



**Upsilon Phi Delta National Honor Society
Policies and Procedures
Revised 2018**

Nature of UPD

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

The Purposes of UPD

1. To elevate the standards, ideals, competence and ethics of professionally educated students 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 induction to the UPD Chapter, individuals who have made outstanding contributions to the profession, such recognitions to be limited to one person per year.

Membership in UPD

1. Chapters
 - a. 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.

- b. In cases where a university has multiple health administration programs, in order for students from each program to be included in UPD, each program must maintain AUPHA membership and each program must pay membership and UPD Chapter dues. However, the programs may choose to combine operations and induct students from all eligible, member programs at the university into one Chapter.

2. Types of Chapters

- a. Charter Chapters are Chapters that were part of the initial development of UPD
- b. Active Chapters have met current financial obligations of the UPD Honor Society.
- c. Inactive Chapters have not met current financial obligations to the UPD Honor Society, including ceasing to be an AUPHA member in good standing

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. After the Chapter is established, membership is open to students, faculty, healthcare executives, 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 within the rules and regulations of the college or university.
- d. Meetings. Regular meetings should be held at least once per 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

1. Eligibility for membership
 - a. Membership in Upsilon Phi Delta Honor Society is limited to those 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. Honorary Members. Honorary membership *may* be conferred upon individuals for outstanding contributions to the health administration profession.
 - 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

1. General Administration: The routine affairs of the UPD 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 Association of University Programs in Health Administration staff. Staff may recommend modifications to the program to the AUPHA Board. Staff will also be responsible for recommending to the AUPHA Board any distribution of funds from the UPD Fund.

3. Induction: The AUPHA office shall keep a record of every inductee, showing his or her name, GPA, chapter affiliation, date of induction, and college or university. This information will be provided to AUPHA via an online form. 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.
 - c. Inactive Chapters. Chapters become inactive if their annual dues have not been paid. Inactive members may become active upon payment of current dues. Inactive chapters may not induct members nor purchase supplies until dues are brought current.
 - d. Inductee Dues. Chapters may, at their discretion, set and collect local dues from inductees to their respective chapters.
 - e. Budget. The operational budget for UPD will be determined annually and approved by the AUPHA staff. 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

1. Official Recognition Pins, Cords, and Tassels. The official Recognition items of the UPD Honor Society are available for purchase on the AUPHA website. Items must be purchased by the program and distributed to inductees. Inductees may not purchase items 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 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 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.