



























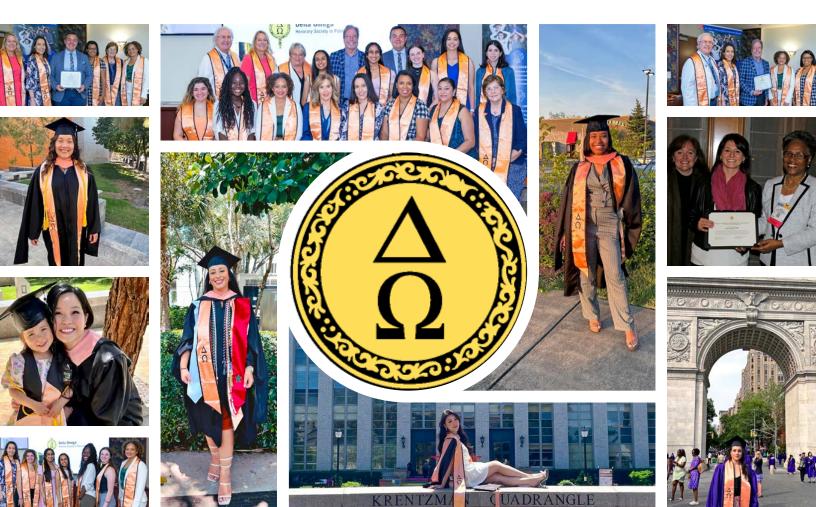
CHAPTER Guide



Delta Omega Honorary Society in Public Health

THE NATIONAL OFFICE OF DELTA OMEGA

The National Office is located in Arlington, VA. Its primary function is to provide overall support for Delta Omega chapters including historical information, certificates for new inductees, chapter reports and help collecting dues.



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CHAPTER HISTORY

The Delta Omega Honorary Society in Public Health was founded in 1924 at Johns Hopkins University within the School of Hygiene and Public Health (now known as the Bloomberg School of Public Health) by two graduate students, Dr. Edgar Erskine Hume and Dr. Claude W. Mitchell.



Dr. Claude W. Mitchell



Dr. Edgar Erskine Hume

At the time, public health as a profession was still in its infancy and, prior to the establishment of university-based education in public health, entrance into the field had been largely through practical experience and political favor. To promote the graduate study of the field, Dr. Hume and Dr. Mitchell organized this honorary society in order to recognize outstanding achievement in the new field.

Currently, Delta Omega has expanded to more than 130 chapters at CEPHaccredited schools and programs and has more than 30,000 members.

The society still honors the ideals that initially formed its foundation. Membership in Delta Omega reflects the dedication of an individual to increasing the quality of the field, as well as to the protection and advancement of the health of all people. The society still honors the ideals that initially formed its foundation. Membership in Delta Omega reflects the dedication of an individual to increasing the quality of the field, as well as to the protection and advancement of the field.

As each chapter varies in size, specialties, and setting, the society is a chapter-based one so that members and the chapter's community can have a tailored experience. Each chapter conducts the principal Delta Omega activities and manages the induction of new members.

The Delta Omega National Office — supports the ever-growing network of Delta Omega chapters. Chapters induct new members and host events to support their students, alumni and faculty.

CHAPTER ORGANIZATION

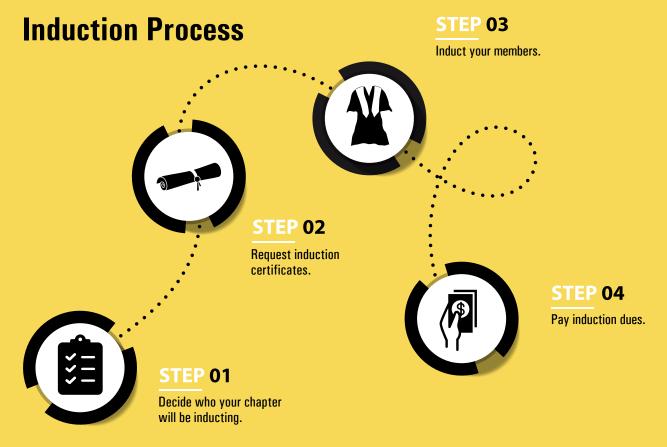
The National Office does not have specific requirements for how a chapter is organized. The only requirement is that chapters must have a process for election and a periodic rotation of chapter officers.

