

**CONSTITUTION OF
 Agathai Chapter
 Mortar Board National College Senior Honor Society
 University of California, Los Angeles
 Adopted September 30, 2010
 Latest Revision May 26, 2011**

This Constitution is the local operating document for this Chapter as pursuant to Article VI, Section 1.32 of *The Bylaws of Mortar Board, Inc.*

Where used throughout this document, "Mortar Board" means Mortar Board National College Senior Honor Society, the nationwide governing body for this organization; "Organization" and "Chapter" are interchangeable and mean Agathai Chapter at the University of California, Los Angeles.

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**ARTICLE I
 NAME**

Section 1. **Name:** The name of this organization shall be the Agathai Chapter of Mortar Board National College Senior Honor Society at the University of California, Los Angeles. This organization shall also be referred to as Mortar Board at UCLA.

**ARTICLE II
 PURPOSE**

Section 1. **Mission:** The Mission of this organization is to encourage and honor academic achievement in all disciplines; to develop members' potential for premier leadership, personal growth and career success; and to promote service activities on campus and in the neighboring communities. The Chapter is organized exclusively for charitable and educational purposes, and is the successor entity to Mortar Board, Incorporated, a national college senior honor society.

Section 2. **Objectives:** The Mission is supported by the five Objectives of the Chapter. These include:

- (a) Foster an enduring commitment to the founding principles and values of Mortar Board, Inc. – Scholarship, Leadership, and Service.
- (b) Support the programs of Mortar Board as provided in *The Bylaws of Mortar Board, Inc.*
- (c) Promote the ideals of the University of California, Los Angeles.
- (d) Encourage student involvement and active participation.

- (e) Advance the visibility and reputation of Mortar Board on campus and in the community.

ARTICLE III ORGANIZATION

Section 1. The Agathai Chapter of Mortar Board is a chartered local unit of Section 25, which is chartered by Mortar Board, Inc.

- (a) This Chapter accepts in full the provisions in *The Bylaws of Mortar Board, Inc.*

Section 2. The Agathai Chapter of Mortar Board is a registered campus organization at the University of California, Los Angeles.

- (a) The constitution of this Chapter shall not be in conflict with the policies and procedures of the University of California, Los Angeles, as well as those of the Center for Student Programming.

ARTICLE IV MEMBERSHIP

Section 1. Membership in this Chapter shall be of three kinds: (1) Collegiate; (2) Alumni; and (3) Honorary, as defined by *The Bylaws of Mortar Board, Inc.* The regular activities of this Chapter shall be carried on by the collegiate membership.

Section 2. Collegiate Membership:

- (a) Qualifications for active membership:
 - (1) Enrollment as an undergraduate student at the University of California, Los Angeles.
 - (2) Completion of at least 90 units by the end of the summer quarter of the application year.
 - (3) Maintenance of a cumulative 3.3 GPA or in the top 35th percentile of students at the University of California, Los Angeles.
 - (4) Intended date for graduation shall be no sooner than one (1) quarter following initiation.
 - (5) Distinguished ability and achievement in scholarship, leadership, and service.
 - (6) Commitment to promoting the goals and purposes of Mortar Board.
 - (7) Submission of an application before the deadline.
- (b) Active members in good standing may vote on all business brought before the Chapter. An active member shall be considered in good standing when s/he:
 - (1) Displays an interest in the affairs of the organization by attending meetings and participating in other organized activities of the Chapter.
 - (2) Pays all national dues by the date determined by the Chapter.
 - (3) Displays conduct consistent with the ideals and purposes of Mortar Board, Inc.

Section 3. Alumni Membership: Alumni members shall be those members who, by reason of graduation, or other reasons, are no longer collegiate members. They may participate in the Chapter's events and activities, but they shall not be granted voting privileges.

Section 4. Honorary Membership: Honorary members shall be those members who have made a distinguished contribution toward the advancement of the goals and purposes of Mortar Board. They shall be limited to the Chapter's Honorary Member Award.

Section 5. Non-Discrimination Clause: Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, gender, religion, affiliation, veteran status, national origin, sexual orientation or disability in its selection of members.

