

Collegium Aesculapium Student/Resident Chapter “Starter Kit”

The following items will comprise a “Starter Kit” that will be given to individuals interested in initiating a Collegium Aesculapium Student/Resident Chapter in an appropriate location:

- Welcome Letter from Collegium Student/Resident National President
- Requirements for starting a Collegium Student/Resident Chapter
- Chapter registration form
- Registration forms for individual members
- Tips Sheet for how to start and run a successful Student/Resident Chapter (i.e. ideas for possible Chapter projects and/or activities, how to recruit and maintain membership, etc.)

Guidelines for National Certification of a Regional/Local Chapter of Collegium Aesculapium Foundation, Inc.

- A Collegium Aesculapium Foundation, Inc. chapter may be started in any area where an organized medical, pharmacy, osteopathic, dental and/or podiatry school, or residency, is present and accredited. Chapter membership will consist of health professionals, students and/or residents enrolled in an appropriate school or residency. Pre-professional students (i.e. pre-medicine, pre-pharmacy, etc.) may also be members of the national Collegium Aesculapium Foundation, Inc. and of a certified health professional chapter.
- In most cases, one Chapter will be sufficient for any particular area, even if multiple schools and/or residencies are present in that particular area (i.e. Washington DC, Philadelphia, Boston, etc.).
 - If sufficient interest and numbers of students and/or residents are present in any given area, more than one Student/Resident Chapter, or separate Student and Resident Chapters, may be organized.
- Requirements for Chapter Organization
 - All members of a Chapter must maintain annual membership in the national Collegium Aesculapium Foundation and conduct themselves in compliance with the ethical standards as espoused by the national organization.
 - Use of the name or trademarks of Collegium Aesculapium may only be used after, and during, chapter certification.
 - A minimum of 6 members are required to start an official Chapter.
 - If there are not a sufficient number of members available to meet this requirement, interested individuals are still encouraged to become members of Collegium Aesculapium Foundation, Inc. and receive the benefits of membership that come with paying annual organizational dues.
 - With approval of the national Executive Council, Collegium members may meet on an unofficial basis when numbers are not sufficient to organize an official certified Chapter.
 - Each Chapter must adopt the Chapter By-Laws, developed, approved and certified by the national Collegium Aesculapium Foundation, Inc. Adopted By-Laws need to be submitted to Collegium Aesculapium Foundation, Inc. by the end of one month following the organization of the Chapter.
 - Developing Chapter by-laws are as simple as inserting the Chapter's name and other requested information into the "Sample Chapter By-Laws" included with the materials furnished by the national organization.
 - By-laws play an important role in maintaining the integrity, continuity, and structure of the Chapter following its formation.
 - As required by the Collegium Aesculapium Foundation, Inc., each chapter must adhere to the By-Laws of the Collegium Aesculapium Foundation, Inc. Each Chapter and its members will need to fill out and submit Chapter and individual registration forms to be submitted along with initial membership dues
 - Annual Collegium membership dues are established by the national Executive Council. Annual national membership dues are required for Collegium membership.
 - Each New Chapter will plan to hold meetings, organize activities, or otherwise "get-together" at least twice per year. Meetings or activities can be held more often if the

Chapter so decides. Chapters can meet for the purpose of conducting Chapter business, holding a fireside or an informal journal club, social activity, service project, etc.

