MORTAR BOARD

BYLAWS

As amended by the delegates at the Mortar Board National Conference, September 2026

ARTICLE I
NAME

The name of this Society shall be Mortar Board, Incorporated. The insignia shall consist of a black mortarboard with gold edging and a tassel. The colors of the Society shall be silver and gold, signifying opportunity and achievement and the Greek initials of the motto shall be stamped on the pin: Pi Sigma Alpha.

ARTICLE II
PURPOSE

Mortar Board, Inc., as an honor society, is an association of individuals selected for distinguished ability and achievement in scholarship, leadership and service, which recognizing the advantages of a national union of honor societies, has formed a national honor society, whose purpose shall be to facilitate cooperation among those societies, to contribute to the self-awareness of its members, to promote equal opportunities among all peoples, to emphasize the advancement of the status of women, to support the ideals of the university, to advance a spirit of scholarship, to recognize and encourage leadership, to provide service, and to establish the opportunity for a meaningful exchange of ideas as individuals and as a group.

ARTICLE III
MEMBERSHIP

Membership shall consist of collegiate, alumni and honorary members. Only members are entitled to wear Mortar Board insignia, badge and regalia.

Section 1 - Collegiate Membership
Membership Qualifications

Section 1.1 - Members are selected by the collegiate chapters according to the criteria stated in these Bylaws and Mortar Board chapter operational guides. Members in the national chapter may be selected by a committee appointed by the National Council according to the criteria stated in these Bylaws.

Section 1.2 - Qualifications for active membership shall be distinguished ability and achievement in scholarship, leadership and service, and a commitment to promote the goals and purposes of Mortar Board, Inc., hereinafter referred to as the Society.

Section 1.3 - A candidate for collegiate membership must be in good standing and duly enrolled in the university or college of the selecting chapter.

Section 1.4 - Year of selection and assuring length of collegiate service.

A. Candidates must be undergraduates at least in their sophomore year, or who have attained the equivalent status in units or credit hours, and who will have completed at least 50% of the credits needed for graduation by the end of the term in which they are selected.
B. The intended date for candidates' graduation should ideally be no sooner than one semester or one quarter following initiation, summer school excluded.
C. Students are eligible to be selected in their final term prior to graduation if the total number of these candidates does not exceed 25% of the new initiates.

Section 1.5 - The scholarship requirements for collegiate membership shall be:

A. A minimum grade point average representing the upper 35% of the corresponding class-year;
B. Students eligible to apply are those who will have completed at least 50% of the credits needed for graduation by the end of the term in which they are selected. (Inclusive of 3+2, 5-year, transfer from community colleges, etc.); and

C. If a student is not selected the first time they apply and/or are nominated, they are eligible to reapply in subsequent selection seasons if they have not yet graduated.
D. With the annual consent of the National Office, a chapter may use a higher scholarship standard.

Section 1.6 - If this scholarship requirement is not feasible on a particular campus because of the initiation of a pass/fail system, no grade system, etc., a special written request for an appropriate standard may be made to the National Office. The request shall be submitted by the chapter president and shall contain the signature of an advisor.

Section 1.7 - A candidate's cumulative average is used in determining selection eligibility. All possible information concerning previous college records should be obtained for transfer students.

Section 1.8 - All those students eligible shall be given the opportunity to be considered for membership. No student shall be discriminated against on the basis of race, ethnic origin, creed, age, sex, affiliation, marital status, sexual orientation, physical challenge, gender expression, or any other affiliation or protected class. In order to be as inclusive as possible, the Mortar Board Bylaws will use they/them/their pronouns to generally refer to all members. We recognize that this may not include the pronouns some of our members identify with, and as such these pronouns shall only be used in the context of the document for the purpose of clarity and generality.

Membership Fees

Section 1.9

A. Membership fee. Each new member shall pay a membership fee before their initiation. The National Council shall review the amount of the membership fee at least once a year. The membership fee entitles the new member to serve with the chapter for one academic year and to a membership certificate and membership pin, which is known as the official badge.
B. Financial limitations should not be a barrier for membership. One Gift Membership fee waiver is awarded to each chapter annually as set forth in the Mortar Board chapter operational guides.

Participation

Section 1.10

A. Deferral of active service. A new collegiate member may defer service with their collegiate chapter only if adequate justification for deferral is approved by the chapter's leadership. The new member must still pay the membership fee before their class's initiation and must commence an active year of service with the chapter within two years. Adequate justification includes, but is not limited to, study abroad, changed academic plans, and circumstances beyond the new member's control.
B. Participation. Membership in the Society is enriched through active participation in chapter activities and initiatives. Collegiate members are expected to engage in the chapter in ways that support its mission and meet the participation expectations established by the chapter, while remaining in good standing with the institution with which the chapter is affiliated. Chapters are encouraged to establish participation expectations that promote meaningful engagement and recognize members' contributions. A chapter may remove a member from its active chapter roster for failure to meet its established participation expectations in accordance with chapter policies. Such action does not affect the individual's status as a national member of the Society.
C. Continuing students. A member may be an active collegiate member for multiple years:
    1. until they have earned the first baccalaureate degree or
    2. if they remain enrolled for a subsequent baccalaureate degree and until it has been awarded.
D. Mid-year graduation. Though having graduated with a baccalaureate degree mid-year, a member who remains enrolled at the same institution in additional undergraduate or graduate work may complete their active year of collegiate membership.

