



**West Chester University of Pennsylvania**  
**ΔΩ Delta Omega Honorary Society in Public Health, Beta Xi**  
**Chapter Bylaws**

*Bylaws established April 2024*

**Article I: Constitution**

*Section I. Name*

The name of this organization shall be the Delta Omega Honorary Society in Public Health, Beta Xi Chapter of West Chester University of Pennsylvania (WCU).

*Section II. Purpose*

The purpose of the Delta Omega Honorary Society in Public Health, Beta Xi Chapter of WCU shall be to recognize academic merit and sincere commitment to public health work of students, alumni, and faculty from accredited Public Health programs at WCU.

**Article II: Executive Board**

The chapter Executive Board shall consist of a Past President, elected President, Vice President, Treasurer, Secretary, Communication Manager, and a Faculty Advisor who are Delta Omega inductees. All Executive Board members, besides the Faculty Advisor, must be inductees of the Beta Xi chapter and must attend at least  $\frac{3}{4}$  of board meetings  $\frac{1}{3}$  of chapter events each year.

*Section I. Executive Board Responsibilities*

1. The Executive Board shall be elected by a vote at the annual general member meeting. A majority vote is required for appointment to the executive board. A tied vote shall be resolved by a vote of the sitting Executive Board, but current Executive Board members who are up for re-election are recused from this second vote.
2. Interested candidates should submit a completed nomination application before the general member meeting to be considered for nomination.
3. Elections will be held every two years for the Vice President, Treasurer, Secretary, and Communication Manager positions. All Executive Board members must serve for 2 years. The Vice President will serve two years in that position, and then assume a two-

year term as President. The President will serve two years in that position, and then assume a two-year term as Past President. The Faculty Advisor is appointed by the Master of Public Health Program Faculty and/or can volunteer to serve in this position. No officer (besides the Faculty Advisor) will serve on the Executive Board more than twelve consecutive years. The officers shall assume their duties as of the beginning of the Fall Semester, following the annual meeting.

4. If any Executive Board member is unable to complete their term, the remaining Executive Board members shall appoint a replacement that will serve until the next chapter election.
5. **Resignation, Removal, Vacancies.** Any Executive Board member may resign at any time by giving written notice of resignation to the Faculty Advisor. Any Executive Board member may be removed at any time by affirmative vote of at least  $\frac{2}{3}$  of the Executive Board. Any Executive Board member who will be removed should receive written notice. Vacancies shall be filled for the unexpired term of office by a majority vote of all members of the Executive Board.
6. Executive Member Criteria
  - a. CV or resume.
  - b. Application submission.
7. The Executive Board shall have the following duties in addition to the powers set forth in the bylaws:
  - a. Hold meetings at times and places as may be deemed proper and necessary.
  - b. Appoint committees on subjects from the general member body.
  - c. Disburse funds of the Delta Omega Society.
  - d. Communicate and correspond with other associations of similar interest.
  - e. Print and circulate documents.
  - f. Select Delta Omega inductees.
8. Elected Executive Board members with 2-year terms:
  - a. Past President
  - b. President
  - c. Vice President
  - d. Treasurer
  - e. Secretary
  - f. Communication Manager

The Executive Board oversees the general management of the Delta Omega Society Beta Xi chapter. The Executive Board must be composed of at least three (3), but no more than six (6) local officers (excluding the Faculty Advisor).

1. The Past President shall:
  - a. Ensure the presiding president is connected to chapter partners, advisors, committee members, and member body.
  - b. Attend annual membership meetings providing guidance where needed.
2. The President shall:
  - a. Preside over all meetings of members and the Executive Board.
  - b. Serve as a member with a right to vote on all committees.
  - g. Make all required appointments of standing and special committee chairpersons.
  - h. Prepare an agenda and schedule all meetings.
  - i. Prepare and deliver at the annual membership meeting a report of the activities for the Delta Omega Society.
  - j. When necessary, represent Delta Omega Society as a liaison with the university and the public.
  - k. Performs other duties as are necessary to the office of President.
3. The Vice President shall:
  - a. Assist the President in all duties, as needed.
  - b. Preside over meetings in the absence of the President.
  - c. Act as liaison between the committee chairperson(s).
  - d. Perform the duties of the President in the event of the latter's ability to serve.
  - e. Co-chair annual meeting.
4. The Treasurer shall:
  - a. Manage the funds available to the chapter.
  - b. Establish and conduct proper accounting procedures for the handling of chapter funds.
  - c. Report on the financial condition of the chapter.
5. The Secretary shall:
  - a. Take meeting minutes at every meeting held.
  - b. Ensure the order of meeting proceedings for general members and board members.
  - c. Distribute the meeting minutes to the members.
  - d. Notify general membership of the date, time and place of the annual meeting 30-60 days prior to the event.
  - e. Update chapter document storage.
6. The Communications Manager shall:
  - a. Oversee recruitment and coordination of alumni volunteers for the Communications Committee that will lead the following projects:

- i. Brand Messaging: Develop, coordinate, and oversee the ongoing enforcement of Delta Omega's brand and messaging, consistent with the mission.
  - ii. Publicity: Manage publicity requests, and ensure members are informed of chapter and other events.
  - iii. Communication:
    - 1. Public Relations: Create and maintain a positive chapter public image.
    - 2. Website Development and Maintenance: Collaborate with WCU communications support to develop and manage the chapter website.
    - 3. Content Writing: Develop articles to be published, emails, newsletters, etc.
    - 4. Marketing: Create and manage social media channels, create flyers to promote upcoming events, and market chapter events and updates on other media channels.
- 7. The Faculty Advisor shall:
  - a. Liaison to WCU's Master of Public Health Faculty
  - b. Attend 1/3 of events and meetings hosted by the chapter.
  - c. Attend National Delta Omega Society Meetings.
  - d. Outreach students who apply for membership to the Delta Omega Society.
  - e. Coordinate the application and induction process.

