



Alpha Epsilon Delta

The Health Preprofessional Honor Society

Petition to Establish an AED Chapter – Outline After Application Approval

Please email the national office for samples of the petition, constitution and by-laws which you may use as guides.

The following is a list of the information that is required in your petition:

- Title page
- Cover letter (addressed to the Alpha Epsilon Delta National President) from the petitioning members of the sponsoring organization.
- Table of contents
- Letters of approval:
 - A letter from 2 (two) science faculty indicating their support for your new AED chapter
 - Letters of recommendation from the prospective chapter advisor, the college/university administrator who oversees student organizations, your college/university President and appropriate Dean
 - A letter of recommendation from an established AED Chapter Advisor
- List of proposed officers with their qualifications and the advisor/s who will serve the new chapter. Officers **must** meet the minimum GPAs (see next item) and should include members other than seniors in order to insure knowledge of and continuity for AED activities during the year following the chapter's installation, the first year of chapter establishment.
 - **Note:** The National Office needs contact information which is not part of this petition, i.e., telephone numbers, school and email addresses. Please send this information on a separate sheet or using the Chapter information update form found on the national website.
- List of proposed charter members:
 - Only those student members who qualify for National membership including **both GPAs** and class standing. NOTE: National membership requires that students have a minimum 3.20 GPA, science (BCPM) 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.
 - Honorary members (advisor, community leader, faculty member, etc.)
- University/college mission statement and history (incl. existing club): may be separate items
- You may include your club's constitution and by-laws
- Proposed AED chapter constitution and by-laws

*** Your completed petition must be in the National Office no less than two (2) months prior to an anticipated Date of Installation**

ALL MATERIALS MUST BE SENT TO THE AED NATIONAL OFFICE

(The N.O. will forward your petition for consideration and a vote - see New Chapter Establishment Outline)