

# The Bylaws of Mortar Board, Inc.

(As amended at the 2011 Mortar Board National Conference)

## ARTICLE I

### Name

The name of this Society shall be Mortar Board, Incorporated. The insignia shall consist of a black mortarboard with gold edging and a tassel. The colors of the Society shall be silver and gold, signifying opportunity and achievement and the Greek initials of the motto shall be stamped on the pin: Pi Sigma Alpha.

## ARTICLE II

### Purpose

Mortar Board, Inc., as an honor society, is an association of individuals selected for distinguished ability and achievement in scholarship, leadership and service, which recognizing the advantages of a national union of senior honor societies, has formed a national honor society, whose purpose shall be to facilitate cooperation among those societies, to contribute to the self-awareness of its members, to promote equal opportunities among all peoples, to emphasize the advancement of the status of women, to support the ideals of the university, to advance a spirit of scholarship, to recognize and encourage leadership, to provide service, and to establish the opportunity for a meaningful exchange of ideas as individuals and as a group.

## ARTICLE III

### Membership

Membership shall consist of collegiate, alumni and honorary members.

#### **Section 1 - Collegiate Membership**

##### **Membership Qualifications**

*Section 1.1* - Members are selected by the collegiate chapters, annually according to the criteria stated in these *Bylaws* and Mortar Board chapter operational handbooks and guides.

*Section 1.2* - Qualifications for active membership shall be distinguished ability and achievement in scholarship, leadership and service, and a commitment to promote the goals and purposes of Mortar Board, Inc. herein after referred to as the Society.

*Section 1.3* - A candidate for collegiate membership must be in good standing and duly enrolled in the university or college of the selecting chapter.

*Section 1.4* - The candidate shall be at least in her/his junior year or the equivalent status in units or hours, depending upon the institution or the candidate's accelerated or prolonged curriculum. The intended date for the

candidate's graduation shall be no sooner than one (1) semester or one (1) quarter following initiation, summer school excluded. All members initiated into the Society may continue membership until their official collegiate graduation. Members entering graduate work or otherwise enrolled may continue collegiate membership to complete the full year following the initiation. Those no longer enrolled are not eligible to serve.

*Section 1.5* - The scholarship requirements for collegiate membership shall be the minimum of:

- A) The grade point average representing the upper thirty-five percent (35%) of the junior class or;
- B) A straight B average, whichever is higher on any given campus.

With the annual consent of the National Office, a chapter may use a higher scholarship standard.

*Section 1.6* - If this scholarship requirement is not feasible on a particular campus because of the initiation of a pass/fail system, no grade system, etc., a special written request for an appropriate standard may be made to the National Office. The request shall be submitted by the chapter president and shall contain the signature of an advisor.

*Section 1.7* - A candidate's cumulative average for all terms preceding the selection shall be the average used in determining initiation eligibility. All possible information concerning previous college records should be obtained for transfer students.

*Section 1.8* - All those students eligible shall be given the opportunity to be considered for membership. No student shall be discriminated against on the base of race, ethnic origin, creed, age, sex, affiliation, marital status, sexual orientation or physical challenge, or any other affiliation or protected class.

##### **Membership Fees**

*Section 1.9* - All new members must pay a membership fee of seventy-five dollars (\$75). Continuing seniors must pay a membership fee of twenty-five dollars (\$25). All fees must be paid prior to initiation. These fees shall include a one (1) year subscription to the *Mortar Board Forum*, a membership booklet, certificate and a membership pin, which shall be known as the official badge. Students who defer their active membership year must pay the initiation fee as stated above and commence the active year of membership within two (2) years.

##### **Participation**

*Section 1.10* - Membership in the Society requires active involvement; therefore in order for collegiate members to remain in good standing in their chapter, they must

meet the requirements for participation established by the individual chapter and be in good standing with the institution with which the chapter is affiliated. If a penalty of the participation policy includes dismissal, the chapter must follow the dismissal procedures outlined herein.

### **Resignation and Dismissal**

*Section 1.11* - An individual member of the Society may resign by notifying the chapter president in writing of his/her intention to resign. The chapter president must then send written notice of the resignation to the advisor(s) and the National Office. The member will be asked to return his/her pin and certificate to the National Office and the member's name will be stricken from the national role. Membership fees are not refundable.

*Section 1.12* - An individual member of the Society may be dismissed as provided herein. Initiation of dismissal procedures must occur no later than six (6) weeks prior to the last day of classes. Cases warranting action after this time will be decided at the discretion of the national vice president. After consultation with the chapter's advisors and the National Office, a collegiate chapter shall have the authority to dismiss individual members pursuant to procedures as provided herein. The chapter president must then send written notice of the dismissal of a collegiate member to the advisor(s) and the National Office. The member will be asked to return his/her pin and certificate to the National Office and the member's name shall be stricken from the national roll. Membership fees are not refundable.

