

**Phi Delta Epsilon  
University of Kentucky  
Chapter Bylaws**

Last Updated September 5<sup>th</sup>, 2016

**Article I. Date of Adoption**

The University of Kentucky Chapter follows all rules and regulations of the International Fraternity and University of Kentucky.

**Article II. Statement of Objectives**

- A. To further the purpose and objectives of the Phi Delta Epsilon fraternity.
- B. To promote and facilitate cooperation and communication between student members and medical professionals in the area.
- C. To conduct, sponsor, and participate in such activities, as it deems necessary or desirable in accomplishing the foregoing purposes of the organization.
- D. To sustain its membership annually by organizing and conducting an annual membership campaign.
- E. To provide ample opportunity for members to develop leadership skills by participating in the planning and execution of its activities.

**Article III. Membership**

**Section 1: Student Access**

Membership is open to all full time, degree seeking students at University of Kentucky and is non-discriminatory. Active members include those who have been initiated and are current in all financial obligations to the fraternity.

**Section 2: Equal Opportunity Clause**

In accordance with all state, province and country laws, no organization shall discriminate on the basis of race, color, religion, creed, gender, pregnancy, marital affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or disability.

**Section 3: Membership Requirements**

- A. All members of the Fraternity must be current students at the University of Kentucky.
- B. For members who initiated in the Fall 2012 academic semester: The minimum cumulative GPA (Grade Point Average) of a member was 3.200.
  - a. If a member's cumulative GPA falls below 3.200, that member will be placed on *academic probation* the following semester meaning that he/she must attend all scheduled chapter meetings and any study

- session provided by the Fraternity. Missing one chapter meeting or study session entails a written excuse and an Executive Board vote after which a member's membership may be terminated.
- b. If the member has raised his/her GPA to at least 3.200 after the probationary semester, he/she will be reinstated with full membership benefits.
  - c. If the member has not raised his/her GPA to at least 3.200 after the probationary semester, his/her membership may be terminated.
- C. For members who initiated in the Fall 2013 academic semester or later: The minimum cumulative GPA of a member is 3.400.
- a. If a member's cumulative GPA falls below 3.400, that member will be placed on academic probation. Any and all members placed on academic probation will be REQUIRED to meet with the members of the Executive Board of this chapter TWO times throughout the semester of his/her probation. One meeting must occur at the close of the midterm(s) period, and the second meeting must take place at the end of the semester. It is the responsibility of the member placed on probation to acquire all pertinent information related to their performance in the classroom and present said information to the Executive Board at each of the meetings. The first meeting at the close of the midterm(s) period will act as "progress report" of the performance of the member placed on probation. If the outlook of said report is deemed negative, it is the responsibility of the member placed on probation to rectify any and all mistakes by no later than the close of the semester. Furthermore, it is the responsibility of the Executive Board to provide the member placed on probation with any and all resources and information that will aid in the rectification of his/her academic record.
  - b. If the member has raised his/her GPA to at least 3.400 after the probationary semester, he/she will be reinstated with full membership benefits.
  - c. If the member has not raised his/her GPA to at least 3.395 after the probationary semester, his/her membership may be terminated at the discretion of the incumbent Executive Board.
- D. Transcripts are checked via the Registrar. All members must provide their Student ID numbers when asked by the Secretary during their first semester of membership so that GPAs can be checked by the Registrar within 2 weeks after the end of the semester.
- E. All members are required to fulfill the 75% participation quota per semester unless restricted by health, family emergency, university sponsored events, conflicting exam schedules, or excuse approved by the Executive Board. Failure to maintain this requirement, barring a legitimate excuse, will result in immediate termination of membership.

- F. Each member is required to fulfill 15 hours of service through Phi Delta Epsilon which may be accumulated by attending service events and will be documented via the Service Log.
  - a. A member can earn a maximum of 5 hours from one service event.
  - b. A member must attend a service event for a minimum of 1 hour for it to count in the Service Log.
  - c. All members are required to fulfill a minimum of 5 hours of shadowing.
- G. All members planning to apply for the next application cycle must meet with the AMCAS Committee at least once prior to submitting their medical school applications.
- H. Effective immediately, graduation regalia is only to be given to those members who have maintained the 75% attendance requirement during the semester in which he/she intends to graduate.
- I. Every member must attend AT LEAST 1 Initiation Ceremony, either in the fall or spring semesters.