E. Enrollment necessary. One no longer enrolled is not eligible to serve as a collegiate member.

Section 2 - Alumni Membership

Section 2.1 - An alumni member is one who, by reason of graduation from a baccalaureate degree program, or other reasons, is no longer a collegiate member.

Section 2.2 - When a local chapter becomes a chartered chapter of Mortar Board, all current and previous members of that local chapter become members of Mortar Board.

Section 3 - Honorary Membership

Section 3.1 - Honorary membership, being the highest honor given by the Society, may be conferred by a collegiate chapter or the National Council only upon a person who is not a college student, who has earned a baccalaureate degree, and who has made a distinguished contribution toward the advancement of the goals and purpose of the Society. An alumni chapter may recommend a person for honorary membership, but honorary membership may be conferred only by a collegiate chapter or the National Council. The National Council shall establish guidelines for the selection of honorary members.

Section 3.2 - The chapter's nomination(s) for honorary membership must be supported by the majority of the collegiate chapter membership. This request must be approved by the National Office prior to tapping.

Section 3.3 - A person awarded an honorary membership may be eligible for an individual alumni award after five years of membership.

Section 4 - Resignation and Dismissal from Membership

Section 4.1 - An individual member may resign from the Society by providing written notice to their collegiate chapter. The collegiate chapter shall notify the chapter advisor(s) and the National Office of the resignation. Upon acceptance of the resignation, the member shall be removed from the national membership roll. Membership fees are not refundable.

Section 4.2 - An individual member may be dismissed from the Society for failure to maintain the standard or fulfill the obligations of membership, in accordance with the procedures set forth in the Mortar Board chapter operational guides. Collegiate chapters may dismiss any of their own chapter members of the Society. The appropriate parties, including the National Office, shall be notified of all dismissals. Upon dismissal, the member shall be removed from the national membership roll. Membership fees are not refundable.

Section 4.3 - Conduct and Removal from Membership.

A. Membership in the Society carries the responsibility to uphold its values and maintain conduct consistent with its purposes. A member may be subject to removal from membership in the Society for serious misconduct that is incompatible with continued membership. Grounds for removal may include, but are not limited to:
   - Harassment or discrimination.
   - Violence, threats of violence, or abusive behavior.
   - Fraud, theft, or other acts of dishonesty involving the Society or its members.
   - Serious violations of institutional policies or applicable law.
   - Conduct that materially harms the Society, its chapters, or its members.

B. Removal from national membership may occur through the procedures established in these Bylaws and shall include appropriate notice and an opportunity for the member to appeal.

ARTICLE IV
NATIONAL LEADERSHIP

Section 1 - National Council

Section 1.1 - The National Council is composed of the National President, president-elect, vice president, secretary, treasurer, four members-at-large (two students and two alumni), and the immediate past National President. The president of the Mortar Board National Foundation shall serve ex officio as a member of the National Council with both voice and vote. The executive director shall serve ex officio with voice but no vote.

Section 1.2 - Only alumni members and honorary members are eligible to be nominated for National Council president-elect, vice president, secretary, treasurer and the two alumni representative at-large positions. All collegiate members are eligible to be nominated for student representative at-large.

Section 1.3 - Qualifications for National Council offices are established by the National Council.

Section 1.4 - Following nominations made during an annual Special National Conference, elections are held for:

A. National Council president-elect, secretary and one alumni representative at-large in even-numbered years; and
B. National Council vice president, treasurer and one alumni representative at-large in odd-numbered years.
C. Following nominations presented during an annual National Conference, an election is held for two student representatives at-large.

Nominations

Section 1.5 - The Standing Nominations Committee shall seek nominations for qualified candidates for each National Council position to be filled during each election year. If the pool of nominees does not yield candidates who are eligible or qualified for a position, the committee may consider other eligible members. The Standing Nominations Committee shall review all nominations received.

Slate

Section 1.6 - The Standing Nominations Committee:

A. Shall slate a single candidate for each National Council position except student representative at-large.
B. After slating at least one candidate for student representative at-large, shall present the slate to the Conference Nominating Committee.
C. The candidates for National Council except for student representatives at-large shall be presented during the Special National Conference annually. The candidates for student representatives at-large shall be presented during the National Conference.

Section 1.7 - A Conference Nominating Committee composed of not more than eight National Conference delegates shall present, for student representatives at-large, the slate earlier certified by the Standing Nominations Committee.

