The Constitution of the Geist Chapter of Mortar Board

**ARTICLE I. NAME**

**Section 1.** The name of this society shall be the Geist Chapter of MORTAR BOARD, INCORPORATED.

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

**Section 3.**  The colors of the society shall be silver and gold, signifying opportunity and achievement.

**ARTICLE II. PURPOSE**

The purpose shall be to advance a spirit of scholarship, to recognize and encourage leadership, to provide service, to establish the opportunity for a meaningful exchange of ideas as individuals and as a group, to support the ideals of the University, to facilitate cooperation among national senior honor societies, to contribute to the self-awareness of the members, to promote equal opportunities among all peoples, and to emphasize the advancement of the status of all people.

**ARTICLE III. MEMBERSHIP**

**Section 1.**  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 members.

**Section 3.**  Collegiate members shall be members in good standing elected as provided in the Bylaws. After consultation with the advisor, the chapter shall have the authority to dismiss individual members under procedures set forth in the Bylaws.

**ARTICLE IV. ADMENDMENTS**

**Section 1.**  The Constitution may be amended by an affirmative vote of two thirds of the chapter members present.

**Section 2.**  Notification of the proposed changes must be given to the members one week in advance.

**BY-LAWS**

**ARTICLE I. MEMBERSHIP**

**Section 1.** Qualifications for active membership shall be service, scholarship, leadership, and a commitment to promote the goals and purposes of Mortar Board.

**Section 2.**

1. The minimum number of members in the chapter shall be ten and the maximum number shall be forty.
2. The scholarship requirement shall be a 3.0 cumulative GPA based on a 4.0 grading system.
3. All those students eligible shall be given the opportunity to be considered for membership.
4. New members shall be elected by the existing chapter once a year, during the fall semester. No candidate shall be selected with 30% or less of the vote. No absentee or proxy votes shall be accepted. Abstentions should not be used.
5. The candidate shall have at least the equivalent status in credit hours of a junior. The intended date for the candidate’s graduation shall be no sooner than one year following initiation, summer school excluded. Active membership shall be for one year at least part of which shall occur in the senior year or its equivalent.
6. The membership shall establish a schedule for tapping and initiation of new members. These shall occur no sooner than four weeks after the fall grading period ends and no later than six weeks before the last day of the classes of the school year.

**Section 3.** The names and qualifications of the candidates elected to membership shall be sent to the national Mortar Board section coordinator for verification of membership standards. The Official Membership Report shall carry signatures of the advisor showing that the proper election procedures have been followed. This report shall be verified by the section coordinator prior to the date of tapping and before new members may be announced.

**Section 4.** In order for a member to remain in good standing, she/he must meet the requirements for participation and be in good standing with the institution. A member not remaining in good standing may be dismissed by the chapter in accordance with the guidelines in the National Mortar Board Constitution and Bylaws.

**Section 5.** Members shall complete 15 hours of service. Five of these hours may be donations with $5 equaling one hour. Failure to meet this requirement will result in the member being dismissed from the chapter and forfeiting their right to graduate with Mortarboard and the member will not receive a medallion.

**ARTICLE II. ORIENTATION AND MEETINGS**

**Section 1.**

1. Before initiation an orientation program for candidates elected for membership shall be held, emphasizing the active commitment to the purposes and goals of Mortar Board, Inc., following the format established by National Council.
2. The outgoing chapter president, in cooperation with the advisor shall see that each officer fully orients her/his successor. Each officer within every chapter shall maintain an officer’s manual containing all relevant information pertinent to that office. These manuals shall be passed on to the successive officers and discussed at the orientation.

**Section 2.** Chapter meetings shall be held regularly and frequently.

**Section 3.**

1. All members must attend all meetings unless the secretary is notified of absence 24 hours before the meeting. Excused absences include illness, family emergency, and obligatory functions. Other absences are at the discretion of the executive board.
2. Unexcused absences will be handled with a three strike system. First unexcused absence will receive a warning. Second unexcused absence will receive probation. Third unexcused absence will receive removal from Mortar Board. All decisions will be made at the discretion of the executive board.

