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OMICRON DELTA KAPPA 2008 - 2010 MANUAL



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History and Significance of Omicron Delta Kappa

Omicron Delta Kappa, The National Leadership Honor Society, was founded December 3, 1914, at Washington and Lee University, Lexington, Virginia, by fifteen student and faculty leaders. In the tradition of the idealism and leadership of George Washington and Robert E. Lee, the founders formulated the idea that leadership of exceptional quality and versatility in college should be recognized, that representatives in all phases of college life should cooperate in a worthwhile endeavor, and that outstanding students, faculty and administration members should meet on a basis of mutual interest, understanding and helpfulness.

The motives which guided the founders sprang from a desire to bring together one body for the general good of the institution all leaders in the various phases of college activities. They were convinced that such an honor society, properly conducted, would offer maximum opportunities and experiences and cooperative effort for more effective leadership and service in the purposes, interests and needs of the institution, and for the maintenance and improvement of the unity and democracy of learning and citizenship responsibilities.

The Founders

The inception of the movement which eventually resulted in the establishment of Omicron Delta Kappa was due to J. Carl Fisher, business manager of the student magazine, leader in social and speech activities, and student instructor in physics. He associated with himself two other members of the student body: Rupert Nelson Latture, Delta Upsilon, Phi Beta Kappa, president of the Young Men's Christian Association, social leader, and student instructor in French; and William Moseley Brown, Delta Kappa Epsilon, Phi Beta Kappa, debater, literary and social leader, student instructor in German and past president of the Young Men's Christian Association. These three men met together on many occasions. They consulted frequently with Dr. Henry Louis Smith, Phi Delta Theta, Phi Beta Kappa, president of the University; Dr. De la Warr Benjamin Easter, Kappa Sigma, Phi Beta Kappa, Professor of Romance Languages; and Professor David Carlisle Humphreys, Phi Gamma Delta, Dean of the School of Engineering. These faculty members thought very highly of the proposal to establish a new kind of honor society and become members of the group of founders.

After a careful survey and study of campus life and activities as they existed at Washington and Lee in 1913-14 the main outline of the purpose and plan for establishing Omicron Delta Kappa was worked out. New members were selected and invited from time to time until the list of founders included, in addition to those already mentioned, the following: James Edwin Bear, Beta Theta Pi, editor of the student magazine and leader in social and religious affairs; Carl Shaffer Davidson, Kappa Sigma and instructor in Civil Engineering; Edward Parks Davis, Kappa Sigma, manager of the glee club and all-around athlete; Edward A. Donahue, Phi Kappa Sigma and captain of football and baseball; Philip Pendleton Gibson, Pi Kappa Alpha, president of student government and editor of the student newspaper; Thomas McPheeters Glasgow, Phi

Delta Theta, orator and athlete; John Eppes Martin, Alpha Chi Rho, business manager of the college annual and student instructor in English; William Caulfield Raftery, Phi Kappa Sigma, all-around athlete and social leader; and John Purver Richardson, Jr., Sigma Chi, officer in student government and student instructor in biology.

Hearty approval was given the proposal to establish this leadership honor society by the administration and faculty of Washington and Lee. A number of meetings were held for the purpose of perfecting the pattern and details of organization. Most of these gatherings took place in Reid and Washington Halls. The first public announcement of the establishment of Omicron Delta Kappa was made in the Ring-tum Phi, student newspaper of Washington and Lee University, on January 12, 1915.

The first regularly elected faculty member was Dr. James Lewis Howe, Professor of Chemistry and later Dean of Washington and Lee University. The first regularly elected member honoris causa was Dr. John Halliday Latane, Professor of History at The Johns Hopkins University. They were initiated into membership on April 30, 1915, along with nine student leaders.

Women in OΔK®

During the first sixty years of existence, the Society initiated only men. At the 1970 and 1972 National Conventions, The University of Alabama Circle introduced an amendment to the National Constitution to admit women into the Society. The Special Committee on the Possible Role of Women in OΔK® met in January 1973 and recommended changes to the National Constitution that would abolish segregation based on gender within the Society. On March 12, 1974, the OΔK® National Convention convened in New Orleans and approved the initiation of women.

On that date, the first women members were officially recognized by the Society. They were: **Newark College of Engineering Circle (now New Jersey Institute of Technology)** – Carolyn Julia Kucinski and Diane Christine Ragosa; **University of South Florida Circle** – Laurel Teverbaugh Beeman, Robbie Lynn Cooney, Maria Dolores del Valle, Roxane R. Dow, Constance Hill Mabry, Catherine Ann Rohrbacher, Karen Diane Janzer, Linda Ann Touten, Martha Gwyn Van Deman and Cathy Sue Welch.

Cheryl M. Hogle was elected as the first woman National President at the Convention in Knoxville, Tennessee on February 28, 1998. After serving four terms as a Faculty Province Director and two terms as National Vice President for Extension, she was elected by unanimous vote of the Convention.

Sally Jones Hill was the first woman awarded The Laurel Crowned Circle Award July 12, 2003.

Incorporation of the Society

On March 22, 1992, the National Convention passed a resolution authorizing the incorporation of the Society. On July 1, 1992, the Omicron Delta Kappa Society was merged into the corporation, The Omicron Delta Kappa Society, Inc.

The OΔK® Idea

The Purpose of The Omicron Delta Kappa Society is Threefold:

First, to recognize those who have attained a high standard of efficiency in collegiate activities and to inspire others to strive for conspicuous attainments along similar lines;

Second, to bring together the most representative students 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;

Third, to bring together members of the faculty and student body of the institution, as well as other Omicron Delta Kappa members, on a basis of mutual interest and understanding.

Five Major Phases of Campus Life: Omicron Delta Kappa recognizes and encourages achievement in scholarship; athletics; campus or community service, social and religious activities, and campus government; journalism, speech, and the mass media; creative and performing arts.

Omicron Delta Kappa places emphasis upon the development of the whole person, both as a present member of his/her college community and as a prospective contributor to a better society. The Society believes that while good scholarship and intellectual development are the chief objectives of college years, the life of the mind is not the only life students will have to cope with as the result of their college experience. It is not enough to be merely a "scholar;" other indispensable qualities have to be cultivated also. Students and faculty members have more clearly to understand that the self is truly a composite of the hand, the heart, and the spirit as well as the mind. Omicron Delta Kappa believes that the real search for the truth, the promotion of good will, the development of consideration and understanding, good taste, and a sense of honor, learning how to get along and cooperate with others, and the assumption of duty and responsibility, are important lessons and personal qualities which one learns and develops through an integrated program of academic and extracurricular education.