*Section 1.13* - In all cases where a chapter wishes to dismiss a member, the following procedure should be implemented by the chapter:

- A) The chapter shall obtain documented evidence of the following and submit copies of the same to the National Office:
  1. Chapter participation and dismissal policy as adopted by and made known to all current chapter members;
  2. Accurate records of member participation;
  3. Immediate personal contact of member in question, by chapter president or designated officer, with an opportunity to meet in person with the chapter executive committee prior to dismissal action;
  4. A letter sent to member in question notifying of chapter's action and the right to appeal within two weeks of receipt of this letter. Included in the letter must be the National Office's address, to which a letter of appeal

should be submitted;

5. A written statement from chapter advisors regarding the proposed dismissal.

B) In instances in which a dismissed member wishes to appeal the dismissal, the following procedure shall be implemented:

1. The dismissed member shall contact the National Office within two (2) weeks of the receipt of the official letter of dismissal.
2. The national vice president shall review the decision of the chapter in consultation with two (2) other members of the National Council.
3. The decision of the national vice president shall be final and transmitted to the appellant and the collegiate chapter.

### **Section 2 - Alumni Membership**

*Section 2.1* - Alumni members shall be those members who, by reason of graduation, or other reasons, are no longer collegiate members.

*Section 2.2* - Alumni members of local honor societies, which later become chapters of the Society, may become alumni members of Mortar Board by applying to the National Office and submitting the required fees. Formal initiation by a collegiate chapter is optional. If formal initiation is not performed by the member's chapter, the initiating chapter shall send the member's information to the member's chapter. Alumni of a local group may be initiated at any time after the installation, either by their own school or by any school which has a chapter of the Society.

### **Section 3 - Honorary Membership**

*Section 3.1* - Honorary membership, being the highest honor given by the Society, may be conferred by a collegiate chapter or the National Council only upon a person who has made a distinguished contribution toward the advancement of the goals and purposes of the Society. Alumni chapters may recommend a person for honorary membership, but honorary membership may be conferred only by a collegiate chapter or the National Council. The National Council shall establish guidelines for the selection of honorary members in the Mortar Board chapter operational handbooks and guides.

*Section 3.2* - The chapter's nomination(s) for honorary membership must be supported by the majority of the collegiate chapter membership. This request must be approved by the National Office prior to tapping.

## ARTICLE IV

### National Leadership

#### **Section 1 - National Council**

*Section 1.1* - The officers of this Society shall constitute the National Council and shall be elected as provided herein. The National Council shall consist of the following: president, president-elect, vice president, secretary/treasurer and four (4) members-at-large (two students and two alumni). The executive director and Foundation chair shall serve as ex-officio, non-voting members of the council. All references to the "National Council" in these *Bylaws* shall include the designated representative of the National Council where applicable.

#### **Elections**

*Section 1.2* - Elections of National Council president-elect, vice president, secretary/treasurer and two (2) at-large representatives shall occur during a conference occurring in odd number years. One (1) student representative shall be elected during a conference each year.

*Section 1.3* - The standing nominations committee shall seek to identify and present a slate of qualified candidates for national leadership positions and work with the conference nominations committee to conduct elections at a conference. Qualifications will be established by the National Council.

*Section 1.4* - Only alumni members and/or honorary members are eligible for National Council president-elect, vice president, secretary/treasurer and the two (2) alumni at-large representative positions. All collegiate members who attend conference shall be deemed eligible candidates for the student representative positions.

*Section 1.5* - A conference nominations committee composed of not more than eight (8) national conference delegates shall present a slate of qualified candidates for National Council positions. The slate may include more than one candidate for each office. Additional nominations may be made from the floor for all National Council positions. All candidates for the office of student representative must attend an informational session in order to be presented by the nominations committee or nominated from the floor.

*Section 1.6* - Voting shall take place on a single ballot listing all offices to be elected. A candidate must receive a majority to be elected. If no candidate receives a majority, a runoff shall be held between the two candidates receiving the most votes. A candidate may run for only one office.

*Section 1.7* - The National Council shall fill any vacancy in a National Council position occurring between conferences.

### Duties

*Section 1.8* - Members of the National Council shall be elected for a term of two (2) years or until their successors are duly appointed and qualified. The president, president-elect, and student representatives shall each serve one two-year term. The vice president, secretary/treasurer, and the alumni members at large shall serve no more than two (2) consecutive terms in any one office.

*Section 1.9* - The respective duties of the National Council officers are as follows:

- A) The president shall preside at conference(s) and National Council meetings, sign all charters granted, appoint all committees and committee chairpersons, and perform other duties as assigned by the National Council.
- B) The president-elect shall perform the duties of the president in the absence or disability of the president, shall coordinate the work of the standing committees and shall perform other duties as assigned by the National Council. The president-elect shall become president immediately following his/her term or upon resignation of the president.
- C) The vice president shall serve as liaison to the section coordinators, approve all membership dismissals and perform other duties as assigned by the National Council.
- D) The secretary/treasurer shall be responsible for reviewing all financial statements and transactions, reviewing the annual budget as prepared by the executive director, maintaining accurate minutes of each regular and special meeting of the National Council and of conference(s), ensuring investment policies are followed, and performing other duties as assigned by the National Council.
- E) Alumni representatives and student representatives shall accurately represent their respective constituent groups and perform such duties as may be assigned by the National Council.

