

University at Albany Circle of Omicron Delta Kappa

By - Laws



Preamble

ODK organizes students, staff, and faculty who, while excelling in their academic and professional work, have contributed in special ways to the University at Albany. By bringing these individuals together as a group it seeks to help the University transform the lives of its students and the broader community. Membership in ODK is based on prior individual accomplishments and recognizes how the new member can be a valuable contributor in the future to our collective efforts. Accepting membership entails commitment to work with colleagues, through active engagement in ODK's meetings and activities, to fulfill these purposes.

Article I – Name

Section 1. The name of this Circle of the Omicron Delta Kappa Society Inc. shall be the **University at Albany Circle of Omicron Delta Kappa** in Albany, New York.

Article II – Purpose

The University at Albany Circle of Omicron Delta Kappa Society is a circle of leadership honor society with a threefold purpose:

1. 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.
2. 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.
3. 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 – Meetings

Section 1. Regular meetings for the transaction of business shall be held at least once each month of the collegiate year at such a time and place shall be designated by the Circle. Additional meetings may be called at any time by order of the President. The order of business for all regular meetings shall be that which is prescribed in *Roberts Rules of Order*. The regular order of business may be changed by the Circle when desired.

Section 2. There shall be one meeting each year for the election of new members. It shall be held in the spring semester, prior to the election of officers in April, 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 Faculty Secretary shall notify all members of the annual initiation ceremony as soon as the time and place of said ceremony 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 on campus members of the Circle, but for the selection of members, two-thirds of the on campus members shall be required to constitute a quorum.

Section 6. New business may be deferred to a subsequent meeting at the discretion of the Circle's Executive Committee.

Article IV – Officers and Circle's Executive Committee

Section 1. The officers of the Circle shall consist of the Circle President, Faculty Secretary, and Faculty Advisor, as prescribed in the National Constitution of the Society, and a Circle Vice President and Circle Treasurer. Also in accordance with the National Constitution of the Society, the positions of Circle President and Circle Vice President must be held by student members.

Section 2. The Circle's Executive Committee shall be composed of the Circle President, Circle Vice President, Circle Treasurer, Faculty Secretary, Faculty Advisor, and Chairs of all Standing Committees as prescribed in Article IV, Section 1. The Circle's Immediate Past President (*exofficio*) and two At-Large Faculty Members, appointed by the Circle President, shall also be included in the Circle's Executive Committee.

Section 3. The duties of the Circle President, Faculty Secretary, and Faculty Advisor shall be those outlined in the National Constitution and Bylaws of the Omicron Delta Kappa Society, Inc.

Section 4. 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 5. The Faculty Advisor shall be elected every odd year, and the Faculty Secretary shall be elected every even year. All other officers shall be elected every year.

Section 6. No member shall hold any office for more than consecutive two terms. The exceptions are Faculty Secretary and Faculty Advisor.

Section 7. All incoming officers shall have familiarized themselves with the rules 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 8. 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 9. All outgoing officers shall be urged to prepare written reports upon the program and procedures of their respective position to serve as guides for new officers.

Article V – Committees

Section 1. The Standing Committees shall consist of the Selection Committee, the Leadership Conference Committee, the Leadership Development Committee, the Public Relations & Fundraising Committee and the Community Outreach Committee.

- a) The Selection Committee shall be charged with preparing a list of all eligible candidates for membership and present this list to the Circle at the annual selection meeting. The selection and initiation process of new members is as described in Article V.
- b) The Leadership Conference Committee shall be charged with planning and hosting the annual Capital Region Leadership Conference. The members of this Committee should be actively engaged with other colleges and universities in the Capital Region.
- c) The Leadership Development Committee shall be charged with coordinating leadership events for the Circle.
- d) The Public Relations & Fundraising Committee shall be charged with holding fundraising events in order to raise money for larger objectives of the Circle, with an emphasis placed on the public view of the Circle.
- e) The Community Outreach Committee shall be charged with coordinating events that provide members of the Circle with opportunities to serve the University and the community.

Section 2. The Appointed Committees shall consist of the Leader of the Year Selection Committee, the Nominations Committee and the Audit Committee. The Circle President shall appoint members to serve on these Appointed Committees at specific times throughout the academic year.

