

Pacific Lutheran University

CHAPTER OF MORTAR BOARD Bylaws

PREAMBLE

We, recognizing the advantage of a national union of senior honor societies, do hereby become a chapter of Mortar Board National College Senior honor Society, whose purpose is to facilitate cooperation among all chapters, to contribute to the self-awareness of its members, to promote equal opportunities among all people, 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 I. NAME and ESTABLISHMENT

Section 1.

We are the chapter of Mortar Board Honor Society at Pacific Lutheran University. An official name will be determined and voted on by the newly elected officers and selected members of the chapter.

Section 2.

- a. This Mortar Board Chapter is affiliated with the national organization, Mortar Board and will abide by the *Bylaws of Mortar Board, Inc.*
- b. This club will abide by the stated objectives of Pacific Lutheran University as well as the rules and regulation established by the University and is responsible to University authorities.

ARTICLE II. MEMBERSHIP

Section 1.

Mortar Board, as a national honor society, is an association of students selected in their junior year for distinguished ability and achievement in scholarship, leadership, and service. Those selected serve as collegiate members for one year while seniors.

Section 2.

Membership is open to all PLU students who have a 3.5 GPA and meet the standards set forth by the *Bylaws of Mortar Board, Inc.* as outlined in Section 3.

Section 3.

This chapter may select collegiate members and honorary members according to the *Bylaws of Mortar Board, Inc.* Qualifications for collegiate membership are scholarship, leadership, service, and a commitment to promote the goals and purposes of Mortar Board as expressed in the Preamble.

- a. All those students eligible must be given the opportunity to be considered for membership.
- b. New members are selected only once a year, following procedures established by the National Council as set forth in the current Membership Handbook. No absentee or proxy votes may be accepted. A member may not abstain from voting.
- c. Each candidate must meet the scholarship requirements for collegiate membership set forth in the *Bylaws of Mortar Board, Inc.* and must be actively enrolled and a student in good standing in his/her junior year or the equivalent status in units or hours. The intended date for the candidate's graduation shall be no sooner than one semester following initiation, summer school excluded. Collegiate membership shall be for one year, at least part of which shall occur in the senior year or its equivalent, with a possible extension of a second year for continuing seniors who have paid their national continuing senior fee. Members entering graduate work or otherwise enrolled may continue collegiate membership to complete the full year following the initiation. One no longer enrolled is not eligible to serve as a collegiate member.
- d. In exceptional cases, the National Council may extend permission for selection exceptions. The petition for this exception must be submitted to the National Office in accordance with procedures established by the National Council.
- e. A candidate may be considered for membership a second time if denied in his first year so long as all other membership criteria are met.
- f. Membership in the chapter shall not be limited or denied on the basis of race, color, creed, religion, national origin, age, mental or physical disability, marital status, sexual orientation, or any other status protected by law.
- g. The chapter shall seek nominations from members across all majors and disciplines, student organizations, service organizations, living units and other groups so that the chapter is as diverse as possible.
- h. New members shall pay national dues to the chapter in the amount of \$75.
- i. Continuing senior members shall pay national dues to the chapter in the amount of \$25.
- j. The chapter must initiate a student tapped for membership before the end of the academic year in which she/he was tapped; each student tapped for membership must pay the required membership fee before initiation.
- k. A collegiate member of any active Mortar Board chapter who transfers shall be accepted by the chapter and given the privileges of a member if she/he pays local dues.

Section 4.

The chapter must secure the approval of the National Office of Mortar Board before tapping any candidate, using the method approved by the National Council.

Section 5. Honorary Membership

Honorary membership is the highest honor given by Mortar Board, Inc. It may be conferred by the chapter only upon a person who has made a distinguished contribution toward the advancement of the goals and purposes of Mortar Board at a regional or national level. An honorary member may not be a college student. The candidate for honorary membership should be capable of and willing to continue connection with the chapter and, if possible, serve with the class of members with whom she/he was tapped. The honorary member must be reported to the National Office and permission obtained to tap before tapping.

ARTICLE III. ORIENTATION

Section 1.

- a. Before initiation, the chapter shall hold an orientation program for candidates selected for membership.
- b. The outgoing chapter president, in cooperation with advisors, shall see that each officer fully orients her/his successor.
- c. The orientation of any new advisor is the responsibility of the chapter president and the current chapter advisors

ARTICLE IV. CHAPTER

Section 1. Size of Chapter

The minimum number of members selected annually is at least 15 persons or 10 percent of the student body with junior standing, whichever is less. The maximum membership selected annually is 50 members or 1.5% of the student body with junior standing, whichever is greater.

Section 2. Chapter Meetings

The chapter shall meet at least once per month.

Section 3. Participation

Membership in the chapter requires active involvement. Each member should participate fully in all meetings and events.

