

# National Bylaws

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## Of the Omicron Delta Kappa Society

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# National Bylaws

## OF THE OMICRON DELTA KAPPA SOCIETY, INC.

### ARTICLE I - Membership

*Section 1. Student Members.* In no case shall the number of Students selected to membership in any one year by a Circle exceed three percent of the total number of regularly enrolled full-time undergraduate students at the beginning of the academic year on the campus of the institution where the Circle is located. In the case of institutions with a student enrollment of less than eight hundred, this limit shall be five percent.

*Section 2. Graduate Students.* The number of graduate and post-graduate professional Student members selected in a Circle in a single academic year may not exceed one-half of the number selected to undergraduate student membership in that Circle in that academic year.

Notwithstanding the foregoing, those graduate and post-graduate professional students who have been awarded a baccalaureate degree at the same university at which they are enrolled as graduate students at the time of consideration do not count toward the one-half annual limit.

*Section 3. 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 the National Constitution. The number of Faculty members selected each academic year shall not exceed one-third of the number of Student members selected that academic year.

*Section 4. 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 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 5. 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 Honorary members during any one academic year. Circles located in institutions with more than 1,000 students may elect a maximum of four Honorary members during any one academic year.

*Section 6.* 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 7.* 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 8.* Each member of the Board of Directors ("Director") must 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 or she shall also forward at the same time the national membership-initiation fees as specified in these Bylaws. At the end of the school year the Executive Director 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 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 the Executive Director may deem proper. 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 or reject the selection. In the case of unfavorable action on its part, the Circle in question shall be entitled to appeal the decision to the next succeeding National Convention, which will result in the suspension of the individual under investigation until the National Convention shall have disposed of the case.

### **ARTICLE III - Procedure**

*Section 1.* The organization, time of meetings, committees, et cetera, of the National Convention, the Board of Directors and National Advisory Council shall be left to the discretion of these bodies, subject to such restrictions or requirements as may be imposed by the National Constitution or these Bylaws.

*Section 2.* The National Convention and its procedures 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 these Bylaws and Robert's Rules of Order, the National Constitution and these Bylaws will have precedence. Procedures of the Board of Directors and committees of the Society shall be left to the discretion of the Board of Directors and such committees at their respective meetings. Procedures on a local Circle level shall be left to the discretion of the individual Circles at their respective meetings. A summary of the actions taken at the National Convention shall be sent to the Circles following the conclusion of the Convention or meeting. The Board of Directors shall maintain minutes of its meetings and representatives of any Circle shall be entitled to review such minutes upon proper request to the President or Executive Director.

*Section 3.* Any and all notices to Circles or members of the Board of Directors or committees of the Society may be provided by electronic transmission to the e-mail address of such Circle, Board member or committee member of record with the Society's Headquarters.

### **ARTICLE IV - Board of Directors**

*Section 1.* In addition to the general powers afforded the Board of Directors in the National Constitution and such other powers and duties as may be added by the National Convention from time to time, the following powers and duties are delegated expressly to the Board of Directors:

a. Collection and disbursement of the funds of the National Society, preparation of a budget and other financial matters.

b. The designation of a repository for the Society's records and materials of historic value for safekeeping.

c. Selection of a site for the National Convention at least two years from the date of the present convention.

d. Establishing a National Headquarters and hiring the Executive Director who shall have delegated authority to hire, terminate or suspend staff and supervise the day-to-day operations of the National Headquarters, all subject to authority of the Board of Directors.

*Section 2.* Any member of the Society shall, subject to qualification requirements of the Constitution, be eligible to hold office in the Board of Directors.

*Section 3.* The Board of Directors may hold such regular meetings as it may determine. The President or any four directors may call a special meeting of the Board of Directors. Notice of meetings of the Board of Directors shall be given at least five days prior to a meeting by mail, electronic mail, telephonically or such other means as are reasonably deemed to alert the directors to the meeting. Upon determination of the Board of Directors, meetings may be held by telephone or videoconference provided each participant can simultaneously hear each other participant. The expenses of meetings of the Board of Directors shall be 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 4.* A majority of the voting members of the Board of Directors then in office will constitute a quorum for the transaction of any business at any meeting of the Board of Directors; provided that, if less than quorum of the directors are present at any meeting, a majority of the directors present may adjourn the meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given before the time of the adjourned meeting to the directors who were not present at the time of the adjournment. A majority vote of the voting members of the Board of Directors present at a meeting duly called and at which a quorum is present shall constitute the act of the Board of Directors, except as otherwise specifically stated herein or in the Constitution. Members of the Board of Directors may not vote by proxy. Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if

consent in writing, setting forth the action so taken, is signed by all of the voting members of the Board of Directors. Such consent will have the same force and effect as a unanimous vote at a meeting of the Board of Directors.

