

Phi Delta Epsilon Medical Fraternity, Inc.
FL Eta Bylaws (Constitution for UF purposes)
Last Updated October 6, 2024

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be Florida Eta PhiDE, a premedical chapter of Phi Delta Epsilon Medical Fraternity, Inc. Phi Delta Epsilon Medical Fraternity, Inc. is a not for profit fraternal, philanthropic, and educational organization incorporated under the laws of the State of Florida. Florida Eta PhiDE follows all International Phi Delta Epsilon Medical Fraternity, Inc. Constitution, Bylaws, Policies, and Procedures.

ARTICLE II. ORGANIZATION AFFILIATION

As outlined in the Registered Student Organization (RSO) Classification Policy, Florida Eta PhiDE is considered a General Registered Student Organization (GRSO). As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

ARTICLE III: PURPOSE STATEMENT

- A) Mission Statement: "Phi Delta Epsilon Medical Fraternity creates physicians of integrity with a life-long commitment to our guiding principles."
- B) Vision Statement: Florida Eta PhiDE was founded to support the guiding principles of philanthropy, deity, and education. We accomplish this through:
 - 1. Fellowship, mentoring, and leadership development.
 - 2. Scientific education.
 - 3. Teaching and practicing ethics in medicine, medical research, and medical teaching.
 - 4. Nonprofit community service Florida Eta PhiDE brings these values and teachings to premedical students, medical students, and physicians around the world.
- C) Motto: "Facta Non Verba...Deeds Not Words"
- D) Language: The business of the Fraternity shall be conducted in English.
- E) Flower: Scarlett Red Carnation in honor of our Alpha chapter at Cornell University. The Scarlet red carnation symbolizes loyalty and survival.

ARTICLE IV. COMPLIANCE STATEMENT

Upon approval by the Department of Student Activities and Involvement, Florida Eta PhiDE shall be a registered student organization at the University of Florida.

Florida Eta PhiDE shall comply with all local, state, and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV. UNIVERSITY REGULATIONS

Section A. Non-Discrimination

Florida Eta PhiDE agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

Florida Eta PhiDE agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

Florida Eta PhiDE agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing: Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Florida Eta PhiDE becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, the University's Title IX Coordinator, or to their Student Organization Advisor, who identifies as mandated reporters.

Section E. Officer Eligibility

Florida Eta PhiDE understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the [Registered Student Organization Classification and Officer Eligibility Policy](#).

ARTICLE V. MEMBERSHIP

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office, or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI. BYLAWS FOR FLORIDA ETA PHIDE

Florida Eta PhiDE will maintain an additional/separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. The Florida Eta PhiDE chapter follows the International Fraternity Constitution, Bylaws, Policies, and Procedures. Chapter bylaws and/or other chapter guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida's regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement's constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisors. Florida Eta PhiDE agrees to provide all unaltered bylaws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

ARTICLE VI. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

Section 1: Advisor

A change in or selection of a university 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 faculty or staff member. Nominations will be followed by a vote from active members 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 active/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. Advisors do not have any voting rights.

ARTICLE VII. OFFICERS

Section 1: Official Positions

The Officers of this Fraternity Chapter shall be a President, Vice President of Recruitment, Vice President of Programming (Vice President for UF purposes), Secretary/Risk Management Officer, and Vice President of Finance (Treasurer for UF purposes). 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.

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 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 (Vice President) 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 (Treasurer) 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/Risk Management Officer 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 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. The term of office shall begin at the close of the business meeting when elections take place.

Section 4. Eligibility. To be eligible for a chapter officer nomination, the candidates must be classified as sophomores or upperclassman 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 3.4 or higher.

Section 5. Officer Removal. Any elected officer may be removed for just cause. Sufficient cause for such removal may be violation of these bylaws (Constitution for UF Purposes) 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 Florida Eta PhiDE.

“Officers will be suspended from office pending investigation of any negligent or willful violation of the Phi Delta Epsilon Constitution, Bylaws, Policies or Procedures, or Membership Agreement. The Executive Board may, by two-thirds vote of the Executive Board, suspend any officer until the next meeting for violations of the Phi Delta Epsilon Constitution, Bylaws, Membership Agreement, Policies or Procedures. The officer will be provided written notice of the alleged violation(s) and notification that the officer is suspended pending official action of the Executive Board. Upon receipt of the written notice, the officer will have ten (10) business days to provide a written response. Legal representation is not permitted during this process.” - PhiDE International Constitution

Members of the local chapter are encouraged to report “any negligent or willful violation of the Phi Delta Epsilon Constitution, Bylaws, Policies or Procedures, or Membership Agreement” to the Executive Board (International). Thus, members of the local chapter can call for impeachment of local officers by notifying the members of the International Executive Board.