Section 1.8 - Voting for National Council officers shall take place on a single ballot listing all offices to be elected. In the election for student representatives at-large, the two candidates receiving the highest number of votes will be elected. If there is a tie that makes it unable to determine the top 2 vote recipients, a runoff between the tied candidates will be held.

Section 1.9 - A candidate may run for only one office.

Vacancy

Section 1.10 - The National Council shall fill any vacancy in a National Council position occurring between conferences.

Duties

Section 1.11 - Each member of the National Council, excluding the student representatives at-large, is elected for a two-year term that begins at the conclusion of the National Conference following their election. In the case of the student representatives at-large, for a one-year term at the conclusion of the National Conference at which they were elected. The National President, president-elect, and immediate past National President shall each serve one two-year term. The student representatives at-large shall each serve a one-year term. The vice president, secretary, treasurer, and alumni members at-large each may serve no more than two consecutive terms in any one office.

Section 1.12 - In addition to all other duties that may be assigned by the National Council, each member of the National Council has specific duties that relate to the Society's governance.

A. The National President shall preside at all conferences and National Council meetings, sign all charters granted, and appoint all region coordinators, and committee chairpersons. The National President shall sit as an ex-officio member on the Mortar Board National Foundation Board of Trustees with voice and vote.
B. 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 their term or upon resignation of the president and, immediately following that term, serve a term on the National Council as immediate past National President.

C. The vice president shall serve as liaison to the region coordinators and decide all proposals for dismissal from membership.
D. The secretary shall be responsible for working with the National President to set agendas for National Council meetings, maintaining accurate Minutes of each meeting of the National Council and of conferences, following up with National Council members on agreed upon action items, and ensuring that governing documents are accessible to members.
E. The treasurer shall be responsible for reviewing the annual budget prepared by the executive director, reviewing all financial statements and transactions, ensuring the completion of required financial reporting forms, and ensuring that all gift and investment policies are followed. In addition, the treasurer shall sit as an ex-officio member on the Mortar Board National Foundation Board of Trustees with voice and vote.
F. Alumni representatives and student representatives shall accurately represent their constituent groups.
G. The immediate past National President shall chair the standing Nominations Committee; assist with the conference Nominations Committee as directed by the National President; support the National President; and, because of their experience, provide advice to the National Council about past practices, organizational history and future direction.

Section 1.13 - The National Council shall meet annually at a time and place appointed by the president. Special meetings of National Council may be called by the National President or upon the written request of three members of the National Council.

Section 1.14 - The National Council shall employ an executive director. Additional duties of the National Council are as follows: to govern between conferences, to ensure implementation of policies and procedures as directed by the membership, to articulate the Society's mission and purpose and to maintain its standards, to ensure effective organizational planning and evaluation of programs and services, to endorse the budget and to maintain the fiduciary responsibilities of Mortar Board Inc., to recommend expansion and disaffiliation of chapters, to grant selection exceptions, to call national conferences, to submit an annual report to the delegates, to maintain accurate Minutes of all proceedings, to serve as liaisons to committees and to represent the organization as appropriate.

Section 1.15 - A member of the National Council may be removed for cause by a majority vote of the National Council.

Section 2 - Region Coordinators

Section 2.1 - Chapters shall be grouped geographically into regions and assisted by region coordinators or other designated volunteers.

Section 2.2 - Each region coordinator shall be a liaison between the National Council, National Office and the collegiate and alumni chapters and shall coordinate the work of chapters in their region.

Section 2.3 - Region coordinators shall be appointed by the National President for a one-year term and shall be eligible for re-appointment. In the event a vacancy occurs during a term, a new region coordinator shall be appointed to fulfill the unexpired portion of the term and will be eligible for re-appointment at the next reappointment date.

Section 3 - Committees

Section 3.1 - The National President, with the approval of National Council, shall appoint standing committees as needed to conduct the business of the Society. The National President shall appoint ad hoc committees as needed. Members of standing and ad hoc committees must be members of, or advisors to, the Society.

Section 4 - National Office

Section 4.1 - The principal office of Mortar Board Inc. (the "National Office") shall serve as the headquarters of the Society and shall be located at such place as the National Council may determine. The registered agent of the National Office shall be the executive director.

Section 4.2 - The National Office shall perform the daily functions necessary to carry out and maintain the Society in accordance with these Bylaws. The executive director shall be employed by the National Council as the chief executive of the National Office. The executive director shall hire and supervise staff. The duties and responsibilities of the staff shall be outlined in the job description of each National Office staff member.

ARTICLE V
MEETINGS

Section 1 - Conferences

Section 1.1 - Any reference to "conference(s)" within these Bylaws shall be interpreted to include either the "National Conference" or a "Special National Conference."

Section 1.2 - The only voting members of any conference, in conference committees or in business sessions, shall be the delegates from the collegiate chapters. They shall be considered the supreme governing body of the Society.

