



OMICRON DELTA KAPPA

The National Leadership Honor Society



Circle Officer Handbook

—2019-20—

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Table of Contents*

OΔK PURPOSE.....	1	Selection Criteria and Scoring.....	12
Mission.....	1	Selection Pyramid	12
Vision	1	Who Is A Leader?.....	12
Values	1	RECRUITMENT	13
Five Phases of Campus Life	1	Utilizing Campus Resources	13
Fast Facts	1	Marketing	13
NATIONAL GOVERNANCE	2	Information Sessions	13
Mission Committee	2	Engage First and Second Year Students	13
National Operating Committees	3	Signature Program.....	13
NATIONAL HEADQUARTERS	4	Recruit Faculty and Staff	13
ORGANIZATION OF CIRCLES.....	5	SELECTION	14
Charter Relationship Statement.....	5	Membership Application Review	14
CIRCLE MEMBERSHIP AND MANAGEMENT	6	Circle Selection Meeting.....	14
Requirements of Membership	6	Notification or Tapping Ceremony	14
Benefits of Membership.....	6	Membership Fee/Local Dues.....	15
Membership Management.....	7	INITIATION	15
Circle Officers.....	7	Planning	15
Important Dates and Deadlines	7	Membership Certificate Orders.....	16
CIRCLE OFFICERS	7	Timeline	16
Circle Advisors	7	CIRCLE DEVELOPMENT AND PROGRAMMING	18
Student Officers.....	8	Circle Best Practices and Timeline	18
Officer Selection/Transition	9	National Conferences and Workshops.....	18
Training.....	9	National Day of Service/National Day of Giving	19
CIRCLE MEMBERSHIP PROCESS.....	10	Circle Recognition	19
PLANNING	11	Grants.....	20
2019-20 Initiation Incentives	11	TERMINOLOGY.....	21
National Invitation to Membership Program.....	11	ONLINE RESOURCES.....	22
Marketing	11	APPENDIX A: NATIONAL BYLAWS	23
Branding and Editorial Guidelines	12	APPENDIX B: OΔK POLICIES AND PROCEDURES MANUAL	31
Membership Form (Application) Management.....	12		

**Table of contents is interactive. Click on section to jump to page.*

ΟΔΚ PURPOSE

Founded in 1914, our Society honors and develops leaders through scholarship, workshops, leadership and career resources, and lifelong connections to other members. We provide opportunities for members to make a difference on their campuses by providing leadership for service projects, institution-wide advisory boards, and addressing matters of campus and community concern.

MISSION

The unique mission of Omicron Delta Kappa is to recognize and foster collaboration among collegiate leaders representing a wide variety of campus life. ΟΔΚ seeks to identify, celebrate, and engage collegiate and community leaders from different background, perspectives, and generations.

VISION

As the most respected and effective leadership honor society, Omicron Delta Kappa strives for excellence in leadership and character development.

VALUES

Scholarship • Service • Integrity • Character • Fellowship

FIVE PHASES OF CAMPUS LIFE

Scholarship • Athletics • Campus or Community Service, Social and Religious Activities, and Campus Government • Journalism, Speech, and Mass Media • Creative and Performing Arts

FAST FACTS

Founded: December 3, 1914

Founding campus: Washington and Lee University

National Headquarters: Lexington, Virginia

Number of living addressable members: 300,000

Number of member inducted in FY2019: 7,387

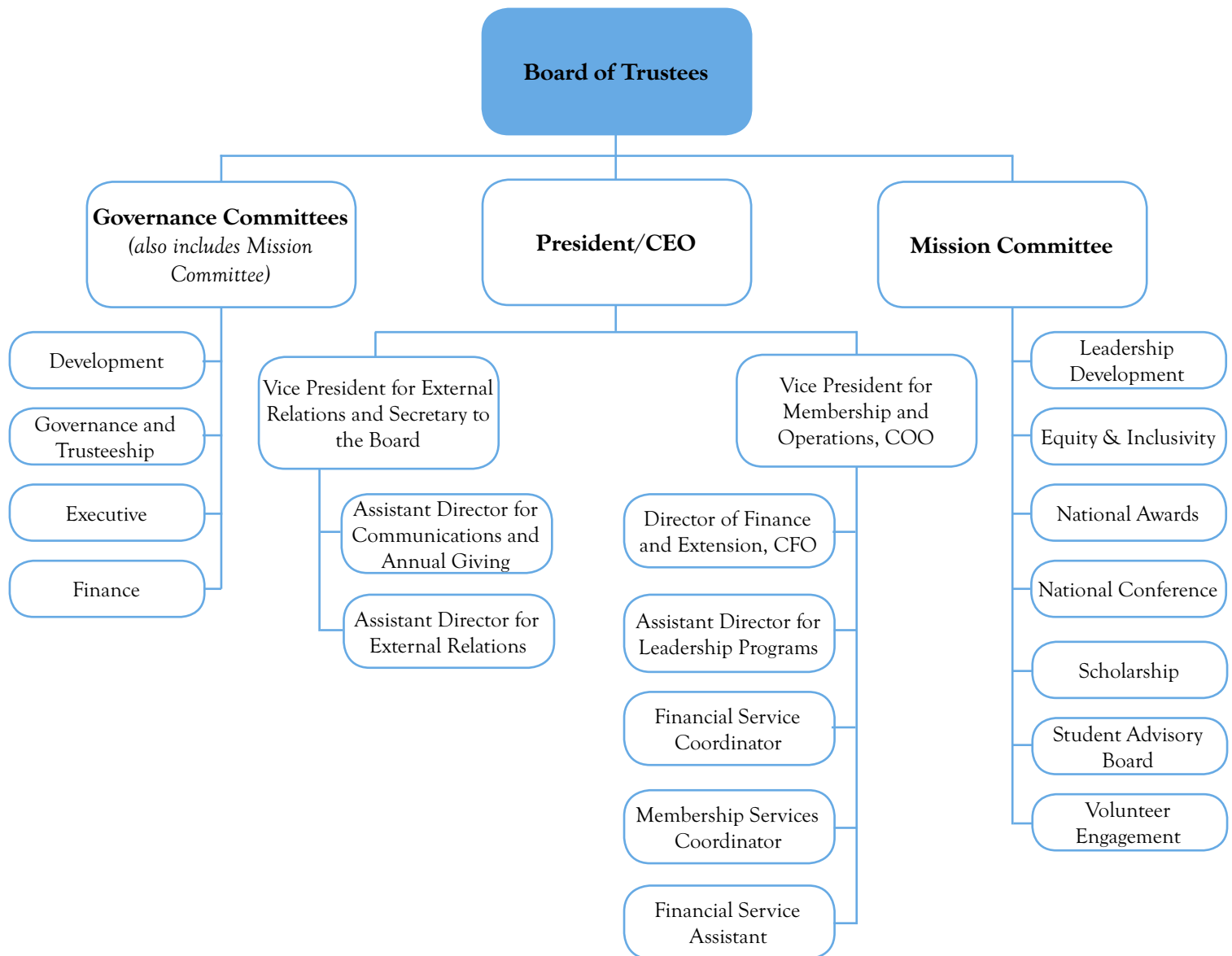
Number of active circles: 297

Lifetime membership fee: \$88

Endowment: \$1,722,720

Staff: 9 full-time, 1 part-time





The Omicron Delta Kappa Society and Educational Foundation (OΔK) is incorporated in the Commonwealth of Kentucky as an IRS designated 501(c)3 charitable organization. OΔK is governed by a Board of Trustees consisting of 28 individuals. The Board of Trustees meets four times a year: twice by conference call and twice in person (see Governance on the OΔK website for additional information).

There are five governing committees: Development, Executive, Finance, Governance and Trusteeship, and Mission. Most of the decisions that relate directly to circles and members are the responsibility of the Mission Committee and the Society’s operating committees. A description of each operating committees is below.

MISSION COMMITTEE

The Mission Committee, a governing committee of the Board of Trustees, is charged to think strategically about matters related to extension to new campuses including those that serve underrepresented populations. In addition, the committee shall address the health and vitality of existing circles and their members and coordinate the annual review of the Omicron Delta Kappa Policies and Procedures Manual. Furthermore, the committee will maintain the standard of membership throughout the Society and review all applications from institutions for the establishment of a circle on their campus under the provisions of the Omicron Delta Kappa Policies and Procedures Manual.



NATIONAL OPERATING COMMITTEES

Omicron Delta Kappa believes strongly that members at all levels should participate directly in governance and program development. Seven operating committees that provide advice, planning, and oversight to many program and services of the organization. National volunteers chair and serve on each of these committees. A member of the National Headquarters staff supports each committee. The members of the committee and chair are appointed by the President/CEO to serve for a term of one year. All operating committees, except the Scholarship Review and Selection Committee, have a significant role in planning programs for the Annual National Leadership Conference.

Equity and Inclusivity Committee

The Equity and Inclusivity Committee is charged with identifying processes and policies that support the recruitment, involvement, and engagement of a multicultural membership. The committee evaluates the current benchmarks for diversity and inclusion found within Omicron Delta Kappa at all levels of the organization. The committee also examines and develops best practices toward recruiting diverse circle membership. In addition, the committee develops programmatic recommendations related to topics of leading in a diverse world and supporting leadership development in marginalized student populations.

Leadership Development Committee

The Leadership Development Committee is charged with creating national programs that advance Omicron Delta Kappa's mission of developing the collegiate leaders of today into the community leaders of tomorrow. The committee manages the Stone Ethical Leadership Program, the Campus Conversations initiative, and content development for OΔK Leadership Matters. In addition, the committee may develop webinars for leadership program administrators, create or identify an online leadership curriculum and certificate program to be offered to collegiate members, and explore partnerships with individual and organizations to advance leadership education for OΔK members.

National Awards Committee

The National Awards Committee shall oversee the nomination and/or application and selection processes for the Gen. Russell E. Dougherty National Leader of the Year, the Maurice A. Clay Leadership Development Initiative Grants, Cheryl M. Hogle Distinguished Service Award, Eldridge W. Roark Jr. Meritorious Service Award, and the Robert L. Morlan and Robert Bishop Outstanding Circle Advisor Award.

National Leadership Conference

The Annual National Conference Committee shall oversee the planning for the conference including local arrangements, special events, and educational programming.

Scholarship Review and Selection Committee

The Scholarship Review and Selection Committee establishes the criteria for consideration of candidates for Omicron Delta Kappa Scholarships and makes the selection of the scholarship recipients each year.

Student Advisory Board (SAB)

The SAB is charged with exploring and recommending strategies for engaging collegiate members in circle activities, circle leadership, the national leadership conference, and other volunteer roles outside of service on the board or committees. In addition, the SAB is responsible for advocating for the student perspective in the discussions regarding communications, policies, and procedures.

Volunteer Engagement Committee

The Volunteer Engagement Committee is charged with exploring and recommending strategies for engaging members in volunteer roles outside of service on the governing board or committees. In addition, the committee is responsible for assisting the National Headquarters with recruiting, vetting, placing, and thanking volunteers.

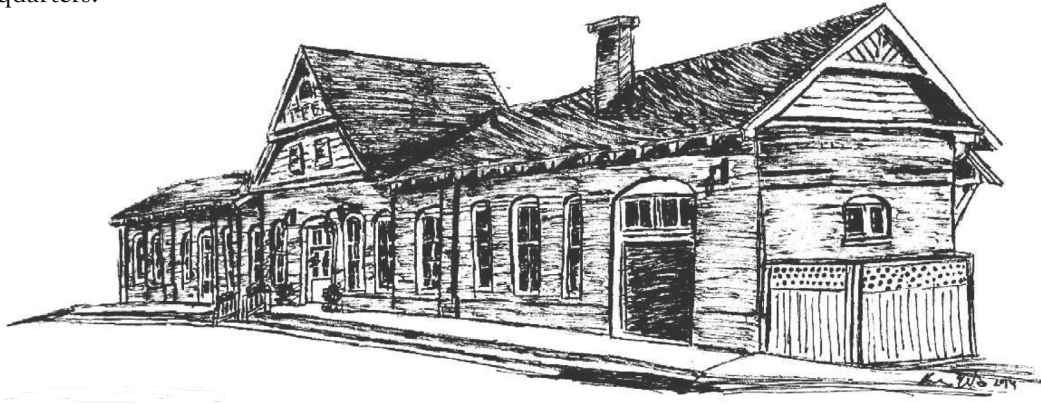


NATIONAL HEADQUARTERS

The OΔK National Headquarters in Lexington, Virginia is the home of the executive, managerial, and support functions for the national organization. The consisting of nine full-time and one part-time employees, the National Headquarters staff provide support for circles, develop and produce national programs, manage financial resources, and raise funds to secure the future of OΔK.

For circles and circle officers, the National Headquarters serves many roles from providing systems for the initiation and management of members to developing and fostering life-long leadership skills. The primary channels of communication with circle officers and members is email and social media. Circle officers receive the monthly Officer Updates e-newsletter along personal emails and phone calls. Members receive a variety of e-newsletters including Leading Today, Leading Tomorrow, a posting of interesting articles and resources for officers and members, and Keynote, a quarterly newsletter for OΔK members. The OΔK website has invaluable resources for circles and members. OΔK actively posts on social media, so make sure to follow our posts.

The National Headquarters staff will send reminders about important deadlines and information that is pertinent to the success of all circles. If one ever has questions about any publications or communications, do not hesitate to contact the National Headquarters.



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ORGANIZATION OF CIRCLES

Each local unit of Omicron Delta Kappa is called a circle. The circle is recognized by an institution of higher learning with the privilege to select students and others to membership into the Society. Circles are chartered at such institutions as may be recommended by the President/CEO and under such regulations as may be adopted from time to time as part of the Omicron Delta Kappa Policies and Procedures Manual. Additionally, circles are expected to meet the [Circle Minimum Standards](#), which can be tracked on the homepage of your circle's MMS.

The voting membership of the circles of the Society shall consist of:

1. All student members of the circle, graduate, post-graduate professional and undergraduate, of the institution at which the circle is located;
2. Not less than four (4) faculty or staff members of the Society of that institution, who shall be elected by the circle for staggered terms of four (4) years each; and
3. Alumni members elected by the circle whom the student members have established voting rights, provided that the total number of voting faculty, staff, and alumni members shall not exceed 40 percent of the voting membership of the circle.

Each circle will have complete control of all matters of local concern under such restrictions as may be imposed by the Omicron Delta Kappa Policies and Procedures Manual, National Bylaws, or Board of Trustees from time to time. In no case may such local power be exercised in a way contrary to the ideals and purposes of the Society as set forth in the Omicron Delta Kappa Policies and Procedures Manual, National Bylaws, and Ritual of the Society. In case a circle is charged with disregarding any of the conditions of its charter, the National Headquarters and the Board of Trustees shall have the power of full inquiry.

CHARTER RELATIONSHIP STATEMENT

Omicron Delta Kappa (ODK) is a membership organization that charters campus based groups (circles) to recruit and select individuals to become lifetime members. Each circle is chartered to operate on the campus of a four-year higher education institution. The Charter Relationship Statement makes clear the conditions for granting and retaining the charter.

The mission of Omicron Delta Kappa is to identify, honor, and develop leaders in collegiate and community life; to encourage collaboration among students, faculty, staff, and alumni to advance leadership; and to promote and publicize our ideals.

Omicron Delta Kappa grants the privilege of establishing a circle to a college or university. The understanding is that the charter is granted not to the original select group of students, faculty, or administrators, but it is awarded to the institution which is then entrusted with the success and management of the circle.

By accepting the charter, the institution and circle agree to abide by and support the ODK mission to the fullest extent possible through the following: assisting the advisors and officers of the circle; encouraging circle and campus members to participate in ODK activities; promoting ODK membership; and ensuring the uninterrupted operation of the circle during advisor transitions.

The conditions for granting the charter include the following:

1. The institution fully understands that a circle of Omicron Delta Kappa is not a "student organization" in that the responsibility for the management and success of the circle is not solely the responsibility of students. The institution holds the charter and, as such, will ensure that the advisors and student officers maintain the organization in active status as defined by the ODK Policies and Procedures Manual at all times.
2. The institution is responsible for ensuring that two advisors are appointed and actively engaged in the circle at all times. Advisors must be permanent full or part-time paid employees of the institution. The part-time employees should not be graduate assistants or other similar temporary employees.
3. The institution will ensure that the annual Institutional Membership Fee (formerly affiliation fee) of \$115 upon the first initiation of the fiscal year and that all financial transactions with ODK will be managed appropriately.



4. The circle agrees that it will not adopt any other purpose that detracts from or conflicts with OΔK purpose or tax-exempt status.

Omicron Delta Kappa has a vested interest in the success and growth of a circle at all levels. The institution can expect the following from the national organization:

1. OΔK will provide initial and regular training for advisors and students officers.
2. OΔK will provide efficient and effective means for circles to manage the membership application and selection process.
3. OΔK will provide leadership education programs through the national leadership conference, regional workshops, and online platforms.
4. OΔK will maintain resources for circles to ensure the best possible recruitment, selection, and engagement of circle members.

If at any time either party consistently fails to meet the tenets of this agreement, either party may request to have the charter recalled by the national organization. The final recall of a charter requires the consent of the Board of Trustees.

CIRCLE MEMBERSHIP AND MANAGEMENT

REQUIREMENTS OF MEMBERSHIP

The requirements of membership are specified in the National Bylaws and the OΔK Policies and Procedures Manual (see Appendices A and B).

All circles are required to follow strictly the membership requirements as provided in the governing documents. The general requirements for undergraduate students are:

- One-half (1/2) academic year of residence in the institution where selected.
- The individual must have standing as a junior or senior, as defined by the enrolled institution.
- The individual must rank in the highest 35 percent in scholarship among students in the appropriate class of the college or school.

Circles set their own criteria for the selection of graduate students, faculty, staff, alumni, and honorary members so long as they follow the requirements as stated in the OΔK Policies and Procedures Manual.

BENEFITS OF MEMBERSHIP

As a member of Omicron Delta Kappa, one can take advantage of many national, regional, and local opportunities offered by the Society. Such opportunities include, but are not limited to, leadership conferences, recognition awards, circle grants, individual scholarships and networking opportunities. Being a member of OΔK is a commitment to leadership throughout one's campus and community.

