

National Constitution
OF THE OMICRON DELTA KAPPA SOCIETY, INC.

ARTICLE I – Name

The name of this organization shall be The Omicron Delta Kappa Society, Inc.

ARTICLE II – Purpose

The Omicron Delta Kappa Society is a leadership honor society with a threefold purpose:

- A. To 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.
- B. To bring together the most representative individuals in all phases of collegiate life and thus to create an organization which will help to mold the sentiment of the institution on questions of local and intercollegiate interest.
- C. To bring together members of the faculty and student body of the institution, as well as other Omicron Delta Kappa members, on a basis of mutual interest, understanding, and helpfulness.

ARTICLE III – Emblem and Seal

- A. The emblem of the Society shall be a circular key crossed by two bars between which shall appear the Greek letters OΔK. The upper bar shall contain five stars and the lower bar the date 1914.
- B. This emblem shall be manufactured and distributed under such regulations and specifications as may be adopted by the National Convention or the Board of Directors from time to time.
- C. The circular portion of the same design shall constitute the basis for the official seal of the Society, provided that the seal shall contain, in addition, the full name of the Society around the circular portion.

ARTICLE IV – Membership

- A. There shall be four classes of members:
 - 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.
 - 2. FACULTY 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 members or members formerly initiated who may subsequently serve on the faculty or staff of such an institution.

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.
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 the local, state, national or international community.

B. Membership in Omicron Delta Kappa 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.

ARTICLE V – Eligibility

A. 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.

B. To be eligible for membership in Omicron Delta Kappa, a student shall meet the following minimum requirements:

1. One-half academic year of residence in the institution where elected;
2. Junior or Senior (undergraduate) standing;
3. Rank in the highest thirty-five percent in scholarship among students in his/her class of the college or school in the institution in which the student is registered. The cumulative scholarship record of the student, as interpreted by the institution where membership is to be conferred, shall be the basis for computing scholarship eligibility for the purpose of classification in rank. 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. These procedures must be approved in advance by the Board of Directors.

C. 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:

1. Scholarship.
2. Athletics.
3. Campus or Community Service, Social and Religious Activities, and Campus Government.
4. Journalism, Speech, and the Mass Media.
5. Creative and Performing Arts.

The candidate must have attained, in the opinion of the voting members, special distinction in at least one of the above-mentioned phases of collegiate and/or community activities. Circles are strongly urged in selecting new members to consider at least one person each year from each of the categories enumerated above.

- D. Although Omicron Delta Kappa is primarily an undergraduate student-faculty leadership society, students may be selected from the graduate and post-graduate professional schools. The number of such shall not exceed one-third of the number selected to undergraduate student membership in any Circle in a single academic year. Those graduate 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-third cap. However, the total number of graduate or post-graduate students shall in no case exceed the number of undergraduate students selected for membership in a single academic year.

ARTICLE VI – Selection of Members

- A. New members may be chosen either annually or semi-annually by each Circle, the manner and frequency of selections being subject to the provisions of the Circle’s by-laws, provided that Honorary members may be selected as frequently as a Circle may desire except as limited in the National By-Laws.
- B. In no case shall the number of students selected to membership in any one year exceed three percent of the total number of regularly enrolled full-time undergraduate students at the beginning of the academic year, on the campus of the institution where the Circle is located. In the case of institutions with less than eight hundred enrollment the limit shall be five percent.
- C. The selection of Student members under this provision of the Constitution shall be left to the discretion of the individual Circles, subject to such restrictions as may be imposed by the National Convention from time to time.
- D. The selection of Faculty members, of Alumni members, and of 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 Article I, Sections 1, 2 and 3 of the National By-Laws or to such restrictions as may be imposed by the National Convention from time to time.
 - 1. No person shall be admitted into Society membership prior to initiation except in the case of the death of the selectee.
 - 2. No Circle shall initiate any person who has been initiated by another Circle.
 - 3. No person shall be eligible for selection as an alumni member until five (5) years after graduation.
 - 4. If circumstances prohibit the usual initiation ceremony, the initiation of Honorary members may take place at the time of tapping or soon thereafter.

- E. A simple majority of the voting members of a Circle shall constitute a quorum in order to conduct a selection of members. A three-fourths affirmative vote of the voting members present shall be required to select any candidate to membership. Each Circle however, by amending the Circle by-laws, may change the quorum or increase the percentage of the affirmative vote required for selection.

ARTICLE VII – Circles and Alumni Clubs

- A. Each local unit of the Society shall be called either a Circle or an alumni club.
- B. A Circle shall be a unit of Omicron Delta Kappa recognized by an institution of higher learning and privileged to select students and others to Omicron Delta Kappa membership. Circles may be chartered at such institutions as may be recommended by the Board of Directors and under such regulations as may be adopted from time to time. (Refer to Article X of the National By-Laws.)
- C. An alumni club shall be an association of Omicron Delta Kappa members in a specific geographic area devoted to the general program of the Society, but without the power to select to Omicron Delta Kappa membership. The Board of Directors shall provide for the granting of charters for alumni clubs and subject to the National Convention, shall exercise general supervision over their by-laws and activities. (Refer to Article XI of National By-Laws.)
- D. The voting membership of the Circles of the Society shall consist of: a) All Student members, either graduate or undergraduate, of the institution at which the Circle is located; b) Not less than four Faculty members of Omicron Delta Kappa of that institution, who shall be elected by the circle for staggered terms of four years; c) Alumni members may be elected by the circle provided that the total number of voting Faculty and Alumni members shall not exceed forty percent of the voting membership of the Circle.