#### **Section 4: Privileges of Membership**

- A. Any member of the Fraternity may voluntarily withdraw from the Fraternity in writing or email to the incumbent Executive Board (phide.uky@gmail.com) of the Fraternity.
- B. The Executive Board may, by two-thirds vote at any Executive Board meeting, after a hearing, suspend any member or affiliate until the next meeting for violations of any provisions of the Constitution and Bylaws of this Fraternity.
- C. The Review Board of the Fraternity may, by three-fourths vote at any meeting, expel any member for willful or negligent violations of any provisions of the Constitution and Bylaws of this Fraternity. Before a member may be expelled from membership in this Fraternity, the Vice President of Recruitment shall send to the said member due notice thereof, in writing. This said notice should contain a statement of the alleged violations and the advice that the member is on suspension pending official action after a hearing thereon at the next scheduled meeting of the Review Board.
- D. Nominating, being a candidate for office, voting, and holding office privileges shall be restricted to current University of Kentucky students.

### **Article IV. Elections and Duties of Premedical Chapter Officers and Advisor**

#### **Section 1: Official Positions**

Each colony and chapter must have a Chapter Coordinator, approved by the International Convention. This student is a peer advisor responsible for ensuring

the success of the group and maintaining records and communication between the local group and the Phi Delta Epsilon executive office. The Colony Coordinator also oversees the executive board officers.

The Officers of this Fraternity Chapter shall be a President, Vice President of Recruitment, Vice President of Programming, Secretary, and Vice President Finance. These officers comprise the Executive Board. The Executive Board may hold meetings to conduct Fraternity business. In the interim between meetings, business coming before the Executive Board may be conducted via regular mail, facsimile, electronic mail, telephone, or any other method accepted by a simple majority of the Board.

The Review Board shall consist of the executive board members and two general members chosen at random, per case, and shall be referred to as the jury. The jury shall deliberate on whether or not punitive measure must be taken, and if so will assign the measure to be taken. Measures can range from a fine to expulsion from the Fraternity.

**Section 2. Duties.** The duties of the chapter officers will include but not be limited to the following:

**a. The President shall:**

- i. Preside over all chapter and officer meetings (non-voting member, unless tie) and prepare all agenda items
- ii. Act as the official representative for of the chapter.
- iii. Be responsible for carrying out the decisions of the chapter.
- iv. Appoint and disband committees with the aid of the officers.

**b. The Vice President of Programming shall:**

- i. Perform the duties of the President in his absence
- ii. Assist in coordination of programming activities

**c. The Vice President of Recruitment shall:**

- i. Plan all recruitment events
- ii. Lead all membership voting procedures

**d. The Vice President of Finance shall:**

- i. Preside over all billing of members.
- ii. Prepare an annual budget for approval of the officers no later than the second meeting of the term.
- iii. Regulate the expenditures of the chapter in accordance with the budget.
- iv. Prepare and distribute a monthly written statement of the finances to the officers.

**e. The Secretary shall:**

- i. Record all attendance and take minutes at all officer and chapter meetings.
- ii. Maintain and distribute current phone and email lists of members

and officers

- iii. Be Responsible for all chapter correspondence and property.
- iv. Prepare agendas for all meetings
- v. Review the Constitution and Bylaws annually with the officers.
- vi. Maintain an archive of all minutes
- vii. Act as the Risk Management Officer for the local group.

**Section 3. Officer Accountability.** Officers shall be elected annually to serve a one-year term (November – November). The term of office shall begin at the close of the business meeting when elections take place in November.

**Section 4. Eligibility.** To be eligible for an Chapter/chapter officer nomination, the candidates must be classified as Sophomores or Juniors and meet all membership requirements. To be eligible for a chapter officer nomination, the candidates shall have been members of chapter for at least six months. No member shall hold more than one office at a time. A member having served more than half a term shall be deemed to have served a term. All officers are required to have a GPA of 3.400 or higher.

**Section 5. Elections.** On or before November 1 of each year the Executive Officer shall invite each member of the Fraternity to submit nominees for the offices of President, Vice President of Programming, Vice President of Recruitment, Vice President of Finance, and Secretary. Each member in good standing shall have one vote per office, except for the President. Ballots shall be counted by the President and Advisor. In the event of a tie vote, the President shall cast a vote. Elections shall take place during the second week of the month of November each year.

