

THE CONSTITUTION OF MORTAR BOARD NATIONAL COLLEGE SENIOR HONOR SOCIETY AT THE OHIO STATE UNIVERSITY

First drafted by the Constitutional Convention DECEMBER 7, 2001

Final draft completed March 18, 2016

PREAMBLE

We, the 2022 – 2023 class of the Mabel G. Freeman chapter of Mortar Board National College Senior Honor Society at The Ohio State University, in an attempt to better organize the rules, rights, requirements, responsibilities, and traditions of this organization, recognize the importance of putting forth a written and amendable constitution with the purpose of promoting equal opportunities among all peoples, emphasizing the advancement of the status of women, supporting the ideals of The Ohio State University, advancing a spirit of scholarship, recognizing and encouraging leadership, providing service, and establishing the opportunity for a meaningful exchange of ideas as individuals and as a group.

ARTICLE I. NAME

Section 1. The name of this group shall be Mortar Board Senior Honor Society at The Ohio State University, hereafter referred to as OSU Mortar Board.

Section 2. The insignia shall consist of a black mortarboard with gold edging and tassel, superimposed on the Block O of Ohio State. The Greek initials of the motto shall be stamped on the pin: Pi Sigma Alpha.

Section 3. The colors of OSU Mortar Board shall be silver and gold, signifying opportunity and achievement.

ARTICLE II. MEMBERSHIP

Section 1. OSU Mortar Board, as an honor society, shall be an association of individuals selected for distinguished ability and achievement in scholarship, leadership, and service.

Section 2. Membership shall be composed of collegiate, alumni, and honorary members.

Section 3. Members shall be selected as provided in the Bylaws. After consultation with the advisers, OSU Mortar Board shall have the authority to dismiss individual members under the procedures set forth in the Bylaws and Standing Rules.

Section 4. Alumni members shall be those members who, by reason of graduation or designation by the chapter, are no longer collegiate members.

Section 5. OSU Mortar Board may select persons to honorary membership as provided in the Bylaws.

ARTICLE III. GOVERNMENT

Section 1. The Constitution of Mortar Board, Inc., hereafter referred to as the society, shall supersede this Constitution in any areas of conflict.

ARTICLE IV. AMENDMENTS

Section 1. This Constitution may be amended by members of OSU Mortar Board by the affirmative vote of two-thirds (2/3) of the current membership. Absentee voting is permitted with procedures established by the President.

Section 2. All proposed amendments must be submitted to the general body two weeks in advance of consideration of a vote.

BYLAWS

ARTICLE I. MEMBERSHIP

Section 1. Collegiate Membership

A. Qualifications for active membership shall be service, scholarship, leadership, and a commitment to promote the goals and purposes of Mortar Board, Inc.

B. All those students eligible shall be given the opportunity to be considered for membership.

C. Qualifications for application and membership include: graduation no earlier than the following winter term, good academic standing with the university, a minimum GPA of 3.0 (or top 35% of junior class, whichever is higher), no current or prior membership in any other senior class honoraries, and a minimum class rank of "3" or junior status.

D. New members shall be selected for admittance into OSU Mortar Board once per year. An individual shall be considered selected upon receiving a minimum percentage of votes agreed on by the chapter. This percentage shall not be less than eighty percent (80%) of the present and voting members of OSU Mortar Board. Quorum for selections and all regular meetings is established at one person above 50% of current membership. A unanimous vote standard may not be used. No absentee or proxy votes shall be accepted. Abstentions should not be used unless absolutely necessary during selection voting. Abstentions will count as nothing (neither affirmative nor negative), with the percentage of those voting to be revised accordingly. Each class may alter the application process given advisor consent, but not the selections process.

E. In exceptional membership cases, permission for selection exceptions may be granted by the National Council or its designated representative, including scholarship exceptions. The petition for such selection shall be submitted to the National Office in accordance with the procedures established by the National Council.

