



OMICRON DELTA KAPPA

The National Leadership Honor Society

2015-16 OFFICER HANDBOOK

Your key to success.



MISSION

-  To recognize individuals who consistently achieve high standards of excellence throughout the five celebrated phases of campus life.
-  To bring people together who build and sustain strong leadership communities.
-  To perpetuate lifelong relationships and commitment to Omicron Delta Kappa.

VISION

Campus leaders today, community leaders tomorrow.

FIVE PHASES OF CAMPUS LEADERSHIP

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

FAST FACTS

Our History

- Founded: December 3, 1914
- Birthplace: Washington and Lee University
- Colors: white, black, and light blue
- Flower: blue delphinium

Our Members

- Number of inductees in 2014: 8,245
- Number of living members: 292,756
- Number of active circles: 299
- Total number of circles established (including those that are now inactive): 392

Our Organization

- National Headquarters: 224 McLaughlin Street, Lexington, VA 24450
- Incorporation: Incorporated as a 501(c)3 in 1992 in the Commonwealth of Kentucky.
- Operating budget: \$895,035
- Size of staff: 7.5 FTE
- Membership fee: \$85
- Memberships: Association of Leadership Educators, International Leadership Association, NASPA, Honor Society Caucus, The Center for Nonprofit Excellence, Fraternity Communications Association

Our Programs

- Number of scholarships awarded annually: 26
- Number of scholarship dollars distributed annually: \$32,000
- Number of Maurice A. Clay Leadership Development Initiative Grants awarded annually: 15
- 2015 National Leader of the Year: Jacqueline Plyler, University of South Carolina (*Plyler represents the campus and community service phase of collegiate life; see additional honorees*)
- National Day of Service: The second Thursday of April (April 14, 2016)
- Number of drive-in meeting locations scheduled for 2015: 14
- 2016 National Convention and Leadership Summit: Allendale and Grand Rapids, Mich.

Our Foundation

- Incorporation: The Omicron Delta Kappa Foundation, Inc. was incorporated as a separate 501(c)3 in 1982 in the State of Florida.
- Size of endowment: \$613,282
- Dollars raised in FY 2013: \$280,416
- Number of individual donors in FY 2013: 1,682
- Maurice A. Clay Leadership Development Initiative Grant dollars distributed annually: \$6,000

NATIONAL STRUCTURE

Circle: The basic unit of Omicron Delta Kappa is the collegiate Circle. Membership in the Society can come only through election and initiation by one of the collegiate Circles.

Board of Directors: The executive body of Omicron Delta Kappa is the Board of Directors.

Foundation: The Omicron Delta Kappa Foundation was chartered in 1982 as a not-for-profit corporation to administer the professional and philanthropic activities of the Omicron Delta Kappa Society.

IMPORTANT OΔK EVENTS

December 3, 2015	Founders Day
March 15, 2016	Deadline for Circle Leader of the Year nominations
March 31, 2016	Deadline for National Leader of the Year applications
March 31, 2016	Deadline for Foundation Scholarship applications
April 14, 2016	National Day of Service
April 30, 2016	Deadline for Circle Annual Report
June 16 -19, 2016	Biennial Convention and Leadership Conference in Grand Rapids, Michigan

BEST CIRCLE PRACTICES

-  Are your circle's by-laws current and reviewed by circle officers each year?
-  Does your circle send at least one delegate to Drive-In workshops and the 2016 National Convention and Leadership Summit?
-  Are new member inductions held at least once each year, with membership forms submitted to National Headquarters 14 days in advance of the ceremony?
-  When selecting members, does your circle give careful consideration to choosing at least one person from each of the five phases of campus life?
-  Does your circle consider for and initiate at least one faculty or staff member, alumni or honoris causa (*1 free each year*)?
-  Does your circle engage four voting faculty/staff members (two Faculty Officers and two at-large) in voting matters and circle activities?
-  Does your circle apply for a Clay Leadership Development Grant?
-  Does your circle select a Leader of the Year?
-  Does your circle pay the \$100 annual affiliation fee?
-  Does your circle submit an annual report?