Chapters may have as many delegates to the National Office as they wish. Each delegate will have access to the chapter administrative portal and will receive periodic updates from the national office by email. When voting on official Delta Omega business, each chapter has one vote and will need to decide which delegate will vote on behalf of their chapter.

Every few years, the national office surveys its members on their administrative and leadership practices. These survey results may inform your ideas in developing your chapter.

INDUCTION OF NEW MEMBERS

To stay active, all Delta Omega chapters should have inductions each year. Should a chapter fail to have induction dues for more than a year, it may be placed into inactive status.



1 Decide who your chapter will be inducting.

Chapters must follow the basic framework of national guidelines when making induction decisions. Each chapter can add additional requirements and may have its own decision-making process. The bylaws require the chapter to appoint a committee to make induction decisions. "Each chapter shall have a selection committee which shall select new members with due regard to their scholarly attainments and the honorary character of the Society"

WHO IS ELIGIBLE FOR MEMBERSHIP

Chapters can induct members into any of the following categories: Students, Faculty, Alumni, and Honorary. The criteria for each category excerpted from the Delta Omega bylaws (Appendix A) are provided here:

STUDENT MEMBERS

Each chapter may induct no more than twenty percent (20%) of eligible graduate candidates and 20% of eligible undergraduate candidates in a given calendar year.

To be eligible for student membership in the Society:

GRADUATE-LEVEL

 A graduate student shall intend, so far as can be ascertained, to follow a career in public health AND must have completed more than half of their program credits.

UNDERGRADUATE-LEVEL:

• Undergraduate students must have completed more than half of their upper division credits.

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 alumni members in an amount not to exceed half of the number of student inductees at each of the graduate and undergraduate levels.

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.

HONORARY MEMBERS

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. Please note honorary members should not be administrators or staff.

2 Request induction certificates.

After a list of inductees has been determined, request induction certificates via the Chapter Admin Portal. See Appendix for the chapter admin portal user manual.

Certificates will be mailed to your chapter along with an invoice within two weeks. Chapters may pay for overnight shipping for rush orders if needed.





3 Induct your members.

Your chapter can induct members through a notification or an induction ceremony. It is up to each chapter how to induct their new members, but many chapters have an induction ceremony. **For your convenience, a template is below.** Chapters may modify the template as needed. However, if chapters wish to use the Delta Omega oath during their induction ceremony, it should be used as is.

Induction Ceremony Script

WELCOME

Delta Omega is the Honorary Society for Public Health. It was established in 1924 to recognize outstanding achievements in the new field. As such, members are selected for their contributions to, and commitment to high standards of academic and professional competence and service.

Membership in Delta Omega reflects the dedication of an individual to increasing the quality of the field, as well as to the protection and advancement of the health of all people.

This is an occasion for inviting new members into the Society who share the same commitment and goals. We welcome them and this opportunity to recognize their achievements to earn this distinction.

KEYNOTE SPEAKER

I am pleased to introduce you to someone who very much reflects the aspirations of Delta Omega membership.

INDUCTION CEREMONY

It is an honor for us to have you join the society. As a student, alumnus (or alumna), faculty, or honorary member, you embody the mission and vision of Delta Omega. Your qualifications have been reviewed and acted on favorably by the leadership of this chapter.

We hope membership in the Society is an honor for you as well. Membership in Delta Omega has special meaning in that you are dedicating yourself to continued excellence in the field of public health. As such, you ascribe to high standards of performance in all that you do.

We will now ask you to take the oath to join Delta Omega. Please state "I WILL" after every statement.

I aspire to demonstrate excellence in practice in the field of public health... "I WILL" I aspire to demonstrate excellence in research in the field of public health... "I WILL" I aspire to demonstrate excellence in education in the field of public health... "I WILL" I aspire to demonstrate excellence in academic achievement in the field of public health... "I WILL" Candidates, please come forward. (As the last candidate comes forward, the Presenter continues)

Congratulations and welcome to the [Chapter Name] of Delta Omega. As your name is called, please step forward to receive your membership certificate (and recognition stole/pin are optional).

