

# **Mortar Board National College Senior Honor Society - Mabel G. Freeman Chapter**

## **Student Organization Constitution**

### **ARTICLE I. NAME OF ORGANIZATION**

The name of this group shall be Mortar Board National College Senior Honor Society - Mabel G. Freeman Chapter

### **ARTICLE II. ORGANIZATION PURPOSE**

Mortar Board National College Senior Honor Society - Mabel G. Freeman Chapter, 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 college or 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. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

Mortar Board National College Senior Honor Society - Mabel G. Freeman Chapter *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

Mortar Board National College Senior Honor Society - Mabel G. Freeman Chapter *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### **Section C. Bylaws**

Mortar Board National College Senior Honor Society - Mabel G. Freeman Chapter *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take*

*precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

- 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.

### **Section B. Member Selection**

- A. 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.
- B. 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.
- C. 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.
- D. 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.

### **Section C. Membership Timeline**

Applications for membership in Mortar Board shall open on November 17 of each academic year. All applications must be submitted no later than January 25. Candidate selections shall be conducted on February 14 (in person) and February 15 (via Zoom) between the hours of 11:00 a.m. and 2:00 p.m. The official Initiation Ceremony for newly selected members shall be held on April 12.

### **Section D. Member Removal**

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.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

Advisors shall serve as mentors and trusted resources to the chapter, providing guidance, continuity, and institutional perspective to support the organization's mission of scholarship, leadership, and service. During chapter and Executive Board meetings, advisors shall act as consultative participants offering insight, historical context, and professional judgment to assist student leaders in making informed decisions. As members of the

university faculty and Mortar Board alumni, advisors shall also serve as a bridge between the chapter and the broader Ohio State University community. They are expected to assist the chapter in accessing university resources, connecting with relevant faculty and staff, and ensuring that all activities remain consistent with the standards and policies of both Mortar Board National College Senior Honor Society and The Ohio State University. Advisor's counsel is highly valued and shall be sought regularly to promote the chapter's long-term success, sustainability, and adherence to Mortar Board's ideals.

#### **Section B. Advisor Term**

Advisors shall serve continuously until such time as they voluntarily resign from the position or are otherwise unable to fulfill their duties.

#### **Section C. Advisor Selection**

The chapter will strive to maintain three active advisors serving simultaneously. When an advisor position is newly established or becomes available, the remaining advisors shall seek an eligible individual (preferably a member of the university faculty or staff who is a Mortar Board alumnus) to serve in the role. The selection, subject to unanimous agreement by the remaining advisors, shall be based on the candidate's ability to provide guidance, institutional insight, and support to the chapter. In the event that only one advisor remains, the advisor will seek approval from the Executive Board by way of a majority vote to confirm the appointments of the proposed advisor candidate(s).

#### **Section D. Advisor Replacement**

In the event that no advisors are able to continue serving, the current Executive Board shall convene to identify and appoint suitable replacements. The replacements shall assume all duties and responsibilities of the position upon approval of by a majority vote of the Executive Board.

### **ARTICLE VI. ORGANIZATION LEADERSHIP**

#### **Section A. Officer Positions**

##### Section A. Officer Positions

Chapter officers shall consist of a President, Secretary, Vice President of Finance (considered "Treasurer" of the organization), Vice President of Membership, Vice President of Marketing, Vice President of Service, Vice President of Traditions (considered "Secondary Leader" of the organization), Vice President of Major Events, Technology Chair, Selections Chair, Tapping Chair, Initiation 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

The President shall serve as the Primary Leader of the organization and presiding officer of the Executive Board. 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

The Secretary shall serve as a recordkeeping officer, responsible for maintaining all chapter documentation. The Secretary shall keep minutes of each meeting, maintain the shared electronic records within the chapter, and distribute the 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)

The Vice President of Traditions shall serve as the Secondary Leader of the organization, responsible for continuity, institutional knowledge, and historical preservation. The 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, and 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 Service (VP of Service)

The VP of Service shall serve as the Service and Philanthropy Coordinator of the organization. The Vice President of Service shall be responsible for and oversee all service activities and projects for the chapter, including Service Week, a week-long event during Mortar Board's national week of service. The VP of Service shall also oversee or convene an ad hoc service committee to assist in organizing and coordinating service projects. Only one member may hold this position.

E. The Vice President of Finance (VP of Finance)

The Vice President of Finance shall serve as the Treasurer of the organization, responsible for the financial management of all chapter funds. 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. 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.

F. The Vice President of Membership (VP of Membership)

The VP of Membership shall serve as the Membership Development Officer for the organization. The 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. 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. Only one member may hold this position.

G. The Vice President of Marketing (VP of Marketing)

The VP of Marketing shall serve as the Public Relations Officer for the organization. The 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 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

#### H. The Technology Chair

The Technology Chair shall serve as the Technology and Digital Communications Officer of the organization. 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, and providing new technological services if/when requested or deemed necessary. Only one member may hold this position.

#### I. The Alumni Liaison

The Alumni Liaison shall serve as the Alumni Relations Coordinator of the organization. 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.

#### J. The Vice President of Major Events (VP of Major Events)

The Vice President of Major Events shall serve as the Events and Programming Coordinator of the organization. The 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.

#### K. The Mortar Board/SPHINX Faculty and Staff Reception Chair (FSR Chair)

The FSR Chair shall serve as the Faculty and Staff Engagement Coordinator for the organization. The 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.

L. 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 B. Officer Eligibility**

All members of the incoming class shall be eligible to run for an officer position and vote to fill an officer position. All new chapter officers shall be elected within three weeks of initiation.

### **Section C. Officer Selection Process**

Officers will be selected through a self-nomination process. Any member who would like, will express interest via email, to the president indicating the officer position they are interested in running for. Once the final list of candidates are gathered by a set deadline, mandatory elections will be held for the new initiates to vote for who they'd like to fill officer positions. Officers must be selected by majority vote of the members present for the officer election meeting, which will be facilitated by the current officers and advisors.

### **Section D. Officer Removal**

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 chapter meetings; 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 affirmative vote of no less than 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 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 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.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

The dissolution of this chapter of Mortar Board shall occur only after careful consideration and after a vote of no less than two-thirds of the active membership. Prior to such a vote, the Executive Board shall convene to discuss the chapter's ability to fulfill its purpose and obligations as defined by the Mortar Board National College Senior Honor Society and The Ohio State University. Dissolution shall be pursued only when it has been determined that the chapter can no longer operate in a manner consistent with its mission, values, or requirements for recognition as a student organization.

### **Section B. Dissolution Procedures, including Assets and Debts**

In the event of dissolution, all outstanding debts and financial obligations of the chapter shall be settled in full prior to the distribution of any remaining assets. Any remaining funds or property shall be transferred to the Mortar Board National Office or, if deemed appropriate by the Executive Board and consistent with university policy, donated to The Ohio State University Foundation to support student leadership and scholarship initiatives. The Executive Board, in consultation with the chapter advisor(s) and the university's Office of Student Life, shall oversee the completion of all required administrative steps, including notification of the Mortar Board National Office, final financial reconciliation, and closure of all chapter accounts. Dissolution shall not be considered complete until all such actions have been finalized and documented in accordance with university and national organizational procedures.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

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.