- Further ideas for Chapter meetings and/or activities can be found on the “Collegium Chapter Tips Sheet.”
- In keeping with the service mission of the Collegium Aesculapium Foundation, Inc., each Chapter will plan to organize and carry out a minimum of one service project or service activity annually.
- As a Chapter begins to function, one person will be designated as the “Chapter Representative.” This person will coordinate the initial recruitment of Chapter members and will spearhead the actual organization of the Chapter, including completion and submission of the appropriate paperwork and organization of the initial meeting. The Chapter Representative will have the responsibility to communicate semiannually with the national Collegium organization about the progress and organization of the Chapter.
 - Once organized, Chapters will function as led by the Chapter Representative. The Chapter Representative can assign other members to fill organizational roles as deemed necessary. Such roles may include Chapter Treasurer, Service Coordinator, Membership Coordinator, etc. Some organizational flexibility is permitted in order to meet the needs and interests of each individual chapter.
 - Chapter Representatives will serve in their position for one year, or up until June 1st following their appointment following the Chapter’s organization. Nomination and election of a new Chapter Representative will occur by June 1st of each year.
 - When a Chapter’s membership reaches 12 or more, the Chapter will elect Chapter Officers, including a Chapter President, Vice President, and Treasurer. A President-elect will be elected along with a President at the time of the first elections to be held by the Chapter. These officers can then appoint other officers as needed to fill organizational roles.
- Chapter members will pay Collegium dues annually (as established by the national Executive Council) and in so doing will enjoy the benefits of Collegium membership. If desired or required, additional dues can be called for by the individual Chapters to help with costs of Chapter programs or activities.
- It is strongly suggested that each student chapter select a “Chapter Advisor.” A Chapter Advisor will be a licensed, practicing professional in one of the Collegium’s supported disciplines, and should be involved with the health profession school where possible. A Chapter Advisor will serve as a guide or advisor to the Chapter, participating in activities or meetings when available. The Chapter Advisor must be a member of Collegium Aesculapium Foundation, Inc.. Advisors should be used as a resource to provide perspective, direction and in maintaining compliance with national organization Bylaws. Formation of a Chapter should not be delayed because of failure to identify an Advisor. If one can not be obtained, Collegium Aesculapium Foundation, Inc. will provide assistance.

COLLEGIUM AESCULAPIUM FOUNDATION, INC APPLICATION TO START A CHAPTER

Proposed Chapter Name _____

CHAPTER REPRESENTATIVE [must be active member of national org.]

Name _____

Title/ Credentials _____

Address _____

Telephone Number _____

Email Address [print plainly] _____

FOUNDING MEMBERS:

We the following do apply for certification of this chapter and agree to comply with all requirements, guidelines and policies of the parent organization. Cancellation of chapter certification can be removed by the chapter or national organization with a 30 day written notice. We also agree to become members of the parent organization and remain members during the time of membership in this local chapter.

<u>Name [print]</u>	<u>Signature</u>	<u>Membership statue</u>
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Additional members can be recorded on the back of this application.

Enclosures: Name and address of chapter officers; Completed chapter Bylaws

FOR EXECUTIVE COUNCIL ONLY:

Considered on: _____

Action:

Approved _____

Conditional Approval _____

Returned for additional information: _____

Rejected _____ Reason(s): _____



Collegium Aesculapium Foundation, Inc.

New Member Application Form

First Name: _____ Last Name: _____ Suffix: _____

Spouse Name: _____

Specialty: _____

Contact Information:

Street: _____

Preferred Address:

HOME

City/State/Zip Code: _____

OFFICE

Phone: _____

Fax: _____

Email: _____

Status:

- FULL - \$250
- ASSOCIATE - \$125
- RETIREE - \$125
- NEW DOCTOR (First 2 Years) - \$75 (Student: \$25 x _____ years = _____)
- RESIDENT - \$75
- STUDENT - \$25

Graduation/Retire Date: _____

Credit Card Number (MC/Visa only): _____ Expiration: _____

Signature: _____ Date: _____

***Please mail in the following form, along with check or credit card information for membership dues, to the following address:

Collegium Aesculapium Foundation, Inc.
Attn: Membership
11 North 200 East
Orem, UT 84057

email questions to: question@collegiumaesculapium.org

Tips for Starting and Maintaining a Successful Student/Resident Chapter

Collegium Aesculapium Student/Resident Chapters are organized to provide activities that integrate medicine, family, and the LDS Church. Students and residents should try to maintain a high spiritual standard when organizing and carrying out Chapter activities and recruiting Chapter members. Seek advice from the Collegium Aesculapium Foundation, Inc. when necessary.