GROUP PHOTO (optional)

CELEBRATORY EVENT (optional)

4 Pay induction dues.

Your chapter can pay dues for members, or you can ask your inductees to pay.

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 PO Box 2406 Arlington VA 22202.
- Chapters can also pay by credit card instructions will be on the invoice.
- Chapters can also pay by ACH. Contact the national office for instructions.

Please do not prepay for inductions. Payments should only be remitted after an invoice for induction dues has been issued.

Other notes about the induction process:

- Inductions cannot be held before requesting certificates. The request should come first. After the chapter has remitted payment for inductees, the national office will add inductees to the Delta Omega membership database.
- Inductees with an email address in the induction system will also receive a digital certificate. Chapters
 do not need to induct all categories (students, alumni, faculty, and honorary). One category is sufficient.



The National Office interviewed a number of chapters to come up with best practices in leadership. Below are recommendations based on those interviews.

1 Officers

Most Delta Omega chapters have president and vice president at a minimum. Robust cabinets minimize the work on president and administrators

In addition to President and vice president, other positions that are common are:

- President elect
- Treasurer
- Secretary
- Member-at-large

2 Administrators

Faculty or staff member at the institution that serves a liaison with the National Office. This person usually helps with coordinating inductions.

Officers and administrators do not need to be members of Delta Omega, though it is encouraged when possible. Some chapters also have coordinator positions such as social coordinator, communications coordinator, etc.

Best practices in recruiting officers and administrators

- Recent alumni who are enthusiastic about obtaining leadership positions.
- Encourage faculty members to get involved as part of their service activities.
- Offer students opportunities to get involved. This can be accomplished by either inducting students before graduation or by getting them involved before they are inducted.
- Search the Delta Omega membership database to identify faculty and administrators who are already Delta Omega members. They may be more willing to take on a leadership role, especially when your chapter is getting started.

The National Office interviewed a number of chapters to come up with best practices in induction decisions. Below are recommendations based on those interviews.

The national office does not set criteria for Delta Omega inductions; chapters should establish their own. Selection committees should prioritize academic excellence and commitment to public health, without specific national requirements like a minimum GPA.

STUDENTS

Criteria could be a combination of these factors:

- Service and leadership
 - Volunteer activities
 - Practicum or Applied Practice Experience
 - Professional plans/contribution to public health
- Student poster competition winner(s)
- Attended a minimum number of community service events during their time in the program
- GPA
 - Rank students by GPA and consider a top percentage
 - Establish a GPA cutoff and consider all students above that cutoff

Process:

- Put out call for nominations to program heads, department chairs, advisors, other key faculty
- General faculty discussion or vote
- Chapter leadership discussion or vote
- Recipients of other existing awards (who are then also inducted into Delta Omega)
- Self-nomination through an application or miniapplication (which can be open to all or sent to a set of students who meet other criteria). The application could include some or all of the following:
 - GPA
 - Personal statement (e.g. 150 words)
 - C.V.
 - Letter of recommendation or statement of support from a faculty member

- Description of volunteer work/service
- Description of professional experience/plans

ALUMNI

Criteria:

- What they've been doing and their impact on the field, over several years of track record.
- A rubric is helpful for chapters which will have a lot of nominations or applicants

Process:

- Request nominations from faculty members, or chapter officers or members
- Self-nomination through an application (similar to that used for students, above, except no GPA included)

FACULTY & HONORARY MEMBERS Criteria:

- Same as for alumni
- Chapters will need to decide which faculty are eligible (primary appointment only, adjunct, joint appointment, etc)

Process:

- Request nominations from chapter officers or members
- Request nominations from department or division heads (for a large program)
- Vote on nominations
- Request nominations, then ask those nominated to apply

Before finalizing decisions, chapters should verify new members' induction status at <u>deltaomega.org/</u><u>national-member-list</u>. If already inducted, they cannot be inducted again. Membership is for life, but active membership can be transferred to a new chapter by contacting the National Office.

The National Office interviewed a number of chapters to come up with best practices in induction ceremonies. Below are recommendations based on those interviews.