Section 6. Membership Fees:

- (a) All new members must pay a membership fee of ninety dollars (\$90):
 - (1) National Dues: seventy-five dollars (\$75).
 - (2) Chapter Retreat Fee: fifteen dollars (\$15).
- (b) All continuing seniors must pay a membership fee of forty dollars (\$40):
 - (1) National Dues: twenty-five dollars (\$25).
 - (2) Chapter Retreat Fee: fifteen dollars (\$15).
- (c) All fees must be paid prior to initiation.
- (d) The Chapter may award one (1) Coral Vanstrum Stevens Membership fee waiver to one initiate or divided among several initiates based on financial need.

Section 7. Names of applicants for membership shall be filed with the Membership Committee.

ARTICLE V OFFICERS

Section 1. Officers: The elected officers of this organization shall be: President (1), Vice President (1), Treasurer (1), Secretary (1), Academic Chair (2), Alumni Relations Chair (2), Calendar Chair (2), Community Service Chair (2), Director of Communications (1), Director of Publicity (1), Funding Chair (2), Historian (1), Honorary Member Coordinator (1), Membership Assistant (1), Orientation Chair (1), Scholarship Chair (2), Selections Chair (1), Social Chair (2), Special Projects Chair (2), Tapping Chair (1), Tip of the Hat Coordinator (1), and Webmaster (1).

Section 2. Executive Board: The President, Vice President, Treasurer, and Secretary shall constitute the Executive Board of this Chapter.

Section 3. Qualifications: Newly initiated and returning members desiring to be considered a candidate for an elective office shall adhere to the following restriction:

- (a) Candidates for President, Vice President, Treasurer, and Secretary must serve for a full academic term. Those who plan to graduate early will be unable to run for these offices.

Section 4. Election of Officers:

- (a) The election of officers shall be held annually during the Chapter meeting that follows the new members' initiation.
- (b) Only new initiates and returning members present shall be allowed to vote.
- (c) All candidates shall be provided an opportunity to address the members present at the election meeting prior to voting.
- (d) It shall require a simple majority (fifty percent plus one vote) of votes to elect any officer. If no candidate receives a simple majority, then a runoff election between the two candidates receiving the most votes for the office in question shall occur. If another tie exists, the current Executive Board shall determine the winner.
- (e) All votes shall be counted and verified by the Secretary.
- (f) The President shall, as soon as possible after the election, appoint an officer to any position that remains vacant after the election. The appointment shall be subject to the ratification of the President-elect.

Section 5. Terms of Office: Elected officers shall take office and assume their duties immediately at the end of spring quarter and shall continue to serve for one year or until their successors are elected.

Section 6. Vacancies:

- (a) A vacancy in the office of President shall be filled by the Vice President.

- (b) For vacancies in any other elected office, the President shall submit a recommendation to fill the office in writing to the Executive Board up to five (5) working days after the position has been opened. Nominations from the Executive Board shall also be accepted at said meeting. If there are no nominations from the Executive Board, the President's candidate shall be declared elected. If nominations from the Executive Board are made, a simple majority vote shall be conducted among the Executive Board members.

Section 7. Officers failing to fulfill the given responsibilities and duties may be replaced by the active organization. The replacement of an officer requires a majority vote of the Executive Board following notification of the officer in question. Such notification shall be provided in writing no less than seven (7) days prior to the vote.

ARTICLE VI DUTIES OF OFFICERS

Section 1. Duties of Officers, General:

- (a) Fulfill all Chapter and National responsibilities, as determined in *The Bylaws of Mortar Board, Inc.* and the *Officer & Advisor Handbook*.
- (b) Perform such other duties as may be assigned by the President or ordered by this Constitution.
- (c) Orient successor and turn over all transition materials, records, assets and other effects of the Chapter in his/her possession to same.