The Society further believes that progressive and intelligent development in campus citizenship requires the opportunity and freedom to engage in purposeful activities carried on by students with friendly counsel and association of faculty members.

Five Indispensable Qualifications for Membership: Exemplary character, responsible leadership and service in campus or community life, superior scholarship, genuine fellowship, and consecration to democratic ideals.

Membership in Omicron Delta Kappa is awarded to undergraduate

junior and senior students, to students of graduate and professional schools and colleges of the institution, to members of the faculty and administration, and to alumni. Election to membership is on the basis of merit, is irrespective of a person's affiliation with other organizations, and is without solicitation or propaganda, such as rushing or social pressure, to insure acceptance of the invitation to membership. Membership is as much an obligation and responsibility in citizenship as it is a mark of highest distinction and honor.

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.

Five Point Program for Every College Campus: Inculcation of The OΔK® Idea into every field of campus life; provision of intellectual leadership to campus movements; coordination of constructive movements; preservation of worthwhile traditions and customs; and improvement of the general welfare of the student body.

Omicron Delta Kappa is to be active in the molding of campus opinion, in rendering genuine service to Alma Mater, and in marshalling the constructive forces in the college or university for the upholding of those social, cultural and moral values in which every institution believes itself to be rich. Even more important than this is the Society's goal of translating these values and ideals into terms of everyday campus and community living instead of leaving them as so many theoretical platitudes.

As a means of achieving this objective, Omicron Delta Kappa provides a clearinghouse for students, faculty and administration officers from all schools, colleges and departments of the institution, and undertakes to assist the college or university in carrying out important work, thus providing a basis for mutual confidence and understanding which is invaluable in the successful conduct of any institution.

Faculty Participation: Active participation of faculty and administration members of the Society in the Circle's activities and their hearty cooperation with student members is a feature of great importance in Omicron Delta Kappa. Their active and continuous affiliation with the Circles increases the stability and effectiveness of the Society.

Circles of Omicron Delta Kappa, with the approval of the Board of Directors of the Society, may elect an additional number (up to eight) of Honorary Members when the Circles or their sheltering institutions observe such important occasions as the fiftieth, seventy-fifth, centennial, sesquicentennial, and bicentennial anniversaries.

The Growth of an Idea

Omicron Delta Kappa, or “OΔK®” as it is popularly known, functioned in a most admirable way from the very outset. At first there was no thought of immediate extension to other institutions, but it was apparent that Omicron Delta Kappa, if properly conducted, would prove beneficial to any college campus where it might be established. Almost spontaneously requests for charters were received from local groups at The Johns Hopkins University, the University of Pittsburgh, and Davidson College. By 1917 there were four circles of Omicron Delta Kappa. These groups, impressed with *The OΔK® Idea*, together formed the National Society.

It is a significant fact that Omicron Delta Kappa was the first college honor society of a national scope to accord recognition and honor for meritorious leadership and service in extracurricular activities and to encourage the development of general campus citizenship. It is to be noted that the Society has always had a strong secondary membership requirement of scholarship, although its prime requisites for membership are character and meritorious attainments in all-around leadership in college and university life.

During World War I, the Society remained intact under the administration of Dr. D.B. Easter, its first National President, who was assisted by several of the older faculty members while most of the younger members were serving their country in the Army and Navy.

After the War each of the four Circles of Omicron Delta Kappa continued its work as though there had been no interruption whatever. As a result of able faculty leadership the Society was ready for the remarkable growth and development witnessed in American colleges and universities in the ensuing years. *The OΔK® Idea* is an expanding one which has taken firm root in over 300 colleges and universities.

During World War II, faculty and administration members of the Society again filled in the gap left by student members who entered the armed services, and assumed full responsibility for carrying on the Society during the war period.

The genius of the founders in providing for voting faculty and administration membership as a part of *The OΔK® Idea* has given wise counsel and continuity so necessary to the circle organization at all times, and especially has this been true during the two war emergency periods in the Society's history.

Organization of the Society

A minimum of organizational machinery has become an accepted tradition in Omicron Delta Kappa. The Society seeks the maximum of local autonomy and initiative. All regulations governing the Society are kept at a minimum sufficient to give the Omicron Delta Kappa key essentially the same significance everywhere. The Board of Directors urges Circles to concentrate their efforts on the distinctly major services and issues of their colleges and universities, and to engage in a select number of activities of the very highest quality. The National Officers and committee members exist primarily to serve the needs of the Circles and to assist them in maintaining reasonable similarity as active units of a strong and fully accredited National Leadership Honor Society. The national headquarters of the Society are located on the campus of Transylvania University in Lexington, Kentucky.

The Circle

The basic unit of Omicron Delta Kappa is the collegiate Circle. Membership in the Society can come only through election and initiation by one of the collegiate Circles. Elections are normally held twice a year, in the fall or winter and the spring terms of the institution. The National Society consists of an association of all active collegiate and alumni Circles of the Society. At the present time there are Circles of Omicron Delta Kappa in 308 institutions of higher learning.

The Faculty Secretary of the Circle

The Faculty Secretary, who, by Constitutional provision, is a voting faculty member of his/her Circle, holds an important office in the Society. The Faculty Secretary's duties are generally defined in Article IX, Section E.

The importance of the Faculty Secretary's work cannot be overemphasized. Student officers of Circles usually serve for a year, while by tradition and the need for organizational continuity and the safekeeping of Circle records, the Faculty Secretary usually serves several terms. The Faculty Secretary's compensation lies in the knowledge and satisfaction that the high standards, the honor and distinction, and the continuing influences and service of ODK® in college life are, in no small measure, results of his/her work and counsel year after year.

The Faculty Adviser of the Circle

The 1982 Convention approved a general description of the role of the Faculty Adviser. (See Article IX, Section F)

The Circle officers are urged to become thoroughly conversant with the National Constitution and By-Laws of Omicron Delta Kappa and with other important information contained in this manual. By so doing the work of the Society at the local and national levels will be more effective.

