

# **Constitution of the Pallas Chapter of Mortar Board (University of Louisville)**

Written August 2016 by Paul Thompson and Lizzie White

Updated by Savannah Thieneman on November 5th, 2019

## **PREAMBLE**

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by, and dedicating itself to uphold the following constitution.

## **ARTICLE I – NAME**

Section 1 – The name of this organization shall be the Pallas Chapter of Mortar Board National College Senior Honor Society at the University of Louisville.

Section 2 - 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**

Section 1 – It shall be the purpose of this organization 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**

Section 1 –Membership in Mortar Board, and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or disability.

Section 2 – Membership shall consist of collegiate, alumni and honorary members.

A). Collegiate members-must be current students at the University of Louisville. Members must be eligible according to, and shall be selected in accordance with, the Mortar Board, Inc. requirements.

1). Each new member shall pay a Membership Fee before his/her initiation. The Fee shall be comprised of the duly required fee levied by the National Council, plus the local fee levied in the Bylaws.

2). A collegiate member continuing to participate with the chapter after the first year shall, annually, have half of their continuing dues and/or fees paid by the chapter if requested.

3). Collegiate members must attempt to participate in the majority of events. Majority is defined at 75%.

4). Initiated collegiate members who have paid dues in full and attend majority of events shall have the right to vote.

B). Honorary members may be selected by the Chapter in accordance with the Mortar Board, Inc. requirements.

Section 3 - After consultation with faculty advisors, members may be dismissed under the procedures set forth in the Bylaws of Mortar Board, Inc.

#### ARTICLE IV – OFFICERS

Section 1 – The officers of this organization are President, an Executive Vice President, an Alumni Chair, Membership Chair, and a Marketing Chair, in addition to a Secretary and a Treasurer.

Section 2 - The responsibilities of these officers shall be as follows:

A). The President and other Officers shall fulfill all obligations described in the Officer & Advisor Handbook distributed by the national Office.

1). The President and other officers shall work to ensure that a Silver or Gold Torch Award is granted to the Chapter annually, and file coherent, professional reports to National Office at least seven days in advance of stated deadlines.

2). The President and other officers shall, at the end of each academic year, each prepare and append the transition binders discussing their activities and contributions on behalf of the chapter, and make recommendations for improving Chapter operations, using this and other means to ensure incoming officers are adequately prepared to assume office.

3). The Officers named in Section 1 shall constitute an Executive Committee, with meeting times and locations to be set by the President, as need for Chapter operations and/or continuity.

a). The President and Treasurer shall prepare an annual budget, to be approved by the Executive Committee and presented to all members.

b). Members of the Executive Committee may vote *in absentia* via electronic means, with expressed permission of President or Executive Vice President.

C). The President Shall be responsible for; securing, with the help of Treasurer, both Club Programming Committee and Student Government Funding from the University of Louisville, as needed for Chapter operation; the planning and execution of flower sales twice annually at graduation, and will share all membership duties with Membership Chair.

1). The President may, at the request of any Vice President, or by discretion, form additional committees, work groups, or task forces, as needed for Chapter operations or continuity, with the advice and consent of members, and whose charter must be renewed each semester or else be dissolved.

D). The Membership Chair shall be responsible for Membership, including the organization and implementation of Recruitment, Induction, Tapping, and Orientation of new members.

1). The Membership Chair may elect to form a Membership Committee and appoint a Membership Committee Chairperson with the advice and consent of the President and Members.

E). The Marketing Chair is responsible for filing the Historian's report annually, and discharging the duties described in the Mortar Board Officer & Advisor handbook.

1). The Marketing chair must also control the Pallas Chapter social media, create marketing campaigns for events, and take photos at events.

F). The Alumni Chair shall be responsible for social activities, alumni relations, and external communications and ensure that the duties of Director of Communications, as outlined in the Officer & Advisor handbook, are dutifully discharged, personally or by delegation.