Section 1.3 - All details pertaining to any conferences shall be arranged by the National Office, and the officers of the National Council shall be the officers of the conferences.

Section 1.4 - Each collegiate chapter shall be represented at conferences by one delegate who shall be the president of the chapter or the designated alternate. The name of the delegate shall be sent by the chapter president to the National Office. Pending verification of voting credentials, the delegate shall have one vote on all questions, whether or not instructed by the chapter.

Section 1.5 - Conference committees shall be established and assigned as needed. The National President shall appoint conference committees composed of official voting delegates, standing committee members and advisors. Each conference committee shall elect a chairperson from its voting delegate members.

Section 1.6 - The delegates to conferences shall be responsible for reviewing these Bylaws. In addition, the delegates shall pass such resolutions and recommendations as shall be deemed appropriate to assist the National Council in the governance of the Society.

A) Conference resolutions are effective for two years unless affirmed by succeeding conferences at the end of the resolution's term. Resolutions are the Society's formal statement of philosophy or its deliberate choice of action. Resolutions are looked to by the Society for organizational direction and by chapters for programming direction.

B) Conference recommendations are items suggested for the Society's leadership or chapters to consider.

Section 1.7 - In the interim between conferences, the government of the Society shall be vested in the National Council.

Section 2 - National Conference

Section 2.1 - The National Conference is the meeting of the Society and is held no less often than biennially at a time and in a format specified by the National Council.

Section 2.2 - The National Conference shall include the officers of the Society, region coordinators, standing committee chairpersons, delegates from each collegiate chapter, and other Mortar Board, Inc. members.

Section 2.3 - The National Office may utilize the aid and advice of a Conference Advisory Board in planning for and assisting at the National Conference.

Section 3 - Special National Conference

Section 3.1 - In addition to the National Conference, "Special National Conference(s)" may be held at the request of the National President, with the approval of the National Council; or the National President shall call a Special National Conference upon the written request of three fourths of the active collegiate chapters. Notice of the time, place, method and exact purpose of the meeting

must be provided to all active chapters and to the national leadership a reasonable number of days in advance.

Section 4 - Voting capabilities of chapters

Section 4.1 - Voting privileges will be suspended for any chapter not in good financial or operational status with the National Office. Chapters whose voting privileges are in jeopardy shall be notified by the National Office prior to each conference.

ARTICLE VI
CHAPTERS

This Society shall be composed of collegiate chapters, alumni chapters, and/or the national chapter. The organization and structure of which shall be set forth herein:

Section 1 - Collegiate Chapters

Section 1.1 - A collegiate chapter shall be a group of students in a college or university who shall be duly selected, tapped, and initiated as prescribed in these Bylaws.

Section 1.2 - The recommended minimum number of members in a collegiate chapter shall be 15. Chapters to the extent possible should attempt to reach the chapter size recommended through membership targets provided by the National Office.

Selection

Section 1.3 - A Mortar Board chapter, recognizing diversity and multiple perspectives as strengths, shall bestow honor upon individuals selected from all possible eligible candidates.

Section 1.4 - All eligible students enrolled at a campus with no chapter, whose campus is administratively controlled by another campus, may be considered for membership by the chapter at the administering campus so long as a viable means for their active participation in the chapter exists.

Section 1.5 - New members shall be selected by the existing chapter at least once a year, following procedures established by the National Council as set forth in the current Mortar Board chapter operational guides. A unanimous vote standard may not be used.

Section 1.6 - 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.

Section 1.7 - No member of National Council or National Office shall have veto power over the selection of a collegiate member except if the candidate fails to meet the scholarship requirement of the Society.

Section 1.8 - From the official candidate request and report forms submitted by each chapter, the National Office shall verify that each candidate meets the requirements of scholarship and intended date of graduation. The National Office may request from a chapter clarification of a candidate's leadership and service qualities or reconsideration of a candidate.

Section 1.9 - A collegiate member of the Society who transfers shall be accepted on the new campus and given the privileges of an active member.

Tapping

Section 1.10 - Tapping is the historical act of publicly recognizing a candidate for selection into Mortar Board.

Section 1.11 - The chapter membership chairperson, with the approval of the chapter president, shall establish a schedule for tapping and initiation of new members which shall be conducted in accordance with the procedures established by the National Council.

Section 1.12 - One or more current members of the chapter shall tap candidates for membership in person, unless such tapping is physically impossible.

Orientation

Section 1.13 - An orientation program for candidates selected for membership shall be held before initiation, emphasizing active commitment to the purposes and goals of the Society, following the format established by the National Council and outlined in the Mortar Board chapter operational guides.

Initiation

Section 1.15 - Collegiate and honorary members must be initiated at a ceremony as outlined in the Mortar Board chapter operational guides.

Section 1.16 - Initiation shall occur no later than four weeks before the last day of classes of the school year preceding the member's first year of service unless an exception is granted by the National Office.