**Section 6. Officer Vacancy.** Should the office of President become vacant, the Vice President of Programming shall take the responsibilities of Presidency, to serve for the unexpired term until which time new elections can take place. Should any other office become vacant, it shall be filled by election at the earliest possible time. These new officers shall hold the position until the next annual election.

**Section 7. Resignation.** Any elected officer may resign by submitting that resignation in writing to the Executive Board. If any officer is unable or unwilling to perform the duties of office, or if a Vice President is absent from the chapter represented for thirty days or more, he or she shall be deemed to have resigned, and the vacancy shall be filled as specified above.

**Section 8. Officer Removal.** Any elected officer may be removed for just cause. Sufficient cause for such removal may be violation of this Constitution or any lawful rule, practice, or procedure adopted by the Fraternity or other conduct deemed by the Fraternity to be prejudicial to the best interests of PhiDE. For removal of an elected officer for cause, it shall be necessary for the Executive

Board to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days' notice shall be given, and the officer shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken. The Chapter shall adopt such rules as may be necessary to assure due process to the officer. The decision for removal shall be by a two-thirds vote of the chapter.

### **Section 9: Officer Qualifications**

- a. Minimum Academic Qualifications: The officers must be matriculated and enrolled at University of Kentucky with a minimum overall 3.400 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.
- b. Incumbent Unit Load: Undergraduate students in officer roles are required to earn at least twelve (12) semester hours per term while holding office.
- c. All potential officers seeking an Executive Board position for the following term must attend at least one (1) Executive Board meeting.

### **Section 10: Advisor**

A change in or selection of a University of Kentucky faculty or staff advisor will be made at the last meeting of the fiscal year. The standing advisor may choose to decline to remain as chapter advisor and will announce his/her decision at said meeting.

- a. Selection of an advisor will be made in a two step process in which all active members will be given the opportunity to nominate a University of Kentucky faculty or staff member. Nominations will be followed by a vote on the nominees. The nominee with the majority vote shall be asked to be the Chapter/chapter advisor.
- b. A change in advisor must first be motioned for by an active member and seconded by another active member at a meeting prior to the last meeting of the fiscal year. The motion to change advisors will then be voted on at the last meeting of the fiscal year. The motion will require a 2/3 vote of the total voting membership present at the meeting where quorum must be met to pass. In the event that a motion to change advisors passes, a new advisor shall be selected using the aforementioned selection procedure.

The responsibilities of the advisor are to advise the chapter leaders on keeping with the campus policies and procedures.

## **Article V: Committees and other positions**

The following standing committees may be appointed by the Executive Board:

- (1) **Membership (Recruitment):** Will work with the V.P. of Recruitment on coordinating and staffing Rush events; will also help in creating a member education program for the following semester; will be responsible for helping to recognize members for outstanding service through awards and recognition.
- (2) **Programming:** Will be responsible for coordinating the required community service, social, professional, and cultural events for the chapter; afterwards, creating and coordinating all community service and school service events as requested by the chapter. This is a great way to work first hand with academic departments on school service or big non-profit organizations on community service projects.
- (3) **PR/Marketing:** Will be responsible for all public relations and creating an image for Phi Delta Epsilon on campus. Public relations will include other organizations & faculty; will also be responsible for creating and coordinating advertising for all PhiDE events, including Rush.
- (4) **Finance (Fundraising):** Will be responsible for creating and planning fundraisers both within and outside the university community; Will work with the V.P. of Finance to determine how much money needs to be raised for the semester's budget.
- (5) **Historian:** Will keep an accurate written and photographic log of all events during the chapter period including events, accomplishments, memorable moments, and important guests; Will be responsible for writing a summary of the chapter activities at the end of the year.
- (6) **AMCAS:** Will thoroughly research the components of the AAMC medical school application and thus serve as an authority for competitive practices to be incorporated before a member's application; will be a reference for members by personally reviewing each application and highlighting strengths and weaknesses. Committee advice is by no means final but highly encouraged. Each member of the AMCAS Committee will be selected by the incumbent AMCAS Chair and approved by the incumbent President.
- (7) **Information Technology Officer (ITO):** Will be responsible for designing and keeping the Fraternity's web page current.
- (8) **Statistics Archivist:** Will be responsible for maintaining member records including but not limited to:

- a. Hours volunteered through Phi Delta Epsilon

- b. Hours shadowed through Phi Delta Epsilon
- c. Cumulative GPA at the end of every semester
- d. Retention rate per semester
- e. Medical school acceptance per admissions cycle

Special committees may be appointed by the Executive Board as they are required.