Regions and Directors

The Circles of Omicron Delta Kappa are grouped into geographical areas known as Regions over which three Directors serve in advisory and administrative positions. Regional Conferences, which are educational, consultative and advisory in purpose and function and not legislative, are held in the interim between National Conventions under the direction of the Regional Directors

By action of the 2006 National Convention, provision was made that at least one of the three Regional Directors in each Region be chosen from among the students in that Region and at least one of the three be a non-student (faculty, staff or alum) at the time of the election.

The National Convention

The general legislative body of Omicron Delta Kappa is the National Convention, which is held biennially. It is formed by the members of the Board of Directors, the Regional Directors, and one official delegate or alternate from each collegiate Circle and alumni club. National Conventions provide varied opportunities and privileges for intercollegiate and general contacts and fellowship for the beneficial exchange of ideas and experiences; for discussion of mutual interests, and for sharing in the determination of policies and emphases of the Society.

The Board of Directors

The permanent executive body of Omicron Delta Kappa is the Board of Directors. It meets twice a year and, if necessary, at other times in special session. It is comprised of the National President; National Vice President for Circle Standards; National Vice President for Extension; and National Student Vice President, elected by the National Convention. The National Treasurer and National Counsel are appointed by the Board of Directors. The two Student members are elected from among the student members of the Council of Regional Directors. The Chair of the Council of Regional Directors and the Immediate Past National President also serve on the Board of Directors. Under emergency conditions the Board of Directors serves as the ad interim legislative body as provided for in the National Constitution.

ODK® Foundation, Inc.

The Omicron Delta Kappa Foundation, Inc., was chartered in 1982 as a not-for-profit corporation to administer the professional and philanthropic activities of the Omicron Delta Kappa Society, Inc. The Foundation is governed by an unsalaried Board of Trustees who include national officers of the Society, thus assuring the Foundation's continued identification with the purposes and programs of Omicron Delta Kappa.

It is intended that the development of endowment funds will enable major programs to be undertaken. Among those envisioned are:

- Leadership development workshops and seminars
- Meritorious scholarships awards
- Circle project matching grants
- Leadership-related research assistance grants
- Expanded computerized services
- Circle development retreat grants
- Province Director support

For information about making a tax-deductible gift, contact OAK® National Headquarters or any National Officer.

Awards

Omicron Delta Kappa makes a number of awards: General Russell E. Dougherty Student Leader of the Year Award, annually; Recognition Certificates, by the Circles but not more than two annually per Circle; Laurel Crowned Circle Award, not more than one annually to an outstanding American who has exemplified the ideals of the Society; Robert L. Morlan Faculty Secretary Award and the Robert Bishop Faculty Adviser Award, annually, for outstanding service to a local Circle and to the Society; no more than four Distinguished Service Awards, biennially; Eldridge W. Roark, Jr. Meritorious Service Awards from time to time; and Circle Recognition Awards, annually; awarded to Circles who meet the criteria for Circle of Distinction, Superior Circle Award, or Presidential Award of Excellence. (Refer to Article IX of the National By-Laws for further information.)

Alumni Club Program

The purpose of alumni clubs is to keep Omicron Delta Kappa members continually aware of and identified with the ideals, activities and needs of the Society; to support and encourage educational institutions in the important task of developing intelligent leadership and personal responsibility for the major enterprises of the Society; and to develop and extend the creative potentialities of democratic discussion and fellowship to the end of greater understanding and general culture.

Alumni clubs may be organized in given areas by resident members of Omicron Delta Kappa and chartered by the Board of Directors when written application is made by at least 15 members. (Refer to Section D, Article VII, of the National Constitution and Article XI of the National By-Laws.)

Campus Leaders Today, Community Leaders Tomorrow [CLT2®]

In 2005 Omicron Delta Kappa began its signature program, Campus Leaders Today, Community Leaders tomorrow. CLT2® is a leadership program for OAK® members to prepare them for service on nonprofit boards. Former Trustee and Board member Ed Rodriguez, Jr. suggested the formation of this leadership program which did not duplicate other programs, yet was designed to respond to a demonstrable need. Dr. Russ Cargo has served as the Director of CLT2® since its inception.

National Constitution
OF THE OMICRON DELTA KAPPA SOCIETY, INC.

ARTICLE I – Name

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

ARTICLE II – Purpose

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

- A. To recognize individuals who have attained a high standard of leadership in collegiate and/or community activities and to encourage them to aspire to higher achievements.
- B. To bring together the most representative individuals in all phases of collegiate life and thus to create an organization which will help to mold the sentiment of the institution on questions of local and intercollegiate interest.
- C. To bring together members of the faculty and student body of the institution, as well as other Omicron Delta Kappa members, on a basis of mutual interest, understanding, and helpfulness.

ARTICLE III – Emblem and Seal

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

ARTICLE IV – Membership

- A. There shall be four classes of members:
 - 1. STUDENT MEMBERS shall be those duly selected and initiated into membership as students by a Circle of the Society and they shall be so designated during the remaining period of their collegiate enrollment.
 - 2. FACULTY MEMBERS shall be those members of the faculty or the administrative staff of a collegiate institution selected and initiated into

membership by a Circle as faculty members or members formerly initiated who may subsequently serve on the faculty or staff of such an institution.

3. ALUMNI MEMBERS shall be former Student members after their graduation or the termination of their collegiate enrollment, or those selected and initiated by a collegiate Circle after graduation.
4. HONORARY MEMBERS shall be those selected and initiated honoris causa by a Circle of the Society. Honoris causa members should have demonstrated outstanding achievements in the local, state, national or international community.

B. Membership in Omicron Delta Kappa entitles the person selected to the rights and privileges of membership for the remainder of the member's life, except that only voting members may vote and hold office in a local Circle.

ARTICLE V – Eligibility

A. The qualifications for membership in the Society shall be exemplary character, scholarship and intelligence, service and leadership in campus or community life, good citizenship within the academic and larger community, and fellowship and consecration to democratic ideals.