*Section 5.* The National President or the Board of Directors may appoint any committees from time to time as may be necessary or appropriate for the transaction of the business of the Society. Such committees may consist of any members of the Society but shall only have such authority as shall be set forth in the National Constitution or these Bylaws or as properly delegated to such committee by the Board of Directors; provided that delegation of authority of the Board of Directors may only be made to committee composed of two (2) or more directors and committees may not be delegated authority in contravention of Ky. Rev. Stat. 273.221. Requirements as to notice of meetings, quorum, voting requirements, telephonic meetings and ability to take action by unanimous written consent for a committee shall be the same as those applicable to the Board of Directors.

*Section 6.* 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 7.* Final action on a petition for charter shall in every case be a prerogative of the Committee on Extension. Charters shall be granted only in cases where the Committee on Extension has approved the petition.

*Section 8.* 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 9.* Every officer of the Society shall make reports, 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 10.* Indemnification. The Society shall indemnify any current or former National Officer, Director or member of the National Advisory Council of the Society against judgments, penalties, fines, settlements, costs and reasonable expenses, including attorneys' fees, actually

incurred by such person in connection with any proceeding or claim against such person by reason of the fact that such person is or was a National Officer, Director or member of the National Advisory Council of the Society, if:

- a. Such person conducted himself or herself in good faith; and
- b. Such person reasonably believed:
  - 1. In the case of conduct in his or her official capacity with the Society, that his or her conduct was in the best interests of the Society; and
  - 2. In all other cases, that his or her conduct was at least not opposed to the best interests of the Society; and
- c. In the case of any criminal proceeding, he or she had no reasonable cause to believe his or her conduct was unlawful.

A determination as to whether a person is entitled to indemnification under this Section 10 shall be made by (1) the Board of Directors by majority vote of a quorum consisting of Directors not at the time parties to the proceeding or claim in question, (2) if a quorum cannot be so obtained, by majority vote of a committee of the Board of Directors duly designated by the Board of Directors (in which designation Directors who are parties may participate), consisting solely of two or more Directors not at the time parties to the proceeding or claim in question and (3) if such a committee cannot be created, by independent legal counsel selected by the Board of Directors. The Society may require in connection with reimbursing a person indemnified under this Section 10 for attorneys' fees that all such indemnified persons use the same counsel for the same proceeding or claim (or series of related proceedings or claims), except where the use by such indemnified persons of the same counsel would create a substantial conflict of interest or prejudice the defense of any such persons due to the conflicting interests of such persons in the proceeding or claim. Further, the limitations set forth in this Section 10 shall in no way limit the ability of the Board of Directors to cause the Society to provide additional contractual indemnities to any person or limit the insurance coverage the Society may maintain respecting claims against Directors, National Officers and member of the National Advisory Council or other persons. By determination of the Board of Directors, the Society may indemnify such other persons not identified above in such instances where the Board of Directors deems appropriate.

## **ARTICLE V - 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.* All new members shall pay the national membership-initiation fee. No person whose national membership-initiation fee has not been paid to the National Headquarters, whose membership form has not been received by the National Headquarters, or who has not been initiated shall be considered a member of the Society. The national membership-initiation fee shall cover the cost of an official certificate of membership, an official lapel recognition button, 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 Society and sent to the National Headquarters.

*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 local bylaws.

*Section 6.* Each Circle shall be permitted to determine the amount of its own initiation fee by making the necessary provision in its bylaws, but the national membership-initiation fee shall be forwarded promptly to the National Headquarters.

*Section 7.* 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 X (B) of the National Constitution shall apply.

*Section 8.* When a National Convention is held, the necessary travel expenses of the members of the Board of 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 9.* Accounts overdue for a period of ninety days or longer shall be charged the rate of interest determined by the Board of Directors, not to exceed the highest rate allowed by law,

until such overdue accounts are paid. No Circle that is in arrears at the time of a National Convention shall be permitted to vote in the proceedings.

