

# Carnegie Mellon University

## Eta Chapter

### Established 1923

### Constitution

Adopted Date: 09/06/04

Revised Date: 02/19/08

## **ARTICLE I: PURPOSE**

### **Section 1**

Mortar Board is a National College Honor Society which is dedicated to upholding the principles of scholarship, leadership, and service. The Carnegie Mellon University Eta Chapter is charged by the National Office to demonstrate those principles through its activities and membership selection. All students are welcome to attend Mortar Board service activities.

## **ARTICLE II: RECRUITMENT**

### **Section 1**

Only students expecting senior standing in the next semester and with an overall QPA in the top 35% of their class in their department are eligible to be invited to become members. The Eta chapter will not discriminate in membership selection in accordance with Carnegie Mellon University's Statement of Assurance, except for consideration for Scholarship, Leadership, and Service. People not in the top 35% of their class may apply by downloading an application from the Eta chapter website (<http://www.andrew.cmu.edu/org/mortarboard>). Carnegie Mellon University's Statement of Assurance says the following:

Carnegie Mellon University does not discriminate and Carnegie Mellon University is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders.

In addition, Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation or gender identity. Carnegie Mellon does not discriminate in violation of federal, state, or local laws or executive orders. However, in the judgment of the Carnegie Mellon Human Relations Commission, the Presidential Executive Order directing the Department of Defense to follow a policy of "Don't ask, don't tell, don't pursue" excludes openly gay, lesbian and bisexual students from receiving ROTC scholarships or serving in the military. Nevertheless, all ROTC classes at Carnegie Mellon University are available to all students.

Inquiries concerning application of these statements should be directed to the provost, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-6684 or the vice president for enrollment, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Carnegie Mellon University publishes an annual campus security report describing the university's security, alcohol and drug, and sexual assault policies and containing statistics about the number and type of crimes committed on the campus during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The security report is also available online.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Nationally recognized membership is available to juniors who display the qualities of scholarship, leadership, and service.

### **Section 2**

Membership recruitment and selection shall follow a process as follows:

Membership chairperson(s) shall request a list of eligible students as stated in Article II, Section 1 from the registrar's office. Membership chairperson(s) shall propose a method for getting more information about/ gauging interest from prospective students.

The chapter will make recommendations to improve and vote to approve said method. The method will be executed. Members will participate, when requested, in increasing student interest and distributing information to potential members. Membership selection will follow in accordance with standards set forth by Mortar Board's national organization.

### **Section 3**

Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:

- Schedule of New Member Events and Activities
- A list of responsibilities
- A copy of this Constitution

## **ARTICLE III: MEMBERSHIP, PROJECTS, HONORS**

### **Section 1**

Undergraduate students at Carnegie Mellon University may be members of the Eta chapter of Mortar Board.

### **Section 2**

The number of chapter members cannot exceed limits set by the national Mortar Board organization.

### **Section 3**

Members must meet participation requirements as described in Article III in order to graduate with Mortar Board honors.

## **ARTICLE IV: PARTICIPATION REQUIREMENTS**

### **Section 1**

Members will attend a minimum of two meetings per semester.

### **Section 2**

Excused absences for meetings include classes, medical reasons, need to go out of town, work, and other reasons as discussed with an officer. The Mortar Board officers must be notified of excused absences via the mortar board email (mortarb@andrew.cmu.edu) before the meeting.

### **Section 3:**

Members who cannot meet the requirements described in Article IV, Section 1 and with at least two excused absences may make up meeting absences by attending volunteer events. One hour of participation in an approved event is equivalent to a one hour meeting.

### **Section 4**

Members must participate in 4 hours of service in approved projects per semester as described in Article IV, Section 6.

### **Section 5**

In the event that a person cannot complete the required semester events, that person can request a variance from mortar officers, with justification, and submit an alternative plan to the Mortar Board officers for approval by a majority vote.

### **Section 6**

In order for a project to be approved for the fulfillment of the participation requirement in Article IV, Section 4, it must satisfy all of the following criteria:

1. A project may be suggested by a current Mortar Board member or other member of the community.
2. The project must be open to other Mortar Board members to participate
3. The officers must be notified via email (mortarb@andrew.cmu.edu) of the event seven days prior to the event so that the whole chapter can be alerted of the opportunity to volunteer. Please include the date, time, location, and a description of the event as well as any relevant information for the group.

