



Delta Omega
Honorary Society in Public Health

Governance

Manual

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Delta Omega Governance Manual

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I. Administration and Officers

Executive Committee

The National Executive Committee of Delta Omega is comprised of a President, President-elect, Immediate Past-President, and at least two members-at-large, which each serve two-year terms in their respective position. The President-Elect also serves as the treasurer of the national office.

The Executive Committee also includes an Executive Secretary. The function of the Executive Committee is to advise the President on policy and other issues. The Committee meets via telephone or in-person conference when called by the President, usually four times each year.

As stated in the Constitution, a President-elect of the National Office is elected to office for a two-year term, then serves as Delta Omega President for two years and finally becomes Immediate Past President for two final years. Criteria of eligibility to be elected as an officer are that the candidate be an active member of Delta Omega in an active chapter of Delta Omega. Each of the officers has a special role in the Society.

The President of the Society is responsible for all leadership functions. S/he oversees and directs all activities at the national level, including:

- Setting and carrying out an action agenda for his/her two-year term in office
- Developing an annual budget and approving expenditures of funds
- Assuring that an orderly process of strategic planning is undertaken when necessary
- Representing the Society to other organizations and serving as official spokesperson
- Calling meetings of the executive committee and presiding over them
- Organizing and presiding at the annual meeting of the National Council
- Conferring honorary memberships
- Communicating with chapters on a regular basis

The special role of the President-Elect is to assure that the major ongoing programs of the Society are carried out. S/he chairs the Awards Committee, which is responsible for the annual poster session, faculty and educational awards and nominations for President-Elect and honorary memberships. The President-elect represents the Society at the request of the President and participates on the Executive Committee.

The President-Elect also serves as the National Secretary-Treasurer. In this role, he/she assures collection and dissemination of funds and reports, collaborates with the President on budget setting and approval of expenditures and promotes interaction with chapters.

The Immediate Past President chairs the Governance Committee, co-chairs the Chapter Relations Committee, participates in the Executive Committee and represents the President as requested.

The Member-at-large chairs the Chapter Relations committee for a two-year term, and participates in the Executive Committee.

The Executive Secretary is assigned by the Association of Schools and Programs of Public Health to Delta Omega. S/he organizes and assures conduct of the day-to-day business of the Society, including:

- Assisting the President in his/her functions listed above
- Collaborating with other Executive Committee members on activities of the standing committees
- Preparing regular financial reports for the President-Elect
- Maintaining contact with chapters
- Responding to chapters' requests for information and assistance
- Updating and maintaining a mailing list of chapter officers
- Maintaining a database of members
- Responding to requests for certificates
- Collecting dues
- Maintaining the Delta Omega website
- Preparing financial reports for the annual meeting
- Keeping minutes of the annual meeting of the National Council and of Executive Committee meetings and calls

The Executive Secretary co-chairs the Governance Committee with the immediate Past President and participates on the Executive Committee.

Standing Committees and Charges

The Delta Omega Society has four standing committees, each of which is chaired by a member of the Executive Committee, who decides the composition of his/her committee.

Awards Committee: Chaired by the President-Elect, the responsibilities of the Awards Committee are:

- *Poster Session.* Each year, the committee selects a theme, establishes rules, identifies awards and works with the Executive Secretary to implement the session.
- *Innovative Curricula Awards.* Each year, the committee solicits and collects nominations for innovative public health curricula from schools and programs with active Delta Omega chapters. Nominations are scored by the Executive Committee and the Awards Committee announces the winner/s and presents at the annual meeting of the National Council. They may also be invited to present by webinar at a later time. At the discretion of the Awards Committee, additional nominations may be named as runner-up or honorable mention.
- *Chapter Awards.* Each year, the committee solicits and collects nominations for chapter of the year award from schools and programs with active Delta Omega chapters. Nominations are reviewed Executive Committee and the Awards Committee announces the winner/s and presents at the annual meeting of the National Council. They may also be invited to present by webinar at a later time. The chapter awards may include both the Chapter of the Year and the New Chapter of the Year. At the discretion of the Awards Committee, additional chapters may be named as runner-up.
- *Nominations.* The committee identifies nominees for President-Elect every two years and for national honorary memberships annually.

