



# OMICRON DELTA KAPPA

The National Leadership Honor Society

## Omicron Delta Kappa Policies and Procedures Handbook

Approved June 3, 2023

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**100 INTRODUCTION****110 Name**

- 101.1 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:

- 120.1 Determine the mission and purpose of the overall organization; recruit and engage a competent Board.
- 120.2 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.
- 120.3 Gather the most representative individuals in all pillars of collegiate life and, thus, to create an organization which that will help to mold the sentiment of the institution on questions of local and intercollegiate interest.
- 120.4 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.
- 120.5 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:

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

**131 Composition of the Board of Trustees**

- 131.1 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 Diversity Officers, National Counsel, President/CEO, three elected at-large faculty and staff members, the next immediate National Leadership Conference Chair, 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**

- 132.1 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.
- 132.2 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.
- 132.3 Non-trustees may serve on the Mission Committee.

- 132.4 The Committee is charged to think strategically about matters related to extension to new campuses including those that serve underrepresented populations.
- 132.5 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 Handbook.
- 132.6 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 Handbook.
- 132.7 Specifically, the Mission Committee is charged with the following:
  - 132.71 Developing strategies for extension including;
  - 132.72 Reviewing charter petitions for the establishment of new circles;
  - 132.73 Forwarding charter petitions to the Board of Trustees for approval;
  - 132.74 Designating circle recognition honors;
  - 132.75 Authorizing presentation of member recognition certificates;
  - 132.76 Working with the National Leadership Conference Committee to develop a program related to membership and circle standards; and
  - 132.77 Coordinating the review and changes in the Omicron Delta Kappa Policies and Procedures Handbook on an annual basis.

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

- 133.1 Three student members elected by the collegiate circle delegates during the National Leadership Conference will serve as student trustees.
- 133.2 The Board of Trustees of the Omicron Delta Kappa Society and Educational Foundation, Inc. meets four times a year. Trustees are expected to participate in all meetings.
- 133.3 One student trustee, the National Student Vice Chair-Elect, will be elected from a slate of (no more than) three student trustee candidates each year.
- 133.4 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 or admitted to 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 Chair and as chair of the Student Advisory Board. All student trustees will serve as members of the Mission Committee.
- 133.5 General Qualifications
  - 133.51 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.
  - 133.52 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 leadership values.
- 133.6 Duties and Responsibilities of Student Trustees
  - 133.61 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:
    - 133.62 Advocating on behalf of the collegiate members of the Society;
    - 133.63 Serving as a trusted advisor to the President/CEO as he or she develops and implements OΔK's long-range plan;

- 133.64 Reviewing outcomes and metrics created by OΔK for evaluating its impact and regularly measuring its performance and effectiveness using those metrics;
- 133.65 Reviewing agendas and supporting materials prior to Board and committee meetings;
- 133.66 Approving OΔK's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities;
- 133.67 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;
- 133.68 Partnering with the President/CEO, National Headquarters staff, and other trustees to ensure that Board resolutions are carried out;
- 133.69 Serving on committees or task forces and taking on special assignments;
- 133.70 Representing OΔK to stakeholders and acting as an ambassador for the organization;
- 133.71 Ensuring OΔK's commitment to a diverse Board and staff that reflects the communities OΔK serves; and
- 133.72 Making an annual contribution that is commensurate with the individual's capacity.

*Preferred Qualifications and Additional Information*

- 133.80 Ideal candidates will have the following qualifications:
  - 133.81 At some level, past or current service to OΔK;
  - 133.82 A commitment to and understanding of OΔK's stakeholders, mission, and leadership values, preferably based on experience;
  - 133.83 A sense of tact and diplomacy and a natural affinity for cultivating relationships and
    - 133.54 persuading, convening, facilitating, and building consensus among diverse individuals; and
  - 133.84 Personal qualities of integrity, credibility, and a passion for improving the lives of OΔK's beneficiaries.
  - 133.85 Service on the Board of Trustees is without remuneration, except for administrative support, travel, and accommodation costs in relation to the duties of trustees.
- 133.90 Timeline for Nominations and Elections
  - 133.71 The Board of Trustees shall approve a timeline for the election of the student members that allows for newly elected members to assume office on July 1 of year in which they are elected.

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

- 134.1 Three faculty and staff members, voted upon by sitting circle coordinators and faculty advisors and elected in advance of the National Leadership Conference, will serve as faculty and staff trustees.
- 134.2 The Board of Trustees of the Omicron Delta Kappa Society and Educational Foundation, Inc. meets four times a year. Trustees are expected to participate in all meetings.
- 134.3 Faculty and staff trustees serve a three-year term beginning on July 1 of the year elected to the board.
- 134.4 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.
- 134.5 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.
- 134.6 In the third year of service, a faculty or staff trustee shall serve as the vice chair of the Board Nominations Committee.
- 134.7 All faculty and staff trustees will serve as members of the Mission Committee.
- 134.8 General Qualifications

- 134.81 Faculty and staff candidates for membership to the Board shall demonstrate sound judgment, as well as understanding and appreciation of the Society’s activities.
  - 134.82 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.
  - 134.83 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 leadership values.
- 134.9 Duties and Responsibilities of Faculty and Staff Trustees

- 134.91 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:*

- 134.92 Advocating on behalf of the Society’s Circle Coordinators and Faculty Advisors;
- 134.93 Serving as a trusted advisor to the President/CEO as he or she develops and implements OΔK’s long-range plan;
- 134.94 Reviewing outcomes and metrics created by OΔK for evaluating its impact and regularly measuring its performance and effectiveness using those metrics;
- 134.95 Reviewing agendas and supporting materials prior to Board and committee meetings;
- 134.96 Approving OΔK’s annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities;
- 134.97 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;
- 134.98 Partnering with the President/CEO, National Headquarters staff, and other trustees to ensure that Board resolutions are carried out;
- 134.99 Serving on committees or task forces and taking on special assignments;
- 134.991 Representing OΔK to stakeholders and acting as an ambassador for the organization;
- 134.992 Ensuring OΔK’s commitment to a diverse Board and staff that reflects the communities OΔK serves; and
- 134.993 Making an annual contribution that is commensurate with the individual’s capacity.

*Ideal candidates will have the following Preferred Qualifications and Additional Information*

- 134.994 At some level, past or current service to OΔK;
- 134.995 A commitment to and understanding of OΔK’s stakeholders, mission, and leadership values, preferably based on experience;
- 134.996 A sense of tact and diplomacy and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals; and
- 134.997 Personal qualities of integrity, credibility, and a passion for improving the lives of OΔK’s beneficiaries.
- 134.998 Service on the Board of Trustees is without remuneration, except for administrative support, travel, and accommodation costs in relation to the duties of trustees.

