



GUIDE **TO** GOVERNANCE

2019 SPECIAL NATIONAL CONFERENCE

ANNOUNCEMENT OF PROPOSED REVISIONS
TO THE *BYLAWS OF MORTAR BOARD, INC.*
AND SLATE OF NATIONAL COUNCIL CANDIDATES
TO BE DISCUSSED JANUARY 27

MORTAR BOARD
NATIONAL COLLEGE SENIOR HONOR SOCIETY
1200 CHAMBERS ROAD, SUITE 201
COLUMBUS, OHIO 43212
PHONE: 800-989-6266 | FAX: 614-488-4095
MORTARBOARD@MORTARBOARD.ORG | WWW.MORTARBOARD.ORG

ABOUT THE SPECIAL NATIONAL CONFERENCE

A Special National Conference (SNC) is a **virtual** conference that is held by conference call and webinar. It does not require travel. It only requires preparedness for technology and study of the issues.

Every chapter must have at least one collegiate representative present at the SNC.

During the SNC, chapter delegates talk VIRTUALLY and share information with one another. They also conduct the business of the Society.

The SNC has been held every January since 2013, and the 2019 SNC will be our eighth one! At least one official delegate from each chapter "attends" the virtual meeting, and it's really interesting and fun, especially if more than one member from each chapter participates.

Topics related to chapter programming will be on the agenda, and the idea-sharing is vigorous. Come prepared to share and to listen!

SPECIAL NATIONAL CONFERENCE PROCEDURES

Timeline

Friday, August 3, 2018

Announcement of the SNC

Sunday, January 27

Special National Conference

Sunday, January 27 (after the SNC)

Voting opens by online ballot

Friday, February 8

Chapters must clear accounts to be able to vote

Sunday, February 10

Voting closes

How to attend the Special National Conference

The Special National Conference will be held via conference call and webinar. The time is:

Sunday, January 27

7 p.m. Eastern / 6 p.m. Central / 5 p.m. Mountain / 4 p.m.

Pacific / 2 p.m. Hawaiian

It will be 90 minutes long. The SNC will be hosted by National President David Whitman and members of the National Council.

Preparing yourself for the SNC

1. First, read this guide completely. Share it with your officers and advisors.
2. Second, study the *Bylaws* amendments and review the candidates for election.
3. Next, prepare some thoughts about how you will arrange for a smooth transition between the current chapter and

the next chapter. This will be the topic of conversation among chapters.

4. Put the SNC on your calendar. Get other officers to attend. Confirm your attendance here:
<https://www.jotform.com/mortarboard/2019SNC>
5. Prepare for questions you might like to ask.
6. Review the "join" instructions below.
7. Make sure your chapter's account is clear so that your chapter will be eligible to vote after the SNC has ended.

Instructions for joining the SNC webinar and conference call

1. BEFORE the SNC, be sure to test the URL on your computer, tablet or smartphone for compatibility.
2. About 20 minutes before the scheduled start time of the SNC, to be taken to the webinar (the video meeting room for the SNC), log onto <https://CarmenConnect.osu.edu/snc> from your computer. Here, you will enter as a guest with your first and last name and your college/university as your credentials: for example, Jane Doe, Top Notch College.
3. Once in the webinar space, please disable your microphone and speakers.
4. Second, from a quiet and stationary place with a reliable phone line (preferably a land line), call 1-866-374-1005 toll free. You will hear prompts to enter a code for the meeting. That code is 651-880-7029, followed by the pound sign. Continue to follow the prompts to be taken to the audio meeting room.
5. Once you have logged in to the webinar and conference call, you will hear others on the webinar/call. Using the chat feature, enter your name (first and last), your chapter office, and your college or university name.

Voting following the SNC

After the SNC, your chapter has two weeks to cast a ballot on the issues and candidates presented. Each chapter eligible to vote may cast one vote. The chapter must declare its official delegate on or before the deadline for determination of a voting delegate. Voting will be conducted by electronic ballot using an online survey tool. Voting opens on Sunday, January 27 at 8:30 p.m. Eastern and closes on Sunday, February 10 at 11:59 p.m. Eastern.

