

**Omicron Delta Kappa - University of Delaware**  
**Constitution**

**Preamble**

We, the students at the University of Delaware, do hereby form this circle of Omicron Delta Kappa for the purpose of recognizing students and faculty in all phases of college life so that they may meet on a basis of mutual interest, understanding and helpfulness and cooperate in worthwhile endeavors.

**Articles**

**I. Name of the Group**

The organization shall be known as the Omicron Delta Kappa Circle at the University of Delaware.

**II. Object of the Organization**

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 institutions 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.

**III. Affiliation**

This circle shall be a unit of Omicron Delta Kappa recognized by this institution of higher learning and privileged to select students and others to Omicron Delta Kappa membership. This circle is also part of Region II of the National Society of Omicron Delta Kappa.

**IV. Qualifications/Criteria for Membership**

To be eligible for membership in the Delaware Circle of Omicron Delta Kappa, a student shall meet the following minimum requirements:

1. Members must be full time, matriculated undergraduate students at the University of Delaware
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 of school in the institution in which the student is registered.
4. Demonstrate strong participation in at least one of the following five areas:
  - a. Scholarship
  - b. Athletics
  - c. Campus or Community Service, Social and Religious Activities, and Campus Gov.
  - d. Journalism, Speech, and the Mass Media
  - e. Creative and Performing Arts

**V. Non-Discrimination Clause**

This organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

## **Duties and privileges of Membership**

Members are expected to attend the majority of all meetings, programs, and events. Members are expected to pay a one time lifetime due to the National Honor Society upon Induction and pay dues to the Circle at a cost that will be determined each year by the Executive Board of the Circle.

## **VII. Types of Members**

### **Section 1. 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 nonvoting members of the faculty or the administrative staff or a collegiate institution selected and initiated into membership by a circle as faculty members formerly
3. ALUMNI MEMBERS shall be nonvoting, 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 nonvoting members selected and initiated honoris causa by a Circle of the Society. Honoris causa members should have demonstrated outstanding achievements in the local, state, or national community.

### **Section 2. Selection of members:**

- A. New members should be chosen each semester by each circle 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.
- C. The selection of Faculty members, of Alumni members, and of Honorary members shall be left to the discretion of the circle.
- D. No person shall be admitted into Society membership prior to initiation except in the case of death of the selectee
- E. No Circle shall initiate any person who has been initiated by another Circle
- F. No person shall be eligible for selection as an alumni member until five years after graduation

## **VIII. Policies and Procedures for Disciplining/Removing members**

Members must attend the induction ceremony to be formerly recognized by Nationals. In addition, all members must participate in one service project each semester. If a members actions go against the mission of the group or are disrespectful towards the rest of the Circle that person will be issued a warning or removed, at the discretion of the Board. Also if a member's GPA falls below the standard, it is at the Board's direction, as to whether or not to place that person on probation or not.

## **IX. Qualifications for Officers**

All Officers must be full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.25. Any potential officer must be able to complete at least one full academic year at the University of Delaware. All Officers (with the exception of the Faculty Advisor) must be full time matriculate undergraduate students at the University of Delaware and due-paying members of the circle. Every officer shall be appropriately installed as soon as may be convenient after her election, at which time she shall be require 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.

## **X. Officers**

**Section 1. President** – This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees, as well as special positions if needed.

**Section 2. Vice-President** – The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of the President, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice President will receive information from other Registered Student Organizations and the Activities and Programs Office through the Student-Leaders@udel.edu mail database.

**Section 3. Treasurer** – The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall sign any checks written by the organization for the purpose of the organization and maintain all group ledges. The Treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks so-signed by the appropriate administrator.

**Section 4. Secretary** – The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary and maintain the membership list and email database. The secretary should also send occasional news items to The Circle for publication and work with the local alumni club supplying names and addresses of new members.