**135 Timeline for Nominations and Elections**

- 135.1 The Board of Trustees shall approve a timeline for the election of the faculty/staff member that allows for newly elected members to assume office on July 1 of year in which they are elected.



**140 Omicron Delta Kappa Policies and Procedures Handbook**

- 140.1 The guidelines for membership selection, circle operations, and awards criteria are set out in the Omicron Delta Kappa Policies and Procedures Handbook. The Omicron Delta Kappa Policies and Procedures Handbook 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 five (5) membership classifications:

- 210.1 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.
- 210.2 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.
- 210.3 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.
- 210.4 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.
- 210.5 Lifetime members shall be those former student members after their graduation or the termination of their collegiate enrollment. Lifetime members also include previously initiated faculty or staff, alumni, or honorary members.
- 211.0 While enrolled, members who are students are considered collegiate members and may be referred to as such. All other members, including former collegiate (student) members who are no longer enrolled, are considered lifetime members.
- 212.0 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**

- 220.1 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**

- 221.1 To be eligible for membership in the Society, a student must meet each of the following minimum requirements:
- 221.11 Enrollment: One-half (1/2) academic year of active enrollment in a degree seeking program in the institution where selected.

- 221.12 High School Diploma: No student who has not completed the requirements for and received a high school diploma or equivalent shall be considered for membership.
- 221.13 Class: The individual must have standing as a sophomore, junior, senior, graduate, or professional student as defined by the enrolled institution.
- 221.14 Leadership/Special Distinction: The candidate must have attained, in the opinion of the voting members, special distinction **as a leader** in at least one of the above-mentioned pillars 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 below ~~above~~.
- 221.15 Pillars: 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 known as pillars: Academics and Research; Athletics; Service to Campus and Community; Communications; and Creative and Performing Arts.
- 221.16 Other Pre-qualifications: Circles shall not require potential members to complete specific pre-qualifications other than those approved by the Mission Committee including programs or seminars, specific coursework, specifically identified organizations, or other similar requirements.
- 221.2 Specific Requirements for-Undergraduate Students
- 221.21 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.
- 221.22 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.
- 221.3 Specific Requirements for-Graduate and Professional Students
- 221.31 The individual must have standing as a graduate, post-graduate, or professional student as defined by the enrolled institution.
- 221.32 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.
- 221.33 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.
- 221.4 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.
- 221.5 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 actively enrolled in a degree seeking program 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 1500, this limit shall be five percent. The maximum number of annual student initiates for each circle shall be established by the National Headquarters on a biennial basis and posted to the circle's application management system.
- 221.6 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.

- 221.7 Under no circumstances shall a circle accept and initiate a candidate for membership who has not reached the age of 18 years by the time of initiation.
- 221.8 A student member shall remain a voting member while attending the institution where the electing circle is located.
- 221.9 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**

- 222.1 To assure the participation of members of the faculty and administrative staff in the Society, each circle shall select individuals from this group for membership.
- 222.2 Each circle shall develop its own standards for such selection, bearing in mind the general qualifications for membership.
- 222.3 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.

**223 Alumni Member Qualifications and Limitations**

- 223.1 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.
- 223.2 The number of alumni members selected each year shall not exceed one-third the number of student members selected in any election that year.
- 223.3 No person shall be eligible for selection as an alumni member until five (5) years after graduation.

**224 Honorary Member Qualifications and Limitations**

- 224.1 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.
- 224.2 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.
- 224.3 Circles located in institutions with more than 1,000 students may elect a maximum of four honorary members during any one academic year.
- 224.4 If circumstances prohibit the usual initiation ceremony, the initiation of honorary members may take place at the time of tapping or soon thereafter.
- 224.5 The National Headquarters staff must review and approve requests for Honorary member status in order to ensure the individuals are not being inducted more than once into the society and that it does not conflict with the mission or values of the Society.

**225 Lifetime Member Qualifications and Limitations**

- 225.1 Lifetime members shall be those former student members after their graduation or the termination of their collegiate enrollment. Lifetime members also include previously initiated faculty or staff, alumni, or honorary members.

**230 Membership Selection**

- 230.1 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 Handbook.
- 230.2 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 Handbook.
- 230.3 In addition, in membership selection, circles should adhere to the following.
  - 230.31 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.
  - 230.32 No person may be admitted into the Society’s 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 this case, the member may be admitted posthumously.
  - 230.33 No circle shall initiate any person who has been initiated by another circle.
  - 230.34 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, including posthumous and in memoriam candidates, 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.

**231 In Memoriam**

- 231.1 In rare and exceptional situations, circles may request in memoriam membership to individuals who have exemplified the leadership values of Omicron Delta Kappa. In Memoriam membership is reviewed by the President/CEO after submission of a formal application by the circle. A completed application includes the following:
  - 231.11 In Memoriam Membership Form
  - 231.12 Biographical profile of the individual requested for membership
  - 231.13 Minutes of circle meeting in which a vote was taken by the circle’s current membership requesting the designation of In Memoriam membership
  - 231.14 Letter of endorsement of the membership request by senior administrative officer of the host institution (vice president/provost or higher)
  - 231.15 Letter of endorsement of the membership request by a surviving member of the proposed individual’s family
- 231.2 Upon receipt of the completed In Memoriam application, the National Headquarters will forward the application to the Mission Committee for its review and decision on whether to award membership.

**240 Membership Processing**

- 240.1 All applicants for membership in Omicron Delta Kappa shall complete the online National Lifetime Membership Application as approved by the Mission Committee.
- 240.2 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.
- 240.3 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.
- 240.4 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.
- 240.5 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 National Circle

- 250.1 The Omicron Delta Kappa National Circle provides the opportunity for students, faculty, staff, and alumni of institutions where Omicron Delta Kappa does not have an active circle to be recognized for their leadership. It is expected that members of the National Circle will make every effort to establish a circle at their alma mater, but it is not a requirement. Individuals currently enrolled or working at a campus with an active circle must apply through that circle.
- 250.2 National Circle Membership Criteria
- 250.21 Lifetime membership in Omicron Delta Kappa is granted to those individuals who have excelled in scholarship, leadership, and service.
- 250.22 Members of the National Circle have all the same benefits as members initiated through on-campus circles.

