



# OMICRON DELTA KAPPA

The National Leadership Honor Society

## Omicron Delta Kappa Policies and Procedures Manual

### 100 Introduction

#### 110 Name

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:

- Determine mission and purpose of overall organization; recruit and engage a competent Board.
- 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.
- Gather 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.
- 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.
- 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:

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

131 Composition of the Board of Trustees

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 Counsel, President/CEO, three elected at-large faculty and staff members, the next immediate National Leadership Conference Planning Team Leader, 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

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. 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. Non-trustees may serve on the Mission Committee. The Committee is charged to think strategically about matters related to extension to new campuses including those that serve underrepresented populations. 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 Manual. 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 Manual. Specifically, the Mission Committee is charged with the following:

- Developing strategies for extension including;
- Reviewing charter petitions for the establishment of new circles;
- Forwarding charter petitions to the Board of Trustees for approval;

- Designating circle recognition honors;
- Authorizing presentation of member recognition certificates;
- Working with the annual national conference committee to develop a program related to membership and circle standards; and
- Coordinating the review and changes in the Omicron Delta Kappa Policies and Procedures Manual on an annual basis.

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

Three student members elected by the collegiate circle delegates during the annual national conference will serve as student trustees. The Board of Trustees of the Omicron Delta Kappa Society and Educational Foundation, Inc. meets four times a year: two times a year in person and two times a year via conference call. Trustees are expected to participate in all meetings. One student trustee, the National Student Vice President-Elect, will be elected from a slate of three student trustee candidates each year. 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 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 President and as chair of the Student Advisory Board. All student trustees will serve as members of the Mission Committee.

*General Qualifications*

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.

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 ideals.

*Duties and Responsibilities of Student Trustees*

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:

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

*Preferred Qualifications and Additional Information*

Ideal candidates will have the following qualifications:

- At some level, past or current service to OΔK;
- A commitment to and understanding of OΔK's stakeholders, mission, and ideals, preferably based on experience;
- A sense of tact and diplomacy and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals; and

- Personal qualities of integrity, credibility, and a passion for improving the lives of OΔK's beneficiaries.

Service on the Board of Trustees is without remuneration, except for administrative support, travel, and accommodation costs in relation to the duties of trustees.

*Recommended Timeline for Nominations and Elections*

January 2	Call for nominations and self-nominations distributed by email to collegiate initiates from the three preceding calendar years; nominees required to submit a nomination form; personal statement (500-700 words) about the nominee's interest in serving Omicron Delta Kappa, leadership philosophy, purpose for running, and goals for the Society's future; resume/curriculum vita (in PDF format with personal contact information removed); and professional headshot digital photograph
March 1	Second call for nominations (three preceding calendar years plus January/February initiates)
March 15	Nominations close
April 1	Preliminary candidates identified; initial screening interviews (by phone) between April 1 - 15 (candidates must agree to attend conference if slated by committee)
May 1	Slate of three student candidates (one to be elected) announced and conference participation and enrollment status confirmed; personal statement, resume/curriculum vita, and photograph for each candidate posted on the website; circle delegates informed of secured procedure for election including the opportunity to write-in a candidate
TBD	During the annual national conference, candidates are introduced and make presentation in person and via the web on first day with electronic vote on the second morning of the conference; election results announced at closing banquet; if there is a tie, a run-off election will take place after lunch on the second day

Three faculty and staff members, voted upon by sitting circle coordinators and faculty advisors and elected in advance of the annual national conference, will serve as faculty and staff trustees. The Board of Trustees of the Omicron Delta Kappa Society and Educational Foundation, Inc. meets four times a year: two times a year in person and two times a year via conference call. Trustees are expected to participate in all meetings. Faculty and staff trustees serve a three-year term beginning on July 1 of the year elected to the board. 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. 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. In the third year of service, a faculty or staff trustee shall serve as chair of the National Nominating Committee. All faculty and staff trustees will serve as members of the Mission Committee.

#### *General Qualifications*

Faculty and staff 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.

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 ideals.

#### *Duties and Responsibilities of Faculty and Staff Trustees*

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:

- Advocating on behalf of the Society's Circle Coordinators and Faculty Advisors;
- Serving as a trusted advisor to the President/CEO as he or she develops and implements OΔK's long-range plan;

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

*Preferred Qualifications and Additional Information*

Ideal candidates will have the following qualifications:

- At some level, past or current service to OΔK;
- A commitment to and understanding of OΔK's stakeholders, mission, and ideals, preferably based on experience;
- A sense of tact and diplomacy and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals; and
- Personal qualities of integrity, credibility, and a passion for improving the lives of OΔK's beneficiaries.

