

## **Preamble**

We, the students at the University of Delaware, do hereby form the organization known as Phi Delta Epsilon for the purpose to foster and achieve bonding among physicians of high moral character devoted to education and philanthropy for a lifetime.

## **Articles**

### **I. Name**

The organization shall be known as Phi Delta Epsilon

### **II. Object of the organization**

- 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 forgoing 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

### **III. Affiliation**

The University of Delaware chapter follows all rules and regulations of the International Fraternity

### **IV. Qualification/Criteria for selecting membership**

Those eligible for membership are full time, matriculated undergraduate students at the University of Delaware who agree with the purposes and objectives of this group. Members must have at least a 2.5 cumulative GPA and plan on a career in medicine. Persons who are pledged to the University of Delaware chapter and do not continue to medical school become Alumni after graduation. Alumni may not become active members after they graduate from their undergraduate institution and may not hold leadership titles in the Fraternity.

### **V. Non-Discrimination Clause**

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate

on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

#### **VI. Duties and privileges of membership**

The University of Delaware Chapter is an Affiliate: a chartered local group subject to the Constitution, bylaws, policies and procedures of the International Fraternity.

- A. Any member of the Fraternity may voluntarily withdraw from the Fraternity in writing to the Vice President of Membership and Recruitment of the Fraternity
- B. The executive board may, by two-thirds vote at any 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 to 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 notices thereof, in writing. This said notice should contain a statement of the alleged violations and this advice that the member is on suspension pending official action after hearing thereon at the next scheduled meeting of the Review Board.
- D. Nomination, being a candidate for office, voting and holding office privileges shall be restricted to current University of Delaware students planning on pursuing a career in medicine.

#### **VII. List other types of non-voting or representing membership**

There are no non-voting or representing members

#### **VIII. Absence Policies**

Members must attend two-thirds of all meetings and all events deemed mandatory by the Executive Board in a semester. Executive Board members must be present at all meetings and events deemed mandatory unless other Executive Board members are notified in advance.

#### **IX. Policies and Procedures for Disciplining/Removing members**

- A. Members in violation of the absentee policy will be put on probation for the following semester and if rules are not met again the member will be expelled from the organization.

- B. Any member may be removed from the organization for willful or negligent violations of any provisions of the Constitution and Bylaws of this Fraternity.
- C. Any member that is disruptive and disrespectful during meetings or disrespectful toward other members will be suspended from the organization pending official action after hearing thereon at the next scheduled meeting of the Review board

## **X. Qualifications for Officers**

All officers must be full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.5. Any potential officer must be able to complete a full academic calendar year as an officer. To be eligible for officer nomination, the candidates shall have been members 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.

## **XI. Officers**

The officers of the Fraternity shall be a President, Vice President of Recruitment, Vice President of Programming, Secretary and Vice President of 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 1: President**

President shall be the executive head of the chapter and:

- i. Shall preside over its meetings.
- ii. Shall enforce strict observance of the laws and policies of the Fraternity,
- iii. Shall decide points of order,
- iv. Shall have power to appoint any officers or committees not provided for by the Constitution of the Fraternity or the bylaws of the Chapter,
- v. And shall have authority to preside over any committee of the Chapter.

- vi. He/She will be responsible for managing the chartering requirements during the colony period.

## **Section 2: Vice-President of Programming**

The Vice President of Programming shall:

- i. Assist the President in the performance of the President's duties and shall succeed to those powers and duties in the absence of disability of the President.
- ii. Will be responsible for the operations of the chapter, which includes: committee management, Chapter Performance Reporting, and communication between all officers and members.
- iii. Will also be responsible for registering the chapter as an official student organization with the university, checking the organization's mailbox and for disseminating information about other activities offered by other Registered Student Organizations and business promotions.

## **Section 3: Vice President of Finance**

The Vice President of Finance will:

- i. Shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization.
- ii. Will set-up the chapter's accounting system and shall keep an accurate account of all funds received and expended, and
- iii. Shall make expenditures only upon written authorization of the President.
- iv. Will be the custodian of all financial books of the chapter.
- v. Additional responsibilities include: setting up and managing chapter and committee budgets and preparing the annual audit of the financial books, and will also set-up a special Fundraising Committee to take on fundraising projects.
- vi. Will also be responsible for requesting funds from the allocation board.

## **Section 4: Vice President of Membership**

The Vice president of membership shall

- i. Be the head of the membership committee, the VP Membership
- ii. Be responsible for the recruitment of current and future members. Responsibilities include RUSH even coordination, correspondence with students, advertising events, and marketing strategy.
- iii. Additional responsibilities include putting together a pledge education program for the first incoming pledge class which shall be no longer than six

weeks with no subjective criteria for membership aside from major and GPA requirements as well as recognizing current members for their participation.

## **Section 5: Secretary**

The Secretary shall:

- i. Keep accurate and complete minutes of all meetings of the chapter;
- ii. Shall be the custodian of all records, files and documents of the chapter, except the financial books of account;
- iii. Shall be responsible for the general correspondence; shall keep a record of all proposals for membership;
- iv. Shall keep a record of every initiate; and
- v. Shall keep a separate record of all pledges, initiations, suspensions, expulsions and deaths within the chapter.
- vi. Assist the President in writing an agenda for business meetings as well as reserving rooms and disclosing locations to the members. The secretary shall take attendance of those present at group meetings as necessary.