Specific criteria based on membership classification status is below:

- 250.23 Undergraduates must be enrolled full-time in a degree-seeking program at an accredited four-year college or university.
- 250.231 They must have a minimum of 30 credit hours of coursework completed, with not less than 15 hours of coursework on the campus in which they are currently enrolled.
- 250.232 Prospective undergraduate members must all have a 3.5 or higher-grade point average on a 4.0 scale.
- 250.24 Graduate and professional students must be enrolled in a degree-seeking program at an accredited four-year college or university.
- 250.241 They must have a minimum of the equivalent of one semester of coursework completed on the campus at which they are currently enrolled.
- 250.242 Prospective graduate student members must have a 3.75 or higher graduate grade point average on a 4.0 scale.
- 250.243 If a student is enrolled in a graduate or professional program that does not use a grade point system, the applicant will be required to supply a letter of recommendation from their program director or dean of the graduate school.
- 250.25 Faculty, staff, and alumni of an institution are eligible for membership in the national circle under the same conditions as stated in these policies and procedures for a campus circle.

250.251 Faculty, staff, and alumni members may be nominated by current members of the National Circle or individuals currently associated with the campus.

250.26 Any individual who has 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 the Society.

250.261 Individuals for honorary membership in the National Circle must be nominated by a current member or the Board Awards Committee and approved by the National Circle Advisory Team.

250.262 No more than four individuals shall be initiated as honorary initiates by the National Circle in any one academic year.

250.263 Under no circumstances shall a student be considered for honorary membership. Membership fees for National Circle honorary members shall be paid from Society funds.

250.3 National Circle Advisory Team

250.31 The National Circle Advisory Team (NCAT) will develop the criteria and factors for determining acceptance into the National Circle. The application, review, and acceptance process will be managed by the National Headquarters staff. A web-based application program will be developed to manage all applications for membership based on these requirements and the leadership engagement reported in the National Circle Application.

**260 Membership Standards and Integrity**

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

260.2 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.

260.3 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.

260.4 The Mission Committee shall have the power to confirm or reject the selection.

260.5 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.

**270 Expulsion-**

270.1 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.

270.2 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.

270.3 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.

270.4 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.

270.5 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).

## 280 Resignation

280.1 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

310.1 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.

310.2 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:*

310.3 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.

310.4 Upon the recommendation of the Mission Committee, the Board of Trustees shall approve or deny granting a circle charter to an institution. In order to expedite the review of petitions for charter, the Mission Committee and the Board of Trustees may consider the petitions and vote electronically outside the standard meeting schedule. Upon the decision of the Board, the President/CEO will notify the circle and schedule a chartering ceremony.

310.5 The institution shall have 12 calendar months from the date of approval to complete the chartering process, including the charter installation ceremony, initiation, and swearing-in of the circle's first officers.

310.51 If the circle has not completed the process within 12 calendar months, the approval of the charter shall be automatically canceled.

310.52 The institution will have to refile the petition for charter and begin a new process.

310.53 The original chartering fees, if paid, shall not be refunded.

310.6 The institution may seek an extension of up to six months. A letter from the president or chancellor of the institution must be submitted to the Board of Trustees stating the reasons for the delay in chartering and requesting an extension of no more than six months.

### 311 Definition of Institutional Campuses

311.1 A campus is defined by the institutional policies that determine where and how individuals may affiliate with honor societies, student organizations, and similar entities.

- 311.2 If an institution determines the individuals enrolled in colleges and universities granting baccalaureate or higher degrees from all its campuses must be able to affiliate with a single chapter of an affiliate organization, Omicron Delta Kappa will only establish one circle for that institution.
- 311.3 If an institution allows for multiple affiliated organizations at different campuses, then OΔK may permit circles to charter at individual campuses within the institution.
- 311.4 If any act of incorporation merges multiple separate institutions with a circle at each institution, the Society will permit the continuance of all circles affected if the institution allows separate recognition and operation.

### 315 Charter Relationship Statement

- 315.1 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.
- 315.2 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.
- 315.3 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.
- 315.4 The conditions for granting the charter include the following:
- 315.41 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.
- 315.42 The institution is responsible for ensuring that two faculty/staff advisors are appointed and actively engaged in the circle at all times. Advisors, except Alumni 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.
- 315.43 Circles may have alumni advisors who are not full or part-time paid employees of the institution.
- 315.44 The institution will ensure that the annual Institutional Membership Fee (formerly affiliation fee) is paid upon the first initiation of the fiscal year and that all financial transactions with OΔK will be managed appropriately.
- 315.44 The circle agrees that it will not adopt any other purpose that detracts from or conflicts with OΔK purpose or tax-exempt status.
- 315.5 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:
- 315.51 OΔK will provide initial and regular training for advisors and students officers.
- 315.52 OΔK will provide efficient and effective means for circles to manage the membership application and selection process
- 315.53 OΔK will provide leadership education programs through the National Leadership Conference, regional workshops, and online platforms.



315.54 OΔK will maintain resources for circles to ensure the best possible recruitment, selection, and engagement of circle members.

315.6 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

320.1 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 Handbook.

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

320.21 All student members of the circle, graduate, post-graduate professional and undergraduate, of the institution at which the circle is located;

320.22 Not less than two (2) and not more than five (5) faculty or staff members of the Society of that institution, inclusive of the faculty advisor and circle coordinator, who shall be elected by the circle for recommended staggered terms of four (4) years each; and

320.23 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.

320.3 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 Handbook, National Bylaws, or Board of Trustees from time to time.

320.31 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 Handbook, National Bylaws, and Ritual of the Society.

320.32 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

330.1 All circle officers of the Society, including the Circle Coordinator and the Faculty Advisor, shall be voting members of their local circle.

330.2 The officers of each circle shall include a President, Vice President, Treasurer, Circle Coordinator (who may serve as Treasurer), and a Faculty Advisor.

330.3 At least one officer should be designated as the circle's Diversity, Equity, and Inclusivity Officer.

330.4 The President and Vice President shall be students. Other officers may be established and filled in accordance with the bylaws of the circle.

330.5 The voting members of the circle shall elect all officers.

330.6 Within ten days of the selection, the new officers will notify the National Headquarters by submitting the appropriate online forms.

### 331 Circle Advisors

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

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

- 331.21 Initiated member of OΔK;
- 331.22 Full or part-time staff member at the host institution;
- 331.23 Able to act on behalf of the circle in administrative matters at the host institution; and
- 331.24 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.

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

### 332 Circle Advisor Roles and Responsibilities

332.1 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 (Circle Coordinator or Faculty Advisor).