**ARTICLE III. OFFICERS**

**Section 1.** All new chapter officers shall be elected by incoming chapter members in the presence of the retiring chapter after orientation and initiation by the retiring chapter unless exception to this procedure is recommended by the section coordinator and approved by the National Director of Membership. Elections shall be by secret ballot preceded by discussion. Officers shall be elected by a simple majority of those voting.

**Section 2.** Chapter officers shall consist of a President, Vice President of Oktoberfest, Vice President of Spirit, Vice President of Service, Secretary, and Treasurer. The duties of each chapter officer shall be as follows:

1. The President shall preside at all meetings, vote upon the election of new members, vote upon all other matters in case of a tie, vote upon request, and appoint all committees. The President shall send required chapter reports to the designated member of the National Council and the section coordinator. The President shall also be the delegate to the National Conference and to all section meetings if possible. The President shall hold no other chapter office.
2. The Vice President of Oktoberfest shall be responsible for all Oktoberfest committees and the general organization of Oktoberfest activities.
3. The Vice President of Spirit shall be responsible for all committees relating to the spirit of the University including Color Wars, Spirit Leaders, Klowns, and Alumni Relations.
4. The Vice President of Service shall be responsible for organizing all community service events. The Vice President of Service shall oversee the Selections Chair, Initiation Chair, and any at large members. The main service event if the Alzheimer’s Memory Walk, and the national philanthropy of Mortar Board, Inc., is Reading is Leading.
5. The Secretary shall keep the minutes of each meeting, file all correspondence, and conduct the necessary correspondence. The Secretary 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 to the National Director of Communications for publication in The Forum and be responsible for the distribution of The Forum to all members of the chapter.
6. 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 audit of the chapter financial report, submit annually Tax Form 990 to the Internal Revenue Service, if necessary, and make an annual report to the National Director of Finance and Records.

**ARTICLE IV. ADVISORS**

**Section 1.** The chapter shall have an advisory committee of up to two elected members and will have an administrative representative as an ex-officio member.

**Section 2.** The elected advisor shall be elected during the spring semester from those persons who have faculty or administrative status.

**Section 3.** The advisor shall attend election meetings, assist in the preparation of the chapter program, check the chapter budget, and promote chapter continuity through orientation of new chapter officers. The advisor is encouraged to be at every regular meeting.

**Section 4.** New advisors shall be oriented by the chapter President and the current chapter Advisor.

**ARTICLE V. FINANCE**

**Section 1.**

1. The national membership fee shall be eighty dollars ($80.00) for each initiated member- collegiate and alumnus and local dues is $20. The fee for honorary membership shall be fifteen dollars ($15.00). The fee shall include a one-year subscription for **The Mortar Board Forum** and the membership in, which shall be known as the official badge. 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 one hundred dollars ($100.00) membership fee for collegiate and alumni members as well as fifteen dollars ($15.00) for any honorary memberships to the chapter treasurer. The fees are due in the National Office no later than one week after initiation.
2. Section coordinators will not verify membership of any chapter unless all the fees, Official Membership Report, and Financial Report from the chapter have been submitted and cleared. The National President and Director of Finance and Records will write a joint letter to chapters whose accounts for the previous year are not clear and said chapters shall not be permitted to tap or initiate new members until such accounts are cleared.

**Section 2.** One gift membership fee, known as the Coral Vanstrum Stevens membership, may be granted in case of financial need. It may be awarded to one initiate or divided among several. This allowance is to ne noncumulative and is to be administered by the National Office. The recipient(s) is (are) to be selected confidentially by the chapter president and an administrative officer of the school.

**Section 3.** The chapter shall submit an annual financial report to the National Office and shall have a minimum audit annually. If the chapter’s annual income exceeds the minimum set by the Internal Revenue Service, then the chapter must submit IRS 990 form to the National Office, as well as to the Internal Revenue Service for the year this income exceeds that figure.

**ARTICLE VI. AMENDMENTS**

**Section 1.**

1. The Bylaws may be amended by an affirmative vote by two thirds of the chapter members present.
2. Notification of the proposed changes must be given to the members one week in advance.

**ARTICLE VII. PARLIAMENTARY AUTHORITY**

**Section 1.** ROBERT’S RULES OF ORDER, Newly Revised Edition, shall govern the proceedings of Mortar Board in all cases not provided for in the Constitution, Bylaws and Standing Rules.