F. A collegiate member of the Mortar Board, Inc. who transfers to The Ohio State University will be accepted and given the privileges of an active member, regardless of the number of current OSU Mortar Board members.

G. This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

H. Membership fees must be paid before a candidate is initiated. OSU Mortar Board may make exceptions as deemed necessary after consultation with the advisors and the National Office, such as students studying off campus during the time of initiation. Students who defer their active membership year must pay the initiation fee as stated above and commence the active year of membership within two years.

I. The minimum number of new initiates in OSU Mortar Board shall be forty. The maximum number of new initiates in OSU Mortar Board shall be fifty.

J. OSU Mortar Board may choose one, two, or three honorary members. Collegiate members may nominate candidates for honorary membership. Candidates must receive 80% affirmative vote of the members present to be awarded honorary membership.

ARTICLE II. PARTICIPATION REQUIREMENTS

Section 1: Attendance Requirements:

A. Each general member of the Mortar Board chapter will be permitted only one unexcused absence per term (general meetings). Each officer will be permitted only one

unexcused absence per term (including both general and officer meetings). Absences will be considered excused at the discretion of the President and Secretary.

B. Each member of the Mortar Board chapter must participate in fundraising events. Guidelines will be determined on a quarterly basis. In the case that no fundraising event is scheduled for the term, all members are excused.

C. Each member of the Mortar Board chapter must participate in the Reading is Leading service.

D. Each member of the Mortar Board chapter must participate in one additional Mortar Board service project per quarter.

E. Each member of the Mortar Board chapter must participate in Orientation, Retreats, Pillow Fight, Selections, Mortar Board/SPHINX Faculty and Staff Reception, Tapping, and Initiation. Outside of these mandatory events, participation is strongly encouraged in all other activities.

F. Exceptions to any of the above guidelines will be addressed on an individual basis and must be approved by the President and corresponding chairperson.

Section 2: Enforcement and Penalties:

Failure to adhere to the aforementioned guidelines will result in dismissal from the OSU Mortar Board chapter as well as removal from the National Mortar Board Roster.

The following “warning procedure” shall be practiced to allow members in questionable standing time to reaffirm their commitment to the Mortar Board ideals and regain active membership without dismissal,

A. After a member’s second unexcused absence, the member shall receive a phone call from the Secretary, encouraging the member’s participation.

B. After a member’s third unexcused absence, the member shall receive a letter from the Secretary, encouraging the member’s participation.

C. After a member’s fourth unexcused absence or upon evaluation of participation beyond general meetings, the member’s name shall be called to vote for dismissal by the executive board.

D. Shall the executive board decide on said member’s dismissal, the Mortar Board chapter will follow guidelines for Dismissal of Collegiate Members as outlined in the Mortar Board National Constitution, Article II, Section 3.

Section 3. Dismissal of Collegiate Members

A. OSU Mortar Board may dismiss members on the basis of the following: failure to fulfill participation requirements, non enrollment, violation of the Code of Student Conduct or violation of public laws as violations reflect poorly on OSU Mortar Board and Mortar Board, Inc.

B. In all cases where OSU Mortar Board wishes to dismiss a member, OSU Mortar Board shall obtain documented evidence of the violation and submit copies of the same to the National Office:

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

i. The dismissed member shall contact the National Office within two weeks of the receipt of the official letter of dismissal.

ii. The Vice President of the Society shall review the decision of the chapter in consultation with two other members of the National Council.

iii. The decision of the National Vice President shall be final and transmitted to the appellant and the collegiate chapter.

Section 4. Resignation of Collegiate Members

An individual member of the Society may resign pursuant to the following procedure: 1) The person notifies the chapter president in writing of the intent to resign. 2) The chapter president notifies the advisors and the National Office. 3) The person shall be asked to return their pin and certificate of membership to the National Office. 4) Membership fees are not refundable.