CIRCLE AWARD OPPORTUNITIES

Circle of Distinction

-  Submit membership forms to National Headquarters office 14 business days in-advance of induction ceremony;
-  Hold at least one induction ceremony per academic year;
-  Pay affiliation fee;
-  Complete annual report by April 30, 2016;

Sample components are:

-  Participate in the National Day of Service, or otherwise designated service event.
-  Maintain regularly scheduled meetings.
-  Engage local alumni in Circle activities.
-  Select recipient for Circle leader of the year by March 31, 2016.

Superior Circle

-  Fulfill all requirements to be recognized as a *Circle of Distinction*;
-  Send at least one representative to regional drive-in conference or national convention;
-  Induct at least one faculty, staff, alumni or honoris causa member;
-  Participate in nomination process for a national award.

Presidential Award of Excellence

-  Designated as a circle of distinction for five consecutive years; or,
-  Designated as a superior circle for three consecutive years.

Circles may also apply for a [Clay Leadership Development Initiative Grant](#). Clay Grant's provide financial support to circles seeking to establish a specific program that will enhance leadership development on campus and in the community. Each year, recipients are awarded up to \$500 to assist with their specific leadership programming. Applications are found online and due November 1.

INDIVIDUAL AWARD OPPORTUNITIES

To learn more about individual awards, grants and programs, and to find nomination and application forms, please visit the opportunities and awards page on our [website](#).

-  [Cheryl M. Hogle Distinguished Service](#)
-  [Eldridge W. Roark Meritorious Service](#)
-  [Foundation Scholarships](#)
-  [General Russell E. Dougherty National Leader of the Year](#)
-  [Laurel Crowned Circle](#)
-  [Pillars of Leadership](#)
-  [Robert L. Morlan and Robert Bishop Faculty Officer](#)

ANNUAL CIRCLE REPORT

Each circle is required to submit an [annual report](#) by April 30 of each academic year.

PROGRAMMING & ACTIVITIES

To see the many different programs, activities and awards that our circles across the country are involved with, download the helpful Circle Programming Examples found within the Officer Resources [online](#).

 Alumni Events	 Community Service	 Receptions	 Tapping Ceremonies
 Awards/Recognition	 Fundraising	 Scholarships	
 Campus Events	 Homecoming	 Social Awareness	
 Circle Activities	 Publications	 Speaker Series	

PRESIDENT

-  Establish a regular circle meeting schedule, as well as regular officer meetings.
-  Update college/university administrators on circle activities.
-  Verify plans and implementation of the next circle orientation; preside over initiation of new circle members.
-  Implement transition/orientation of new officers, advisors and the transfer of resources and files.
-  Make sure the names and contact information of new officers and advisors are submitted to the National Headquarters via the Officer Change Form within the Annual Report.
-  Serve as the official circle delegate to the national conference and relay information obtained to your local circle.
-  Work with Faculty Officers to ensure that all national reports are completed and submitted by each report's published deadline.
-  Verify that the following reports were completed and sent by the indicated officer:
 -  Membership Certificate Order Form - Faculty Officer
 -  Annual Report Form - Faculty Officer or Circle President
 -  Officer Change Form - Faculty Officer or Circle President
 -  Articles for *The Circle* magazine - Any Circle Officer

FACULTY SECRETARY

-  The Faculty Secretary is responsible for the collection & submission of membership fees. If there is a separate Treasurer for the circle, it is expected that he or she will work closely with and assist the Faculty Secretary. However, the submission of fees and forms to National Headquarters remains the responsibility of the Faculty Secretary as well as insuring that the finances of the circle are handled in a business-like manner.
-  Maintain a file containing regular circle meeting minutes, a list of current and past members with their addresses and classifications, and all other records of the circle.
-  Submit to the National Headquarters the following:
 -  Submit the membership certificate order form with all appropriate data & initiation fees no less than 14 days in advance of each initiation ceremony.
 -  Promptly report the names, addresses, and telephone numbers of circle officers, by submitting an Officer Change Form within the Annual Report.
 -  Insure that the circle promptly pays the annual \$100.00 Circle Affiliation Fee by December 3 of each year.

