



**Upsilon Phi Delta National Honor Society  
Policies and Procedures  
Adopted by the AUPHA Board of Directors  
October 25, 2013**

### **Nature of UPD**

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The Upsilon Phi Delta Honor Society is a member service of the Association of University Programs in Health Administration.

### **The Purposes of UPD**

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1. To elevate the standards, ideals, competence and ethics of professionally educated women and men in healthcare management and policy and leadership.
2. To recognize and encourage scholarship in healthcare management and policy.
3. To recognize students who achieve distinction in healthcare management and policy studies in universities and colleges.
4. To provide financial assistance through scholarships to outstanding students pursuing graduate degrees or professional studies in healthcare management and policy.
5. To motivate academic excellence in students studying healthcare management and policy.
6. To recognize, by means of granting honorary memberships, to individuals who have made outstanding contributions to the profession, such recognitions to be limited to one person per year.

### **Membership in UPD**

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1. Chapters
  - a. Chapters may include both graduate and undergraduate members.
  - b. Only academic programs that are either full or associate members in good standing of the Association of University

Programs in Health Administration are eligible to establish chapters.

- c. In cases where either a graduate or undergraduate program is a member of AUPHA, but the chapter wishes to include both graduate and undergraduate members, chapters may include both by paying twice the annual dues amount. In cases where a University has both an undergraduate and graduate program, each program may establish a unique chapter if it so wishes or it may pay additional dues.

## 2. Types of Chapters

- a. Charter Chapters are Chapters that were part of the initial development of UPD
- b. Active Chapters are Chapters that have met current financial obligations of the National Honor Society are known as active Chapters.
- c. Inactive Chapters are Chapters that have not met current financial obligations to the National Honor Society are known as inactive members chapters. Chapters are also rendered inactive if the academic program in which it is based ceases to be a member in good standing of AUPHA.

## 3. Admission of New Chapters.

- a. A Program wishing to establish an Upsilon Phi Delta submits an application and chapter initiation fee to the AUPHA.
- b. Each chapter may induct both graduate or undergraduate students. However, programs wishing to induct both graduate and undergraduate students must pay double the initiation fee and annual dues.
- c. After the Chapter is established, membership is open to students, faculty, healthcare executives and administrators, and to those contributing to the healthcare administration profession.

## 4. Chapter Structure

- a. Policies and Procedures. Each local chapter shall have its own set of policies and procedures. In no case will these policies and procedures violate any of the provisions of the national UPD Policies and Procedures.

- b. Chapter leadership. Chapters may designate officers at their discretion. Each chapter must, at a minimum, have one Faculty Advisor.
- c. Faculty Advisor. Each chapter will have a faculty member to supervise, encourage, and advise them within the rules and regulations of the college or university.
- d. Meetings. Regular meetings should be held at least once per year during the school year of those individuals selected as officers of the chapter.
- e. Service. Local chapters may elect to have a service component as a requirement of membership
- f. Jurisdiction. Chapters are judges of the qualifications of their own members. They may expel, suspend, or reprimand any of their members as outlined in their own policies and procedures.

## **Inductees**

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1. Eligibility for membership
  - a. Membership in Upsilon Phi Delta Honor Society is limited to women and men who meet the national and local standards of this organization and are accepted and initiated into membership of a collegiate chapter.
  - b. Academic standing. Graduate candidates must earn a minimum cumulative grade point average of 3.5 (on a 4.0 grade point system); undergraduate candidates a minimum cumulative of 3.25, and provide evidence of outstanding scholarship. Chapters may define "outstanding scholarship" in terms of a higher grade point average as qualifying for induction, but may not set qualifications at less than the national standard.
  - c. National Honorary Members. Honorary membership *may* be conferred upon individuals for outstanding contributions to the health administration profession. The National Honorary, upon the action of the chapter officers, will present the award. It is not necessarily an annual award.
  - d. Alumni: Alumni member induction is permitted when alumni have met all eligibility standards of the collegiate chapter.
2. Pledging and Initiation. Candidates may be considered for membership after completion of 18 hours of college work and only after officially declaring a major in health administration.

## **Administration of Upsilon Phi Delta**

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1. General Administration: The routine affairs of the Honor Society are conducted through the Association of University Programs in Health Administration and staffed thereby.
2. Oversight and Direction: The Honor Society will be overseen by a Committee of individuals appointed by the Board of the Association of University Programs in Health Administration. Such Committee will have a chair and not more than 10 members. Terms shall be for three years each, with initial term, staggered. Terms will be renewable for a second term as determined by the AUPHA Board. The UPD Committee shall have one meeting per year in conjunction with the AUPHA Annual Meeting. Additional meetings may be called at the direction of the Committee Chair. The Committee will be responsible for oversight of the UPD program and may recommend modifications to the program to the AUPHA Board. The Committee will also be responsible for recommending to the AUPHA Board any distribution of funds from the UPD Fund.
3. Records of Membership. The AUPHA office shall keep a record of every initiate, showing his or her full name, home address, chapter affiliation, date of initiation, and college or university. This information may be provided to AUPHA on its website. It is the responsibility of the individual chapters to provide this information to AUPHA.
4. Funding
  - a. Initiation Fee. Each new chapter pays to the Association a fixed initiation fee amount as determined by the Board of the Association.
  - b. Annual Dues. Each chapter pays to the Association a fixed dues amount as determined by the Board of the Association. Dues are payable at the beginning of each calendar year after initiation.
  - c. Inactive Chapters. Chapters become inactive when their annual dues have not been paid by the start of the calendar year. Inactive members where the program is in good standing with AUPHA may become active upon payment of current dues. Inactive chapters may not induct members nor purchase supplies until dues are brought current.
  - d. Chapter Membership Dues. Chapters may, at their discretion, set and collect local dues of members in their respective chapters.
  - e. Budget. The operational budget for UPD will be determined annually by the AUPHA Board of Directors. All revenues and

expenses of UPD will be the sole responsibility of AUPHA staff with oversight of the AUPHA Finance Committee and Board.

- f. UPD Fund. In order to fund non-operational activities such as awards and scholarships, AUPHA will donate an amount of money each year equal to not-less-than \$70 per active chapter to a reserve endowment fund.

### **Official Emblems, Awards, Regalia**

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1. Official Recognition Pin. The official Recognition Pin of the Honor Society is available for purchase on the AUPHA website. Pins must be purchased by the program and distributed to inductees. Inductees may not purchase the pins directly from AUPHA. The recommended display of the recognition pin is over the heart.
2. Awards. The Awards of Upsilon Phi Delta are:
  - a. Upsilon Phi Delta Honor Award. This award may be presented to individuals or organizations that have made major contributions to the profession through teaching, service, or research. It is the highest award given by Upsilon Phi Delta. Both members and non-members are eligible for this award. It is not necessarily an annual award, and can be presented by the UPD Committee or by a collegiate chapter (as determined by locally designated committees).
  - b. Distinguished Service Award. This award may be presented to a person or persons in recognition of outstanding service to furthering the goals of the Honor Society and is intended for a member only. It is not necessarily an annual award, and can be presented by the UPD Committee or by a collegiate chapter (as determined by locally designated committees).
  - c. Scholarships. May be awarded to individual student members nominated by their Chapter for outstanding scholarly performance. It is not especially an annual award and is meant for student members only.
3. Official Colors. The Official Colors of the Honor Society are Crimson Red and Blue.