



Mortar Board

Scholars...Chosen for Leadership...United to Serve

ADVISOR NEWS

Overview of the membership and selection timeline

Please review the timeline below and encourage your chapter to follow it thoroughly.

Learn about the process

Thoroughly read the Membership Selection Handbook and remind your chapter's membership chair and president about their related responsibilities during this time.

Practice the process

Hold a practice selection meeting to ensure the selection process goes smoothly when the time comes.

Start recruiting

Develop your membership application, being sure to give candidates at least one month between the date the application becomes available and the due date. As the advisor, you may need to ask the registrar to send a message to qualified candidates on your chapter's behalf along with the application materials.

Publicize Mortar Board and the application deadline heavily:

- Post fliers and posters on campus, if permitted
- Send letters and e-mails to prospective members
- Use social media including Facebook and Twitter
- Have chapter members make announcements at student organization and Greek chapter meetings
- Staff an informational table in the student union
- Post application notices on the university website
- Mail letters to college deans
- Place stacks of applications in campus offices
- Put an ad in the student newspaper

Select new candidates

After the application deadline, members should complete their selection method as reported in the Membership Recruitment and Selection Plan (MRSP), which was due on December 15.

Submit the Official Membership Report (OMR)

Before new members can be tapped, they must be approved by the Mortar Board National Office. Complete the Official Membership Report (OMR) and submit it promptly after new member selection, typically two weeks prior to tapping.

Wait and plan during the approval period

Before chapters can proceed with tapping, they must receive national approval of their candidates submitted on the OMR. Once candidates are approved, the National Office will notify the advisor and the person who submitted the OMR via e-mail. If your chapter has not heard back from the National Office within one week of submitting the OMR, please call the National Office at 800-989-6266. A packet of membership materials will be mailed to the shipping address provided in Form I of the OMR.

Tapping

Tapping is one of Mortar Board's most well-known and time-honored traditions. This process of notifying candidates that they have been selected for membership should be memorable. Tapping may only occur after all of the chapter's candidates have been approved for membership by the National Office. When tapped, candidates should be given a packet of information about Mortar Board including notification of the \$75 national membership fee, as well as any local fees, and a calendar of upcoming orientation events.

Orientation

Orientation is a step required in the national Bylaws and is vital to properly educate new members about the organization they are joining. It is often helpful to hold orientation prior to initiation so candidates can have a true feel for the organization before they join.

Mortar Board Lingo Selection by Consensus

One of the models Mortar Board chapters may use to select a new class is the Selection by Consensus model. This model utilizes several rounds of voting and requires candidates to be approved by 80 percent of the general membership.

Round One

During the first round of voting, chapter members should vote (without any discussion) for all those candidates that they think merit selection. All candidates receiving at least 80 percent approval are considered approved for membership in Mortar Board and are no longer voted on.

Succeeding rounds

Succeeding rounds include group discussions on the remaining candidates regarding the selection criteria (scholarship, leadership and service). Once discussion ends, the chapter votes again. Discussion and balloting continues until the chapter does not select anyone on three consecutive rounds. At that time, the selection process shall be considered ended.

The Selection by Consensus model is outlined in detail on page 5 of the Membership Selection Handbook.

Join the national Advisor Task Force

Are you interested in serving on the national Advisor Task Force? Mortar Board needs your experience and suggestions to help improve advisor relations. Please e-mail Megan Stevens at mstevens@mortarboard.org if you would like to get involved.

Collect dues

Notify members of the national and local membership fees in their tapping packet and collect dues prior to initiation.

Initiation

Hold a special, traditional initiation ceremony with members, their families, administrators and faculty.

Submission of the finalized Official Membership Report (OMR)

Within one week following initiation, the chapter must complete additional data in the OMR workbook previously submitted to the National Office. The entire workbook should be e-mailed to the National Office at mortarboard@mortarboard.org. A printed copy of Form III and payment should be remitted to the Mortar Board National Office at 1200 Chambers Road, Suite 201, Columbus, Ohio 43212.

Chapter transition

Encourage your chapter to promptly hold officer and chapter transition meetings to pass your chapter's legacy on to another fantastic year. A failed transition can lead to the downfall of a chapter, as the chapter's existence relies on the talents of new initiates and your dedication as the advisor.

Your membership package will arrive after OMR submission

After the Official Membership Report (OMR) is approved by the National Office a package with membership certificates, pins and other important information, will be sent to the chapter's shipping address as listed on the OMR.

This package will contain:

- Membership certificates with names spelled as listed on the OMR
- Official Mortar Board pins for each new initiate, or an adjusted number of pins which accounts for any your chapter may currently have on hand
- Member Guides for new initiates, to be used as a part of orientation
- A merchandise brochure for each member
- A sample informational Mortar Board brochure
- The Membership Selection Handbook
- An Initiation Ceremony Booklet to assist with initiation preparation
- A copy of Mortar Board's *Bylaws*
- Information about Mortar Board's online membership resources, all available at www.mortarboard.org/membership

Mortar Board Week is almost here! Celebrate our founding February 13-19, 2011

Mortar Board Week is the perfect time for chapters to hold events and celebrate the founding of Mortar Board. Depending on your chapter's size and local campus activities, you may choose to hold one event for the week or host daily activities.

Detailed assistance with both planning and publicity for the week, including a helpful Visibility Resources Folder complete with sample posters and press releases, is available at www.mortarboard.org/MBWeek.



Advisor Spotlight

David P. Gilkey, D.C., Ph.D., CPE
Colorado State University, Tau Iota Omega chapter

David Gilkey has been described as a man of honor, stability and creativity by the students of his chapter. Through thick and thin, he has led the chapter with a calm and professional demeanor. When newly-initiated members in 2009 felt lost and officers were unsure of their responsibilities, David immediately provided support and guidance, suggesting projects, reminding officers of national deadlines, and participating in every meeting and activity. Whether it is helping to buy cupcakes for a chapter fundraiser or coming up with ways to increase chapter visibility, David is always available with a solution and a smile.



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Important downloads for
advisors

Officer & Advisor Handbook



Membership Selection
Handbook