Refer potential new members to the [benefits of membership page on the OΔK website](#). It has a comprehensive list of benefits and links to resources.



MEMBERSHIP MANAGEMENT

Circles are required to use the OΔK Membership Management System (MMS) and the OΔK web reports. Links to the MMS and a variety of online forms can be found on the [Circle Officers page on the OΔK website](#).

The MMS is the required application submission and approval database. It is important that circle officers be familiar with this system and maintain active logins. While OΔK respects that circles have a wide variety of membership recruiting practices, all individuals who are to be considered for initiation must complete the [National Lifetime Membership Application](#) found on the OΔK website. Circle advisors are responsible for approving or rejecting applications. The result of those actions will be used to create and approve the Membership Certificate Order Form.

Updates for circle officers and OΔK web pages are managed through online forms. It is very important that officers maintain accurate current information through these systems. OΔK uses information stored in MMS and web pages to communicate regularly to officers.

CIRCLE OFFICERS

All circles are required to have local bylaws to govern the operations and activities of the circle. It is recommended that each circle maintain both hard and electronic copies of the bylaws and that the circle provides an electronic copy of the bylaws each time they are amended to the National Headquarters. The National Headquarters will maintain copies for circles for archival purposes and can provide them to the circle when needed. [Sample circle bylaws](#) can be found on the OΔK website.

IMPORTANT DATES AND DEADLINES

Please review the national [dates and deadlines](#) document on our website in order to stay up-to-date on submission deadlines for annual reports, circle recognition, etc.

CIRCLE OFFICERS

All circle officers of the Society, including the circle coordinator and the faculty advisor, shall be voting members of their local circle. The officers of each circle shall include a president, vice president, treasurer, circle coordinator (who may serve as treasurer), and a faculty advisor. The president and vice president shall be students. Other officers may be established and filled in accordance with the bylaws of the circle. The voting members of the circle shall elect all officers. Within ten days of the selection, the new officers will notify the National Headquarters by submitting the appropriate online forms.

CIRCLE ADVISORS

Circle advisors serve a vital to the operation and development of any circle. There are two advisor roles: circle coordinator and faculty advisor.

Circle advisors shall be elected or appointed by the circle and meet the following requirements:

- Initiated member of OΔK;
- Full or part-time staff member at the host institution;
- Able to act on behalf of the circle in administrative matters at the host institution; and
- Complete and sign the OΔK Advisor Agreement prior to assuming the role of circle coordinator or faculty advisor. Failure to meet this obligation is assumed to be a decision not to serve in the office to which one has been elected or appointed.

Circle advisors are voting officers of the circle. A circle must maintain an active circle coordinator and faculty advisor at all times.

A circle may also have a circle assistant. The circle assistant is not a voting officer and is not required to be an initiate. This individual simply assists the circle coordinator and faculty advisor in the performance of their duties. A circle assistant must be a full or part-time faculty/staff member at the host institution.



Circle Coordinator

- Responsible for the collection and submission of national lifetime membership fees from new members
- Maintain a file containing regular circle meeting minutes, a list of current and past members with their addresses and classifications, and all other records of the circle
- Submit the membership certificate order form, via membership.odk.org, no less than 14 calendar days in advance of each initiation ceremony
- Report the names, addresses, and telephone numbers of circle officers, by submitting an officer change form
- Ensure payment of the annual \$115.00 circle institutional dues (formerly affiliation fees)
- Submit the annual report online to the National Headquarters by June 30
- Send news items to the National Headquarters for possible promotion through OΔK's communications outlets

Faculty Advisor

- Assist student officers in the arrangement of public tapping procedures, including local campus publicity and public relations with the community at large
- Assist in a thorough orientation for new members by providing information and support and ensuring that all pertinent information is communicated
- Make sure that the circle is current with its registration as a student organization with the institution's student activities or dean of students' office

Circle Assistant

The circle assistant is a new, formal title for a position that has been in practice for many years on campuses. The circle assistant is an individual who may or may not be officially part of the circle but is usually employed by the faculty advisor or circle coordinator in another capacity – many times as an administrative assistant. The circle assistant can be given authority to submit certificate orders, pay invoices, request forms, and act on behalf of the other circle advisors in administrative tasks.

STUDENT OFFICERS

The circle must have a student president and student vice president at all times. A student treasurer is optional if one of the circle advisors is managing the circle funds.

As student officers of a circle, responsibilities include:

- Establishing a regular circle meeting schedule as well as officer meetings
- Working with circle coordinator and faculty advisor to set the circle's calendar for the year ensuring that membership selection, reporting, and initiation happen in a timely manner
- Facilitating goal setting
- Leading, supporting, and motivating circle members
- Updating institutional administrators on the circle's activities
- Keep current with national bylaws as well as the circle's bylaws and policies
- Working with circle coordinator and faculty advisor to meet minimum circle standards
- Hosting an orientation for new members, explaining OΔK's history and purpose, and sharing the obligations of membership in the Society
- Presiding over initiation ceremony
- Helping maintain circle documents
- Determining appropriate programming for the campus
- Making certain that circle is represented at national OΔK events
- Encouraging members to remain in contact with OΔK after graduation

As a student officer, there are a number of resources to guarantee a successful term in leading a circle. Student officers should:

- Meet with your circle's outgoing president
- Attend national OΔK events
- Talk with your circle's advisors regularly
- Meet with other incoming officers
- Contact the National Headquarters if you have questions
- Crowdsource among your circle's members
- Reach out to other campus organizations for support with programming



OFFICER SELECTION/TRANSITION

All circle officers must be elected/selected by the circle membership. The circle bylaws should specify the manner in which the officers are elected/selected. In some cases, the circle advisors are appointed by the institution to serve as an advisor. In these cases, the circle should acknowledge the appointment at its first regularly scheduled meeting after the appointment.

New student officers and circle advisors should be installed during an initiation ceremony as part of the public acknowledgement of the transition of leadership. New student officers and advisors should ensure that all financial, institutional, and circle documents and forms are complete before the previous officers step down from their positions. Recognize the outgoing officers for their service at the ceremony.

If one is a circle advisor planning to retire, change jobs, or move to another institution, it is imperative that the National Headquarters is informed as soon as one knows a transition will take place. Outgoing circle advisors are also responsible for assisting in the identification and transition of a replacement. The Membership Services Team is available at any time to support the circle during the transition to new leadership.

All circle advisors are required to complete and sign the Circle Advisor Agreement. Student officers must complete the Student Leadership Update form on the OΔK website as part of the officer transition. It is also highly recommended that the outgoing and incoming officers set up a meeting during the transition to review responsibilities, circle strengths, challenges, programs, and goals for the future. The ultimate goal should be for the circle to be able to continue to operate and thrive once its leadership has changed.

Circles must ensure that the names of the required current circle officers are up to date with the National Headquarters each fall.

TRAINING

OΔK offers a series of online training modules for circle officers. It is recommended that circle officers complete the training within the first two weeks of the appointment. This training will review material ranging from recruitment, selection, and induction to financial management and best practices. The Circle Officer Handbook is a digital companion to the training which one can refer back to over the course of one's tenure with OΔK.

Circle Advisor Training

Designed for faculty advisors, circle coordinators and circle assistants, this training focuses on the basic roles of the advisors and relationship between the advisor and national headquarters. Topics include circle record management, recruitment and retention, policies, finances, and programming tips.

Student Officer Training

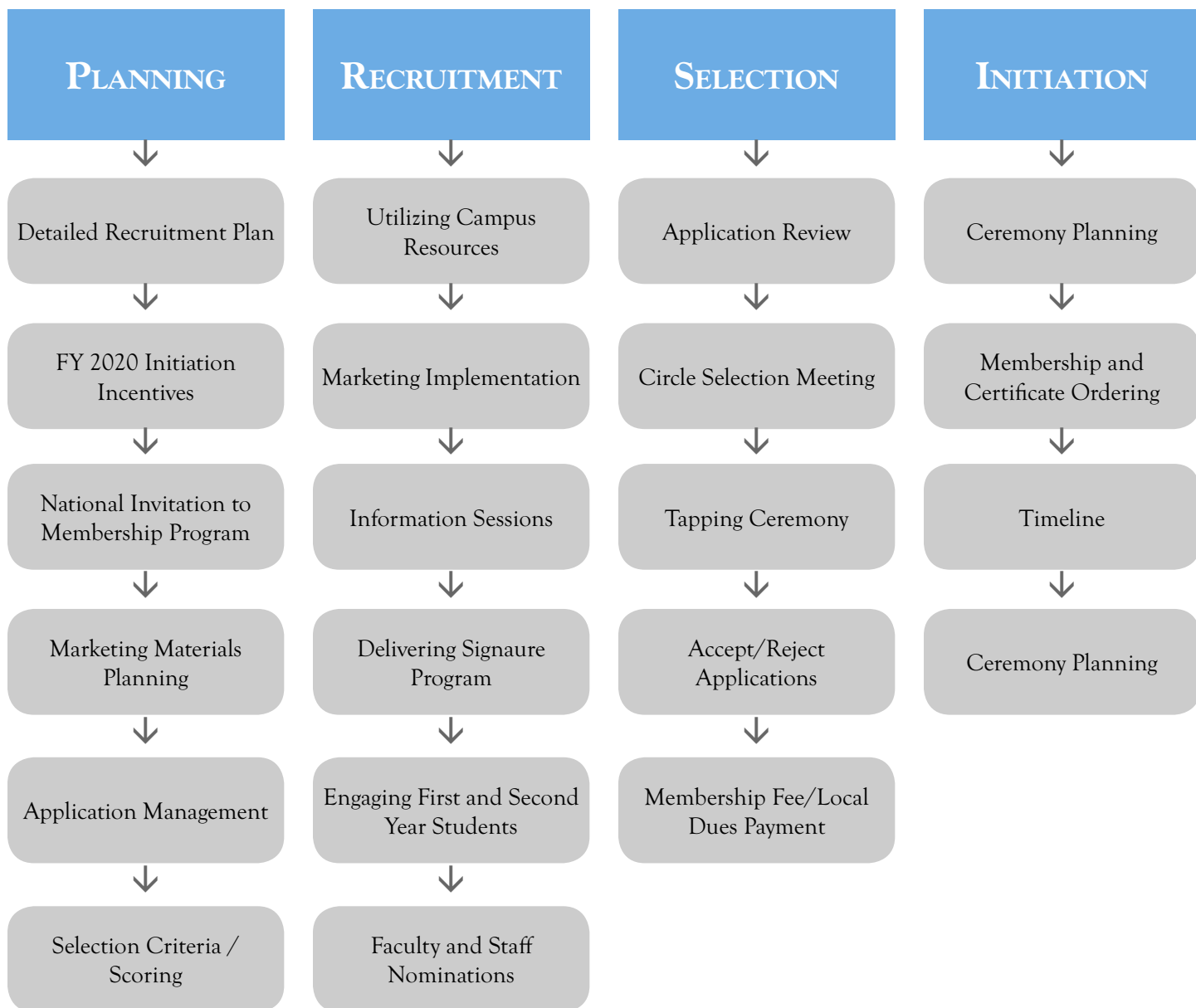
Similar to the advisor training, the student officer training provides insight into the role of student officers. This officer training covers the basics of circle records, finances, and recruitment. It also includes more information about circle programming, retention, and circle development from a student perspective.

MMS Training

MMS training is an in-depth training on the OΔK Membership Management System. This webinar explores all aspects of the member management system including downloading reports, tailoring applications, and managing the circle MMS records.

CIRCLE MEMBERSHIP PROCESS

OΔK seeks to identify, celebrate, and engage collegiate and community leaders from different background, perspectives, and generations. The circle's goal should be to cast a wide net to recruit a pool of as many campus and community leaders as possible from each of the [five phases of campus life](#). This includes undergraduate students, graduate students, faculty, staff, and community leaders.



PLANNING

Circle officers should establish a firm timeline for the circle's memberships process and maintain it, year after year. This pattern becomes recognizable on campus so that leaders can anticipate the recruitment cycle. The bulk of the day-to-day recruitment operations should be led by a membership committee with an elected/selected chair. Advisors should oversee but not manage the process. The membership committee should establish firm target estimates of new members needed to grow the circle in numbers, diversity, or both. The circle should plan to heavily market throughout campus including emails, postings, and invitations for nominations from senior administrators and faculty. Information sessions should also be incorporated for students who may be eligible but not aware of OΔK.

2019-20 INITIATION INCENTIVES

Omicron Delta Kappa seeks to encourage circles to initiate as many members as possible each year. In order to grow and develop as an organization, OΔK needs members at the collegiate and post-collegiate level. It is clear that honor societies across the country are facing a challenge staying relevant in the 21st century. Our Society needs circles to initiate more members so that circles have a larger base for programs and services. With more initiated members on campuses, our organization will have a larger base of members in the future to support the work of the organization. It is important that circle officers are acutely aware that when circles initiate fewer members in the present, there are fewer members to serve the organization in the future.

To this end, the National Headquarters has developed incentives to encourage circles to increase the number of members initiated during the 2019-20 academic year.

- **STRIVE FOR FIVE***: If a circle that initiated in the 2018-19 academic year increases its collegiate membership by five new members, the circle may select to have its \$115 Institutional Membership Fee waived or a \$115 discount applied toward the registration fee for a collegiate member to attend the National Leadership Conference.
- **FACULTY/STAFF EXCELLENCE***: If a circle initiates four paid faculty/staff or alumni members, a \$100 discount may be applied toward the registration fee for a circle advisor to attend the National Leadership Conference.
- **CIRCLE GROWTH**: If a circle initiates ten more collegiate and faculty/staff members than the circle average of the last five years, the circle will receive one free collegiate member registration for the National Leadership Conference (up to \$299).
- **CIRCLE REVITALIZATION**: If a circle that did not initiate in the 2018-19 academic initiates 30 new paying members (collegiate, faculty/staff and alumni), the circle will receive one free collegiate member registration for the National Leadership Conference.

**NOTE: Strive for Five and Faculty/Staff Excellence can be used together.*

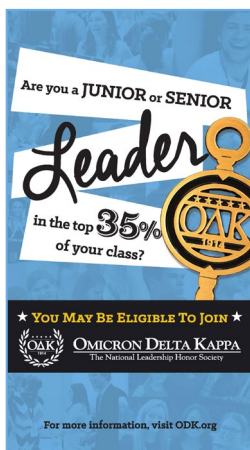
NATIONAL INVITATION TO MEMBERSHIP PROGRAM

The OΔK National Invitation to Membership Program leverages the resources and prestige of the national organization to assist local circles with recruitment by directly contacting eligible students and their families. OΔK research indicates that many prospective members ignore recruitment notifications from local circles for a variety of reasons. Included in those reasons are: 1) the lack of knowledge about OΔK at the national level, and 2) belief that there are no benefits to the student beyond the specific campus. This program links the potential new member directly to the resources of the National Headquarters. Circles still retain complete control over the selection and initiation of new members but are required to follow specific timelines and recruiting practices in order to achieve maximum effectiveness. [Read the full program online.](#)

MARKETING

In an effort to better assist circles, the National Headquarters has created a set of marketing packages that circles can tailor and use during their recruitment cycles. These include posters in a variety of sizes, flyers, and social media graphics. There is a blank white box in each so that any specific information from the circle, including information session dates and times, may be added. These packages are on the website under [Circle Officer Materials](#). These images should be helpful as the circle develops a comprehensive marketing plan for the campus. It is not enough to send one email to eligible students. Remember, OΔK is competing with many other programs and organizations to get our message heard or seen.





Recruitment Brochure



Fast Facts Flyer



Welcome Card

BRANDING AND EDITORIAL GUIDELINES

With almost 300 circles across the country, it is more important than ever for to speak with one, unified voice. To communicate the ODK Idea cohesively and consistently, the National Headquarters has developed branding and editorial guidelines. Marketing chairs, as well as circle advisors, should be familiar with the [guidelines which are detailed on our website](#), especially if the circle decides to create its own marketing materials.

MEMBERSHIP FORM (APPLICATION) MANAGEMENT

All potential members of Omicron Delta Kappa must complete the National Leadership Honor Society Membership Form and pay the Lifetime National Membership Fee (\$88.00) prior to initiation.

The circle must review and approve the circle version of the membership form each year using the Membership Management System (MMS). All forms are set not to receive new applications until the circle reviews and approves any revisions. The membership form is then set to receive application by checking the "RECEIVE" box. Once the form is live, the circle will be able to receive, review, and approve applications.

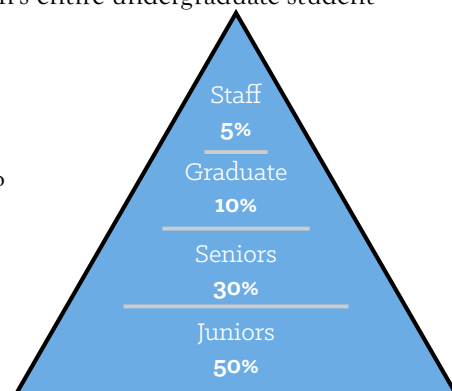
SELECTION CRITERIA AND SCORING

Before any applications are received, the circle must establish how it will score the applications in a fair and equitable manner. Central to the scoring must be the core ODK criteria.

ODK was founded on the principle of bringing different campus constituencies together. We are NOT an exclusive honor society. Exclusive means the recruitment process seeks to EXCLUDE those who do not meet the criteria. We are a restricted society. Restricted means only undergraduate juniors and seniors in the top 35% as well as identified graduate students, faculty, staff, alumni, and community leaders are eligible. All otherwise qualified individuals could be INCLUDED. A circle can initiate up to 3% or 5% (depending on total enrollment) of the host institution's entire undergraduate student population. Therefore, the circle's goal should be to include as many leaders as possible.

SELECTION PYRAMID

When facilitating the recruitment and selection process, circle officers should always keep the future of the organization in mind. Each circle will want to induct roughly 50% juniors, 30% seniors, 10% graduate students, and 5% faculty/staff/alumni/community leaders per recruitment cycle. This will ensure that the circle will consistently have active members and officers.



