

Delta Omega Governance Manual

Table of Contents

I. Administration and Officers

Executive Committee
Memorandum of Understanding with Association of Schools of Public Health
Standing committees and charges

II. National Activities

Annual meeting of the National Council
Annual student poster session
Innovative Curriculum Award
Chapter-of-the-Year and Chapter Service Awards
Honorary members
Public health classics
Delta Omega Mentor Network

III. Chapter Organization and Membership

Starting a new chapter
Maintaining a chapter
Inactivating a chapter
Re-activating a chapter
Transferring membership across chapters

IV. Chapter-National Interaction

Identifying members via online database
Chapter reports
Member inductions
Dues
Requesting certificates
Requesting speakers
Ordering pins and pendants
Ordering mugs
Ordering stoles

I. Administration and Officers

Executive Committee

The Executive Committee of Delta Omega has four elected officers – President, President-elect, Immediate Past President, and member-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 two or three times each year.

As stated in the Constitution, a President-elect 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 President-Elect is an appointment as faculty or staff of CEPH accredited schools of public health or public health programs with an active Delta Omega chapter.* Adjunct faculty are not eligible for election as President-Elect. *Criteria of eligibility to be elected as member-at-large 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
- Chairing the publications committee and co-chairing the governance committee

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 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
- Requesting, receiving, and maintaining annual reports
- 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
- Maintaining adequate supplies (e.g., certificates, stationary, etc.)

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

Memorandum of Understanding with the Association of Schools of Public Health

In 1995, Delta Omega began a collaborative endeavor with the Association of Schools of Public Health, which was formalized through a Memorandum of Understanding in 2000. Under the MOU, Delta Omega is responsible for overall vision of the Society and election of its officers according to its constitution and by-laws. ASPH is responsible for continuous administrative support, including record keeping, dues collection and information dissemination. The Society's Executive Secretary is a staff member of ASPH. The MOU is renewable on an annual basis.

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.

Publications Committee: The Publications Committee is chaired by the President of the Society. The committee has two functions:

- *Selection and publication of public health classics.* The committee develops and revises criteria for selecting classics; selects works that fit the criteria; presents the works to the National Council for review and approval; develops introductions to the classics that assist future readers to understand why a work was selected as a public health classic; and promotes the use of the classics in public health schools and programs.
- *Facilitation of publishing peer reviewed articles.* The committee promotes publishing of journal articles by and about students, faculty and innovative public health educational endeavors, by representing the Society on editorial boards, arranging for periodic articles in special sections of key journals and other means.

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 each with a plaque at the annual meeting of the National Council.
- *Chapter Awards.* The committee is developing two new awards, one for Chapter-of-the-Year and the other for Chapter Service. Once the criteria and operational plans for these awards are developed and approved by the National Council, the Awards Committee will oversee implementation.
- *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. 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 one electronic abstract selected from these student 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. A Delta Omega award has been recently 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 publish in the Academic Public Health Column in *Public Health Reports*.

Chapter-of-the-Year and Chapter Service 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., and Chapters that have outstanding service records are in the early planning stages.

Honorary Members

Up to two honorary members may be inducted annually at the national level, according to the provisions in By-Law 3.h. Nominations for these exceptional individuals can be submitted to the National Office by any member of the National Council and Executive Committee. They are elected by unanimous vote of the Executive Committee and are usually inducted during or in conjunction with the annual meeting the following year.

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.

Delta Omega Mentor Network

The Delta Omega Mentor Network is a web-based service that allows public health students or young professionals to search for public health professionals who are willing to answer questions or provide career advice. Mentors are members of Delta Omega who are willing to provide guidance or advice by phone, E-mail and/or in person. You do not have to be a member of Delta Omega to use the network to search for a mentor. If you are interested in becoming a Mentor or searching for one, please visit www.deltaomega.org/mentorsearch.cfm.

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 (contact info available at www.deltaomega.org/listoff.cfm);
- *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 National Council at the annual meeting or during the year via electronic vote of the National Council. Applicant schools and programs are encouraged to send a representative to the National Council meeting to describe the school/program and plans for chapter development. This is also an opportunity for the representative to ask questions about administrative and programmatic activities of other chapters and to become familiar with the functions of Delta Omega national.

Maintaining a Chapter

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

- Have yearly inductions of members;
- Submit a chapter report after each induction (www.deltaomega.org/CHPTRPT.DOC);
- Pay national dues of \$40 per each inductee.

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. For a financial report, please download the form from the Delta Omega website at www.deltaomega.org/financialreport.pdf.

Chapter officers, including a President, President-elect, and Immediate-Past President, shall be elected by a ballot by the active members of each chapter present and voting during an annual meeting. In the event that the President ceases to hold office for any reason, the President-elect shall succeed to the office of the President. Vacancies occurring in other office shall be filled by election for the unexpired term. If chapter officers are not members of Delta Omega, they should be inducted as members of Delta Omega within one year of their appointment.

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 process for placing a chapter on probation after two years of inactivity or nonconformity and for formal inactivation after three additional years are described in By-Laws 2.a-b. Delta Omega national will vote to inactivate a chapter only after numerous unsuccessful attempts to engage the chapter in activities and dialogue.