*Section 1.10* - The National Council shall meet annually at a time and place appointed by the president. Special meetings of National Council may be called by the president or upon the written request of three members of the National Council.

*Section 1.11* - The National Council shall employ an executive director. Additional duties of the National Council are as follows: to govern between conferences, to ensure implementation of policies and procedures as directed by the membership, to articulate the Society's mission and purpose and to maintain its standards, to ensure effective organizational planning and evaluation of programs and services, to endorse the budget and to maintain the fiduciary responsibilities of the corporation, to recommend expansion and/or disaffiliation of chapters, to grant selection exceptions, to call national conferences, to submit an annual report to the delegates, to maintain accurate minutes of all proceedings, to serve as liaisons to committees and to represent the organization as appropriate.

## **Section 2 - Section Coordinators**

*Section 2.1* - Chapters shall be grouped geographically into sections and assisted by section coordinators and/or other designated volunteers.

*Section 2.2* - Each section coordinator shall be a liaison between the National Council, National Office and the collegiate and alumni chapters, and shall coordinate the work of chapters in their section.

*Section 2.3*- Section coordinators shall be appointed by the national president for a two- (2) year term and shall be eligible for re-appointment. In the event a vacancy occurs during a term, a new section coordinator shall be appointed to fulfill the unexpired portion of the term and will be eligible for re-appointment at the next re-appointment date.

## **Section 3 - Committees**

*Section 3.1* - The following committees and their chairpersons shall be appointed by the National Council and shall be accountable to the National Council: alumni, chapter development, communications, expansion, governance, membership and nominations. Chairpersons shall be appointed for two- (2) year terms and shall be eligible for re-appointment. Committee membership shall include students, alumni and a National Council member who shall serve as a liaison for the committee to the National Council. The executive director shall be a non-voting, ex officio member of all committees. Each standing committee will submit an annual report to the National Office and the National Council.

*Section 3.2* - The purpose of each committee follows:

- A) The alumni committee shall review and recommend strategies and programs to maintain ongoing

contact with alumni members and for the development of alumni chapters.

- B) The chapter development committee shall review and recommend strategies, programs, and policies in support of collegiate chapters.
- C) The communications committee shall advise the National Office regarding all national publications, and review and make recommendations on editorial policies, public relations, marketing and electronic initiatives.
- D) The expansion committee shall review and recommend strategies and policies for the installation of new chapters. The executive director is the Society's representative with institutions in the expansion process.
- E) The governance committee shall review the Society's *Bylaws* and revisions to the *Bylaws* submitted by the Society's members, committees and/or the National Council. The committee's recommendations shall be presented at a national conference for membership consideration.
- F) The membership committee shall review and make recommendations on membership policies and materials. The national vice president will serve as a member of this committee.
- G) The nominations committee shall seek to develop and identify a qualified and representative pool of candidates for national leadership positions and work with the conference nominations committee to conduct elections at the national conference.

*Section 3.3* - Committees shall be authorized to meet as needed and perform their tasks using mail, e-mail or conference calls.

*Section 3.4* - The national president shall appoint all other committees with the approval of National Council or as directed by the National Conference.

## **Section 4 - National Office**

*Section 4.1* - The National Office shall be the headquarters of the Society. The address of the registered office of the Society is 1200 Chambers Road, Suite 201, Columbus, Ohio 43212. The registered agent of the National Office shall be the executive director.

*Section 4.2* - The National Office shall perform the daily functions necessary to maintain the Society in accordance with the *Bylaws*. The executive director shall be hired by the National Council and the Mortar Board National Foundation Fund as the chief officer of the National Office. The executive director shall hire and supervise staff. The duties of the staff shall be outlined in the job description of each National Office staff member.

## ARTICLE V

### Meetings

#### **Section 1 - Conferences**

*Section 1.1* - Any reference to “conference(s)” within these *Bylaws* shall be interpreted to include either the “National Conference” or a “Special National Conference.”

*Section 1.2* - The only voting members of any conference, in conference committees or in business sessions, shall be the delegates from the collegiate chapters. They shall be considered the supreme governing body of the Society.

*Section 1.3* - All details pertaining to any conferences shall be arranged by the National Office and the officers of the National Council shall be the officers of the conferences.

*Section 1.4* - Each collegiate chapter shall be represented at conferences by one delegate who shall be the president of the chapter or the designated alternate. The name of the delegate shall be sent by the chapter president to the National Office. Pending verification of voting credentials, the delegate shall have one vote on all questions, whether or not instructed by the chapter.