WHO IS A LEADER?

Many circles feel that they should only initiate those leaders who represent as many of the five phases of campus life as possible. This is not the purpose of Omicron Delta Kappa. The goal should always be to include leaders from as many of the phases as possible. Some people may not fit solidly into any one of the phases; however, this makes them no less of a leader in their chosen field. The mission is to identify, celebrate, and engage collegiate and community leaders from different background, perspectives, and generations. This enhances collaboration to address matters of campus and community concern.



RECRUITMENT

UTILIZING CAMPUS RESOURCES

Below are a few ideas of how to utilize campus resources during recruitment;

- Contact the institution's registrar to get a list of email addresses of juniors and seniors who are in the top 35% of their class in order to invite them to join
- Participate in campus organization fairs
- Identify organizations that may partner well with OΔK such as a student involvement and leadership offices, as well as other leadership organizations
- Use free printing to print OΔK provided marketing materials if the campus provides this service
- Apply for student organization funds through student government if the campus provides them to honor societies

MARKETING

Now is the time to implement the circle's marketing plan. Ensure that the posters and flyers for the information sessions and general application are visible throughout the campus following campus guidelines. Electronic posting on campus bulletin boards and message systems is a great way to get the circle's message to the campus. Social media is extremely important. Use whatever media are popular on campus (Facebook, Instagram, Snapchat, Twitter, etc.). Create a LinkedIn page for the circle to develop a professional profile.

INFORMATION SESSIONS

Information sessions can be an important part of the recruitment process. An information session can introduce leaders who may not have heard of OΔK to the organization and its mission. This is a good time to discuss the benefits of membership, the importance of the contact created through OΔK, the potential for continued leadership development, and ways to contribute to the leadership culture of the campus. Order Recruitment Brochures from the National Headquarters and be ready to show YouTube videos of past leadership conferences to demonstrate the opportunities available to members.

ENGAGE FIRST AND SECOND YEAR STUDENTS

Circles are encouraged to connect with first and second year students to make them aware of Omicron Delta Kappa. Recognition of emerging leaders, providing leadership development programs, and including underclassmen in select circle events are all appropriate activities. Circles may also consider getting involved with orientation on campus, hosting an annual signature event to build the circle's reputation, and connecting with Phi Eta Sigma, Alpha Lambda Delta, and the National Society of Collegiate Scholars on campus if these organizations have chapters at one's institution.

Circles should be cautious in involving first and second year students in any activities that may be perceived as "pledging" before earning full membership in OΔK. Omicron Delta Kappa prohibits the hazing of current and prospective members. The hazing policy is located [on the website](#).

SIGNATURE PROGRAM

All circles are required to organize at least one signature program per year in order to be eligible for national circle awards. In addition, the signature program, if executed well and consistently, can be used to elevate the circle's reputation on campus which in turn will aid in recruitment efforts. One of the best times to deliver the circle's signature program is during the recruitment cycle. It adds high profile visibility to the circle and provides an excellent example of the importance of OΔK to the campus (see Programming [on the website](#) for examples of signature programs).

RECRUIT FACULTY AND STAFF

A key element of OΔK tradition is the strong relationship between students, faculty, and staff. Circles should have four voting faculty members in the circle representing as many of the five phases of collegiate life as possible. Circles should recruit these faculty/staff members to identify and nominate potential members. Circles should also actively recruit faculty, and alumni members. Circle members are encouraged to recommend faculty and staff whom they believe meet OΔK's standards of leadership and scholarship. Circle officers should then reach out to these individuals to invite them to join OΔK even using tapping ceremonies to acknowledge publicly their leadership.



SELECTION

Omicron Delta Kappa gives circles significant autonomy to make the final decision on whom to invite for membership. The final selection of members should be established in the planning stages of the recruitment process and codified in the circle bylaws.

MEMBERSHIP APPLICATION REVIEW

Circles may use a dual application approach or only use the National Leadership Honor Society Membership Form. Ultimately, all individuals seeking membership OΔK must complete the national form.

Instructions for printing or downloading the data form the national forms are in the MMS guide. Depending on the circle process, the membership should review the potential candidates and ultimately vote to select the members for initiation.

The circles advisors and student president can download and review applications. Once all applications have been approved and membership fees collected, one of the circle advisors must complete the Membership Certificate Order. Please note: the certificate order should not be submitted until the circle has received payment of fees directly OR received verification that the fees have been received through the portal.

OΔK does not permit circle coordinators, faculty advisors, or other members of the circle to complete an application for the initiate except in the case of honorary or “special recognition” members. Because the application constitutes a contract and includes permissions that must be accepted by the member, a third party may not complete the application for the initiate.

CIRCLE SELECTION MEETING

The selection meeting may be the second most important gathering of OΔK members on campus after the initiation ceremony. This meeting (or meetings) should be scheduled as part of the planning process and all members of the circle should be required to attend. This is one of the few things that is private in OΔK. This meeting should not be open to non-members.

Depending on the circle bylaws, the voting on members can be by ballot, voice vote, or other means. The actual slate of candidates can also be determined by the circle bylaws. Some circles use a membership committee to identify a list of candidates for approval. For some circles, the membership committee only removes those that do not meet minimum requirements. Regardless of the way in which the list for voting is established, the circle membership should have the time to review all applications presented and vote on membership accordingly.

NOTIFICATION OR TAPPING CEREMONY

Circles should have an established process for notifying individuals that they have been approved for membership. NOTE: no individual is accepted fully until membership fees have been paid by the individual.

Tapping ceremonies are a great way to publically announce the class of new members. There are a variety of tapping ceremony styles from one on one tapping in classrooms or public tapping ceremonies of the entire new member class. No matter how a circle taps, please note that tapping must be in public and must avoid any practices that can be associated with hazing.

If circles choose not to tap, an email or letter of acceptance should be provided to newly selected members. All individuals who have applied but are not selected should also be informed that they will not be offered memberships. This is good business practice and reflects well on the organization.

Whether the circle is tapping or notifying, make sure all pertinent information about fees, ceremony, and future meetings is clearly communicated to the potential initiate. Communication during the time before the ceremony is crucial to ensuring all selected individuals complete the membership process.



MEMBERSHIP FEE/LOCAL DUES

Payment of the National Lifetime Membership Fee and any local dues are a critical step before the final acceptance of new members. There are two options:

Option 1: The National Lifetime Membership Fee (\$88) may be paid to the circle and the circle gathers all funds and pays OΔK National Headquarters. Circle may add on local dues so that the individual only pays once.

Option 2: The individual may pay the fees through the [National Payment portal](#). OΔK National Headquarters will provide circle lists of members who have paid through the deadline for payment. Circles may not add on local dues to the national payment so if local dues are required they must be collected separately.

For both options, the National Headquarters will invoice circles for all memberships submitted via the Membership Certificate Orders indicating when funds have been received through the payment portal. The circle is ultimately responsible for all fees paid.

No member should be initiated at the ceremony who has not paid the national fees either to the circle or to the national office with the exception of the approved, honoris causa, gift of membership, and new advisor initiates.



INITIATION

This section presents a recommended timeline and ceremony. OΔK provides a complete guide to the initiation program and ritual. Circles can request a copy of the Initiation Handbook by contacting the national headquarters. [It is available in Word and PDF format on the OΔK website](#). The Board of Trustees sets the ritual, and it may not be changed. Enhancements to the initiation ceremony, like a keynote speaker and reception, are at the discretion of the circle.

PLANNING

Consider the planning and execution of the initiation ceremony or ceremonies a circle activity that involves all active members of the circle. It is not just the responsibility of the student president and advisors. Here are a few general tips.

1. Make it formal. The more reverence given the ceremony, the more important the members feel.
2. Make it public. OΔK ceremonies are never secret. Invite the campus. Specifically invite senior administrators and faculty to participate. Invite family and friends of the initiates. This should be a public celebration of leadership.
3. Make it memorable. Including an important speaker, inducting well-known institutional members as honoris causa, and creating a tradition that is unique to your circle will make the event one that members, families, and guest remember for many years.

The initiation date should be determined in the semester prior to the event. Two rooms for the initiation should be reserved. You should have one room for the ceremony and one room (or area) to gather the initiates before the ceremony.

Reserve the rooms at least one semester before the planned ceremony. For example, during the spring or summer, reserve space for fall and during the fall, reserve space for the spring ceremony. If your institution has an annual space reservation process, take advantage of that to reserve space for all ceremonies.



MEMBERSHIP CERTIFICATE ORDERS

Once all members have been notified, paid fees, and been formally accepted, the Membership Certificates Order can be processed.

- Only circle advisors may submit membership certificate orders.
- Orders should be submitted well in advance of the ceremony. The recommended lead time for best processing is 14 days.
- The order should be carefully reviewed to ensure all names are spelled correctly, punctuation is correct (period after middle initial), and no duplicate entries. Changes can be made by amending the individual's application.
- The circle or the National Headquarters must receive the National Lifetime Membership Fees prior the submission of the membership certificate order.
- Any returned membership will be subject to the following processing fees
 - \$8 for certificate with pin
 - \$23 for certificate without pin
 - \$88 for no certificate or pin (individuals removed from membership only)
- All returned materials must be received within 30 days of the ceremony to receive full refunds.

TIMELINE

The initiation date should be determined in the semester prior to the event. Two rooms for the initiation should be reserved. There should be one room for the ceremony and one room (or area) to gather the initiates before the ceremony. Reserve the rooms at least one semester before the planned ceremony. For example, during the spring or summer, reserve space for fall and during the fall, reserve space for the spring ceremony. If the institution has an annual space reservation process, take advantage of that to reserve space for all ceremonies.

Three Months Prior

1. Ensure that the rooms are reserved and the reservations with all equipment and needs are finalized and secured. A circle advisor should inform National Headquarters of intended date of the initiation.
2. Check the circle ceremony supplies list and order/purchase necessary supplies.
3. The selection process should be under way at this time.
4. Create the Initiation Committee (IC) (i.e., president, circle coordinator, social chair, and elections chair). The committee should meet to discuss ceremony plans. Remember to inform all candidates of the ceremony date and time and that participation is required to be a member at the time applications are available.
5. If a speaker and musicians is required, send invitation(s) no later than three months prior to the ceremony.

Two Months Prior

1. Make sure the ceremony is on all members' calendars and that the IC assigns roles for preparations and execution.
2. Finalize the speaker topic, travel arrangements (if any), and other logistics for the speaker.
3. Secure a photographer for the ceremony. This should be a volunteer or someone willing to work for a very nominal fee. This is mostly to get candid shots of the ceremony and to take the official picture at the end.
4. Secure a caterer, if necessary, at this time even if final menu is not yet set.

One Month Prior

1. Selection of new members should be complete by this time or least very close to complete.
2. The IC updates menu with caterer.
3. The IC reviews script and updates the various speaking parts, starts adding names of candidates as they pay dues, etc. Make sure to use the most recent script. [It can be found on the OAK website.](#)
4. The Selection Committee or circle advisors send invitations to join to the candidate with instructions on how to pay the National Lifetime Membership Fee.

Two Weeks Prior

1. All National Lifetime Membership Fee payments should be complete.
2. The circle coordinator or faculty advisor completes the Membership Certificate Order Form for certificates and pins. This requires a minimum of seven calendar days. For circle award eligibility, submit the order 14 calendar days before the ceremony.



One Week Prior

1. Complete the ceremony program with names, order of ceremony, etc.
2. Food order finalized with caterer.
3. Finalize any last minute changes to room set up with the campus event planning office.

Day of Ceremony

1. Assemble the circle officers at least one hour prior to the ceremony to set up the room and ritual elements.
 - a. Place name cards on seats
 - b. Set up table according to Initiation Handbook
 - c. Place scripts on the podium
 - d. Ensure area for reception is set and catering has arrived
2. Make sure that all room preparations are complete before the guests and initiates arrive.
3. Have initiates gather in the separate room or area at least 30 minutes prior to the ceremony
4. If there is recorded or live music, this should start no less than 15 minutes prior to the ceremony.
5. The IC leader or circle coordinator should explain the process of signing the record book, receiving the pin, and presenting certificate to the initiates.
6. Begin the ceremony with the march of the candidates who enter the room and take their seat.

Post Ceremony

1. Pack and store all supplies so they will be ready for the next ceremony.
2. If there are any members not initiated in a “desk ceremony,” return those certificates and pins to the national headquarters as soon as possible (within 30 days).
3. Send thank you notes to speakers and any special guests who attended.
4. Add all new members to the circle’s communication rosters.

Initiation Ceremony Supplies List

For room set-up, see diagram provided in the [Initiation Handbook](#) on the website.

Head Table Area:

- Banner or podium cloth
- Stoles for officers and advisors
- Safety pins/tape
- Five candles with lighter or battery candles with extra batteries
- Official record book and pens
- Bronze key-on-stand
- White table cloths
- Certificates and pins
- Flowers

Seating Area

- Name tags for seats
- Programs
- Cord or ribbon to rope off seating for officers and initiates

Food table:

- Tablecloths
- Decorations
- Punch bowls
- Food
- Plates, cups, napkins, and utensils
- Ice bucket
- Quart and gallon sized zip bags for leftover food



CIRCLE DEVELOPMENT AND PROGRAMMING

CIRCLE BEST PRACTICES AND TIMELINE

The circles that are successful in maintaining membership, empowering leaders, and serving the Society have many things in common. Below is a list of best practices that have proven to serve as a solid base for circle.

- Make sure all five phases of campus life are represented when selecting members.
- Initiate faculty, staff, alumni, and honoris causa (one free honoris causa each year) members.
- Engage four voting faculty/staff members (two faculty officers and two at-large) in voting matters and circle activities.
- Maintain two faculty advisors (circle coordinator and faculty advisor).
- Send members to the national leadership conference, regional workshops, and encourage them to participate in OΔK sponsored webinars
- Apply for a Maurice A. Clay Leadership Development Initiative Grant to fund circle programs
- Host at least one annual signature program to elevate the reputation of the circle on campus which in turn should help with recruitment
- Select a Circle Leader of the Year and submit a nomination to the National Headquarters.
- Pay institutional dues (formerly affiliation fee).

Fall

- Host a circle officer meeting
- Host a general circle meeting
- Host annual signature event focused around leadership
- Conduct recruitment
- Selection committee meets to choose new members
- Facilitate initiation
- Host a social after initiation
- Host a second general circle meeting



Spring

- Host a circle officer meeting
- Host a general circle meeting
- Host annual signature event
- Participate in the National Day of Service/Giving
- Elect new student officers
- Appoint selection committee
- Optional second recruitment
- Optional second initiation ceremony/officer and senior appreciation
- Host a social
- Host a second general circle meeting
- Submit national annual report



NATIONAL CONFERENCES AND WORKSHOPS

National Leadership Conference

Beginning in 2020, OΔK will hold an annual national leadership conference. This conference provides the opportunity for growth and learning at the national level and offers leadership workshops and networking sessions.

Regional and Local Workshops

Regional and local workshops offer similar growth and learning opportunities through the collaboration of institutions within a specific geographic region. OΔK launched the Stone Ethical Leadership Challenge and Campus Conversations in 2018. These programs can be administered by a circle or circle members can participate in regional workshops coordinated by the National Headquarters.



NATIONAL DAY OF SERVICE/NATIONAL DAY OF GIVING

The second Thursday of April is the OΔK National Day of Service and National Day of Giving. Service is one of the Society's core values and as such, and all circles are encouraged to participate in the National Day of Service. Plan a service project on that day. For circles that have service projects at other times during the year, post photos and information on social media on the National Day of Service to demonstrate the circle's commitment to service.

Circle members are also encouraged to participate in the National Day of Giving by contributing to Omicron Delta Kappa. Gifts large and small support scholarships, programs, and the work of the Society to recognize and develop leaders. Contributions from a circle can count toward the Circle Stewardship Award.



CIRCLE RECOGNITION

Basic Requirements

To be eligible for any award, a circle must have:

Completed annual report by the stated deadline;

Submitted annual affiliation fee; and

Provided membership processing documents to headquarters at least 14 calendar days prior to initiation and completed the initiation.

Circle Awards

Circle of Distinction

In addition to the basic expectations, this award honors circles that have completed at least three of the following:

- Selected and submitted the nomination for a Circle Leader of the Year
- Sponsored a circle driven signature event on campus
- Participated in National Day of Service (or an equivalent service project)
- Submitted an application for a Maurice A. Clay Leadership Development Initiative Grant
- Submitted a nomination for a national award

Superior Circle

This award honors circles that have done the following:

- Fulfilled the requirements to be recognized as a Circle of Distinction
- Sent delegate(s) during the past year to a national leadership conference or conclave
- Qualified for one of the Supplementary Recognitions (Membership Growth and Stability or Circle Stewardship)

Presidential Award of Excellence

This award honors circles that have qualified as:

- Circle of Distinction for five consecutive years, or
- Superior Circle for three consecutive years, or
- Some combination of both (Circle of Distinction and Superior Circle) for five consecutive years.

To encourage the ongoing health of our circles, OΔK annually will recognize circles in the following two categories:

Membership Growth and Stability

This recognition acknowledges circles that have accomplished one of the following:

- Consistent membership growth over the past two biennia
- Maintained ideal circle size as identified and reported by the circle

Circle Stewardship Award

This recognition acknowledges circles that have fulfilled at least two of the following:

- Raised funds to benefit a local community organization
- Raised funds to benefit the local circle
- Raised funds to benefit Omicron Delta Kappa at the national level



GRANTS

Maurice A. Clay Grants for Leadership Development Initiatives

Clay Grants are designed to enhance leadership development on campus. Programs are chosen by the National Awards Committee using three distinct characteristics: (1) furthering circle engagement within the campus community, (2) enhancing current programming, and (3) developing new initiatives to increase publicity. A key part of the OΔK mission is to encourage collaboration among students, faculty, staff, and alumni to advance leadership. Circles are encouraged to collaborate with leaders across campus and the five phases. Clay Grant applications open each year on August 15 and are due on October 30. Grants are to be used within the next calendar year with a final report due by November 30.