Re-activating a Chapter

If a chapter has been placed on probationary status, it may resume regular activities at any time. The chapter should notify the Executive Secretary of its intent.

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

- Contact the Executive Secretary to alert her/him to the Chapter's interest in reactivating. The Executive Secretary will refer the applicant to this website for up-to-date information on all aspects of Delta Omega.
- Send a letter of intent to become active to the national president and the executive secretary. The letter 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. The president will respond in writing. S/he will place the issue on the agenda for the next meeting of the National Council. However, barring any unusual circumstances, the President will encourage the chapter to proceed to activate.
- Proceed to organize an administrative structure (By-Laws 4.a), elect new members (By-Laws 3.a-i), and submit a chapter report and dues.

At the next meeting of the National Council, a vote on activation of the chapter will be taken (By-Laws 2.a). If feasible, this vote should be taken before the chapter proceeds to activate. However, delaying chapter activity for an extended period (e.g., up to a year) just to secure approval for reactivation is not consistent with the purpose of the Society. Therefore, the decision whether to proceed before formal approval by the National Council is granted is within the President's domain.

Transferring Membership Across Chapters

According to By-Law 3.f., 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. Transfer arrangements should be made among individuals and chapters involved. The national office should be notified of the change for record-keeping purposes.

IV. Chapter-National Interaction

Identifying Members via Online Database

A Delta Omega national membership database is available on-line. This database can be accessed through the Delta Omega web page at www.deltaomega.org. The general public can access basic membership lists (name, induction year and type of induction only) through the public section. Searches for a specific member by name or searches for all members of a particular chapter are also available.

Each chapter is issued a login name and a password. Each chapter can log in and view full available detail for each member of his or her chapter under the "For Chapter Administration Only" section, as well as enter new members. This detailed information includes addresses, phone numbers, area of study, etc. Please note: The information displayed for members of other chapters will be displayed in the same format as the public section (name, induction year and type of induction only).

Chapter login names and passwords can be obtained by contacting Allison Foster via E-mail at afoster@asph.org. Passwords should be kept confidential. If a new password is necessary at a later date for security reasons, please contact the national office and a new password will be created.

Chapter Reports

Chapter reports should be sent annually to the national office and are due before the annual meeting. Blank chapter reports can either be printed off of the web page (www.deltaomega.org) or can be requested from the national office.

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:

Students: Up to 10% of the graduating student body, who must be in the upper 25% academically.

Faculty: Either five members or 3% of the full-time faculty, whichever is less.

Alumni: A maximum of ten graduates of the local school of public health whose work in the practice of public health would serve as a model for future graduates of the school.

Honorary: This membership shall be limited to three the first year a chapter is active and limited to one every year thereafter and conferred only upon persons possessing exceptional qualifications, who have attained meritorious distinction in the field of public health.

Dues

Dues are paid to the national office at a rate of \$40 per inductee. Checks for these inductions should be made payable to Delta Omega and mailed to 1101 15th Street NW Suite 910, Washington, DC 20005.

Requesting Certificates

Induction certificates are available from the national office. 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, the list should be sent as soon as possible to the national office so that certificates can be sent to the chapter for induction ceremonies (if applicable). All inductees should receive national certificates. Chapters should be sure to notify the national office of all inductees.

Requesting Speakers

Requests for speakers for Delta Omega induction ceremonies and other functions should be made to the Executive Secretary. At present, these requests are managed on a case-by-case basis. In the future, a list of prominent Delta Omega members who are willing to speak at Delta Omega functions will be developed.

Ordering Pins and Pendants

Delta Omega pendants and pins are available by direct order from Masters of Design. Complete order information and prices are available at www.deltaomega.org/Sundries.cfm#Pins.

All orders should be referred directly to Masters of Design at:

P.O. Box 2719
Attleboro Falls, MA 02763-1003
Tel: (508) 695-6654 or (800) 542-3728
Fax: (508) 695-2509

Ordering Mugs

Delta Omega mugs can be ordered through the national office for \$10 each.

To order, send requests and payment to the national office at:

Delta Omega
1101 15th Street NW, Suite 910
Washington, DC 20005
Tel: (202) 296-1099/E-mail: afoster@asph.org

Ordering Stoles

Academic stoles are available through the Omicron Chapter of Delta Omega. Constructed in the style traditional for honorary stoles, they can be worn with academic regalia to indicate membership in the Delta Omega Honorary Society.

The stoles are black around the neck with salmon front ends; the Delta Omega letters are prominently embroidered in black on the right salmon field. Salmon is the internationally recognized academic color for public health.

Length: 28" neck to tip along inside edge (31" along outside edge). Width: 3 1/4" at neck, 5 3/4" at widest point. Fabric: acetate silk, with polyester/cotton embroidery. Contact the Delta Omega Omicron Chapter by sending an E-mail to omicron@pitt.edu.

Ordering Window Decals

Delta Omega window decals can be ordered through the national office for \$1 each.
To order, send requests and payment to the national office at:

Delta Omega
1101 15th Street NW, Suite 910
Washington, DC 20005
Tel: (202) 296-1099/E-mail: afoster@asph.org