Fees

Section 1.17

A. A collegiate chapter, under the direction of the president and treasurer, shall ensure that each collegiate candidate tapped for membership has paid the membership fee before initiation.
B. A chapter may not initiate or present the symbols of membership to a candidate for collegiate membership who has not paid the membership fee.

Section 1.18 - The National Office shall not verify membership of any chapter unless all fees, dues and reports, as required by the National Council, have been submitted. The National Office shall notify chapters whose accounts are not clear and said chapters shall not be permitted to tap or initiate new members until such accounts are cleared.

Section 1.19 - Each chapter may award one Gift Membership fee waiver. The fee waiver may be awarded to one initiate or divided among several initiates based on financial need. This allowance is not cumulative and is administered by the National Office. The recipient(s) is (are) to be selected confidentially. The waiver shall be marked on report forms.

National Project

Section 1.20 - Mortar Board's national project is Reading is Leading. Each chapter may develop and participate in at least one literacy program focused on reading and writing skills.

Mortar Board Week

Section 1.21 - Mortar Board Week will be celebrated nationally each year during the week in closest proximity to the founding of the Society, February 15, 1918. Mortar Board Week is an opportunity to share and promote the Ideals and Purpose of the Society as well as honor those individuals and organizations that have made a significant difference in the lives of others because of their demonstration of the Ideals of the Society.

Minimum Standards

Section 1.22 - The following list of standards is essential for minimum chapter operations. Officers should refer to the Mortar Board chapter operational guides for the required information and deadlines. Each chapter must:

A. Select new members on the basis of distinguished ability and achievement in scholarship, leadership and service, in accordance with established procedures.
B. Submit the Chapter Action Plan (CAP) on time.
C. Prior to tapping, send the names and qualifications of candidates to the National Office on the Official Membership Report for verification.
D. Tap new members before the end of the school year.
E. Hold an orientation program prior to initiation for those tapped.
F. Hold an initiation ceremony for new members.
    1. before initiation, ensure that each candidate has paid the national membership fee in full to the National Office;
    2. work with the National Office to pay any other member fees and submit the final Official Membership Report to the National Office; and
    3. on or before July 15, pay the any remaining member fees and/or chapter fee
G. Elect new chapter officers before the end of the school year. The outgoing chapter officers in cooperation with the advisor(s) shall orient the new officers before the end of the school year. All officers are to receive, maintain and pass on a manual of pertinent information for that office.
H. Hold regular and frequent meetings (a minimum of once a month during the school year).
I. Establish a participation recommendation.

J. Have at least one advisor. It is recommended that a chapter have more than one and that advisors serve for a minimum of two years to aid in continuity of chapter operations.
K. Submit an annual report, including a financial report (and appropriate IRS forms, if necessary) to the National Office by the end of the school year. If a chapter's annual income exceeds the minimum threshold set by the Internal Revenue Service, the chapter must comply with the reporting requirements and copy the National Office on all correspondence.
L. Ensure that at least one member, as official delegate, represents the chapter at the National Conference, the Special National Conference, and any all-chapter training or information sessions that may be held virtually.
M. Develop and implement programs related to the Ideals of scholarship, leadership and service that encourage collaborations between the chapter and other student organizations, alumni, other Mortar Board chapters or the community at-large.
The Mortar Board chapter operational guides include recommendations for chapter development. Chapter reports, reporting deadlines for membership, chapter operations and maintenance of tax-exempt status will be established by the National Council.

Officers

Section 1.23 - All new chapter officers shall be elected before the end of the spring term by incoming chapter members in the presence of the retiring chapter after orientation and initiation by the retiring chapter. The procedure for election shall be established by the National Council.

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 either plan to complete the entire term of office, or have announced their intention to only serve a partial term due to reasons such as graduating after one semester, studying aboard, or engaging in another all-time-consuming obligation during the subsequent semester.

Section 1.25 - A member may stand for election to a collegiate chapter office only if their initial membership fees and local dues have been paid, or covered through a gift membership.

Section 1.26 - Orientation of new advisor(s) shall be the responsibility of the chapter president and the current chapter advisors.

Section 1.27 - Names of new officers shall be submitted to the National Office on or before the date established in the Mortar Board chapter operational guides.

Section 1.28 - It is recommended that Chapter officers shall consist of a president, a vice president, a secretary, a treasurer, a communications chairperson, 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, 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.
B. Unless the chapter's bylaws indicate that another officer should assume these responsibilities, the vice president shall preside and perform the duties of the office of the president in the case of the temporary absence or disability of the president.
C. The secretary shall keep the Minutes of each meeting and conduct the necessary correspondence. The secretary shall notify new members of their selection and shall notify all members and advisors of each meeting.
D. 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 chapter financial report, submit any forms required by the Internal Revenue Service, if necessary, and provide financial information for the chapter to the National Office.