#### 332.2 Membership

- 332.21 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
- 332.22 Ensure that the circle is initiating a broad range of individuals which is inclusive and demonstrates a commitment to diversity
- 332.23 Assist the circle president in tapping new members, orienting, and training new members in the mission and vision of the Society
- 332.24 Ensure that all new members meet the Society's high standards
- 332.25 Solicit input from the campus community when recruiting and selecting new members (e.g. nominations or recommendations from faculty or other university members)
- 332.25 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

#### 332.3 Organizational

- 332.31 Serve a resource on OΔK's national policies and procedures
- 332.22 Maintain files including circle minutes, membership records, and other documents
- 332.33 Ensure that OΔK is appropriately registered as a student organization on campus
- 332.34 Ensure that the circle meets on a regular basis, no less than twice per term in addition to the initiation ceremony
- 332.35 Facilitate communication between faculty/staff and student circle members
- 332.36 Ensure that the circle prepares and submits the circle's annual report
- 332.27 Enhance awareness of OΔK on campus
- 332.38 Attend as many circle and executive meetings as possible

#### 332.4 Programming

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

#### 332.5 Fiscal

- 332.51 Ensure that all other financial obligations to the national headquarters, institution, and circle are settled in a timely manner

- 332.52 Ensure payment of the circle's annual Institutional Membership fee (formerly affiliation fee) to OΔK National Headquarters each year
- 332.53 Ensure that all payments of the National Lifetime Membership Fee are paid prior to or within 30 days of an initiation
- 332.54 Assist the circle to find funding sources on campus

### 333 Alumni Advisor

- 333.1 Alumni advisors shall be selected by an affirmative vote of the local circle membership. Alumni advisors must be an initiated member of Omicron Delta Kappa and in good standing as verified by the National Headquarters. Duties and responsibilities of alumni advisors may include the following:
  - 333.11 Assist student officers and other advisors (circle coordinator, faculty advisor) in the fulfillment of duties
  - 333.12 Assist in the identification of potential alumni or honoris causa members
  - 333.13 Assist circles with community outreach efforts
  - 333.14 Attend circle meetings to provide assistance to officers and other advisors

### 334 Circle Assistant

- 334.1 A circle may also have a circle assistant.
- 334.2 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.
- 334.3 A circle assistant must be a full or part-time faculty/staff member at the host institution.

### 335 Student Officers

- 335.1 Student officers should provide leadership and direction to the circle.
- 335.2 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.
- 335.3 A circle may choose to have a treasurer or financial manager.
- 335.4 This may be a circle advisor or an elected student member, and the name must be communicated to the National Headquarters annually.
- 335.5 The student officers shall be elected by the circle and meet the following requirements:
  - 335.51 Initiated member of Omicron Delta Kappa;
  - 335.52 Enrolled in a degree program during term in office; and
  - 335.53 Completed the student officer form prior to or upon assuming the role of student officer.
  - 335.54 The other roles and responsibilities of the student officers shall be set forth in the circle bylaws.

### 340 Oath of Officers

- 340.1 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:
- 340.2 "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 Handbook/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."
- 340.3 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**

351 **Circle Bylaws**

- 351.1 A circle must file an up-to-date electronic version of the circle (local) bylaws with the National Headquarters as part of submitting the annual report.
- 351.2 Any time the circle bylaws are amended, the amended copy should be provided to the National Headquarters within one month.
- 351.3 The circle (local) bylaws should include, at a minimum, the articles and sections provided for in the OΔK Circle Bylaws Template as approved by the Mission Committee. Circle bylaws should include a provision for the circle to establish and maintain a plan for ensuring consideration of diversity, equity, and inclusivity in recruiting and selection practices.

352 **Meetings**

- 352.1 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**

- 353.1 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**

- 360.1 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**

- 370.1 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.
  - 370.11 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.
  - 370.12 A circle with an inactive status shall be considered active upon the successful initiation of new members.
  - 370.13 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.

380 **Suspension or Recall of Charter**

- 380.1 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.
- 380.2 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.

380.3 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

390.1 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 Handbook, et cetera, passed for the government of the Society as a whole for a limited time.

390.2 Such grant must be monitored by the Mission Committee and revoked when the conditions making it necessary have ceased to exist.

390.3 The Mission Committee shall have the power to revoke the grant on this basis.

### 391 Circle Naming Practices

391.1 The official name of each circle is the institution's name (i.e., Washington and Lee University Circle). A circle may be granted permission to use nicknames as honorifics that may be used for non-official purposes. Membership certificates will only show the official name of the circle.

### 392 Circle Nicknames

392.1 If a circle wishes to use a nickname, the proposed nickname must be reviewed by the Membership Standards Subcommittee and approved for use by the Mission Committee which has the full authority to make this decision.

392.11 If a circle is to be named for an individual, that individual must be an initiated member of Omicron Delta Kappa.

392.12 Circles are discouraged from selecting nicknames based on political or polarizing figures.

392.13 Circles are also not to use nicknames of other circles which are already presently in use.

392.14 Circles that wish to adopt a Greek-letter nickname may be authorized to use letters which follow the sequence of the founding of circles.

392.2 Circles wishing to adopt a circle nickname must submit the Circle Nickname Application Form, which includes the following:

392.21 Explanation of the connection of an individual to the circle (if to be named for a person) or reasons for proposing nickname

392.22 Minutes of circle meeting in which a vote was taken by the circle's current membership requesting the designation of a nickname

392.23 Letter of endorsement of the membership request by senior administrative officer of the host institution (vice president/provost or higher)

392.24 Letter of endorsement of the naming request by a surviving member of the proposed individual's family (if circle nickname is related to an individual)

**400 RITUAL, SONG, EMBLEM, SEAL, AND SYMBOLS**

**410 Ritual and Allegiance**

- 410.1 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.
- 410.2 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.
- 410.3 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**

- 420.1 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**

- 430.1 The emblem of the Society shall be a circular key crossed by two (2) bars between which shall appear the Greek letters OΔK.
- 430.2 The upper bar shall contain five (5) stars and the lower bar the date 1914.
- 430.3 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**

- 440.1 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**

- 450.1 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 Institutional Membership Fee**

- 510.1 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.
- 510.2 The Board of Trustees determines the amount of the institutional membership fee that is due each year.
- 510.3 The National Headquarters shall establish a schedule for billing circles based on the regular schedule of their initiations.

**520 National Lifetime Membership Fee**

- 520.1 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.
- 520.2 The national lifetime 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.
- 520.3 This fee is not refundable after an individual has been initiated and received the symbols of membership.

**530 Circle Dues**

- 530.1 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.
- 530.2 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**

- 540.1 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.
- 540.2 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.
- 540.3 The Society's 501(c)3 status is not authorized by the Internal Revenue Service for use by individual circles.

**600 OPERATING COMMITTEES**

**610 National Leadership Conference Committee**

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

**620 Leadership Development**

- 620.1 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.
- 620.2 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.
- 620.3 The committee manages the Stone Ethical Leadership Program, the Campus Conversations initiative, and content development for OAK Leadership Matters.