Service on the Board of Trustees is without remuneration, except for administrative support, travel, and accommodation costs in relation to the duties of trustees.

*Recommended Timeline for Nominations and Elections*

- January 2 Call for nominations and self-nominations distributed by email to all sitting Faculty Advisors and Circle Coordinators; nominees required to submit a nomination form; personal statement (500-700 words) about the nominee's interest in serving Omicron Delta Kappa, leadership philosophy, purpose for running, and goals for the Society's future; resume/curriculum vita (in PDF format with personal contact information removed); and professional headshot digital photograph
- February 1 Second call for nominations
- March 1 Nominations close
- March 15 Preliminary candidates identified; initial screening interviews (by phone) between March 15 - 30 (candidates must agree to attend conference if slated by committee)
- April 15 Slate of faculty and staff candidates (one to be elected) announced and conference participation and enrollment status confirmed; personal statement, resume/curriculum vita, and photograph for each candidate posted on the website; sitting Faculty Advisors and Circle Coordinators informed of secured procedure for election including the opportunity to write-in a candidate
- May 1 Elections open online
- May 15 Elections close online
- May 16 Candidates informed of election results and announcement of results distributed to sitting Circle Coordinators and Faculty Advisors

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#### Omicron Delta Kappa Policies and Procedures Manual

The guidelines for membership selection, circle operations, and awards criteria are set out in the Omicron Delta Kappa Policies and Procedures Manual. The Omicron Delta Kappa Policies and Procedures Manual 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.



210 Membership Classifications

There are four (4) membership classifications:

- 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.
- 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.
- 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.
- 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.

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

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

To be eligible for membership in the Society, a student must meet each of the following minimum requirements:

- One-half (1/2) academic year of residence in the institution where selected.
- For undergraduate students, the individual must have standing as a junior or senior, as defined by the enrolled institution. 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. 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.

- For graduate students, the individual must have standing as a graduate, post-graduate, or professional student as defined by the enrolled institution. 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. 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.
- 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.
- 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:
  - Scholarship;
  - Athletics;
  - Campus or Community Service, Social and Religious Activities, and Campus Government;
  - Journalism, Speech, and the Mass Media;
  - 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 (1) person each year from each of the categories enumerated above.
- 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 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 a student enrollment of less than 800, this limit shall be five percent.

- 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.
- A student member shall remain a voting member while attending the institution where the electing circle is located.
- 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

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 and staff membership. Each circle shall develop its own standards for such selection, bearing in mind the general qualifications for membership. 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. A faculty or staff member shall be entitled to vote only during his or her term as a voting member of a circle.

223 Alumni Member Qualifications and Limitations

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. The number of alumni members selected each year shall not exceed one-third the number of student members selected in any election that year. An alumni member shall be entitled to vote only during his or her term as a voting member of a circle. No person shall be eligible for selection as an alumni member until five (5) years after graduation.

224 Honorary Member Qualifications and Limitations

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. 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. Circles located in institutions with more than 1,000 students may elect a maximum of four honorary members during any one academic year. If circumstances prohibit the usual initiation ceremony, the initiation of honorary members may take place at the time of tapping or soon thereafter.

## 230 Membership Selection

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 Manual. 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 Manual. In addition, in membership selection, circles should adhere to the following.

- 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.
- No person may be admitted into Society 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 which event the selectee may be admitted posthumously.
- No circle shall initiate any person who has been initiated by another circle.

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 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.

## 240 Membership Processing

All applicants for membership in Omicron Delta Kappa shall complete the online National Lifetime Membership Application as approved by the Mission Committee.

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.

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.

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.

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 Membership Standards and Integrity

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 President/CEO a careful check upon the qualifications of every initiate. 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. 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. The Mission Committee shall have the power to confirm or reject the selection. 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.

260           Expulsion

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. 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. 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. 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. 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).

270           Resignation

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

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. 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:

- 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.
- Upon the recommendation of the Mission Committee, the Board of Trustees shall approve or deny granting a circle charter to an institution. Upon the decision of the Board, the President/CEO will notify the circle and schedule a chartering ceremony.

### 315 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 advisors are appointed and actively engaged in the circle at all times. 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.

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#### Organization of Circles

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 Manual.