ARTICLE VIII – Organization

- A. The National Society shall consist of an association of all the active Circles and alumni clubs of the Society, divided into Regions, the boundaries of which shall be determined by the Board of Directors.
- B. The legislative body of the Society shall be the National Convention and shall consist of the members of the Board of Directors, the Council of Regional Directors, and the delegates from the several Circles. Each Circle shall select a delegate and an alternate delegate from among the students attending the convention. If at least two students from a Circle are not attending the convention, the Faculty Secretary, Faculty Adviser, or other voting faculty members shall serve as the Circle's delegate or alternate delegate respectively. If a member of the Board of Directors or a Regional Director is the only member of a Circle in attendance, that member shall cast only one vote on any issue.

- C. Delegates from two-thirds of the Circles and Regional Directors combined and a majority of the members of the Board of Directors shall constitute a quorum of the National Convention for the legal transaction of business; if this requirement cannot be met, then, the number of Circles shall be determined by averaging the total number of Circles attending the previous two National Conventions; if the previous two conditions to constitute a quorum are not met, then the requirements may be waived by an affirmative vote of three-fourths of the members of the Board of Directors present. The above requirements having been met, a majority vote of the delegates and the members of the Board of Directors present shall determine the will of the Convention.
- D. Each member of the Board of Directors and each Regional Director shall be entitled to one vote, and each Circle shall be entitled to one official voting delegate in the National Convention as selected by each circle. Proxies shall not be accepted. No member of the Board of Directors shall be entitled to exercise the vote of his or her Circle.
- E. The National Convention shall be convened at least once each two years unless the Board of Directors determines that a national emergency or other extraordinary circumstance exists. However, if the Board of Directors determines that a national emergency or other extraordinary circumstance exists, a National Convention must be held at least once each four years. In those years when a National Convention is convened, the National Convention shall constitute the annual meeting of members required by KRS 273.193. In all other years, a winter meeting of the Board of Directors shall be designated by the Board of Directors as the annual members' meeting. Any member may attend any meeting of the Board of Directors. The Board of Directors shall determine an appropriate means of providing notice to the members of the time and place of all such meetings in lieu of the notice required by KRS 273.197. The actions of any such meeting so designated shall be disseminated to the membership without delay.
- F. The National Officers of the Society shall be as follows: National President, National Vice-President for Circle Standards, National Vice-President for Extension, Executive Director, National Student Vice President, and National Treasurer. With the exception of the Executive Director and National Treasurer, the National Officers shall be elected for two year terms by a majority vote of the members present and voting at the National Convention. The Executive Director shall be elected and employed by the Board of Directors with a contract for five years, renewable annually. The National Treasurer shall be appointed by the Board of Directors.
- G. There shall be two Members-at-Large of the Board of Directors appointed by the Board of Directors. Upon adjournment of each National Convention, a nominating committee, to consist of the Immediate Past National President, who will serve as chair, the National President, and the three vice presidents will confer. No later than one month after the adjournment of the national convention, the nominating committee shall submit the names of two nominees to the rest of the Board of

Directors. The nominees must receive a majority to be elected to the Board. The two Members-at-Large shall have terms of office of two years. At least one Member-at-Large shall be chosen from outside academe.

H. The Regional Directors shall elect from among all Regional Directors a Chair and Vice-Chair of their Council of Regional Directors. The Chair will concurrently serve as a member of the Board of Directors.

I. There shall be a National Student Vice President elected at each National Convention. The National Student Vice President shall be elected by the National Convention and have served previously as a Student Province Director, a Regional Director, or an At-Large Student Member of the Board of Directors. The National Student Vice President shall not concurrently serve as a Regional Director.

J. Two At-Large students will be chosen from among the students serving as Regional Directors by the entire Council of Regional Directors. Those elected will serve a term of two years. They must be students at the time of their election.

K. There shall be a National Counsel of the Society, designated by a majority vote of the Board of Directors. The National Counsel shall be a member of the Society and must be an attorney. The National Counsel shall serve for two years without salary but shall be reimbursed for expenses in fulfilling his/her duty of advising the National Officers and Board of Directors about legal matters pertaining to the Society.

L. There shall be three Regional Directors elected from among a slate of delegates determined by the Nominations Committee. At least one student will be elected from each Region. A total of three Regional Directors will be elected by the Delegates attending the National Convention from that Region. The Regional Directors shall serve for two years and perform Regionally related functions and other activities during the interim between National Conventions. All Circles should encourage the visitation of a Regional Director annually.

M. Regional Directors shall be elected at the time of National Conventions by the official voting delegates to the National Convention representing each Region, and their election shall be certified by the National Convention. Nominations for Regional Directors shall be made at least 30 days prior to the start of the National Convention to the National Headquarters. A chairman pro tempore from the student delegates of each Region shall be elected at the first meeting of the Region. The chairman pro tempore shall conduct that part of the Regional meeting to elect the Regional Directors. The chairman pro tempore shall also transmit the names of the Directors elected to the chairman of the National Convention Committee on Nominations who shall present them to the National Convention for certification. In the event any of the Directors is unable to complete his/her term, the remaining Directors shall solicit nominations, conduct the election within the Region, and transmit the results to the Executive Director who shall present it to the Board of Directors for certification. The terms of the Directors shall begin immediately after

the conclusion of the Convention. Directors are encouraged to visit Circles in their Regions annually.