Recruiting New Members

- Recruit new members each year. Focus recruitment efforts during the beginning of the year, but continue recruitment throughout the year. Try to recruit new incoming freshman students while enthusiasm is high, such as during orientation or during the first couple of weeks of school. Print off registration forms from the website and take them to meetings, socials, and/or firesides, so as to be available to potential members.
- Always direct students/residents to the Collegium Aesculapium Foundation, Inc. website in your recruitment efforts.
- Enthusiastically explain benefits of Collegium membership, i.e. Collegium website as “gathering place” for LDS health professionals, Collegium Journal, Collegium Newsletter, potential Chapter activities and firesides, establish connections to other LDS physicians/residents/ students, connection to medical service opportunities through the Church and the Collegium
- Recruit members through local Church units, including wards, branches, and Institutes of Religion. For example, promotional signs or posters could be hung up in Institutes of Religion; announcements could be made in Institute classes; a membership clerk or quorum president could be contacted in wards or branches; a letter could be sent to local Church unit leaders.
- Get multiple people involved in membership recruitment. A few enthusiastic, committed people can go a long way in establishing a strong Chapter. “Enthusiasm for the work brings results.” (President Gordon B. Hinckley)
- Try to have an actual activity or event organized when recruiting. It is much easier to invite a newly-recruited member to an established activity or event than to recruit in general.

Maintaining Active Members

- Try to involve as many members as possible in the planning or coordinating of activities or events so that they feel involved and useful.
- Encourage “lump sum” payment of membership dues so that membership does not have to be renewed each year.
- Maintain enthusiasm and momentum within the Chapter through well-planned activities, effective Chapter meetings, and good communication.
- Directly find out the needs and interests of Chapter members and organize Chapter activities accordingly.

Successful Chapter Meetings

- Hold meetings at locations away from the medical or hospital to allow for separation from school/work and to provide an atmosphere where the Holy Ghost can be felt, i.e. at a local chapel, Institute Building, Chapter Mentor’s home, or a Chapter member's home.
- Have a purpose to each meeting; allow for discussion, spiritual uplifting, and friendship-building in each meeting.

- Never have a meeting that lasts over an hour!

Successful Publicity

- Use the Collegium Aesculapium Foundation, Inc. website to post upcoming events and chapter information. Each Student/Resident Chapter will eventually have its own website as a link from the main Collegium website.
- Find out the preferred publicity mechanisms for your Chapter members and publicize accordingly.
- Various publicity mechanisms include email, mailed fliers, fliers hung in Institute, local chapel, or school, etc.
- Remember that paper or electronic publicity of an activity does not necessarily generate “hype.” Publicize effectively and thoroughly, but generate “hype” about an activity through direct, person-to-person publicity.

Successful Chapter Activities

- Directly find out the needs and interests of your Chapter members and their spouses, and plan your activities accordingly.
- Be creative!
- Organize activities where the Holy Spirit can be felt, and that will enhance the spiritual, intellectual, and social life of Chapter members.
- Remember the needs and interests of spouse and children of Chapter members as you plan activities.

Possible Chapter Activities

- Firesides or seminars
 - Possible speakers
 - LDS faculty member
 - Local physician or practitioner
 - Physician spouse
 - Institute teacher
 - Local ecclesiastical or priesthood leader
 - Religious leader or cleric of another faith
 - Local community or civic leader
 - Collegium member visiting from SLC or another part of the country
 - Possible topics
 - Balancing professional, family, and Church life
 - Spiritual aspects of medicine
 - “Seek ye first the kingdom of God,” or other scriptural topics
 - Jesus Christ as a healer
 - Successful medical marriages
 - Presentations on different religions or religious practices that may be encountered in a medical practice
 - Priesthood blessings and the practice of medicine
 - Medicine in the scriptures
 - Perspective on ethical issues (end-of-life care, Ob/Gyn issues, stem cell, etc.)
 - Serving the underserved through medicine