E. The communications chairperson shall be responsible for chapter publicity and shall act as correspondent to the National Office.
F. The chapter historian shall compile and maintain a chapter history and update the chapter's file in the national archives.
G. The chapter membership chairperson shall be responsible for organizing and implementing the selection, tapping and initiation of new members.
H. The alumni chairperson shall act as liaison with area and chapter alumni and shall establish and maintain a mailing list of chapter alumni for both local and National Office records.

Officer Dismissal

Section 1.29 - After consultation with the chapter's advisors and the National Office, a collegiate chapter shall have the authority to remove for cause, individual officers pursuant to procedures set forth in these Bylaws. Sufficient cause for removal may include, but is not limited to, continued unexcused absences from chapter meetings; not attending to assigned or elected duties of the chapter; inexcusably failing to meet financial obligations to the chapter; violating the Bylaws of the Society or the bylaws of the chapter; violating a rule, practice, or procedure adopted by the chapter; or displaying conduct deemed contrary to the interests of the chapter. The removal of an officer shall be reported to the National Office. An officer may be removed by a two-thirds vote of the members present and voting at a meeting at which a quorum is present. An advisor must be present at the meeting.

A. In instances in which the removed officer wishes to appeal the removal, the following procedure shall be implemented:
    1. The removed officer shall contact the National Office within two weeks of receipt of the official letter of removal.
    2. The national vice president shall review the decision of the chapter in consultation with two other members of the National Council.
    3. The decision of the national vice president shall be final and transmitted to the appellant and the collegiate chapter.

Section 1.30 - If the chapter's bylaws do not indicate a succession plan, the chapter, as soon as possible, shall elect a successor to fill a permanently vacant office.

Advisors and Administrative Liaisons

Section 1.31 - Each collegiate chapter shall select at least one advisor who shall act as the administrative liaison and be chosen from those persons who have faculty or administrative status and have an affiliation with the college or university. The administrative liaison may assist the chapter in obtaining the names of candidates eligible for membership, maintaining chapter archives, securing access to campus facilities and providing a permanent campus mailing address. Chapters are encouraged to select additional advisors. The National Council shall establish procedures for the selection of advisors and their duties.

Section 1.32 - The advisors shall meet with the new chapter in the spring and assure that at least one advisor attends selection meetings, assists in the preparation of chapter programs, checks the chapter budget and promotes chapter continuity through orientation of new chapter officers. At least one advisor must be present at every regular meeting. All advisors shall certify the list of new members.

Affiliation

Section 1.33 - Any four-year, baccalaureate degree-granting institution which is accredited may be considered for granting of a charter in the Society.

Section 1.34 - The bylaws of the prospective chapter shall be consistent with these Bylaws.

Section 1.35 - Application procedures for the affiliation of a new chapter will be established by the National Council. Applications will be accepted by the National Office and approved by the National Council.

Withdrawal and Disaffiliation

Section 1.36 - A chapter may withdraw from the Society through a vote of no less than two thirds of that chapter's collegiate members. A written notice, signed by an authorized chartering school official, and if available, an officer of the local supporting alumni chapter, must be submitted to the National Office for National Council approval.

Section 1.37 - After one infraction of the above listed minimum standards, the National Council may place a chapter on probation for 12 months or until the infraction is corrected. Within this 12month period, if either the original infraction is not corrected or any additional infractions occur, the National Council may place the chapter on an inactive list and recommend disaffiliation of the chapter at the next conference. If the chapter chooses not to select new members, the National Council shall take immediate action.

Section 1.38 - After having been placed on the inactive list, a chapter may be disaffiliated by a two-thirds vote of the delegates present and voting at a National Conference at which a quorum has been established. Section 1.39 - The national president must request that the following items be returned from any withdrawn or disaffiliated chapter: Mortar Board charter and chapter roll. The group must not use the name of Mortar Board nor its insignia. No published announcement of the action is made, but an announcement is included in the national president's Annual Report.

Section 1.40 - Any withdrawn or disaffiliated school may apply for reinstatement according to the criteria stated in Mortar Board chapter operational guides.

Section 2 - Alumni Chapters

Section 2.1 - Five or more alumni of the Society may associate themselves as an alumni chapter.

Section 2.2 - To remain active, an alumni chapter shall submit the following items annually on or before June 15 to the National Office: a list of members' contact information, a year-end report, a financial report and the annual dues. If an alumni chapter's annual income exceeds the minimum threshold set by the Internal Revenue Service, the chapter must comply with the reporting requirements and copy the National Office on all correspondence.

ARTICLE VII
FINANCES

Section 1 - Society Funds

Section 1.1 - The Society shall use its funds only to accomplish the purposes stated in these Bylaws, and no part of the Society's funds shall inure or be distributed to the members of the Society. On dissolution of the Society all assets shall be used to discharge any obligations and the funds remaining shall be distributed to one or more duly organized not-for-profit, charitable, educational, scientific or philanthropic organizations to be selected by the National Council.