### **Section 7**

The chapter reserves the right to expel any member not meeting the expectations or following the policies of Mortar Board at a local or National level by a vote of 80% of all active members. All active members must participate in this vote.

## **ARTICLE V: OFFICERS**

### **Section 1**

Only full-time students shall be eligible to serve as appointed or elected officers in the organization.

### **Section 2**

The following officers will be elected at the first meeting following induction and will serve their offices for a term of one year: president, vice president, secretary, treasurer, membership chairperson, and historian. These officers are considered the executive council. The Fundraising Committee and Visibility Committee Chairs should also attend executive council meetings.

### **Section 3**

The officers have the following responsibilities:

#### **President:**

Calls chapter meetings.

Presides fairly at chapter meetings.

Clearly explains the rules and allow for ballot voting, if preferred.

Votes upon all matters in case of a tie and votes in the selection of new members.

If not previously set, establishes regular meeting times.

Facilitates chapter goal setting.

Meets with executive and advisory committees regularly.

Encourages, supports, and motivates the chapter.

Represents the chapter as requested.

Is familiar with the national and chapter bylaws and policies.

Shares Mortar Board, Inc. and Mortar Board Foundation information with the members.

Reviews and maintains chapter files throughout the year.

Verifies plans and implementation of the next chapter's orientation.

Presides over initiation of new members.

Implements transition/orientation of new officers, advisors, and the transfer of resources, files, etc.  
Encourages members to remain in contact with Mortar Board as alumni members after graduation.

**Vice President:**

In absence of president, or at request of president, performs president's duties.  
May serve as program chair or membership chair.  
Assists committee chairs.  
Maintains close communications with president and chapter advisors.  
Orients successor and turns over all materials to same.

**Secretary:**

Takes and records minutes of each meeting and distributes copies to all members.  
Keeps accurate roll of members' attendance at meetings.  
Notifies all members and advisors of place and time of meetings.  
Notifies (in coordination with selections chair) new members of their selection.  
Notifies (in coordination with selections chair) new members of their orientation date and time.  
Orients successor and turns over all materials to same.

**Treasurer:**

Changes signature on all financial accounts immediately following election.  
Confirms with predecessor that Chapter Financial Report has been sent to National Office.  
Establishes working budget for the chapter and pays all bills promptly.  
Reports to chapter on a regular basis.  
Collects membership fees from members prior to their initiation.  
Sends National dues to National Office.  
Is responsible for audit of books before turning over same to successor.  
Completes and submits Chapter Financial Report to National Office.  
With new treasurer, changes signature on all financial accounts.  
Orients successor and turns over all materials to same.

**Membership Chairperson:**

Should be thoroughly familiar with membership selection information.  
Completes and mails the chapter's Membership Selection plan to National Office.  
Orients and discusses membership selection procedures with chapter and advisors before any selections commence.  
Conducts membership selection sessions.  
Carefully completes the Official Membership Report, and submits to National Office for approval.  
With president and other officers, plans and conducts tapping and initiation.  
With president and other officers, conducts orientation session at a time prior to chapter initiation ceremony.  
Orients successor and turns over all materials to same.

**Historian:**

Submits contributions for National Publication.  
Establishes good relations with campus/community media.  
Submits newsworthy items about chapter activities to campus/community media.  
Keeps notebook of activities, deadlines, and resources.  
Orients successor and turns over all materials to same.  
Compiles chapter history, including current activities.  
Photographs chapter Mortar Board events.  
Prepares scrapbook of chapter's year.  
Sends required information to the national archives.  
Orients successor and turns over all materials to same.  
Responsible for maintaining website or appointing a willing and more knowledgeable

chapter member to do so.

#### **Section 4**

In the event of a vacancy in any of the positions outlined above, the following procedure will be followed:

1. At the next general meeting, nominations will be taken for the position from any member of the active membership.
2. Each nominated candidate will be given an opportunity to speak for five (5) minutes, followed by a question/answer period up to ten (10) minutes. During the speeches and question/answer session, all candidates will remain outside the room except for the one speaking or responding to questions.
3. Voting will take place by secret ballot, and can only take place if at least 50% +1 of the active membership is present.
4. If there are two candidates, the one receiving the most votes will be declared the winner.
5. If more than two candidates are nominated, the two receiving the most votes for an office shall participate in a second election to determine the winner. The person receiving the most votes in the second elections will be declared the winner.
6. Chapter officers will be responsible for counting ballots and announcing the winner.
7. The new officer will take office immediately following the election.