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

1. One-half academic year of residence in the institution where elected;
2. Junior or Senior (undergraduate) standing;
3. Rank in the highest thirty-five percent in scholarship among students in his/her class of the college or school in the institution in which the student is registered. The cumulative scholarship record of the student, as interpreted by the institution where membership is to be conferred, shall be the basis for computing scholarship eligibility for the purpose of classification in rank. In those institutions not ranking students, or those in which special problems relating to the computation of scholastic averages exist, the Circles may employ alternate procedures to obtain evidence of a candidate's scholastic ability. These procedures must be approved in advance by the Board of Directors.

C. In the selection of student members, the complete collegiate record of each candidate (both in and out of the local institution as far as possible, including also the candidate's record in other institutions of higher learning attended) shall be obtained and classified into the following categories:

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

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

- D. Although Omicron Delta Kappa is primarily an undergraduate student-faculty leadership society, students may be selected from the graduate and post-graduate professional schools. The number of such shall not exceed one-third of the number selected to undergraduate student membership in any Circle in a single academic year. Those graduate students who have been awarded a baccalaureate degree at the same university at which they are enrolled as graduate students at the time of consideration do not count toward the one-third cap. However, the total number of graduate or post-graduate students shall in no case exceed the number of undergraduate students selected for membership in a single academic year.

ARTICLE VI – Selection of Members

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

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

ARTICLE VII – Circles and Alumni Clubs

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

ARTICLE VIII – Organization

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IX – Local Powers

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

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

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

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

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

E. The duties of the Faculty Secretary include:

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

F. The Faculty Adviser of the Circles will:

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

faculty for the benefit of the Circle and the institution.

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

ARTICLE X – Allegiance

While Omicron Delta Kappa is essentially a non-secret organization, every member upon initiation shall be required to subscribe to the pledge of allegiance as provided in the Ritual of the Society, such pledge being administered by the President of the Circle or some other person properly authorized to administer it.

ARTICLE XI – Suspension, Expulsion and Resignation

- A. Any Circle, with the approval of three-fourths of its voting membership may, having given 15 days written notice of the reasons therefore and having given thereafter the member in question an opportunity to be heard, expel any member for conduct unbecoming a member of this Society. The Circle thereafter must within 10 days give the affected member written notice of the Circle's decisions with the reason for its action and indicating the right to appeal said decision to the Board of Directors. The affected member shall have 30 days from the date of receipt of the decision to appeal in writing the decision to the Board of Directors. The Board of Directors shall review said expulsion in light of the causes for and due process procedure followed by the local Circle and shall within 60 days of receipt of said appeal inform the affected member of its decision. The affected member shall, in the absence of an appeal or upon unfavorable action on his appeal, surrender his emblems of membership.
- B. The Board of Directors shall have the power to withdraw or suspend the charter of any Circle or alumni club for cause, upon the recommendation of the Committee on Circle Standards, provided that the Vice President for Circle Standards shall have given due notice to the delinquent Circle or alumni club that such action will be recommended to the Board. Such notice must specify the charges pending against the Circle or alumni club, and the Circle or alumni club shall be given the opportunity to reply to these charges before final action by the Board. An institution may appeal the decision of the Board of Directors to the National Convention by

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

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

ARTICLE XII – Special Concessions

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

ARTICLE XIII – Ritual

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

ARTICLE XIV – By-Laws

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

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

ARTICLE XV – Amendments

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

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

National By-Laws

ARTICLE I – Membership

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

Section 2. Alumni members. To assure the participation of alumni members in the Society, each Circle may select individuals from this group to Alumni membership. Each Circle shall develop its own standards for such selection, bearing in mind the general qualifications for membership as outlined in Article V, A and B, of the National Constitution. The number of Alumni members selected each year shall not exceed one-third the number of Student members selected in any election that year.

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

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

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

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

ARTICLE II – Election of Members

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

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

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

ARTICLE III – Ritual

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

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

ARTICLE IV – Board of Directors

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

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

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

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

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

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

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

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

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

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

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

ARTICLE V – Special Duties

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

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

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

ARTICLE VI – Membership Fee and Financial Operations

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

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

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

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

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

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

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

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

ARTICLE VII – Committee on Circle Standards

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

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

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

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

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

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

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

ARTICLE VIII – Committee on Extension

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

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

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

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

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

ARTICLE IX – Awards

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

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

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

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

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

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

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

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

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

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

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

ARTICLE X – Circles

Section 1. The Board of Directors shall establish Circles of the Society only at colleges and universities granting baccalaureate or higher degrees that are accredited by the appropriate regional accrediting agencies.

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

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

must include the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE XI – Alumni Clubs

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

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

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

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

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

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

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

ARTICLE XII – Meetings

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

ARTICLE XIII – Amendments

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

CEREMONY FOR NEW MEMBER INITIATION

Invocation: O God, we offer gratitude for the privilege of leadership in worthy undertakings and for the ideals of Omicron Delta Kappa. Give to all who are assembled here to confer the honors of initiation upon these duly elected members a renewed vision of the meaning of Omicron Delta Kappa. Grant that the desire for clean living and thinking, for high purposes and ideals, for moral strength and integrity may ever remain close to our hearts. Grant also that we may strive without ceasing to incorporate them into our lives as students, faculty, and alumni. Instill in us, O God, the principles of faith and courage, of honest work, and of sacrifice for the tasks that lie before us. Amen.

President: As President of the (name of Circle) Circle of Omicron Delta Kappa I welcome you to this ceremony held in your behalf. We who are members of Omicron Delta Kappa have observed your habits, attitudes, and capacities, and are pleased with your success, at your steady growth as leaders in worthwhile endeavors, and at your appreciation of the ideals and purposes of the Society. We have asked you here today to make you members of our Society and to present to each of you the Laurel Crowned Circle, the symbol of achievement. Before we accept you into The Omicron Delta Kappa Society, please listen thoughtfully to these words.

(Several members may speak from appropriate places at the invitation table or from the rear of the room or balcony.)

First Voice: You should know that the Laurel Crowned Circle is not only a recognition of past exemplary conduct, but that it must also be to you a constant inspiration to finer and nobler living, so long as you shall live.

Second Voice: You should know that the Laurel Crowned Circle is not only a recognition of past loyalty to all good works, but that it must also be to you a constant inspiration to unselfish service to the Society, to (name of college or university) and to your vocation, and a life-long reminder that if greatness is to be achieved, one must serve.

