

**Model Circle Bylaws**

**Amber Circle, Omicron Delta Kappa Circle at Virginia Commonwealth University**

**Article I – Name**

Section 1. The name of this Circle of Omicron Delta Kappa, the National Leadership Honor Society, shall be the **[name of the college or university]** Circle at **[name of city].** As has been approved by the National Headquarters, our nickname shall be **[insert nickname here is the Circle has one – e.g. Alpha Circle].**

**Article II – Members**

**Section 1. The members of the Circle shall be as follows.**

**a. Any individual initiated by this Circle shall be a member of the Circle for life.**

**b. Any Lifetime Member of Omicron Delta Kappa initiated at any other Circle who attends [institution name], is employed by [institution name], or resides nearby in the community, shall be considered member of the Circle upon meeting the requirements of Section 2. Lifetime members not initiated at the [institution or nickname] Circle are granted the right to vote upon matters before the Circle when approved by the Circle.**

**Section 2. To be considered a voting member of the circle, an initiated member must pay the local membership dues and meet other such requirements as stated in these bylaws.**

**Article III – 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 or any of the Circle advisors.

Section 2. There shall be **[one/two] [meeting/meetings]** each academic year for the election of members. They shall be held during the month**[s]** of **[month] [and month]** at a time and place to be designated by the President (or by Circle action). The Circle Coordinator 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 Circle Coordinator 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 [month], and their installation shall take place at the regular meeting in [month] 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 IV – Officers and Committees**

Section 1. The officers of the Circle shall be those provided for in the Omicron Delta Kappa Policies and Procedures Manual and shall include a Student President, Student Vice President, Treasurer, Circle Coordinator, and Faculty Advisor. At least one officer shall be designated as the Diversity, Equity, and Inclusivity officer. **[Other officer positions shall be delineated here. See attached officer duties.]**

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. Circle advisors must be approved by the institution and be able to act on behalf of the circle in administrative matters at the host institution.

Section 4. Their duties shall be those that usually devolve upon such officers.

Section 5. The President shall be authorized to appoint all committees whose membership has not been otherwise provided for by the Circle.

Section 6. All incoming officers shall have familiarized themselves with the rules and regulations of Omicron Delta Kappa, as embodied in the National Bylaws, the Policies and Procedures Manual, the Circle Officer Handbook, and the Circle Bylaws and should complete the online officer training provided by the National Headquarters.

Section 7. 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 8. 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.

Section 9. Vacancies shall be filled by (list manner) and serve (list time period). Ex. If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election

Section 10: Officers may be removed from office by a 2/3 vote of active members in the organization according to the following process

a. A request for removal of an officer must be submitted in writing to the President. This request can be submitted by any active member of the organization including advisors and faculty/staff members.

b. If a member/officer is requesting to remove the President, the request for removal letter may be submitted to the Vice President or Circle advisor.

c. The officer receiving the removal request will then contact the officer in question for removal and explain the situation to them

i. The member requesting removal will remain confidential through this process

c. Within two weeks after submission of removal request, a vote must be held unless voting is put off due to school events such as seasonal breaks and holidays.

d. The vote will be brought to order by the removal request receiving officer and members will take a secret ballot. This ballot will be tallied by the Circle advisor with both the requestor and the member to be removed present.

e. The vote of the Circle shall be final.

**Article V – Recruitment and Selection of New Members**

Section 1. The Circle shall appoint a committee of five voting members whose duty it shall be to plan and implement the recruitment and selection of new members. This committee shall ultimately be responsible for reviewing and preparing the final list of all eligible candidates for membership and to present this list to the Circle at election meetings.

Section 2. The recruitment of members shall include but not be limited to the following: an open application process and nominations received members and the campus community.

Section 3. All candidates for membership must complete the National Lifetime Membership Application. [**If local application is also used, stipulate that here.] Only individuals who have completed the National Lifetime Membership Application may be initiated into the Society.**

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 the Omicron Delta Kappa Policies and Procedures Manual, 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 8. Candidates shall be notified of their election personally by the Circle Coordinator or by some other member appointed for the purpose, and by letter or email.

Section 9. Until all candidates have been informed of the decision on their election, 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 all candidates have been informed of the decisions of the Circle and public announcement has been made.

Section 10. In the case that the Circle has been inactive and current members are not available for the election of new members, the Circle Coordinator, Faculty Advisor and any other members and individuals in a recruitment class available shall be empowered to recruit, select, and initiate a new class of members to maintain the integrity of the Circle.