- 620.4 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.
- 620.5 The Leadership Development Committee is also expected to work in conjunction with the National Leadership Conference Committee to offer a conference program related to its mission.

### 630 National Awards

- 630.1 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.
- 630.2 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.
- 630.3 The National Awards Committee shall establish the criteria for each award to be published on the Society's webpage and in necessary publications and shall update the criteria as necessary.
- 630.4 The National Awards Committee is also expected to work with the National Leadership Conference Committee in the coordination of the annual awards program.

### 640 Scholarship Review and Selection

- 640.1 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.
- 640.2 This committee establishes the criteria for consideration of candidates for Omicron Delta Kappa Scholarships and makes the selection of the scholarship recipients each year.
- 640.3 Criteria - Scholarship applicants must be:
- 640.31 An inducted member of Omicron Delta Kappa;
  - 640.32 Plan to be or currently be enrolled in an accredited graduate or professional program in the United States or abroad; and
  - 640.33 Have earned a cumulative GPA of 3.25 (on a 4.0 scale) on all academic work.
- 640.4 Students in the last year of an undergraduate program and individuals who have completed an undergraduate degree within the last five years are eligible to apply.
- 640.5 The Scholarship Review and Selection Committee shall establish and publish timeline for each scholarship cycle.

### 645 Scholarships

- 645.1 Omicron Delta Kappa shall provide for scholarships for eligible members in each academic year.
- 645.2 The amount of each scholarship and the distribution of the funds shall be generated by the Development Committee and presented to the Board of Trustees annually at the January meeting.
- 645.3 The National Headquarters staff shall publish the list of available scholarships and relevant annual amounts each year after Board approval.

### 646 Grants



646.1 Omicron Delta Kappa shall provide grants to individuals and circles with the following stipulations. *[to be added when the grant program is finalized.]*

#### 650 Student Advisory Board

- 650.1 There shall be a standing Student Advisory Board (SAB). The members of the board shall be appointed by the President/CEO, in consultation with the National Student Vice Chair, to serve for a term of one year.
- 650.2 The National Student Vice Chair will serve as the chair of the Student Advisory Board.
- 650.3 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.
- 650.4 In addition, the SAB is responsible for advocating for the student perspective in the discussions regarding communications, policies, and procedures.
- 650.5 The Student Advisory Board is also expected to work in conjunction with the National Leadership Conference Committee to offer a conference program related to its mission.

#### 660 Volunteer Engagement

- 660.1 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.
- 660.2 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.
- 660.3 In addition, the committee is responsible for assisting the National Headquarters with recruiting, vetting, placing, and thanking volunteers.
- 660.4 The Volunteer Engagement Committee is also expected to work in conjunction with the National Leadership Conference Committee to offer a conference program related to its mission.

#### 670 Ad Hoc Committees

- 670.1 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

- 710.1 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.
- 710.2 Not more than one Laurel Crowned Circle Award shall be awarded during a year.
- 710.3 This award may be presented at a National Leadership Conference or at an appropriate public presentation determined by the Board of Trustees.
- 710.4 National officers or members of the Board of Trustees may not be eligible for this award until the completion of their term of service.
- 710.5 An appropriate recognition piece denoting this award shall be made available to the recipient.
- 710.6 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.

#### 711 Laurel Crowned Circle Award Nominations Process and Selection

- 711.1 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.
- 711.2 The deadline for nominations is December 1 each year.
- 711.3 In developing the nomination of an individual for this award, the letter of nomination should consider and address the following:
- 711.31 The caliber of the individual's character is that of which OΔK holds as a standard.
- 711.32 Ways in which the individual embodies the five leadership values: collaboration, inclusivity, integrity, scholarship, and service.
- 711.33 The individual's achievement of significant levels of leadership in profession and/or community involvement.
- 711.34 How honoring this individual will enhance the perception of OΔK's commitment to leadership by the larger community.
- 711.35 Ways in individual's accomplishments are in line with the organization's mission of collaboration, fellowship, and promoting positive leadership.
- 711.4 The nominations, including nominations from previous years, shall be reviewed by the Board Awards Committee. The committee shall make its recommendations to the Board of Trustees who will select the recipient.
- 720 Service Awards**
- 720.1 Omicron Delta Kappa provides a number of awards which recognize the contributions of individuals to the Society.
- 721 John D. Morgan Lifetime Service Award**
- 721.1 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.
- 721.2 Nominations for this award may be submitted by a circle or an individual member of the Society via an email or letter and are 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.
- 721.3 The recipient of this award is selected by the Board of Trustees.
- 721.4 The deadline for nominations is March 1 each year.
- 722 Robert L. Morlan and Robert Bishop Outstanding Circle Advisor Award**
- 722.1 The Robert L. Morlan-Robert W. Bishop Circle Advisor 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.
- 722.2 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.
- 722.3 The purpose of the award is to recognize the Society's most outstanding and long-serving circle advisors and to thank them for their dedication.
- 722.4 Robert L. Morlan and Robert Bishop Outstanding Circle Advisor Award Nominations Process and Selection

- 722.41 Nominations for this award are submitted by completing the online nomination.
- 722.42 Circle advisors may be nominated for this award by a circle or by an individual member of the Society.
- 722.43 In addition, an endorsement letter signed by the circle's president and by the other circle advisor (Faculty Advisor, Circle Coordinator, or Alumni Advisor) must be submitted as part of the nominations packet.
- 722.44 The recipient of this award is selected by the National Awards Committee. The deadline for nominations is March 1 each year.
- 722.45 The eligibility requirements and expectation for nominees for this award are as follows:
- 722.451 Previous winners of the Morlan or Bishop Awards are not eligible.
  - 722.452 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, Circle Coordinator, or Alumni Advisor for at least three years.
  - 722.453 The nominee must currently serve as a Faculty Advisor, Circle Coordinator, or Alumni Advisor.
  - 722.454 The nominee has fulfilled all the duties of his or her position in accordance with national standards and to the circle's satisfaction.
  - 722.455 The nominee has aided the circle in achieving a sustained level of activity and success on campus.
  - 722.456 The nominee supports the activities, efforts, and projects of collegiate membership.
  - 722.457 The advisor provides consistent guidance for how to implement the OΔK leadership values on campus.

#### 724 Cheryl M. Hogle Distinguished Service Award

- 724.1 The Cheryl M. Hogle Distinguished Service Award recognizes those members who have provided outstanding and conspicuous service to Omicron Delta Kappa.
- 724.2 An appropriate recognition piece denoting this award shall be made available to the recipient.
- 724.3 No more than four Cheryl M. Hogle Distinguished Service Awards shall be presented at any National Leadership Conference or during a fiscal year.
- 724.4 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.
- 724.5 Nominations for this award may be submitted by a circle or an individual member of the Society via an email or letter and are limited to a letter of nomination accompanied by the appropriate vita or resume.
- 724.6 The recipient of this award is selected by the National Awards Committee.
- 724.7 The deadline for nominations is March 1 each year.