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

1. All student members of the circle, graduate, post-graduate professional and undergraduate, of the institution at which the circle is located;
2. Not less than four (4) faculty or staff members of the Society of that institution, who shall be elected by the circle for staggered terms of four (4) years each; and
3. 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.



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 Manual, National Bylaws, or Board of Trustees from time to time. 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 Manual, National Bylaws, and Ritual of the Society. 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

All circle officers of the Society, including the Circle Coordinator and the Faculty Advisor, shall be voting members of their local circle. The officers of each circle shall include a President, Vice President, Treasurer, Circle Coordinator (who may serve as Treasurer), and a Faculty Advisor. The President and Vice President shall be students. Other officers may be established and filled in accordance with the bylaws of the circle. The voting members of the circle shall elect all officers. Within ten days of the selection, the new officers will notify the National Headquarters by submitting the appropriate online forms.

331 Circle Advisors

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

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

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

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

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

### 332 Circle Advisor Roles and Responsibilities

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.

#### *Membership*

- 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
- Assist the circle president in tapping new members, orienting, and training new members in the mission and vision of the Society
- Ensure that all new members meet the Society's high standards
- Solicit input from the campus community when recruiting and selecting new members (e.g. nominations or recommendations from faculty or other university members)
- 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

#### *Organizational*

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

*Programming*

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

*Fiscal*

- Ensure that all other financial obligations to the national headquarters, institution, and circle are settled in a timely manner
- Ensure payment of the circle's annual Institutional Membership fee (formerly affiliation fee) to OΔK National Headquarters each year
- Ensure that all payments of the National Lifetime Membership Fee are paid prior to or within 30 days of an initiation
- Assist the circle to find funding sources on campus

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*Student Officers*

Student officers should provide leadership and direction to the circle. 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. A circle may choose to have a student treasurer when a circle officer does not serve as the financial manager for the circle. The student officers shall be elected by the circle and meet the following requirements:

- Initiated member of Omicron Delta Kappa;
- Enrolled in a degree program during term in office; and
- Completed the student officer form prior to or upon assuming the role of student officer.

The other roles and responsibilities of the student officers shall be set forth in the circle bylaws.

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*Oath of Officers*

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: "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 Manual/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.

350 Circle Operations

Circles are required to maintain standard operations in accordance with the National Bylaws and the Policies and Procedures Manual.

351 Circle Bylaws

A circle must file and up to date electronic version of the circle (local) bylaws with the National Headquarters. Any time the circle bylaws are amended, the amended copy should be provided to the National Headquarters within one month.

352 Meetings

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

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

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

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.

- 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.

- A circle with an inactive status shall be considered active upon the successful initiation of new members.
- 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.
- An institution may appeal the decision by the Mission Committee for charter recall to the Board of Trustees by submitting a written appeal to the President/CEO. A three-fourths vote of the Board of Trustees will constitute final action with respect to charter recall for that particular circle.

380 Suspension or Recall of Charter

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. 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. 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

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 Manual, et cetera, passed for the government of the Society as a whole for a limited time. Such grant must be monitored by the Mission Committee and revoked when the conditions making it necessary have ceased to exist. The Mission Committee shall have the power to revoke the grant on this basis.

410           Ritual and Allegiance

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. 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. 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

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

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

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

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           Affiliation Fee (Institutional Dues)

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. The Board of Trustees determines the amount of the affiliation fee that is due by December 3 each year. For circles that only initiate in the spring term, there is an allowance to pay the affiliation fee at the time of initiation.

520 National Lifetime Membership Fee

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

530 Circle Dues

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. 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

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

**600 Operating Committees**

610 Annual National Conference Committee

There shall be a standing Annual National Conference Committee. The members of the committee and chair shall be elected by the Board of Trustees. Annual National Conference Committee shall oversee the planning for the conference including local arrangements, special events,

and educational programming. The conference chair shall serve as a member of the Board of Trustees during the year of his or her convention. The conference chair-elect and immediate past conference chair will be required to attend the annual conference.

620 Equity and Inclusivity

There shall be a standing Equity and Inclusivity Committee. The members and chair of the committee shall be appointed by the President/CEO for a term of one year. The Equity and Inclusivity Committee is charged with identifying processes and policies that support the recruitment, involvement, and engagement of a multicultural membership. The committee evaluates the current benchmarks for diversity and inclusion found within Omicron Delta Kappa at all levels of the organization. The committee also examines and develops best practices toward recruiting diverse circle membership. In addition, the committee develops programmatic recommendations related to topics of leading in a diverse world and supporting leadership development in marginalized student populations. The Equity and Inclusivity Committee is also expected to work in conjunction with the Annual National Conference Committee to offer a conference program related to its mission.