ARTICLE III. MORTAR BOARD CHAPTER

Section 1. Chapter Meetings

General body meetings shall be held every two weeks. Executive Board meetings shall be held at the discretion of the Executive Board.

Section 2. Quorum

Quorum shall be one person above 50% of current collegiate members and is required for all business at general meetings.

Section 4. Election of Chapter Officers

All new chapter officers shall be elected within three weeks of initiation. All new and continuing members shall be eligible to vote.

Section 5. Chapter Officers

Chapter officers shall consist of a President, Secretary, VP of Finance, VP of Membership, VP of Communications, VP of Service, VP of Traditions, VP of Major Events, Fundraising Chair, Technology Chair, Selections Chair, Tapping Chair, Inductions Chair, Alumni Liaison/Historian, two AOSCH (Association of Ohio State Class Honoraries) representatives,

and a Faculty/Staff Reception Chair. **The Executive Board will consist only of the President, Secretary, VP of Finance, VP of Membership Development, VP of Communications, VP of Service, VP of Traditions, and VP of Major Events. Other officers will attend Executive Board meetings only as needed and at the discretion of the President and advisors.** The duties of each chapter officer shall be as follows:

A. The President shall call and preside over all OSU Mortar Board meetings, vote upon the selection of new members, vote upon all other matters in case of a tie, vote upon request, and ensure officer training and transition. The President shall send required chapter reports to the National Office. The president shall also be the default delegate to the National Conference. The president shall hold no other chapter office. Only one person may hold this position.

B. The Secretary shall keep minutes of each meeting, conduct and file chapter correspondence, and maintain electronic records for the chapter. The Secretary shall also notify all members and advisors of upcoming meetings and events. Only one member may hold this position.

C. The VP of Finance 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 Executive Board. The VP of Finance shall be responsible for the audit of the chapter financial report, submit any forms required by the Internal Revenue Service and/or the university, if necessary, and provide an annual report to the National Office. Only one person may hold this position. The VP of Finance shall oversee the Finance Committee, which shall be a committee comprised of elected positions and general members who assist in organizing fundraising events. Elected positions within the Finance Committee include:

i. The Fundraising Chair shall be responsible for organizing and implementing fundraising activities for the chapter while gauging fundraising needs through communication with the VP of Finance and advisors. The fundraising chair shall report directly to the VP of Finance. Only one member may hold this position.

D. The Vice President of Membership (VP of Membership) shall be responsible for membership development, which shall include, but is not limited to, social activities/events for the current OSU Mortar Board class, any form of chapter retreat that may be held throughout the year, and the organization and implementation of the new member orientation. In the absence of the President, the VP of Membership shall assume the role and responsibilities of the President. Only one member may hold this position. The VP of Membership shall oversee the Membership Committee, which shall be a committee comprised of general members who assist in organizing the aforementioned events.

E. The Vice President of Communications (VP of Communications) shall be responsible for publicizing OSU Mortar Board and its events. The VP of Communications shall be responsible for submitting a minimum of two contributions per academic year to *The Mortar Board Forum*. The VP of Communications shall oversee the Communications

Committee, which shall be a committee comprised of elected positions and general members who assist in publicizing and preparing marketing materials for the OSU Mortar Board chapter. Elected positions within the Communications Committee include:

i. The Technology Chair shall be responsible for maintaining the OSU Mortar Board chapter website and its inherent features, encouraging members to utilize provided technologies for the good of the group, providing new technological services if/when requested or deemed necessary. Only one member may hold this position.

F. The Vice President of Service (VP of Service) shall be responsible for organizing service activities and projects for the chapter, including the national service project of Mortar Board, Inc. The VP of Service will also oversee the Service Committee, which shall be a committee made up of general members who assist in organizing and coordinating service projects.