Circle Specific Grants

Some circles have specific grants established through donations to the national organization on behalf of the circle. Please check with the National Headquarters staff to determine if a circle has funds available through a special endowment.

SCHOLARSHIPS

Scholarships

Every year, Omicron Delta Kappa awards scholarships to more than 30 collegiate members to continue their educations through graduate and professional study. Scholarship awards range from \$1,000 to \$2,500. These recipients demonstrate exceptional academic performance and leadership abilities. General scholarships are awarded each year for graduate or professional school expenses. Collegiate members and alumni up to five years out of school are eligible to apply.



Gen. Russell E. Dougherty National Leader of the Year

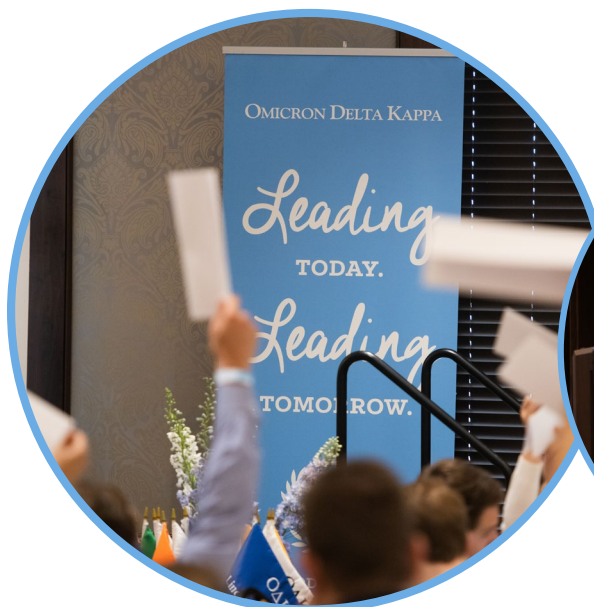
The Omicron Delta Kappa Leader of the Year program is named in honor of Gen. Russell E. Dougherty, United States Air Force (Ret.). Gen. Dougherty was one of the Air Force's best thinkers and planners and served as NATO's Allied Command Europe headquarters chief of staff, commander in chief of the Strategic Air Command, and executive director of the U.S. Air Force Association.

Each OΔK circle selects an outstanding student to be named its Circle Leader of the Year. These students receive certificates and an invitation to apply for the National Leader of the Year Award. Circles who nominate students as Circle Leader of the Year receive credit toward circle recognition honors.



TERMINOLOGY

Circle	The basic unit of Omicron Delta Kappa is the collegiate circle. Membership in the Society can come only through election and initiation by one of the collegiate circles.
National Headquarters Staff	The professional staff led by the president and chief executive officer. All members of the National Headquarters team serve the Society by managing the operations and ensuring the viable future of the organization.
Member	Any individual initiated by a circle. Individuals are members for life.
Board of Trustees	The governing body for the organization is the Omicron Delta Kappa Society and Educational Foundation, Inc. Board of Trustees.
Circle Officer	The faculty advisor, circle coordinator, student president, student vice president, or treasurer.
Circle Advisor	This term refers to either or both the faculty advisor or circle coordinator or circle assistant
The “Society”	The general term to refer to Omicron Delta Kappa. E.g.: “Members of the Society enjoy recognition as leaders throughout the country.”
National Lifetime Membership Fee	The National Lifetime Membership Fee is paid upon initiation and is the only membership fee or dues ever paid by members. There are no recurring annual fees or dues. The National Lifetime Membership Fee is just that – for a lifetime.
Institutional Membership Fee	The charter for each circle is awarded to the college or university. As an institutional member of the Omicron Delta Kappa, the National Leadership Honor Society, the institution pays an annual fee that helps to support the programs, services, and administration of the national organization.
Chartering Fee	This is a one-time fee paid by the institution to establish a circle.
Ceremonial Key	This is a large bronze key the was presented to the circle upon chartering. The key should be present at all initiation and other formal ceremonies of the circle.



ONLINE RESOURCES

The Omicron Delta Kappa website (www.odk.org) has a wealth of information and resources to support circle officers. Each circle also has a page within the website that should be updated annually. Most importantly, the tab for Circle Officers (<https://odk.org/circle-officers/>) has links to several programming resources as well links to forms that help your circle keep its information current with the National Headquarters.

Some of the more commonly used webpages are listed below.

Circle Recognition

<http://odk.org/circle-officers/awards-and-reports/circle-recognition/>

Fees (Lifetime Membership, Affiliation, etc.)

<http://odk.org/circle-officers/fees/>

Leader of the Year

<http://odk.org/circle-officers/awards-and-reports/gen-russell-e-dougherty-national-leader-year-award/>

Membership Application

<https://membership.odk.org/>

National Leadership Conference

<https://odk.org/programs/nlc/>

National Lifetime Membership Fee Payment

<https://odk.org/membership/fees/payment/>

Scholarships

<http://odk.org/get-involved/scholarships/>

Templates

<https://odk.org/circle-officers/materials/circle-templates/>

Webinars

<http://odk.org/programs/webinars>

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odk.org/shop





Amended and Restated
National Bylaws

Approved March 30, 2019

Table of Contents	
ARTICLE I – Name.....	24
ARTICLE II – Purposes	24
ARTICLE III – Policies.....	24
ARTICLE IV – Emblem and Seal.....	24
ARTICLE V – Organization and Members	24
ARTICLE VI – Board of Trustees	25
ARTICLE VII – National Officers and Elected Representatives	26
ARTICLE VIII – Corporate Staff, Books, and Records	28
ARTICLE IX – Committees	28
ARTICLE X – Resignations	29
ARTICLE XI – Indemnification	30
ARTICLE XII – Financial Operations	30
ARTICLE XIII – Amendments.....	30



**Amended and Restated National Bylaws
OF THE OMICRON DELTA KAPPA SOCIETY and
EDUCATIONAL FOUNDATION, INC.
a Kentucky Nonstock, Nonprofit Corporation**

ARTICLE I – NAME

The name of this organization is The Omicron Delta Kappa Society and Educational Foundation, Inc. (the “Society”).

ARTICLE II – PURPOSES

The purposes for which the Society is formed are set forth in Article III of the Society’s Amended and Restated Articles of Incorporation as now stated and hereafter amended.

ARTICLE III – POLICIES

- A. The Society shall be noncommercial and nonpartisan.
- B. The Society shall have and exercise all powers necessary or convenient to effect its purposes and in particular all powers, if any, as are set forth in its Amended and Restated Articles of Incorporation and in Kentucky Revised Statutes section 273.171 as now stated and as hereafter amended.
- C. The Society may cooperate with other organizations and/or agents or individuals concerned with the promotion of the purposes and objectives of the Society, but no individual shall legally bind the Society without proper authorization of the Board of Trustees of the Society (the “Board of Trustees”).

ARTICLE IV – EMBLEM AND SEAL

- A. The emblem of the Society shall be a circular key crossed by two (2) bars between which shall appear the Greek letters OΔK. The upper bar shall contain five (5) stars and the lower bar the date 1914.
- B. This emblem shall be manufactured and distributed under such regulations and specifications as may be adopted and amended by the Board of Trustees as appropriate.
- C. The circular portion of the same design shall constitute the basis for the official seal of the Society which shall be approved by the Board of Trustees and in the custody of the President/CEO. Such seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any other manner reproduced, provided, however, that the use of the corporate seal is not required to validate any writing or document to which the Society is a signatory or party.

ARTICLE V – ORGANIZATION AND MEMBERS

- A. *Organization.* The Society shall consist of an association of all the active circles (chapters) and the initiated members of Omicron Delta Kappa.
- B. *Policies and Procedures Manual.* The guidelines for membership selection, circle operations, and awards criteria are set out in the Omicron Delta Kappa Policies and Procedures Manual. The Omicron Delta Kappa Policies and Procedures Manual will be reviewed by the Mission Committee on an annual basis with approval by the Board of Trustees. Changes in the manual will be communicated to the circles by August 1 of each year.
- C. *Classes of Members.* There are four (4) classes of members as set forth below:
 1. Student Members. Student members shall be those duly selected and initiated into membership as students by a circle of the Society, and they shall be so designated during the remaining period of their collegiate enrollment at the institution of initiation.
 2. Faculty and Staff Members. Faculty and staff members shall be those members of the faculty or the administrative staff of a collegiate institution selected and initiated into membership by a circle as faculty and staff members, or previously initiated members who may subsequently serve on the faculty or staff of such an institution.
 3. Alumni Members. Alumni members shall be former student members after their graduation or the termination of their collegiate enrollment, or those selected and initiated by a collegiate circle after graduation.
 4. Honorary Members. Honorary members shall be those selected and initiated honoris causa by a circle of the Society. Honorary members should have demonstrated outstanding achievements in local, state, national, or international communities.
- D. *Voting.* Except as specifically set forth in Article VI.A.2 regarding the election of Student Trustees and Article VI.A.3 regarding the election of Faculty and Staff Trustees, the members of the Society shall not be entitled to vote on any matter pending before the Society.
- E. *Annual Meetings.* The meeting of the Board of Trustees closest in time to July 1 of that year shall be considered



and shall constitute the annual meeting of members required by Kentucky Revised Statutes section 273.193.

- F. *Special Meetings.* Special meetings of the members, unless otherwise prescribed by law, may be called for any purpose or purposes by the President/CEO at the request in writing of the Chair or a majority of the Board of Trustees. The special meeting shall be at a place determined by the Board of Trustees. No business other than that specified in the notice of the meeting shall be transacted at any special meeting. By, or at the direction of the President/CEO or the Chair, written notice stating the place, day and hour of the special meeting and the purpose or purposes for which the special meeting is called, shall be delivered, either personally by mail or electronic transmission, to each member of the Board of Trustees and to each circle at such address (including e-mail address) as appears in the books of the Society, not less than ten (10) nor more than thirty-five (35) days before the date of the meeting.
- G. *Quorum.* The members of the Board of Trustees at an annual meeting or at a special meeting of members shall constitute a quorum for the conduct of business, regardless of number.
- H. *Remote Communication.* The Board of Trustees, in its sole discretion, may determine that any annual meeting or special meeting of members shall not be held at any place, but shall instead be held solely by means of remote communication pursuant to Kentucky Revised Statutes section 273.195.
- I. *Action Without Meeting.* Any action by the members at a meeting which is required or permitted to be taken by law or the Amended and Restated Articles of Incorporation or these Amended and Restated Bylaws, may be taken without a meeting if a written consent, which sets forth the action so taken, is signed by each member of the Board of Trustees and each member, if any, entitled to vote with respect to the subject matter thereof.

ARTICLE VI – BOARD OF TRUSTEES

- A. *Trustees, Qualifications, and Number.* The Society will be governed by the Board of Trustees, which shall manage the Society and its business, property, and affairs. The Board of Trustees consists of not less than three (3) members nor more than twenty-eight (28) members. The number of Trustees shall be fixed from time to time by resolution of the Board of Trustees. Each member of the Board of Trustees must be a duly chosen member of the Society. A Trustee need not be a resident of Kentucky. Each Trustee shall hold office until a successor is elected and qualified, or until death, or until such Trustee resigns or has been removed from office in the manner permitted by these Amended and Restated Bylaws and by law. Until otherwise changed as herein provided, the number of Trustees which shall constitute the Board of Trustees shall be as follows:
 - 1. At-Large Trustees. Eighteen (18) members appointed by the members of the Board of Trustees will serve as At-Large Trustees. Except as set forth on Schedule A, the At-Large Trustees will serve an initial three-year term beginning on July 1 of the year an individual is appointed to the board and may serve one additional three-year term. At-Large Trustees shall not be eligible for election to an additional term until one year after their second term expires. The At-Large Trustees will be divided into three staggered classes based on their terms of service. The initial At-Large Trustees and their respective terms are set forth on Schedule A.
 - 2. Student Trustees. Three (3) student members elected by the student members at the annual national conference will serve as Student Trustees. Except as set forth on Schedule A, the Student Trustees will serve a three-year term beginning on July 1 of the year elected to the board. The Student Trustees will be divided into three staggered classes based on their terms of service. All Student Trustees will serve as members of the Mission Committee. The initial Student Trustees and their respective terms are set forth on Schedule A.
 - 3. Faculty and Staff Trustees. Three (3) faculty and staff members elected by the current faculty advisors and circle coordinators at the annual national conference or through an electronic vote in advance of the conference will serve as Faculty and Staff Trustees. Except as set forth on Schedule A, the Faculty and Staff Trustees will serve an initial three-year term beginning on July 1 of the year elected to the board and may serve one additional three-year term. Faculty and Staff Trustees shall not be eligible for election to an additional term until one year after their second term expires. The Faculty and Staff Trustees will be divided into three staggered classes based on their terms of service. All Faculty and Staff Trustees will serve as members of the Mission Committee. The initial Faculty and Staff Trustees and their respective terms are set forth on Schedule A.
 - 4. National Treasurer. One (1) member appointed by the members of the Board of Trustees will serve ex-officio as the National Treasurer. The National Treasurer will serve a three-year term beginning on July 1 of the year appointed to the board. The National Treasurer may serve additional terms. The initial National Treasurer is set forth on Schedule A.
 - 5. National Counsel. One (1) member appointed by the members of the Board of Trustees will serve ex-officio non-voting as the National Counsel. The National Counsel must be a member in good standing of the bar of at least one U.S. state or commonwealth. The National Counsel will serve a three-year term beginning

on July 1 of the year appointed to the board. The National Counsel may serve additional terms. The National Counsel will be a non-voting member of the Board of Trustees. The initial National Counsel is set forth on Schedule A.

6. Conference Chair. One (1) member appointed by the members of the Board of Trustees will serve ex-officio non-voting of the Chair of annual national conference. The Conference Chair will serve a term determined at the pleasure of the Board of Trustees. The Conference Chair will be a non-voting member of the Board of Trustees. The initial Conference Chair is set forth on Schedule A.
 7. President/CEO. One (1) individual appointed by the members of the Board of Trustees will serve ex-officio non-voting as the President/CEO for so long as such person holds the position of President/CEO (or a similar successor title). The President/CEO will be a non-voting member of the Board of Trustees. The initial President/CEO is set forth on Schedule A.
- B. *Emeritus/a Trustee*. A Trustee who serves a complete term may be designated as an Emeritus/a Trustee by the majority vote of the Board of Trustees upon the completion of the individual's service as a Trustee. An Emeritus/a Trustee may continue to attend and participate in meetings of the Board of Trustees at the pleasure of the Chair, but shall have no vote and shall not be counted in computing a quorum.
- C. *Vacancies*. Vacancies on the Board of Trustees resulting from a Trustee's resignation, death, or inability to serve, from an increase in the number of members of the Board of Trustees, or otherwise shall be filled by the affirmative vote of the remaining members of the Board of Trustees though less than a quorum. The Trustee so appointed shall hold office for the unexpired term of the individual's predecessor in office and until a successor shall have been elected and qualified, and if there is no such predecessor, until the next succeeding meeting of members and until a successor shall have been elected and qualified.
- D. *Removal*. At a meeting of the Board of Trustees called expressly for that purpose, any Trustee may be removed, with or without cause, pursuant to the affirmative vote of a majority of the other members of the Board of Trustees though less than a quorum, whenever in the Board of Trustees' judgment the best interests of Society will be served by such removal.
- E. *Quorum*. A majority of the voting members of the Board of Trustees shall constitute a quorum for any regular or special meeting of the Board. Except as otherwise required by law, the act of a majority of the Board of Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees.
- F. *Meetings*. The Trustees may hold their Board of Trustee meetings, regular or special, at such place within or without the Commonwealth of Kentucky as they may from time to time determine, or they may meet at such place and time as shall be fixed by the consent in writing of all the Trustees. The Board of Trustees will have regular meetings at least four times a year. Regular meetings may be held without notice at such time and place as shall, from time to time, be determined by the Board of Trustees. Special meetings of the Board of Trustees may be called by the Chair on one day's notice to each Trustee, either personally, by mail or by e-mail. Special meetings of the Board of Trustees shall be called by the Chair in like manner and on like notice on the written request of at least nine Trustees. Notice of any special meeting need not be given to any Trustee, if waived by such Trustee, before, at, or after such special meeting, in writing. Any meeting of the Board of Trustees shall be a duly constituted meeting without any notice or waiver of notice thereof having been given if all the members of the Board of Trustees are present. The Board of Trustees may permit any or all Trustees to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all Trustees participating may simultaneously communicate with each other during the meeting. A Trustee participating in a meeting by this means shall be deemed to be present in person at the meeting. A Trustee may not vote by proxy. The meeting of the Board of Trustees closest in time to July 1 of that year shall constitute the annual meeting where it shall elect officers.
- G. *Action Without Meeting*. Whenever any action by the Trustees at a meeting is required or permitted to be taken by law or the Amended and Restated Articles of Incorporation or the Amended and Restated Bylaws, such action may be taken without a meeting if a written consent, which sets forth the action so taken, is signed by all the Trustees. Such action shall have the same effect as a unanimous vote.

ARTICLE VII – NATIONAL OFFICERS AND ELECTED REPRESENTATIVES

- A. *Officers Generally*. Except as otherwise provided in these Amended and Restated Bylaws, the officers of the Society shall be elected each year by the Board of Trustees. Each officer will hold office for the term specified by the Board of Trustees or in these Amended and Restated Bylaws, and until a successor is elected and qualified or until death or until such other resigns or shall have been removed as herein provided. Any two of the designated offices may be held by the same individual.