630 Leadership Development

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. 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. The committee manages the Stone Ethical Leadership Program, the Campus Conversations initiative, and content development for OΔK Leadership Matters. 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. The Leadership Development Committee is also expected to work in conjunction with the Annual National Conference Committee to offer a conference program related to its mission.

640 National Awards

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. 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. The National Awards Committee is also expected to work with the Annual National Conference Committee in the coordination of the annual awards banquet.

650 National Nominating

There shall be a standing National Nominating Committee to facilitate the election of duly qualified faculty and staff as well as student members to the Board as well as appointed positions on the Board (National Treasurer, National Counsel). Members of the committee and the chair shall be appointed by the Chair of the Board of Trustees to serve for a term of one year. The chair of the National Nominating Committee will be the Immediate Past Chair of the Mission Committee. In addition to the chair, the committee shall consist of four additional members including at least one student, one Circle Coordinator/Faculty Advisor, one out-going member of the current Board of Trustees, and the President/CEO (non-voting, ex-officio). The committee's composition shall include both those who have served in national office as well as those who have not.

660 Scholarship Review and Selection

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. This committee establishes the criteria for consideration of candidates for Omicron Delta Kappa Scholarships and makes the selection of the scholarship recipients each year.

In FY 2020, the criteria for scholarships are below.

Scholarship applicants must be:

- An inducted member of Omicron Delta Kappa;
- Plan to be or currently be enrolled in an accredited graduate or professional program in the United States or abroad; and
- Have earned a cumulative GPA of 3.25 (on a 4.0 scale) on all academic work.

Collegiate members and alumni up to five years out of school are eligible to apply.

In FY 2020, the timeline for selection is as follows:

- First Monday in December – the application portal goes live
- February 2020 – committee conference call held to discuss evaluation process
- March 1 – applications close
- March 15 – 31 – staff members compile applications and distribute materials to committee members
- April – committee meeting to select recipients
- May/June – recipients notified and press releases prepared by staff and distributed to hometown newspapers and to members of the Board of Trustees

## 665 Scholarships

The Omicron Delta Kappa Foundation scholarship program expands each year. In FY 2020, the following scholarships will be available to members:

- General Scholarships (19 – \$1,000 scholarship available)

### *Named Scholarships with Additional Criteria Noted if Applicable*

- Stephen D. Bisese (University of Richmond) Scholarship (one \$1,000 scholarship, awarded to top applicant from Epsilon Circle)
- Winton M. Blount Scholarship (one \$2,000 scholarship, awarded to top applicant from the State of Alabama)
- Katharine Cater (Auburn University) Scholarship (two \$1,000 scholarships available, awarded to top two applicants from Omega Circle)
- Chellgren Family Endowed Scholarship (one \$1,500 scholarship)
- Scott R. Goodale Memorial Scholarship (one \$1,000 scholarship, awarded to top applicant representing the athletics phase)
- Rupert Nelson Latture Scholarships, (one \$1,500 scholarship)
- University of Maryland, College Park Scholarship (two \$1,250 scholarships, awarded to top two applicants from Sigma Circle)
- John D. Morgan Scholarship (one \$2,500 scholarships, top undergraduate applicant)
- Laura Larissa Morgan (University of Miami) Scholarship (one \$1,000 scholarship, awarded to top applicant from Beta Upsilon Circle)
- John Karlem Reiss Scholarship (one \$1,000 scholarship, award to top applicant from the State of Louisiana)

- Kenneth P. Ruscio (Washington and Lee University) Scholarship (one \$1,000 scholarship, awarded to top applicant from Alpha Circle)
- Diane and Tom Vukovich Scholarship (two \$1,500 scholarships, awarded to top two applicants from the State of Ohio)

670 Student Advisory Board

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

680 Volunteer Engagement

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

690 Ad Hoc Committees

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

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

715 Laurel Crowned Circle Award Nominations Process and Selection

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. The deadline for nominations is March 1 each year. In developing the nomination of an individual for this award, the letter of nomination should consider and address the following:

- The caliber of the individual's character is that of which OΔK holds as a standard.
- Ways in which the individual embodies the five ideals: scholarship, service, integrity, character, and fellowship.
- The individual's achievement of significant levels of leadership in profession and/or community involvement.
- How honoring this individual will enhance the perception of OΔK's commitment to leadership by the larger community.
- Ways in individual's accomplishments are in line with the organization's mission of collaboration, fellowship, and promoting positive leadership.