**Section 5. Historian/Webmaster** – The Historian/Webmaster shall be responsible for the circle scrapbook as well as monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

**Section 6. Faculty Advisor** – The Faculty Advisor of the Circle will generally act as a facilitator in whatever is deemed necessary by the local circle, such as service projects, leadership seminars, and general campus activities. In the selection of new members, especially in regard to faculty, alumni and honoris causa, assist in soliciting input from the various administrative offices, and current non-voting faculty and staff, and other members of ODK. Other duties will include assisting with the general communication within the faculty and student members of the circle and enhancing the awareness of ODK both within the student body and the general faculty for the benefit of the circle and the institution.

## **XI. Election of Officers**

Potential officers should read a statement of intent. 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. Voting will commence after nomination. In cases of a tie, a revote will be issued by secret ballot between the two tied candidates and settled by a majority decision. Each position must be filled before elections are deemed complete.

### **Section 1. Procedure for Disciplining/Removal of Officers**

In a case where disciplinary action is required an Officer will be given notice of the charges against her, and will be given the right to defend herself in front of her peers (the Board). The Board will then vote on the matter and how to punish the Officer. There must be a majority vote in order to continue with any action. If a vacancy occurs a special election will be held.

## **Section 2. Resignation**

If an Officer resigns from the Board the vacant position will be filled with a special election. A special election will consist of a notification going out to the members that there is a vacancy on the Board. The Board will ask members to state their intent and within the next week and special meeting/election will be held where all members in attendance will vote on the person to fill the vacancy.

**Section 3. Officer Transition** – Officers should be elected in the spring semester for the beginning of the fall semester. A spring election will allow time for orientation to take place. By electing in the spring, the former officers will still be around to train new officers. Elections will be held at least 3 weeks prior to the last day.

## **Article XII. Meetings**

The induction ceremony will be held in February or at least 21 days from the start of the semester. A mandatory meeting will be held at the end of April to elect officers for the coming year. All other meetings are at the discretion of officers.

## **Article XIII. Dues**

Dues will be a one-time fee collected the semester of induction. A fee, determined by the Circle Board, will be instituted in addition to the National dues.

## **Article XIV. Bylaws**

The Circle shall establish by-laws each year to carry out the policies set forth in this constitution. A simple majority of the Executive Board is required to approve or change existing by-laws.

## **Article XV. Procedures for Decision Making**

Look to the rules in Roberts Rules of Order to govern the Circle in all cases to which they are applicable and in which they are not inconsistent with the by-laws or special rules of this society.

## **Article XVI. Establishment of Committees**

The Executive Board reserves the right to establish committees at their discretion. Committees will have at least one executive member on them to serve as a liaison between the committee and the Board.

## **Article XVII. Selection of an Advisor**

The advisor must be a full time professional faculty or staff person. The advisor will be chosen by the Board, and they will serve as a contact between the Circle and the National Honor Society. The Advisor will be present at all Board Meetings, Elections and Induction ceremonies, and will make every effort to attend all regular meetings. The Advisor will help guide the Board and Members towards the ODK goals and the University of Delaware's values.

## **Article XVIII. Disbursal of organizational assets should the group become defunct**

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

## **Article XIX. A Quorum**

A quorum for the purposes of regular meetings will be defined as at least one fourth of the entire population of the organization. For elections a quorum will be defined as at least two-thirds of the entire population of the organization. And for Board Meetings, a quorum is defined as at least two-thirds of the Board.

## **Article XX. Rules for Ratifying the Constitution**

Requires a simple majority vote by the Board and approval by the Activities and Programs Office.

**Article XXI. Rules for Amending the Constitution**

Adding articles/sections to the constitution requires a 2/3 vote of the Board, and advance notice to all members of the proposed change.

**Signatures:**

**President:** Paige M. Sacher /s/

**Vice President:** Paige J. Alderson /s/

**Activities & Programs Staff:** \_\_\_\_\_

**Date:** 3/11/09

There should be a signature and date line for the Organizational President, the Advisor, and the Program Coordinator for Leadership Development.