#### 725 Eldridge W. Roark Jr. Meritorious Service Award

- 725.1 The Eldridge W. Roark Jr. Meritorious Service Award recognizes members for varied and meritorious service to the Society.
- 725.2 An appropriate recognition piece denoting this award shall be made available to the recipient.
- 725.3 No more than four Eldridge W. Roark Jr. Meritorious Service Awards shall be presented at any National Leadership Conference or during a fiscal year.
- 725.4 Nominations for this award may be submitted by a circle or an individual member of the Society via an email or letter and are limited to a letter of nomination accompanied by the appropriate vita or resume.
- 725.5 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.
- 725.6 The recipients of this award are selected by the National Awards Committee.

725.7 The deadline for nominations is March 1 each year.

### 730 Pillars of Leadership Awards

730.1 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.

730.2 Nominations for this award may be submitted by a circle or an individual member of the Society via an email or letter and are limited to a letter of nomination accompanied by the appropriate vita or resume.

730.3 An appropriate recognition piece denoting this award shall be made available to the recipient.

730.4 The recipients of these awards are selected by the Board of Trustees upon the recommendation of the Board Awards Committee.

730.5 The deadline for nominations is February 28 each year.

### 740 Gen. Russell E. Dougherty National Leader of the Year Awards

740.1 The Gen. Russell E. Dougherty OΔK National Leader of the Year Program shall recognize student leaders annually in each of the five pillars of campus life.

740.2 The “Leader of the Year” awards shall be granted to the student who is identified as the outstanding leader in each pillar by the National Awards Committee.

740.3 Any undergraduate student member of the Society shall be eligible for the award.

740.4 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.

740.5 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 pillars of campus life come together.

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

740.61 Any OΔK member may nominate an outstanding undergraduate student to be named a National Leader of the Year. Members submit the National Leader of the Year application form. This form is required and the only manner in which the nomination for the National Leader of the Year may be received.

740.62 The National Leader of the Year application includes a personal statement, one letter of recommendation, unofficial transcript, and resume. Finalists may be invited to a personalized interview with members of the National Awards Committee for final selection. The deadline for the National Leader of the Year application will be established on an annual basis by the National Awards Committee and the National Headquarters staff.

740.63 The National Awards Committee selects five Leader of the Year finalists and one Gen. Russell E. Dougherty National Leader of the Year.

### 741 Circle Leader of the Year

741.1 Each circle selects an outstanding student to be named their Circle Leader of the Year.

741.2 The Circle Coordinator or Faculty Advisor submits the Circle Leader of the Year form.

741.3 This form is required and the only manner in which the selection for the Circle Leader of the Year may be received.

741.4 The deadline for Circle Leader of the Year submissions will be established on an annual basis by the National Awards Committee and the National Headquarters staff.

**750 Diversity, Equity, and Inclusivity Awards**

751.1 Omicron Delta Kappa has two awards that celebrate individuals, circles, institutions, and programs that promote social justice, diversity, equity, and inclusivity.

**751 Andristine M. Robinson Champion Award for Diversity, Equity, and Inclusivity**

751.1 This award is presented annually to an individual, circle, institution, or program that has demonstrated or fostered a welcoming and inclusive environment that promotes diversity and inclusion within OΔK circles or nationally. The award seeks to recognize excellence in the following:

751.12 Embedding diversity and inclusiveness into circle operations and activities

751.13 Recruiting and retaining of an excellent and diverse faculty, staff and/or students to be members of OΔK circles

751.14 Fostering equality of opportunity within OΔK circles

751.15 Encouraging diverse perspectives within OΔK circles

751.16 Creating a welcoming and supportive OΔK circles through efforts such as visibility, communication, and education

**752 OΔK Community Commitment Award for Diversity, Equity, and Inclusivity**

752.1 This award honors those individual members who do the following:

752.11 Consistently promote an inclusive campus and/or community

752.12 Demonstrate an ongoing commitment to diversity, equity, and inclusivity

752.13 Appreciate that diversity is integral to healthy and productive communities

752.2 Specifically, nominees will also be evaluated based on their commitment to diversity, equity, and inclusivity as evidenced by their actions such as:

752.21 Promote and provide a welcoming and supportive educational or professional community;

752.22 Advocate for diverse perspectives and the voices of under-represented populations;

752.23 Facilitate inclusion or access to campus or community resources;

752.24 Support development of cultural awareness and competency;

752.25 Promote campus and/or community policies and practices that invite and reinforce inclusiveness;

752.26 Develop or lead diversity programming and other diversity and intercultural engagement efforts; and/or

752.27 Foster intercultural communication and collaboration.

**760 Recognition Certificates**

760.1 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.

760.2 The purpose of the award is to provide an opportunity for circles to grant recognition for achievement and outstanding service on the local level.

**770 Circle Recognition Honors**

770.1 The Mission Committee shall have the authority to create Circle Recognition Awards to recognize active circles.

- 770.2 The criteria for each award shall be approved by the Committee.
- 770.3 New awards may not be presented in the same fiscal year in which they are created.
- 770.4 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.
- 770.5 The Mission Committee shall approve the recipients each year.
- 770.6 To be eligible for any award, a circle must have:
  - 770.61 Completed the annual report by established date;
  - 770.62 Submitted the annual Institutional Membership Fees;
  - 770.63 Provided membership processing documents (certificate order and national lifetime membership fees) to headquarters prior to initiation; and
  - 770.64 Completed the initiation of members related to that certificate order.
- 770.7 Deadlines are established by the Mission Committee each year.

#### 771 Circle of Distinction Requirements

- 771.1 In addition to the basic expectations, this award honors circles that have completed at least three of the following:
  - 771.11 Selected and submitted the nomination for a Circle Leader of the Year.
  - 771.12 Sponsored a circle driven signature event on campus.
  - 771.13 Participated in the National Day of Service (or an equivalent service project).
  - 771.14 Applied for the Maurice A. Clay Leadership Initiative Grant.
  - 771.15 Submitted a nomination for a national award (Morlan-Bishop, Hogle, Roark, etc.).