Third Voice: You should know that the Laurel Crowned Circle is not only a recognition of past achievement, but that it must also be to you a constant inspiration to spend the rest of your days climbing higher and yet higher, ever remembering that death comes apace and that the longest span of human life is all too short for the completion of the tasks that lie ready to our hands.

President: You have heard in these words the great unchanging principles upon which our Society is founded. If you are willing to accept the lofty ideals, the sense of devotion, and the spirit of aspiration represented in Omicron Delta Kappa, please respond, "We are."

Candidates: We are.

President: Then repeat after me:

“In the presence of our Creator/and of the Circle here assembled,/I solemnly promise/to uphold the Ideals, and Traditions,/the Constitution and By-Laws,/of The Omicron Delta Kappa Society/and to support in loyal service/its local and national officers,/and to hold in confidence/any and all the proceedings of the Society,/which it shall deem advisable.”

President: You have undertaken upon yourselves the obligation of membership in THE OMICRON DELTA KAPPA SOCIETY. This means that you will ever seek to make it a real factor for good in academic and community life, not only in your college or university, but in American educational institutions at large; that you will make every effort to practice its high ideals, both in private and public life, so that the world may see in you a concrete, living symbol of the great principles of OMICRON DELTA KAPPA.

Omicron Delta Kappa was founded December 3, 1914, at Washington and Lee University, Lexington, Virginia. In the tradition of the idealism and leadership of George Washington and Robert E. Lee, the founders stated that leadership of exceptional quality and versatility in college should be recognized, that representatives of all phases of college life should cooperate in worthwhile endeavor, and that outstanding students and faculty members should meet on a basis of common interest, understanding, and helpfulness. The motives which guided the founders sprang from the desire to bring together one body for the general good of the institution, leaders from all parts of the College or University Community. The success of The OΔK® Idea, an essential part of which is its joint student-faculty character and a determination to maintain a consistent and high standard of leadership recognition, led to the establishment of chapters, which we call Circles, at other colleges.

(At this point the President may add a brief statement about the history or traditions of the local Circle.)

It has ever been our desire and custom to try to symbolize in material form our dreams, ambitions, ideals, and sentiments. In accordance with this innate desire and feeling, Omicron Delta Kappa also has tried to express in material form, the “Key,” its noble ideals, lofty aspirations, altruistic aims. This key, struck off in the form of a circle, symbolizes union forever and the equality which characterizes membership in Omicron Delta Kappa. The Greek motto for which the letters OΔK® stand is:

Ο Δαφνοκομος Κυκλος

(Ho Daph-no'-ko-mos K ük'-los) which translates as “The Laurel Crowned

Circle.” Our emblem, the Laurel Crowned Circle, stands for success achieved in worthy undertakings.

The shape of the Key (*The President points to a large replica of the Key*) represents the Circle, which symbolizes the all-around and inclusive nature of our organization. The five stars on the upper bar represent the five major phases of college life, for which our Society stands:

(As each of the five major phases are identified slowly and emphatically by the President, an assistant lights one candle at a time until all five are lit.)

- Scholarship

- Athletics

- Campus or Community Service, Social, Religious Activities, and Campus Government

- Journalism, Speech, and the Mass Media

- Creative and Performing Arts

The number 1914 on the lower bar indicates the year in which our Society was founded.

You have been chosen to wear this emblem of distinction because of your loyalty and devotion to (*name of college or university*) and to the things that are fine and true in life. You will now sign the Official Record Book of the (*name of Circle*) Circle.

(The President shall call each member forward by name and deliver to each one the symbols of membership in the Society.)

Benediction: Most gracious God, who has opened our eyes to all lovely objects of righteousness and truth, who has blessed us with high impulse and lofty thought, and who has led us to this our hour of great dedication, help us as we go out into the world to keep fresh in our lives the ideals which we have affirmed here today. Amen.

Installation of Officers

If the occasion requires the installation of officers, either national or local, the installing officer should be previously designated and should be, if possible, a past national or local officer. The new officers shall be required to present themselves before the installing officer, who may make appropriate remarks, and administer the following oath of office.

Officer: Raise your right hand and repeat after me:

“I do solemnly covenant/that I will discharge the duties of my office/in accordance with the National Constitution and National and Local By-Laws/to the best of my knowledge and ability/bearing in mind always/the welfare of my Alma Mater/and of The Omicron Delta Kappa Society.”

As the oath is administered, the new officers should be required to hold their right hands uplifted and to repeat the oath as it is rehearsed to them by the installing officer.

Installation of New Circles

If the occasion is the installation of a new Circle, the presiding officer (called the “President” throughout the Ritual) shall be the National Vice President for Extension or some other national officer or member of the Society appointed as provided in the National By-Laws (Article X, Section 12).

Rules and Regulations

1. In the initiation of new members or the installation of officers no undignified conduct whatsoever shall be permitted.
2. Any violation of the preceding provision shall be at once reported to the Executive Director of the Society, with all the facts in the case, and such violation shall be investigated by the national officers and their findings reported to the next session of the Board of Directors and National Convention.
3. Conviction upon the charge by the National Convention by a majority vote of the voting members present shall be punishable by the expulsion from membership of such individual members as are found guilty, or by revoking the charter of the Circle when the entire Circle is found guilty.
4. If the occasion is the installation of a new Circle, the officers designated in the National By-Laws (Article X, Section 12) to conduct the ceremonies shall take the part of “President” in the Ritual. Said officer may appoint other members of the Society to assist in the ceremonies, or if other members are not available, the designated officer shall take all other parts specified in the Ritual.

5. If the occasion is the installation of a new Circle, the installing officer shall present the charter to the President of a new Circle at such point in the proceedings as may be convenient. This presentation may or may not be accompanied by other remarks from the installing officer.

OFFICERS

In addition to the regular Circle officers of the Society, attendants of such number as is necessary should be appointed for the initiation by the President.

PODIUM CLOTH

Used for initiation ceremonies, the podium cloth is 18" x 40" in white satin, bordered in sky blue. "Omicron Delta Kappa" appears in black, and the Key and tassel appear in gold. Weights provide stability when draped on a podium or lectern. (Podium cloths may be ordered from National Headquarters.)