- a. The Leader of the Year Selection Committee shall be appointed by the Circle President with the purpose of selecting a Circle member who demonstrates the leadership qualities that best exemplify the principles of Omicron Delta Kappa while also having proved beneficial to the University as a whole.
- b. The Nominations Committee shall be appointed by the Circle President, chaired by the Faculty Advisor, and consist of three student members and one faculty member of the Circle who are not presently officers of the Circle. Members will meet in February, two months prior to the regularly scheduled election of the Circle's Officers, and will be charged with presenting a slate of candidates for said officers, listed in Article III, Section 1, to be presented to the members present at the regularly scheduled election meeting in April.
- c. The Audit Committee shall be appointed by the Circle President, chaired by the Circle Treasurer, and consist of the incoming Treasurer, one to two student members and one voting faculty member who are not presently officers of the Circle. The committee shall be charged with conducting an audit of the Circle finances between the April and May membership meetings. The Committee shall submit a signed report to the Circle at the May meeting. The report should include recommendations for changes in the membership fee that should be retained by the Circle, if any. Any changes to membership fees shall not be imposed retroactively and shall come into effect for the following induction class.

Section 3. The Circle President shall appoint members to serve on ad hoc committees on an as needed basis.

Section 4. The Circle President shall appoint committee chairs with input from committee members. Committee chairs are responsible for coordinating regular committee meetings and for communicating essential information to the Circle President on a regular basis. All committee chairs shall be urged to prepare written reports on the program and procedures of their respective committee to serve as guides for new committee chair persons.

Article VI – Selection of New Members

Section 1. The President, in consultation with the Faculty Secretary and Faculty Advisor, shall appoint a Selection Committee. The Committee shall be chaired by the Vice President and consist of at least five, but no more than nine on campus members, with a majority of the Committee not being officers of the Circle.

Section 2. In reviewing the applications for Circle membership, members of the Selection Committee will attempt to reach consensus on all proposed members who are to be presented to the members of the Circle to be considered for membership.

Section 3. The Selection Committee will canvas the University population and identify those individuals who meet the minimum academic qualifications for membership. The Selection Committee will invite said individuals to consider applying for membership.

Section 4. Prior to the selection of new members, the Selection Committee shall distribute its list of proposed members and render a report of its findings to the Circle's members at the Circle's annual selection meeting for consideration.

Section 5. Immediately prior to the balloting, and as many times thereafter as 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's selection 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 proposed member 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.

Section 8. New members shall be notified within two weeks after their respective selections, or as soon thereafter as practicable. Proposed members shall be notified of their election personally by the Faculty Secretary or by some other member appointed for the purpose, and by letter.

Section 9. Following the notification of new members to be selected to join the Circle, the Faculty Secretary will coordinate an orientation for new members to the Society prior to their formal initiation. This orientation will consist of familiarizing new members with the ideals of the Society, processing appropriate paper work, and preparing them for the initiation ritual.

Article VII – Initiation and Member Fees

Section 1. The new member initiation fee shall consist of two parts:

1. The Fee that is prescribed by the Board of Directors of the Omicron Delta Kappa Society, Inc. at the time of new member's initiation and shall be forwarded to the Executive Director of the Society as provided in Article VI, Section 1, 2, and 3 of the National By-laws.
and
2. The fee that is set by the UAlbany Chapter as provided in Article V, Section 2c and retained by the Circle.

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

Article VIII – Amendments and Suspensions of By-Laws

Section 1. These by-laws may be amended by three-fourths of the on campus 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 Directors of the Circle's Region before it becomes effective.

Section 2. Any part of these by-laws may be suspended by three-fourths vote of the on campus members present, but only for a single meeting, as approved by the Faculty Advisor and/or Faculty Secretary unless a call for quorum occurs.

IX – Dissolution

Upon the time of dissolution of the University at Albany Circle of Omicron Delta Kappa, assets shall be distributed by the Officers and Circle Executive Committee, after paying or making provisions for the payment of all debts, liabilities, costs and expenses of the Circle, for one or more exempt purposes within the meaning of the section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the National Omicron Delta Kappa Society.