- N. There shall be a Board of Directors, consisting of the National President, National Vice-President for Circle Standards, National Vice-President for Extension, National Student Vice President, Executive Director, National Treasurer, the Immediate Past National President, the two Members-at-Large, the Chair of the Council of Regional Directors, the National Counsel and the two At-Large Student Members, selected from among the Student Regional Directors. The Board of Directors shall exercise powers of the National Convention in the interim between Conventions, subject to such restrictions as may be imposed by any Convention and to the provisions of this Constitution. For voting purposes, a quorum of the Board of Directors shall be defined by the presence of two-thirds of the Board of Directors. In case of the use of mail or electronic ballots, meeting of a deadline shall be determined by the postmark specified on the ballot. For purpose of Kentucky Revised Statutes Chapter 273, the Board of Directors shall constitute the Board of Directors of Omicron Delta Kappa, Inc. In the event of the death or resignation of one of its members the Board of Directors shall appoint a replacement. This member shall serve until his/her successor is chosen in a manner dictated by this Constitution.
- O. The organization, time of meetings, committees, et cetera, of the National Convention and the Board of Directors shall be left to the discretion of these bodies, respectively, provided that nothing in this section shall be construed as conflicting with any other provisions of this Constitution.
- P. All national meetings and procedures of this Society shall be conducted and governed according to parliamentary procedures as defined by the most recent edition of *Robert's Rules of Order* and in any situation where a conflict may exist between the National Constitution and *Robert's Rules of Order*, the National Constitution will have precedence. Procedures on a local Circle level and Regional level shall be left to the discretion of the individual Circles and Regions at their respective meetings. A summary of the actions taken at the National Convention and at the meetings of the Board of Directors shall be sent to the Circles no later than 30 days following the conclusion of the Convention or meeting.

ARTICLE IX – Local Powers

- A. Each Circle and alumni club shall have complete control of all matters of local concern under such restrictions as may be imposed by this Constitution and By-Laws or by the National Convention or Board of Directors from time to time. In no case shall such local power be exercised in a way contrary to the ideals and purposes of the Society as set forth in the Constitution, By-Laws and Ritual of the National Organization. In case a Circle or an alumni club is charged with disregarding any of the conditions of its charter the Board of Directors shall have the power of full inquiry, and may, in its discretion, report the circumstances, with its recommendations, to the National Convention. Any such inquiry shall be

conducted in detail by a designated National Officer and/or the Directors of the Region in which the alleged breach occurred.

B. Each Circle and alumni club shall be required to submit bylaws and any amendments thereto to the Faculty and Student Director of their region to ensure their adherence to the National Constitution and Bylaws.

C. All Circle officers of Omicron Delta Kappa, including the Faculty Secretary and the Faculty Adviser, shall be voting members of their local Circle.

D. The officers of each Circle shall include a President, Vice-President, Treasurer, Faculty Secretary (who may serve as Treasurer), and a Faculty Adviser. The President and Vice-President shall be students. Other officers may be established and filled in accordance with the by-laws of the Circle. All officers shall be elected by the voting members of the Circle.

E. The duties of the Faculty Secretary include:

1. Keeping of Circle minutes, membership and other records and supplies.
2. Making reports certifying new members to the Executive Director.
3. Sending such membership records to the Executive Director as may be required by the by-laws.
4. Submitting of annual reports, reporting of new officers, and of such other reports as may be required from time to time for effective Circle operation, to the Executive Director.
5. Sending occasional news items to The Circle® for publication.
6. Be guided by appropriate directives adopted by the National Convention.
7. Work with the local alumni club supplying names and addresses of new members where there is not such a club keeping an up-to-date file of these members in cooperation with the Alumni Office of the institution of the local Circle.

F. The Faculty Adviser of the Circles will:

1. Generally act as a facilitator in whatever area deemed necessary by the local Circle, such as service projects, leadership seminars, and general campus activities.
2. Assist the Faculty Secretary in every way possible and also serve in his/her absence when necessary.
3. In the selection of new members, especially in regard to faculty, faculty emeriti, alumni and honoris causa, assist in soliciting input from the various administrative offices, and current non-voting faculty and staff, and other members of OΔK®. Such input or insight is often not available to the student and faculty voting members of the Circle.
4. Assist with the general communication within the faculty and student members of the Circle.
5. Enhance the awareness of OΔK® both within the student body and the general

faculty for the benefit of the Circle and the institution.

- G. The officers of each alumni club of Omicron Delta Kappa shall include a President, Vice-President, Secretary, and Treasurer. Where desired the offices of Secretary and Treasurer may be combined. National Headquarters should include the President and the Secretary in its club correspondence.
- H. Every officer of a Circle or alumni club shall be appropriately installed as soon as may be convenient after her election, at which time she shall be required to take the following obligation: "I do solemnly covenant/that I will discharge the duties of my office/in accordance with the National Constitution and National and Local By-Laws/to the best of my knowledge and ability/bearing in mind always/the welfare of my Alma Mater/and of the Omicron Delta Kappa Society." Failure to meet this obligation is assumed to be a decision not to serve in the office to which one has been elected.

ARTICLE X – Allegiance

While Omicron Delta Kappa 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 it.

ARTICLE XI – Suspension, Expulsion and Resignation

- A. Any Circle, with the approval of three-fourths of its voting membership may, having given 15 days written notice of the reasons therefore and having given thereafter the member in question an opportunity to be heard, expel any member for conduct unbecoming a member of this Society. The Circle thereafter must within 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 Board of Directors. The affected member shall have 30 days from the date of receipt of the decision to appeal in writing the decision to the Board of Directors. The Board of Directors shall review said expulsion in light of the causes for and due process procedure followed by the local Circle and shall within 60 days of receipt of said appeal inform the affected member of its decision. The affected member shall, in the absence of an appeal or upon unfavorable action on his appeal, surrender his emblems of membership.
- B. The Board of Directors shall have the power to withdraw or suspend the charter of any Circle or alumni club for cause, upon the recommendation of the Committee on Circle Standards, provided that the Vice President for Circle Standards shall have given due notice to the delinquent Circle or alumni club that such action will be recommended to the Board. Such notice must specify the charges pending against the Circle or alumni club, and the Circle or alumni club shall be given the opportunity to reply to these charges before final action by the Board. An institution may appeal the decision of the Board of Directors to the National Convention by

submitting a written appeal to the National President. A three-fourths vote of the Convention will constitute final action. Circles or alumni clubs whose charters have been recalled shall be required to petition for a charter as a new Circle or alumni club.

