

Mortar Board National College Senior Honor Society **Leading LEADERS** a resource for chapters and advisors

JANUARY 2015

MORTAR BOARD'S 97TH BIRTHDAY IS FEBRUARY 15!

Mortar Board Week is the national celebration of our Society's founding. It is a great time to draw attention to your chapter with a campus event. Chapters often plan at least one activity during Mortar Board Week, though some even plan daily activities. Make sure you take advantage of this time.

Spread the word about Mortar Board - Whether you choose to create a display in the student union, wear chapter t-shirts, advertise in the student newspaper or "chalk" sidewalks, there are dozens of ways to raise your chapter's visibility on campus during Mortar Board Week.

Recruit, recruit, recruit - Depending on your chapter's selection and recruitment schedule, you may be able to use Mortar Board Week as part of your recruitment strategy. Mortar Board Week can be an ideal time to promote Mortar Board membership through information sessions, meeting with potential members or sharing application forms.

Serve your campus - Honoring Mortar Board's Ideal of service is a great way to commemorate the Society's founding. Many chapters plan campus service events, or take the opportunity to meet with nearby Mortar Board chapters in a section project.

Be social - Give members the chance to celebrate Mortar Board's founding. Social events can be open to all students, alumni, prospective members or active members.

Document your activities - Take photos and video footage of your chapter's activities during Mortar Board Week to incorporate into the video your chapter is preparing for the Mortar Board National Conference this year!

Read more online about how to make Mortar Board Week memorable for your chapter!

NEWS

SPECIAL NATIONAL CONFERENCE TO BE HELD JANUARY 22, 24 AND 25

National President Marty Starling, with the Mortar Board National Council's approval, has called a Special National Conference (SNC), pursuant to the Bylaws of Mortar Board, Inc., Article V, Section 3.1. The conference will be held virtually (by conference call) on three dates: January 22, 24 and 25. The purpose of the conference is threefold. The first is to find out how chapters are doing and share stories of chapters' successes. It is really exciting to touch base with everyone on the call. Second is to let chapter leaders discuss plans for selection, tapping and initiation, as well as other chapter management ideas and questions, like officer transition. Third is to introduce the slate of officers for the National Council and discuss proposed amendments to the Bylaws. The slate and amendments will be available for review in early January.

Determine which of your members plans to attend the SNC. Remember, it's a conference by telephone call. It's held three times to ensure that each chapter attends at least one meeting. Chapter leaders may call in to any one of the three conferences—some members call in all three times! Make sure you have one official delegate to the SNC. The chapter president is encouraged to serve as the official delegate; but if that is not possible, name another officer or leader to be the official delegate.

There is a voting component to the SNC, so you should find out if your chapter is eligible to vote. Your chapter is eligible if all of your chapter fees for the calendar year 2014 are paid in full. Email mortarboard@mortarboard.org if you are not sure of your chapter's eligibility.

Notify your chapter members of the SNC. Be sure to inform all your chapter members of the dates of the SNC, and make them aware of the issues at hand. Every chapter must have one official delegate, all members may participate in the virtual SNC conference calls. The top three chapters with the greatest number (per capita) of members who attend at least one complete session of the SNC will receive a \$100 credit toward their 2015 conference fee payment!!!

So that your chapter can be a part of at least one (required) or all of the sessions of the Special National Conference, mark your calendar now for:

January 22 at 8 p.m. Eastern,
January 24 at 4 p.m. Eastern, and
January 25 at 8 p.m. Eastern.

Detailed call-in instructions, voting details, bylaw revisions and slate of candidates will be sent via email in the Guide to Governance. Please watch for it!

Register your official delegate for the SNC no later than noon (Eastern) January 21. Try to get several officers to join the calls -- just one meets the requirement, but more members is better!

UPCOMING DUE DATES

FEBRUARY 15-21

Mortar Board Week - Mortar Board Week is the annual national celebration of Mortar Board's founding in 1918. It is a great time to plan visibility events and projects that make an impact on your campus! Visit the Mortar Board website for resources and ideas.

DUE BETWEEN SELECTION AND TAPPING

Official Membership Report (OMR) - A complete list of the candidates your chapter has selected for membership must be provided to the National Office at least two weeks before the candidates are tapped. Once the candidates are approved, they may be tapped by your chapter.