- B. *Chair*. The Board of Trustees shall elect a Chair who shall preside at all meetings of the Board of Trustees and who shall appoint all committees and subcommittees. The Chair shall serve a term of one year. The initial Chair is set forth on Schedule A.
- C. *Chair-Elect*. The Board of Trustees shall elect a Chair-Elect who will serve as the Chair of the Governance and Trusteeship Committee. The Chair-Elect shall have all of the duties of the Chair in the event of the Chair's absence or inability to act. The Chair-Elect shall serve a term of one year. The initial Chair-Elect is set forth on Schedule A.
- D. *Immediate Past Chair*. The Board of Trustees shall elect an Immediate Past Chair. The Immediate Past Chair shall have the duties delegated to him or her by the Board of Trustees, including all of the duties of the Chair in the event of the Chair's and the Chair-Elect's absence or inability to act. The Immediate Past Chair shall serve a term of one year. The initial Past Chair is set forth on Schedule A.
- E. *National Student Vice Chair-Elect*. The National Student Vice Chair-Elect shall be elected at each annual national conference. The National Student Vice Chair-Elect must be enrolled in a degree-seeking program at the time of election. The National Student Vice Chair-Elect shall serve a term of one year, and shall succeed the National Student Vice Chair following the expiration of the individual's term of office.
- F. *National Student Vice Chair*. The National Student Vice Chair is the Student Trustee in the individual's second year of service and elected as the National Student Vice Chair-Elect at the previous annual national conference. During the term as National Student Vice Chair, the Student Trustee will also serve as chair of the Student Advisory Board. The National Student Vice Chair shall serve a term of one year.
- G. *Immediate Past National Student Vice Chair*. The Board of Trustees shall elect an Immediate Past National Student Vice Chair. The Immediate Past Student Vice Chair shall have the duties delegated to him or her by the Board of Trustees, including all of the duties of the National Student Vice Chair in the event of the National Student Vice Chair's and the National Student Vice Chair-Elect's absence or inability to act. The Immediate Past National Student Chair shall serve a term of one year. The initial Immediate Past National Student Vice Chair is set forth on Schedule A.
- H. *President/CEO*. There shall be a President/CEO selected by the Board of Trustees pursuant to Article VI.A.7. The President/CEO shall be the chief executive officer of Society and shall control the business, affairs, and property of Society, and shall have charge over its officers, employees, and staff. The President/CEO may sign all certificates, contracts, obligations, and other instruments of Society and shall do and perform such other duties and may exercise such other powers as from time to time may be assigned by these Amended and Restated Bylaws or by the Board of Trustees. The President/CEO shall develop and plan organizational activities, administer the operations of the Society, and represent the Society externally. Notwithstanding the foregoing, the President/CEO will serve on such terms of employment or contractual relationship as the Board may determine in its sole discretion.
- I. *National Treasurer*. The Board of Trustees shall elect a National Treasurer pursuant to Article VI.A.4. The National Treasurer must be a member of the Society. The National Treasurer will serve for three (3) years without compensation for professional services rendered but shall be reimbursed for expenses in fulfilling the individual's duty of advising the National Officers and Board of Trustees about financial matters pertaining to the Society. The National Treasurer shall prepare an annual budget and present it to the Finance Committee and ultimately to the Board of Trustees for its approval. The National Treasurer shall serve as the chair of the Finance Committee. The National Treasurer shall oversee custody of the funds of the Society and of all investments, bequests, and donations and shall ensure that an accurate account of all moneys received and disbursed is maintained. The National Treasurer shall provide oversight to the deposit of all moneys and valuables in the name of and to the credit of the Society in such banks and depositories, as the Board of Trustees shall designate. The National Treasurer shall chair the Finance Committee.
- J. *National Counsel*. The Board of Trustees shall elect a National Counsel pursuant to Article VI.A.5. The National Counsel will serve for three (3) years without compensation for professional services rendered but shall be reimbursed for expenses in fulfilling the individual's duty of advising the National Officers and Board of Trustees about legal matters pertaining to the Society.
- K. *Conference Chair*. The Board of Trustees shall elect a Conference Chair pursuant to Article VI.A.6. The Conference Chair will oversee the operation and administration of the next annual national conference. The Conference Chair shall serve as an ex-officio non-voting member of the Board of Trustees. The term for the Conference Chair is one year.
- L. *Subordinate Officers*. The Board of Trustees may appoint other officers or agents, each of whom shall hold office for such period, have such authority and perform such duties as the Board of Trustees determine. The Board of Trustees may delegate to any officer the power to appoint any such subordinate officers or agents and to prescribe their respective authorities and duties.
- M. *Removal*. Any officer or agent may be removed, with or without cause, by the vote of a majority of the Board of Trustees whenever in the Board of Trustees' judgment the best interests of Society will be served by such

removal.

- N. *Vacancies*. In the event the Board Chair is unable to complete the individual's term, the Chair-Elect shall serve as Chair. In the event any other National Officer or member of the Board of Trustees is unable to complete the individual's term, the Board of Trustees shall elect a member of the Society to replace him or her.

ARTICLE VIII – CORPORATE STAFF, BOOKS, AND RECORDS

The President/CEO shall serve ex-officio as Secretary of the Board for purposes of and shall provide oversight to ensure proper custody of all books and records of the Society and for authenticating records of the Society. The President/CEO shall arrange for the recording of the minutes of the Board of Trustees and ensure that notices required by the Amended and Restated Bylaws are sent as needed. The President/CEO shall be responsible for the custody of the corporate seal and shall supervise the preparation and submission of a concise statement of work of the Society and of its assets and liabilities at the annual meeting of the Board of Trustees. The Society shall keep at its registered office or principal place of business a record of its members, giving the names and addresses of all members. Members shall have the right to examine, in person, or by agent or attorney, at any reasonable time or times, for any proper purpose, the Society's relevant books and records of account, minutes, and record of members and to make abstracts there from all as permitted by, and subject to the limitations of, Kentucky Revised Statutes section 273.233 as now stated and as hereafter amended.

ARTICLE IX – COMMITTEES

- A. *Committees Generally*. The Board of Trustees may at any time appoint standing committees to consist of as many members as it deems advisable. The members of a committee shall hold office until the appointment of their successors. A majority of the members of a committee shall constitute a quorum for the transaction of business, unless any committee shall by a majority vote of its entire membership decide otherwise. The Board of Trustees shall have the power to fill vacancies in the committees.
- B. *Development Committee*.
1. There shall be a standing Development Committee of at least seven members. The members of the committee shall be appointed by the Chair to serve for a term of one year, and the Development Committee Chair will be appointed by the Chair. Non-Trustees may serve on the committee, but the majority of the committee shall be composed of Trustees.
 2. The Development Committee shall have three subcommittees which will be charged with establishing the following:
 - a. an annual giving subcommittee which will take a leadership role in Trustee solicitation, recruiting a chair for the annual fund campaign, and assisting the committee chair in securing annual gifts at a leadership level, and
 - b. a major gifts and planned giving subcommittee which will focus on assisting with the identification, cultivation, and solicitation of major gift and planned giving prospects, and its work will be coordinated with or folded in to any campaign the Society shall conduct.
- C. *Finance Committee*.
1. There shall be a Finance Committee of at least five members including the National Treasurer who shall serve as chair. The other members of the committee shall be appointed by the Chair to serve for a term of one year. Non-Trustees may serve on the committee, but the majority of the committee shall be composed of Trustees.
 2. The Finance Committee shall develop and recommend to the Board of Trustees those financial principles, plans, and courses of action that provide for mission accomplishment and organizational financial well-being. Consistent with this responsibility, it shall review the proposed annual budget and submit it to the Board for its approval. In addition, the committee shall make recommendations with regard to the level and terms of indebtedness, cash management, risk management, financial monitoring and reports, employee benefit plans, signatory authority for expenditures, and other policies that the committee determines are advisable for effective financial management of the Society.
 3. Specifically, the Finance Committee shall be charged with the following:
 - a. developing and monitoring the annual budget,
 - b. reviewing quarterly financial statements,
 - c. engaging and overseeing the Society's auditor and receiving the auditor's report,
 - d. ensuring that the Society has adequate risk protection for its Trustees and officers and comprehensive general liability insurance coverage, and
 - e. monitoring investment performance throughout the year and, if constituted, receiving advice from

an investment subcommittee.

D. *Governance and Trusteeship Committee.*

1. There shall be a Governance and Trusteeship Committee of at least five members chaired by the Chair-Elect. The other members of the committee shall be appointed by the Chair to serve for a term of one year. Non-Trustees may serve on the committee, but the majority of the committee shall be composed of Trustees.
2. The Governance and Trusteeship Committee shall be charged with the following:
 - a. identifying, educating, cultivating, recruiting, nominating, orienting, mentoring, and evaluating members of the Board of Trustees,
 - b. recommending a policy statement on the role and responsibilities of Trustees,
 - c. annually recommending the strategic goals and objectives for the Society in consultation with the officers and other standing committees, and
 - d. regularly reviewing the Society's then current articles of incorporation and bylaws.
3. The Governance and Trusteeship Committee also provides oversight on matters pertaining to governance issues and processes including long-range planning and national nominations. The committee examines how the Board of Trustees is functioning, how Board of Trustees members communicate, and whether the Board of Trustees is fulfilling its responsibilities and living up to the objectives and aspirations set for itself and the organization.
4. A subcommittee of the Governance and Trusteeship Committee is the National Nominating Committee. The committee's purpose is to facilitate the election of duly qualified faculty and staff, as well as student members, to the board as well as appointed positions on the board (National Treasurer, National Counsel). Members of the committee shall be appointed by the Chair of the Board of Trustees to serve for a term of one-year. The chair of the National Nominating Committee will be the Immediate Past Chair of the Mission Committee. In addition to the chair, the committee shall consist of four additional members including at least one student, one circle coordinator/faculty advisor, one out-going member of the current Board of Trustees, and the President/CEO (non-voting ex-officio). The committee's composition shall include both those who have served in national office as well as those who have not.

E. *Mission Committee.*

1. There shall be a standing Mission Committee of at least six members. The members of the committee shall be appointed by the Board Chair to serve for a term of one year. The chair of the Mission Committee will be the Faculty and Staff Trustee serving in individual's second year on the Board. All Faculty and Staff and Student Trustees will serve on the Mission Committee. Non-Trustees may serve on the committee, but the majority of the committee shall be composed of Trustees.
2. The Committee is charged to think strategically about matters related to extension to new campuses including those that serve underrepresented populations. In addition, the Committee shall address the health and vitality of existing circles and their members and coordinate the annual review of the Omicron Delta Kappa Policies and Procedures Manual. Furthermore, the committee will maintain the standard of membership throughout the Society and review all applications from institutions for the establishment of a circle on their campus under the provisions of the Omicron Delta Kappa Policies and Procedures Manual.

F. *Executive Committee.*

1. There shall be a standing Executive Committee chaired by the Chair. The Committee will be composed of the Board Chair, Chair-Elect/Governance and Trusteeship Committee Chair, Past Chair, National Student Vice Chair, National Treasurer/Finance Committee Chair, National Counsel, Mission Committee Chair, and Development Committee Chair.
2. The Executive Committee has the authority to act for the Board of Trustees when necessary between meetings of the Board. The Committee shall not have the authority to amend the Society's then current articles of incorporation or the bylaws. All actions taken by the Committee shall be reported to the Board of Trustees within ten days of the meeting at which they were taken and shall be subject to review by the Board.
3. The Committee will meet once a year for the purpose of evaluating the President/CEO's performance in support of the Society with a formal written evaluation to be completed on a biennial basis.

ARTICLE X – RESIGNATIONS

Any Trustee, officer, or committee member may resign the individual's office at any time, such resignation to be made in writing and to take effect from the time of its acceptance by the Society. The acceptance of a resignation shall be required to make it effective.



ARTICLE XI – INDEMNIFICATION

- A. The Society agrees to indemnify any Trustee or officer or former Trustee or officer of the Society to the fullest extent permitted by law against expenses actually and reasonably incurred by him in connection with the defense of any action, suit or proceeding, civil or criminal, in which he is made a party by reason of being or having been such Trustee or officer, except in relation to matters as to which he shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty to the Society.
- B. A determination as to whether a person is entitled to indemnification under this section shall be made by (1) the Board of Trustees by majority vote of a quorum consisting of Trustees not at the time parties to the proceeding or claim in question, (2) if a quorum cannot be so obtained, by majority vote of a committee of the Board of Trustees duly designated by the Board of Trustees (in which designation Trustees who are parties may participate), consisting solely of two or more Trustees not at the time parties to the proceeding or claim in question and (3) if such a committee cannot be created, by independent legal counsel selected by the Board of Trustees.
- C. The Society may require in connection with reimbursing a person indemnified under this section for attorneys' fees that all such indemnified persons use the same counsel for the same proceeding or claim (or series of related proceedings or claims), except where the use by such indemnified persons of the same counsel would create a substantial conflict of interest or prejudice the defense of any such persons due to the conflicting interests of such persons in the proceeding or claim.
- D. The limitations set forth in this section shall in no way limit the ability of the Board of Trustees to cause the Society to provide additional contractual indemnities to any person or limit the insurance coverage the Society may maintain respecting claims against Trustees, National Officers, other committees, or other persons. By determination of the Board of Trustees, the Society may indemnify such other persons not identified above in such instances where the Board of Trustees deems appropriate.

ARTICLE XII – FINANCIAL OPERATIONS

- A. The Society's fiscal year shall be July 1 to June 30.
- B. Individuals appointed to Board of Trustees as At-Large Trustees shall cover their own expenses to attend the annual national conference as well as the in-person meetings of the Board.
- C. The expenses for the Student Trustees, Faculty and Staff Trustees, National Treasurer, National Counsel, and Conference Chair to attend the annual national conference and in-person meetings of the Board shall be paid from the national treasury as the Board of Trustees in its discretion may authorize.
- D. No officer or member of the Board of Trustees shall receive any honorarium or compensation from the national treasury unless by specific action of the Board of Trustees.
- E. The President/CEO and the National Treasurer shall be custodians of the funds of the Society. They shall receive and disburse all fees and other monies belonging to the national treasury, shall keep an accurate record of all receipts and disbursements, and shall establish and maintain a bank account(s) in the name of the Society, depositing all receipts in such account(s) and making all disbursements by checks against the account in accordance with existing regulations or by other proper authority.
- F. The President/CEO and the National Treasurer shall submit to the members of the Board of Trustees at least once each quarter an interim financial statement.
- G. The accounts of the Society shall be audited by a qualified auditor that will report to the Finance Committee.
- H. In accordance with Kentucky Revised Statutes section 273.241, as now stated and as hereafter amended, the Society shall not lend money to or use its credit to assist its trustees, officers, or members.

ARTICLE XIII – AMENDMENTS

- A. These Amended and Restated Bylaws may be amended, altered, or repealed in any manner not inconsistent with the Society's then current articles of incorporation and the laws of the Commonwealth of Kentucky, at any regular or special meeting of the Board of Trustees; provided that the Trustees were given written notice of the proposed amendments no less than two weeks prior to such meeting, or that notice of the amendment shall have been waived by all of the Trustees.
- B. These Amended and Restated Bylaws amend and restate all previous constitutions and bylaws of the Society.





Omicron Delta Kappa
Policies and Procedures Manual

June 29, 2019

Table of Contents

100 Introduction32

200 Membership.....36

300 Circles39

400 Ritual, Song, Emblem, Seal, and Symbols43

500 Financial Operations44

600 Operating Committees.....45

700 Awards47

800 Annual National Conference51

900 Additional Policies and Statements51



110 Name

The legal name of this organization is The Omicron Delta Kappa Society and Educational Foundation, Inc. The organization is referred to as Omicron Delta Kappa, The National Leadership Honor Society, or just as the “Society” operationally and in this manual.

120 Purpose

The Omicron Delta Kappa Society and Educational Foundation, Inc. is a leadership honor society and nonprofit foundation with a five-part purpose:

- Determine mission and purpose of overall organization; recruit and engage a competent Board.
- Recognize individuals who have attained a high standard of leadership in collegiate and/or community activities and to encourage them to aspire to higher achievements.
- Gather the most representative individuals in all phases of collegiate life and, thus, to create an organization which will help to mold the sentiment of the institution on questions of local and intercollegiate interest.
- Bring together members of the faculty and student body of the institution, as well as other Society members, on a basis of mutual interest, understanding, and helpfulness.
- Develop a philanthropic community that supports leadership programs and members by securing and stewarding the financial resources necessary for OΔK to achieve its strategic goals.

130 Governance

The Omicron Delta Kappa Society and Educational Foundation, Inc. is governed, at the national level, by the Board of Trustees. The responsibilities of the Board are the following:

- Determine mission and purpose of overall organization; recruit and engage a competent Board.
- Select the president/chief executive officer; support and evaluate the President/CEO.
- Ensure effective planning, legal integrity, and ethical integrity; enhance the organization’s public standing.
- Monitor and strengthen programs and services.
- Ensure adequate financial resources; protect assets and provide financial oversight; oversee audit.
- Elect chair and chair-elect of Board.

131 Composition of the Board of Trustees

The Board of Trustees consists of 18 individuals appointed by the other members of the Board. The Board also includes a National Student Vice Chair, National Treasurer, National Counsel, President/CEO, three elected at-large faculty and staff members, the next immediate National Leadership Conference Planning Team Leader, and two elected at-large student members. All members of the Board must be initiated members of the Society. Any member of the Society may attend any meeting of the Board of Trustees.

132 Mission Committee

There shall be a standing Mission Committee. The members of the committee shall be appointed by the Board Chair to serve for a term of one year. The chair of the committee will be the faculty and staff trustee serving in his or her second year on the Board. All faculty and staff trustees will serve on the Mission Committee. Non-trustees may serve on the Mission Committee. The Committee is charged to think strategically about matters related to extension to new campuses including those that serve underrepresented populations. In addition, the Committee shall address the health and vitality of existing circles and their members and coordinate the annual review of the Omicron Delta Kappa Policies and Procedures Manual. Furthermore, the committee will maintain the standard of membership throughout the Society and review all applications from institutions for the establishment of a circle on their campus under the provisions of the Omicron Delta Kappa Policies and Procedures Manual. Specifically, the Mission Committee is charged with the following:



- Developing strategies for extension including;
- Reviewing charter petitions for the establishment of new circles;
- Forwarding charter petitions to the Board of Trustees for approval;
- Designating circle recognition honors;
- Authorizing presentation of member recognition certificates;
- Working with the annual national conference committee to develop a program related to membership and circle standards; and
- Coordinating the review and changes in the Omicron Delta Kappa Policies and Procedures Manual on an annual basis.