Chapter Relations Committee. Chaired by the Member-at-Large and co-chaired by the Immediate Past-President, this committee has two charges:

- *Chapter Assistance.* The committee assists chapters to achieve the purposes of Delta Omega on their campuses (e.g., facilitate speakers, joint chapter activities, etc.)
- *Development and maintenance of guidelines.* The committee develops and updates guidelines to assist schools and programs to establish and reactivate Delta Omega chapters. It also provides technical assistance to implement the guidelines.

Governance Committee. This committee is chaired by the immediate Past President and co-chaired by the President of the Society. Its charges are:

- *Drafting revisions to the constitution and by-laws* that reflect contemporary conditions of the Society, and
- *Developing policies and procedures* for implementing the constitution and by-laws.

The Committee submits recommendations for changes to the constitution and by-laws to the National Council for review and approval. Recommendations for policies and procedures are reviewed and approved by the Executive Committee.

II. National Activities

Annual Meeting of the National Council

The National Council consists of one delegate from each chapter and all members of the Executive Committee. (All chapter members may attend the National Council meeting but only one representative from each chapter may vote.) The Council meets each year during the annual meeting of the American Public Health Association to conduct the business of the Society, revise governance and review plans and accomplishments. Minutes of these meetings are maintained by the Executive Secretary.

Annual Student Poster Session

Delta Omega provides an opportunity to encourage and recognize the public health leaders of tomorrow by co-sponsoring a poster session with the APHA Academic Public Health Caucus during the APHA annual meeting. This poster session showcases the excellent scholarship and research of public health students. Students whose work is selected by the local Delta Omega chapters will receive both a cash prize awarded by the national office, as well as the opportunity to present their work during the APHA meeting. The student abstracts are also published on the Delta Omega National web page (www.deltaomega.org) each year.

Chapters are encouraged to hold annual competitions in which the scholarly activities of students are presented. Chapters may set their own criteria for student eligibility and for judging the quality of research and other scholarly submissions. They may also use the criteria suggested the national Delta Omega office:

- Importance to public health/originality
- Appropriateness of methods
- Supporting data/philosophy/theory
- Quality, and clarity of presentation

Each chapter is invited to submit up to two electronic abstracts selected from graduate student presentations and one abstract from undergraduate presentations. Submission details (e.g., deadlines, formats, etc.) are distributed to chapters in January of each year.

To be eligible for participation in the poster session, chapters must be current with their national Delta Omega obligations, including annual dues and chapter reports.

Student awards are made during the Delta Omega social hour, which normally follows the annual meeting of the National Council. All Delta Omega members are invited to the social hour.

Chapters are also encouraged to collaborate with their schools or programs to supplement (e.g. by matching funds) the Delta Omega prizes. This will further defray costs of the student presenters' travel, lodging and APHA conference registration.

The poster session is an excellent method for serving the purposes of Delta Omega - to encourage scholarship, research, and practice among students of public health and to recognize their achievements - while enhancing the visibility of Delta Omega as a vehicle for promoting excellence in public health through support of our students.

Innovative Curriculum Award

Delta Omega is expanding its efforts to recognize activities that span the bridge between public health academia and practice. This emphasis is in acknowledgment of the important role that academia plays through its graduate and continuing education programs toward the development and maintenance of a strong, active and well-prepared public health profession. The Innovative Curriculum Award was created to give recognition to innovative public health curricula in an effort to stimulate the evolution of graduate public health courses that respond in unique ways to the ever-changing developments in public health. The emphasis of this award is to highlight public health course curricula that are integrative, practice-oriented, multi-disciplinary and skills-development focused. Preference is given to course curricula that integrate actual public health practice experiences and examples into classroom discussions and exercises, stress excellence in public health practice and scholarship, emphasize the application of public health principles, focus on skills development, incorporate practice-based and community sector partners in teaching and make use of interdisciplinary examples. Awards, which will recognize the school and the course instructors, are based on a review of submitted course materials, including course purpose, syllabus, exercises, reading materials and evaluations. The winner of the Delta Omega Award for Innovative Public Health Curriculum will be given the opportunity to present at both the annual meeting of the national council and the academic public health caucus poster session. Winners are also invited to present their curricula on an *ASPPH Presents* webinar.