COLORS

The colors are sky blue, white, and black, and ribbons of these colors are to be worn on public occasions. At banquets and at other occasions when members have on full dress, the wearing of the official flower gives a full color display: the dress suit is black, the linen white, and the flower blue.

FLOWER

The official flower is blue. Any sky blue flower, preferably the delphinium, or larkspur may be regarded as official. The perennial delphinium is quite beautiful and gives a distinctive effect. White carnations dyed blue have proven very satisfactory. These can usually be obtained from any florist.

Model Circle By-Laws

Article I – Name

*Section 1. The name of this Circle of The Omicron Delta Kappa Society Inc. shall be the (*name of the college or university*) Circle at (*name of city*).

Article II – Meetings

*Section 1. Regular meetings for the transaction of business shall be held at least once each month of the collegiate year at such time and place as may be designated by the Circle. Additional meetings may be called at any time by order of the President.

Section 2. There shall be two meetings each year for the election of members. They shall be held in the autumn and spring, at a time and place to be designated by the President (or by Circle action). The Faculty Secretary shall give a written notification of this meeting to all voting members at least two weeks in advance.

Section 3. The meetings for the initiation of new members shall be held three weeks after the respective elections, or as soon thereafter as practicable, the time and place to be provided for at the election meeting. The Faculty Secretary shall notify all resident members of this meeting as soon as the time and place shall have been designated.

Section 4. The election of officers shall be held annually at the regular meeting in April, and their installation shall take place at the regular meeting in May following.

Section 5. A quorum for the transaction of regular business shall consist of a majority of all the voting members of the Circle, but for the election of members, two-thirds of the voting members shall be required to constitute a quorum.

Article III – Officers and Committees

*Section 1. The officers of the Circle shall be those provided for in the National Constitution of the Society.

Section 2. All officers of the Circle shall be elected by secret ballot, except where there is only one nominee, and a majority of the total votes cast shall be necessary to elect.

Section 3. Their duties shall be those that usually devolve upon such officers.

Section 4. The President shall be authorized to appoint all committees whose membership has not been otherwise provided for by the Circle.

*Section 5. All incoming officers shall have familiarized themselves with the rules

* Required by regulations of the Board of Directors.

and regulations of The Omicron Delta Kappa Society, Inc., as embodied in the National Constitution and By-Laws, Ordinances, Board of Directors' Orders, and the Circle By-Laws.

*Section 6. At the time of their installation, officers shall be required to state as a part of their pledge under oath that they have complied with the requirements of Section 5.

Section 7. All outgoing officers shall be urged to prepare written reports upon the program and procedures of their respective Circle to serve as guides for new officers.

Article IV – Nominations and Election of New Members

Section 1. The President shall appoint a committee of five voting members at least two months before each election meeting, whose duty it shall be to prepare a list of all eligible candidates for membership and to present this list to the Circle at election meetings.

Section 2. Each member may present to the committee a list of not more than ten people in the institution whom that member considers eligible and wishes to have considered for election.

Section 3. The membership committee shall be assisted in the selection of its list by the preferential lists submitted by the members as far as it is consistent with the requirements for eligibility.

Section 4. At election meetings the membership committee shall post its list of candidates conspicuously before the assembled members and render a report of its findings.

*Section 5. Immediately prior to the balloting, and as many times thereafter an occasion demands, the presiding officer shall cast the attention of the members to the requirements that no person of unquestioned eligibility should be barred for personal reasons, and that any questions as to personal qualifications must be fully discussed at the Circle election meeting.

Section 6. The vote shall be by secret written ballot. These ballots shall be counted by tellers appointed by the President. If any candidate receives the required number of votes for election as provided in Article VI, E., of the National Constitution, that candidate shall be declared elected and the vote shall then be taken individually by secret ballot on the remaining number, in the order in which they appear on the committee's list.

*Section 7. The number of votes necessary for election shall be in accordance with the provisions of Article VI, E., of the National Constitution.

* Required by regulations of the Board of Directors.

Section 8. Candidates shall be notified of their election personally by the Secretary or by some other member appointed for the purpose, and by letter.

Section 9. Until formal public pledging, each member shall be under the oath of secrecy not to divulge in any way or suggest to anyone except a member the names of those who have been elected. Each elected candidate upon notification shall be pledged to absolute secrecy, until public announcement has been made.

Article V – Initiation

Section 1. The membership-initiation fee shall be \$ _____ payable in advance of initiation, of which \$70.00 shall be forwarded to the Executive Director of the Society as provided in Article VI, Sections 1, 2 and 3, of the National By-Laws.

*Section 2. The procedure for initiation of new members shall be that provided in the Official Ritual of the Society.

Article VI – Finance

Section 1. The membership-initiation fee shall be \$ _____ payable in advance of initiation, of which \$70.00 shall be forwarded to the Executive Director of the Society as provided in Article VI, Sections 1, 2 and 3, of the National By-Laws.

Section 2. All voting members shall pay monthly dues during the academic year of \$ _____ to the Treasurer.

*Section 3. An Auditing Committee shall be appointed by the President composed of two student members and one voting faculty member who are not officers, to audit the books of the Circle within two weeks after the beginning of the calendar year and again in two weeks previous to the Commencement, and shall submit a signed report to the Circle.

Article VII – Suspension of Voting Power of Active Members

Section 1. Any voting member of this Circle who shall be absent for two consecutive meetings without an excuse accepted by the officers of the Circle shall be deprived of the privilege of voting in any subsequent meetings of the Circle, until the member shall have attended two consecutive meetings thereafter, or shall have paid to the Faculty Secretary or Treasurer of the Circle the sum of one dollar for each consecutive meeting from which the member has been absent, nor shall such member, while under such disability, be counted in reckoning a quorum.

Article VIII – Order of Business

Section 1. The order of business for all regular meetings shall be as follows:

a. Roll Call

* Required by regulations of the Board of Directors.

- b. Reading of minutes of previous meeting
- c. Unfinished business
- d. Reports of committees
- e. New business
- f. Voluntary remarks
- g. Election of officers
- h. Installation of officers
- i. Election of new members
- j. Initiation of new members
- k. Adjournment

Section 2. The regular order of business may be changed by the Circle when desired.