Section 2. President: The President shall:

- (a) Act as the official representative of the organization. The President is a designated signatory for the Center for Student Programming and is responsible for registering Mortar Board as an official student organization as well as reserving meeting rooms for each quarter.
- (b) Serve as Chairperson of the Executive Board, which handles all administrative and financial matters.
- (c) Preside over all Chapter and Executive Board meetings, which attendance is mandatory.
- (d) Oversee all Chapter committees, monitor their progress, help coordinate activities, and attend most chapter events.
- (e) Ensure that everyone is actively involved; enforce the Chapter's participation policy and implement the Chapter's disciplinary policy, if necessary.
- (f) Communicate regularly with the Chapter Advisor and the National Section Coordinator.
- (g) Preside over the initiation of new chapter members, as well as assist with the orientation and implement the transition of next year's class.
- (h) Complete and submit all national reports in a timely manner.
- (i) Must be available by e-mail and phone to the incoming group of members, insofar as is possible, for the year following their tenure in office.
- (j) Attend the Mortar Board National Conference as the Official Delegate during the summer.

Section 3. Vice President: The Vice President shall:

- (a) Plan the chapter retreat in the fall, the chapter retreat in the winter, and the *Initiation Ceremony and Awards Presentation* in the spring.
- (b) Assist the President in the performance of his/her duties.

- (c) Possess all of the powers and perform all of the duties in the absence or disability of the President.
- (d) Assume the office of President if a vacancy occurs.
- (e) Oversee all Chapter committees and monitor their progress with the President.
- (f) Be a designated signatory for the Center for Student Programming.

Section 4. Treasurer: The Treasurer shall:

- (a) Have charge of all finances and handle all financial transactions. As the signatory of the Chapter bank account, the Treasurer receives, keeps, and disburses all funds of the Chapter. S/he must keep an accurate record of all income and expenditures and provide access to all records, vouchers and statements for auditing purposes.
- (b) Establish the Chapter's budget based on information and funds received from the outgoing class and projected calendar sales.
- (c) Report at each Executive Board meeting as to the financial condition of the treasury with a detailed statement of receipts and expenditures and accounts payable.
- (d) Collect membership fees from all new and continuing members prior to initiation.
- (e) Oversee the Funding Committee.
- (f) Complete and submit the Chapter Finance Report to the National Office no later than May 15 annually.
- (g) Be a designated signatory for the Center for Student Programming.

Section 5. Secretary: The Secretary shall:

- (a) Keep an accurate record of all proceedings of Chapter meetings and electronically distribute the general meeting minutes to all members no later than forty-eight (48) hours after the meeting's adjournment.
- (b) Maintain an accurate roll of member attendance and standing within the Chapter.
- (c) Issue Chapter meeting notices one week prior to all Chapter meetings.
- (d) Collect each committee's quarterly report and compile each member's participation hours at the end of each quarter, and submit them to the President for review.
- (e) Maintain up-to-date copies of *The Bylaws of Mortar Board, Inc.* and the Constitution of this Chapter and see that copies of same are available for reference at all Executive Board and Chapter meetings, and available for inspection by the general membership upon request.
- (f) Administer the chapter's Executive Board Awards.
- (g) Manage the Chapter's e-mail listserv.

Section 6. Academic Chair(s): The Academic Chair(s) shall:

- (a) Be responsible for both internal and external academic outreach and service.
- (b) Serve as the Editor-in-Chief of the Chapter's online scholarly publication, *Agathai Quarterly Journal*.
- (c) Create original and beneficial programs that will help enhance students' academic life, such as finals care packages, guest lecturers, sponsored study sessions, and study-marathons with food.
- (d) Plan the Chapter's annual Academic Fair for Mortar Board Week.

- (e) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 7. Alumni Relations Chair(s): The Alumni Relations Chairs(s) shall:

- (a) Act as a liaison with area and chapter alumni and work to maintain strong relationships with these alumni members.
- (b) Maintain the Chapter's alumni database for both local and National Office records and submit address changes or updated contact information to the National Office periodically.
- (c) Seek potential candidates for the chapter's *Pamela R. Cysner Award of Excellence*, which recognizes an alumnus or alumna who has continued to demonstrate Mortar Board's ideals of scholarship, leadership, and service after graduation; Research the biographies of these nominees and have the chapter vote on the final selection, which is limited to one (1) recipient per academic year; Introduce the recipient at the *Initiation Ceremony and Awards Presentation* and provide him/her with an award, such as a plaque, trophy, or certificate. Attendance at the Initiation Ceremony is mandatory.
- (d) Submit nominations for outstanding alumni who deserve to be recognized with one of the national alumni awards – the Alumni Achievement Award and the Distinguished Lifetime Member Award.
- (e) Encourage all graduating seniors to join the Alumni Sustaining Membership program, which gives \$5 out of every annual Alumni Sustaining Membership fee (the total fee is \$25) back to this Chapter.
- (f) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 8. Calendar Chair(s): The Calendar Chair(s) shall:

- (a) Produce the *Academic Planner and Calendar of UCLA Events*, which is sold in the UCLA Store.
- (b) Manage the calendar production process during winter and spring; responsibilities include producing a new cover, compiling important dates, reviewing the A to Z Guide and the Campus Information to ensure that it is accurate and updated, and soliciting on- and off-campus sponsors for advertisements.
- (c) Communicate regularly with the publisher and the Chapter Advisor throughout the production process.
- (d) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 9. Community Service Chair(s): The Community Service Chair(s) shall:

- (a) Plan both one-time and recurring service events, such as regular participation in Reading to Kids or participation in a community event such as Relay for Life. At least one Chair from this committee should be in attendance at every Mortar Board community service event.
- (b) Serve as a liaison to campus and community organizations that engage in community service.
- (c) Compile every member's required community service hours and submit them to the Secretary at the end of each quarter.
- (d) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 10. Director of Communications: The Director of Communications shall:

- (a) Manage all external, and sometimes internal, chapter communications efforts.
- (b) Edit and electronically distribute a quarterly newsletter to the Chapter's members, alumni, Advisor, Section Coordinator, and administrative officials in the National Office.

- (c) Submit contributions for publication in the *Mortar Board Forum* by October 15 for the fall/winter edition and March 15 for the spring/summer edition.
- (d) Establish good relations with campus and local media and submit newsworthy items and press releases about chapter activities.
- (e) Manage the Chapter's Facebook account and oversee the content on the Chapter's web site.
- (f) Assist the Director of Publicity in the performance of his/her duties.
- (g) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 11. Director of Publicity: The Director of Publicity shall:

- (a) Publicize the chapter during membership recruitment, Mortar Board Week, and other activities.
- (b) Work closely with the Selections Chair to create a membership recruitment marketing plan.
- (c) Publicize the chapter's activities nationally by submitting visual project recaps to the National Office.
- (d) Assist the Director of Communications in the production of a quarterly newsletter to the Chapter's members, alumni, Advisor, Section Coordinator, and administrative officials in the National Office.
- (e) Assist the Director of Communications in the performance of his/her duties.
- (f) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 12. Funding Chair(s): The Funding Chair(s) shall:

- (a) Work closely with the Treasurer and the Chapter Advisor in planning funding options.
- (b) Apply for funding sources available to the Chapter at the university level (SOOF – Student Organization Operational Funds, USA/BOD Programming Funds, CS Mini Funds, and Residence Hall Funds).
- (c) Apply for funding sources available to the chapter at the National level (the Mortar Board National Foundation Grant or the Mortar Board Week Visibility Grant).
- (d) Organize on- and off-campus fundraisers, such as flyering at Rubio's, attending TV tapings, and selling graduation flowers.
- (e) Compile every member's required fundraising hours and submit them to the Secretary at the end of each quarter.
- (f) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 13. Historian: The Historian shall:

- (a) Take pictures at community service activities, socials, and other Chapter events.
- (b) Organize a a photography session for each new member to ensure that their profile on the Chapter's web site contains a photograph.
- (c) Distribute the photographs and videos taken at Chapter events to the Webmaster so s/he can update the Chapter's web site and to the Director of Communications so s/he can update the Chapter's Facebook account.