INDUCTION CEREMONY TIMING

Inductions can be held at any time of the year and chapters can induct members at multiple times during the year, if needed. The majority of chapters hold induction ceremonies in the late spring near graduation but some chapters induct members at other times of the year

INDUCTION CEREMONY CONTENT

- Content for the induction ceremony varied widely. Common components included announcing Delta Omega poster award winners and other award winners, presenting Delta Omega certificates, sharing videos/pictures, providing short descriptions of inductees accomplishments, alumni keynote speakers, and hosting a breakfast for faculty, family and friends.
- Some chapters continue to offer a virtual induction ceremony.
- Some chapters provide gifts or swag to inductees. These include framed certificates pins, mugs, stickers. One chapter assembles black/gold gift bags with these items to align with Delta Omega colors.
- One chapter reported it completes the nomination process in the fall and then engages students during spring prior to the late spring induction ceremony so the students get to know each other before the end of the year. The induction ceremony then provides a recap of the experiences they have had together.
- Most ceremonies include the inductees (ie graduating students). Some will also invite family and friends and/or alumni and faculty who are Delta Omega members.

INDUCTION CEREMONY PARTNERSHIPS

- Some of the smaller chapters find it to be useful to combine their induction ceremonies with other events. This boosts attendance and reduces the administrative burden of planning separate events.
- Examples are combining induction ceremonies with school/program graduation ceremonies and school/program award ceremonies. Some chapters have combined their induction ceremony with other honorary society inductions.

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 are available through a Cafepress page you can access via <u>deltaomega.org/merchandise</u>.



Recognition Items

STOLES

Academic stoles may be ordered by the chapters from the national office. Stoles are \$19.99 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 \$4.99 each (\$49.99 per pack). These may be ordered through the chapter admin portal.





CHAPTER ACTIVITIES

The National office manages several awards programs in which your chapter may be interested in participating. A link to the awards programs and activities can be found here in the "Get Involved" section of our website: deltaomega.org.

Chapters are required to have inductions of new members each year. All other activities are optional but highly encouraged. See this list of suggested events.

Examples of Chapter Activities:

- Host and organize an annual Delta Omega lecture for students.
- Sponsor an awards dinner
- Address new students at orientation about the society and your chapter's requirements.
- Sponsor the best thesis/dissertation and present a plaque to the winner.
- Coordinate a mentorship program.
- Hold a chapter luncheon or dinner with guest speakers.
- Provide Delta Omega stoles and mugs for graduates.
- Increase the visibility of Delta Omega at school by sponsoring other events
- Induct honorary members to recognize the contributions of local community members.

- Plan a community service event.
- Sponsor various public health-focused drives (e.g., food donations, blood donations, flu shots, and oral hygiene products collections)
- Participate in the National Office's activities (Poster Session and Curricula Award)
- Raise money for a leadership retreat.
- Maintain a chapter website that includes a membership database and directory.
- Host an annual meeting of membership.
- Partner with student associations.
- Student research day.
- Social networking events.
- Organize an alumni panel.

CONSTITUTION

1 Name

The name of this organization shall be the Delta Omega Society.

2 Purpose

The purpose of the Society shall be to encourage and recognize excellence in practice, research, education and academic achievement in the field of public health.

3 Chapters

- Chapters of the Society already organized shall be as designated in Appendix A.
- New chapters may be organized when approved by the National Officers of the Society.

4 National Officers

- The national officers of the Society shall consist of an Immediate-Past President, a President, a President-elect, who shall also function as the Treasurer, Executive Secretary, and a maximum of four members-at-large, based on the executive committee assessment of organizational needs. Officers must be members of active chapters when elected.
- The national officers shall be elected by a vote of the majority of the representatives of active chapters present at the annual Delta Omega meeting. Elections will be held every two years for the offices of President-Elect and member(s)-at-large. The President-Elect will serve two years in that position, and then assume a two-year term as President, followed by another two-year term as Immediate Past President of the Society. The at-large members will serve a two-year term and are eligible for two additional terms for a total of six years. No officer will serve on the executive committee more than twelve consecutive years. The officers shall assume their duties as of January 1, following the annual meeting.
- If any elected officer in the National Society is unable to complete his or her term, the remaining
 officers shall appoint a replacement that will serve until the next election by the Society.
- The Executive Secretary is appointed by the Executive Committee and is a non-voting officer.