*Section 1.5* - Conference committees shall be established and assigned as needed. The national president shall appoint conference committees composed of official voting delegates, standing committee members and advisors. Each conference committee shall elect a chairperson from its voting delegate members.

*Section 1.6* - The delegates to conferences shall be responsible for reviewing the Society’s *Bylaws*. In addition, the delegates shall pass such resolutions and recommendations as shall be deemed appropriate to assist the National Council in the governance of the Society.

A) Conference resolutions are effective for two (2) years unless affirmed by succeeding conferences at the end of the resolution’s term. Resolutions are the Society’s formal statement of philosophy or its deliberate choice of action. Resolutions are looked to by the Society for organizational direction and by chapters for programming direction.

B) Conference recommendations are items suggested for the Society’s leadership and/or chapters to consider.

*Section 1.7* - In the interim between conferences, the government of the Society shall be vested in the National Council.

#### **Section 2 - National Conference**

*Section 2.1* - The “National Conference” shall be the annual meeting of the Society, and it shall be held at a time and place appointed by the National Council.

*Section 2.2* - The National Conference shall include the officers of the Society, section coordinators, standing committee chairpersons, delegates from each collegiate chapter, and other Mortar Board, Inc. members.

*Section 2.3* - The National Council may utilize the aid and advice of conference assistants at national conferences. They shall be selected in the manner prescribed by the National Council.

#### **Section 3 - Special National Conference**

*Section 3.1* - In addition to the National Conference, “Special National Conference(s)” may be held at the request of the national president, with the approval of the National Council, or the national president shall call a Special National Conference upon the written request of three-fourths (3/4) of the active collegiate chapters. Notice of the time, place, method and exact purpose of the meeting must be provided to all active chapters and to the national leadership a reasonable number of days in advance.

#### **Section 4 - Voting capabilities of chapters**

*Section 4.1* - Voting privileges will be suspended for any chapter whose fees have not been paid, or if the official membership report has not been submitted to the National Office. Chapters whose voting privileges are in jeopardy shall be notified by the National Office prior to the national conference.

## ARTICLE VI

### Chapters

This Society shall be composed of collegiate chapters and of alumni chapters. The organization and structure of which shall be set forth *herein*:

#### **Section 1 - Collegiate Chapters**

*Section 1.1* - A collegiate chapter shall be a group of students in a college or university who shall be duly selected, tapped, and initiated as prescribed in these *Bylaws*.

*Section 1.2* - The minimum number of members in a collegiate chapter shall be fifteen (15), or ten percent (10%) of the student body with junior standing, whichever is less. The maximum membership of a collegiate chapter shall be fifty (50) members or one-and-a-half percent (1.5%) of the student body with junior standing, whichever is greater.

## **Selection**

*Section 1.3* - A Mortar Board chapter, recognizing diversity and multiple perspectives as strengths, shall bestow honor upon individuals selected from all possible eligible candidates.

*Section 1.4* - Any school which is administratively a part of another may consider for membership qualified students who are engaged in academic programs in both schools.

*Section 1.5* - New members shall be selected by the existing chapter once a year, after the reporting of fall grades, following procedures established by the National Council as set forth in the current Mortar Board chapter operational handbooks and guides. A unanimous vote standard may not be used.

*Section 1.6* - The names and qualifications of candidates selected for membership and the names of continuing members and honorary members shall be reported to the National Office in accordance with the procedures established by the National Council, as set forth in the current Mortar Board chapter operational handbooks and guides. This Official Membership Report must be approved by an advisor, verifying that proper selection procedures have been followed. This report must be approved by the National Office before the announcement of new members.

*Section 1.7* - No member of National Council or National Office shall have veto power over the selection of a collegiate member except if the candidate fails to meet the scholarship requirement of the Society.

*Section 1.8* - The National Office shall verify the Official Membership Report ascertaining that each candidate meets the requirements of scholarship and intended date of graduation. The National Office may request from a chapter clarification of a candidate's leadership and service qualities and/or reconsideration of a candidate.

*Section 1.9* - A collegiate member of the Society who transfers shall be accepted on the new campus and given the privileges of an active member.

## **Tapping**

*Section 1.10* - Tapping is the historical act of gently tapping a new member on the head with a mortarboard and is a way to publicly recognize a candidate for selection into Mortar Board.

*Section 1.11* - The chapter membership chairperson, with the approval of the chapter president, shall establish a schedule for tapping and initiation of new members which shall be conducted in accordance with the procedures established by the National Council.

*Section 1.12* - One (1) or more current members of the chapter shall tap candidates for membership, in person

unless such tapping is physically impossible.

## **Orientation**

*Section 1.13* - An orientation program for candidates selected for membership shall be held before initiation, emphasizing active commitment to the purposes and goals of the Society, following the format established by the National Council.