1). The Alumni Chair shall appoint, or serve as, Director of Communications, with advice and consent of members.

G). The Treasurer shall create or maintain a one-hundred-dollar petty cash fund, and manage the financial activities & records of the Chapter; accurate records should be kept in such a manner as to be accessible for no less than three years.

1). The Treasurer shall be active in securing Club Programming Committee and Student Government funding for the Chapter.

2). The Treasurer may form a Fundraising Committee and appoint, or serve as, its Chairperson, by discretion with the approval of the President or Executive Vice President, or as directed by the President.

H). The Secretary shall keep and distribute accurate minutes within twenty-four hours of all Chapter meetings, and ensure the retention of those records in perpetuity.

1) If no Secretary is present at a chapter meeting, the President or presiding officer will appoint a Member in attendance to discharge such duties for said meeting.

I) The Executive Vice President shall assist the President in all necessary areas. In the event the President may not attend an event, the Vice President is appointed President for the time being.

1). The Executive Vice President shall ensure the Chapter is represented at the University's RSO Fair and RSO Summit each year, but need not attend the event personally.

Section 3 - Officer elections and removals shall take place as set forth in the Bylaws.

## ARTICE V – MEETINGS

Section 1- Meetings shall take place during the Fall and Spring semesters, not less frequently than Biweekly, at such places and times as agreed upon by the President and Executive Vice President.

A). Meetings may consist of formal meetings, service events, or social gatherings.

Section 2 – The President shall have the authority to modify the meeting calendar as benefits majority of the schedules of voting members, or as necessary for Chapter operations and continuity.

#### ARTICLE VI – RULES OF PROCEDURE

Section 1 – Chapter meetings may use Robert’s Rules of Order, current edition, as the authority on parliamentary procedure, as outlined in Mortar Board’s Parliamentary Procedures Summary, available from the National Office if Pallas Chapter numbers exceed 30.

A). These Rules may be modified at the discretion of the presiding officer with the approval of the attending members.

B). A meeting may consist of at least half plus one members, provided that at least two officers are present, at least one of whom must be the President or Executive Vice President. This is subject to discretion of the President.

C). The President or their designated proxy, shall create an agenda for - and preside over - all formal Chapter meetings.

Section 2 – With the exception of changes to the Chapter Constitution, business shall be decided by a majority vote of attending members.

Section 3 – In the event of a tie, the President shall cast the deciding vote.

Section 4 – Voting by any and all electronic means is permissible during Winter and Summer Breaks, or at other times as needed for Chapter Operations and continuity, at the discretion of the President, provided due diligence is made to notify all active members three days before the conclusion of voting period, and a regular Chapter meeting is not scheduled within three days of the voting period.

A). Voting period will be set by the President before voting begins, subject to the approval of at least one Vice President.

B). Voting by electronic means is not acceptable in lieu of attendance at regular meetings.

Section 5 – If in any instance the Constitution of the Pallas Chapter is in conflict with the Bylaws of Mortar Board, Inc., officers & members must defer to such Bylaws.

#### ARTICLE VII – AMENDMENTS

Section 1 – One or more voting members of this organization may author an amendment to this Constitution.

Section 2 – The amendment shall be submitted in writing to the President for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3 – The President shall, if satisfied with the content and clarity of the amendment, present the amendment at the next meeting, and a copy of the amendment being given to each voting member. This shall constitute a first reading.

Section 4 – The membership shall vote upon the amendment at the next meeting following the first reading. A two-thirds vote in favor of the amendment shall constitute acceptance of the amendment. Following acceptance of an amendment, members will be notified of the updated Constitution.

Section 5 – Within two weeks of the acceptance of an amendment, an updated copy of the constitution must be submitted to the Student Organizations Board for review.

#### ARTICLE VIII - BYLAWS

Section 1 - The Bylaws shall be adopted by the collegiate membership as soon after the election of new officers as is practical. Bylaws may be adopted as-is, or may be modified prior to adoption. A majority vote in favor of the Bylaws shall constitute adoption.