5 National Council

The National Council of the Society shall consist of the national officers, together with representatives from the chapters.

6 Membership

There shall be two classes of members of the Society, as follows:

- **Regular members** who shall be inducted by each chapter from among members of the faculty, alumni, and students.
- Honorary members who shall be inducted by either the National Officers or chapters. This membership shall be limited, and conferred only upon persons possessing exceptional qualifications, who have attained meritorious distinction in the field of public health.

7 Annual Meeting

There shall be held annually a meeting of the Society at which time officers shall be elected biannually and society business conducted.

8 Emblem

The emblem of the Society shall be a gold key with circular center, with the Greek letters Delta Omega engraved on the obverse.

9 By-Laws

The National Council may adopt by-laws for the further regulation of the Society.

10 Amendments

This constitution may be amended by two-thirds vote of the National Council at the annual meeting.

Approved by the Chapters and Adopted by the National Council at Pittsburgh, Pennsylvania, October 18, 1939. Amended 1951, 1963, 1964, 1981, 1997, 1998, 1999, 2004, 2007, 2011, 2015.

BY-LAWS

In accordance with the constitution of Delta Omega, the National Council of the Society hereby promulgates the following By-Laws. No chapter shall adopt by-laws or regulations inconsistent with these By-Laws or with the constitution of the Society.

1 New Chapters

New chapters shall be limited to educational institutions giving undergraduate or graduate instruction in public health and accredited by the Council on Education for Public Health (CEPH). An application for such a charter shall consist of one letter from the program director or dean requesting the establishment of a chapter and two letters of support from faculty of the applicant school or program. The necessary documents shall be acted upon by the Executive Committee of Delta Omega. The National Council will be informed via email when a new application has been received and given two weeks (10 business days) to discuss any concerns regarding the application. A majority vote of the Executive Committee shall be required for the issuance of the charter.

2 Inactive Chapters

- a. A chapter will be placed on inactive status when induction dues are not submitted in two consecutive years, a chapter violates provisions in these by-laws and/or constitution, or the educational institution at which the chapter is housed loses CEPH accreditation. A majority vote of members of the executive committee shall be required to effect a change in the status of a chapter.
- b. When a chapter has been placed on inactive status, it shall not be allowed to elect new members nor shall it have representation on the National Council. Once a chapter has been placed on inactive status, the chapter must reapply to become active again. The chapter must follow the guidelines for new chapters in section 1. Members previously inducted will remain regular members of the society.

3 Induction process and members

- a. Each chapter shall have a selection committee which shall select new members with due regard to their scholarly attainments and the honorary character of the Society. As provided for below, members who have been previously elected as students, faculty or alumni shall hereafter have the status of regular members.
- b. STUDENT MEMBERS
 - Each chapter may induct no more than twenty percent (20%) of eligible graduate candidates and 20% of eligible undergraduate candidates in a given calendar year. Additional criteria for student inductees: (i) (ii) Graduate student inductees must have completed more than half of their program credits Undergraduate student inductees must have completed more than half of their upper division credits. The selection committee will give particular attention to academic excellence and shall take into consideration commitment to the public health profession.

- 2. In order to be eligible for regular membership in the Society, a student shall be enrolled in as a degree-seeking student of a CEPH-accredited school or program of public health and intend, so far as can be ascertained, to follow a career in public health. Additional criteria for student inductees:
 - Graduate student inductees must have completed more than half of their program credits
 - Undergraduate student inductees must have completed more than half of their upper division credits

c. 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.

d. 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.

e. TRANSFER OF MEMBERSHIP

Any regular member of Delta Omega may choose to become a member in a chapter other than the one to which he or she was initially inducted, and may transfer membership, subject to the agreement of the chapter to which the members is transferring. Transfer arrangements should be made among individuals and the chapters involved. The national office should be notified of the change for record-keeping purposes.

f. VOTING RIGHTS

Regular members of each chapter shall be entitled to vote upon the affairs of the chapter.

g. 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.

h. HONORARY MEMBERS

- 1. Who shall be elected by unanimous vote of the national officers. This membership shall be limited to two members a year, and conferred only upon persons possessing exceptional qualifications, who have attained meritorious national or international distinction in the field of public health.
- 2. Who shall be elected by an active chapter. 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.
- 3. Honorary members may not transfer their membership.