## **Article VI: Meetings**

### **Section 1: Logistics**

The day and time of regular meetings shall be determined by a majority vote of the Executive Board within the first week of the Fall Semester. This date and time will be in place for the remainder of the school year. Day and time may change as needed.

### **Section 2: Frequency**

General chapter meetings will be held every other week beginning with the first week of each semester. Medical event meetings will be held through the quarter, and these times will be determined during the first week of each quarter. More meetings may occur more frequently if needed. The Executive Board at the weekly executive board meeting shall determine the time, length of meeting, and place. Executive board meetings will be held weekly beginning with the first week of the semester.

### **Section 3: Special Meetings**

The President or any officer with the President's permission shall call special meetings. The membership shall be notified by electronic mail no later than five (5) days prior to the schedule of the meeting.

### **Section 4: Quorum**

Quorum for a regular meetings and special meetings shall be 50%, consisting of Executive Board and active members.

### **Section 5: Rules of Procedure**

Robert's Rules of Order, latest revision, shall be the parliamentary authority with respect to all procedures not specifically provided for in the Constitution and Bylaws of the Fraternity.

## **Article VII: Finances**

### **Section 1: Account**

This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students for the official conducting of University Business.

### **Section 2: Usage**

All monies of this organization shall be deposited in, and dispersed from, this account following procedures outlined by the Associated Students, Inc.

### **Section 3: Dispersal of funds**

Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accuracy with the procedures of the Associated Students.

### **Section 4: Fiscal Year**

The fiscal year shall be from January 1 through December 31, inclusive.

### **Section 5: Dues**

Semester dues, payable to the Fraternity, shall be determined on an annual basis, by the Executive Board. For the 2016 academic year, dues shall be \$100 per semester.

## **Article VIII: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Fraternity in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Fraternity may adopt.

## **Article IX: Rules of the Chapter**

1. All members must display some level of participation in fundraising activities hosted by the chapter.
2. Dress code for all general meetings is business casual unless stated otherwise by the Executive Board.

The following is a list of unacceptable attire:

- a. Jeans
- b. T-shirts
- c. Flip Flops
- d. Sneakers

- e. Shorts
  - f. Sweats of any kind.
- Skirts must be no shorter than a credit card length from the top of the knee.
- Low cut tops must be appropriate and professional.
3. No talking out of turn during general meetings.
  4. Cell phone ringers must be turned off. Should a vibrating ringer be cause for distraction during a general meeting, it shall be considered a violation of the rule.
  5. There shall be no cell phone usage of any kind during a general meeting. This includes text messaging.
  6. Tardiness to a general meeting is unacceptable. If member misses more than 50% of the time allotted for a meeting and it was not excused it shall count as an absence.

Any and all members in violation of the rules outlined above will be notified of said infraction by the Executive Board. The first infraction will result in a warning with no further action allowed to be pursued on the part of the Executive Board. However, continued, blatant disregard of these rules can result in termination at the discretion of the Executive Board. It is also understood that the Executive Board has the implicit right to police the rules and regulations outlined within this document.

#### **Article X: Ratification**

Upon ratification by a  $\frac{3}{4}$  vote of the membership, and approval from the Northwestern Student Center and the Phi Delta Epsilon Executive Office, this constitution shall become the official governing document of the organization.

#### **Article XI: Amendment of the Chapter Bylaws**

**Section 1.** Amendments to this Constitution may be proposed by the chapter in writing to the President.

**Section 2.** The amendment must be approved by the chapter by a  $\frac{2}{3}$  vote.

**Section 3.** Any member of PhiDE may write in support of or in opposition to the proposed amendment. These views as presented or as edited by the Executive Officer shall be announced in the next chapter meeting.

**Section 4.** Any amendment of this Constitution shall become the law of the chapter without further notice.