- Finances/debt repayment
 - Many others!
- If possible, ask speakers in advance for a copy of their text or slide show that could be published on the Collegium website for the benefit of other Collegium members around the country
- Social activities
 - Opening social—early in the year
 - Closing social—late in the year
 - BBQ or dinner at a member’s home
 - Date night, movie night, ice-cream night
 - Temple night
 - Consider combining or co-sponsoring activities with a local LDS Institute program
 - Panel of LDS physicians and their spouses to discuss medical marriages
 - Small “cottage meetings” at an LDS physician's home
 - Dinner with a local LDS physician (at his/her home or a restaurant)
 - Combined family outings (fishing, picnics, to the zoo, BBQ, museum)
- Service Projects
 - Support of ongoing Church humanitarian project or effort
 - Support of ongoing Collegium service project or effort
 - Support of local ward, branch, or Institute on-going service project
 - Volunteer "Health Awareness" or “Health Promotion” events in local stake, ward, or community, ie 5K walk/run, health fair, brief screening physicals, eye screening, blood pressure readings, nutritional/diet information
 - Project at local homeless shelter
 - Project to support local refugee population
 - “Trick-or-can” at Halloween time or other food drive for local food bank
- Other Ideas
 - Collegium “journal club” (ie evening get-together to discuss a selected article from a Journal of the Collegium Aesculapium Foundation, Inc. or other uplifting literature)
 - Baby-sitting co-operative
 - Organization of spouses of Chapter members
 - Resident panel to answer questions for medical students (re: topics such as specialty selection, succeeding in residency, interviewing, the Match, maintaining balance, etc.)
 - Medical student panel to answer questions for pre-medical students (re: topics such as applications, interviewing, succeeding in medical school, finances, etc.)
 - Church history or other historical tour with LDS physician or scholar as a guide
 - LDS Medical Ethics discussion group
 - Mentorship program:
 - Attending physicians → residents or students
 - Residents → medical students
 - Medical students → pre-med students

CHAPTER BY-LAWS

I. Purpose of Organization

The Collegium Aesculapium is an international organization for LDS health professionals, especially LDS physicians and pharmacists, and those currently in training to become a health professional. The objective of Collegium Aesculapium Foundation, Inc. is to assist members in balancing professional, scientific, personal, and spiritual aspects of their life. The purpose of the [Name] Chapter of Collegium Aesculapium at **[Your Area or Institution]** is to accomplish the Collegium's objective in the lives of health professionals and/or students and residents entering the fields of medicine, dentistry, pharmacy, osteopathy, and podiatry. The **[Your Area or Institution]** Chapter will work towards this objective by inviting speakers, organizing activities or service projects, and providing uplifting literature to Chapter members that will enhance members' understanding of the relationship between the Gospel of Jesus Christ and the medical profession.

II. Membership

Membership in Collegium Aesculapium and the **[Your Area or Institution]** Chapter is based on individual payment of annual Collegium Aesculapium Foundation dues as established by the national Executive Council, submitting the appropriate application forms, and receiving chapter certification from the national Executive Council. All chapter members must maintain annual membership in the national organization. Membership is open to any licensed health professional, student or resident enrolled in, or employed by, a medical, pharmacy, osteopathic, podiatry, dental school or residency program and stipulated by the national organization. With special permission of the Executive Council pre-professional students may also become members of Collegium Aesculapium Foundation. Chapter certification and membership certification is renewed on an annual basis and may be removed by the Executive Council at any time. Use of the name or trademarks of Collegium Aesculapium may only occur after, and during, chapter certification.

Benefits of Collegium membership include log-in access to the Collegium Aesculapium website, including access to Collegium journals, talks, and presentations housed on the website; hard copy of the Journal of the Collegium Aesculapium, Collegium newsletters; participation in local Chapter activities and programs; where possible, participation in conferences and programs of the national Collegium organization; miscellaneous spiritual, professional, and social benefits that stem from association and friendship with other LDS health professionals, students and/or residents.

III. Organization

One individual will serve as the initial “Chapter Representative” for the **[Your Area or Institution]** Chapter of Collegium Aesculapium. This Chapter Representative will coordinate the initial recruitment of Chapter members and will manage the actual organization of the Chapter, including completion and submission of the appropriate paperwork. The Chapter Representative will maintain certification documents received by the national organization and will have the responsibility to report on the progress and activities of the Chapter to Collegium Aesculapium Foundation Inc. at least bi-annually.

If the **[Your Area or Institution]** consists of health profession students [and is designated a student chapter] it will be overseen by a LDS health professional advisor, preferably a faculty member of the health profession school, where possible. Such advisor will oversee efforts, give advice, attend meetings when possible, and offer assistance in programs where necessary.