Section 11. The membership-initiation fee shall be the National Lifetime membership fee, as approved by the Board of Trustees, plus any local dues amount to be determined by the Circle. Initiation fees shall be collected by the Circle advisor(s) and forwarded to the National Headquarters or paid through the established online payment system as required by the Policies and Procedures Manual. The Lifetime Membership Fee must be paid to the Circle or the National Headquarters before any individual may be initiated.

**Article VI – Initiation**

Section 1. The procedure for initiation of new members shall be that provided in the Official Ritual of the Society.

Section 2. All members must attend the formal initiation ceremony as planned by the Circle. All initiates must state the ODK Oath and Pledge during the ceremony. All initiation ceremonies of Omicron Delta Kappa must be held in a public forum. Any member who has not stated the ODK Oath and Pledge in a public forum hall not be considered a member and should not be provided the symbols of membership (lapel pin and certificate).

**Article VII – Finance**

Section 1. The membership-initiation fee shall be the National Lifetime Membership Fee, as approved by the Board of Trustees, plus any local dues amount to be determined by the Circle, payable in advance of initiation. Initiation fees shall be collected by the Circle advisor(s) and forward to the National Headquarters or may be paid directly to the National Headquarters as required by the Policies and Procedures Manual.

Section 2. All voting members shall pay annual dues during the academic year of $26 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 [set timeframe] and shall submit a signed report to the Circle.

**Article VIII – 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.

Section 2. Reinstatement of a member shall be when the member shall have attended two consecutive meetings thereafter, and met any and all financial obligations to the Circle.

**Article IX – Order of Business**

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

a. Roll Call

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 X – Amendments and Suspensions of Bylaws**

Section 1. These bylaws 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.

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

These items are required in all Circle bylaws by the Omicron Delta Kappa Policies and Procedures Manual.

**Appendix A. Officer Duties**

**Section 1. Circle Advisors**

Circle advisors serve a vital to the operation and development of any circle. There are three voting advisor roles: circle coordinator, faculty advisor, and alumni advisor, and one non-voting advisor role, the circle assistant.

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

* The circle coordinator, faculty advisor and alumni advisor must be initiated members of O∆K. If not initiated, the initiation may be no later than six months after appointment. The circle assistant is not required to be an initiated member;
* Full or part-time staff member at the host institution;
* Able to act on behalf of the circle in administrative matters at the host institution; and
* Complete and sign the O∆K Advisor Agreement prior to assuming the role of circle coordinator or faculty advisor.
* Failure to meet this obligation is assumed to be a decision not to serve in the office to which one has been elected or appointed.
* Complete the online officer training program and subsequent training as necessary.
* Attend circle executive and general body meetings on a regular basis and meet individually with student officers as necessary.
* A circle must maintain an active circle coordinator and faculty advisor at all times.

A circle may also have a circle assistant. The circle assistant is not a voting officer and is not required to be an initiate. This individual simply assists the circle coordinator and faculty advisor in the performance of their duties. A circle assistant must be a full or part-time faculty/staff member at the host institution.

1. **Circle Coordinator**

* The circle coordinator is the administrative manager for the circle responsible for ensuring the efficient and effective operation of the circle. The circle coordinator is required to:
  + Ensure the circle meets minimum circle standards each year
  + Ensure payment of the annual $115.00 Institutional Membership Fee
  + Be responsible for the collection and submission of national lifetime membership fees from new members or ensuring the fees are being paid through the online portal
  + Ensure the recruitment and selection process is properly established the membership Management System (MMS).
  + Submit the membership certificate order form through MMS no less than 14 calendar days in advance of each initiation ceremony
  + Maintain a file containing regular circle meeting minutes, a list of current and past members with their addresses and classifications, and all other records of the circle
  + Report the names, addresses, and telephone numbers of circle officers, by submitting an officer change form
  + Submit the annual report online to the National Headquarters by June 30