Eligibility to vote following the SNC

To be eligible to vote on the issues raised at the SNC, a chapter must have cleared its accounts for any amount due in 2018. The deadline to clear accounts is February 8, leaving you time to vote before balloting closes.

Every chapter must participate in the SNC even if its account might not yet be clear.

PROPOSED AMENDMENTS TO THE BYLAWS

AMENDMENT 1

Article III, Membership, Section 1-Collegiate Membership, Membership Qualifications

Action proposed: Strike the words indicated and add the words in **bold**:

Section 1.4 - **Year of selection and** assuring length of collegiate service. ~~The Candidates~~ must be **undergraduates** in at least **their** junior year or the equivalent status in units or hours. ~~depending upon the institution or the candidate's accelerated or prolonged curriculum.~~ The intended date for the candidates' graduation must be no sooner than one semester or one quarter following initiation, summer school excluded.

Reason: Membership in Mortar Board is open to undergraduate students who are at the end of their junior year or, in some cases, seniors who are ending their first senior year. Inclusion of the word "undergraduate" clarifies that graduate students are ineligible. The simplest description of the way to figure eligibility is the best.

AMENDMENT 2

Article III, Membership, Section 1-Collegiate Membership, Membership Qualifications

Action proposed: Strike the words indicated and add the words in **bold**:

Section 1.7 - A candidate's cumulative average ~~for all terms preceding the selection shall be the average~~ **is** used in determining ~~initiation~~ **selection** eligibility. All possible information concerning previous college records should be obtained for transfer students.

Reasons: 1) "Cumulative average" does not need to be explained further, so the attempt to do so has been deleted. 2) The term "initiation eligibility" is a misnomer. Candidates' eligibility is determined before selection. If the National Office approves the candidates, no further determination of eligibility for their initiation is necessary.

AMENDMENT 3

Article V, Section 4-Voting capabilities of chapters

Action proposed: Strike the words indicated and add the words in **bold**:

Section 4.1 – Voting privileges will be suspended for any chapter whose fees have not been paid or ~~if the~~ **whose** official membership report has not been submitted to the National Office. Chapters whose voting privileges are in jeopardy shall

be notified by the National Office prior to ~~each the national~~ conference.

Reasons: Voting privileges may be withdrawn at a Special National Conference as well as a national conference. The term conference, without further description, covers either circumstance.

AMENDMENT 4

Article VI, Section 1- Collegiate Chapters, Selection

Action proposed: Strike the words indicated and add the words in **bold**:

Section 1.6 – **Before tapping, each chapter shall report** the names and qualifications of candidates selected for membership and the names of continuing members and honorary members ~~shall be reported to the National Office on~~ **the official candidate request and report forms.** ~~in accordance with the procedures established by the National Council, as set forth in the current Mortar Board chapter operational handbooks and guides. This Official Membership Report~~ **The chapter advisor must verify** ~~must be approved by an advisor verifying~~ that proper selection procedures ~~have been~~ **were** followed, ~~and~~ **The chapter may not tap until the National Office has approved the candidates.** ~~for approval. This report must be approved by before the announcement of new members.~~

So that Section 1.6 now reads:

Before tapping, each chapter shall report the names and qualifications of candidates selected for membership and the names of continuing and honorary members to the National Office on the official candidate request and report forms. The chapter advisor must verify that proper selection procedures were followed. The chapter may not tap until the National Office has approved the candidates.

Reasons: 1) This section needs to make it more clear that the chapter must secure the National Office's approval of its candidates before they are tapped and that the advisor must be a part of the process. 2) The term "Official Membership Report" is insufficient to describe the name of the current report forms that chapters use to request the approval of candidates and to report paid members. To avoid having to change the report name in the future, a generalized description of the reporting forms has been substituted instead of a specific name. 3) Where the forms may be found (in handbooks and guides) is inconsequential since all forms are digital and the approval by the National Council for all procedures is already described earlier in these *Bylaws*.