The nominations, including nominations from previous years, shall be reviewed by a committee appointed by the Chair of the Board of Trustees, composed of past national presidents of the Society and former chairs of the Board of Trustees, or other national volunteers, and the President/CEO. The committee shall make its recommendations to the Board of Trustees who will select the recipient.

720 John D. Morgan Lifetime Service Award

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. 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. An appropriate recognition piece denoting this award shall be made available to the recipient. The recipient of this award is selected by the Board of Trustees. The deadline for nominations is March 1 each year.

730 Pillars of Leadership Awards

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. 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. An appropriate recognition piece denoting this award shall be made available to the recipient. The recipients of these awards are selected by the Board of Trustees. The deadline for nominations is March 1 each year.

740 Robert L. Morlan and Robert Bishop Outstanding Circle Advisor Award

The Robert L. Morlan-Robert W. Bishop Circle Officer 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. 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. The purpose of the award is to recognize the Society’s most outstanding and long-serving circle officers and to thank them for their dedication.

745 Robert L. Morlan and Robert Bishop Outstanding Circle Advisor Award  
Nominations Process and Selection

Nominations for this award are submitted by completing the online nomination and sending one copy of the nominee’s resume (four pages or less) by emailing [awards@odk.org](mailto:awards@odk.org). Circle advisors may be nominated for

this award by a circle or by an individual member of the Society. In addition, an endorsement letter signed by the circle's president and by the other circle advisor (Faculty Advisor or Circle Coordinator) must be submitted as part of the nominations packet. This letter should also be emailed to [awards@odk.org](mailto:awards@odk.org). The recipient of this award is selected by the National Awards Committee. The deadline for nominations is April 1 each year. The eligibility requirements and expectation for nominees for this award are as follows:

- Previous winners of the Morlan or Bishop Awards are not eligible.
- 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 or Circle Coordinator for at least three years.
- The nominee must currently serve as a Faculty Advisor or Circle Coordinator
- The nominee has fulfilled all the duties of his or her position in accordance with national standards and to the circle's satisfaction.
- The nominee has aided the circle in achieving a sustained level of activity and success on campus.
- The nominee supports the activities, efforts, and projects of collegiate membership.
- The advisor provides consistent guidance for how to implement the OΔK ideals on campus.

750 Gen. Russell E. Dougherty National Leader of the Year Awards

The Gen. Russell E. Dougherty OΔK National Leader of the Year Program shall recognize student leaders annually in each of the five phases of campus life. The "Leader of the Year" awards shall be granted to the student who is identified as the outstanding leader in each phase by the National Awards Committee. Any student member of the Society shall be eligible for the award. 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. 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 phases of campus life come together.

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

- Each circle selects an outstanding student to be named their Circle Leader of the Year. The Circle Coordinator or Faculty Advisor

submits the Circle Leader of the Year form. This form is required and the only manner in which the nomination for the National Leader of the Year may be received. The deadline to submit the Circle Leader of the Year form to the National Headquarters is February 1 each year.

- Once the official nomination is received, the National Headquarters notifies the nominee via email to apply for the National Leader of the Year Award. The application includes a personal statement, two letters of recommendation, unofficial transcript, and resume. The deadline for the National Leader of the Year application is March 1 each year.
- The National Awards Committee selects four Leader of the Year finalists and one Gen. Russell E. Dougherty National Leader of the Year.

760 Cheryl M. Hogle Award

The Cheryl M. Hogle Distinguished Service Award may be awarded by the circles members of the Society who shall, in the estimation of the circles, have rendered some outstanding and conspicuous service to Omicron Delta Kappa. An appropriate recognition piece 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 Leadership Conference or during a fiscal year. 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. 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. The recipient of this award is selected by the Mission Committee. The deadline for nominations is March 1 each year.

770 Eldridge W. Roark Jr. Award

The Eldridge W. Roark Jr. Meritorious Service Awards may be awarded by a vote of the Board of Trustees to members of the Society from time to time, in recognition and appreciation of their varied and meritorious service to the Society. An appropriate recognition piece denoting this award shall be made available to the recipient. 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. 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. The

recipient of this award is selected by the Board of Mission Committee. The deadline for nominations is March 1 each year.