- 🌳 Prepare and submit the required Circle Annual Report online to the National Headquarters by April 30 each year.
- 🌳 Send news items to the National Headquarters for possible publication in *The Circle*.

FACULTY ADVISOR

- 🌳 Assist the student officers in the arrangement of public tapping procedures, including local campus publicity and public relations with the community at large.
- 🌳 Encourage the student leadership of the circle to be mindful of the need for a carry-over group of juniors from one academic year to the next, in order that the circle will continue successfully.
- 🌳 Assist in a thorough orientation for new members by providing information and support and ensuring that all pertinent information is communicated.
- 🌳 Make sure that your circle is current with its registration as a student organization with your student activities or dean of students' office. Advisors provide continuity and there are few better ways to provide continuity than by being a registered student organization in good standing with the respective campus.

OFFICER TRANSITION GUIDE

Congratulations on a successful term in your position. It is imperative for officers to provide information to their successor in order to guarantee a successful transition. Honesty and openness is essential to provide correct information to your successor. See the below outline as a general overview on how a smooth, and successful transition may be established.

TO-DO LIST

- 🌳 Organize all notebooks and files.
- 🌳 Finish all necessary correspondence (letters, emails, phone calls).
- 🌳 Prepare year-end report and evaluation.
- 🌳 Develop action plan and time-line for new officer transition.
 - 🌳 Including but not limited to:
 - i. Necessary meetings attended and conducted by officers.
 - ii. Important tasks.
 - iii. Sharing tasks and duties with other group members.
 - iv. Introductions to key people / relationship building.
 - v. One on one meetings and training.
 - vi. Financial information.
 - vii. Leadership training.
- 🌳 Complete outgoing officer worksheet and changes in leadership (<http://odk.org/circle-officers/report-changes-leadership/>) form.

OUTGOING OFFICER WORKSHEET

This is an opportunity to reflect on your tenure as an officer regarding the responsibilities you consistently faced. The information provided can be an effective tool to providing your successor an easier transition to power.

- 🌳 What I liked most about my job...
- 🌳 What I liked least about my job...
- 🌳 The most difficult decision I made was...

- Ⓞ What I could have done to make the experience better was...
- Ⓞ Obstacles to performing my job effectively were...
- Ⓞ Aids that assisted me in handling my job were...
- Ⓞ Things I wish I'd known before I took the job were...

TRANSITION QUESTIONS

Many of these questions are geared toward former or outgoing officers. They should be considered carefully and communicated to the newly elected officer. New officers can use these questions to brainstorm ideas or goals for the upcoming term of office.

- Ⓞ What do you perceive to be your organizations objectives or goals?
- Ⓞ What do you consider to be the responsibility of your office?
- Ⓞ What do you wish you had done, but did not?
- Ⓞ What did you try that did not work? Why did it not work?
- Ⓞ What problems or areas will require attention within the next year?
- Ⓞ Who was the most helpful in getting things done?
- Ⓞ What people were good resources for information?
- Ⓞ What should be done immediately in the next semester?

1:1 HANDOUT

This will assist in officer transition by focusing upon past accomplishments and providing a critique of the year in office. This report should be a supplementary resource in planning for the new officer's term.

Officer:

Name:

Date:

- Ⓞ Other officers / chair-people projects you oversaw involved.
- Ⓞ Specific accomplishment realized during your term in office and the reasons for their success.
- Ⓞ Any problems or disappointments you encountered as part of your office and suggest ways of avoiding or correcting them.
- Ⓞ Supplemental materials and sources of information you found most helpful (Include specific alumni or faculty contacts, university / college officers, community resources, etc.).
- Ⓞ Comment on the timetable applicable to your office (Please give suggestions for increasing efficiency and effectiveness).
- Ⓞ List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

Accomplishments / Things to Accomplish	Limitations	Resources	Unknown Questions / Solutions	Still to be done / Why is this being done

Incoming Officer's Transition Worksheet

- Ⓞ Things specific to the position I want to know about (forms, duties, etc.)...