## **Article III: Membership**

### *Section I. Application Guidelines*

The chapter Executive Board will serve as the selection committee which shall select new members with due regard to their scholarly attainments, commitment to public health, and overall quality of the application, in keeping with the mission of the Society.

### *Section II. Student Members*

The 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 commitment to the public health profession.

- 1. To be eligible for regular membership in the Society,
  - a. Master of Public Health Graduate Students must:
    - i. Be a full-time or part-time student with a cumulative GPA of at least 3.0.
    - ii. Be graduating in the year that they apply.

- iii. Demonstrate current and/or potential qualities of outstanding leadership in the field of public health and academic excellence.
- 2. To be eligible for regular membership in the Society,
  - a. Bachelor of Science in Public Health Students must:
    - i. Be a full-time or part-time student with a cumulative GPA of at least 3.0.
    - ii. Be graduating in the year that they apply.
    - iii. Demonstrate current and/or potential qualities of outstanding leadership in the field of public health and academic excellence.

### *Section III. Faculty Members*

The chapter may induct up to the greater of 2 full-time tenure track or tenured 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)). The selection committee will give particular attention to outstanding public health performance in scholarship, teaching, and service. The Faculty Advisor must recuse themselves from the faculty member selection process.

- 1. Faculty members must:
  - a. Be full-time tenured or tenure track in the Department of Public Health Sciences.
  - b. Demonstrate current qualities of outstanding leadership in the field of public health with a focus on teaching, scholarship, and service.

### *Section IV. Alumni Members*

The chapter may induct graduates of the Department of Public Health Sciences Bachelor of Science or Master of Public Health whose work in the practice of public health would serve as a model for future graduates. The chapter may induct graduate and undergraduate alumni members in an amount not to exceed half of the number of student inductees.

- 1. Alumni members must:
  - a. Be graduates of the Department of Public Health Sciences Bachelor of Science or Master of Public Health programs.
  - b. Demonstrate current qualities of outstanding leadership in the field of public health.

### *Section V. Transfer of Membership*

Any regular member of Delta Omega may choose to become a member of the Beta Xi Chapter of West Chester University of Pennsylvania, and may transfer membership, subject to a review

and vote by the Executive Board. The national office should be notified of the change for record-keeping purposes.

#### *Section VI. Revocation of Membership*

Membership in the society may be revoked at any time for just cause and after documented due process. Revocation of membership shall be determined at an Executive Board meeting.

#### *Section VII. Honorary Members*

This membership shall be limited to one every year and conferred only upon persons possessing exceptional qualifications, who have attained meritorious distinction in the field of public health. Honorary members may not transfer their membership.

#### *Section VIII. Application Process*

1. Call for applications will be sent out in early spring applications will be due in March or April of each year.
2. The application will be submitted via an online application which is to be created and distributed by the Faculty Advisor.
3. Applications submitted after the deadline or incomplete applications will not be considered.
4. Notification of acceptance
  - a. Faculty Advisor will notify all applicants via email of application status and notify accepted members of induction date.

#### *Section VIII. Voting*

1. Voting of new members shall occur once per year in March or April.
2. All Executive Board members must be present via virtual or in-person meetings for review of applications using a rubric and voting.
3. In the event of a tie vote from the Board, voting may open to faculty members to break tie vote.

#### *Section XI. Induction Process*

All chapter members inducted to Delta Omega shall participate in an induction ceremony in April or May. All chapter members are welcome to this event via an RSVP. Member dues are paid for by the Department of Public Health Sciences.

#### *Section XII. Maintaining Chapter Membership*

All chapter members are encouraged to participate in the annual chapter meeting each year, submit nominations to Executive Board positions, and volunteer on chapter committees and at

chapter events.

#### **Article IV: Annual Meeting**

There will be an annual chapter meeting once a year to vote on Executive Board members and discuss chapter business including reviewing chapter updates and the budget.

#### **Article VII: Amendments**

These bylaws may be amended in whole or in part by a simple majority vote of the Beta Xi Chapter members present at the annual meeting.

~~~~~

#### **Chapter By-Law References:**

1. John Hopkins - <https://publichealth.jhu.edu/alumni/the-alpha-chapter-of-the-delta-omega-public-health-honorary-society/administration/delta-omega-society-bylaws>
2. University of Florida - <https://deltaomega.mph.ufl.edu/about-us/bylaws-2/>
3. University of North Carolina at Charlotte - <https://publichealth.charlotte.edu/sites/publichealth.charlotte.edu/files/media/delta-omega-society-bylaws-beta-phi-revised-03-25-2014.pdf>