## **ARTICLE VI: STANDING COMMITTEES**

#### **Section 1**

The Mortar Board Eta Chapter will have the two standing committees: The Visibility committee and the Fundraising Committee. Each committee will consist of one Committee Head and a minimum of three other members.

#### **Section 2**

The responsibility of the Visibility Committee is to spread the name and the goals of the Society amongst the campus and Pittsburgh Communities. This may be achieved via means of advertisements, organization of events, or any other constructive proposals formulated by the Committee and approved by the chapter with a majority vote.

#### **Section 3**

The Fundraising Committee is to work actively towards the raising of funds either for the purpose of donation or to be utilized for other Chapter activities. This can be achieved by organizing events, sales, etc. both on and off campus. All fundraising events must be approved by the chapter with a majority vote.

## **ARTICLE VII: MEETINGS**

#### **Section 1**

The chapter will meet monthly, at a time and day to be decided each year, so to encourage and maximize attendance. The meeting times will be decided and announced sometime before the start of the coming semester.

#### **Section 2**

Officers will meet once a month at a time to be determined on a semester basis.

## **ARTICLE VIII: VOTING**

#### **Section 1**

An announcement of a vote must be made and must include an accurate description of the issue to be voted on.

#### **Section 2**

Members with an excused absence from the meeting may prepare a statement to be read by another willing member or the president.

#### **Section 3**

Members with an excused absence from the meeting may vote on the issue. The vice president will solicit votes from absent members via email. The members have 4 days from the vice president's email to reply with their vote.

#### **Section 4**

Quorum shall be defined as 50% +1 members present at a meeting. Quorum is not necessary for all votes.

#### **Section 5**

Vote results will not be released until the issue has been decided.

### **ARTICLE IX: FINANCES**

#### **Section 1**

Payment of annual dues is a necessary condition for membership. The National Office determines national dues, and local dues are determined by the active membership. Dues will be collected before members are initiated.

### **ARCICLE X: ADVISOR**

#### **Section 1**

In order to create organizational continuity, and ensure future success, it is necessary for the next class of members to have access to information about the practices and decisions of the previous year, as well as to have resources from which to seek guidance. At the last meeting before graduation, the graduating class will elect a graduating senior to act as advisor to the incoming class.

#### **Section 2**

The process for this election shall follow the rules set in Article XI, except that newly initiated members may not vote in this election.

#### **Section 3**

The advisor will respond to queries about the previous year, as well as offer advice when necessary.

#### **Section 4**

The advisor shall have the right to address the membership in general meetings.

### **ARTICLE XI: ELECTIONS**

#### **Section 1**

Nomination and election of officers will take place at the general meeting following initiation in the spring semester. The chapter will follow the procedure outlined in Article III, Section 4 above.

#### **Section 2**

Official candidates are prohibited from being involved in any way in the conduction of the elections.

### **Section 3**

Quorum, as defined in Article VIII, Section 4, is necessary for elections to take place.

### **Section 4**

New officers' terms begin immediately following elections. Transitions will be provided to the new officers by the former members in their respective positions before the end of the spring semester.

Former officers will provide all pertinent information to the newly elected officer in the form of a complete binder.

## **ARTICLE XII: AMENDMENTS TO THE CONSTITUTION**

### **Section 1**

Amendments to the Constitution will be introduced to the executive council, then posed for discussion at the next general meeting. Quorum must be present at the general meeting for the amendment to be considered.

### **Section 2**

During the meeting in which it is considered, the sponsor of the amendment will read the proposed change aloud to the group and answer any questions. The amendment may be modified during discussion by the general body. The president will entertain a motion to end discussion and to bring the matter to a vote.

### **Section 3**

A 2/3 majority vote is necessary to ratify an amendment.

## **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

### **Section 1**

Robert's Rules of Order, Newly Revised will be the parliamentary authority in all cases not specified by this constitution.

## **ARTICLE XIV: ACCESSIBILITY OF THIS CONSTITUTION**

### **Section 1**

A copy of this constitution will be available to anyone upon request and will be available on the Eta chapter website, <http://www.andrew.cmu.edu/org/mortarboard>

## **ARTICLE XV: RATIFICATION**

### **Section 1**

This constitution will be considered active after a 2/3 majority vote in favor.