Chapter-of-the-Year and New Chapter-of-the-Year Awards

Awards specifically designed to honor Chapters that display exceptional dedication to upholding the mission of the Delta Omega Society, through activities, events, membership services, etc. The winners are asked to present at the Annual Meeting. They may also be invited to present by webinar at a later time. The chapter awards may include both the Chapter of the Year and the New Chapter of the Year. At the discretion of the Awards Committee, additional chapters may be named as runner-up.

Honorary Members

Honorary membership is conferred only upon persons possessing exceptional qualifications, who have attained meritorious distinction in the field of public health.

Honorary members may be inducted by that National Council and by chapters.

Chapters may induct three honorary members the first year a chapter is active and one every year thereafter. The national council may induct two honorary members per year. Honorary members may not transfer their membership.

Public Health Classics

Delta Omega seeks to preserve and promote public health history by identifying and reprinting classic works in public health. The Society makes copies of these works available on its website. The following criteria are used for selection of Delta Omega classics:

1. Classics have historical value based upon their significant contribution to the profession and science of Public Health or to the health of the public by making advancement in public health: 1) knowledge, 2) methodology, 3) philosophy, 4) practice or 5) policies, programs or services.
2. Classics may be books, scientific journal articles, technical reports, legislation or other written publication or multimedia production that is reasonably well written in a manner that is accessible to all public health disciplines.
3. Classics should have stood the test of time and not be used to acknowledge present-day achievement. Accordingly, all authors of classics must be deceased.
4. Any Delta Omega member or chapter may nominate a classic. Nominators must include a copy of the work that can be placed on the website (all copyright issues must be resolved) and a 1-2 page introduction to the classic that indicates the significant contribution to the field and the value of the work to present-day research, education and practice.
5. The Executive Committee reviews nominations and, if accepted, the nominator's name will be indicated with the classic.

III. Chapter Organization and Membership

Starting a New Chapter

The establishment of a Delta Omega chapter is open to CEPH-accredited schools and programs of public health. Schools or programs interested in starting a chapter are encouraged to contact the Executive Secretary to alert him/her to its interest and to obtain current advice about how to proceed. Three formal steps must be taken:

- *Submit a letter of interest* from the head of the institution making the request to start a chapter (e.g. Dean of the School of Public Health) to the National President and the National Executive Secretary.
- *Submit two letters of support* from faculty named by the Dean/Chair to lead the process of establishing the chapter. If possible, these individuals shall be members of Delta Omega. Applicants are encouraged to involve faculty from their institutions who are Delta Omega members because these individuals are likely to have greater understanding of the Society, in general and of chapter administration, in particular.
- *Be approved by a unanimous vote* of the Executive Committee by electronic vote.

Maintaining a Chapter

Delta Omega allows flexibility in the way that individual chapters operate. In order to remain active, the chapter must:

- Have annual inductions of members;
- Pay national dues of \$50 per each inductee.

Chapter should request certificates for prospective inductees using the Chapter Admin Portal.

In addition, chapters whose revenue exceeds \$5,000 per year should file a financial report with the national office if the chapter revenue and expenses are not included in the university tax filing process. Chapters whose revenue is less than \$5,000 and whose revenue/expenses are included in the university tax statements do not need to file a financial report with the national office.

Chapters must have a process for election of and a periodic rotation of chapter officers. Each chapter shall designate a delegate to vote on Delta Omega business at the National Council.

The national office periodically updates a survey of the active chapters on how they handle administrative issues. Results can be found on the Delta Omega webpage.

Inactivating a Chapter

Inactivity or nonconformity with the constitution and by-laws on the part of a chapter can eventually lead to formal inactivation. The National Executive Committee can vote to place chapters which have not had inductions in at least two years into inactive status. This will only take place after numerous unsuccessful attempts to engage the chapter in activities and dialogue.