G. The Vice President of Traditions (VP of Traditions) shall be responsible for overseeing all activities related to the selection and initiation of the next class. The VP of Traditions shall also be responsible for overseeing positions that are entrusted with the role of documenting and collecting pieces of history surrounding the OSU Mortar Board Chapter and the National Mortar Board Honor Society. Only one member may hold this position. The VP of Traditions shall oversee the Traditions Committee, which shall be a committee comprised of elected positions and general members who assist in organizing Selections, Tapping, Inductions, Alumni Relations, and AOSCH events. Elected positions within the Traditions Committee include:

i. The Selections Chair shall be responsible for the organization and implementation of the selections process. This individual shall collaborate with the VP of Communications and the Marketing Committee to promote OSU Mortar Board. The selections chair shall also work with the Executive Board to determine the most efficient application and selections process. The Selections Chair shall report to the VP of Traditions. The Selections Chair shall notify new members of their selection. Only one member may hold this position.

ii. The Tapping Chair shall be responsible for the organization and the implementation of tapping new members. The Tapping Chair shall work with the chapter and advisors to coordinate the tapping schedule of new and honorary members. The Tapping Chair shall report to the VP of Traditions. Only one member may hold this position.

iii. The Inductions Chair shall be responsible for the organization and implementation of the induction ceremony for all new members. The Inductions Chair shall collaborate with the Executive Board while planning the Induction Ceremony. The Inductions Chair shall report to the VP of Traditions. Only one member may hold this position.

iv. The Alumni Liaison/Historian shall compile and maintain a chapter history and update the chapter's file in the National Archives and at The Ohio State University Archives. The Alumni Liaison/Historian shall act as a liaison with area and chapter alumni, and shall establish and maintain a mailing list of chapter alumni for both local and National Office records. The Alumni Liaison/Historian shall also be responsible for coordinating at least one alumni-related event per semester to further the partnership between alumni and active members. The Alumni Liaison/Historian will be responsible for planning and executing an Alumni Networking Night, to be held at least once per year. Only one member may hold this position.

v. The two AOSCH (Association of Ohio State Class Honoraries) representatives shall attend AOSCH meetings, plan and execute inter-honorary events with AOSCH representatives from other honoraries, provide other honoraries with information about Mortar Board, and provide Mortar Board with information about other honoraries and their events. These representatives will report to the VP of Traditions.

H. The Vice President of Major Events (VP of Major Events) shall oversee all major events put on by the OSU Mortar Board chapter, which shall include, but not be limited to the following events: The Last Lecture Series, The All-Ohio Mortar Board Conference, The Emerging Eminence Award, The Mortar Board/SPHINX Faculty and Staff Reception, and The Pillow Fight, as well as those events held in honor of Mortar Board Week. The VP of Major Events shall oversee the Major Events Committee, which shall be a committee comprised of elected positions and general members who assist in organizing the aforementioned events. Defined positions within the Major Events Committee include:

i. The Last Lecture Chair shall be responsible for coordinating the annual Last Lecture Series. These responsibilities extend to contacting potential speakers, obtaining a venue for the lecture, and finalizing day-of logistics. This position will work closely with the Communication committee to market the events. Two members may hold this position, chosen by the VP of Major Events.

ii. The All-Ohio Mortar Board Conference Chair (All-Ohio Chair) shall be responsible for the planning and implementation of the All-Ohio Mortar Board Conference. These responsibilities extend to contacting the official delegates and presidents of other Ohio Mortar Board Chapters to invite them to the conference. The All-Ohio Chair shall work in close collaboration with the VP of Major Events and the President to host an event that mirrors the National Mortar Board Conference. Events, guest speakers, and activities shall be planned at the discretion of the All-Ohio Chair, the VP of Major Events, and the President. Two members may hold this position, chosen by the VP of Major Events.

iii. The Emerging Eminence Award Chair shall be responsible for the organization of the Emerging Eminence scholarship and maintaining correspondence with the Emerging Eminence Award winners throughout the year. Two members may hold this position, chosen by the VP of Major Events.

iv. The Mortar Board/SPHINX Faculty and Staff Reception Chair (FSR Chair) shall be responsible for organizing and coordinating the Mortar Board/SPHINX Faculty and Staff Reception with SPHINX's elected individual. The FSR Chair will report to the VP of Major Events. One member may hold this position, and they shall be elected by the chapter.

v. The Pillow Fight Chair shall be responsible for organizing and coordinating the annual pillow fight event, to be held during fall quarter. The Pillow Fight Chair will oversee a committee that will assist in the planning of this event, and report directly to the VP of Major Events. One member may hold this position, chosen by the VP of Major Events.

