**Mortar Board National College Senior Honor Society**

**Official Constitution and Bylaws**

***Article I. Name***

The name of this organization shall be Mortar Board. Mortar Board is a student-led organization within Iowa State University.

***Article II. Purpose, Goals, and Compliance***

**Section One:** Mortar Board is a national honor society that recognizes college seniors for excellence in the areas of scholarship, leadership, and service. Iowa State University’s Torch Chapter is a chapter of Mortar Board, Inc.

**Section Two:** Mortar Board abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances or regulations. Mortar Board agrees to annually complete President’s Training, Treasurer’s Training, and Advisor training (if required).

**Section Three:** Iowa State University and Mortar Board do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

***Article III. Membership***

Members will be selected after an application is received (all Iowa State University students with an academic standing of Junior will receive an e-mail with a link to the application). A supermajority vote of 80% of the Executive Committee must be achieved before a person will be selected for membership. Membership shall be open to all students at Iowa State University with a cumulative GPA (grade point average) of 3.25 and above. As a member, one is required to attend at least two meetings per academic semester, participate in at least one project during the year, and pay dues if required. A proof of conflict (class, study abroad, etc.) must be presented to the President in order to be excused from meetings and/or projects. Membership will be revoked by a ½ vote of the membership if actions are deemed inappropriate by the member.

***Article IV. Officers***

**Section One – Election of Office:** Election of officers will require a majority vote from the general membership and will take place at the last regular meeting of the spring semester. Members interested in becoming and officer must only meet the required standards set for membership.

**Section Two – Term of Office:** The term of office will be one full year, from the date of election to elections the following year. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

**The officers of this organization must meet the following requirements:**

**(a) Have a minimum cumulative grade point ration (GPA) as stated below and meet that**

**minimum GPA in the semester immediately prior to the election/appointment,**

**the semester of election/appointment and semesters during the term of office.**

**For undergraduate students, the minimum cumulative GPA is 3.25. In order for this**

**provision to be met, at least six (half-time credits) must have been taken for the**

**semester under consideration.**

**(b) Be in good standing with the university and enrolled: at least half time (six or**

**more credit hours), if an undergraduate student (unless fewer requirements are**

**required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.**

**(c) Be ineligible to hold an office should the student fail to maintain the**

**requirements prescribed in (a) and (b).**

**Section Three – Officer Duties:** The following is a list of duties of each elected officer and may not be limited to what is listed:

1.) President

* Establish and maintain a regular meeting schedule
* Facilitate chapter goal-setting
* Communicate with national and regional Mortar Board contacts and represent the chapter at the annual national conference, if possible
* Submit national reports
* Attend the Mortar Board National Conference or choose a different officer to go if unable to attend

2.) Vice President

* Perform all the president’s duties in his/her absence
* Manages all external and internal chapter communications efforts
* Establish good relationships with campus and local media
* Publicizes chapter activities and events

3.) Secretary

* Record minutes to all chapter meetings and distribute copies to all chapter members
* Maintain good internal communication with all chapter members
* Maintain an accurate roll of member attendance and standing within the chapter

4.) Treasurer

* Maintain a working budget and pay all chapter bills
* Keep up-to-date and accurate financial records
* Submit all financial forms and pay all national fees by the appropriate deadline

5.) Membership Chairperson

* Plan, manage, and execute the membership selections process
* Publicize Mortar Board’s application or nomination process
* Report new member information to the National Office

6.) Webmaster

* Maintain and update chapter website
* Manage online application process
* Handle all campus IT and social media

7.) Historian

* Record important chapter information by photographing all events
* Compile and update chapter history

8.) Alumni Chairperson

* Acts as a liaison with area and chapter alumni
* Works to maintain a strong relationship with alumni
* Establish and update contact information for area alumni

9.) Adviser\*

* Maintain communication and meet with officers
* Awareness and approval of financial expenditures
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University, the Student Activities Center, and the Mortar Board National Office
* Act as the Risk Management Officer. The role of the risk management officer is [a] to recommend risk management policies or procedures to Mortar Board, [b]to submit documentation to ISU’s Risk Management Office and [c] to ensure that Risk Mgt. procedures are implemented at all of the orgs. Events.

**Section Four – Removal and Replacement:** If an officer’s actions are deemed inappropriate (expectations are not being met, constitution is not being followed, etc.), a hand vote may be taken by the general membership for removal of the member from the officer position. ½ of the membership must approve for removal to occur. The officer in question may address the group prior to the final vote but shall leave the room prior to the vote. If an officer is removed, the above mentioned election process will take place at the following meeting to replace the removed officer.

\* Selection of the adviser for the following year will take place at the last general meeting. The election and removal processes will be the same as other officer positions. The adviser will hold his/her position for two years, unless otherwise stated. Advisor must notify the officer’s if he/she plans on not being the advisor after the two year commitment by no later the end of the Fall Semester. Replacement of the advisor will require a majority vote of the general membership. The outgoing advisor as well as the membership will send recommendations to the President and Vice President for review. In turn, the President and Vice President will make a recommendation for the replacement of the advisor to the general membership.

***Article V. Finances***

**Section One - Deposits: All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The adviser to this organization must approve and sign each expenditure before payment.**

**Section Two - Dues:** New member dues in the amount of $95.00 must be paid on or before the day of the initiation ceremony, unless the treasurer deems that a certain student has extenuating circumstances. Returning member dues (e.g., a fifth-year senior wishing to continue Mortar Board involvement) in the amount of $25.00 must also be paid on or before the day of the initiation ceremony. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions. Dues may increase from year to year, depending on the status of the national dues.

***Article VI. Amendments & Ratification***

**Section One – Amendments:** Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment a majority vote of the general membership is necessary. **Amended constitution will be submitted within 10 days to Student Activities Center for approval.**

**Section Two – Ratification:** This constitution shall become effective upon approval by a ¾ vote of the membership. All votes taken for ratification and any other voting processes listed above shall be taken by hand vote. **Ratified constitutions must be submitted to Student Activities Center within 10 days for final approval.**

***Article VII. Voting***

**Section One – Eligibility of Voters:** Non-registered students, including the faculty adviser, may not participate in the voting process.

**Section Two – Voting Process:** All votes of the membership shall be taken by hand vote.