“During the suspension, the most senior elected chapter officer in good standing shall serve in the role of the suspended officer.” - PhiDE International Constitution

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.

ARTICLE VIII. ELECTIONS

Section 1. Elections. On or before November 21 of each year, the chapter president shall invite each active member to submit nominees for the offices of President, Vice President of Programming, Vice President of Recruitment, Vice President of Finance and Secretary. Members may nominate themselves or others. Nominations shall take place at least one meeting before elections. Each active member in good standing shall have one vote per office, except for the President. The President and Advisor shall count ballots. In order to be elected to office, the candidate must receive 50% + one votes of students making quorum. In the event of a tie vote, the President shall cast a vote.

“The officers of each premedical chapter shall be elected annually in November from the undergraduate membership. All officers shall be installed within 28 days of their election. Nominations shall take place at least one meeting prior to elections. All initiated members in good standing, who have not previously been removed from office are eligible for office. Elections shall take place via paper ballot with chapter advisor and President counting the votes. Members must be present to vote. Each officer shall be announced immediately following paper-ballot vote before the next officer is elected. In event of a tie, the President shall cast their only vote. Candidates shall not campaign before the election lest they be considered ineligible. If an officer position has candidates

nominated at the time of election, no additional members may run off the floor or run down. Candidates may be nominated for more than one office. The order of election is: President, Vice President of Programming, Vice President of Recruitment, Vice President of Finance and Secretary/Risk Management Officer. These officers will serve as the chapter executive board.” – Phi Delta Epsilon International Constitution

Section 2. 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 3. 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. (It is required by our international organization that this be in both articles, we were told by Catherine Pedersen that this was acceptable)

Section 4. Eligibility. To be eligible for a chapter officer nomination, the candidates must be classified as sophomores or upperclassman 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 3.4 or higher.

Section 5: Officer Qualifications

a. Minimum Academic Qualifications: The officers must be matriculated and enrolled at University or College name with a minimum overall 3.5 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. Term of office is from November to November.

b. Incumbent Unit Load: Undergraduate students in officer roles are required to earn at least twelve (12) semester units per term while holding office

In the absence of clear direction on election, amendment, and/or voting procedures, Florida Eta PhiDE agrees to follow the guidance and instruction of Robert’s Rules of Order for the election or amendment process.

ARTICLE IX. FINANCE

As a General Registered Student Organization, Florida Eta PhiDE does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

Section 1: Account

This organization, pursuant to its charter obligation, shall maintain an agency account with the approved bank for the official conducting of University/College Business.

Section 2: Usage

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

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 approved bank and the International Fraternity.

Section 4: Fiscal Year

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

Section 5: Dues

Annual dues, payable to the Fraternity, shall be determined on an annual basis by the executive board. International dues are \$150 per new member due within 5 business days from Bid Day to the Executive Office. Returning member dues are \$50 due to the international Executive Office by October 1st regardless of when members join. Local dues will be decided on a semesterly basis. The maximum dues that can be collected in a semester is \$750 (subject to change).

Section 6: Inability to Pay Dues Statement:

No university student may be denied membership due to inability to pay local dues. If a member is not able to pay local dues, other arrangements will be made. All members must pay international dues directly from the student.

ARTICLE X. DISSOLUTION OF ORGANIZATION

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Florida Eta PhiDE will leave any assets and outstanding funds to Phi Delta Epsilon Medical Foundation.

The Fraternity shall use its funds only to accomplish the objectives and purposes as set forth in the Bylaws. No part of such funds shall insure or be distributed to the members. On dissolution of the Fraternity, 100% of the money is sent to the

Executive Office. No funds can be sent to charities or other groups. Should any organization assets and/or debts exist, appropriate means for disposing of these assets and/or debts will be decided by the International Executive Board at the time of dissolution.

ARTICLE XII: AMENDMENTS TO CONSTITUTION

University of Florida Student Engagement office has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on Gator Connect to make amendments and submit those changes to Student Engagement.

Section 1. Amendments to these bylaws (FL Eta constitution for UF purposes) (Change to “bylaws/constitution”) may be proposed by the chapter in writing to the president.

Section 2. The amendment must be approved by first by the International Fraternity Executive Office, then University of Florida Student Engagement, and then by the chapter by a 2/3 vote.

Section 3. Any member of Florida Eta 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 fully approved amendment of these bylaws shall become the law of the chapter without further notice.