Note: Should this amendment pass, the Governance Committee will assert editorial privilege and, wherever appropriate, adjust the term "Official Membership Report" throughout these *Bylaws*.

AMENDMENT 5

Article VI, Section 1- Collegiate Chapters, Officers

Action proposed: Add new Section 1.24 and renumber current Section 1.24 and subsequent sections:

New Section 1.24. Members may stand for election to a collegiate chapter office or be appointed to a significant committee chairperson position only if they plan to complete the entire term of office. Members who will graduate after one semester, study abroad in either semester of active membership, or engage in another all-time-consuming obligation during their active year may not be elected or appointed and may, instead, serve the chapter by active participation in chapter activities and general committee work.

Reason: The damage to chapter operations is significant when an officer takes a position without intending to see it all the way through. Many collegiate chapters' bylaws already contain the provision that those who cannot serve the whole term are ineligible for office. This is a smart move that should be mandated nationally for all chapters.

AMENDMENT 6

Current Section 1.27 (which will become Section 1.28 if the previous amendment passes):

Action proposed: Strike the words indicated and add the words in **bold**. The remainder of the section remains the same:

Section 1.27 - Chapter officers shall consist of a president, a vice president, a secretary, a treasurer, a director of communications, an historian, a membership chairperson and an alumni chairperson. The duties of each chapter officer shall be as follows:

A) The president shall call all meetings and preside over them, vote upon the selection of new members, vote upon all other matters in case of a tie, vote upon requests, be responsible for chapter orientation, ensure **that new officers are trained and officer transition takes place** ~~officer training~~, and appoint all committees. The president shall send required chapter reports to the National Office. If necessary, the president may appoint a designated alternate to serve as the conference delegate. The president shall hold no other chapter office.

Reason: Persistent problems arise when officer transitions and proper training don't occur. The responsibility for transition

between old and new chapters must be clarified, and this amendment seeks to do so.

AMENDMENT 7

ARTICLE VII, Finances

Section 4 - National Conference Fee

Action proposed: Strike the words indicated and add the words in **bold**:

Section 4.1 - The conference fee is the amount that every chapter must pay annually to support the programming of the national conference. At least six months before each national conference, the National Council shall determine the conference fee.

Section 4.2 - **The National Office shall use the collective conference fees paid by every chapter to defray the overall cost of the national conference. This overall cost includes the cost of the registration fee for one collegiate member from each chapter to attend as the chapter's official delegate, but not the registration fee for the chapter's additional participants, whether collegiate members or advisors. At their discretion, chapters are encouraged to send additional collegiate members and also advisors to the conference and are responsible for the payment of these additional participants' registration costs.** ~~Expenses for the national conference for one official delegate from each chapter shall be paid from the national treasury.~~

Reason: The intent of the section has always been to indicate that the collective conference fee payments in the national treasury cover the cost of one chapter delegate's registration, not the registrations of other chapter members who want to attend. The current language communicates this fact poorly, and the rewrite clarifies what the conference fee covers.

AMENDMENT 8

ARTICLE VII, Finances

Action proposed: Add the words in **bold**:

New Section 4.3-Each chapter is responsible for the cost of transportation for its official delegate and any additional participants, and should budget accordingly.

Reason: The Governance Committee believes that the *Bylaws* should state that transportation costs for the national conference are the responsibility of the chapter. While some travel stipends are available from the National Office, these are limited.

NATIONAL COUNCIL ELECTION GUIDE

Electing the National Council

The Society's board of directors is called the National Council. It is composed of eight elected officers whose terms run for two years. Each year, Mortar Board's voting delegates are charged with the task of electing members to fill offices that will be vacated due to term expiration. At this SNC, three of the eight offices are up for election. A fourth position, the student representative, will be elected at the [National Conference](#) in Little Rock, Ark., on August 3, 2019.

