



# Alpha Epsilon Delta

*The Health Preprofessional Honor Society*

## New Chapter Establishment Instructions

### General

An AED Chapter may be established at a 4 year college/university where there is a school approved preprofessional health club or related organization on your campus.

### Application Procedure

1. An existing preprofessional health club/related organization must submit a request for permission to establish an AED chapter to the AED National Office. This request **must be accompanied by a check in the amount of \$500** (five hundred dollars) made payable to Alpha Epsilon Delta. This is the **New Chapter Establishment Fee (NCEF)**, which must be received before proceeding with your application request. The NCEF will be refunded if your request is denied.

#### **ALL MATERIALS MUST BE SENT TO THE AED NATIONAL OFFICE.**

(The national office will forward your application to the National President)

This request should include:

- 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 of sponsoring organization (currently in existence) and date of founding
  - Undergraduate enrollment of your college/university
  - Total number of preprofessional health students enrolled in your college/university
  - 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 proposed officers and the advisor (with telephone #, school and E-mail addresses) who will serve the proposed new chapter. Officers **MUST** meet the minimum GPAs (see next item) and 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 II, of the constitution and by-laws. However, local chapters may establish a higher minimum GPA as a condition of membership.
2. The AED National President will review your request and upon approval, the group shall submit a formal petition to establish your chapter. The AED National Office will assist, e.g., sample petitions, etc., with this phase of the process. You may request reconsideration if denied.

3. **After application request approval**, send your formal petition to the AED National Office for review\_no less than two (2) months before an anticipated date of installation – see **Petition Outline** for specifics. Subsequently, your petition will be forwarded to the five AED National Officers and the five AED Regional Directors for their consideration. Three (3) National Officers and three (3) Regional Directors must approve the petition [Article VII, Section 1]. The group may request reconsideration if the petition is not approved
4. Upon petition approval, plans can be made for chapter installation and you must submit:
  - A completed Membership Record Form (MRF) for each initiate (student and honorary) to be included on your charter. The form can be downloaded from the AED National Office website.
    - NOTE: All names to be included on the charter must be sent to the National Office as a typed list (E-mail preferred) and will be printed on the charter as submitted
  - A single check for all charter memberships, made payable to AED, must **be included with the MRFs**. To clarify, if you are installing a chapter with 100 student members you would need to submit a single check in the amount of \$7,500 (100 national student members X \$75 national student membership fee = \$7,500)
  - Chapters have the prerogative of initiating honorary members (advisor, community leader, faculty member, etc.) for a \$50 membership fee. Please include payment for each honorary member in your single check.

**To summarize, the National Office must have the following as requested to proceed with new chapter establishment:**

- Petition approval
  - List of all names to be printed on your charter.
  - A check for the NCEF fee of \$500.00 submitted with your application request.
  - All the completed Membership Record Forms (MRF), see above.
  - A check for the National Membership fees of **all Charter members**.
5. In planning your Chapter Installation it is imperative that you work closely with the National Office. Please understand new chapter establishment requires lots of time and planning.
  6. The National Office will assist you in planning your chapter installation arrangements.

**PLEASE NOTE: Incomplete, incorrect, or missing materials including non-payment will necessitate additional processing time and will delay your installation.**