- (d) Serve as a liaison to the national Historical Publication Committee and share the Chapter's history, photographs, and videos with the national Communications Manager at the National Office.
- (e) Maintain the chapter's blog (<http://uclamortarboard.wordpress.com>) and update it frequently.
- (f) Create a display board that the Chapter showcases at events, including the annual Academic Fair and the Mortar Board National Conference.
- (g) Create a slideshow that highlights the chapter's events and present it at the *Initiation Ceremony and Awards Presentation*. Attendance at the Initiation Ceremony is mandatory.
- (h) Submit the Historian Annual Report to the National Office by May 15.
- (i) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 14. Honorary Member Coordinator: The Honorary Member Coordinator shall:

- (a) Seek potential candidates as well as solicit nominations from members for the Chapter's annual Honorary Member Award. This will be done in coordination with the Membership Committee, as the Honorary Member(s) will be selected during the selection of new members.
- (b) Research the biographies of these nominees and have the Chapter vote on the final selection. The Honorary Member Award shall be limited to three (3) recipients per academic year.
- (c) Introduce the Honorary Member/s at the *Initiation Ceremony and Awards Presentation* and provide him/her with an award, such as a plaque, trophy, or certificate. Attendance at the Initiation Ceremony is mandatory.
- (d) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 15. Membership Assistant: The Membership Assistant shall:

- (a) Support the Selections Chair, Tapping Chair, and Orientation Chair in the performance of their duties. Responsibilities may include publicizing the application process, hosting information sessions, grading applications, interviewing applicants, formulating selection logistics, tapping new members, and preparing for orientation.
- (b) Serve as a member of the Membership Committee, which requires active involvement and support throughout the entire membership process – from recruitment and selection to tapping and orientation.
- (c) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 16. Orientation Chair: The Orientation Chair shall:

- (a) Manage the *orientation* portion of the membership process, which includes planning the new member orientation meeting, presenting important information, and preparing new members for Mortar Board.
- (b) Serve as a member of the Membership Committee, which requires active involvement and support throughout the entire membership process – from recruitment and selection to tapping and orientation.
- (c) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 17. Scholarship Chair(s): The Scholarship Chair(s) shall:

- (a) Update the scholarship application and recommendation form, develop a rubric for selection, publicize the process effectively at different academic institutions and at UCLA, distribute the application information to participating schools, and select recipients based on their qualifications.

- (b) Offer scholarships to graduating high school seniors, transferring community college students, undergraduate freshmen and sophomores at UCLA.
- (c) Introduce the scholarship recipients at the *Initiation Ceremony and Awards Presentation* in the spring, and provide them with a certificate and a check. Attendance at the Initiation Ceremony is mandatory.
- (d) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 18. Selections Chair: The Selections Chair shall:

- (a) Manage the *selections* portion of the membership process, which includes updating the application, creating advertisement schemes, hosting information sessions, grading applications and making the first cut, monitoring applicant interviews, administering the final selections meeting, and other logistics.
- (b) Communicate with the National Office (for submission of the Membership Recruitment and Selection Plan and the Official Membership Report) as well as prospective members.
- (c) Handle highly sensitive information in a professional manner.
- (d) Serve as a member of the Membership Committee, which requires active involvement and support throughout the entire membership process – from recruitment and selection to tapping and orientation.
- (e) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 19. Social Coordinator(s): The Social Coordinator(s) shall:

- (a) Plan fun and engaging social events for members.
- (b) Acknowledge members' birthdays and other important dates at Chapter meetings.
- (c) Compile every member's required social hours and submit them to the Secretary at the end of each quarter.
- (d) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 20. Special Projects Chair(s): The Special Projects Chair(s) shall:

- (a) Create original and beneficial chapter projects that significantly impact the lives of UCLA students and/or members of the outside community. Some special projects include yoga during finals week, a canned food drive, a literacy project, and more.
- (b) Coordinate leadership development workshops with the Bruin Leaders Project.
- (c) Administer the UCLA-USC Cross-Town Show-Down Book Drive with the USC chapter during Mortar Board Week.
- (d) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 21. Tapping Chair: The Tapping Chair shall:

- (a) Manage the *tapping* portion of the membership process, which includes planning the "second interview" and tapping ceremony as well as administering the classroom announcements.
- (b) Serve as a member of the Membership Committee, which requires active involvement and support throughout the entire membership process – from recruitment and selection to tapping and orientation.
- (c) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 22. Tip of the Hat Coordinator: The Tip of the Hat Coordinator shall:

- (a) Seek potential candidates as well as solicit nominations from members for the Chapter's annual Tip of the Hat Award, which recognizes someone who has made significant contributions to students and/or the general UCLA community.
- (b) Compile the nominees' qualifications and have the chapter vote on the final selection. The Tip of the Hat Award shall be limited to one (1) recipient per academic year.
- (c) Introduce the recipient of the Tip of the Hat Award at the *Initiation Ceremony and Awards Presentation* and provide him/her with an award, such as a plaque, trophy, or certificate. Attendance at the Initiation Ceremony is mandatory.
- (d) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

Section 23. Webmaster: The Webmaster shall:

- (a) Update the Chapter's web site (www.mortarboardat UCLA.org) regularly and oversee or assist with any technological efforts, such as an online membership application.
- (b) Showcase one member every month in the Senior Spotlight section of the Chapter's web site.
- (c) Ensure that the web hosting fees are paid on time so the Chapter can maintain its personalized domain name.
- (d) Submit a Quarterly Report of all activities to the Secretary at the end of each quarter.

ARTICLE VII EXECUTIVE BOARD

Section 1. Executive Board: The Executive Board shall:

- (a) Have general supervision of the affairs of the Chapter between the general membership meetings.
- (b) Transact the routine business of the Chapter as authorized and required herein, prioritize and determine recommendations on matters requiring discussion and action by the general membership, and perform such other duties as are specified in this Constitution.
- (c) Be subject to the orders of the Chapter membership, and none of its actions shall conflict with actions taken by the Chapter membership.
- (d) Report all of its actions to the membership at the next regular or special Chapter meeting, with such actions subject to membership ratification if appropriate.
- (e) Review and approve, limit, or deny all funding requests made by any officer.
- (f) Enforce the Chapter's Disciplinary Policy.
- (g) Meet at the call of the President or at such times and places designated by it; the President shall call a special meeting upon the written request of a majority of the Board.

ARTICLE VIII MINIMUM STANDARDS

Section 1. Chapter Minimum Standards were established as part of *The Bylaws of Mortar Board, Inc.* by the delegates at the 1982 National Conference (*Bylaws*, Article VI, Section 1.22).

Section 2. The following list of standards is essential for minimum chapter operations. The 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 Planning Calendar and the Membership Selection Plan according to published deadlines.
- (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.
- (g) Collect the national fees associated with membership prior to initiation. Submit all membership and chapter fees together with the Official Membership Report to the National Office.
- (h) 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.
- (i) Hold regular and frequent meetings (a minimum of once a month during the school year).
- (j) Establish a participation policy.
- (k) Have at least one advisor.
- (l) 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 the 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.
- (m) Send a delegate to the National Conference.
- (n) 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.
- (o) Develop and implement programs related the National Project, "Reading is Leading".

**ARTICLE IX
OPERATIONAL POLICIES**

Section 1. Participation Policy: Membership in this Chapter requires active involvement; therefore in order for members to remain in good standing, they must meet the Chapter's requirements for participation. The President shall propose the participation policy to the general membership at the Chapter's annual Retreat in the fall, and it shall be determined by majority vote of the Chapter.

- (a) In addition to the participation policy, all members must:
 - (1) Fulfill the duties of their respective committee or position.
 - (2) Be involved in Mortar Board Week events.
 - (3) Participate in the Chapter's selection and tapping of new members.