Section 2 - Annual Audit

Section 2.1 - The National Council shall ensure that an appropriate accounting of the Society's financial statements is made annually.

Section 3 - Chapter Funds

Section 3.1 - When an alumni chapter or collegiate chapter becomes inactive, any funds remaining in the alumni chapter or collegiate chapter account after local obligations have been met must be transferred to Mortar Board, Inc. in care of the National Office.

Section 4 - National Chapter Fees

Section 4.1 - The chapter fee is the amount that every chapter must pay annually to support Society-wide programming for chapters, collegiate members, and the National Conference. Before each National Conference, the National Council shall determine the chapter fee.

Section 4.2 - The National Office shall use the collective chapter fees paid by every chapter to:

A. 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;,
B. Provide administrative support and services necessary to operate the Society and support chapters, members, advisors, volunteers, and national leaders;
C. Support chapter development and engagement activities, including campus and chapter visits, training, communications, and resources;

D. Provide chapter resources, materials, and communications, including mailing and distribution costs; and
E. Support compliance and operational needs of the Society, including tax, financial, legal, and administrative services.

Section 5 - National Conference

Section 5.1 - National Conference. Each chapter is responsible for the cost of transportation and other travel-related expenses for its official delegate and any additional participants and should budget accordingly. Chapter grants are available by application, subject to available funding and the procedures established in the Mortar Board chapter operational guides.

ARTICLE VIII
AWARDS AND RECOGNITION

Requirements and criteria for the granting of these awards will be distributed and shared with chapters in the Mortar Board chapter operational guides at the beginning of the chapter year.

Section 1 - Chapter Awards

Section 1.1 - Mortar Board recognizes the importance of the work done by each chapter to promote the Ideals of scholarship, leadership and service. Chapter awards, as identified in the Mortar Board chapter operational guides, annually recognize these accomplishments and successes of each chapter.

Section 2 - Individual Awards

Section 2.1 - Individual awards, as identified in the Mortar Board chapter operational guides, annually recognize individuals for their outstanding contributions and embodiment of the Society's Ideals. These awards will be evaluated by a committee of no fewer than three appointed by the National President.

Section 3 - Other Recognition

Section 3.1 - Citations, as identified in the Mortar Board chapter operational guides, may be given annually, by either a chapter or the National Council, to recognize individuals or entities for distinguished contributions to the Ideals of scholarship, leadership and service and shall also promote equal opportunities among all peoples while advancing the goals and purposes of the Society. A nomination by a chapter must be submitted to the National Office for approval at least four weeks prior to presentation.

ARTICLE IX
EXCEPTIONS

Permission for exceptions, with respect to any of the above may be granted by the National Council, National Office, or its designated representative. An exception petition shall be submitted to the National Office for consideration in accordance with procedures established by the National Council and/or National Office.

ARTICLE X
SUPREMACY CLAUSE

The Bylaws of Mortar Board, Inc. (Bylaws) shall be the supreme law of this Society, and this Society shall be bound thereby. This supremacy clause provides that when these Bylaws are in conflict with the governing documents of any Mortar Board affiliated chapter, the Bylaws of Mortar Board, Inc. shall prevail.

ARTICLE XI
PARLIAMENTARY AUTHORITIES

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, or any special rules of order this Society may adopt.

Section 1 – Quorum and Voting Requirements.

Section 1.1 - Quorum. A quorum is the minimum number of voting members or accredited voting delegates who must be present for a body to conduct official business. Unless otherwise stated in these Bylaws, a quorum shall consist of a majority of the voting members of the body. A quorum must be present before the body may conduct official business or take action.

Section 1.2 - Majority Vote. Unless a different voting requirement is specifically stated in these Bylaws, an action shall be approved by a majority of the valid affirmative and negative votes cast by

members present and voting. Abstentions are not counted as votes cast.

Section 1.3 - Two-Thirds Vote. When these Bylaws require a two-thirds vote, the action shall be approved by an affirmative vote of at least two-thirds of the valid votes cast by members present and voting. Abstentions are not counted as votes cast.

Section 1.4 - Plurality. When these Bylaws provide for election by plurality, the candidate or candidates receiving the highest number of votes shall be elected, even if no candidate receives a majority of the votes cast. Abstentions are not counted as votes cast.

Section 1.5 - Elections. Unless otherwise stated in these Bylaws, elections shall require a majority of the valid votes cast by members present and voting. The election of student representatives at-large shall be by plurality, with the candidates receiving the highest number of votes elected.

Section 1.6 - Other Voting Requirements. When these Bylaws specify that a vote is based on the entire membership, members present, accredited delegates, or another specifically identified group, that standard shall govern rather than the default majority vote described above.

ARTICLE XII
MORTAR BOARD ALUMNI

Mortar Board Alumni are part of Mortar Board, Inc. All Mortar Board collegiate members become Alumni upon graduation.