133 Election and Responsibilities of Student Representatives on the Board of Trustees

Three student members elected by the collegiate circle delegates during the annual national conference will serve as student trustees. The Board of Trustees of the Omicron Delta Kappa Society and Educational Foundation, Inc. meets four times a year: two times a year in person and two times a year via conference call. Trustees are expected to participate in all meetings. One student trustee, the National Student Vice President-Elect, will be elected from a slate of three student trustee candidates each year. Student trustees serve a three-year term beginning on July 1 of the year elected to the board. Student trustees are divided into three staggered classes based on their terms of service. Student trustees must be enrolled in a degree program at the time of their initial election to the Board. In the second year of service, the student trustee shall serve as the National Student Vice President and as chair of the Student Advisory Board. All student trustees will serve as members of the Mission Committee.

General Qualifications

Student candidates for membership to the Board shall demonstrate sound judgment, as well as understanding and appreciation of the Society's activities. Members should be articulate, provide evidence of leadership skills and capabilities, and demonstrate personal skills such as integrity, enthusiasm, communication skills, critical thinking, decision-making, and follow-through.

Nominees will be evaluated on the basis of the aforementioned qualifications as well as their (a) local, regional and/or national visibility in the Society, (b) participation in the Society at the local, regional, or national level, and (c) other contributions to the Society that relate to the advancement of OΔK's mission and ideals.

Duties and Responsibilities of Student Trustees

Student trustees will support the work of OΔK and provide mission-based leadership and strategic governance. While day-to-day operations are led by President/CEO, the Board and President/CEO relationship is a partnership.

Specific responsibilities of student trustees include:

- Advocating on behalf of the collegiate members of the Society;
- Serving as a trusted advisor to the President/CEO as he or she develops and implements OΔK's long-range plan;
- Reviewing outcomes and metrics created by OΔK for evaluating its impact and regularly measuring its performance and effectiveness using those metrics;
- Reviewing agendas and supporting materials prior to Board and committee meetings;
- Approving OΔK's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities;
- Contributing to an annual performance evaluation of the President/CEO as conducted by the Executive Committee with a formal written evaluation completed on a biennial basis;
- Partnering with the President/CEO, National Headquarters staff, and other trustees to ensure that Board resolutions are carried out;
- Serving on committees or task forces and taking on special assignments;
- Representing OΔK to stakeholders and acting as an ambassador for the organization;
- Ensuring OΔK's commitment to a diverse Board and staff that reflects the communities OΔK serves; and
- Making an annual contribution that is commensurate with the individual's capacity.



Preferred Qualifications and Additional Information

Ideal candidates will have the following qualifications:

- At some level, past or current service to OΔK;
- A commitment to and understanding of OΔK's stakeholders, mission, and ideals, preferably based on experience;
- A sense of tact and diplomacy and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals; and
- Personal qualities of integrity, credibility, and a passion for improving the lives of OΔK's beneficiaries.

Service on the Board of Trustees is without remuneration, except for administrative support, travel, and accommodation costs in relation to the duties of trustees.

Recommended Timeline for Nominations and Elections

January 2	Call for nominations and self-nominations distributed by email to collegiate initiates from the three preceding calendar years; nominees required to submit a nomination form; personal statement (500-700 words) about the nominee's interest in serving Omicron Delta Kappa, leadership philosophy, purpose for running, and goals for the Society's future; resume/curriculum vita (in PDF format with personal contact information removed); and professional headshot digital photograph
March 1	Second call for nominations (three preceding calendar years plus January/February initiates)
March 15	Nominations close
April 1	Preliminary candidates identified; initial screening interviews (by phone) between April 1 - 15 (candidates must agree to attend conference if slated by committee)
May 1	Slate of three student candidates (one to be elected) announced and conference participation and enrollment status confirmed; personal statement, resume/curriculum vita, and photograph for each candidate posted on the website; circle delegates informed of secured procedure for election including the opportunity to write-in a candidate
TBD	During the annual national conference, candidates are introduced and make presentation in person and via the web on first day with electronic vote on the second morning of the conference; election results announced at closing banquet; if there is a tie, a run-off election will take place after lunch on the second day

134 Election of Faculty and Staff Representatives on the Board of Trustees

Three faculty and staff members, voted upon by sitting circle coordinators and faculty advisors and elected in advance of the annual national conference, will serve as faculty and staff trustees. The Board of Trustees of the Omicron Delta Kappa Society and Educational Foundation, Inc. meets four times a year: two times a year in person and two times a year via conference call. Trustees are expected to participate in all meetings. Faculty and staff trustees serve a three-year term beginning on July 1 of the year elected to the board. Faculty and staff trustees must be either be sitting faculty advisors or circle coordinators or have previously served as a faculty advisor or circle coordinator. Faculty and staff trustees are divided into three staggered classes based on their terms of service. In the second year of service, a faculty or staff trustee shall serve as the chair of the Mission Committee. In the third year of service, a faculty or staff trustee shall serve as chair of the National Nominating Committee. All faculty and staff trustees will serve as members of the Mission Committee.

General Qualifications

Faculty and staff candidates for membership to the Board shall demonstrate sound judgment, as well as



understanding and appreciation of the Society's activities. Members should be articulate, provide evidence of leadership skills and capabilities, and demonstrate personal skills such as integrity, enthusiasm, communication skills, critical thinking, decision-making, and follow-through.

Nominees will be evaluated on the basis of the aforementioned qualifications as well as their (a) local, regional and/or national visibility in the Society, (b) participation in the Society at the local, regional, or national level, and (c) other contributions to the Society that relate to the advancement of OΔK's mission and ideals.

Duties and Responsibilities of Faculty and Staff Trustees

Faculty and staff trustees will support the work of OΔK and provide mission-based leadership and strategic governance. While day-to-day operations are led by President/CEO, the Board and President/CEO relationship is a partnership.

Specific responsibilities of advisor trustees include:

- Advocating on behalf of the Society's Circle Coordinators and Faculty Advisors;
- Serving as a trusted advisor to the President/CEO as he or she develops and implements OΔK's long-range plan;
- Reviewing outcomes and metrics created by OΔK for evaluating its impact and regularly measuring its performance and effectiveness using those metrics;
- Reviewing agendas and supporting materials prior to Board and committee meetings;
- Approving OΔK's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities;
- Contributing to an annual performance evaluation of the President/CEO as conducted by the Executive Committee with a formal written evaluation completed on a biennial basis;
- Partnering with the President/CEO, National Headquarters staff, and other trustees to ensure that Board resolutions are carried out;
- Serving on committees or task forces and taking on special assignments;
- Representing OΔK to stakeholders and acting as an ambassador for the organization;
- Ensuring OΔK's commitment to a diverse Board and staff that reflects the communities OΔK serves; and
- Making an annual contribution that is commensurate with the individual's capacity.

Preferred Qualifications and Additional Information

Ideal candidates will have the following qualifications:

- At some level, past or current service to OΔK;
- A commitment to and understanding of OΔK's stakeholders, mission, and ideals, preferably based on experience;
- A sense of tact and diplomacy and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals; and
- Personal qualities of integrity, credibility, and a passion for improving the lives of OΔK's beneficiaries.

Service on the Board of Trustees is without remuneration, except for administrative support, travel, and accommodation costs in relation to the duties of trustees.

Recommended Timeline for Nominations and Elections

January 2	Call for nominations and self-nominations distributed by email to all sitting Faculty Advisors and Circle Coordinators; nominees required to submit a nomination form; personal statement (500-700 words) about the nominee's interest in serving Omicron Delta Kappa, leadership philosophy, purpose for running, and goals for the Society's future; resume/curriculum vita (in PDF format with personal contact information removed); and professional headshot digital photograph
February 1	Second call for nominations
March 1	Nominations close



March 15	Preliminary candidates identified; initial screening interviews (by phone) between March 15 – 30 (candidates must agree to attend conference if slated by committee)
April 15	Slate of faculty and staff candidates (one to be elected) announced and conference participation and enrollment status confirmed; personal statement, resume/curriculum vita, and photograph for each candidate posted on the website; sitting Faculty Advisors and Circle Coordinators informed of secured procedure for election including the opportunity to write-in a candidate
May 1	Elections open online
May 15	Elections close online
May 16	Candidates informed of election results and announcement of results distributed to sitting Circle Coordinators and Faculty Advisors

140 Omicron Delta Kappa Policies and Procedures Manual

The guidelines for membership selection, circle operations, and awards criteria are set out in the Omicron Delta Kappa Policies and Procedures Manual. The Omicron Delta Kappa Policies and Procedures Manual will be prepared and reviewed by the Mission Committee on an annual basis with approval by the Board of Trustees. Changes in the manual will be communicated to the circles by August 1 of each year.

200 Membership

210 Membership Classifications

There are four (4) membership classifications:

- Student members shall be those duly selected and initiated into membership as students by a circle of the Society, and they shall be so designated during the remaining period of their collegiate enrollment at the institution of initiation.
- Faculty and staff members shall be those members of the faculty or the administrative staff of a collegiate institution selected and initiated into membership by a circle as faculty and staff members, or previously initiated members who may subsequently serve on the faculty or staff of such an institution.
- Alumni members shall be former student members after their graduation or the termination of their collegiate enrollment, or those selected and initiated by a collegiate circle after graduation.
- Honorary members shall be those selected and initiated honoris causa by a circle of the Society. Honoris causa members should have demonstrated outstanding achievements in local, state, national, or international communities.

Membership in the Society entitles the person selected to the rights and privileges of membership for the remainder of the member's life, except that only voting members may vote and hold office in a local circle.

220 Membership Qualifications

The qualifications for membership in the Society shall be exemplary character, scholarship and intelligence, service and leadership in campus or community life, good citizenship within the academic and larger community, and fellowship and consecration to democratic ideals.

221 Student Members Qualifications and Limitations

To be eligible for membership in the Society, a student must meet each of the following minimum requirements:

- One-half (1/2) academic year of residence in the institution where selected.
- For undergraduate students, the individual must have standing as a junior or senior, as defined by the enrolled institution. Undergraduate students must rank in the highest 35 percent in scholarship among students in the appropriate class of the college or school in the institution in which the student is registered. The



cumulative scholarship record of the student, as interpreted by the institution where membership is to be conferred, shall be the basis for computing scholarship eligibility for the purpose of classification in rank.

- For graduate students, the individual must have standing as a graduate, post-graduate, or professional student as defined by the enrolled institution. The institution may set appropriate scholarship standards that must be included in the circle's bylaws and significantly reflect the Society's role as an honor society. The scholarship standards for an individual circle's graduate, post-graduate, and professional school students may differ from the Society's undergraduate standard. The Mission Committee must approve these standards in advance.
- In those institutions not ranking students, or those in which special problems relating to the computation of scholastic averages exist, the circles may employ alternate procedures to obtain evidence of a candidate's scholastic ability. The Mission Committee must approve these procedures in advance.
- In the selection of student members, the complete collegiate record of each candidate (both in and out of the local institution as far as possible, including also the candidate's record in other institutions of higher learning attended) shall be obtained and classified into the following categories:
 - Scholarship;
 - Athletics;
 - Campus or Community Service, Social and Religious Activities, and Campus Government;
 - Journalism, Speech, and the Mass Media;
 - Creative and Performing Arts.
- The candidate must have attained, in the opinion of the voting members, special distinction in at least one of the above-mentioned phases of collegiate and/or community activities. Circles are strongly urged in selecting new members to consider at least one (1) person each year from each of the categories enumerated above.
- In no case shall the number of students selected to membership in any one year by a circle exceed three percent of the total number of regularly enrolled full-time undergraduate students at the beginning of the academic year on the campus of the institution where the circle is located. In the case of institutions with a student enrollment of less than 800, this limit shall be five percent.
- The number of graduate and post-graduate professional student members selected in a circle in a single academic year may not exceed one-half of the number selected to undergraduate student membership in that circle in that academic year. Notwithstanding the foregoing, those graduate and post-graduate professional students who have been awarded a baccalaureate degree at the same university at which they are enrolled as graduate students at the time of consideration do not count toward the one-half annual limit.
- A student member shall remain a voting member while attending the institution where the electing circle is located.
- A student member transferring in good standing to another institution in which a circle is located may, during the period in which he or she is matriculated as a candidate for a degree, hold voting membership in that circle at the discretion of the circle.

222 Faculty and Staff Member Qualifications and Limitations

To assure the participation of members of the faculty and administrative staff in the Society, each circle shall select individuals from this group to faculty and staff membership. Each circle shall develop its own standards for such selection, bearing in mind the general qualifications for membership. The number of faculty and staff members selected each academic year shall not exceed one-third of the number of student members selected that academic year. A faculty or staff member shall be entitled to vote only during his or her term as a voting member of a circle.

223 Alumni Member Qualifications and Limitations

To assure the participation of alumni members in the Society, each circle may select individuals from this group to alumni membership. Each circle shall develop its own standards for such selection, bearing in mind the general qualifications for membership. The number of alumni members selected each year shall not exceed one-third the number of student members selected in any election that year. An alumni member shall be entitled to vote only during his or her term as a voting member of a circle. No person shall be eligible for selection as an alumni member until five (5) years after graduation.

224 Honorary Member Qualifications and Limitations

Any individual who shall have achieved distinction in his or her own chosen profession or has rendered unusually



significant service through his or her leadership in significant causes may be elected to honorary membership in any circle of the Society, although he or she may have had no previous connections with the institution in which the circle is located. Under no circumstances shall a student be considered for honorary membership. Circles located in institutions having a student matriculation of less than 1,000 shall not elect more than two honorary members during any one academic year. Circles located in institutions with more than 1,000 students may elect a maximum of four honorary members during any one academic year. If circumstances prohibit the usual initiation ceremony, the initiation of honorary members may take place at the time of tapping or soon thereafter.

230 Membership Selection

New members may be selected and initiated by each circle not less than annually, the manner and frequency of selections being subject to the provisions of the circle's bylaws, provided that honorary members may be selected as frequently as a circle may desire except as limited in the Omicron Delta Kappa Policies and Procedures Manual. The selection of student members, faculty or staff members, alumni members, and honorary members shall be left to the discretion of the individual circles, subject to the conditions and provisions as to the number to be selected in the Omicron Delta Kappa Policies and Procedures Manual. In addition, in membership selection, circles should adhere to the following.

- No person whose national lifetime membership fee has not been paid to the National Headquarters, whose membership form has not been received by the National Headquarters, or who has not been initiated shall be considered a member of the Society.
- No person may be admitted into Society membership prior to initiation except in the case of the death of the selectee who has fulfilled all the obligations of membership except initiation, in which event the selectee may be admitted posthumously.
- No circle shall initiate any person who has been initiated by another circle.

A simple majority of the voting members of a circle shall constitute a quorum in order to conduct a selection of members. An affirmative vote of no less than 60% of the voting members present shall be required to select any candidate to membership. Each circle however, by provision in the circle bylaws, may change the quorum or increase the percentage of the affirmative vote required for selection.

240 Membership Processing

All applicants for membership in Omicron Delta Kappa shall complete the online National Lifetime Membership Application as approved by the Mission Committee.

The circle may choose to use a local application process for the purposes of membership selection; however, all applicants still must complete National Lifetime Membership Application. This will be the only form of application for membership accepted by the National Headquarters.

Once the selection has been completed, a circle advisor will complete the membership approval and membership order through the established online portal. Only circle advisors or circle assistants may complete this process.

All applicants for membership must pay the National Lifetime Membership Fees in full prior to the initiation either through the national payment website or to the local circle. The local circle shall be responsible to ensure that all applicants have paid in advance of initiation. The National Headquarters will not accept direct payments from applicants in any form other than through the national payment website.

Any applicant who does not complete the initiation ceremony shall not be considered a member. The symbols of membership (certificate and pin) shall be returned to the National Headquarters within 30 days of the ceremony. Omicron Delta Kappa reserves the right to deny all or part of a refund for applicants who do not complete the initiation process.

250 Membership Standards and Integrity

Although the selection of a new member on the part of any individual collegiate circle shall be in general considered as final, it shall nevertheless be the duty of the President/CEO a careful check upon the qualifications



of every initiate. Whenever, in the opinion of the President/CEO, any newly selected member shall appear to fall below the standard of eligibility prevailing throughout the Society, it shall be the duty of the President/CEO to investigate the case with the assistance of the local circle's Circle Coordinator, Faculty Advisor, and other such persons as the President/CEO may deem proper. Pending the outcome of such investigation, the President/CEO shall withhold the symbols of membership in the Society from the individual whose qualifications are in question, until action has been taken by the Mission Committee on the matter. The Mission Committee shall have the power to confirm or reject the selection. In the case of unfavorable action on its part, the circle in question shall be entitled to appeal the decision to the Board of Trustees, which will result in the suspension of the individual under investigation until the Board shall have disposed of the case.

260 Expulsion

Any circle, with the approval of three-fourths (3/4) of its voting membership may, having given 15 days written notice of the reasons therefore and having given thereafter the member in question an opportunity to be heard, expel any member for conduct unbecoming a member of this Society. The circle thereafter must within ten (10) days give the affected member written notice of the circle's decisions with the reason for its action and indicating the right to appeal said decision to the Mission Committee. The affected member shall have 30 days from the date of receipt of the decision to appeal in writing the decision to the Mission Committee by delivering notice thereof to the President/CEO. The Mission Committee shall review said expulsion in light of the causes for and due process procedure followed by the local circle and shall within 60 days of receipt of said appeal inform the affected member of its decision. The affected member shall, in the absence of an appeal or upon unfavorable action on his or her appeal, surrender his or her symbols of membership (pin and membership certificate).

270 Resignation

On notification of intent of a member of the Society to resign, the President/CEO is to investigate circumstances surrounding the resignation, to consult with the Circle Coordinator, if warranted, and to recognize the withdrawal by letter.

300 Circles

310 Establishment of New Circles

The Society shall establish circles of the Society only at colleges and universities granting baccalaureate or higher degrees that are accredited by the appropriate regional accrediting agencies. A circle is a local chapter established on a college or university campus to further the mission of the Society. The President/CEO or his or her designee shall furnish information concerning the Society to interested institutions, organizations, and individuals and shall encourage Society members to recommend institutions for consideration. The process for awarding charters to new circles is as follows:

- The Mission Committee shall review application materials and make a recommendation to the Board of Trustees to approve granting a charter to a new institution.
- Upon the recommendation of the Mission Committee, the Board of Trustees shall approve or deny granting a circle charter to an institution. Upon the decision of the Board, the President/CEO will notify the circle and schedule a chartering ceremony.