- Section 2. Membership Standing:** Any member who fulfills the Chapter's participation policy, actively engages in the Chapter's affairs, and pays the national membership fee on time shall be considered "in good standing." Any member shall be deemed "in jeopardy" when s/he fails to comply with the above criteria, and s/he shall be subject to disciplinary action as provided in Section 3, Paragraph (a) below.
- Section 3. Disciplinary Policy:** Once a member is deemed "in jeopardy," the President shall issue him/her a written notification that includes an explanation of his/her membership status, accurate records of member participation, and an invitation to the next Executive Board meeting to plea his/her case for retaining membership. After the member's presentation, the Executive Board shall deliberate and decide on one of the following courses of action:
- (a) **Probation:** If the member's status fails to change to "in good standing" by the end of the probation period determined by the Executive Board, then the President shall proceed with one of the actions described in (b) to (d).
 - (b) **Chapter Dismissal:** The member will be instantly removed from the Chapter; however, his/her national membership will remain intact. This procedure will not require intervention from the national organization.
 - (c) **National Dismissal:** The member will be removed from the Chapter, and his/her national membership will be revoked. After consultation with the Advisor and the National Office, the Chapter shall have the authority to dismiss individual members pursuant to procedures as provided in Article III, Section 1.13, Paragraph (A) of *The Bylaws of Mortar Board, Inc.*
 - (d) **Request for Resignation:** The member will be asked to resign his/her membership in the Chapter and in the national organization. The member shall follow the procedures provided in Section 4 below. If the member refuses to resign, then the Dismissal policy shall be implemented by the Chapter.
- Section 4. Resignation:** Any member who no longer wishes to retain that status may resign Mortar Board membership by written notification to the Chapter President. The President must then send written notification of the resignation to the Advisor and the National Office. The member must return his/her pin and certificate to the National Office and the member's name will be stricken from the national role. Membership fees are not refundable.
- Section 5. Fee Delinquency:** Any member failing to pay the national membership fee by the May 15 deadline shall be deemed delinquent and shall not be considered to be "in good standing" until such delinquency has been remitted. Any member allowing his/her arrearages for dues to surpass the fall quarter starting date shall be conclusively presumed to have resigned his/her membership effective on said date and if applicable shall be subject to paragraph (c) below, unless the Chapter President is notified thirty (30) days prior thereto that the member has not resigned and arrangements for payment of arrearages are made.

ARTICLE X MEETINGS

- Section 1.** Regular business meetings of this Chapter shall be held during the months of September through June, inclusive. The meeting dates and times shall be determined by majority vote of the Chapter in session. The Chapter must hold five (5) mandatory bi-weekly meetings with a quorum present per academic quarter.
- Section 2.** Executive Board meetings shall be held one (1) hour prior to the regular business meetings.
- Section 3.** Special meetings may be called by the Chapter President as deemed necessary, or shall be called by a vote of three-fourths of the Executive Board or upon petition to the President of twenty percent (20%) of the Chapter membership.
- Section 4. Meeting Notices:**
- (a) **Regular Meetings.** Unless otherwise specified herein, a meeting notice shall precede all Chapter meetings at least five (5) days in advance to allow members a reasonable opportunity to attend. Said notice shall include a summary of the business to be acted upon, and the time, date and place of the meeting.

- (b) **Special Meetings.** Notice for special meetings shall include the specific topic(s) for discussion/action at said meeting, and unless otherwise required herein, a notice of less than five (5) days, but not less than 24 hours in advance, may be given in an emergency situation.

Section 5. Excused Absence(s):

- (a) If a member is unable to attend a meeting, an excused absence must be cleared with the Secretary at least forty-eight (48) hours in advance.
- (b) In absentia requests within twenty-four (24) hours of a meeting must be cleared by the President.
- (c) Requests for an entire quarter excusal due to a scheduling conflict must be cleared by the President prior to the quarter's commencement.
- (d) One (1) excused meeting hour must be fulfilled by completing one (1) hour of community service.
- (e) Three (3) unexcused absences will jeopardize membership.

Section 6. Minutes: The Chapter Secretary shall keep an accurate record of all proceedings of Chapter meetings and electronically distribute the general meeting minutes to all members no later than forty-eight (48) hours after the meeting's adjournment. Minutes of general meetings shall be kept on file with the Secretary for at least one (1) year.

Section 7. Unless otherwise ordered by two-thirds vote of the members present, the Order of Business at regular Chapter meetings shall be:

- (a) Call to Order
- (b) Roll Call
- (c) Approval of Minutes of the previous meeting
- (d) Report of Executive Board Actions
- (e) Treasurer's Report
- (f) Committee Reports
- (g) Unfinished Business
- (h) New Business
- (i) Good of the Order
- (j) Adjournment

Section 8. Quorum for Meetings: It shall require at least ten (10) members in good standing in attendance at any Chapter meeting for business to be conducted.