- Ⓞ Things I should do over the summer break...
- Ⓞ People (and positions) I should get to know...
- Ⓞ Services that I need to know about...
- Ⓞ Things I need to know about working with my advisor...
- Ⓞ Other questions I want answered...

Use this next series of questions to begin brainstorming ideas or goals for the upcoming term of office:

- Ⓞ What do you perceive to be your organization's objectives or goals?
- Ⓞ What do you consider to be the responsibilities of your office?
- Ⓞ What expectations do you have of the executive council?
- Ⓞ What problems or areas will require attention within the next year?
- Ⓞ What should be done immediately in the next semester?

TEN GUIDELINES FOR STUDENT LEADERS

- Ⓞ Look upon all of it as a learning experience.
- Ⓞ Mistakes are inevitable. *You have to live with them, and so do others*
- Ⓞ Don't get caught up with global issues. *Politics is the art of the possible; so pick out some realistic goals and really go for them.*
- Ⓞ Try to strike up a friendship with the administration.
- Ⓞ Be honest, *especially with yourselves. Integrity is probably the best quality of a leader.*
- Ⓞ The common good is important. *You are a part of it, so work for it.*
- Ⓞ Be open-minded. *No other attitude makes learning possible. Winston Churchill said, "All complicated questions have simple answers. However they are all wrong."*
- Ⓞ Don't be cynical. *A cynic accomplishes nothing. All of us have to be shocked by the injustices we face in life. Cynicism will never conquer them and attain justice.*
- Ⓞ Laughter and love are the bottom line. *It is important to be able to laugh at ourselves which means not to take ourselves too seriously, whether president or incoming new-member. Somehow laughter gets us through the most difficult of solutions, but love is important, too, because in a very real sense we can't work together unless we respect and love each other, young and old.*

BENEFITS OF MEMBERSHIP

As a member of Omicron Delta Kappa you can take advantage of many national, regional and local opportunities offered by the Society. Such opportunities include, but are not limited to, leadership conferences, recognition awards, Circle grants, individual scholarships and networking opportunities. Being a member of OΔK is more than just another activity listed on your resume or vitae, but a commitment to leadership throughout your campus and community.

Activities and Programs

- Ⓞ The National Convention and Leadership Summit, held once every two years, provides the opportunity for growth and learning at the National level, while also offering strategic leadership workshops and networking sessions. Regional conferences, held in the alternate years, offer similar growth and learning opportunities through the collaboration of institutions within a specific geographic region. Activities on the local level are at the discretion of each circle but often include sponsoring leadership forums and workshops, hosting campus and community-wide lectures, and participation in philanthropic, service projects.

Recognition

 Membership in OΔK conveys recognition of the very top men and women at an institution who have attained a high standard of efficiency in collegiate activities and scholarship. Outstanding alumni, faculty and staff may also be honored as OΔK members, in addition to local, regional and national leaders that may be selected for *Honoris Causa* membership to a circle.

Awards

 Numerous national leadership and service awards are given each year to student and faculty/staff members, as well as Circle recognition honors.

Maurice A. Clay Leadership Development Initiative

 Circles have the opportunity to receive a grant of up to \$500 to establish a specific program or event to enhance leadership development within its respective campus and/or community. Applications are due November 1st of each academic year.

Scholarships

 Each year the OΔK Foundation awards multiple scholarships to qualifying student members who intended to continue his or her education at the graduate level.

Networking

 Through membership in Omicron Delta Kappa, students, alumni and faculty/staff members gain potential friendships with over 300,000 men and women whose peers recognize them as both scholars and leaders. Members can connect on our Facebook Page (*Omicron Delta Kappa*), Twitter Profile (@ODK1914), and LinkedIn Group (*Omicron Delta Kappa*).

Value and Service

 Continued service to one's institution and to the National Society can be achieved by serving on the National Board of Directors, Foundation Board of Trustees, National Advisory Council (NAC), or on a National Committee.