



# OMICRON DELTA KAPPA

The National Leadership Honor Society

## CIRCLE STANDARDS

(REVISED AUGUST 2024)

### Introduction

Omicron Delta Kappa, the National Leadership Honor Society, sets circle 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 basic standards a circle must meet to operate, though circles may opt to perform above these requirements.

The 12 OΔK Circle Standards synthesize the various National Bylaws and OΔK Policies and Procedures that require specific action by the circles in one list. *Only circles that meet all circle standards will be eligible for Circle Recognition Awards.*

**The following are the Omicron Delta Kappa Circle 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:

2. All officers must be initiated members of OΔK [OΔK-Policies and Procedures Manual 330.1]
3. Two active advisors (Circle Coordinator, Faculty Advisor, and/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] *Student officers must sign the Student Officer Agreement upon appointment.*
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 Initiation Fee before receiving the emblems of membership (pin and certificate). Only honorary members and newly appointed advisors shall have their National Initiation Fee 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. Offer a Signature Leadership Program annually. [OΔK-Policies and Procedures Manual 920.1]
12. Offer a Signature Service Program annually. [OΔK-Policies and Procedures Manual 931.1]

## **Circle Standards Tracking**

Circles can track their progress toward meeting circle standards through the MyODK Circle Executive Dashboard. National Headquarters staff will post an update in MyODK each time a circle meets one of these standards.

For questions about the Circle Standards, contact the OΔK National Headquarters ([odknhdq@odk.org](mailto:odknhdq@odk.org)).