*Section 1.14* - The purpose of orientation is to acquaint the newly tapped members with each other, to inform them about the Society and the local chapter, and to motivate them to become active members of the Society. Specifically, orientation will include review of: the purpose and history of the Society, the personal commitment of membership in the Society, the advisors' roles, the offices and their responsibilities, the national project, chapter project(s) and the advantages of membership. More information may be found in the Mortar Board chapter operational handbooks and guides.

## **Initiation**

*Section 1.15* - Collegiate and honorary members must be initiated at a ceremony as outlined in the Mortar Board chapter operational handbooks and guides.

*Section 1.16* - Initiation shall occur no later than four (4) weeks before the last day of classes of the school year preceding the member's year of service.

## **Fees**

*Section 1.17* - Fees for membership shall be sent by each collegiate chapter to the National Office. No person tapped for Mortar Board membership may be initiated prior to payment of the initiation fee to the National Office.

*Section 1.18* - The National Office shall not verify membership of any chapter unless all fees, dues and reports, as required by the National Council, have been submitted. The National Council shall notify chapters whose accounts are not clear and said chapters shall not be permitted to tap or initiate new members until such accounts are cleared.

*Section 1.19* - Each chapter may award one (1) Coral Vanstrum Stevens Membership fee waiver. The fee waiver may be awarded to one initiate or divided among several initiates based on financial need. This allowance is to be non-cumulative and is to be administered by the National Office. The recipient(s) is (are) to be selected confidentially by the chapter president and a chapter advisor. The waiver shall be marked on the Official Membership Report.

## **National Project**

*Section 1.20* - Mortar Board's national project is Reading is Leading. Each chapter shall develop and participate in at

least one literacy program focused on reading and writing skills.

### **Mortar Board Week**

*Section 1.21* - Mortar Board Week will be celebrated nationally during the week in closest proximity to the founding of the Society, February 15, 1918. Mortar Board Week is an opportunity to share and promote the ideals of the Society as well as honor those individuals and organizations that have made a significant difference in the lives of others because of their demonstration of the ideals of the Society.

### **Minimum Standards**

*Section 1.22* - The following list of standards is essential for minimum chapter operations. Officers should refer to the Mortar Board chapter operational handbooks and guides for the required information and deadlines. Chapters must:

- A) Select new members on the basis of distinguished ability and achievement in scholarship, leadership and service, in accordance with established procedures.
- B) Submit the Chapter Planning Calendar and the Membership Selection Plan according to published deadlines.
- C) Prior to tapping, send the names and qualifications of candidates to the National Office on the Official Membership Report for verification.
- D) Tap new members before the end of the school year.
- E) Hold an orientation program prior to initiation for those tapped.
- F) Hold an initiation ceremony for new members.
- G) Collect the national fees associated with membership prior to initiation. Submit all membership and chapter fees together with the Official Membership Report to the National Office.
- H) Elect new chapter officers before the end of the school year. The outgoing chapter officers in cooperation with the advisor(s) shall orient the new officers before the end of the school year. All officers are to receive, maintain and pass on a manual of pertinent information for that office.
- I) Hold regular and frequent meetings (a minimum of once a month during the school year).
- J) Establish a participation policy.
- K) Have at least one advisor. It is recommended that a chapter have more than one (1) and that advisors serve for a minimum of two (2) years to aid in continuity of chapter operations.
- L) Submit an annual report, including a financial

report (and appropriate IRS forms, if necessary) to the National Office by the end of the school year. If a chapter's annual income exceeds the minimum threshold set by the Internal Revenue Service, the chapter must comply with the reporting requirements and copy the National Office on all correspondence.

- M) Send a delegate to the conference(s).
- N) Develop and implement programs related to the ideals of scholarship, leadership and service that encourage collaborations between the chapter and other student organizations, alumni, other Mortar Board chapters or the community at-large.
- O) Develop and implement programs related the National Project, Reading is Leading.

Successful chapters will go beyond the minimum list above. The Mortar Board chapter operational handbooks and guides include recommendations for chapter development.

Chapter reports, reporting deadlines for membership, chapter operations and maintenance of tax exempt status will be established by the National Council. The listing of the required reports and optional reports is published in the Mortar Board chapter operational handbooks and guides.

### **Officers**

*Section 1.23* - All new chapter officers shall be elected before the end of the spring term by incoming chapter members in the presence of the retiring chapter after orientation and initiation by the retiring chapter. The procedure for election shall be established by the National Council.

*Section 1.24* - Orientation of new advisor(s) shall be the responsibility of the chapter president and/or the current chapter advisors.

*Section 1.25* - The Officer Address Information Report shall be submitted to the National Office by June 1.