Re-activating a Chapter

Chapters that have been formally voted inactive must take the following steps to become active again:

- Send a written request to the National Office to become activated. The request should outline the chapter's plans to set up an administrative structure and induct new members within a reasonable period of time. If consultation from the national office is needed, it can also be requested in this letter.
- Once approved the National Office, the newly activated chapter should proceed to organize an administrative structure, elect new members, and submit induction dues.

Transferring Membership Across Chapters

Once an individual is inducted into Delta Omega, s/he remains a member for life. Members may choose to become active in a chapter other than the one to which they were initially inducted. The individual should obtain permission from the chapter to which he/she is transferring and provide notice to the national office and original chapter of induction.

Revocation of Membership

Membership in the society may be revoked at any time for just cause and after documented due process. For members of active chapters, revocation of membership shall be determined at a meeting by the chapter. The selection committee responsible for inducting members shall also be responsible for revoking membership and should follow a similar process whenever possible. For members of inactive chapters or national honorary members, the national council shall also be responsible for revoking membership and should follow a similar process whenever possible.

Member Inductions

In order to stay active, chapters are expected to hold yearly inductions of new members. Inductions of members may consist of four categories:

Student members

Each chapter may induct no more than twenty percent (20%) of eligible graduate candidates and 10% of eligible undergraduate candidates in a given calendar year. The selection committee will give particular attention to academic excellence and shall take into consideration commitment to the public health profession.

In order to be eligible for regular membership in the Society, a student shall intend, so far as can be ascertained, to follow a career in public health AND have completed one full year of academic courses or be in the last grading period leading to a masters or doctoral degree in public health offered by a CEPH-accredited school or program of public health OR be enrolled in the last year of a CEPH-accredited baccalaureate degree program.

Faculty members.

Each year chapter may induct up to the greater of 2 faculty or the equivalent of 3% of faculty FTE (sum of FTEs in CEPH Tables E1 (primary instructional) and E2 (other instructional)) most recently reported to CEPH (self-study or annual report).

Even though the limits are based on faculty numbers reported to CEPH, chapters may consider induction of all categories of faculty associated with the unit of accreditation, including adjunct and part-time.

Each chapter shall establish selection criteria consistent with its institutional criteria for the recognition and promotion of its faculty.

Alumni members.

Each chapter may induct graduates of the school or program of public health whose work in the practice of public health would serve as a model for future graduates. Chapters may induct graduate alumni members in an amount not to exceed half of the number of graduate student inductees. Chapters may induct undergraduate alumni members in an amount not to exceed half the number of undergraduate student inductees each year.

Honorary members.

Honorary membership shall be conferred only upon persons possessing exceptional qualifications, who have attained meritorious national or international distinction in the field of public health. The National Council may induct up to two honorary members per year. Chapters may induct up to three honorary members the year their chapter is created and one honorary member each year thereafter.

Dues

Dues are paid to the national office at a rate of \$50 per inductee. Checks for these inductions should be made payable to Delta Omega and mailed to 1615 L Street NW, Suite 510, Washington, DC 20036.

Chapter dues can also be paid by credit card or ACH. Instructions are included in invoices for induction dues and sundries.

Requesting Certificates

Induction certificates are available from the national office and may be requested using the Chapter Admin Portal. These certificates have the signatures of both the national president and the national president-elect, and also have a place for the chapter president to sign. Once inductees are identified by the chapter, requests should be submitted as soon as possible to the national office so that certificates can be sent to the chapter for induction ceremonies (if applicable).

Induction certificates are usually mailed within one week of submission of the request. An invoice is sent along with the certificates. One payment is remitted to the National Office, new inductees are added to the Delta Omega membership database.

Delta Omega Merchandise

Order instructions for Delta Omega merchandise, pendants and pins are available on the Delta Omega website. Delta Omega shirts, mugs and other wearable merchandise is available through a Cafepress page.

Stoles

Academic stoles may be ordered by the chapters from the national office. Stoles are \$17.00 each. These may be ordered through the chapter admin portal.

Pins

Delta Omega pins may be ordered by the chapters in packs of ten. Pins are \$5.00 each (\$50 per pack). These may be ordered through the chapter admin portal.