Section 2 - Following adoption, the Bylaws may be amended as per the Constitutional amendment process, except that a majority vote in favor of an amendment to the Bylaws shall constitute acceptance of the amendment.

#### ARTICLE IX – SPENDING CHAPTER FUNDS

Section 1 – The chapter must vote to approve expenditures over \$100.

Section 2 – All money to be spent must be discussed in some capacity at a meeting.

Section 3 – Two signatures are required on Mortar Board checks: one of Mortar Board's two advisors and the Treasurer.

A). In emergency situations, the president may sign in lieu of the Treasurer.

1). Emergency situations must be stated at the next meeting.

Section 4 – No member shall be expected to use personal funds to cover any chapter expense, nor be responsible for any travel or lodging costs of attending the Mortar Board National Conference.

Section 5 – The Chapter may annually spend up to ninety percent of funds gained through fundraising events, and must spend or remit University funds as required.

EFFECTIVE DATE: November 5th, 2019

# **Bylaws of the Pallas Chapter**

Written August 2016 by Paul Thompson and Lizzie White

Updated by Savannah Thieneman on November 5th, 2019

## **ARTICLE I - MEMBERSHIP**

Section 1 - Being that Mortar Board is the premier national senior honor society, and that membership in Mortar Board reflects a member's outstanding scholarship, leadership and service, new members shall be selected each Spring semester from those University students who demonstrate a commitment to the Mortar Board ideals and who qualify according to the following requirements:

- A). Candidates for membership shall be considered from all qualified applicants and nominees. Mortar Board is a selective, but not exclusive, society.
- B). Candidates may be nominated by current collegiate members, honorary members, or members of University faculty.
- C). Candidates may also nominate themselves by submitting a completed application.
- D). Candidates for membership shall demonstrate a GPA in the upper 35% of the current junior class, or a 3.25 average, whichever is higher in any given year.
- E). Candidates for membership must expect to attain at least 60 credit hours, or their equivalent in programmatic requirements, in the Fall semester following selection.
  - 1). Once selected, members may continue to participate in Chapter activities as collegiate members until their graduation.

- 2). If a member graduates at the conclusion of the Fall semester, but continues to attend classes as a graduate student, that member may continue to participate in Chapter activities as a collegiate member until the conclusion of the academic year.
- 3). A new collegiate member may defer service with the Chapter but must still pay the membership fee at the time of initiation and must commence active service within two years. A request for deferral may be made with the President, Vice-President, Secretary or Faculty Advisor.

Section 2 - Selection of new members from the pool of applicants and nominees shall be conducted in accordance with the procedures set forth in the Mortar Board, Inc. Membership Selection Handbook.

- A). Following selection, new members shall be publicly tapped in classrooms whenever feasible.
- B). Tapping shall take place no later than two weeks after the end of spring break.
- C). Following spring tapping and prior to initiation, the President, Vice-President and Faculty Advisor shall hold an orientation meeting for newly-selected members. At this meeting, new members shall be informed of Mortar Board's high ideals, expectations, and the benefits of membership.
- D). Initiation shall take place no later than ~~two~~ three weeks after spring break.
  - 1). All newly-selected members shall pay the required Membership Fee prior to initiation. No member shall be initiated prior to payment of the Membership Fee.
  - 2). The Membership Fee shall be the duly required fee levied by the National Council.
    - A). A local due may be levied at the discretion of the chapter.
- E). Following initiation and before spring semester exams begin, the President shall schedule at least 1 meeting which involves current collegiate members and the newly selected membership group. At this time, the new membership shall elect officers in accordance with Article III of these Bylaws, and new officers shall be paired with current officers in order to transition duties from the outgoing membership to the incoming membership.

