



KEYS TO LEADERSHIP

ESTABLISH A CIRCLE (CHAPTER)





KEYS TO LEADERSHIP




CIRCLE PLANNING PROCESS

- 1. Institution contacts OΔK about establishing a circle
- 2. Institution establishes a chartering team and designates a point of contact
- 3. OΔK schedules a virtual planning meeting with institutional officials
- 4. Institution secures the long-term commitment from president or chancellor
- 5. Institution commits resources and establishes a divisional home for the circle
- 6. Institution submits the Application for Charter with \$1,000 - non-refundable fee
- 7. A Circle in Development is established
- 8. Members of the CID are selected and circle begins programs
- 9. CID and institution submit the draft Petition for Charter with \$4,000 fee
- 10. Institution hosts the OΔK Charter Review Team on campus
- 11. Draft petition is amended and prepared for submission
- 12. Final Petition for Charter is submitted to the OΔK Board of Trustees
- 13. CID prepares for chartering ceremony
- 14. Chartering class completes the national application process



Establishment of New Circles

Omicron Delta Kappa establishes circles (chapters) at colleges and universities to further its three-part mission:

-  *Identify, honor, and develop leaders in collegiate and community life.*
-  *Encourage collaboration among students, faculty, staff, and alumni to advance leadership.*
-  *Promote, publicize, and enhance our ideals.*

The Society considers only those campuses dedicated to the pursuit of excellence in leadership development and education for students, faculty, staff, and alumni. We seek institutions that place an emphasis on the prestige of membership in honors societies; value the concept of a multi-generational organization; demonstrate a commitment to promoting lifelong membership engagement; and, unreservedly commit to the ODK Idea.

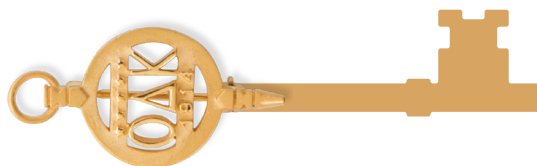
The process to establish a new circle (chapter) requires a five-year institutional commitment from the acceptance of an application for charter through the first four years of the life of the circle.

Omicron Delta Kappa seeks institutions that will develop and recognize leaders among their students, faculty /staff, and alumni through the extended support of an established circle.

Qualifications for Charter

The qualifications for consideration of a circle include the following:

-  The institution offers baccalaureate or higher degrees and is accredited by the appropriate regional accrediting agencies. The institution additionally offers honors programs whether as individual courses or as a college in and of itself.
-  The institution offers extensive leadership development programs including but not limited to majors or minors in leadership studies, emerging leaders' programs, and leadership recognition and award programs.
-  The institution will establish the Omicron Delta Kappa circle as an institutional program in the leadership office, the honors program, or at the divisional level in academic or student affairs.
-  The institution provides financial and personnel resources dedicated to the established circle as part of the institutional budget. Omicron Delta Kappa will not consider petitions for circles that are significantly dependent on circle (ie: student organization) resources such as local fund raising, circle member dues, or non-guaranteed student fee funding through the student government or other student organization funding board.
-  The institution affirms and promotes in significant ways openness and inclusiveness among all people. The institution shall affirm that its enrollment and hiring practices are free of bias so that all qualified individuals are included in the community.
-  The institution will appoint circle advisors at the institutional level consistent with other faculty /staff appointments to institutional governance committees. Advisor appointments shall be for no less than three years, or as appropriate to the institutional committee appointment structure.
-  The institution and the members of the circle will establish a robust program for the circle including supervision and assistance with the annual Signature Leadership Program, Signature Service Program, and initiation of new members.



CHARTERING PROCESS

The process to charter a circle of Omicron Delta Kappa requires four distinct stages and can take up to 2 years to complete. OΔK staff work with institutional leaders through every stage, ensuring the circle established will thrive.

Stage One: **INSTITUTIONAL COMMITMENT**

- **SUBMIT** a request to meet with an OΔK representative to start the process. There is an online interest form, but interested institutions can call or email the OΔK National Headquarters to set up a meeting with our staff.
- **ESTABLISH** a chartering team. The chartering team must have at least three faculty / staff members from the leadership department, honors college, or other division where the circle will be located. This group is integral to the formation of the foundation of a circle. The chartering team members do not have to be OΔK members, but it helps if OΔK members are involved.
- **SECURE** the commitment of the college or university president / chancellor. OΔK is not a student organization. As a multigenerational leadership society that will induct students, faculty, staff, and alumni, an OΔK circle must be viewed as part of the mission of the institution.
- **COMMIT** institutional resources and a divisional home for the proposed circle. The commitment from the institutional leader is sufficient to get the process started, but to receive a charter, the institution will need to demonstrate that its commitment goes beyond any one individual or administration.
- **HOST** a planning meeting between OΔK and institutional officials. At the invitation of the institution, the OΔK President and CEO and Director of Extension will meet with the institutional president and chartering team to determine if the institution is sufficiently ready to begin the chartering process.