- C. On notification of intent of a member of the Society to resign, the Executive Director is to investigate circumstances surrounding the resignation, to consult with the Faculty Secretary, if warranted, and to recognize the withdrawal by letter.
- D. Any national officer or director may be removed from office by vote of the Board of Directors. The Board of Directors, by a majority, may initiate the removal of any national officer or director by submitting to the national officer or director a list of reasons why the individual should be removed from office. The national officer or director shall have 15 days from the receipt of the reasons to respond to the Board of Directors' reasons. Following receipt of the individual's response by the Board of Directors, the individual shall have an opportunity to be heard by the Board of Directors. Following such hearing, the national officer or director may be removed for any just cause by a three-fourths vote of the members of the Board of Directors at the next scheduled meeting of the Board of Directors or, if necessary, at a special meeting of the Board of Directors. All matters relating to these proceedings shall be concluded in a timely fashion.

ARTICLE XII – Special Concessions

When, after careful investigation and consideration, the Board of Directors is convinced of the reasonableness and justification of any request for special concession, it may by unanimous consent of all Board members, grant to a Circle or alumni club exemption from specified provisions of this Constitution, By-Laws, Board orders, et cetera, passed for the government of the Society as a whole for a limited time. Such grant must be monitored by the Board of Directors and revoked when the conditions making it necessary have ceased to exist. The Board of Directors shall have the power to revoke the grant on this basis.

ARTICLE XIII – Ritual

- A. Every installation of a new Circle or alumni club, of national and local officers, and every initiation of new members shall be in general accord with the Suggested Ritual of the Society.
- B. Changes in the Ritual may be made from time to time by action of a National Convention.

ARTICLE XIV – By-Laws

The National Convention, and at such time as the Convention is not in session, the Board of Directors, shall be empowered to pass, repeal, or modify by-laws relating to the mode of procedure with reference to initiation, installation, extension, general

policy, and all other matters of a similar character not expressly provided for in this Constitution, provided that the Board of Directors shall submit all by-laws passed by it to the next succeeding National Convention for its ratification before the provisions of such by-laws shall be declared effective. These restrictions shall not be construed as limiting in any way the action of the Board of Directors in emergency cases. For purposes of Kentucky Revised Statutes Chapter 273, this Constitution and the National By-laws shall constitute the by-laws of Omicron Delta Kappa Society, Inc.

ARTICLE XV – Amendments

- A. Any amendment to this Constitution may be presented to the National Convention for action provided the Executive Director shall have received a copy of the proposed amendment at least forty-five (45) days prior to the first day of the National Convention and shall send a copy of the same to each Circle at least thirty (30) days prior to the first day of the National Convention. These deadlines may be waived by an affirmative vote of three-fourths of the Circles represented at the Convention. An affirmative vote of three-fourths of the Circles voting at a National Convention shall be required for the passage of any proposed amendment.

- B. Any amendment to this Constitution except as provided above in Section 1 shall require for passage an affirmative vote of three-fourths of the number of Circles and of the Board of Directors participating at the last National Convention. The votes shall be secured by mail vote within four months from the date of its submission by the Executive Director.

National By-Laws

ARTICLE I – Membership

Section 1. Faculty Members. To assure the participation of members of the faculty and administrative staff in the Society, each Circle shall select individuals from this group to Faculty membership. Each Circle shall develop its own standards for such selection, bearing in mind the general qualifications for membership as outlined in Article V, A and B, of the National Constitution. The number of Faculty members selected each year shall not exceed one-third of the number of Student members selected that year.

Section 2. Alumni members. 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 as outlined in Article V, A and B, of the National Constitution. The number of Alumni members selected each year shall not exceed one-third the number of Student members selected in any election that year.

Section 3. Honorary Members. Any individual who shall have achieved distinction in his/her own chosen profession or has rendered unusually significant service through his/her leadership in significant causes may be elected to Honorary membership in any Circle of the Society, although he/she may have had no previous connections with the institution in which the Circle is located. Under no circumstances shall a student be considered for honorary membership. Circles located in institutions having a student matriculation of less than 1,000 shall not elect more than two members honoris causa during any one academic year. Circles located in institutions with more than 1,000 students may elect a maximum of four members honoris causa a year.

Section 4. A Student member shall remain a voting member while attending the institution where the electing Circle is located. A Faculty or an Alumnus member shall be entitled to vote only during his term as a voting member of a Circle.

Section 5. A Student member transferring in good standing to another institution in which a Circle is located may, during the period in which she is matriculated as a candidate for a degree, hold voting membership in that circle at the discretion of the Circle.

Section 6. Each member of the Board of Directors shall be a duly chosen member of the Society.

ARTICLE II – Election of Members

Section 1. Upon the selection of new members by any Circle, the Faculty Secretary of the Circle shall promptly forward to the Executive Director the membership record forms authorized for the purpose, with legible record of full name of

members, institutions, classification, date of initiation, address, and list of major honors and activities, and shall be responsible for the custody of symbols of membership until the person is initiated. He/she shall also forward at the same time the national membership-initiation fees as specified in Article VI of these By-Laws. At the end of the school year the Executive Director of Omicron Delta Kappa shall be notified by the Faculty Secretary of the local Circle of tappees who have been processed by the National Headquarters but have not been initiated. An official annual report shall be submitted to the National Headquarters and to the Regional Directors prior to May 30 each year by the Faculty Secretary of each Circle.

Section 2. Although the selection of a new member on the part of any individual collegiate Circle shall be in general considered as final, it shall nevertheless be the duty of the Executive Director to maintain a careful check upon the qualifications of every initiate. Whenever, in the opinion of the Executive Director, any newly selected member shall appear to fall below the standard of eligibility prevailing throughout the Society, it shall be the duty of the Executive Director to investigate the case with the assistance of the local Circle's Faculty Secretary, Faculty Adviser, and other such persons as he/she may deem proper, including the Directors of the Region in which the Circle is located. Pending the outcome of such investigation, the Executive Director shall withhold the symbols of membership in the Society from the individual whose qualifications are in question, until action has been taken by the Board of Directors on the matter. The Board of Directors shall have the power to confirm the selection, or, in the case of unfavorable action on its part, it shall be required to make a full report of the matter to the next succeeding National Convention and cause the suspension of the individual under investigation until the Convention shall have disposed of the case.

