

**Delta Omega Honor Society**  
**Upsilon Chapter, UAB School of Public Health By-Laws**

Revised February 22, 2019

**Article I: Name**

The name of this organization shall be the Delta Omega Society, Upsilon Chapter of the University of Alabama at Birmingham School of Public Health, hereafter referred to as Delta Omega.

**Article II: Objectives**

The objectives of Delta Omega shall be to encourage and recognize excellence in leadership, scholarship, research and service among students, alumni, and faculty of the UAB School of Public Health; and to strengthen the School administration's relationships with students, alumni and faculty.

**Article III: Executive Board**

**Section 1. Charge**

The Executive Board oversees all business of Delta Omega and is delegated full power and responsibility for the activities of Delta Omega between meetings.

**Section 2. Officers**

Officers of the Executive Board are the President, the President-Elect (a.k.a., Secretary-Treasurer), the Immediate Past President, and the Chairs of the Standing Committees (as defined in Article IV below).

**Section 3. Duties of the Officers**

A. The President shall:

- Administer and lead all activities of Delta Omega.
- Call, organize and preside over all Delta Omega meetings.
- Preside at all business sessions of Delta Omega.
- Appoint all committee chairs in consultation with other members of the Executive Board, unless otherwise stated in these By-laws.
- Serve as *ex officio* member of all committees.
- Represent the Upsilon Chapter at the National Delta Omega Society's Annual Meeting, or identify another officer to do so.

B. The President-Elect (Secretary-Treasurer) shall:

- Assume the duties of the President in his or her absence.
- Perform duties for Delta Omega as requested by the President.
- Serve as *ex officio* member on all committees.
- Compose, review and gain Executive Board approval of all meeting minutes.
- Archive and maintain all official records of Delta Omega.
- Collect any dues or other funds that may be applicable.
- Maintain up-to-date financial records for Delta Omega.
- Present a written report of all receipts and disbursements to the Executive Board annually.
- Prepare the annual budget in consultation with Executive Board.

- C. The Immediate Past President shall:
- Assist the President in presiding over meetings.
  - Assist the President-Elect with fiscal responsibilities.
  - Advise the Executive Board regarding policies and procedures.
- D. The Standing Committee Chairs shall:
- Perform duties as requested by the President.
  - Lead and oversee all activities of their respective committees.

#### **Section 4. Elections, Terms and Filling Vacancies for Officers**

- Officers serve for a 3-year cycle, with a President-Elect elected at the Annual Meeting each spring for a 1-year term, serving from 1 July through 30 June. He or she then succeeds to President the following year; and thence to Immediate Past President for his or her third year of service.
- All members who attend the Annual Meeting are eligible to vote for President-Elect. Typically the election is conducted via email ballot within two weeks of the Annual Meeting (that is, by April 1). The winner is determined by a simple majority, and shall be announced by the President to all Upsilon members.
- If the President should become incapacitated or otherwise unable to complete his or her term, the President-Elect shall succeed to the Presidency to complete that term, and then serve his or her entire elected Presidential term of one year.
- If the President-Elect is unable to succeed to the Presidency, the Executive Board shall select an Interim President for the remainder of the term.
- Any Officer may be removed by a two-thirds (2/3) vote of Executive Board members present at any scheduled meeting, provided that the intent to consider removal was submitted in writing to all board members at least three weeks prior to the meeting.

#### **Section 5. Meetings and Quorum**

- Upsilon Chapter's Annual Meeting of Officers and standing committee members shall be held each spring term. At that time business will be conducted and nominations for election(s) will be made.
- At the Annual Meeting and at other meetings where business is to be transacted, a quorum shall be defined as a simple majority of the Officers being in attendance.
- No Officer or other Delta Omega member may vote by proxy.
- Additional meetings throughout the year may be called by the President or by a simple majority of the Officers.

#### **Article IV: Standing Committees**

- The Chairs of all Standing Committees shall be appointed by the President-elect (incoming President) at the Annual Spring Meeting. The Chairs will then serve a 1-year term coincident with the incoming President's term, from 1 July through 30 June.
- The Chair of each committee, in consultation with the President-elect, will appoint up to 5 members, making each committee as large as 6 members. Committee member appointments should be made at the Annual Meeting or soon thereafter.
- *Induction Committee*: This Committee will review nominees for the student, faculty, alumni, honorary, and emeriti categories, as will be submitted to them by the President or by the School's Office of Student and Academic Services, and recommend the

induction of such new members to the President in time for recognition at the spring graduation ceremonies.