#### 772 Superior Circle Requirements

- 772.1 This award honors circles that have done the following:
  - 772.11 Fulfilled all the requirements to be recognized as a Circle of Distinction;
  - 772.12 Sent delegates to the National Leadership Conference; and,
  - 772.13 Qualified for one of the supplementary recognitions (Membership Growth and Stability or Circle Stewardship)

#### 773 Presidential Circle of Excellence Requirements

- 773.1 This award honors circles that have been recognized as a:
  - 773.11 Circle of Distinction for five consecutive years; or,
  - 773.12 Superior Circle for three consecutive years; or,
  - 773.13 With some combination of both (Circle of Distinction or Superior Circle) every year for five consecutive years.

#### 774 Supplementary Circle Recognition Honors

- 774.1 To encourage the ongoing health of our circles, OΔK annually will recognize circles through the Membership Growth and Stability Award and The Circle Stewardship Award
- 774.2 Membership Growth and Stability Award which acknowledges circles that have accomplished one of the following:
  - 774.21 Consistent membership growth over the past four years.
  - 774.22 Maintained ideal circle size as identified and reported by the circle.
- 774.3 Circle Stewardship Award which acknowledges circles that have fulfilled at least two of the following:

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

**800 NATIONAL LEADERSHIP CONFERENCE**

**810 Mission and Purpose of the National Leadership Conference**

- 810.1 The National Leadership Conference has the following mission and purposes:
  - 810.12 Support personal leadership development in students and faculty;
  - 810.13 Support students and circle officers in building stronger circles; and
  - 810.14 Provide networking among members and a unique collaborative experience between members of all ages and of all pillars.

**820 Roles and Responsibilities –National Leadership Conference Chair**

- 820.1 The National Leadership Conference Chair directs the planning and execution of the OΔK National Leadership Conference and is the chair of the National Leadership Conference Planning Team (CPT).
- 820.2 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.
- 820.3 The CPT Leader serves a two- and one-half-year term as CPT Leader-Elect, CPT Leader, and Past CPT Leader.
- 820.4 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 National Leadership Conference Site Selection Policy**

- 830.1 In the interest of holding the Omicron Delta Kappa National Leadership Conference in communities where all members are welcome, the following should be in place:
  - 830.11 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.
  - 830.12 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**

- 840.1 The National Leadership Conference is funded through conference registration fees, outside sponsorships, and gifts from donors.

**850 Registration and Cancellation Policies**

- 850.1 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.
- 850.2 The National Headquarters in cooperation with the CPT shall establish and publish the policies and procedures for the cancellation and refund of registration for each conference no less than five days before the registration period for each conference begins.

**900 SIGNATURE PROGRAMS AND INITIATIVES****910 Description of Signature Programs and Initiatives**

- 910.1 To provide a degree of uniformity in national and circle operations, the Society will identify programmatic themes and initiatives to be adopted across the organization.

**920 Signature Leadership Programs**

- 920.1 As a requirement for meeting Circle Minimum Standards, each circle will be required to offer a signature leadership program on an annual basis.
- 920.2 The circle's signature leadership program shall be any initiative that provides an opportunity to improve individual leadership skills and abilities within the circle, campus organizations, community organizations, or personal life.
- 920.3 Circles will be required to complete the specified program report describing the signature leadership program within 30 to 60 days of its completion.

**930 Signature Service Initiatives**

- 930.1 In advance of the National Leadership Conference in even-number years, the Society will designate a signature service initiative for the next two academic and fiscal years.
- 930.2 The Mission Committee will have the responsibility for selecting a broad and general theme for the biennium.
- 930.3 The theme shall not support a specific organization or association.

**931 Circle Signature Service Projects**

- 931.1 As a requirement for meeting Circle Minimum Standards, each circle will be required to complete a signature service project in support of the designated theme or one service area of its choosing.
- 931.2 The circle's signature service project shall be any active and engaged volunteer initiative that brings together members of the circle and campus community for the benefit and betterment of their community without any form of compensation.
- 931.3 The circle's signature leadership program and signature service project should not be the same activity, except in rare exceptions.
- 931.4 Circles will be required to complete the specified program report describing the signature service project within 30 to 60 days of its completion.

**1000 ADDITIONAL POLICIES AND STATEMENTS****1010 Diversity Statement**



1010.1 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.

#### 1020 Equal Opportunity Statement

1020.1 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.

#### 1030 Hazing Policy

1030.1 Omicron Delta Kappa prohibits the hazing of current and prospective members.

1030.11 All interactions with current and prospective members are to be respectful and exemplary of the OΔK leadership values of collaboration, inclusivity, integrity, scholarship, and service.

1030.12 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.

1030.13 Hazing will not be tolerated in any form.

#### 1035 Hazing Policy Violations and Reporting

1035.1 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.

1035.11 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.

1035.12 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.

1035.13 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.

#### 1040 Privacy and Website Policies

1040.1 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.

1040.2 Information We Collect

1040.21 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.

1040.22 During these transactions, we gather personal information about an individual as well as website analytics that we look at in aggregate.

1040.23 Personal information includes one's name, address, telephone number, email address, biographical information such as where one went to school, and credit card information.

1040.3 What We Do With Information Collected

- 1040.31 The information we gather is only used to help us deliver a better user experience, both on and off the web, to OΔK members.
- 1040.32 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.
- 1040.33 Individual information also helps us continuously improve our websites.
- 1040.34 Website analytics can tell us how individuals access the site, whether information sought is found, and whether content is relative.

1040.4 Information We Share With Others

- 1040.41 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.

1040.5 Cookies

- 1040.51 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.
- 1040.52 Cookies make one's web experience more personalized, but if one prefers, cookies can be disabled in one's browser settings.

1040.6 Removal from OΔK's Electronic and Print Mailing Lists

- 1040.61 Omicron Delta Kappa includes an unsubscribe option in all emails distributed through our database management system.
- 1040.62 To be removed from the print mailing list, an individual should contact the Society at [odknhdq@odk.org](mailto:odknhdq@odk.org) to adjust preferences in the membership database.

1050 Copyright Policies

- 1050.1 Omicron Delta Kappa provides a wide variety of documents and materials to our circles.
- 1050.2 OΔK materials and documents are for the express use of the Society and our circles.
- 1050.3 OΔK logos, images, graphics, and publications are protected by applicable trademark and copyright laws.
- 1050.4 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)
  - MyODK (the branded name of the membership engagement platform)

**1100 MEMBER ENGAGEMENT**

1110 Volunteer Agreement

- 1110.1 All volunteers, including members of the Board of Trustees, are required to complete the Omicron Delta Kappa Volunteer Agreement.
- 1110.2 Volunteers are expected to complete the agreement within one month of appointment as an OΔK volunteer.

First approved January 12, 2019, by the Omicron Delta Kappa Society Board of Directors

Revision approved June 3, 2023, by the Omicron Delta Kappa Society and Educational Foundation Board of Trustees.