**ARTICLE XI
FINANCES**

Section 1. Fiscal Year: The Chapter's fiscal year shall be from May 15 to May 14 of the following year. The Treasurer shall report all of the Chapter's financial activity during the fiscal year in the Chapter Financial Report, which is to be submitted to the National Office by May 15. The Chapter's financial records shall be kept on file for at least five (5) years and shall be made available to university officials upon request.

Section 2. The Treasurer shall be in charge of all financial affairs while the Chapter Advisor oversees the activity of the account. The Chapter shall maintain its account with the Bank of America and all

funds received shall be deposited in the name of "Mortar Board at UCLA." Any remaining funds from the previous year will be left for the following year.

- Section 3.** **Budget:** The Treasurer shall prepare an annual budget for approval of the Executive Board no later than the first Executive Board meeting of the academic year. The budget shall contain itemized estimated receipts and expenditures, and amounts to be set aside as a reserve fund, if any. The approved budget shall then regulate the expenditures of the Chapter, except that the Treasurer shall submit any single expenditure in excess of \$100.00 to the Executive Board for prior approval. Any expenditure in excess of those approved in the budget must have prior approval of the Executive Board.
- Section 4.** **Funding Requests:** An elected officer may request funds from the Chapter by submitting the Funding Request Form to the Treasurer, who will then review the request and make appropriate recommendations to the Executive Board at the next Executive Board meeting. Upon review, the Executive Board shall approve, limit, or deny the request and the Treasurer shall notify the officer of the final decision.
- Section 5.** **Disbursement of Funds:** All authorized chapter expenses shall be reimbursed after an officer submits the Chapter Expense Reimbursement Form to the Treasurer. No funds shall be disbursed except by check, duly authorized and signed by the Treasurer and the Advisor. In the event of absence of, inability to act by, or vacancy in the office of Treasurer, funds shall only be disbursed upon signature of the President and the Advisor. Disbursement of funds exceeding \$100.00 must be approved by the Executive Board.
- Section 6.** **Fund Solicitation:** No funds shall be solicited in the name of the Chapter without authorization of the Executive Board and the Advisor. All funds collected (together with an accounting of source) shall be delivered to the Treasurer within ten (10) working days of receipt, for deposit in the Chapter's account.
- Section 7.** **501(c)(3) Status:** This designation with the Internal Revenue Service means that Mortar Board, Inc. and all its chapters are exempt from federal income taxes. To protect the tax-exempt status, the Chapter needs to be aware of five areas that come under IRS scrutiny:
- (a) The organization must be organized and operated exclusively for a purpose. The IRS has determined that Mortar Board qualifies under the purpose of education.
 - (b) No part of the organization's net earnings will benefit individuals of the organization.
 - (c) The organization will not, as a substantial part of its activities, attempt to influence legislation or participate to any extent in a political campaign for or against any candidate for public office.
 - (d) No 501(c)(3) organization can give money to another organization unless that organization also has 501(c)(3) status.
 - (e) Tax-exempt organizations are required to acknowledge in writing any donations they receive. This acknowledgment must state that the person received nothing of value in return for their contribution or that whatever they received was valued at ____ and the amount considered a donation is ____.

ARTICLE XII AMENDMENTS TO CONSTITUTION

- Section 1.** This Constitution may be amended or changed at any regular Chapter meeting by a two-thirds (2/3) vote of the active members present providing it is not in conflict with *The Bylaws of Mortar Board, Inc.* and the policies and procedures of the University of California, Los Angeles, as well as those of the Center for Student Programming.
- Section 2.** Provision for advance notice of amendment shall be made available to all members at least five (5) days prior to voting. The Secretary shall issue a notification that includes at least a written summary of the proposed changes. The exact text of the proposed changes shall be made available for review by members upon request prior to the Chapter meeting if not provided with said notification, and shall be distributed to all members in attendance at the Chapter meeting.