



January 2016

MORTAR BOARD'S 98TH 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 (February 14-20), though some even plan daily activities. Make sure you take advantage of this time.

Spread the word about Mortar Board - Create a display in the student union, wear chapter t-shirts, advertise in the student newspaper, "chalk" sidewalks or pass out birthday cake in front of the fountain. There are dozens of ways to raise your chapter's visibility on campus during Mortar Board Week.

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

MANDATORY, VIRTUAL SPECIAL NATIONAL CONFERENCE

Your chapter must be represented at Mortar Board's mandatory, virtual Special National Conference on January 21, 23 and 24, 2016. The Special National Conference (SNC), is held pursuant to the *Bylaws of Mortar Board, Inc.*, Article V, Section 3.1. Each chapter must be present at one of the hour-long sessions.

The purpose of the SNC is threefold:

1. Report on your chapter's progress this year. It is really exciting to touch base with everyone on the call.
2. Focus on membership selection, as well as other chapter management ideas and questions, like officer transition.
3. 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 allow a variety of chances for you to attend 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. Advisors, while very welcome to the call, cannot take the place of your collegiate delegate.

[Register](#) your official delegate before **January 20 at noon (Eastern)**. Try to get several more officers and members to join the calls—just one meets the requirement, but more members is better! To restate: While every chapter must have one official delegate, all members may participate in the virtual SNC conference calls.

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 2015 are paid in full. Email mortarboard@mortarboard.org if you are not sure of your chapter's eligibility.

Special promotion! Two chapters with the greatest per capita number of members who attend at least one complete session of the SNC will receive a \$100* credit toward their 2016 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 21 at 8 p.m. Eastern,

January 23 at 4 p.m. Eastern, and

January 24 at 8 p.m. Eastern.

*Credit will be offered if the chapter's conference fee is paid on or before May 15.

MEMBERSHIP SELECTION "OFFICE HOURS" JANUARY 20

Membership selection is the most important thing that your chapter does. Are you in charge? Will you be directly affected by how well your chapter does? Would you like some coaching and cheering? Then come to the Mortar Board Membership Selection "Office Hours" Webinar on Wednesday January 20. "Drop in" to our Office Hours Membership Webinar any time between 5 and 9 p.m. Eastern to speak with national staff and national leaders as well as other collegiate chapter leaders. You can join the call for as long as you like and get your questions answered as well as enlighten others!

Here are the instructions to sign onto the Membership Selection office hours webinar on January 20:

First, fire up your browser and go to www.carmenconnect.edu/mortarboard. Enter the meeting room with just your name and chapter as your credentials.

Be sure to enable your camera and mute your computer's speakers.

Second, from a quiet, distraction-free environment, dial 1-866-374-1005 toll free and follow prompts.

Enter meeting code 651-880-7029 and follow prompts to be taken to the "meeting room" where the membership selection office hours will be held.

Mark your calendar now. Bring your entire Membership Committee or executive team! "See you" on January 20.

MORTAR BOARD STORE PROMOTIONS

Early bird conference fee: Chapters that pay their 2016 Conference Fee **IN FULL** before March 15 will receive one

free medallion.

Graduation regalia: Chapters that place a bulk regalia order before March 15 will receive free shipping.

2016 CONFERENCE FEE ANNOUNCED

The 2016 conference fee has been set at \$350, and the fee is due from each chapter when it submits its Official Membership Report (OMR) in the spring of 2016. It may be paid in advance of the OMR as well. It costs almost \$700 to support each conference delegate at the National Conference. The conference fee constitutes only half that amount — a bargain for each chapter.

Mark your calendars - the 2016 National Conference will be held **July 22 - 24 in Indianapolis, Indiana!**

AMAZON SMILE

Next time you make a purchase at Amazon, use [Amazon Smile](#) and support Mortar Board!

UPCOMING DUE DATES

FEBRUARY 14-20

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 WITHIN SEVEN DAYS AFTER INITIATION

Final OMR and fees: As fees are paid online or to your chapter, update Form II of your approved OMR to indicate how your new members have paid their fees. On Form III, list your chapter's continuing seniors (if applicable). No later than seven days after initiation, send this updated OMR to the National Office, along with the conference fee and the fees your chapter collected from members.

DUE MARCH 1

Mortar Board Fellowship applications: The Mortar Board National Foundation invites applications for 2016 Mortar Board Fellowships. The fellowship selection process is managed by the Mortar Board Fellowship Selection Committee, which reviews all completed applications. Mortar Board Fellowships are for Mortar Board members who are or will be working toward a postbaccalaureate degree in the 2016-2017 academic year. A completed application for a Mortar Board National Foundation fellowship consists of three parts: 1. the application form, completed in full, and submitted electronically; 2. a current, official electronic or hard copy transcript from every institution of higher education that you have attended and 3. two recommendations from faculty or other persons who can speak with authority about your ability to do graduate work in your chosen field and about your personal qualities and achievement. Details and links to on line forms at <http://www.mortarboard.org/About/Fellowships/>.

CHAPTER VIDEO SHOWCASE

At the national conference next year, chapters will showcase their activities and programs through one-minute promotional videos. This takes the place of chapter display boards. Start planning your chapter's video now! Think of all the visibility you will gain on your campus with your new promotional video. Submissions are due on or before May 15, 2016, and the promo videos will all be shown at the national conference. View 2015 videos [here!](#)

Please submit your videos to <http://bit.ly/ChapterVideos2016>.

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 (CAP). 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 - utilize their knowledge through a [nominations process](#).

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 - No candidate may be initiated into Mortar Board without payment of the membership fee. Membership fees and the final OMR are due to the National Office no later than seven days after initiation. Each chapter must monitor payment of individual members and submit its chapter conference fee to the Mortar Board National Office. There are four types of fees that must be paid:

Membership fee for new initiates (\$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.

Local dues (if applicable) - Many chapters charge their own local dues in addition to the national membership fee. This is a great way to guarantee funds for the conference fee or other chapter expenses. If you would like to use the

National Office's online collection service for your chapter's local dues, you may indicate this preference on the OMR. **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 should be paid online or to your chapter before your spring initiation, and continuing seniors must be listed on Form III of your chapter's final OMR.

Chapter 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. Every chapter is required to pay this \$350 fee to help offset the cost of the conference. This fee is due along with any membership fees your chapter collects, no later than seven days after initiation.

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 Handbook](#), complete with sheet music for Mortar Board's songs and a script of the national initiation ceremony, will guide your chapter to success.

[Handbooks and guides](#)

[Report forms](#)

[Fellowships](#)

[Mortar Board Store](#)

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