1. **Faculty Advisor**

* The faculty advisor should be a member of the institution’s teaching, research, or administrative faculty and should have significant experience at the institution (more than 3 years). The faculty advisor does not need to be a tenured or tenure-track faculty member.
* The faculty advisor manages the institutional relationship for the circle. The faculty advisor is required to:
  + Ensure the circle meets minimum circle standards each year
  + Maintain regular contact with the institutional representative (college or university CEO or designee) to ensure the institutional representative is knowledgeable and supportive of the operations and programs of the circle.
  + Assist the circle officers with the selection and initiation ritual including the arrangement of tapping procedures, initiation ceremony planning and
  + Assist in a thorough orientation for new members by providing information and support and ensuring that all pertinent information is communicated
  + Assist the circle in the management of the relation to the student activities office or similar entity. Make sure that the circle is current with its registration as a student organization with the institution’s student activities or dean of students’ office if it is beneficial to the circle to register.
  + Send news items to the National Headquarters for possible promotion through O∆K’s communications outlets
  + Ensure that the circle is represented at the National Leadership Conference by securing funding or support for collegiate members and circle advisors to attend.

1. **Alumni Advisor**

* Alumni advisors shall be selected by an affirmative vote of the local circle membership.
* Alumni advisors must be an initiated member of Omicron Delta Kappa and in good standing, as verified by the National Headquarters.
* The alumni advisor may be asked to the following:
  + Assist in the recruitment and selection of members with specific emphasis on faculty/staff, alumni and honorary members
  + Advise the circle officers on policy and procedural matters
  + Serve in the place of the circle coordinator or faculty advisor when one of those positions is vacant.
  + Assist in the ritual and initiation ceremonies

1. **Circle Assistant**

* The circle assistant is an individual who may or may not be an initiated member of ODK and is usually employed by the faculty advisor or circle coordinator in another capacity – many times as an administrative assistant.
* The circle assistant can be given authority to submit certificate orders, pay invoices, request forms, and act on behalf of the other circle advisors in administrative tasks.
* The circle assistant may vote on circle matters only if initiated.

**Section 2: Student Officers**

The circle must have a student president and student vice president at all times. A student treasurer is optional if one of the circle advisors is managing the circle funds. The circle may provide for other executive level officer in the circle bylaws. The bylaws should stipulate which officer serve on the executive board or executive committee.

1. **Student President**

* The student president is responsible for presiding over the society's general membership meetings regular executive board meetings.
* The president must prepare the agenda for meetings in cooperation with the circle advisors. The student president chairs the executive board of the circle.
* In addition, the student president leads the planning and implementation of all circle programs including recruitment and selection, initiation, Signature Leadership Program, Signature Service Project and any fundraising events.
* Presides over the initiation ceremony and ritual
* In cooperation with the faculty advisor, meets with the institutional representative (college or university CEO or designee) to ensure the institutional representative is knowledgeable and supportive of the operations and programs of the circle

1. **Student Vice President**

* The student vice president must chair general and executive board meetings if the student president is absent.
* Other duties of the student vice president ae negotiated within the roles of all other executive board officers.
* Works with circle coordinator and faculty advisor to ensure the circle meets minimum circle standards

1. **Treasurer (student or advisor)**

* The treasurer is responsible for all finances of the circle.
* The treasurer works with the circle advisors to ensure the payment of the Institutional Membership Fee and all National Lifetime Membership Fees.
* The treasurer additionally collects member dues and maintains a record of dues paid by members using a recommended financial or spreadsheet programs.

1. **Diversity, Equity and Inclusivity Officer**

* The DEI officer duties may be assigned to one of the existing executive officers or may be an additional position within the circle.
* The Diversity, Equity, and Inclusivity (DEI) officer shall be a member of the executive team.
* The DEI officer is charged with ensuring the develop and implementation of circle policies and procedures that ensure equitable access to membership for historically marginalized and underrepresented individuals
* The DEI officer should also ensure that programs and events sponsored by the circle adhere the latest practices in the inclusive access for all members of the circle and its guests at events.

1. **Other Officer Duties to be assigned:**

* The executive officers and others officers as established and approved shall be delegated the following duties:
* Chair the Signature Leadership Program planning team or committee
* Chair the Signature Service Project planning team or committee
* Establishing a regular circle meeting schedule as well as officer meetings
* Establish the circle’s calendar for the year ensuring that membership recruitment, selection, initiation, signature programs, and national report submission occur in a timely manner
* Facilitating goal setting
* Leading, supporting, and motivating circle members
* Keep current with national bylaws as well as the circle’s bylaws and policies
* Hosting an orientation for new members, explaining O∆K’s history and purpose, and sharing the obligations of membership in the Society
* Helping maintain circle documents
* Making certain that circle is represented at national O∆K events
* Encouraging members to remain in contact with O∆K after graduation