Section 3 - In order to remain in good standing, members must abide by the following participation policy:

- A). Members shall attend a majority of regularly scheduled meetings.
  - 1). Members may be excused from meetings by reason of documented illness, requirement to participate in a University-sanctioned academic or athletic event, or similar reason which would be accepted by a University professor as a valid excuse to miss a class.
  - 2). Whenever practical, a request to be excused from a regularly scheduled meeting should be made prior to the meeting. This request may be made to the President or Executive Vice President.
  - 3). An excused absence shall be counted as a presence for purposes of the participation policy, but a member may not vote in absentia.
  - 4). An unexcused absence may be recorded as an excused absence if, within two weeks of the scheduled meeting, appropriate documentation can be shown to the President or Executive Vice President.
- B). Members shall participate in a majority of the service events each semester.

C). In the event that a member's participation level falls to an unacceptable level, action shall be taken as follows:

- 1). After the member's third unexcused absence from a scheduled meeting or event (including, if applicable, failure to meet the Chapter's service requirement), that member will be contacted by the President or Vice-President.
  - A) The President or Executive Vice-President will contact such members by phone, email, or in person.
  - B) Excused absences are allowed. Examples of this included sickness, preplanned family events, preplanned other RSO events, or religious holidays.
- 2). Members must strive to miss no subsequent Chapter service events and meetings for the remainder of the academic year
- 3). If member shows no interest or is not active at all during the fall semester, the Executive Vice-President will contact the member by the last day of classes informing them they must improve their performance for the following semester. .
- 4). A member shall be subject to dismissal for failure to abide by the Chapter participation policy, violation of the University Code of Student Conduct, violation of public laws, or conduct which reflects poorly upon the Chapter or upon Mortar Board, Inc.

Section 4 - A member whose involvement in Chapter activities far exceeds requirements may be nominated for recognition by the President, Vice-President or Faculty Advisor.

- A). There shall be no limit to the number of highly-involved members who may receive such recognition.

## **ARTICLE II - OFFICER RESPONSIBILITIES**

Section 1 – Chapter officers will carry out the duties of office as outlined in the Chapter Constitution, and in the Mortar Board, Inc., Officer & Advisor Handbook.

Section 2 - A vacancy in the office of President or Vice President shall be filled through an election by a majority vote. A vacancy in any office shall be filled by appointment by the President.

Section 3 – Any officer may be removed by a three-fourths vote of the membership.

## **ARTICLE III – ELECTIONS**

Section 1 – Candidates for any office shall be initiated collegiate members in good standing who will be collegiate members in the following academic year.

Section 2 – Candidates for any office may be nominated or may nominate themselves.

Section 3 – Election of officers shall take place at a meeting called for that purpose to occur during the Spring semester following initiation, with term of office lasting one year.

Section 4 – Election of officers shall be by a majority vote.

Section 5 – In case of a tie, the highest officer in attendance shall decide.



Section 6 – If there is only one candidate applying for an office, that candidate shall take office by acclamation.

Section 8 – Officers may be re-elected without limitation provided that they maintain collegiate status.

Section 9 - In officer elections, the incoming President will be elected first, followed by executive Vice President, Secretary, Treasurer, Membership Chair, Marketing Chair and finally Alumni Chair.

#### **ARTICLE IV - CHAPTER ACTIVITIES**

Section 1 - General meetings shall be scheduled generally every 2 ~~3~~ weeks. Consideration shall be made for public and University holidays.

Section 2 - Officer meetings shall be scheduled at the discretion of the President.

Section 3 - Service events shall be scheduled at the discretion of the President and Executive Vice President by agreement.

A). The Chapter shall vote annually on organizations to partner with.

#### **ARTICLE V - ADVISORS**

Section 1 - The Chapter shall maintain a minimum of 1 Faculty Advisor.

A). The Chapter recognizes the following Faculty Advisors:

1). Dr. Gerard Williger.

2). Asst. Advisor Dr. Charles Leonard (retiring from U. Louisville in 2021)