*Section 10.* In addition to the prescribed fees, each new Circle or alumni club shall be required to pay some or all of the travel and other expenses of the installing officer as the Board of Directors may determine.

*Section 11.* 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 or 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 12.* 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(s) in the name of the Society, depositing all receipts in such account(s) 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 13.* The Executive Director and the National Treasurer shall be placed under bond of a sum commensurate to the assets of the Society as may be determined appropriate by the Board of Directors, with some well-established security or bonding corporation, the premium for such bonds paid from the funds of the national treasury.

*Section 14.* 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 15.* 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 VI - Committees**

*Section 1.* Convention Committee on Budget and Finance. 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. Committee on Circle Standards.*

- a. There shall be a standing Committee on Circle Standards
- b. The Committee shall consist of at least six members, including students. The National President appoints the members of the Committee for two year terms. The National Vice President for Circle Standards shall serve as Chairperson.
- c. The Committee is charged with the responsibility to maintain the standard of membership throughout the Society under the provisions of the National Constitution and National Bylaws.
- d. A Circle which fails to initiate new members by the start of the Society's next fiscal year (July 1) shall be considered inactive. The period of inactive status shall be for one year, with a one-year extension possible. The allowance of a one-year extension shall be subject to the sole discretion of the Executive Director. Circles officially declared inactive need only initiate members in order to be considered active. Following the period of inactivity, and at such time as the Executive Director determines the lack of sufficient interest at the respective institution, the Board of Directors may have the charter be recalled. 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.
- e. The Committee shall meet at each National Convention and at other times as deemed appropriate by the Vice President for Circle Standards.

*Section 3. Committee on Extension.*

- a. There shall be a standing Committee on Extension.
- b. The Committee shall consist of at least six members, including students. The National President shall appoint the members of the Committee for two-year terms. The National Vice President for Extension shall serve as Chairperson.
- c. The Committee shall be charged with the responsibility to review and approve all applications 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 the National Bylaws.
- d. The Committee shall meet at each National Convention and at other times as determined by the Vice President for Extension.

## **ARTICLE VII -- 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 or electronic 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. National Officers may not be eligible for this award until the completion of their term of office.

*Section 3.* Recognition Certificates, the design of which to be determined by the Board of Directors, may be awarded by Circles and Alumni Circles to individual members who have admirably transformed the ideals of the Society into tangible service to their respective Circles or Alumni Circles. No more than two such awards may be made by a Circle or Alumni Circle within each year unless prior approval is granted by the Board of Directors. The purpose of the award is to provide an opportunity for Circles to grant recognition for achievement and outstanding service on the local level.

*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 any outstanding individual who has exemplified the ideals of the Society in his/her career, community involvement or public life. 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 February 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 four-member committee composed of three past national presidents of the Society and the Executive Director, and shall be appointed by the President of the Society, which shall make its recommendations to the Board of Directors for a vote prior to April 1. Such awards may be presented at a National Convention or at an appropriate public presentation determined by the Board of Directors. National Officers may not be eligible for this award until the completion of their term of office. The purpose of the award is to recognize those in the larger community, members or not, who lead lives that reflect the ODK ideals as well as to enhance the profile of the Society generally.

- a. Individual is of the caliber of character that ODK holds as a standard.
- b. Nomination reflects the way the individual embodies the five ideals.
- c. Individual has achieved significant levels of leadership in profession and/or community involvement.
- d. Honoring this individual will enhance the perception of ODK's commitment to leadership by the larger community.
- e. Individual's accomplishments are in-line with the organization's mission of collaboration, fellowship, and promoting positive leadership.

*Section 5.* The Omicron Delta Kappa Foundation Scholarships shall be awarded to 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. The purpose of the award is to support advanced education for ODK members who have shown superior dedication to achievement in scholarship.

- a. The candidate's academic record shows superior achievement (based on level of coursework, GPA, and area of study).
- b. Overall quality and professionalism of application materials.
- c. Resume shows evidence of strong leadership contributions to campus and community.
- d. Candidate is respected and admired by faculty, staff, and peers.