315 Charter Relationship Statement

The mission of Omicron Delta Kappa is to identify, honor, and develop leaders in collegiate and community life; to encourage collaboration among students, faculty, staff, and alumni to advance leadership; and to promote and publicize our ideals.

Omicron Delta Kappa grants the privilege of establishing a circle to a college or university. The understanding is that the charter is granted not to the original select group of students, faculty, or administrators, but it is awarded to the institution which is then entrusted with the success and management of the circle.

By accepting the charter, the institution and circle agree to abide by and support the OΔK mission to the fullest



extent possible through the following: assisting the advisors and officers of the circle; encouraging circle and campus members to participate in OΔK activities; promoting OΔK membership; and ensuring the uninterrupted operation of the circle during advisor transitions.

The conditions for granting the charter include the following:

1. The institution fully understands that a circle of Omicron Delta Kappa is not a “student organization” in that the responsibility for the management and success of the circle is not solely the responsibility of students. The institution holds the charter and, as such, will ensure that the advisors and student officers maintain the organization in active status as defined by the OΔK bylaws at all times.
2. The institution is responsible for ensuring that two advisors are appointed and actively engaged in the circle at all times. Advisors must be permanent full or part-time paid employees of the institution. The part-time employees should not be graduate assistants or other similar temporary employees.
3. The institution will ensure that the annual Institutional Membership Fee (formerly affiliation fee) of \$115 upon the first initiation of the fiscal year and that all financial transactions with OΔK will be managed appropriately.
4. The circle agrees that it will not adopt any other purpose that detracts from or conflicts with OΔK purpose or tax-exempt status.

Omicron Delta Kappa has a vested interest in the success and growth of a circle at all levels. The institution can expect the following from the national organization:

1. OΔK will provide initial and regular training for advisors and students officers.
2. OΔK will provide efficient and effective means for circles to manage the membership application and selection process
3. OΔK will provide leadership education programs through the national leadership conference, regional workshops, and online platforms.
4. OΔK will maintain resources for circles to ensure the best possible recruitment, selection, and engagement of circle members.

If at any time either party consistently fails to meet the tenets of this agreement, either party may request to have the charter recalled by the national organization. The final recall of a charter requires the consent of the Society’s governing body.

320 Organization of Circles

Each local unit of Omicron Delta Kappa shall be called a circle and recognized by an institution of higher learning and privileged to select students and others to membership in the Society. Circles may be chartered at such institutions as may be recommended by the President/CEO and under such regulations as may be adopted from time to time as part of the Omicron Delta Kappa Policies and Procedures Manual.

The voting membership of the circles of the Society shall consist of:

1. All student members of the circle, graduate, post-graduate professional and undergraduate, of the institution at which the circle is located;
2. Not less than four (4) faculty or staff members of the Society of that institution, who shall be elected by the circle for staggered terms of four (4) years each; and
3. Alumni members elected by the circle whom the student members have established voting rights, provided that the total number of voting faculty, staff, and alumni members shall not exceed 40 percent of the voting membership of the circle.

Each circle will have complete control of all matters of local concern under such restrictions as may be imposed by the Omicron Delta Kappa Policies and Procedures Manual, National Bylaws, or Board of Trustees from time to time. In no case may such local power be exercised in a way contrary to the ideals and purposes of the Society as set forth in the Omicron Delta Kappa Policies and Procedures Manual, National Bylaws, and Ritual of the Society. In case a circle is charged with disregarding any of the conditions of its charter the National Headquarters and the Board of Trustees shall



have the power of full inquiry.

330 Officer Responsibilities

All circle officers of the Society, including the Circle Coordinator and the Faculty Advisor, shall be voting members of their local circle. The officers of each circle shall include a President, Vice President, Treasurer, Circle Coordinator (who may serve as Treasurer), and a Faculty Advisor. The President and Vice President shall be students. Other officers may be established and filled in accordance with the bylaws of the circle. The voting members of the circle shall elect all officers. Within ten days of the selection, the new officers will notify the National Headquarters by submitting the appropriate online forms.

331 Circle Advisors

Circle advisors serve a vital to the operation and development of any circle. There are two advisor roles: circle coordinator and faculty advisor.

Circle advisors shall be elected or appointed by the circle and meet the following requirements:

- Initiated member of OΔK;
- Full or part-time staff member at the host institution;
- Able to act on behalf of the circle in administrative matters at the host institution; and
- Complete and sign the OΔK Advisor Agreement prior to assuming the role of Circle Coordinator or Faculty Advisor. Failure to meet this obligation is assumed to be a decision not to serve in the office to which one has been elected or appointed.

Circle advisors are voting officers of the circle. A circle must maintain an active circle coordinator and faculty advisor at all times.

A circle may also have a circle assistant. The circle assistant is not a voting officer and is not required to be an initiate but only to assist the circle coordinator and faculty advisor in the performance of their duties. A circle assistant must be a full or part-time faculty/staff member at the host institution.

332 Circle Advisor Roles and Responsibilities

Each circle shall determine the specific roles for each advisor as defined in the circle bylaws. The following duties should be assigned to one or both of the advisors.

Membership

- Ensure that the circle is initiating new members from all classes (student, faculty/staff, alumni, and honoris causa) on a regular basis no less than once per year
- Assist the circle president in tapping new members, orienting, and training new members in the mission and vision of the Society
- Ensure that all new members meet the Society's high standards
- Solicit input from the campus community when recruiting and selecting new members (e.g. nominations or recommendations from faculty or other university members)
- Ensure that the circle submits the membership certificate forms to the OΔK National Headquarters in advance of an initiation ceremony in accordance with the governance procedures

Organizational

- Serve a resource on OΔK's national policies and procedures
- Maintain files including circle minutes, membership records, and other documents
- Ensure that OΔK is appropriately registered as a student organization on campus
- Ensure that the circle meets on a regular basis, no less than twice per term in addition to the initiation



ceremony

- Facilitate communication between faculty/staff and student circle members
- Ensure that the circle prepares and submits the circle's annual report
- Enhance awareness of OΔK on campus
- Attend as many circle and executive meetings as possible

Programming

- Facilitate the circle's programs, such as service projects, leadership seminars, and campus activities
- Encourage the circle to include alumni members in circle events as appropriate
- Submit campus news for publication in the Society's magazine, The Circle as appropriate

Fiscal

- Ensure that all other financial obligations to the national headquarters, institution, and circle are settled in a timely manner
- Ensure payment of the circle's annual Institutional Membership fee (formerly affiliation fee) to OΔK National Headquarters each year
- Ensure that all payments of the National Lifetime Membership Fee are paid prior to or within 30 days of an initiation
- Assist the circle to find funding sources on campus

333 Student Officers

Student officers should provide leadership and direction to the circle. Each circle must have a student president and student vice president to serve as leaders for the circle and student liaisons to the national organization. A circle may choose to have a student treasurer when a circle officer does not serve as the financial manager for the circle. The student officers shall be elected by the circle and meet the following requirements:

- Initiated member of Omicron Delta Kappa;
- Enrolled in a degree program during term in office; and
- Completed the student officer form prior to or upon assuming the role of student officer.

The other roles and responsibilities of the student officers shall be set forth in the circle bylaws.

340 Oath of Officers

Every officer of a circle shall be appropriately installed as soon as may be convenient after his or her election, at which time he or she shall be required to take the following obligation: "I do solemnly promise/that I will discharge the duties of my office/in accordance with the National and Local Bylaws/and the Omicron Delta Kappa Omicron Delta Kappa Policies and Procedures Manual/to the best of my knowledge and ability/bearing in mind always/the welfare of my Alma Mater/and of the Omicron Delta Kappa Society." Failure to meet this obligation is assumed to be a decision not to serve in the office to which one has been elected.

350 Circle Operations

Circles are required to maintain standard operations in accordance with the National Bylaws and the Policies and Procedures Manual.

351 Circle Bylaws

A circle must file and up to date electronic version of the circle (local) bylaws with the National Headquarters. Any time the circle bylaws are amended, the amended copy should be provided to the National Headquarters within one month.



352 Meetings

Circles are required to meet at least twice between August 1 and December 15 and twice between January 1 and June 15 each year not including initiation ceremonies.

353 Executive Committee or Board

Circles are expected to have an executive committee or board comprised the student president, student vice president, student treasurer, circle coordinator, faculty advisor and any other officers according to the circle bylaws.

360 Annual Report

A circle advisor shall ensure that an official annual report is submitted to the National Headquarters each year by the established deadline.

370 Circle Inactivity

When a circle fails to initiate new members during any consecutive 12-month period, it shall be considered inactive. Active circles initiate new members during an academic year and pay the annual affiliation fee.

- A circle shall be allowed to remain on inactive status for a period of one year, and the allowance of an additional one-year extension shall be subject to approval by the President/CEO or his or her designee.
- A circle with an inactive status shall be considered active upon the successful initiation of new members.
- At the conclusion of an allowable inactive period for the circle, and at such time as the President/CEO or his or her designee determines that there exists the lack of sufficient interest at the respective institution consistent with the standards of Omicron Delta Kappa, then the Mission Committee may take action to have the charter for the circle recalled.
- An institution may appeal the decision by the Mission Committee for charter recall to the Board of Trustees by submitting a written appeal to the President/CEO. A three-fourths vote of the Board of Trustees will constitute final action with respect to charter recall for that particular circle.

380 Suspension or Recall of Charter

The Mission Committee shall have the power to suspend or recall the charter of any circle for cause upon the recommendation of the President/CEO, provided that the President/CEO shall have given due notice to the delinquent circle that such action will be recommended to the Committee. Such notice must specify the charges pending against the circle, and the circle shall be given the opportunity to reply to these charges before final action by the Committee. An institution may appeal the decision of the Mission Committee to the Board of Trustees by submitting a written appeal to the President/CEO. A three-fourths (3/4) vote of the Board of Trustees will constitute final action. Circles whose charters have been recalled shall be required to petition for a charter as a new circle.

390 Special Concessions

When, after careful investigation and consideration, the Mission Committee is convinced of the reasonableness and justification of any request for special concession, it may, by unanimous consent of all Mission Committee members in attendance at the meeting where action is taken, grant to a circle exemption from specified provisions of the National Bylaws or the Omicron Delta Kappa Policies and Procedures Manual, et cetera, passed for the government of the Society as a whole for a limited time. Such grant must be monitored by the Mission Committee and revoked when the conditions making it necessary have ceased to exist. The Mission Committee shall have the power to revoke the grant on this basis.

400 Ritual, Song, Emblem, Seal, and Symbols

410 Ritual and Allegiance



While the Society is essentially a non-secret organization, every member upon initiation shall be required to subscribe to the pledge of allegiance as provided in the Ritual of the Society, such pledge being administered by the president of the circle or some other person properly authorized to administer the membership oath. Every installation of a new circle, of national and local officers, and every initiation of new members shall be in general accord with the Ritual of the Society. Changes in the Ritual may be made from time to time by action of the Board of Trustees.

420 We're Proud to be OΔK

At the conclusion of each initiation or chartering ceremony, circles are encouraged to sing "We're Proud to be OΔK." Music and lyrics are included in the initiation handbook. Downloadable recordings of the music alone and the complete song are located on the website.

430 Emblem

The emblem of the Society shall be a circular key crossed by two (2) bars between which shall appear the Greek letters OΔK. The upper bar shall contain five (5) stars and the lower bar the date 1914. This emblem shall be manufactured and distributed under such regulations and specifications as may be adopted and amended by the Board of Trustees as appropriate.

440 Seal

The circular portion of the same design of the emblem shall constitute the basis for the official seal of the Society, provided that the seal shall contain, in addition, the full name of the organization around the circular portion.

450 Symbols

The symbols of membership shall be the lapel pin and the membership certificate. These symbols are presented to the new member during the initiation ceremony. Only members of the Society may wear or possess the official OΔK lapel pin.

500 Financial Operations

510 Affiliation Fee (Institutional Dues)

Every circle, being an affiliated member of the Omicron Delta Kappa Society, pays an annual fee that helps to fund and support the programs, services, and administration of the national organization. The Board of Trustees determines the amount of the affiliation fee that is due by December 3 each year. For circles that only initiate in the spring term, there is an allowance to pay the affiliation fee at the time of initiation.

520 National Lifetime Membership Fee

All new members shall pay the national lifetime membership fee in advance of initiation. Membership forms and the necessary fees must be submitted in advance of the presentation of the symbols of membership. The national lifetime initiation membership fee shall cover the cost of an official certificate of membership, an official lapel recognition button, and other features of the Society's general program. This fee is not refundable after an individual has been initiated and received the symbols of membership.

530 Circle Dues

Each circle shall be permitted to determine the amount of its own circle dues by making the necessary provision in its bylaws, but the national lifetime membership fee shall be forwarded promptly to the National Headquarters. Each circle may require from its voting members the payment of such dues and assessments as may be provided for in its local bylaws.

540 Circle Financial Status



Accounts overdue for a period of 90 days or longer shall be charged the rate of interest determined by the Board of Trustees, not to exceed the highest rate allowed by law, until such overdue accounts are paid. No circle that is in arrears at the time of a National Leadership Conference shall be permitted to vote in the proceedings or in the election of the collegiate and advisor members of the Board of Trustees. The Society's 501(c)3 status is not authorized by the Internal Revenue Service for use by individual circles.

600 Operating Committees

610 Annual National Conference Committee

There shall be a standing Annual National Conference Committee. The members of the committee and chair shall be elected by the Board of Trustees. Annual National Conference Committee shall oversee the planning for the conference including local arrangements, special events, and educational programming. The conference chair shall serve as a member of the Board of Trustees during the year of his or her convention. The conference chair-elect and immediate past conference chair will be required to attend the annual conference.

620 Equity and Inclusivity

There shall be a standing Equity and Inclusivity Committee. The members and chair of the committee shall be appointed by the President/CEO for a term of one year. The Equity and Inclusivity Committee is charged with identifying processes and policies that support the recruitment, involvement, and engagement of a multicultural membership. The committee evaluates the current benchmarks for diversity and inclusion found within Omicron Delta Kappa at all levels of the organization. The committee also examines and develops best practices toward recruiting diverse circle membership. In addition, the committee develops programmatic recommendations related to topics of leading in a diverse world and supporting leadership development in marginalized student populations. The Equity and Inclusivity Committee is also expected to work in conjunction with the Annual National Conference Committee to offer a conference program related to its mission.

630 Leadership Development

There shall be a standing Leadership Development Committee. The members and chair of the committee shall be appointed by the President/CEO for a term of one year. The Leadership Development Committee is charged with creating national programs that advance Omicron Delta Kappa's mission of developing the collegiate leaders of today into the community leaders of tomorrow. The committee manages the Stone Ethical Leadership Program, the Campus Conversations initiative, and content development for OΔK Leadership Matters. In addition, the committee may develop webinars for leadership program administrators, create or identify an online leadership curriculum and certificate program to be offered to collegiate members, and explore partnerships with individual and organizations to advance leadership education for OΔK members. The Leadership Development Committee is also expected to work in conjunction with the Annual National Conference Committee to offer a conference program related to its mission.

640 National Awards

There shall be a standing National Awards Committee. The members of the committee and chair shall be appointed by the President/CEO to serve for a term of one year. The National Awards Committee shall oversee the nomination and/or application and selection processes for the Gen. Russell E. Dougherty National Leader of the Year, the Maurice A. Clay Leadership Development Initiative Grants, Cheryl M. Hogle Distinguished Service Award, Eldridge W. Roark Jr. Meritorious Service Award, and the Robert L. Morlan and Robert Bishop Outstanding Circle Advisor Award. The National Awards Committee is also expected to work with the Annual National Conference Committee in the coordination of the annual awards banquet.

650 National Nominating

There shall be a standing National Nominating Committee to facilitate the election of duly qualified faculty and staff as well as student members to the Board as well as appointed positions on the Board (National Treasurer,



National Counsel). Members of the committee and the chair shall be appointed by the Chair of the Board of Trustees to serve for a term of one year. The chair of the National Nominating Committee will be the Immediate Past Chair of the Mission Committee. In addition to the chair, the committee shall consist of four additional members including at least one student, one Circle Coordinator/Faculty Advisor, one out-going member of the current Board of Trustees, and the President/CEO (non-voting, ex-officio). The committee's composition shall include both those who have served in national office as well as those who have not.

660 Scholarship Review and Selection

There shall be a standing Scholarship Review and Selection Committee. The members of the committee and chair shall be appointed by the President/CEO to serve for a term of one year. This committee establishes the criteria for consideration of candidates for Omicron Delta Kappa Scholarships and makes the selection of the scholarship recipients each year.

In FY 2020, the criteria for scholarships are below.

Scholarship applicants must be:

- An inducted member of Omicron Delta Kappa;
- Plan to be or currently be enrolled in an accredited graduate or professional program in the United States or abroad; and
- Have earned a cumulative GPA of 3.25 (on a 4.0 scale) on all academic work.

Collegiate members and alumni up to five years out of school are eligible to apply.