4 Chapter Administration and Responsibilities

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.

5 Dues

For each new member inducted, the chapter secretary shall transmit dues to the National Office. Induction dues rate shall be reviewed periodically by the Executive Committee and increased as needed based on the prevailing financial status of the organization and budgetary projections. Chapters have the option to collect additional induction dues and other fees.

6 Voting

- a. A quorum at any meeting of the National Council shall consist of the presence at such meeting of a majority of Delta Omega chapters. If a greater quorum is required by law or otherwise, a quorum shall consist of the presence of whatever proportions of the chapters are necessary to ensure compliance.
- b. Any general resolution or election of officers presented to the National Council must be approved by a majority of those chapters voting at an Annual or special meeting, with the exception of a resolution to amend or repeal these bylaws.
- c. Any vote required for any action by the Delta Omega Council or any authorized Committee may be taken by any electronic means. This shall include, but not necessarily be limited to, electronic mail (e-mail), texting, or such similar technology. Any required notice shall state the latest time and date by which a vote by electronic means shall be valid. Any action taken and voted upon by such electronic means shall have the same force and effect as if a regular meeting had taken place.

7 Amendments

These By-Laws may be amended by a majority vote of the members of the National Council.

8 Implementation

Implementation of these By-Laws and of the Constitution of the Society shall be guided by policies and procedures developed and updated, as necessary, by the officers of the Society.

Amendment – October 24, 1993

Section 4 amended by the National Council in San Francisco, CA, to raise the initiation fee to \$20.00.

Amendment – November 18, 1996

Section 1 amended by the National Council in New York City, charter application shall be accompanied by letters of support from three Delta Omega chapters. The necessary documents shall be acted upon at the regular meeting of the National Council.

Amendment – November 8, 2004

Section 4 amended by the National Council in Washington, D.C. to change the number of elected officers from four to three, eliminating the Secretary-Treasurer position and creating a Member-at-Large, who would be appointed on an annual basis by the President.

Section 5 amended by the National Council in Washington, D.C. to raise the initiation fee to \$40.00.

Amendment – November 5, 2007

Section 4 amended by the National Council in Washington, D.C. to change the position of member-at-large from a position appointed by the President, to an elected position to be voted on every two years by the National Council.

Amendment- – October 27, 2008

Section 3.f amended by the National Council in San Diego, CA to reflect the current practice of the transfer of active membership between chapters.

Amendment – October 31, 2011

Section 1.a amended by the National Council in Washington, DC to change the approval process for new chapters from requiring a majority vote of the National Council to a majority vote of the Executive Committee (with input from the National Council).

Amendment – October 31, 2011

Section 3.h.2 amended by the National Council in Washington, DC to require a majority vote instead of a unanimous vote for chapter-selected honorary members.

Amendment – November 2, 2015

Section 4.a amended by the National Council in Chicago, IL to allow up to two members-at-large to serve on the Executive Committee.

Amendment – October 16, 2020

Section 3 amended by the National Council on a virtual meeting to update induction criteria, to allow for the revocation of membership and multiple edits for clarity and consistency.

(Adopted by the National Council at Pittsburgh, Pennsylvania, October 18, 1939; amended by the National Council at Baltimore, MD, March 21, 1942; amended by the National Council at St. Louis, MO, October 31, 1950; amended by the National Council at Cleveland, OH, November 13, 1957; amended by the National Council at St. Louis, MO, October 29, 1958; amendment, Section 2.f., 1964; amended May 24, 1967; amended, October 12, 1971; amended, June 1, 1972; amended, November 6, 1973, amended November 18, 1975; amended, November 13, 1979; amended, 1980; amended by the National Council at San Francisco, CA, October 24, 1993; amended November 18, 1996, amended by the National Council at Indianapolis, IN, November 10, 1997; amended November 16, 1998 by the National Council at Washington, DC; amended; amended November 8, 1999 in Chicago, IL; amended November 8, 2004 in Washington, DC; amended November 5, 2007 in Washington DC; amended October 27, 2008 in San Diego, CA; amended October 31, 2011 in Washington, DC; amended November 2, 2015 in Chicago, IL; amended October 10, 2024).