Responsibilities of office

Generally, a member of the National Council should:

- Affirm the mission and Purpose of Mortar Board
- Establish and maintain a comprehensive set of policies and procedures that reflect the Society's governance
- Select the Mortar Board chief executive and review annually
- Accept fiduciary responsibility, approve and monitor the budget
- Promote the organization nationally, regionally and locally
- Contribute to the development of programs

Characteristics of qualified candidates

- Commitment to higher education and to the values of Mortar Board
- Computer literacy and skills to receive electronic communication
- Good communication skills--both verbal and written--and the ability to listen carefully
- Ability to evaluate, research, propose solutions and make decisions with a group
- Demonstrated leadership skills and the ability to work with and attract others to the cause
- Past or current service to Mortar Board, experience with fundraising, donors or volunteer service programs
- Service on other community or national boards

Duties of offices up for election this year

- President-elect- The president-elect shall perform the duties of the president in the absence or disability of the president and coordinate the work of the standing and other committees. The president- elect shall become National President immediately following her/his term
- Secretary-treasurer - reviews all financial statements and transactions, reviews the annual budget prepared by the executive director, maintains accurate Minutes of each meeting of the National Council and of conferences, and ensures that investment policies are followed.
- Alumni representative - serves as a liaison to alumni members and chapters

CANDIDATES FOR NATIONAL COUNCIL

The candidates for National Council slated by the Standing Nominations Committee follow.



Business Partner, Cvent

PRESIDENT-ELECT

Katie Chick

Hood College, 2006

Degree: B.A., English and music (piano pedagogy)

Current job title/employer:
Senior Human Resources

Why does Mortar Board matter?

For more than 100 years, Mortar Board members have united around the ideals of scholarship, leadership, and service. Today, in a world where many things divide and cause friction among people with different political or religious views, there are not many organizations designed to put those things aside and unite aspiring doctors, lawyers, HR professionals, educators, scientists, and professional athletes around the purpose of living out a common set of ideals. Mortar Board members recognize that scholarship is more than GPA, leadership transcends being "in charge," and service matters most at home in your local community. These qualities matter just as much in 2019 as in 1918. Mortar Board will continue to matter so long as there is a need for scholarly learning, leaders of leaders, and service to others, and can be preserved if we each do our part to hold high the torch for those who come behind.

Ms. Chick's service to Mortar Board:

- Alumni Representative, Mortar Board National Council, appointed in 2018 to fill an unexpired term
- National Council vice president, 2013-2018
- Section Coordinator, Northeast, 2008-2014
- Member of Executive Search Committee, 2008-2009
- Keeper of the Strategic Plan 2010-2013
- Conference assistant
- Collegiate chapter president
- MBAA Ambassador
- The 1918 Society
- Charter Member, Mortar Board Alumni Association
- Fund Founder

SECRETARY-TREASURER



Jenni Birch Szolwinski
Purdue University, 1993

Degrees:

B.A., psychology and M.A., organizational communication, Purdue

Current job title/employer:

freelance communication consultant and small business owner

Why does Mortar Board matter?

For over 100 years, Mortar Board has made a positive impact in the lives of hundreds of thousands of students, including mine. This exceptional organization unites a richly diverse cohort of the best and brightest scholar-leaders to serve their alma mater, which makes Mortar Board the “go-to” organization on campus for getting things done. For outstanding college seniors, the opportunity to participate in a capstone leadership experience makes Mortar Board particularly special. I have also found the networking opportunities for both undergraduates and alumni to be unparalleled. Initiation into the Barbara Cook chapter of Mortar Board at Purdue was one of the highlights of my collegiate experience. As a member of the National Council, I will continue to promote our Ideals of scholarship, leadership and service as we guide Mortar Board into its second century.