Section 4. Election of Chapter Officers

All new chapter officers are elected by incoming chapter members in the presence of the retiring chapter after orientation.

Chapter officers are elected after chapter orientation occurs, and no later than the end of the spring term. All incoming chapter members and continuing members may run for chapter officer positions through a nomination process determined by the outgoing chapter, in consultation with the chapter advisors.

All nominees must indicate their willingness to run for chapter office. Nominations must be submitted to the membership seven days prior to the election meeting. Nominations may be made from the floor, but the nominees must be present to indicate their willingness to those present and voting. Voting is conducted by secret ballot. Proxy or absentee ballots are not allowed. If no candidate receives a majority vote of those members present at the election, a runoff election ensues. If the runoff election results in a tie, the outgoing chapter president may cast the deciding vote. Continuing members may participate in voting.

Section 5. Chapter Officers

Chapter officers shall, at least, consist of a president, vice president, secretary, treasurer, director of communications, membership chairperson, alumni chairperson, technology chairperson and an historian.

- a. Duties of the president and vice president include:
 - a. Call chapter meetings and establish a regular meeting schedule.
 - b. Preside fairly at chapter meetings.
 - c. Facilitate chapter goal setting.
 - d. Meet with other officers regularly; at the first meeting, ascertain that chapter accounts are current and cleared with the National Office.
 - e. Update college/university administrators on chapter activities.
 - f. Offer chapter assistance to the college/university.
 - g. Be familiar with national Bylaws and policies, as well as with chapter bylaws and policies.
 - h. Thoroughly review the national Chapter Minimum Standards and make sure these requirements are being met.
 - i. Verify plans and implementation of the next chapter's orientations; preside over initiation of new chapter members.
 - j. Implement transition/orientation of new officers, advisors and the transfer of resources and files.
 - k. Send the names and contact information of new officers and advisors to the National Office via Officer Address Information Form by the deadline.
 - l. Maintain ongoing communication with national leadership and communicate with the National Office and your section coordinator as often as you can and, at least, by meeting national report deadlines.
 - m. Serve as the official chapter delegate to the national conference and relay information obtained to chapter officers and advisors.
 - n. Correspond with leaders from other Mortar Board chapters and student representatives from the National Council.
 - o. Ensure that all national reports are completed and submitted by each report's published deadline; the president is personally responsible for submitting the Officer Address Information Form, the Chapter Action Plan and the Chapter Annual Report, and may additionally be responsible for submitting other required reports or delegating that responsibility to other officers.
 - p. Verify that the following reports were completed and sent by the indicated officer.
 - i. Membership chair – Official Membership Report
 - ii. Treasurer – Official Membership Report (following payment of all fees), Financial Report
 - iii. Advisor – Advisor Annual Report
 - iv. Director of communications – articles for the Mortar Board Forum and national e-newsletters
- b. Duties of the secretary include:
 - a. You are the source of organization. Keep a binder of all Minutes, correspondence, and chapter paperwork.
 - b. Record Minutes of each meeting and distribute copies to all members.
 - c. Keep accurate roll of members' attendance at the official functions.
 - d. Notify members and advisors of place and time of meetings.
 - e. Notify (in coordination with membership chair) new members of their selection after they have been approved by the National Office.

- f. Notify (in coordination with membership chair) new members of their orientation date and time.
 - g. Orient and turn over all materials to your successor.
 - h. Verify that any essential chapter correspondence is sent to the National Office.
 - c. Duties of the treasurer include:
 - a. Serve as a signatory on chapter bank accounts.
 - b. Oversee or serve on fundraising committee.
 - c. Establish a chapter budget.
 - d. Provide regular financial reports or updates to the chapter.
 - e. Collect membership fees from all new and continuing members prior to initiation (for submission to the Mortar Board National Office).
 - f. Execute end-of-year audit of chapter financial records and orient your successor.
 - g. Confirm (with predecessor) that Chapter Finance Report has been sent to the National Office on or before May 15.
 - h. Send Mortar Board chapters check (payable to Mortar Board, Inc. to the National Office for all fees with a final copy of the OMR.
 - i. Complete and submit Chapter Finance Report to National Office no later than May 15 annually.
 - j. Complete IRS Form 990 only if your chapter's annual receipts exceed \$25,000; submit this form to the IRS and an additional copy to the National Office.
 - d. Duties of the membership chairperson include:
 - a. Become thoroughly familiar with the membership selection process outlined in the Membership Selection Handbook.
 - b. Orient and discuss membership procedures with chapter and advisors.
 - c. Conduct membership selection.
 - d. With the chapter president and other officers, plan and conduct tapping and initiation.
 - e. With president and other officers, conduct orientation session at a time prior to chapter initiation ceremony.
 - f. Orient and turn over all material to your successor.
 - g. Help the president complete the Chapter Action Plan (CAP) in the fall prior to its October 15 deadline.
 - h. Carefully complete the Official Membership Report for approval after selection of new members, then pass the Official Membership Report to the treasurer to verify that membership fees have been paid.
 - e. Duties of the director of communications include:
 - a. Establish good relations with campus/community media and submit newsworthy items about your chapter activities to them.
 - b. Keep a notebook of activities, deadlines and resources.
 - c. Orient successor and turn over all materials.
 - d. Maintain content on the chapter Website or oversee its production.
 - e. Submit contributions for publication in the Mortar Board Forum on or before December 1 for the winter edition, April 1 for the spring edition and August 15 for the autumn edition
 - f. Duties of the historian include:
 - a. Compile chapter history as it is made through the year.