ARTICLE XIII
AMENDMENT OF BYLAWS

Section 1.1 - These Bylaws may be amended by a vote of two thirds, provided that advance notice has been given to delegates for review a reasonable number of days before a vote is taken. The lack of a vote constitutes an abstention.

Section 1.2 - A proposed amendment must be submitted to the National Office on or before June 1 for consideration at the National Conference, or on or before December 1 for consideration at the Special National Conference. Any amendment submitted after June 1 but before December 1 shall be referred to the Governance Committee, or another appropriate committee, for consideration at the Special National Conference. Any amendment submitted after December 1 but before June 1 shall be referred to the Governance Committee, or another appropriate committee, for consideration at the National Conference. The purpose of this section shall be to provide for two opportunities for these Bylaws to be amended at a meeting of the delegates.

Section 1.3 - The National Council and National Office may make administrative changes to these Bylaws ahead of the National Conference or the Special National Conference. Proposed administrative changes shall first be referred to the Governance Committee for consideration.

PRIVACY POLICY

Adopted by the National Council July 25, 2002, and by the National Foundation July 28, 2002; Refreshed July 2018

We respect your privacy
Mortar Board, Inc. (hereinafter "Mortar Board," "we", or "us") is committed to protecting its members' privacy. Mortar Board has created this privacy policy to protect the privacy of the members and the privacy of visitors using the Mortar Board website.

What information does Mortar Board collect? We collect only the information we need to serve you and administer our operation. Mortar Board does not collect information that identifies you personally ("Personal Information") unless you voluntarily provide it to Mortar Board to enable us to provide you with requested services and information. We collect, process and use Personal Information for performing the services you request, as well as to raise revenue for programs that support members. When you agree to membership, you agree to give Mortar Board your Personal Information. We ask members for their full legal name, permanent home address, telephone number and email. We also collect the initiation date of the member, chapter officer designation (if applicable), and date of graduation from the initiating chapter. You may voluntarily contribute to the Foundation or receive a Mortar Board Fellowship, and that information is recorded. If you are a delegate to the National Conference, that is recorded. You also may encounter surveys and other features on the Web website that ask you to provide Mortar Board with nonpersonal information to help Mortar Board improve the services that we provide to you.

How is my information used?
Personal Information is required from you in order for you to receive certain information from Mortar Board. When you join Mortar Board, you consent to giving your nonpersonal and Personal Information, which may be shared with our partners ("Participating Companies.") Participating Companies are companies that have entered into agreements with Mortar Board in return for the right to use Mortar Board's name, insignia and access the personal information of members. Mortar Board does not sell its membership list. Mortar Board will share your Personal Information with a Participating Company unless you state in writing that you do not consent. A Participating Company may then contact you using the information that we supply. Mortar Board encourages you to consent to this because it will help ensure that the organization will be able to increase the number of fellowships and give the local Mortar Board chapters the ability to access additional funds. The information from the Demographic Survey of new members may be used to contact a member when necessary. We may, from time to time, use anonymous data and data from surveys to compile statistics for review and promotion of Mortar Board. Mortar Board may disclose personal information if required to do so by law or in the good faith belief that such action is necessary to: a) conform to the law or comply with legal process served on Mortar Board or the website; b) protect and defend the rights or property of Mortar Board, the website or the members of Mortar Board; and c) act under exigent circumstances to protect the interests of members of Mortar Board or the public.

What other ways can my information be collected and used?
The website offers links to Participating Companies' websites. When you click on these links, you will be transferred to a Participating Company's website. Mortar Board has no control over the privacy policies or information that these websites may request of you. Mortar Board is not and cannot be held responsible for the privacy practices or content of these websites. You will need to contact Participating Companies or third parties separately to unsubscribe from their services. Linking to Participating Companies may place cookies on your computer. These companies and businesses may use nonpersonal information (not including your name, address, email address or telephone number) about your visits to this website and other Web websites in order to provide advertisements. We do not have access to these cookies or any information that they may contain.

How is my information protected? While we cannot guarantee that loss, misuse or alteration of data will not occur, we take many precautions to prevent these events. Your Personal Information is stored in a Mortar Board secure operating environment not available to the public. Mortar Board employs encryption methods to protect your Personal Information. We also limit the direct electronic access of Personal Information to Mortar Board employees who need the Personal Information to perform their jobs at Mortar Board.

Can I opt out?
Mortar Board allows members to inform us via written communication what they do not wish to receive. Members who choose not to receive any notices will still remain in the database but will not receive further information from Mortar Board or any Participating Companies.

How do I update my information? Mortar Board allows you to update your information by going to the online Alumni Address Update Form or by emailing, calling or writing the National Office.

What if I have a question? If you have any questions about this privacy statement, the practices of this website, or your interaction with Mortar Board, please email the National Office at mortarboard@mortarboard.org or call 614-488-4094.