DUE MARCH 1

Fellowship application - Mortar Board members of any age or distance from their baccalaureate degree who are furthering their education by pursuing a postgraduate degree are eligible to apply for funding from Mortar Board. Chapter officers are encouraged to promote the fellowship application to their chapter.

CHAPTER RESOURCES

MEMBERSHIP SELECTION RESOURCES

You know how important the selection of a new class is to your chapter! Keep in mind these important steps as you prepare for the upcoming selection season.

Prepare - Use the selection timeline you reported in your Chapter Action Plan. You can find great resources to help you plan for selection on the Mortar Board website.

Recruitment and selection - Don't forget to take advantage of faculty and staff during your recruitment process! Make sure they are aware of your application process and timelines. They know the superstars in their departments and the leaders of other student groups on campus.

Reporting - Before you can tap new members, you must submit your Official Membership Report (OMR) to the National Office for approval. Detailed instructions for filling out the OMR can be found on Tab 1 of the form. Please remember to email it at least two weeks prior to your tapping!

Tapping - Tapping is a time-honored tradition of our Society. For many alumni, their fondest Mortar Board memory is how they were publicly tapped. The National Office will send your candidates a tapping email within days after their tapping to welcome them to our Society and provide details on paying their \$80 national membership fee. It is critical that candidates are tapped on the date(s) provided by the chapter on the OMR to ensure that the National Office's tapping email is not received prior to tapping. Please stress this with your chapter. We would hate to spoil the surprise!

Orientation - Orientation, a step required in the *Bylaws of Mortar Board, Inc.*, helps to educate potential members and transition your chapter year after year. Your orientation should inspire, motivate, instill pride and inform new members of chapter obligations.

Payment - Member fees and the final OMR are due to the National Office no later than one week after initiation. There are three types of fees that must be paid:

New member fee (\$80 per member) - The National Office accepts payment of individual member fees online. We encourage candidates to pay online, however we will also accept a group payment from your chapter. Be sure to inform your candidates if your chapter prefers to collect their fees for a group payment. Membership fees are nonrefundable.

Conference fee (\$350) - Each year, representatives from every Mortar Board chapter attend the annual national conference to vote upon vital issues, select national leadership and prepare for the coming year. Each chapter is required to pay a \$350 fee to help offset the cost of the conference.

Continuing senior fee (\$40 per Continuing Senior) - A member who is not yet graduating and would like to continue active Mortar Board membership for an additional year pays a \$40 fee. This fee can be paid online or to your chapter, and continuing seniors should be listed on Form III of your chapter's final OMR.

It is the chapter's responsibility to keep the most accurate and up-to-date list

of payments to assure that no candidate is initiated before s/he has paid the membership fee. Advisors may access an up-to-date list of member fees and local dues paid to the National Office by logging into their accounts. The National Office also recommends that chapters request a copy of each candidate's e-receipt as proof of payment.

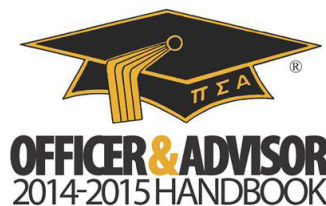
Initiation - Initiation should be a special, memorable ceremony that members and their families can look back on fondly for many years to come. The Initiation Ceremony Booklet, complete with sheet music for Mortar Board's songs and a script of the national initiation ceremony, will guide your chapter to success.

Share your selection tips, strategies and success! Does your chapter have a proven selection strategy? Or, are you doing something new this year? Do you have a question you'd like to bounce off other chapter leaders? Share your strategies with your section! And, post your tapping and initiation photos on Instagram @Mortar_Board so that the entire Mortar Board community can celebrate your success in selecting a new class!

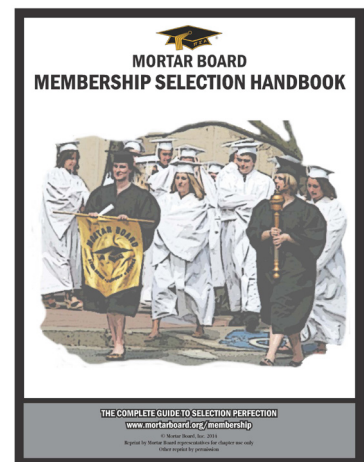
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Applications are
due on or before
MARCH 1
Find out more online at
www.mortarboard.org



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