- b. Review Mortar Board's history in the online Member Guide.
- c. Maintain chapter archives.
- d. Take pictures and if possible record chapter events with video technology (share these materials with both the chapter and national communications manager).
- e. Collect newspaper clippings, videos and important correspondence.
- f. Prepare a scrapbook detailing events of the year (this could be a separate book for each year or one, ongoing scrapbook).
- g. Send required and requested information to the National Office for the Mortar Board archives.
- h. Locate the chapter's charter on campus.
- i. Read the chapter history at initiation; note that if there is not one compiled, the historian will need to research and write the information to the presentation.
- j. Orient your successor and turn over all materials.
- k. Provide a historical summary for your chapter Website.
- l. Serve as a liaison to the Historical Publication Committee, which can be contacted at history@mortarboard.org.
- m. Share chapter history with the National Office.
- g. Duties of the alumni chairperson include:
 - a. Act as liaison with area and chapter alumni.
 - b. Establish and maintain a mailing list of chapter alumni for both local and National Office records.
 - c. Inform the National Office of alumni address changes—this can be done on the Website.
 - d. Use mailing list to keep alumni informed of chapter activities.
 - e. Network with local alumni.
 - f. Develop your chapter's sense of national Mortar Board spirit.
 - g. Notify the National Office of famous alumni from your chapter.
 - h. Inform the National Office of any permanent address or name changes.
 - i. Submit nominations for Emerging Leader, Alumni Achievement and Distinguished Lifetime Member Awards (due November 15).

Section 6. Officer Vacancies

If an office becomes vacant, the chapter shall replace it with another member. The president may temporarily appoint a replacement if necessary, and the executive committee, if one has been established, in consultation with the advisors, may appoint a permanent replacement.

Section 7. Minimum Standards

The chapter shall meet the minimum standards of performance as set forth in the *Bylaws of Mortar Board, Inc.* and by National Council.

Section 8. Conference

The chapter shall send an official delegate to the Mortar Board National Conference annually. The chapter should attempt to send additional representatives each year as well.

Section 9. Dues

The chapter may set local dues and thereby must maintain a treasury that meets all the requirements of a student organization on campus.

ARTICLE V. ADVISORS

The chapter shall appoint no fewer than three advisors. The National Council shall establish procedures for the selection of advisors and shall establish the duties of advisors. Advisors may serve from year to year and may rotate in and out of their positions.

1. The Advisor shall be a full-time PLU faculty member, staff member, or administrator.
2. The Advisor shall:
 - a) Council the Officers in regards to the guidelines and procedures for student organizations,
 - b) Serve as a liaison between the honor society and the University
 - c) Provide guidance and leadership,
 - d) Offer assistance in developing and overseeing the honor society budget
 - e) Periodically attend honor society meetings, and
 - f) Monitor honor society travel.

ARTICLE VI. COMMITTEES

Section 1.

The chapter should set committees according to the needs of the chapter. Once declared, their duties should be written so there is a complete understanding of duties.

Section 2.

The President may appoint all other committees as needed.

ARTICLE VII. LIABILITY WAIVER

Pacific Lutheran University will not be held responsible in the event of injury or damage to any person(s) or property as the result of an activity sponsored by Mortar Board Honor Society.

ARTICLE VIII. AMENDMENTS

These Bylaws may be amended at any meeting so long as all members have been notified of the proposed amendment at least seven days prior to the meeting at which the amendment will be voted upon. A quorum (one more than 50% of the total membership) must be present at the meeting. The amendment is approved upon the affirmative vote of two thirds of the members present.

Standing Rules may be added as an accompaniment to these Bylaws.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order, Revised*, should be used in running meetings and conducting business of the chapter.

ARTICLE X. SUPERIORITY OF NATIONAL BYLAWS

The *Bylaws of Mortar Board, Inc.* prevail in case of a conflict with these Bylaws or with *Robert's*.

ARTICLE XI. SUPERIORITY OF PLU POLICIES

Pacific Lutheran University policies prevail in all cases, and must be abided by above all else.