The **[Your Area or Institution]** Chapter will function as led and organized by the Chapter Representative. The Chapter Representative may assign other members to fill organizational roles as deemed necessary. Such roles may include Chapter Treasurer, Service Coordinator, Membership Coordinator, Activities Coordinator, etc. The Chapter Representative will serve in his or her position for one year, or up until June 1st following the Chapter’s organization. Other appointed positions will also be for one year, or until June 1st following the date of appointment. If designated a student chapter, appointed positions should include student representatives from each year, as well as include intern and/or resident representatives.

The **[Your Area or Institution]** Chapter will actively recruit new members throughout each year. With permission of local Church priesthood leaders, members may be sought through local Church units, including wards, branches, and Institutes of Religion. Ideally, the **[Your Area or Institution]** Chapter will serve as the “hub” for LDS health professional students and/or residents living in the **[Your Area]**, and as a means to bring students and/or residents together in the spirit of spiritual, intellectual, and social growth.

When the Chapter’s membership reaches 12 or more, the Chapter will elect Chapter Officers, including a Chapter President, Vice President, and Treasurer. A President-elect will be elected along with a President at the time of the first elections to be held by the Chapter and will assume leadership of the Chapter the following year as of the June 1st.

IV. Meetings and Activities

Meetings and/or activities of the **[Your Area or Institution]** Chapter of Collegium Aesculapium will occur at least twice per year, or more often as designated by the Chapter.

In keeping with the service mission of Collegium Aesculapium, the **[Your Area or Institution]** Chapter will organize and carry out at least one service activity or project on an annual basis. If the service activity is not within the local area, approval of the project must be granted by the national Executive Council before conducting the project.

Other activities or programs (firesides, dinners, social gatherings, journal clubs, etc.) can be organized by the Chapter as interest and time dictate.

V. Succession

The Chapter Representative for the **[Your Area or Institution]** Chapter of Collegium Aesculapium will function in his or her position for one year, or until the June 1st after the certification of the Chapter. The Chapter will select a new Chapter Representative each year by or around June 1st by a nomination/election process. The outgoing Chapter Representative will collect nominations from Chapter members and will supervise the election of a new Chapter Representative by ballot in a meeting or electronically.

If the Chapter's membership exceeds 12 and Chapter Officers are elected, including Chapter President, Vice President, and Treasurer, the nomination and election of new Officers will also occur by or around June 1st of each year. The President-elect will assume duties as Chapter President on the June 1st following his or her election, around which time election of a new President-elect, Vice President, and Treasurer for the next year will take place by a nomination/election process.

VI. By-Laws

These By-Laws are meant to provide continuity and structure to the **[Your Area or Institution]** Chapter. These By-Laws will be reviewed and updated as needed once per year, on or around June 1st.

If the chapter is to become a recognized entity by a health profession school, the By-Laws **must** be submitted to and approved by the Executive Council of the Collegium Aesculapium Foundation, Inc. before submission to university student government.

Sample Student/Resident Chapter By-Laws

I. Purpose of Organization

The Collegium Aesculapium is an international organization for LDS health professionals, especially LDS physicians, and those currently in training to become a health professional. The objective of Collegium Aesculapium Foundation, Inc. is to assist members in balancing professional, scientific, personal, and spiritual aspects of their life. The purpose of the Student/Resident Chapter of Collegium Aesculapium at **[Your Area or Institution]** is to accomplish the Collegium's objective in the lives of students and residents entering the fields of medicine, pharmacy, osteopathy, and podiatry. The **[Your Area or Institution]** Student/Resident Chapter will work towards this objective by inviting speakers, organizing activities or service projects, and providing uplifting literature to Chapter members that will enhance members' understanding of the relationship between the Gospel of Jesus Christ and the medical profession.

II. Membership

Membership in Collegium Aesculapium and the **[Your Area or Institution]** Student/Resident Chapter is based on individual payment of annual Collegium dues (\$25 for students, \$75 for residents) and filling out and submitting the appropriate registration forms. Membership is open to any student or resident enrolled in, or employed by, a medical, pharmacy, osteopathic, or podiatry school or residency program. Pre-professional students may also become members of Collegium Aesculapium. Membership is renewed on an annual basis.

