



OMICRON DELTA KAPPA

The National Leadership Honor Society

CIRCLE MINIMUM STANDARDS

(REVISED JULY 2021)

Introduction

Omicron Delta Kappa, the National Leadership Honor Society, has a long tradition of allowing a large degree of autonomy among its circles. We attempt to keep strict requirements set forth in the national Bylaws and the OΔK Policies and Procedures Manual to a minimum. However, we do have a set of requirements that circles are expected to meet. These are the *minimum* standards a circle must meet to operate. Circles always are encouraged to show campus leadership by performing above these requirements.

The 12 OΔK Circle Minimum Standards synthesize the various bylaws and policies that require specific action by the circles in one list. These minimum standards will be the basis by which the national organization considers a circle “in good standing.” Only circles in good standing will be eligible for Clay Grants, Gift of Membership, and Circle Recognition Awards.

The following are the Omicron Delta Kappa Circle Minimum Standards.

Initiation

1. The circle must initiate within the fiscal year July 1, to June 30 each year. [OΔK-Policies and Procedures Manual 370]

Officers

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

2. All officers must be initiated members of OΔK [OΔK-Policies and Procedures Manual 315]
3. Two active voting advisors, Circle Coordinator, Faculty Advisor, or Alumni Advisor and their names must be communicated to the national headquarters annually. [OΔK-Policies and Procedures Manual 315, 320, 321]. Advisors must sign the Circle Advisor Agreement upon appointment.
4. An elected student president and student vice president and the names must be communicated to the national headquarters annually. [OΔK-Policies and Procedures Manual 320]

5. The circle must name a treasurer. If a student treasurer is not elected, the circle must name the Circle Coordinator or Faculty Advisor as treasurer. The name of the officer must be communicated to the national headquarters annually. [OΔK-Policies and Procedures Manual 323]

Membership, Recruitment, and Initiation

A circle is required initiate new members each academic year.

6. All individuals seeking membership must complete the national membership application. [OΔK-Policies and Procedures Manual 240]
7. All invited members must pay the national lifetime membership fees prior to receiving the emblems of membership (pin and certificate). Only honoris causa and newly appointed advisors shall have their national lifetime membership fees waived by the national headquarters. [OΔK-Policies and Procedures Manual 230]
8. The initiation must follow the ordained ritual program and anyone seeking lifetime membership in OΔK must be present at an official initiation ceremony. [OΔK-Policies and Procedures Manual 240]
9. A circle must have a minimum of two and not more than five voting faculty/staff members of the circle. [OΔK-Policies and Procedures Manual 320]

Circle Operations

A circle is required to do the following:

10. Pay Institutional Membership Fee by fall or spring deadline. Institutional fees are due at the time of the first circle initiation each academic year. [OΔK-Policies and Procedures Manual 315]
11. Circles are required to meet at least twice between August 1 and December 15 and twice between January 1 and June 15 each year, not including initiation ceremonies. [OΔK-Policies and Procedures Manual 342]
12. Complete and submit the Circle Annual Report by the national deadline. [OΔK-Policies and Procedures Manual 340]

Minimum Standards Tracking

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

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