Society, it shall be declared inactive by the Executive Council, and may not elect any members until reinstated as provided in the national bylaws. Inactive chapters lose voting privilege at national meetings of the Society.
- VIII.2B At the national meeting, the voting body shall consist of delegates from each chapter and the national officers.

ARTICLE IX

- IX.1 The fiscal year for the OUHSC CAH Alpha Eta Chapter shall be July 1 to June 30.

ARTICLE X

Expenses and Dues

- X.1 Each chapter is 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 national meeting. The annual fee does not offset the cost of providing faculty, student, and other inductees with a numbered certificate with the official seal, a cord, and an Alpha Eta pin.
- X.2 Each chapter member will be assessed annual dues, payable by October 1 of each year. A member who remains in arrears after December 31 will have his/her Chapter membership revoked.

ARTICLE XI

Parliamentary Authority

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

ARTICLE XII

Amendments

- XII.1 Amendments to the OUHSC CAH bylaws shall require an affirmative vote by a majority of the faculty members of Alpha Eta Chapter.
- XII.2 All amendments shall be presented in writing, preferably to the secretary-treasurer before the annual meeting for distribution at the annual meeting. Voting on all new amendments shall be at the annual meeting as determined by the President. A special voting period and/or procedure may be designated at the discretion of the President.