**OMICRON DELTA KAPPA**  
The National Leadership Honor Society

APPENDICES



## **OMICRON DELTA KAPPA**

The National Leadership Honor Society

### **Appendix A: 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 faculty/staff advisors are appointed and actively engaged in the circle at all times. Advisors, except Alumni 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.



## OMICRON DELTA KAPPA

The National Leadership Honor Society

### **Appendix B: National Circle Guidelines**

#### Purpose

The Omicron Delta Kappa National Circle provides the opportunity for students, faculty, staff, and alumni of institutions where Omicron Delta Kappa does not have an active circle to be recognized for their leadership. It is expected that members of the National Circle will make every effort to establish a circle at their alma mater, but it is not a requirement. Individuals currently enrolled or working at a campus with an active circle must apply through that circle.

#### National Circle Membership Criteria

Lifetime membership in Omicron Delta Kappa is granted to those individuals who have excelled in scholarship, leadership, and service.

Undergraduates must be enrolled full-time in a degree-seeking program at an accredited four-year college or university. They must have a minimum of 30 credit hours of coursework completed, with not less than 15 hours of coursework on the campus in which they are currently enrolled. Prospective undergraduate members must all have a 3.5 or higher grade point average on a 4.0 scale.

Graduate and professional students must be enrolled in a degree-seeking program at an accredited four-year college or university. They must have a minimum of the equivalent of one semester of coursework completed on the campus at which they are currently enrolled. Prospective graduate student members must have a 3.75 or higher graduate grade point average on a 4.0 scale. If a student is enrolled in a graduate or professional program that does not use a grade point system, the applicant will be required to supply a letter of recommendation from their program director or dean of the graduate school.

Faculty, staff, and alumni of an institution are eligible for membership in the national circle under the same conditions as stated in these policies and procedures for a campus circle. Faculty, staff, and alumni members may be nominated by current members of the National Circle or individuals currently associated with the campus. Two faculty/staff members shall be chosen to serve as voting members for four-year staggered terms.

Any individual who has 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 the Society. Individuals for honorary membership in the National Circle must be nominated by a current member or the Board Awards Committee and approved by the National Circle Advisory Team. No more than four individuals shall be initiated as honorary initiates by the National Circle in any one academic year. Under no circumstances shall a student be considered for honorary membership. Membership fees for National Circle honorary members shall be paid from Society funds.

The National Circle Advisory Team (NCAT) will develop the criteria and factors for determining acceptance into the National Circle. The application, review, and acceptance process will be managed by the National Headquarters staff. A web-based application program will be developed to manage all applications for membership based on these requirements and the leadership engagement reported in the National Circle Application.

#### Benefits

Members of the National Circle have all the same benefits as members initiated through on-campus circles.

### Recruitment, Application, Selection, Fee Payment, and Initiation

#### *Recruitment*

The National Headquarters will recruit at institutions in the following priority order:

- 1) Campuses that previously held installed circles
- 2) Large state and regional universities with a focus on the western U.S. and where states have determined that information needs to be released under Freedom of Information Act (FOIA) requirements
- 3) Other colleges and universities where interest is expressed by individuals

The National Headquarters will request mailing lists of individuals who meet the national minimum requirements using national and campus standards for lists. Lists will remain confidential and be purged in accordance with established policies.

Using the emails provided, the National Headquarters will send emails according to the schedule established by the NCAT.

Where feasible and cost-effective, the National Headquarters will place advertisements in print and electronic media on targeted campuses and use social media to every extent practical.

Where permitted and cost-effective, the National Headquarters staff will conduct on-campus recruitment for members. While initially this recruitment would target individuals on campuses where circles do not exist, the larger purpose of this kind of recruiting is to establish campus-based circles.

#### *Application*

The application process for the National Circle shall be similar to that of the campus circles. All individuals seeking members in Omicron Delta Kappa must complete the national lifetime membership application. Deadlines for the fall and spring application and initiation process shall be published no later than August 1 each year for the immediately following academic year.

#### *Selection*

The selection of members into the National Circle will be managed by the National Headquarters. The criteria for membership shall be clearly stated in all printed and electronic materials. If a candidate completes the application form and meets the minimum criteria for membership, the candidate shall be offered membership.

#### *Fee Payment*

All individuals invited to join Omicron Delta Kappa through the National Circle must pay the Lifetime National Membership Fee by the established deadline. No individual shall participate in the National Initiation Ceremony or be provided the emblems of membership (certificate and pin) until they have paid the National Lifetime Membership Fee.

#### *Initiation*

The National Circle shall initiate members no less than twice per academic year. Once in the fall term and once in the spring term to be determined by the officers of the National Circle.



The National Initiation Ceremony will be virtual where each initiate is required to sign a digital record book at the start of the program. After the initiation ceremony, the new initiates will be sent their membership certificate, lapel pin, membership card, and any graduation regalia they have ordered.

Immediately following their official initiation, members will be eligible for all benefits including scholarships, discount registration to conferences and online programs, and discounts on merchandise and services.

#### Activities of the National Circle

The National Circle shall operate as closely to a campus circle as possible.

- The National Circle will select officers (president, vice president, circle coordinator, alumni advisor, and faculty advisor). A member of the National Headquarters staff will serve as the treasurer.
  - The National Circle student president and vice president will be chosen annually from among the collegiate membership of the circle.
  - The National Circle Faculty Advisor, Alumni Advisor, and Circle Coordinator shall be selected from among the membership of the Society.
  - The Circle Coordinator must be a member in good standing and vetted by the National Headquarters through the Volunteer Application process. The Circle Coordinator should be a current or former faculty/staff member at a four-year college or university. The Circle Coordinator shall have a term of three years that may be renewed once.
  - The Faculty Advisor must be a member in good standing and vetted by the National Headquarters through the Volunteer Application process. The Faculty Advisor should be a current or former faculty/staff member at a four-year college or university. The Faculty Advisor shall have a term of three years that may be renewed once.
  - The Alumni Advisor must be a member in good standing and vetted by the National Headquarters through the Volunteer Application process. The Alumni Advisor must be an initiated member of Omicron Delta Kappa.
- The National Circle will meet virtually no less than twice per semester in accordance with OΔK minimum standards.
- The National Circle may participate in leadership and service programs as planned and approved by the circle leadership. These may include online leadership courses, webinars, and seminars.
- The National Circle may participate in the National Day of Service by conducting a digital or virtual service program.
- The National Circle shall be eligible to nominate an individual for Circle Leader of the Year honors.
- The National Circle shall be permitted to charge “circle dues” to provide funding for conference attendance, meeting travel, or support special programs for members. All funds of the National Circle shall be maintained by the National Headquarters.