*Section 1.26* - Chapter officers shall consist of a president, a vice president, a secretary, a treasurer, a director of communications, an historian, a membership chairperson and an alumni chairperson. The duties of each chapter officer shall be as follows:

- A) The president shall call all meetings and preside over them, vote upon the selection of new members, vote upon all other matters in case of a tie, vote upon requests, be responsible for chapter orientation, ensure officer training, and appoint all committees. The president shall send required chapter reports to the National Office. The president shall be the delegate to conference(s). If necessary, the president may appoint a designated

- alternate to serve as the conference delegate. The president shall hold no other chapter office.
- B) The vice president shall preside and perform the duties of the office of the president in the case of the absence or disability of the president.
- C) The secretary shall keep the minutes of each meeting and conduct the necessary correspondence. The secretary shall notify new members of their selection and shall notify all members and advisors of each meeting.
- D) The treasurer shall have charge of all finances, collect fees, pay bills and submit a report to the chapter on a regular basis, as determined by the chapter. The treasurer shall be responsible for the chapter financial report, submit any forms required by the Internal Revenue Service, if necessary, and make an annual report to the National Office.
- E) The director of communications shall be responsible for chapter publicity and shall act as correspondent to the *Mortar Board Forum*. As such, the director of communications shall be responsible for submitting a minimum of one contribution per academic year.
- F) The chapter historian shall compile and maintain a chapter history and update the chapter's file in the national archives.
- G) The chapter membership chairperson shall be responsible for organizing and implementing the selection, tapping and initiation of new members.
- H) The alumni chairperson shall act as liaison with area and chapter alumni and shall establish and maintain a mailing list of chapter alumni for both local and National Office records.

### **Officer Dismissal**

*Section 1.27* - After consultation with the chapter's advisors and the National Office, a collegiate chapter shall have the authority to remove for cause, individual officers pursuant to procedures set forth in these *Bylaws*. Sufficient cause for removal may include, but is not limited to continued unexcused absences from the meetings of the chapter; not attending to assigned or elected duties of the chapter; inexcusably failing to meet financial obligations to the chapter; violating the *Bylaws* of the Society or the *Bylaws* of the chapter; violating a rule, practice, or procedure adopted by the chapter; or displaying conduct deemed contrary to the interests of the chapter. The removal of an officer shall be reported to the National Office. In all cases where a chapter wishes to remove an officer, the following procedure should be implemented by the chapter:

- A) The chapter shall obtain documented evidence of the following and submit copies of the same to the National Office:
1. Accurate documentation of the charge(s) against the officer;
  2. Immediate personal contact of the officer in question by another, designated officer with an opportunity to meet in person with the chapter prior to dismissal action;
  3. A letter sent to the officer in question notifying of the chapter's action and the right to appeal within two weeks of receipt of said letter. Included in this letter must be the National Office's address to which a letter of appeal should be submitted; and a written statement from the chapter advisor regarding the proposed removal.
- B) A two-thirds (2/3) affirmative vote of no less than fifty-one percent (51%) of the chapter is required to remove an officer. An advisor must be present at the meeting where this vote is taken.
- C) In instances in which the removed officer wishes to appeal the removal, the following procedure shall be implemented:
1. The removed officer shall contact the National Office within two (2) weeks of the receipt of the official letter of removal.
  2. The national vice president shall review the decision of the chapter in consultation with two (2) other members of the National Council.
  3. The decision of the national vice president shall be final and transmitted to the appellant and the collegiate chapter.

*Section 1.28* - In the case of a chapter officer resignation or other vacancy, the chapter shall elect a new officer following election procedures as established by the National Council.

### **Advisors and Administrative Liaisons**

*Section 1.29* - Each collegiate chapter shall select at least one (1) advisor who shall act as the administrative liaison, and be chosen from those persons who have faculty or administrative status and have an affiliation with the college or university. The administrative liaison may assist the chapter in obtaining the names of candidates eligible for membership, maintaining chapter archives, securing access to campus facilities and providing a permanent campus mailing address. Chapters are encouraged to select additional advisors. The National Council shall establish procedures for the selection of advisors and

their duties.

*Section 1.30* - The advisors shall meet with the new chapter in the spring and assure that at least one (1) advisor attends selection meetings, assists in the preparation of chapter programs, checks the chapter budget and promotes chapter continuity through orientation of new chapter officers. At least one (1) advisor must be present at every regular meeting. All advisors shall certify the list of new members.

#### **Affiliation**

*Section 1.31* - Any four- (4) year, baccalaureate degree-granting institution which is accredited by its regional accreditation association may be considered for granting of a charter in the Society.

*Section 1.32* - The *Bylaws* of the prospective chapter shall be consistent with the *Bylaws* of the Society.

*Section 1.33* - Application procedures for the affiliation of a new chapter will be established by the National Council. Applications will be accepted by the National Office and approved by the National Council.

#### **Withdrawal and Disaffiliation**

*Section 1.34* - A chapter may withdraw from the Society through a vote of no less than two-thirds (2/3) of that chapter's collegiate members. A written notice, signed by an authorized chartering school official, and if available, an officer of the local supporting alumni chapter, must be submitted to the National Office for National Council approval.