ARTICLE III – Ritual

Section 1. Every installation of a new Circle or alumni club, of national and local officers, and every initiation of new members shall be in general accord with the Suggested Ritual of the Society.

Section 2. Changes in the Ritual may be made from time to time by action of a National Convention.

ARTICLE IV – Board of Directors

Section 1. The following powers and duties shall be delegated expressly to the Board of Directors, together with such other powers and duties as may be added by the National Convention from time to time:

- a. The creation and maintenance of a list of institutions which may be considered possible petitioners for charters.
- b. The granting of charters and the installation of new Circles and alumni clubs.

- c. Collection and disbursement of the funds of the National Society, preparation of a budget and other financial matters.
- d. The designation of a repository for the Society's records and materials of historic value for safekeeping and the appointment of an Archivist for the Society.
- e. Selection of a site for the National Convention four years from the date of the present convention.
- f. Determining those who are to be recipients of the Laurel Crowned Circle awards.

Section 2. Any member of the Society shall be eligible to hold office in the Board of Directors.

Section 3. Any committees may be appointed by the National President or the Board of Directors from time to time as may be necessary for the transaction of the business of the Society. Such committees may consist of any members of the Society.

Section 4. Meetings of the Board of Directors shall be held in such places and at such times as it may decide or as the National President may deem best, the expenses of such meetings being paid from the funds in the national treasury. In those years in which no National Convention may be held, the Board of Directors shall hold at least one meeting as above provided, but such meeting may be omitted if, in the opinion of a majority of the Board members, the interests of the Society do not require the Board to meet.

Section 5. The expenses of the Board of Directors, including travel of its members, postage, etc., shall be paid from the national treasury as the Board in its discretion may authorize.

Section 6. Final action on a petition for charter shall in every case be a prerogative of the Committee on Extension. Whenever a petition for a charter is filed, the National Vice President for Extension shall promptly notify the Faculty Secretary of each Circle in the Region in which the petitioning Circle or alumni club is located such petition is pending. Except in unusual cases, a period of thirty days from the date of notification shall elapse before final action on the petition is taken by the Committee on Extension. During this period, any Circle may register its objection to the granting of a petition, forwarding to the National Vice President of Extension a statement to this effect with reasons therefore. Charters shall be granted only in cases where the petition has been approved by the Committee on Extension.

Section 7. The Executive Director with support of the Board of Directors may, in its discretion, make or modify contracts for furnishing the official emblem, engraving and embossing membership certificates, etc., subject to such regulations as may be adopted by the National Convention. The Board may also adopt a design for official stationery to be supplied to the individual Circles at reasonable prices.

Section 8. Reports shall be made by every officer of the Society, whether national or local, whenever required to do so by a National Convention or the Board of Directors. Every National Officer shall prepare a report for presentation to the National Convention covering such matters as may be of general interest. Every chairperson of every standing committee of the Society shall likewise prepare proper reports for presentation to the National Convention.

Section 9. Indemnification. Each member of the Board of Directors and each officer, their heirs, executors, and administrators, shall be indemnified by the Society against the expenses reasonably incurred by such person in connection with any action, suit, or proceeding to which the member may be made a party by reason of serving or having served as a member of the Board of Directors or as an Officer of the Society, except in relation to matters as to which the member shall be finally adjudged in such action, suit, or proceeding, to be liable for negligence or misconduct in the performance of duties. Such expenses shall include the cost of reasonable settlement made with a view to curtailment of litigation, reasonable cost of employment of counsel, and the reasonable expense incurred in the preparation and trial of the litigation. The foregoing right of indemnification shall not be exclusive of other rights to which such persons may be entitled as a matter of law.

ARTICLE V – Special Duties

Section 1. The National Treasurer shall be Chairperson, ex officio, of the Convention Committee on Budget and Finance, and shall present a biennial report and budget.

Section 2. It shall be the duty of the Regional Directors of each Region to review the activities and practices of their Region, cooperating with the Executive Director and the National President, and to endeavor to maintain healthy conditions in each Circle. They may, in cooperation with the Executive Director, arrange for a Regional Conference during the interim between National Conventions. A report of the Regional Conference, if held, shall be submitted to the Executive Director, with a copy to the National Vice President for Circle Standards. This report shall include a list of institutions to be placed on the list of prospective petitioners for further consideration. The Regional Directors shall also present an annual report of their Region to the Executive Director.

Section 3. It shall be the duty of the Executive Director, subject to the provisions of Article II, Sections 1 and 2, of the National By-Laws, to process promptly the membership forms and national membership-initiation fees from each Circle, to take steps necessary to rectify any errors or omissions in information supplied, and to place orders for symbols of membership.

ARTICLE VI – Membership Fee and Financial Operations

Section 1. The National membership-initiation fee shall be payable in advance of initiation.