780 Recognition Certificates

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. No more than two such awards may be made by a circle within each year unless prior approval is granted by the Mission Committee. The purpose of the award is to provide an opportunity for circles to grant recognition for achievement and outstanding service on the local level.

790 Circle Recognition Honors

The Mission Committee shall have the authority to create Circle Recognition Awards to recognize active circles. The criteria for each award shall be approved by the Committee. New awards may not be presented in the same fiscal year in which they are created. 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. The Mission Committee shall approve the recipients each year. To be eligible for any award, a circle must have:

- Completed the annual report by established date;
- Submitted the annual affiliation fee;
- Provided membership processing documents (certificate order and national lifetime membership fees) to headquarters at least 14 calendar days prior to initiation; and
- Completed the initiation of members related to that certificate order.

Deadlines are established by the Mission Committee each year.

791 Circle of Distinction Requirements

In addition to the basic expectations, this award honors circles that have completed at least three of the following:

- Selected and submitted the nomination for a Circle Leader of the Year.
- Sponsored a circle driven signature event on campus.



- Participated in the National Day of Service (or an equivalent service project).
- Applied for the Maurice A. Clay Leadership Initiative Grant.
- Submitted a nomination for a national award (Morlan-Bishop, Hogle, Roark, etc.).

792 Superior Circle Requirements

This award honors circles that have done the following:

- Fulfilled all the requirements to be recognized as a Circle of Distinction;
- Sent delegates to the National Leadership Conference; and,
- Qualified for one of the supplementary recognitions (Membership Growth and Stability or Circle Stewardship)

793 Presidential Circle of Excellence Requirements

This award honors circles that have been recognized as a:

- Circle of Distinction for five consecutive years; or,
- Superior Circle for three consecutive years; or,
- With some combination of both (Circle of Distinction or Superior Circle) every year for five consecutive years.

794 Supplementary Circle Recognition Honors

To encourage the ongoing health of our circles, OΔK annually will recognize circles in the following two categories:

Membership Growth and Stability Award which acknowledges circles that have accomplished one of the following:

- Consistent membership growth over the past four years.
- Maintained ideal circle size as identified and reported by the circle.

Circle Stewardship Award which acknowledges circles that have fulfilled at least two of the following:

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

810 Mission and Purpose of the Annual National Conference

The annual national conference has the following mission and purposes:

- Support personal leadership development in students and faculty;
- Support students and circle officers in building stronger circles; and
- Provide networking among members and a unique collaborative experience between members of all ages and of all phases.

820 Roles and Responsibilities - Annual National Conference Planning Team Leader

The Conference Planning Team Leader directs the planning and execution of the OΔK annual national conference and chairs the annual national conference planning team. 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. The CPT Leader serves a two and one-half year term as CPT Leader-Elect, CPT Leader, and Past CPT Leader. 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 Annual National Conference Site Selection Policy

In the interest of holding the Omicron Delta Kappa annual national conference in communities where all members are welcome, the following should be in place:

- 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.
- 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

The annual national conference is funded through convention registration fees, outside sponsorships, and gifts from donors.

850 Registration Cancellation Policy

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.

900 Additional Policies and Statements

910 Diversity Statement

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.

920 Equal Opportunity Statement

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.

930 Hazing Policy

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

- All interactions with current and prospective members are to be respectful and exemplary of the OΔK ideals of scholarship, service, integrity, character, and fellowship.
- 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.
- Hazing will not be tolerated in any form.

935 Hazing Policy Violations and Reporting

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.

- 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.

- 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 ([tara@odk.org](mailto:tara@odk.org)).
- 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.

## 940 Privacy and Website Policies

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.

### *Information We Collect*

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. During these transactions, we gather personal information about an individual as well as website analytics that we look at in aggregate. Personal information includes one's name, address, telephone number, email address, biographical information such as where one went to school, and credit card information.

### *What We Do With Information Collected*

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

### *Information We Share With Others*

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.

### *Cookies*

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

*Removal from OΔK's Electronic and Print Mailing Lists*

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

950

Copyright Policies

Omicron Delta Kappa provides a wide variety of documents and materials to our circles. Please note that OΔK materials and documents are for the express use of the Society and our circles. OΔK logos, images, graphics, and publications are protected by applicable trademark and copyright laws.

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)

Approved January 12, 2019, by the Omicron Delta Kappa Society Board of Directors  
Revision approved June 29, 2019, by the Omicron Delta Kappa Society and Educational Foundation Board of Trustees