Benefits of Collegium membership include log-in access to the Collegium Aesculapium website, including full access to all Collegium journals, talks, and presentations housed on the website, and full access to the Student/Resident database of contact information [once it is set up]; hard copy of the Journal of the Collegium Aesculapium, published annually; Collegium newsletters; participation in local Chapter activities and programs; where possible, participation in conferences and programs of the national Collegium organization; miscellaneous spiritual, professional, and social benefits that stem from association and friendship with other LDS students, residents, and/or professionals.

III. Organization

One individual will serve as the initial "Chapter Representative" for the **[Your Area or Institution]** Student/Resident Chapter of Collegium Aesculapium. This Chapter Representative will coordinate the initial recruitment of Chapter members and will

manage the actual organization of the Chapter, including completion and submission of the appropriate paperwork. The Chapter Representative will have the responsibility to report on the progress of the Chapter to Collegium Aesculapium Foundation Inc. at least bi-annually.

The **[Your Area or Institution]** will be overseen by a LDS physician advisor, faculty of the School of Medicine, where possible. Such advisor will oversee efforts, give advice, attend meetings when possible, and offer assistance in programs where necessary.

The **[Your Area or Institution]** Chapter will function as led and organized by the Chapter Representative. The Chapter Representative may assign other members to fill organizational roles as deemed necessary. Such roles may include Chapter Treasurer, Service Coordinator, Membership Coordinator, Activities Coordinator, etc. The Chapter Representative will serve in his or her position for one year, or up until June 1st following the Chapter's organization. Other appointed positions will also be for one year, or until June 1st following the date of appointment. Appointed positions should include student representatives from each year, as well as include intern and/or resident representatives.

The **[Your Area or Institution]** Chapter will actively recruit new members throughout each year. Members can be sought through local Church units, including wards, branches, and Institutes of Religion. Ideally, the **[Your Area or Institution]** Chapter will serve as the "hub" for LDS health professional students and/or residents living in the [Your Area], and as a means to bring students and/or residents together in the spirit of spiritual, intellectual, and social growth.

When the Chapter's membership reaches 12 or more, the Chapter will elect Chapter Officers, including a Chapter President, Vice President, and Treasurer. A President-elect will be elected along with a President at the time of the first elections to be held by the Chapter and will assume leadership of the Chapter the following year as of the June 1st.

IV. Meetings and Activities

Meetings and/or activities of the **[Your Area or Institution]** Student/Resident Chapter of Collegium Aesculapium will occur at least twice per year, or more often as designated by the Chapter.

In keeping with the service mission of Collegium Aesculapium, the **[Your Area or Institution]** Student/Resident Chapter will organize and carry out at least one service activity or project on an annual basis.

Other activities or programs (firesides, dinners, social gatherings, journal clubs, etc.) can be organized by the Chapter as interest and time dictate.

V. Succession

The Chapter Representative for the **[Your Area or Institution]** Chapter of Collegium Aesculapium will function in his or her position for one year, or until the June 1st after the organization of the Chapter. The Chapter will select a new Chapter Representative each year by or around June 1st by a nomination/election process. The outgoing Chapter Representative will collect nominations from Chapter members and will supervise the election of a new Chapter Representative by ballot in a meeting or electronically.

If the Chapter's membership exceeds 12 and Chapter Officers are elected, including Chapter President, Vice President, and Treasurer, the nomination and election of new Officers will also occur by or around June 1st of each year. The President-elect will assume duties as Chapter President on the June 1st following his or her election, around which time election of a new President-elect, Vice President, and Treasurer for the next year will take place by a nomination/election process.

VI. By-Laws

These By-Laws are meant to provide continuity and structure to the **[Your Area or Institution]** Chapter. These By-Laws will be reviewed and updated as needed once per year, on or around June 1st.

By-Laws **must** be submitted to and approved by the executive committee of the Collegium Aesculapium Foundation, Inc. before submission to university student government.