*Section 6.* The General Russell E. Dougherty OAK® National Leader of the Year Program shall recognize student leaders annually in each of the five phases of campus life. The "Leader of the Year" awards shall be granted to the student who is identified as the outstanding leader in each

phase by a committee of experts in the area who will be designated by the Board of Directors. Any student member of the Society shall be eligible for the award as long as nomination materials are submitted by March 15th of each year. National Officers may not be eligible for this award until the completion of their term of office. The purpose of the award is to provide recognition for outstanding achievement in ODK's diverse student members and to further promote the importance of the community that can be formed when leaders from the 5 phases of campus life come together. The selection criterion is that each area will determine its own criteria for selection that is most relevant to the phase. The nominees will go through a screening process that is appropriate to the area of leadership in which they are nominated.

*Section 7.* The Robert L. Morlan-Robert W. Bishop Faculty Officer Award for outstanding service to the local Circle and to the Society shall be awarded annually to a Circle faculty officer 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. National Officers may not be eligible for this award until the completion of their term of office. The purpose of the award is to recognize the Society's most outstanding and long-serving Faculty Officers and to thank them for their dedicated service. The selection criteria are as follows:

- a. Previous winners of the Morlan or Bishop Awards are not eligible.
- b. Officer has fulfilled all the duties of his/her position in accordance with national standards and to the Circle's satisfaction.
- c. Nominee has aided the Circle in achieving a sustained level of activity and success on campus.
- d. Officer supports the activities, efforts, and projects of student membership.
- e. Officer provides consistent guidance for how to implement the ODK ideals on campus.

*Section 8.* 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. The purpose of the award is to reward the local Circles

for their adherence to national standards and for initiating activities that promote the ODK idea on campus as well as to recognize Circles who sustain excellence over time.

## **ARTICLE VIII - Establishment of New Circles**

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

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

*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 the Society 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 the Society 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 the Society. 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 the Society at the time of chartering. In addition, the local group must operate in accordance with bylaws (based on the model Circle bylaws presented in The OΔK® Manual) and membership selection standards that meet those established for Circles of the Society. A petitioning group or organization must have completed at least one cycle of membership selection in accordance with the Society's 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 will notify the Board of Directors of such approval.

*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 or staff member shall conduct this inspection.

*Section 7.* 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 bylaws under which the Circle will function if it is approved for charter. These bylaws must be in agreement with the National Constitution and Bylaws of the Society and must include all required elements noted in the Model Circle Bylaws 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 the Society, 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.* Subject to the authority of the Board of Directors to overturn a denial on appeal, final action on a petition for a charter shall in every case be a prerogative of 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. In the case of a negative vote, 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 shall be required to overturn the Committee's decision. 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; and
- 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 or her discretion, designate some other member of the Society to act on behalf of the Society for the charter installation.

#### **ARTICLE IX – Establishment of New Alumni Clubs**

*Section 1.* The Society 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 bylaws.

*Section 3.* The petitioning group shall submit copies of the petition in typewritten, photocopied, mimeographed, or printed form in numbers requested by the 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 Society 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 the Board of Directors does not approve a charter. 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 the Society, 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 the Society 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 X - Administration of Circles and Alumni Clubs**

*Section 1.* All Circle officers of the Society, including the Faculty Secretary and the Faculty Adviser, shall be voting members of their local Circle.

*Section 2.* 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. The voting members of the Circle shall elect all officers.

*Section 3.* The duties of the Faculty Secretary include:

- a. Keeping of Circle minutes, membership and other records and supplies.
- b. Making reports certifying new members to the Executive Director.
- c. Sending such membership records to the Executive Director as may be required by the bylaws.
- d. 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.
- e. Sending occasional news items to The Circle® for publication.
- f. Be guided by appropriate directives adopted by the National Convention.

g. 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.

*Section 4.* The Faculty Adviser of the Circles will:

- a. Generally act as a facilitator in whatever area deemed necessary by the local Circle, such as service projects, leadership seminars, and general campus activities.
- b. Assist the Faculty Secretary in every way possible and also serve in his/her absence when necessary.
- c. 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.
- d. Assist with the general communication within the faculty and student members of the Circle.
- e. Enhance the awareness of OΔK® both within the student body and the general faculty for the benefit of the Circle and the institution.

*Section 5.* The officers of each alumni club of the Society 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.

*Section 6.* 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 XI - Amendments**

These Bylaws may be amended at any time by a two-thirds affirmative vote of those voting at a National Convention or a three-fourths affirmative vote of the Board of Directors. The Circles shall be notified of Bylaw amendments within a reasonable time after adoption.