Article IX – Amendments and Suspensions of By-Laws

*Section 1. These by-laws may be amended by three-fourths of the voting members present at a meeting called for the purpose, or where this purpose has been mentioned in the call. An amendment must be approved by the Council of Regional Directors of their Region before it becomes effective.

Section 2. In case of an emergency, any part of these by-laws may be suspended by three-fourths vote of the voting members present, but only for a single meeting.

* Required by regulations of the Board of Directors.

Alphabetical List of Omicron Delta Kappa Circles

Adelphi University
Akron, University of
Alabama at Birmingham, University of
Alabama in Huntsville, University of
Alabama, University of
Albany, University at
Albion College
Alfred University
Alma College
Angelo State University
Appalachian State University
Arizona, University of
Armstrong Atlantic State University
Assumption College
Auburn University
Auburn University Montgomery
Augsburg College
Augustana College
Aurora University
Austin Peay State University
Baldwin - Wallace College
Ball State University
Baltimore, University of
Baylor University
Bellarmine University
Berry College
Bethel University
Birmingham - Southern College
Bowling Green State University
Bradley University
Brenau University
Brevard College
Bridgewater College
Bridgewater State College
Bryant University
Bucknell University
Buffalo State College
California Lutheran University
California Riverside, University of
Campbell University
Carson - Newman College
Carthage College
Centenary College of Louisiana
Central Florida, University of
Central Methodist University
Central Oklahoma, University of
Central Washington University
Centre College
Chapman University
Christopher Newport University
Cincinnati, University of
Clemson University
Coastal Carolina University
Coker College
Colorado Christian University
Columbia College
Concordia College
Concordia University Irvine
Creighton University
Cumberland University
Davidson College
Dayton, University of
Delaware, University of
Delta State University
Denison University
Denver, University of
DePaul University
Dickinson College
Dillard University
Drake University
Drexel University
Drury University
Duquesne University
East Carolina University
East Stroudsburg University
East Tennessee State University
Eastern Connecticut State University
Eastern Illinois University
Eckerd College
Elmhurst College
Elmira College
Elon University
Embry - Riddle Aeronautical University
Emmanuel College (Georgia)
Emmanuel College (Mass)
Emory University
Erskine College
Fairfield University
Ferris State University
Flagler College
Florida A&M University
Florida International University
Florida Southern College
Florida State University
Florida, University of
Fort Hays State University
Francis Marion University
Franklin College
Furman University
George Washington University
Georgetown College
Georgetown University

Georgia College & State University
 Georgia Institute of Technology
 Georgia Southern University
 Georgia State University
 Georgia, University of
 Gettysburg College
 Grand Valley State University
 Greensboro College
 Grove City College
 Hamline University
 Hampden - Sydney College
 Harding University
 Hastings College
 Heidelberg College
 Hillsdale College
 Hiram College
 Hollins University
 Hope College
 Houston - Clear Lake, University of
 Houston, University of
 Houston Baptist University
 Humboldt State University
 Huntingdon College
 Idaho, The College of
 Indiana State University
 Indiana University Southeast
 Iowa, University of
 Jacksonville State University
 Jacksonville University
 James Madison University
 Johns Hopkins University
 Juniata College
 Kansas, University of
 Kent State University
 Kentucky, University of
 Lagrange College
 Longwood University
 Louisiana at Monroe, University of
 Louisiana College
 Louisiana State University in Shreveport
 Louisiana State University
 Louisiana Tech University
 Louisville, University of
 Lynchburg College
 Marietta College
 Marshall University
 Mary Baldwin College
 Maryland Baltimore County, University of
 Maryland College Park, University of
 Marymount Manhattan College
 Maryville College
 Maryville University
 Massachusetts Lowell, University of
 McDaniel College
 McMurry University
 Memphis, University of
 Mercer University
 Methodist University
 Miami - Florida, University of
 Michigan Technological University
 Millsaps College
 Minnesota, University of
 Mississippi College
 Mississippi State University
 Mississippi, University of
 Missouri - Columbia, University of
 Missouri - Kansas City, University of
 Missouri Southern State University
 Missouri State University
 Missouri University of Science & Technology
 Molloy College
 Monmouth University
 Montevallo, University of
 Moravian College
 Morehouse College
 Morningside College
 Muhlenberg College
 Murray State University
 Muskingum College
 Nebraska - Lincoln, University of
 Nebraska at Omaha, University of
 New Jersey Institute of Technology
 New Orleans, University of
 Newberry College
 Nicholls State University
 North Alabama, University of
 North Carolina at Asheville, University of
 North Carolina at Charlotte, University of
 North Carolina at Wilmington, University of
 North Carolina Wesleyan College
 North Georgia College & State University
 Northern Iowa, University of
 Northwest Missouri State University
 Notre Dame de Namur University
 Nova Southeastern University
 Oglethorpe University
 Ohio Northern University
 Ohio University
 Ohio Wesleyan University
 Oklahoma Baptist University
 Oklahoma State University
 Old Dominion University
 Olivet College
 Penn State Altoona
 Penn State Erie Behrend College
 Pennsylvania State University

