**THE CONSTITUTION OF MORTAR BOARD**

**NATIONAL COLLEGE HONOR SOCIETY**

**AT THE OHIO STATE UNIVERSITY**

First drafted by the Constitutional Convention DECEMBER 7, 2001

Final draft completed December 16 , 2024

**PREAMBLE**

We, the 2024 – 2025 class of the Mabel G. Freeman chapter of Mortar Board National College 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 the Mabel G. Freeman chapter of Mortar Board National 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 edging and gold tassel, superimposed on the Block O of Ohio State.

**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.

## **ARTICLE V. NON-DISCRIMINATION STATEMENT**

**Section 1.** OSU Mortar Board 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.

### **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: expected graduation the following Autumn, Spring, or Summer semester, good academic standing with the university, a minimum GPA of 3.0, 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**. OSU Mortar Board 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 members in the collegiate chapter shall be 20, or 10% of the student body with junior standing, whichever is less. The maximum number of members of the collegiate chapter shall be 50 members or 1.5% of the student body with sophomore standing, whichever is greater, unless a greater maximum is allowed by the National Office.

**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 EXPECTATIONS**

#### 

**Section 1: Attendance Expectations:**

**A.** Each general member of the Mortar Board chapter is expected to attend and actively engage in all meetings and events. Attendance will be tracked by the Secretary. Members of the executive team are expected to attend scheduled executive team meetings.

**B.** Each member of the Mortar Board chapter must participate in Selections, Tapping, and Initiation. Active engagement in these activities is mandatory for all members.

**C.** Each member of the Mortar Board chapter is expected to participate in fundraising events, service events, membership events, Faculty and Staff Reception, and other events sponsored by the chapter.

**D.**  Exceptions to any of the above expectations will be addressed on an individual basis and must be approved by the President and corresponding officer.

**Section 2: Enforcement and Penalties:**

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

Members may be removed for reasons including, but not limited to, non-enrollment, lack of attendance, lack of engagement in events, failure to participate in Selections/ Tapping/ Initiation, failure to pay dues, or other behaviors that are contrary to the chapter’s purpose and values as determined by the officers.

The following “warning procedure” shall be practiced to allow members who are at risk for removal to reaffirm their commitment to the Mortar Board ideals and regain active membership without dismissal:

**A.** After any unexcused absence, the member shall receive an email from the Secretary, noting the absence and encouraging the member’s participation.

**B.**  After multiple unexcused absences, or other lack of engagement, the member’s name shall be called to vote for dismissal by the officers by simple majority. If the member in question is an officer, they will be ineligible to vote during this process. Advisors will be available for consultation as needed.

**C.**  If the executive board decides 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 at the discretion of the chapter, but at least once a month. 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 voting procedures at general meetings.

#### **Section 3. Election of Chapter Officers**

All new chapter officers shall be elected within three weeks of initiation. All members of the incoming class shall be eligible to vote.

#### **Section 4. Chapter Officers**

Chapter officers shall consist of a President, Secretary, Vice President of Finance, Vice President of Membership, Vice President of Marketing, Vice President of Service, Vice President of Traditions, Vice President of Major Events, Technology Chair, Selections Chair, Tapping Chair, Inductions Chair, Alumni Liaison, and a Faculty/Staff Reception Chair. The Executive Board will consist of all elected chapter officers.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, including the annual chapter action plan. The president must attend all required President trainings to maintain active student organization status within the university. The president shall attend regularly scheduled meetings with the advisors. The president shall also be the default delegate to the National Conference and liaison to the National Office and Regional Coordinator. The president shall hold no other officer positions within the chapter. Only one member may hold this position.

**B**. The Secretary shall keep minutes of each meeting, maintain the shared electronic records within the chapter, and distribute agenda prior to meetings. . The Secretary shall also notify all members and advisors of upcoming meetings and events. The Secretary shall track all member attendance. Only one member may hold this position.

**C.** 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. In the absence of the President, the VP of Traditions shall assume the role and responsibilities of the President. Only one member may hold this position. The VP of Traditions shall oversee the Traditions Committee, which shall be a standing committee comprised of at minimum elected positions who assist in organizing Selections, Tapping, Inductions. 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 Marketing 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 after tapping has commenced. 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 Initiation Chair shall be responsible for the organization and implementation of the initiation ceremony for all new members. The Initiation Chair shall collaborate with the Executive Board while planning the Initiation Ceremony. The Initiation Chair shall report to the VP of Traditions. Only one member may hold this position.

**D**. The Vice President of Finance (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. The VP of Finance shall be the designated signer on the organization’s bank account. The VP of Finance shall attend required treasurer trainings to maintain active student organization status with the university. The VP of Finance may convene an ad hoc finance committee to support financial operations and fundraising efforts. Only one member may hold this position.

**E**. 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. Only one member may hold this position. The VP of Membership may convene an ad hoc Membership Committee, which shall be a committee comprised of general members or officers who assist in organizing the aforementioned events.

**F**. The Vice President of Marketing (VP of Marketing) shall be responsible for publicizing OSU Mortar Board and its events. The VP of Marketing shall be responsible for capturing photos, generating graphics, and communicating via social media. The VP of Marketing shall be responsible for submitting a minimum of two contributions per academic year to *The Mortar Board Forum*. The VP of Marketing shall oversee the standing Marketing 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. Only one member may hold this position. Elected positions within the Marketing 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.

**ii.** The Alumni Liaison 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 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 shall also be responsible for coordinating at least one alumni-related event per semester to further the partnership between alumni and active members through social and networking activities. Only one member may hold this position.

G. The Vice President of Service (VP of Service) shall be responsible for organizing service and/or philanthropy activities and projects for the chapter, including the national service project of Mortar Board, Inc. The VP of Service may convene an ad hoc service committee, to assist in organizing and coordinating service projects.

**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 Mortar Board/SPHINX Faculty and Staff Reception , as well as those events held in honor of Mortar Board Week. The VP of Major Events shall oversee the standing 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:

**ii.** 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.

I. In addition to standing committees outlined above, any Executive Board member may convene an ad hoc committee to support the operations and activities of the chapter as needed. Any chapter member or officer may serve on an ad hoc committee.

**Section 5. Officer Vacancies**

In accordance with the National Office, these processes shall guide the removal, resignation, and replacement of chapter officers.

**A**. Should an officer fail to meet the requirements of membership as an officer (outlined above in Bylaws Articles II and III), the process outlined in Bylaws Article II Sections 2 and 3 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 4.

**B**. Upon removal or resignation of an officer, the remaining vacancy shall 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 6. General Body Members**

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

#### **Section 7. Minimum Standards**

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

#### **Section 8. 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 events or activities for both active and non-members.

#### **Section 9. Torch Awards**

Each OSU Mortar Board class shall aspire to earn the Gold 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 10. 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**

OSU Mortar Board shall have three advisors who are faculty or staff at The Ohio State University. At least one shall be a Mortar Board alumnus..

**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 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.