- *Program Committee*: This Committee will coordinate on-campus lectures and programs, including an annual Student Research Day / Poster Session, if it so chooses. The Chair will also recruit UAB SOPH students to submit abstracts and present posters at the annual national meeting of Delta Omega, usually held in conjunction with the American Public Health Association.
- *Nominations and Elections Committee*: This committee will submit the names of their nominee(s) for President – Elect for approval by the membership at the Annual Meeting, and hold the election (usually via email ballot) soon thereafter. If a nominee runs unopposed, he or she may be elected by acclamation at the Annual Meeting. Throughout the year, this committee will also solicit the interest of students, faculty, staff, and alumni, in serving Upsilon chapter.
- *Governance and By-Laws Committee*: This committee will review these by-laws and governance procedures annually, and will recommend revisions and additions for consideration by the membership. Proposals for revisions may be made at the Annual Meeting or at other meetings during the year, or may be handled via email ballot.

#### **Article V: Ad Hoc Committees**

The President may appoint temporary, *ad hoc* committees and define their duties. Such committees shall be dissolved when their mission has been completed, or at the end of the appointing President's term.

#### **Article VI: Nomination and Membership**

Each year individuals will be nominated for membership. There shall be five categories of membership.

##### **A. Student Membership**

In the Spring term only (Starting 2019). Student members shall be nominated by the *Induction Committee* in recognition of their leadership and achievements in public health research, scholarly activity, and service. With the assistance of the Office of Student and Academic Services, eligible students will be identified and informed that if they wish to be considered they must submit their resume' to Delta Omega and arrange for Delta Omega to receive a letter of support.

To be elected a student must be from the upper twenty-five percent (25%) in class standing. For each of the undergraduate and graduate student graduating classes, at most twenty percent (20%) of the top 25% shall be elected in a given calendar year. That is, at most 5% of a graduating class can be elected in a given year, and all of those must be from the top 25% in class standing.

The recipients of the School's Outstanding Student awards (Bachelor, Master and Doctoral), as chosen by the School's Admissions and Graduation (A & G) Committee, will be awarded three of the available induction slots, only if they meet the minimum requirements for membership in the Upsilon Chapter (listed below).

In order to join Upsilon Chapter, at minimum the student shall have:

- Graduated in the current academic year with an public health degree (e.g., Bachelor of Science in Public Health, Master of Public Health, Master of Science in Public Health, Doctor of Public Health, Doctor of Philosophy)
- Earned a GPA of at least 3.75
- Ranked in the upper twenty-five percent (25%) in class standing
- Received the endorsement of at least one UAB SOPH faculty member who is a member of any chapter of Delta Omega, as evidenced by a letter of support to the President
- Plans to follow a career in public health

**B. Faculty Membership**

Faculty members shall be nominated by the *Induction Committee*, based on their outstanding public health performance in scholarship, teaching, research and the quality of publications. Up to two full-time faculty members may be elected by the membership each year. Faculty candidates must be primary appointees in the SOPH and must be nominated by a current Delta Omega member from any chapter.

**C. Alumni Membership**

Alumni shall be nominated by the *Induction Committee*, based on their exemplary practice of public health. Up to two alumni may be elected by the membership each year. Alumni candidates must be nominated by a current Delta Omega member from any chapter.

**D. Honorary Membership**

The President may nominate honorary members to be elected by a unanimous vote of the Executive Board. This membership shall be limited and conferred only upon persons possessing exceptional qualifications who have attained a meritorious distinction in the field of Public Health.

**E. Emeriti Membership**

Faculty or alumni members shall receive emeritus status after 20 years of membership. Emeriti members shall have no obligation to pay annual membership dues. All emeriti members shall be encouraged to participate in the Upsilon Chapter's activities.

**Article VII: Dues**

- Initiation dues for newly-elected students will be paid by the Upsilon chapter. The initiation dues for faculty and alumni members shall be determined annually by the Executive Board. There are no dues for honorary and emeriti members.
- Annual dues for active members shall be determined by the Executive Board and confirmed by a vote of members at the annual meeting. Currently there are no dues associated with membership in Upsilon chapter.
- Other monies shall be obtained from private sources for the support of Delta Omega. Such monies will be used to pay for keys, pins, stoles, and other regalia associated with induction into Upsilon chapter. At other times these fees will be paid by the Office of Student and Academic Services.

**Article VIII: Amendments**

These by-laws may be amended in whole or in part by a simple majority vote of the members present at its Annual meeting, as may be proposed by the *Governance and By-laws Committee*. Copies of the current by-laws are to be made available at the annual meeting.