- Section 2. In no case shall the Executive Director furnish any symbols of membership until the membership forms and the necessary fees have been received.
- Section 3. The national membership-initiation fee shall be paid by all new members. No person whose national membership-initiation fee has not been paid to the Executive Director, 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. The national membership-initiation fee shall cover the cost of an official certificate of membership, an official lapel recognition button, a five-year subscription to The Circle® from the date of initiation, a copy of an official brochure, and other features of the Society's general program. This fee is not refundable.
- Section 4. Subscriptions to The Circle® for a period of five years following initiation into membership, as provided in Section 3 above, shall terminate with the summer issue five years following the date of initiation. Members shall be notified of this termination. Subscriptions shall be payable to The Omicron Delta Kappa Society, Inc. and sent to the Executive Director.
- Section 5. Each Circle or alumni club may require from its voting members the payment of such dues and assessments as may be provided for in its by-laws.
- Section 6. Each Circle shall be permitted to determine the amount of its own initiation fee by making the necessary provision in its by-laws, but the national membership-initiation fee shall be forwarded promptly to the Executive Director.
- Section 7. No assessment of any kind shall be levied by the Board of Directors or the National Convention against any Circle or alumni club. In unusual cases the provisions of this section may be suspended but only after thirty days' notice of the proposed action shall have been given to the various Circles.
- Section 8. Alumni clubs shall pay annual dues in an amount to be determined by the Board of Directors. If any alumni club is in arrears, the provisions of Article XI(B) of the National Constitution shall apply.
- Section 9. When a National Convention is held, the necessary travel expenses of the members of the Board of Directors, each of the Regional Directors, and of one official delegate from each Circle shall be paid from the national treasury if authorized by the Board of Directors. The Board of Directors may authorize only partial payment of travel expenses if deemed expedient. Alumni clubs shall bear the necessary expenses of their delegates unless borne by the delegates.
- Section 10. Accounts overdue for a period of ninety days or longer, shall be charged the highest rate allowed by law for each month thereafter, or fraction thereof, until such overdue accounts are paid. No Circle which is in arrears at the time of a National Convention shall be permitted to vote in the proceedings.

Section 11. In addition to the prescribed fees, each new Circle or alumni club shall be required to pay one-half of the travel and other expenses of the installing officer.

Section 12. No officer or member of the Board of Directors shall receive any honorarium or compensation from the national treasury unless by specific action of the Board of Directors or a National Convention. The honorarium or compensation of any officer shall be such as may be determined at the time of his/her appointment or election and shall be paid from the national treasury in such amounts and at such times as may be properly designated.

Section 13. The Executive Director and the National Treasurer shall be custodians of the funds of the National Society. They shall receive and disburse all fees and other monies belonging to the national treasury, shall keep an accurate record of all receipts and disbursements, and shall establish and maintain a bank account in the name of the The Omicron Delta Kappa Society, Inc., depositing all receipts in such account and making all disbursements by checks against the account in accordance with existing regulations or by other proper authority. They shall present an annual budget to the Board of Directors for approval each year no later than April 1.

Section 14. The Executive Director and the National Treasurer shall be placed under bond of a sum commensurate to the assets of the National Society, with some well-established security or bonding corporation, the premium for such bonds paid from the funds of the national treasury.

Section 15. The Executive Director and the National Treasurer shall submit to the members of the Board of Directors at least once each quarter a statement of all receipts and disbursements for the preceding quarter.

Section 16. The accounts of the Society shall be audited by a qualified auditor in addition to the Executive Director and National Treasurer and shall be examined by the Budget and Finance Committee at the time of each National Convention and at such other times as may be necessary.

ARTICLE VII – Committee on Circle Standards

Section 1. There shall be a standing Committee on Circle Standards.

Section 2. The Committee shall consist of at least six members, including students. The members of the Committee are appointed by the National President for two year terms. The National Vice President for Circle Standards shall serve as Chairperson.

Section 3. The Committee shall be charged with the responsibility to maintain the standard of membership throughout the Society under the provisions of Articles I and II of the National By-Laws.

Section 4. Upon recommendation by the Faculty Secretary of a Circle, the Society's Executive Director, or the Vice President for Circle Standards, the Committee on Circle Standards may declare a Circle inactive. The period of inactive status shall be initially for two years, and extensions shall be possible. Circles officially declared inactive need only initiate members in order to be considered active. At such time as the Committee on Circle Standards determines the lack of sufficient interest at the respective institution, the Committee may recommend to the Board of Directors that the charter be recalled.

Section 5. The Committee shall meet at each National Convention and at other times as deemed appropriate.

Section 6. The Committee shall, whenever possible, consult with the appropriate Regional Directors regarding contemplated actions in terms of an inactivity and/or charter recall.

Section 7. An institution may appeal the decision of the Board of Directors to the National Convention by submitting a written appeal to the National President. A three-fourths vote of the Convention will constitute final action.

ARTICLE VIII – Committee on Extension

Section 1. There shall be a standing Committee on Extension.

Section 2. The Committee shall consist of at least six members, including students. The members of the Committee shall be appointed by the National President for two year terms. The National Vice President for Extension shall serve as Chairperson.

Section 3. The committee shall be charged with the responsibility to review and approve all petitions from institutions for placement on a "prospective list" or for the establishment of a Circle on their campus. The review should include compliance by the petitioning group with the established criteria and procedures found in Article X of the National By-Laws.

Section 4. The Committee shall meet at each National Convention and at other times as approved by the Board of Directors.

Section 5. An institution may appeal the decision of the Committee to the Board of Directors by submitting a written appeal to the National President. A three-fourths vote of the Board of Directors will constitute final action.

ARTICLE IX – Awards

Section 1. A Cheryl M. Hogle Distinguished Service Award, of such appropriate design as approved by the Board of Directors, may be awarded by the Circles to a member of the Society who shall, in the estimation of the Circles, have

rendered some outstanding and conspicuous service to Omicron Delta Kappa. A plaque denoting this award shall be made available to the recipient. No more than four Cheryl M. Hogle Distinguished Service Awards shall be presented at any National Convention. Nominations for this award shall be transmitted to the Executive Director in writing, either by a circle or an individual member of the Society, at least sixty (60) days in advance of the National Convention. The names of nominees shall be transmitted at least ten (10) days in advance of the National Convention to the Circles for mail vote on recommendation of the Board of Directors. National Officers may not be eligible for this award until the completion of their term of office.

Section 2. The Eldridge W. Roark, Jr. Meritorious Service Awards, of such appropriate design as approved by the Board of Directors, may be awarded by a vote of the Board of Directors to members of the Society from time to time, in recognition and appreciation of their varied and meritorious service to the Society.