In FY 2020, the timeline for selection is as follows:

- First Monday in December – the application portal goes live
- February 2020 – committee conference call held to discuss evaluation process
- March 1 – applications close
- March 15 – 31 – staff members compile applications and distribute materials to committee members
- April – committee meeting to select recipients
- May/June – recipients notified and press releases prepared by staff and distributed to hometown newspapers and to members of the Board of Trustees

665 Scholarships

The Omicron Delta Kappa Foundation scholarship program expands each year. In FY 2020, the following scholarships will be available to members:

- General Scholarships (19 – \$1,000 scholarship available)

Named Scholarships with Additional Criteria Noted if Applicable

- Stephen D. Bisese (University of Richmond) Scholarship (one \$1,000 scholarship, awarded to top applicant from Epsilon Circle)
- Winton M. Blount Scholarship (one \$2,00 scholarship, awarded to top applicant from the State of Alabama)
- Katharine Cater (Auburn University) Scholarship (two \$1,000 scholarships available, awarded to top two applicants from Omega Circle)
- Chellgren Family Endowed Scholarship (one \$1,500 scholarship)
- Scott R. Goodale Memorial Scholarship (one \$1,000 scholarship, awarded to top applicant representing the athletics phase)
- Rupert Nelson Latture Scholarships, (one \$1,500 scholarship)
- University of Maryland, College Park Scholarship (two \$1,250 scholarships, awarded to top two applicants from Sigma Circle)



- John D. Morgan Scholarship (one \$2,500 scholarships, top undergraduate applicant)
- Laura Larissa Morgan (University of Miami) Scholarship (one \$1,000 scholarship, awarded to top applicant from Beta Upsilon Circle)
- John Karlem Reiss Scholarship (one \$1,000 scholarship, award to top applicant from the State of Louisiana)
- Kenneth P. Ruscio (Washington and Lee University) Scholarship (one \$1,000 scholarship, awarded to top applicant from Alpha Circle)
- Diane and Tom Vukovich Scholarship (two \$1,500 scholarships, awarded to top two applicants from the State of Ohio)

670 Student Advisory Board

There shall be a standing Student Advisory Board (SAB). The members of the board shall be appointed by the President/CEO to serve for a term of one year. The National Student Vice Chair will serve as the chair of the Student Advisory Board. The SAB is charged with exploring and recommending strategies for engaging collegiate members in circle activities, circle leadership, the national leadership conference, and other volunteer roles outside of service on the Board or committees. In addition, the SAB is responsible for advocating for the student perspective in the discussions regarding communications, policies, and procedures. The Student Advisory Board is also expected to work in conjunction with the Annual National Conference Committee to offer a conference program related to its mission.

680 Volunteer Engagement

There shall be a standing Volunteer Engagement Committee. The members of the committee and chair shall be appointed by the President/CEO to serve for a term of one year. The Volunteer Engagement Committee is charged with exploring and recommending strategies for engaging members in volunteer roles outside of service on the governing Board or committees. In addition, the committee is responsible for assisting the National Headquarters with recruiting, vetting, placing, and thanking volunteers. The Volunteer Engagement Committee is also expected to work in conjunction with the Annual National Conference Committee to offer a conference program related to its mission.

690 Ad Hoc Committees

The President/CEO or the Chair of the Board of Trustees may appoint ad hoc committees to address matters of Society concern as appropriate.

700 Awards

710 Laurel Crowned Circle Award

The Laurel Crowned Circle Award may be awarded by a vote of the Board of Trustees to any outstanding individual who has exemplified the ideals of the Society in his or her career, community involvement, or public life. Not more than one Laurel Crowned Circle Award shall be awarded during a year. Such awards may be presented at a National Leadership Conference or at an appropriate public presentation determined by the Board of Trustees. National officers or members of the Board of Trustees may not be eligible for this award until the completion of their term of service. An appropriate recognition piece denoting this award shall be made available to the recipient. The purpose of the award is to recognize those in the larger community, members or not, who lead lives that reflect the OΔK ideals as well as to enhance the profile of the Society generally, and an appropriate recognition piece denoting this award shall be made available to the recipient.

715 Laurel Crowned Circle Award Nominations Process and Selection

Nominations for this award may be submitted by a circle or an individual member of the Society via an email or letter, and is limited to a letter of nomination accompanied by the appropriate vita or resume. The deadline for nominations is March 1 each year. In developing the nomination of an individual for this award, the letter of nomination should consider and address the following:

- The caliber of the individual's character is that of which OΔK holds as a standard.



- Ways in which the individual embodies the five ideals: scholarship, service, integrity, character, and fellowship.
- The individual's achievement of significant levels of leadership in profession and/or community involvement.
- How honoring this individual will enhance the perception of OΔK's commitment to leadership by the larger community.
- Ways in which individual's accomplishments are in line with the organization's mission of collaboration, fellowship, and promoting positive leadership.

The nominations, including nominations from previous years, shall be reviewed by a committee appointed by the Chair of the Board of Trustees, composed of past national presidents of the Society and former chairs of the Board of Trustees, or other national volunteers, and the President/CEO. The committee shall make its recommendations to the Board of Trustees who will select the recipient.

720 John D. Morgan Lifetime Service Award

The Dr. John "Jack" D. Morgan Award for Lifetime Service to Omicron Delta Kappa is given to honor a member of the Society who has rendered outstanding and sustained service to Omicron Delta Kappa throughout his or her life to promote the highest interests of Omicron Delta Kappa and, by virtue of this recognition, expresses tremendous gratitude to the recipient on behalf of the Omicron Delta Kappa Society. Nominations for this award may be submitted by a circle or an individual member of the Society via an email or letter, and is limited to a letter of nomination accompanied by the appropriate vita or resume. An appropriate recognition piece denoting this award shall be made available to the recipient. The recipient of this award is selected by the Board of Trustees. The deadline for nominations is March 1 each year.

730 Pillars of Leadership Awards

The Pillars of Leadership Awards recognize Omicron Delta Kappa members who have achieved considerable professional success in one of the five pillars of leadership celebrated by the Society: scholarship, athletics, service, communications, and the arts. Nominations for this award may be submitted by a circle or an individual member of the Society via an email or letter, and is limited to a letter of nomination accompanied by the appropriate vita or resume. An appropriate recognition piece denoting this award shall be made available to the recipient. The recipients of these awards are selected by the Board of Trustees. The deadline for nominations is March 1 each year.

740 Robert L. Morlan and Robert Bishop Outstanding Circle Advisor Award

The Robert L. Morlan-Robert W. Bishop Circle Officer Award for outstanding service to the local circle and to the Society shall be awarded annually to a circle officer by the National Awards Committee. An appropriate recognition piece shall be presented at the National Leadership Conference or other appropriate activity. National officers or members of the Board of Trustees may not be eligible for this award until the completion of their term of service. The purpose of the award is to recognize the Society's most outstanding and long-serving circle officers and to thank them for their dedication.

745 Robert L. Morlan and Robert Bishop Outstanding Circle Advisor Award Nominations Process and Selection

Nominations for this award are submitted by completing the online nomination and sending one copy of the nominee's resume (four pages or less) by emailing awards@odk.org. Circle advisors may be nominated for this award by a circle or by an individual member of the Society. In addition, an endorsement letter signed by the circle's president and by the other circle advisor (Faculty Advisor or Circle Coordinator) must be submitted as part of the nominations packet. This letter should also be emailed to awards@odk.org. The recipient of this award is selected by the National Awards Committee. The deadline for nominations is April 1 each year. The eligibility requirements and expectation for nominees for this award are as follows:

- Previous winners of the Morlan or Bishop Awards are not eligible.
- To qualify for the award, the nominee must have been an active voting faculty or staff member of the circle for at least five years and have served as a Faculty Advisor or Circle Coordinator for at least three years.
- The nominee must currently serve as a Faculty Advisor or Circle Coordinator
- The nominee has fulfilled all the duties of his or her position in accordance with national standards and to the circle's satisfaction.



- The nominee has aided the circle in achieving a sustained level of activity and success on campus.
- The nominee supports the activities, efforts, and projects of collegiate membership.
- The advisor provides consistent guidance for how to implement the OΔK ideals on campus.

750 Gen. Russell E. Dougherty National Leader of the Year Awards

The Gen. Russell E. Dougherty OΔK National Leader of the Year Program shall recognize student leaders annually in each of the five phases of campus life. The “Leader of the Year” awards shall be granted to the student who is identified as the outstanding leader in each phase by the National Awards Committee. Any student member of the Society shall be eligible for the award. National officers or current members of the Board of Trustees may not be eligible for this award until the completion of their term of service. The purpose of the award is to provide recognition for outstanding achievement in OΔK’s diverse student members and to further promote the importance of the community that can be formed when leaders from the five phases of campus life come together.

755 Gen. Russell E. Dougherty National Leader of the Year Nominations Process and Selection

- Each circle selects an outstanding student to be named their Circle Leader of the Year. The Circle Coordinator or Faculty Advisor submits the Circle Leader of the Year form. This form is required and the only manner in which the nomination for the National Leader of the Year may be received. The deadline to submit the Circle Leader of the Year form to the National Headquarters is February 1 each year.
- Once the official nomination is received, the National Headquarters notifies the nominee via email to apply for the National Leader of the Year Award. The application includes a personal statement, two letters of recommendation, unofficial transcript, and resume. The deadline for the National Leader of the Year application is March 1 each year.
- The National Awards Committee selects four Leader of the Year finalists and one Gen. Russell E. Dougherty National Leader of the Year.

760 Cheryl M. Hogle Award

The Cheryl M. Hogle Distinguished Service Award may be awarded by the circles members of the Society who shall, in the estimation of the circles, have rendered some outstanding and conspicuous service to Omicron Delta Kappa. An appropriate recognition piece denoting this award shall be made available to the recipient. No more than four Cheryl M. Hogle Distinguished Service Awards shall be presented at any National Leadership Conference or during a fiscal year. National officers or current members of the Board of Trustees or members of the Mission Committee may not be eligible for this award until the completion of their term of service. Nominations for this award may be submitted by a circle or an individual member of the Society via an email or letter, and is limited to a letter of nomination accompanied by the appropriate vita or resume. The recipient of this award is selected by the Mission Committee. The deadline for nominations is March 1 each year.

770 Eldridge W. Roark Jr. Award

The Eldridge W. Roark Jr. Meritorious Service Awards may be awarded by a vote of the Board of Trustees to members of the Society from time to time, in recognition and appreciation of their varied and meritorious service to the Society. An appropriate recognition piece denoting this award shall be made available to the recipient. Nominations for this award may be submitted by a circle or an individual member of the Society via an email or letter, and is limited to a letter of nomination accompanied by the appropriate vita or resume. National officers or current members of the Board of Trustees or members of the Mission Committee may not be eligible for this award until the completion of their term of service. The recipient of this award is selected by the Board of Mission Committee. The deadline for nominations is March 1 each year.

780 Recognition Certificates

Recognition certificates may be awarded by circles to individual members who have admirably transformed the ideals of the Society into tangible service to their respective circles. No more than two such awards may be made by a circle within each year unless prior approval is granted by the Mission Committee. The purpose of the award is to provide an opportunity for circles to grant recognition for achievement and outstanding service on the local level.



790 Circle Recognition Honors

The Mission Committee shall have the authority to create Circle Recognition Awards to recognize active circles. The criteria for each award shall be approved by the Committee. New awards may not be presented in the same fiscal year in which they are created. The purpose of these awards is to reward the local circles for their adherence to national standards and for initiating activities that promote the OΔK Idea on campus as well as to recognize circles who sustain excellence over time. The Mission Committee shall approve the recipients each year. To be eligible for any award, a circle must have:

- Completed the annual report by established date;
- Submitted the annual affiliation fee;
- Provided membership processing documents (certificate order and national lifetime membership fees) to headquarters at least 14 calendar days prior to initiation; and
- Completed the initiation of members related to that certificate order.

Deadlines are established by the Mission Committee each year.

791 Circle of Distinction Requirements

In addition to the basic expectations, this award honors circles that have completed at least three of the following:

- Selected and submitted the nomination for a Circle Leader of the Year.
- Sponsored a circle driven signature event on campus.
- Participated in the National Day of Service (or an equivalent service project).
- Applied for the Maurice A. Clay Leadership Initiative Grant.
- Submitted a nomination for a national award (Morlan-Bishop, Hogle, Roark, etc.).

792 Superior Circle Requirements

This award honors circles that have done the following:

- Fulfilled all the requirements to be recognized as a Circle of Distinction;
- Sent delegates to the National Leadership Conference; and,
- Qualified for one of the supplementary recognitions (Membership Growth and Stability or Circle Stewardship)

793 Presidential Circle of Excellence Requirements

This award honors circles that have been recognized as a:

- Circle of Distinction for five consecutive years; or,
- Superior Circle for three consecutive years; or,
- With some combination of both (Circle of Distinction or Superior Circle) every year for five consecutive years.

794 Supplementary Circle Recognition Honors

To encourage the ongoing health of our circles, OΔK annually will recognize circles in the following two categories:

Membership Growth and Stability Award which acknowledges circles that have accomplished one of the following:

- Consistent membership growth over the past four years.
- Maintained ideal circle size as identified and reported by the circle.

Circle Stewardship Award which acknowledges circles that have fulfilled at least two of the following:



- Raised funds to benefit a local community organization.
- Raised funds to benefit the local circle.
- Raised funds to benefit the OΔK Foundation.

800 Annual National Conference

810 Mission and Purpose of the Annual National Conference

The annual national conference has the following mission and purposes:

Support personal leadership development in students and faculty;
 Support students and circle officers in building stronger circles; and
 Provide networking among members and a unique collaborative experience between members of all ages and of all phases.

820 Roles and Responsibilities – Annual National Conference Planning Team Leader

The Conference Planning Team Leader directs the planning and execution of the OΔK annual national conference and chairs the annual national conference planning team. Volunteers in this role practice strong communication, strategic program development, and collaboration skills to provide meaningful experiences and professional development opportunities at OΔK's largest annual event. The CPT Leader serves a two and one-half year term as CPT Leader-Elect, CPT Leader, and Past CPT Leader. During the assigned conference year, the CPT Leader leads the Conference Planning Team, serves as an ex-officio member of the Board of Trustees, and works closely with the staff of the National Headquarters.

830 Annual National Conference Site Selection Policy

In the interest of holding the Omicron Delta Kappa annual national conference in communities where all members are welcome, the following should be in place:

- A comprehensive and documented non-discrimination policy for the host community that provides protection for attendees based on race, gender and gender identity, sexual orientation, religious beliefs, veteran status, ability, and all other protected classes.
- A comprehensive and documented non-discrimination policy for the host institution that provides protection for attendees based on race, gender and gender identity, sexual orientation, religious beliefs, veteran status, ability, and all other protected classes.

840 Financial Management

The annual national conference is funded through convention registration fees, outside sponsorships, and gifts from donors.

850 Registration Cancellation Policy

All registration cancellations for the National Leadership Conference must be submitted in writing (email is acceptable). The refund schedule and registration cancellation contact will be posted on the conference website.

900 Additional Policies and Statements

910 Diversity Statement

The OΔK Idea affirms and promotes openness and inclusiveness among all people. Membership selection shall be free of bias so that all qualified will be considered equitably for membership.

920 Equal Opportunity Statement



Omicron Delta Kappa does not discriminate on the basis of race, color, religion, national or ethnic origin, biological sex, gender identity or expression, sexual orientation, age, disability, veteran's status, genetic information, or all other protected classes in its programs and activities, membership, and with regard to employment.

930 Hazing Policy

Omicron Delta Kappa prohibits the hazing of current and prospective members.

- All interactions with current and prospective members are to be respectful and exemplary of the OΔK ideals of scholarship, service, integrity, character, and fellowship.
- Hazing is defined as any activity that denigrates, demeans, or endangers the physical safety of another individual. Activities which cause embarrassment, fright, humiliation, ridicule, mental anguish, or physical discomfort are also considered to be hazing.
- Hazing will not be tolerated in any form.

935 Hazing Policy Violations and Reporting

Individuals may be suspended or expelled from membership in Omicron Delta Kappa if involved in activities that are considered unbecoming of campus and community leaders.

- If an individual believes that members of a circle are engaged in hazing, they should seek guidance from the institution's student affairs, student conduct, or campus life offices to determine the institutional procedures for reporting and investigating.
- Concerns must also be reported to the circle advisors (Faculty Advisor/Circle Coordinator) who are required to report it to the National Headquarters by emailing the President/CEO (tara@odk.org).
- Hazing activities may also result in official discipline by a college or university or the imposition of civil and criminal penalties for individuals and circles.

940 Privacy and Website Policies

Part of being a good leader is being a good steward of people's private information. At Omicron Delta Kappa, we value our members, and make every effort to maintain and protect one's privacy while you are using our website.

Information We Collect

There are a variety of transactions and processes—applying for membership, registering for events, donating to our Society, submitting updates, and shopping for merchandise—that happen on OΔK's website. During these transactions, we gather personal information about an individual as well as website analytics that we look at in aggregate. Personal information includes one's name, address, telephone number, email address, biographical information such as where one went to school, and credit card information.

What We Do With Information Collected

The information we gather is only used to help us deliver a better user experience, both on and off the web, to OΔK members. Once an individual is on our mailing list, we'll use that person's information to share regular updates about the Society and special leadership training events in one's area. Individual information also helps us continuously improve our websites. Website analytics can tell us how individuals access the site, whether information sought is found, and whether content is relative.

Information We Share With Others

We never sell, trade or rent personal information to third parties unless (a) a third party is affinity program partner or (b) we're legally required to do so.



Cookies

Omicron Delta Kappa's websites use cookies to recognize individuals and their preferences every time one returns to site. If one's browser is configured to accept cookies, one's computer stores a small amount of data about our websites and one's usage of the sites. Cookies make one's web experience more personalized, but if one prefers, cookies can be disabled in one's browser settings.

Removal from OΔK's Electronic and Print Mailing Lists

Omicron Delta Kappa includes an unsubscribe option in all emails distributed through our database management system. To be removed from the print mailing list, an individual should contact the Society at membership@odk.org to adjust preferences in the membership database.

950 Copyright Policies

Omicron Delta Kappa provides a wide variety of documents and materials to our circles. Please note that OΔK materials and documents are for the express use of the Society and our circles. OΔK logos, images, graphics, and publications are protected by applicable trademark and copyright laws.

The following names, images, and marks have formal trademark status:

- The Circle (magazine name)
- CLT2 (the Campus Leaders Today, Community Leaders Tomorrow program)
- OΔK in the Laurel Crowned Circle leaves with the date of 1914 (informal seal)
- OΔK (Greek letters as representation of name and for use in jewelry)
- Omicron Delta Kappa (name)
- OΔK in the key with the five stars and 1914 (ceremonial key)





OMICRON DELTA KAPPA

The National Leadership Honor Society



OMICRON DELTA KAPPA NATIONAL HEADQUARTERS

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