*Section 1.35* - After one (1) infraction of the above listed minimum standards, the National Council may place a chapter on probation for twelve (12) months or until the infraction is corrected. Within this twelve- (12) month period, if either the original infraction is not corrected or any additional infractions occur, the National Council may place the chapter on an inactive list and recommend disaffiliation of the chapter at the next conference. If the chapter chooses not to select new members, the National Council shall take immediate action.

*Section 1.36* - After having been placed on the inactive list, chapters may be disaffiliated by a two-thirds (2/3) vote of the delegates attending a conference.

*Section 1.37* - The national president must request that the following items be returned from any withdrawn or disaffiliated chapter: Mortar Board charter and chapter roll. The group must not use the name of Mortar Board nor its insignia. No published announcement of the action is made, but an announcement is included in the national president's Annual Report.

*Section 1.38* - Any withdrawn or disaffiliated school may apply for reinstatement in the same manner as any school

petitioning for a new chapter.

#### **Section 2 - Alumni Chapters**

*Section 2.1* - Five (5) or more alumni of the Society may associate themselves as an alumni chapter.

*Section 2.2* - To remain active, an alumni chapter shall submit the following items annually by June 15 to the National Office: a list of members' contact information, a year-end report, a financial report and the annual dues. If an alumni chapter's annual income exceeds the minimum threshold set by the Internal Revenue Service, the chapter must comply with the reporting requirements and copy the National Office on all correspondence.

### **ARTICLE VII**

#### **Finances**

##### **Section 1 - Society Funds**

*Section 1.1* - The Society shall use its funds only to accomplish the purposes stated in these *Bylaws*, and no part of the Society's funds shall inure or be distributed to the members of the Society. On dissolution of the Society all assets shall be used to discharge any obligations and the funds remaining shall be distributed to one or more duly organized not-for-profit charitable, educational, scientific or philanthropic organizations to be selected by the National Council.

##### **Section 2 - Annual Audit**

*Section 2.1* - An annual audit of the Society will be conducted by an independent auditor. A financial statement of the Society shall be made available to the membership, chapters, and national volunteers within three (3) months of the completion of the audit. The National Council will follow established procedures for reviewing the financial condition of the Society between audits.

##### **Section 3 - Chapter Funds**

*Section 3.1* - When an alumni chapter or collegiate chapter becomes inactive, any funds remaining in the alumni chapter or collegiate chapter account after local obligations have been met should be transferred to the Society. If the alumni chapter or collegiate chapter is reinstated within five (5) years, any funds previously transferred by that chapter to the Society will be returned.

##### **Section 4 - National Conference Fee**

*Section 4.1* - At least six (6) months before each national conference, the National Council shall determine what

portion of the transportation and hotel costs can be paid from the national treasury without jeopardizing funds. Should an additional amount be needed, it shall be determined at least six (6) months in advance of the national conference and shall be divided among the chapters for payment. This shall be known as the conference fee.

*Section 4.2* - Expenses for the national conference for one official delegate from each chapter shall be paid from the national treasury.

## Article VIII

### Awards and Recognition

Requirements and criteria for the granting of these awards will be distributed and shared with chapters in the Mortar Board chapter operational handbooks and guides at the beginning of the chapter year.

#### *Section 1* - Chapter Awards

*Section 1.1* - Mortar Board recognizes the importance of the work done by each chapter to promote the ideals of scholarship, leadership and service. Chapter awards, as identified in the Mortar Board chapter operational handbooks and guides, annually recognize these accomplishments and successes of each chapter.

#### *Section 2* - Individual Awards

*Section 2.1* - Individual awards, as identified in the Mortar Board chapter operational handbooks and guides, annually recognize individuals for their outstanding contributions and embodiment of the Society's ideals. These awards will be evaluated by a committee of no less than three appointed by the national president.

#### *Section 3* - Other Recognition

*Section 3.1* - Citations, as identified in the Mortar Board chapter operational handbooks and guides, may be given annually, by either a chapter or the National Council, to recognize individuals or entities for distinguished contributions to the ideals of scholarship, leadership and service and shall also promote equal opportunities among all peoples while advancing the goals and purposes of the Society. A nomination by a chapter must be submitted to the National Office for approval at least four (4) weeks prior to presentation.

## Article IX

### Exceptions

In extraordinary cases, permission for exceptions, with the respect to any of the above may be granted by the National

Council or its designated representative. An exception petition shall be submitted to the National Office for consideration in accordance with procedures established by the National Council.

## Article X

### Supremacy Clause

The *Bylaws of Mortar Board Inc.* shall be the supreme law of this Society, and this Society shall be bound thereby. This supremacy clause provides that when the *Bylaws of Mortar Board, Inc.* are in conflict with the governing documents of any Mortar Board affiliated chapter, the Bylaws of Mortar Board, Inc. shall prevail.

## Article XI

### Parliamentary Authorities

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the proceedings of this Society in all cases to which they are applicable and in which they are not inconsistent with these *Bylaws* and/or any special rules of order this Society may adopt.