Stage Two: **CIRCLE IN DEVELOPMENT**

- **SUBMIT** the application for charter. If invited, the institution will complete the Application to Establish a Circle. This includes a \$1,000, non-refundable application fee and establishes the basic information for the Circle in Development. Upon receipt of the application and fees, the Director of Extension will work with the CID to establish the chartering timeline.
- **ESTABLISH** a Circle in Development (CID). The CID should review and approve the CID Five-Year Plan according to the OΔK Chartering Process. The CID may be an existing program, local honor society, or student organization that will eventually become the OΔK Circle.
- **SELECT** members of the CID. Upon approval of the chartering timeline by the OΔK Mission Committee, the CID will be permitted to act as an OΔK Circle in Development for the next 12 to 18 months. During the CID period, the CID will develop the petition for charter, conduct regular meetings, present programs and service projects, and generally act as a circle. Individuals who are active in the CID are eligible for full membership in Omicron Delta Kappa so long as they meet the highest standards of the Society. Students that are seniors or graduate students may be eligible for full membership in Omicron Delta Kappa even if they graduate before the Circle is chartered.



Stage Three: PETITION AND REVIEW

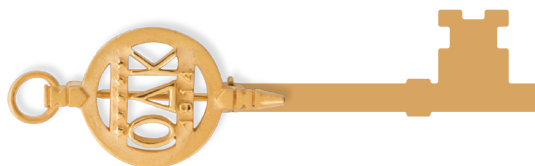
- **SUBMIT** the draft Petition for Charter. This document and required addenda should be submitted to the Director for Extension no less than six months prior to the expected chartering date and not before the CID has been in operation at least six calendar months.

- **HOST** a site visit. Upon receipt of the draft Petition, the Director of Extension will arrange the campus site visit from the Charter Review Team. The Society requires a \$4,000 extension review and chartering fee. The Charter Review Team includes the President/CEO, Director of Extension (or other senior OΔK staff members), and a member of the Board of Trustees or Trustee Emeritus. **During the site visit, the Extension Review team will meet with the following:**
 - President/Chancellor, Chief Academic Officer, and Senior Student Affairs Officer either individually or collectively.
 - Head of the division where the Omicron Delta Kappa circle has been assigned.
 - Advisors and student officers of the CID
 - Membership of the CID
 - Other individuals that the Charter Review Team may deem necessary to interview.

- **FINALIZE** the Petition for Charter Approval. After the site visit. The Director of Extension will work with the CID and institution to make any changes recommended for the final Petition for Charter.

Stage Four: **FINAL PETITION AND CHARTER APPROVAL**

- **SUBMIT** the Petition for Charter. The institution and CID will submit the final Petition for Charter with all required documents for final consideration.
- **PREPARE** for Chartering. Once the final petition and fee are received, the Charter Review Team will make a recommendation to the OΔK Mission Committee. Within four weeks, the Mission Committee will make a recommendation to the Board of Trustees whether to extend an offer of charter, ask for additional information or clarification, or reject the petition. If the petition is rejected by the Mission Committee or the Board of Trustees, the institution may apply again within three years with no additional application fee.
- **COMPLETE** the official selection process. Once a petition is approved by the Board of Trustees, the CID will complete the official application and approval process for the chartering class of the Circle.
- **HOST** the Chartering Ceremony. The Society and the institution will begin the process of scheduling and conducting the chartering ceremony.





OMICRON DELTA KAPPA NEW CIRCLE DEVELOPMENT

FIVE-YEAR PLAN

The five-year New Circle Development plan has been established to ensure institutions and circles have sufficiently committed to the support and enhancement of a circle.

All new circles will be required to meet regularly with OΔK staff assigned to the circle and submit to a site visit from OΔK at the end of the first three years. At the end of the fourth year, OΔK will conduct a complete review of the status of the circle to determine if the circle is meeting all expectations laid out during the chartering process and, if necessary, review the status of the charter.

Year One:

Establishing the Circle in Development (CID)

- Application and Petition
- Creation of Circle in Development
- Election of Officers
- Selection of Charter members

Year Two:

First Chartered Operational Year

- Chartering Ceremony begins year two
- Full recruitment of all classes
- Attending the National Leadership Conference
- Signature Programs completed
- Completion of Circle Minimum Standards

Year Three:

Officer Transition and Program Enhancement

- Successful Officer Transition
- Enhancement of Signature Programs including collaboration with other agencies, departments, organizations, or circles.
- Continued participation in national programs, National Leadership Conference, National Day of Service, Circle Advisor Training Workshop, etc.

Year Four:

Board of Trustees Review

- Extension team visits the campus for a full review of the circle similar to the original extension process.

Year Five:

Celebration of Circle

- Meetings with circle contact quarterly
- Completion of five-year process and notification to the institution that the circle is now fully self-governing as long as it continues to meet OΔK Circle Standards.





WHERE LEADERSHIP
MEETS *Opportunity!*



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