Section 3. Recognition Certificates, the design of which to be determined by the Board of Directors, may be awarded by Circles and alumni clubs to individual members who have admirably transformed the ideals of Omicron Delta Kappa into tangible service to their respective Circles or alumni clubs. No more than two such awards may be made by a Circle or alumni club within each year unless prior approval is granted by the Board of Directors.

Section 4. The Laurel Crowned Circle Award, which shall be of such appropriate design as shall be approved by the Board of Directors, may be awarded by a vote of the Board of Directors to an outstanding American who has exemplified the ideals of the Omicron Delta Kappa Society, Inc. Not more than one Laurel Crowned Circle Award shall be awarded during a year. Nominations for this award shall be submitted in writing, either by a Circle or by an individual member of the Society, no later than November 1 of any year. They shall be limited to a letter of nomination and the appropriate vita or resume. The nominations shall be reviewed by a seven-member committee appointed by the President of the Society which shall make its recommendations to the Board of Directors for a vote prior to February 15. Such awards may be presented at a National Convention or at an appropriate public presentation determined by the Board of Directors.

Section 5. The Omicron Delta Kappa Foundation Scholarships shall be awarded to 20 selected members of the Society who intend to take graduate work within three years at some recognized institution in the United States or some other country. The awards shall be made and announced by the National Committee on Scholarship Awards, which shall consist of at least six members appointed by the National President for two year terms.

Section 6. The General Russell E. Dougherty OΔK® National Leader of the Year Award shall be made annually to a student by a national committee appointed by the National President for this purpose. Each Region shall elect the Regional OΔK® Leader of the Year from nominations submitted by the Circles in

the Region. Nominations shall be submitted by the individual Circles to the Regional Director in charge of Awards, who will then redistribute materials to the selection committee in accordance with established guidelines and deadlines. The nomination from each Region will be transmitted to the national committee for the selection of the General Russell E. Dougherty OAK® National Leader of the Year.

Section 7. The Robert L. Morlan Faculty Secretary Award for outstanding service to the local Circle and to the Society shall be awarded annually to a Circle faculty secretary by a national committee appointed by the National President. A certificate and/or appropriate plaque, the design of which to be determined by the Board of Directors, shall be presented at the National Convention.

Section 8. The Robert W. Bishop Faculty Adviser Award for outstanding service to the local Circle and to the Society shall be awarded annually to a Circle faculty adviser by a national committee appointed by the National President. A certificate and/or appropriate plaque, the design of which to be determined by the Board of Directors, shall be presented at the National Convention.

Section 9. There are three Circle Recognition Awards: Circle of Distinction, Superior Circle Award, and Presidential Award of Excellence. The Circle of Distinction Award is presented to Circles who submit appropriate materials in a timely manner. The Superior Circle Award is presented to Circles who meet all criteria for the Circle of Distinction and sponsor at least two substantial campus-wide programs. The Presidential Award of Excellence is awarded to Circles who have received the Circle of Distinction Award for five consecutive years or the Superior Circle Award for three consecutive years. Records on file in the National Headquarters will be used to verify eligibility for this award.

ARTICLE X – Circles

Section 1. The Board of Directors 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.

Section 2. The National Vice President for Extension shall furnish information concerning the Society to interested institutions, organizations and individuals and shall encourage OAK® members to recommend institutions for consideration. Members should also be encouraged to recommend areas where there is an interest in the organization of alumni Circles.

Section 3. A petition for a charter can be accepted only from institutions that have been placed on the Committee on Extension's Approved Petitioner List. Institutions must submit an Application for Approved Petitioner Status to be included on this list, and that application is subject to approval by the Committee on Extension. Application forms shall be developed and revised as needed by the Committee on Extension, subject to review by the Board of Directors. These application forms

must include the following:

- a. Names and signatures of a minimum of ten student applicants and four faculty and staff applicants who will meet the established qualifications for membership in Omicron Delta Kappa at the time of chartering. The completed application must list the officers, including a Faculty Secretary and Faculty Adviser, of the applicant group.
- b. College or university data including: a brief history of the institution; control (public, private, denominational); accreditation(s); degrees offered; financial status; current enrollment data (number of full and part time undergraduate and graduate students); number of full and part time faculty; brief description of Student Affairs/Student Services, names of national and local honor societies and departmental organizations; names/fields of national and local professional fraternities.
- c. At least three letters of endorsement from administrators, faculty or staff, with one required from the institution's President or Chancellor, shall be attached to the application. The letters must state, among other things, that there is a definite place for Omicron Delta Kappa within the life of the institution, that a Circle will have institutional support, and that the members of the applicant group/organization meet the membership standards of Omicron Delta Kappa. Whenever possible, the application shall be sent electronically to the National Vice President for Extension. However, one original paper copy with signatures must be sent to the Vice President for Extension for the permanent national files. In cases where electronic submission cannot be accomplished, the petitioning group will be required to file sufficient paper copies for national files and for the members of the Extension Committee.

Section 4. Colleges and universities making application for inclusion on the Approved Petitioner List must create a local honor society that operates within the existing standards and pattern of The Omicron Delta Kappa Society, Inc. or appropriately adapt an existing local organization to meet these criteria. In either case, prior to the submission of the Petition for Charter, the membership of this local organization must be composed of individuals who will meet the qualifications of membership in OΔK® at the time of chartering. In addition, the local group must operate in accordance with by laws (based on the model Circle bylaws presented in The OΔK® Manual) and membership selection standards that meet those established for Circles of OΔK®. A petitioning group or organization must have completed at least one cycle of membership selection in accordance with OΔK® standards and procedures before it can submit the Petition for Charter.

Section 5. Upon approval of an Application for Approved Petitioner Status by the Committee on Extension, the Vice President for Extension shall communicate written notice of this approval to the applicant organization within 21 days. The National Headquarters of OΔK® will notify the Board of Directors and all Circles in the affected Region.