Ms. Birch Szolwinski’s service to Mortar Board:

- Secretary-Treasurer, Mortar Board National Council
- Trustee *ex officio*, Mortar Board National Foundation
- Section coordinator, Southern Ohio, 2012-2017
- Leader of Section Coordinator Team
- The 1918 Society
- Charter Member, Mortar Board Alumni Association

ALUMNI REPRESENTATIVE



Cassandra L. Lucas
Purdue University, 1994

Degrees: B.A., history and sociology, Purdue, 1995; Ph.D. history, University of Minnesota, 2007

Current job title/employer:

Chief Operating Officer, Stanley Manne Children’s Research Institute, affiliated with the Ann & Robert H. Lurie Children’s Hospital of Chicago

Why does Mortar Board matter?

Mortar Board’s Ideals of scholarship, leadership and service are just as relevant today both at the chapter level and in our members’ professional and personal lives following their collegiate experience as they were in 1918 when Mortar Board was founded. With the additional focus on promoting equal opportunities among all peoples, emphasizing the advancement of women, and establishing the opportunity for a meaningful exchange of ideas as individuals and as a group, Mortar Board provides a fundamental basis for engaged citizenship, thoughtful discourse, and committed community so needed for our members to navigate and connect with the world today and in the future. Our national leadership, chapters and advisors, and over 250,000 alumni will help carry our shared legacy and traditions into our second century and beyond!

Dr. Lucas’s service to Mortar Board:

- Section Coordinator, Southwest, 2014-present
- Outstanding Section Coordinator, 2018
- National Conference Chapter Operations presenter 2018
- Mortar Board National Foundation Fellowship recipient
- Conference Advisory Board 1995
- Collegiate chapter president
- The 1918 Society
- Charter Member, Mortar Board Alumni Association

MORTAR BOARD NATIONAL COUNCIL

These members currently serve on the National Council:

National President

David L. Whitman (*University of Wyoming, 1998*)

President-elect

Gail Harrison Corvette (*The Ohio State University, 1980*)

Vice President

Sarra Nazem (*University of Michigan, 2004*)

Secretary-Treasurer

Jenni Birch Szolwinski (*Purdue University, 1993*)

Student Representative

Gabrielle Going (*Eastern Illinois University, 2016*)

Student Representative

Matthew Crane (*University of Southern California, 2018*)

Alumni Representative

Brandon M. Caten (*University of South Alabama, 2011*)

Alumni Representative

Katie Chick (*Hood College, 2006*)

Immediate Past President

Abby Diehl (*The Pennsylvania State University, 1995*)

Foundation Representative

Marty Starling (*Kansas State University, 1962*)

Executive Director

Jane A. Hamblin (*Purdue, 1973*)

STANDING NOMINATIONS COMMITTEE

Abby Diehl (The Pennsylvania State University, 1995), chair
Tyler Hayaski (University of South Alabama, 2014)
Lynn Hendrickson (Penn State, 2000)
Mary Sadowski (Purdue University, 2004)
Angie Schrader (University of Wyoming, 1998)
Margot Smith (San Diego State University, 1965).

STANDING GOVERNANCE COMMITTEE

Jane M. Beyer (University of Wisconsin-Milwaukee, 1980), chair
Myra Hanson (The University of Northern Colorado, 2011)
Cassandra Neel (San Diego State, 2013)

COOL THINGS

1. [VOLUNTEER](#) for national committee work or as a section coordinator!
2. Join [the TAPPING SOCIETY](#), exclusively for new members who make a gift to Mortar Board three out of the first four years beyond their initiation.
3. Have your chapter start a [CHAPTER ENDOWMENT](#) to ensure perpetual funding for the chapter. Call the National Office or your section coordinator!

REMEMBER TO CAST YOUR CHAPTER’S BALLOT BEFORE
11:59 P.M. Eastern, SUNDAY, FEBRUARY 10



MORTAR BOARD WEEK IS
FEBRUARY 10-16

THE MORTAR BOARD NATIONAL
CONFERENCE IS
AUGUST 2-4, 2019, IN
[LITTLE ROCK, ARKANSAS](#)

