ELECTION OF NEW MEMBERS

1. A nominating committee consisting of one representative from each program in the college will be selected at the fall meeting each year. It will be the responsibility of the committee members to determine which students and faculty members are eligible for membership and to conduct the selection process with other Alpha Eta members within their individual programs.

2. Approximately two months prior to the June and December graduations, the secretary of Alpha Eta will send a letter to the nominating committee members asking them to conduct the selection process for their individual programs. The secretary will also remind members of the criteria used to select new members and the maximum number of new student members allowed within each program’s graduating class.

   Eligibility: No more than 20% of the graduating class of a specified program shall be invited for membership. In those programs with less than ten students, no more that two students shall be invited to membership in any given academic year. If the number of students in a class is ≥ 5, round-up to the next number to determine the number of eligible students from each program. Baccalaureate degree candidates must have an overall GPA of 3.5 or better and graduate degree candidates must have an overall GPA of 3.8 or better. Faculty must have attained tenure or have a minimum of the equivalent of three years of full-time academic experience in their discipline. (Refer to chapter bylaws for information related to honorary and alumni membership.)

Cytotechnology, Dental Hygiene, Medical Technology, and Physical Therapy students graduate in June; Health Information Management and Occupational Therapy students graduate in December.

3. Approximately six weeks before the June and December graduations, the president of Alpha Eta will schedule a meeting of the society and the secretary will send a notice to all Alpha Eta faculty members. Members of the nominating committee will present names and addresses of nominees from their programs to be considered for membership. The faculty members in attendance at the meeting will vote on the candidates.

4. After the election, the secretary will prepare and send an invitation letter to each nominee.

5. Nominees who accept the invitation to join Alpha Eta will send the secretary their application forms and initiation fees ($15 for students and $25 for faculty).

6. The secretary will give a list of new members to the Dean’s office so that the students’ names can be listed on the graduation program.

7. The secretary will submit a letter to the Dean which is addressed to Alpha Eta national office and includes a form with the names of all new members. After the Dean signs the letter, the chapter secretary will send the Dean’s letter, the new membership form, and initiation fees ($10 per student and $20 per faculty) to the national secretary. The chapter secretary will deposit the remainder of the initiation fees ($5 per member) into Alpha Eta’s UT account.

8. The national office will send certificates of membership and Alpha Eta pins to the local chapter. The secretary will prepare the certificates, and the president and the secretary will sign the certificates.

9. At the graduation brunch, the president will present certificates and pins to student members and to any faculty members who are present.

Effective date: January 2001
ALPHA ETA SOCIETY
The University of Tennessee
College of Allied Health Sciences

CHAPTER BYLAWS
(Revised 2000)

ARTICLE I

Name and Purpose

I.1 The organization shall be called the University of Tennessee Chapter of 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 in the allied health professions.

ARTICLE II

Chapter Affiliation

II.1 The University of Tennessee Chapter of Alpha Eta Society has been established as a charter chapter in accordance with the national bylaws. Charter chapters are those approved within one year after formation of the national society.

II.2 This chapter shall conform to provisions and procedures established by the national chapter. The national bylaws establish eligibility requirements for local chapters, procedures for establishing chapters, and causes for inactivation of the chapter.

ARTICLE III

Membership

III.1 The active membership shall consist of:

1. faculty of the College of Allied Health Sciences
2. candidates for and alumni of baccalaureate and graduate degrees in allied health programs

III.2 Active members of the society who change residence shall be entitled to affiliation with another local chapter 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 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 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 Baccalaureate Degree Candidates: Those undergraduate 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 an allied health program.
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 in their chosen allied
   health programs.
4. have been recommended by members and approved by the dean of the College
   of Allied Health Sciences.

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.
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 paragraph IV.1 and items 3 and 4 of
   IV.2A.

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

1. were elected into the society while they were students in allied health programs
   and have graduated.
2. have met the eligibility requirements as stated in IV.2A or IV.2B may be
   elected into membership after graduation if membership into the society was
   not available while they were students.
3. were elected into the society as faculty members under IV.2C but who are no
   longer associated with a chapter will be considered alumni.

IV.3 Honorary membership into the national society or in chapters of the society 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 national society or in
chapters of the society 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 designated criteria and receiving the affirmative vote of not less than a majority of the chapter's voting members present.

V.2 Duly qualified nominees for honorary membership in the society shall become members upon meeting designated criteria and receiving affirmative vote of not less than a majority of the chapter's voting members present 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

VI.1 Notice of election to chapter membership shall be made in writing to the new members by the chapter president.

VI.2 Successful candidates for active and honorary membership shall be initiated by the 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 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

Chapter Officers

VII.1 The officers must be active faculty members of the society and shall consist of a president and a secretary-treasurer. The president shall be elected for a one year term and the secretary-treasurer for a two year term. Election shall be by affirmative vote of a majority of members present. Elections will be held in the fall with officers taking office in January.

VII.2 The chapter's executive council shall consist of the chapter president who shall serve as chairperson, the secretary-treasurer, and a representative from each of the allied health programs.

VII.3 The president shall perform such duties as usually pertain to the office of president. 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 secretary-treasurer shall perform the duties of the president in absence of the president and shall keep a record of chapter business. The secretary-treasurer shall also keep a record of all members of the chapter, collect and preserve all information of interest to the chapter, issue membership certificates, and send to members such papers and reports that the executive council shall authorize.

VII.5 The secretary-treasurer 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 VIII

Comitées

VIII.1 The executive council, sans the president, shall act as the nominating committee.

VIII.2 Ad hoc committees shall be appointed by the president or executive council as necessary.

ARTICLE IX

Annual Meeting of the National Society

IX.1 A meeting of the national 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.

IX.2 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.

IX.3 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 the national bylaws. Inactive members lose voting privilege.

IX.4 The voting body shall consist of one delegate from each chapter and the national officers.

IX.5 The delegates attending the annual meeting shall constitute a quorum.

Chapter Meetings

IX.6 Chapter meetings shall be held at least each semester and shall be called by the president.

ARTICLE X

Expenses and Dues

X.1 The operating expenses of the chapter shall be determined by the executive council and authorized by a majority vote of the members present at a regularly scheduled meeting.
X.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 national executive council and ratified by the members at the annual meeting. Inductees will receive a numbered, sealed certificate and an Alpha Eta pin.

ARTICLE XI

Parliamentary Authority

XI.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 XII

Amendments

XII.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 voting members. Amendments shall in no way conflict with the bylaws of the national society.

XII.2 All amendments shall be presented in writing at a scheduled chapter meeting.