



OMICRON DELTA KAPPA

The National Leadership Honor Society

CIRCLE MINIMUM STANDARDS

(REVISED JULY 2023)

Introduction

Omicron Delta Kappa, the National Leadership Honor Society, sets circle minimum standards to ensure that circles operate in a healthy and functioning capacity. While circles have some autonomy in their operations, each circle must meet these standards to be considered in good standing with the Society. These are the minimum standards a circle must meet to operate. Circles always are encouraged to show campus leadership by performing above these requirements.

The 12 OΔK Circle Minimum Standards synthesize the various National Bylaws and OΔK Policies and Procedures that require specific action by the circles in one list. Only circles in good standing will be eligible for Circle Recognition Awards.

The following are the Omicron Delta Kappa Circle Minimum Standards.

Initiation

1. The circle must initiate within the fiscal year from July 1, to June 30 each year. [OΔK-Policies and Procedures Manual 230.1]

Officers

A circle is required to have the following officers and voting members:

2. All officers must be initiated members of OΔK [OΔK-Policies and Procedures Manual 330.1]
3. Two active voting advisors, Circle Coordinator, Faculty Advisor, or Alumni Advisor, and their names must be communicated to the national headquarters annually. [OΔK-Policies and Procedures Manual 330.6, 331.24]. *Advisors must sign the Circle Advisor Agreement upon appointment.*
4. An elected student president and student vice president and the names must be communicated to the national headquarters annually. [OΔK-Policies and Procedures Manual 330.4, 330.6]
5. An elected student treasurer if the Circle Coordinator or Faculty Advisor does not handle funds for the circle, and the name must be communicated to the national headquarters annually. [OΔK-Policies and Procedures Manual 330.2, 330.6]

Membership, Recruitment, and Initiation

A circle is required to initiate new members each academic year.

6. All invited members must pay the National Lifetime Membership Fees prior to receiving the emblems of membership (pin and certificate). Only honoris causa and newly appointed advisors shall have their national lifetime membership fees waived by the national headquarters. [OΔK-Policies and Procedures Manual 520.1]
7. The initiation must follow the ordained ritual program, and anyone seeking lifetime membership in OΔK must be present at an official initiation ceremony. [OΔK-Policies and Procedures Manual 410.1]

Circle Operations

A circle is required to do the following:

8. Pay the Institutional Membership Fee by the fall or spring deadline. Institutional fees are due at the time of the first circle initiation each academic year. [OΔK-Policies and Procedures Manual 510.1, 510.2]
9. 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. [OΔK-Policies and Procedures Manual 352.1]
10. Complete and submit the Circle Annual Report by the national deadline. [OΔK-Policies and Procedures Manual 360.1]
11. As a requirement for meeting Circle Minimum Standards, each circle will be required to offer a Signature Leadership Program on an annual basis. [OΔK-Policies and Procedures Manual 920.1]
12. As a requirement for meeting Circle Minimum Standards, each circle will be required to offer a Signature Service Program on an annual basis. [OΔK-Policies and Procedures Manual 931.1]

Minimum Standards Tracking

Circles will be able to constantly track their progress toward minimum standards through the Membership Management System (MMS) administration page. Each time a circle meets one of the minimum standard criteria, staff from the National Headquarters will post it to the circle's MMS account. Accounts are monitored and updated by staff on a regular basis.

For questions about the Circle Minimum Standards, contact the OΔK National Headquarters (odknhdq@odk.org).