## Article XII

### Amendment of Bylaws

These *Bylaws* may be amended at any conference by a vote of two-thirds (2/3) or at any time by a vote of two-thirds (2/3), provided that advance notice has been given. Advance notice and copies of any proposed amendments shall be sent to all delegates at least sixty (60) days prior to a vote being taken. A lack of vote constitutes an affirmative vote. All proposed amendments must be submitted to the National Office by March 15 to be considered at that academic year's national conference. The National Council shall refer any amendments submitted after March 15 to the appropriate committee for consideration during the following year.

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*All proposed amendments must be submitted to the Governance Committee at [governance@mortarboard.org](mailto:governance@mortarboard.org) by March 15 for amendments to be discussed at the conference held that same year. For items to be addressed at the 2012 Mortar Board National Conference, they must be submitted by March 15, 2012.*

# Mortar Board Privacy Policy

*(Adopted by the National Council July 25, 2002 and by the National Foundation July 28, 2002)*



## **We respect your privacy**

Mortar Board, Inc. (hereinafter "Mortar Board," "we", or "us") is committed to protecting its members' privacy. Mortar Board has created this privacy policy to protect the privacy of the members and the privacy of visitors using the Mortar Board Web pages (the "Site").

## **What information does Mortar Board collect?**

We collect only the information we need to serve you and administer our business. Mortar Board does not collect information that identifies you personally ("Personal Information") unless you voluntarily provide it to Mortar Board to enable us to provide you with requested services and information. We collect, process and use Personal Information for performing the services you request, as well as to raise revenue to establish additional fellowships for students and to support local chapters' programs.

When you agree to membership, you agree to give Mortar Board your contact information. We ask members for their full legal name, permanent home address, telephone number and email. We also collect the initiation date of the member, chapter officer designation (if applicable), gender and date of graduation from the initiating chapter. You may voluntarily contribute to the Foundation or receive a Mortar Board Fellowship and that information is recorded. If you are a delegate to the National Conference, that is recorded. If you wish to be part of the Career Network, the job title and company of employment is recorded.

You also may encounter surveys and other features on the Web site that ask you to provide Mortar Board with non-personal information to help Mortar Board improve the services that we provide to you.

## **How is my information used?**

Personal Information is required from you in order for you to receive certain information from Mortar Board.

When you join Mortar Board, you consent to giving your non-personal and Personal Information, which may be shared with our partners ("Participating Companies.") Participating Companies are companies that have entered into agreements with Mortar Board in return for the right to use Mortar Board's name, insignia and access the personal information of members. Mortar Board does not sell its membership list. Mortar Board will share your Personal Information with a Participating Company unless you state in writing that you do not consent. A Participating Company may then contact you using the information that we supply. Mortar Board encourages you to consent to this because it will help ensure that the organization will be able to increase the number of fellowships and give the local Mortar Board chapters the ability to access additional funds.

The information from the Demographic Survey of new members may be used to contact a member when necessary. We may, from time to time, use anonymous data and data from surveys to compile statistics for review and promotion of Mortar Board.

Mortar Board may disclose personal information if required to do so by law or in the good faith belief that such action is necessary to: a) conform to the edicts of the law or comply with legal process served on Mortar Board or the Site; b) protect and defend the rights or property of Mortar Board, the Site, or the members of Mortar Board; and c) act under exigent circumstances to protect the interests of members of Mortar Board or the public.

## **What other ways can my information be collected and used?**

The Site offers links to Participating Companies' Web sites. When you click on these links, you will be transferred to a Participating Company's Web site. Mortar Board has no control over the privacy policies or information that these sites may request of you. Mortar Board is not and cannot be held responsible for the privacy practices or content of these sites. You will need to contact Participating Companies or third parties separately to unsubscribe from their services.

Linking to Participating Companies may place cookies on your computer. These companies and businesses may use non-personal information (not including your name, address, email address or telephone number) about your visits to this Site and other Web sites in order to provide advertisements. We do not have access to these cookies or any information that they may contain. How is my information protected?

While we cannot guarantee that loss, misuse or alteration of data will not occur, we take many precautions to prevent such events. Your Personal Information is stored in a Mortar Board secure operating environment not available to the public. Mortar Board employs encryption methods and protection via The Ohio State University secured server to protect your Personal Information. We also limit access of Personal Information to Mortar Board employees who need the Personal Information to perform their jobs at Mortar Board.

## **Can I opt out?**

Mortar Board allows members to inform us via written communication what they do not wish to receive. Members who choose not to receive any notices will still remain in the database, but will not receive further information from Mortar Board or any Participating Companies.

## **How do I update my information?**

Mortar Board allows you to update your information by going to the online Alumni Address Update Form or by emailing, calling or writing the National Office.

## **What if I have a question?**

If you have any questions about this privacy statement, the practices of this Site, or your interaction with Mortar Board, please email the National Office at [mortarboard@mortarboard.org](mailto:mortarboard@mortarboard.org) or call (800) 989-6266.