## **XII. Election of Officers**

Three weeks before reading day of spring semester, the Executive Officer shall invite each member 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. In the event of a tie vote for the office of President, and the current president is running, the rest of the executive board shall decide. The new officers will assume their role immediately following the end of spring semester.

### **Section 1: Procedure for Disciplining/Removal of Officers**

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 interest of Phi Delta Epsilon. 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. The removed officer shall not be allowed to run for the same or new Executive Board Position.

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 2: Resignations**

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 for them 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 3: Officer Transition**

Elections shall be held three weeks prior to reading day of spring semester in order to allow time for training of the new officers. New officers shall be trained by being introduced to Activities and Programs Office and staff, all policies and procedures shall be reviewed. Also each officer elect will be trained by the current officer on the items listed on the officer-training checklist.

## **XIII. Meetings**

### **Section 1: Time, Place and Frequency**

Meetings shall take place every other week beginning the first week of each semester and committee meetings shall take place whenever deemed necessary by that committee head. Executive Board at the weekly Executive Board meeting shall determine the time, length of meeting and place. The day and time of regular meetings shall be determined by the majority of the membership at the first meeting of the term. Day and time may change as needed. Executive Board meetings will be held weekly beginning with the first week of the semester.

### **Section 2: Special Meetings**

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

## **XIV. Dues**

Annual dues, payable to the Fraternity, shall be determined on an annual basis by the executive board and shall be collected by the end of the first month of the academic year.

- XV. **By-Laws** If this constitution is to be amended at any time a two-third vote or majority by all members of the organization must be reached. Only the advisor and President can make changes to the constitution after the vote.

XVI. **Procedures for decision-making**

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.

XVII. **Establishment of Committees**

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

- (1) **Membership (Recruitment):** Will work with VP Membership on coordinating and staffing Rush events. Will also help in creating a pledge program for the following semester. Will be responsible for helping to recognize members for outstanding service through awards and recognition.
- (2) **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 and faculty. Will also be responsible for creating and coordinating advertising for all Phi Delta Epsilon events, including RUSH.
- (3) **Service:** Will be responsible for coordinating the required community service event for the colony. 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.
- (4) **Social:** Will be responsible for planning the Initiation Banquet at the end of chartering process. Will be responsible for coordinating all social functions as requested by the chapter, throughout the year, including banquets, dinners, movies, concerts, parties, etc. This committee will be responsible for creating the atmosphere for the members to bond and strengthen the brotherhood of the chapter
- (5) **Fundraiser:** will be responsible for creating and planning fundraisers both within and outside the university community. Will work with the VP Finance to determine how much money needs to be raised for the semester's budget.
- (6) **Historian:** He or she shall also keep an accurate written and photographic log of all events during the colony period including events, accomplishments, memorable moments, and important guests. Will be responsible for writing a summary of the colony history for the petition.

Will also be responsible for writing a summary of the chapter activities at the end of the year.

- (7) **Webmaster:** will be responsible for designing and keeping the Fraternity's Web page current.

#### **XVIII. Selection of an Advisor**

A change in or selection of a University of Delaware faculty or staff advisor will be made at the last meeting of the academic year. The standing advisor may choose to decline to remain as a chapter advisor and will announce his or 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 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 advisor.
- b. A change in advisor must be first motioned for by an active member and seconded by another active member at a meeting prior to the last meeting of the academic year. The motion will require a two-thirds 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 passes, a new advisor shall be selected using the fore mentioned selection procedure.

The responsibilities of the advisor are to advise the chapter leaders on keeping with the campus policies and procedures, assist with the guidance of the organization, developing leadership skills and should be familiar and agree with the objectives of the Fraternity.

#### **XIX. Disbursal of organizational assets should the group become defunct**

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

#### **XIX. Quorum**

Quorum for a regular meeting and special meetings shall be 50%, consisting of Executive Board and active members. For Executive Board meetings, all officers must be present unless previously approved by the other officers.

#### **XXI. Ratification**

Upon ratification by a  $\frac{3}{4}$  vote of the membership and approval by the Activities and Programs Office, this constitution shall become the official governing document of the organization.

#### **XXII. Amending the Constitution**

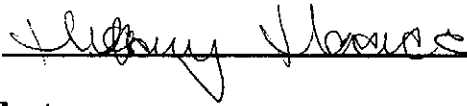
**Section 1:** Amendments to this Constitution may be proposed by the chapter in writing to the President.

**Section 2:** The amendment must be approved by the chapter by a 2/3 vote.

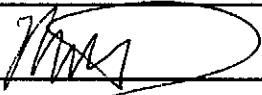
**Section 3:** Any member of Phi Delta Epsilon may write in support or in opposition to the proposed amendment. These views as presented or edited by the Executive Officer shall be announced in the next chapter meeting

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

**Signatures:**

**President:** 

**Vice President:** \_\_\_\_\_

**Activities & Programs Staff:** 

**Date:** 2/29/08