Section 6. As soon as an institution has been approved for inclusion on the Approved

Petitioner List and has had a functioning local organization for not less than one academic semester, a Campus Inspection Visit shall be scheduled. The National Vice President for Extension or an appropriate national officer shall conduct this inspection.

Section 7. A petitioning group or organization must have completed at least one cycle of membership selection in accordance with the OΔK® standards and procedures before it can submit a petition for charter. After successful completion of the Campus Visit and after meeting all of the aforementioned criteria, the local organization may submit a Petition for Charter. This document shall include the following:

- a. A petition statement requesting a charter for an OΔK® Circle on their campus signed by not less than ten students and four faculty and staff members (all of whom are eligible for membership in Omicron Delta Kappa). This petition must include the signatures of all those persons who will be initiated as charter members, if the charter is granted. The officers, including the Faculty Secretary and Faculty Adviser, shall be identified as such on the petition.
- b. A brief statement describing the history of the local honor society or group, including activities and programs it has conducted and local customs or traditions (if any) the group plans to preserve and continue.
- c. An Honor Point Schedule to be used in the selection of new members once it has been chartered. This schedule must be in accord with the model offered in The OΔK® Manual as well as national membership standards.
- d. A copy of the By-Laws under which the Circle will function if it is approved for charter. These By-Laws must be in agreement with the National Constitution and By-Laws of OΔK® and must include all required elements noted in the Model Circle By-Laws presented in the most current edition of The OΔK® Manual.
- e. A complete list of the names of all student petitioners with their qualifications (leadership activities, class status, cumulative grade point average, etc.); names of all petitioning faculty and staff members with their academic degrees, granting institution, professional rank or title, and leadership activities (if some are members of OΔK®, the date and name of institution where initiated should be included); and, any alumni selected for membership with academic degree/date (s), vocation, and a listing of demonstrated leadership activities.

Section 8. Whenever possible, the Petition for Charter shall be sent electronically to the National Vice President for Extension. However, one original paper copy with signatures must be sent to the Vice President for the permanent national files. In cases where electronic submission cannot be accomplished, the petitioning group will be required to file sufficient paper copies for National files and for the members of the Extension Committee.

Section 9. Charters shall be granted only in cases where the Petition has been approved by the Committee on Extension.

Section 10. The Vice President for Extension shall notify the petitioning group of the voting results within 21 days of receipt of petition except in unusual circumstances. National Headquarters shall notify the Board of Directors and Circles in the Region.

Section 11. When a Petition for Charter has been approved, but not less than 21 days prior to the scheduled chartering date, the petitioning group shall prepare and submit the following to National Headquarters:

- a. Omicron Delta Kappa Membership Forms for each charter member
- b. Membership and Charter Order Forms as required
- c. Payment of the individual membership fees for each charter member and a uniform chartering fee (established each fiscal year by the Board of Directors).

In addition to the above fees, the Circle shall be invoiced for and required to pay one-half the travel and related expenses of the chartering officer.

Section 12. The National Vice President for Extension shall in every case conduct the installation and chartering initiation ceremony or designate a member of the Board of Directors for such purpose. In unusual cases the Vice President for Extension may, at his/her discretion, designate some other member of the Society to act on behalf of the Society for the charter installation.

ARTICLE XI – Alumni Clubs

Section 1. The Omicron Delta Kappa Society, Inc., shall encourage, charter and support the development of alumni clubs. These clubs shall assist in keeping members of the Society continually aware of and identified with the ideals, activities and needs of the Society. The clubs will support and encourage the development of intelligent, democratic leadership and personal responsibility in institutions of higher learning. The clubs shall also support the activities and development of Circles in the four-year institutions in their vicinity and shall work to enhance the Omicron Delta Kappa Foundation.

Section 2. Alumni clubs may be organized in given areas by at least fifteen Omicron Delta Kappa alumni members residing in said areas who may present to the National Vice-President for Extension formal petitions for charters, which shall include a list of petitioning members with collegiate affiliation, date of initiation, business or profession, and a proposed set of by-laws.

Section 3. The petitioning group shall submit copies of the petition in typewritten, photocopied, mimeographed, or printed form in numbers requested by the OΔK® National Vice-President for Extension. On the original copy the names of the petitioners shall be signed individually.

Section 4. Each petitioning group shall pay to The Omicron Delta Kappa Society, Inc.

at the time of the submission of its petition an alumni charter fee established each fiscal year by the Board of Directors. The charter fee will be refunded if a charter is not approved by the Board of Directors. The club shall be required to pay one-half of the travel and other expenses of the installing officer.

Section 5. If after investigation the Board of Directors is satisfied that the club would probably be permanent and worthily promote a program which would preserve and strengthen the standards and influence of Omicron Delta Kappa, a charter will be issued. The petitioning group shall be immediately notified of such favorable action, and the necessary arrangements shall be made with the National Vice President for Extension for the installation. An alumni club shall be known by the locality, city or state wherein it is located.

Section 6. Every alumni member of Omicron Delta Kappa of whatever Circle, resident in said area, shall be regarded as eligible for membership in that alumni club, and insofar as addresses are known and it is possible, should be notified of such eligibility in The Circle®, which shall publicize the location and the secretary or person to contact for more information.

ARTICLE XII – Meetings

Meetings of the Board of Directors or any other committee may be conducted by telephone conference call so long as all participants can hear and be heard by all other participants.

ARTICLE XIII – Amendments

These By-Laws may be amended at any time by a two-thirds affirmative vote of a National Convention or a three-fourths affirmative vote of the Board of Directors, provided that the proposed amendment shall be submitted to the Executive Director at least ten days before final action is taken with prior notification to the Circles. Amendments adopted by a National Convention shall not become effective until ten days after the adjournment of the convention.