Pittsburg State University
 Pittsburgh, University of
 Presbyterian College
 Purdue University
 Radford University
 Ramapo College of New Jersey
 Randolph College
 Randolph-Macon College
 Redlands, University of
 Rhode Island, University of
 Rhodes College
 Richard Stockton College of New Jersey
 Richmond, University of
 Rider University
 Roanoke College
 Rollins College
 Saint Louis University
 Salem College
 Salisbury University
 Samford University
 San Jose State University
 Sewanee (The University of the South)
 Shenandoah University
 Simpson College
 South Alabama, University of
 South Carolina - Aiken, University of
 South Carolina - Columbia, University of
 South Dakota, University of
 South Florida, University of
 Southeast Missouri State University
 Southern California, University of
 Southern Mississippi, University of
 Southern Oregon University
 Southwestern University
 St. Ambrose University
 St. John's University
 St. Lawrence University
 St. Mary's College of Maryland
 St. Thomas, University of
 Stephen F. Austin State University
 Stetson University
 SUNY Oneonta
 SUNY Oswego
 SUNY Plattsburgh
 SUNY Potsdam
 Susquehanna University
 Sweet Briar College
 Tampa, University of
 Tarleton State University
 Tennessee Tech University
 Tennessee, University of
 Texas at Arlington, University of
 Texas at San Antonio, University of
 Texas Christian University
 Texas Tech University
 Toledo, University of
 Towson University
 Transylvania University
 Troy University
 Truman State University
 Tulane University
 Tulsa, University of
 United States Military Academy
 Valdosta State University
 Vanderbilt University
 Virginia's College at Wise, University of
 Villanova University
 Virginia Military Institute
 Virginia Polytechnic Institute & State University
 Virginia Wesleyan College
 Virginia, University of
 Wagner College
 Wake Forest University
 Washington and Lee University
 Washington College
 Washington University
 Webster University
 West Alabama, University of
 West Chester University of Pennsylvania
 West Florida, University of
 West Georgia, University of
 West Virginia State University
 West Virginia Wesleyan College
 Western Carolina University
 Western Kentucky University
 Western New England College
 Westminster College (Missouri)
 Westminster College (Penn)
 Westmont College
 Whittier College
 Wichita State University
 Widener University
 William and Mary, College of
 William Carey College
 Wilmington College
 Winthrop University
 Wisconsin - Eau Claire, University of
 Wisconsin - Stevens Point, University of
 Wittenberg University
 Worcester State College
 Wright State University
 Wyoming, University of
 Youngstown State University

Past National Conventions

PLACES, HOST CIRCLES, AND DATES

- | | |
|--|----------------------|
| 1. Baltimore, Maryland-The Johns Hopkins University | January 10, 1920 |
| 2. Lexington, Virginia-Washington and Lee University | February 5, 1921 |
| 3. Pittsburgh, Pennsylvania-University of Pittsburgh | February 11, 1922 |
| 4. Richmond, Virginia-University of Richmond | February 17, 1923 |
| 5. Danville, Kentucky-Centre College | February 21, 1924 |
| 6. Williamsburg, Virginia-College of William and Mary | February 20-21, 1925 |
| 7. Charlottesville, Virginia-University of Virginia | February 18-19, 1927 |
| 8. Tuscaloosa, Alabama-University of Alabama | March 1-2, 1929 |
| 9. Lexington, Kentucky-University of Kentucky | March 5-7, 1931 |
| 10. Durham, North Carolina-Duke University | March 2-4, 1933 |
| 11. Cincinnati, Ohio-University of Cincinnati | March 21-23, 1935 |
| 12. Atlanta, Georgia-Emory University and Georgia
Institute of Technology | April 1-3, 1937 |
| 13. Lexington, Virginia-Washington and Lee University | March 23-25, 1939 |
| 14. Baton Rouge, Louisiana-Louisiana State University | March 13-15, 1941 |
| 15. Washington D.C.-George Washington University. | March 20-22, 1947 |
| 16. Atlanta, Georgia-Emory University, Georgia Institute of
Technology, and University of Georgia | April 7-9, 1949 |
| 17. St. Louis, Missouri-Washington University | April 12-14, 1951 |
| 18. Roanoke, Virginia-Washington and Lee University and
Virginia Polytechnic Institute and State University | April 16-18, 1953 |
| 19. Louisville, Kentucky-University of Louisville | April 21-23, 1955 |
| 20. St. Louis, Missouri-Washington University | April 11-13, 1957 |
| 21. Pittsburgh, Pennsylvania-University of Pittsburgh and
Carnegie-Mellon | April 16-18, 1959 |
| 22. Stillwater, Oklahoma-Oklahoma State University | April 27-29, 1961 |
| 23. Roanoke, and Lexington, Virginia-Washington and Lee
University- 50th Anniversary Convention | April 23-25, 1964 |
| 24. Lafayette, Indiana-Purdue University | April 21-23, 1966 |
| 25. Atlanta, Georgia-Emory University and Georgia Institute
of Technology | April 4-6, 1968 |
| 26. Washington D.C.-American University, George Washington
University and University of Maryland | April 23-25, 1970 |
| 27. Cincinnati, Ohio-University of Cincinnati | April 13-15, 1972 |
| 28. New Orleans, Louisiana-Tulane University | March 9-12, 1974 |
| 29. Atlanta, Georgia-Georgia State University, Emory University,
and Georgia Institute of Technology | April 2-4, 1976 |
| 30. Williamsburg, Virginia-College of William and Mary | March 3-5, 1978 |
| 31. New Orleans, Louisiana-Tulane University | March 28-30, 1980 |
| 32. Lexington, Kentucky-Centre College, University of Kentucky,
and Transylvania University | March 19-21, 1982 |
| 33. Birmingham, Alabama-University of Alabama at Birmingham,
Birmingham-Southern College, University of Montevallo,
and Samford University | March 23-25, 1984 |
| 34. Baton Rouge, Louisiana-Louisiana State University | March 13-15, 1986 |
| 35. Lexington, Kentucky-University of Kentucky and Transylvania
University-75th Anniversary Convention | March 17-20, 1988 |
| 36. Louisville, Kentucky-University of Louisville | March 1-4, 1990 |
| 37. Atlanta, Georgia-Berry College, Georgia Institute of
Technology, North Georgia State University and
Oglethorpe University | March 19-22, 1992 |

Past National Conventions PLACES, HOST CIRCLES, AND DATES

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|--|---------------------------|
| 38. Lexington, Kentucky-University of Kentucky and
Transylvania University | March 24-27, 1994 |
| 39. West Lafayette, Indiana-Purdue University | March 21-24, 1996 |
| 40. Knoxville, Tennessee-University of Tennessee at Knoxville | February 26-March 1, 1998 |
| 41. St. Louis, Missouri-Washington University, Maryville University
and Webster University | February 17-20, 2000 |
| 42. Lexington, Kentucky-University of Kentucky, Georgetown
College and Transylvania University | February 28-March 3, 2002 |
| 43. Norfolk, Virginia-Christopher Newport University, Old Dominion
University, The College of William and Mary and Virginia
Wesleyan College | February 26-29, 2004 |
| 44. Washington, D.C.-University of Maryland College Park, George
Washington University and Georgetown University | March 2-5, 2006 |
| 45. Atlanta, Georgia-Emory University, Georgia Institute of Technology,
Georgia State University, Mercer University, Morehouse
College and Oglethorpe University | February 28-March 2, 2008 |

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