Section 6. Officer Vacancies

Each chapter, with approval from the National Office, shall adopt and enforce policies on the removal, resignation, and replacement of chapter officers.

A. Should an officer fail to meet the (inherently more stringent) requirements of membership as an officer (outlined in Bylaws Article II), the process outlined in Bylaws Article II Sections 3 and 4 shall be followed without regard to the fact that the member is also an officer. Resignation by an officer from membership in Mortar Board will be accepted as outlined in Bylaws Article II Section 5.

B. Upon removal or resignation of an officer, the remaining vacancy shall be filled if the position or chair is empty. If, in the case of chairs held by two people, one person remains after the removal or resignation of an officer, the remaining officer may decide whether the vacancy should be filled or should remain empty.

C. If the vacancy is to be filled, nominations (including self-nominations) shall be accepted from the general body at the next general body meeting. Current officers cannot be nominated to fill the vacancy. The president shall call an end to the nominations, and the person with the most votes shall fill the vacancy and become an officer.

Section 7. General Body Members

General body members shall be those individuals who do not hold an elected position. Each OSU Mortar Board general body members shall be required to join a committee of their choosing to aid in the planning and implementation of events.

Section 8. Minimum Standards

OSU Mortar Board shall accomplish, at the very least, the minimum standards set forth by the National Office.

Section 9. Mortar Board Week

The week of February 15th each calendar year shall be designated as National Mortar Board Week. OSU Mortar Board shall actively promote the Mortar Board ideals during this week through multiple events and activities for both active and non-members,

Section 10. Torch Awards

Each OSU Mortar Board class shall aspire to earn the Golden Torch Award each year by submitting all necessary correspondence with the National Office by the deadlines and maintaining the OSU Mortar Board tradition of involvement, far surpassing the minimum standards.

Section 11. Chapter Citations

A Chapter Citation may be conferred upon a person in recognition of an important contribution to an individual chapter of Mortar Board or the community in which it is located. The National Council shall establish the procedure for awarding Chapter Citations.

ARTICLE IV. ADVISORS & ADMINISTRATIVE LIAISONS

OSU Mortar Board shall have three advisors. At least one shall be a Mortar Board alumnus; at least one shall act as an administrative liaison.

ARTICLE VII. FINANCE

Section 1. Establishment of Fees

A. OSU Mortar Board shall abide by the national initiation fee and continuing membership dues as established by delegates to the National Conference. The fees and dues shall confer the benefits of membership as established by the National Council.

B. The chapter may establish a chapter membership fee. This fee must be established prior to selection of the new class.

C. Initiates and continuing members are responsible for the payment of all fees and dues by the date of the regular spring initiation ceremony.

D. OSU Mortar Board shall be responsible for the membership fees of any honorary members.

Section 2. Gift Memberships

One gift membership, known as the Coral Vanstrum Stevens membership, may be granted in each chapter in case of financial need. The policy and procedure for awarding the gift membership shall be established by the National Council.

Section 3. Financial Reports

Mortar Board OSU shall submit an annual financial report to the National Office on forms provided by the National Office. OSU Mortar Board is required to have a minimum audit.

ARTICLE XVI. PARLIAMENTARY AUTHORITY

The current edition of ROBERT'S RULES OF ORDER, NEWLY RE-VISED, shall govern the proceedings of the Society in all cases not provided for in the Constitution, Bylaws and Standing Rules.