**Red Tassel Mortar Board Constitution**

**Article I:** Red Tassel Mortar Board

The name of the organization shall be Red Tassel Mortar Board, an independent Registered Student Organization.

**Article II:** It shall be the purpose of Red Tassel Mortar Board to promote the values of leadership, scholarship, and service within Illinois State University. Members will serve Illinois State University and the larger community.

Programs, Services, Activities:

* This organization shall be in compliance with all federal and state statutes and regulations as well as Illinois State University policies pertaining to non-discrimination in educational programs.
* Access to all programs, services, and activities shall be free from discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran.
* This organization shall provide reasonable accommodations as necessary to individuals with disabilities in order to provide equal opportunity to participate in programs, services, and activities.

**Article III:** Membership and Eligibility Criteria

Membership Non-Discrimination Clause

1. Member selection shall be free from discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran.
2. One hundred percent of members are Illinois State University students. Non-students and alumni may participate, but are not considered members and cannot act on behalf of or represent the RSO when conducting business. When participating in events, meetings, etc., they must abide by all Illinois State University and RSO policies as well as city, state, and national laws.

*Section A:* Membership is open to any enrolled ISU student who:

1. Maintains a GPA of 3.0 or is within the 35% of their class, whichever is higher
2. Has attained senior status or at least 75 credit hours
3. Exhibits remarkable achievement in the areas of scholarship, leadership, and service

*Section B*: Dues and collection procedures

1. The fiscal year of the organization, shall be from May 1st 2018 to May 1st 2019
2. The amount of annual dues shall be determined each year by national dues ($80)
3. Dues shall not exceed $90 per year.
4. The disbursement of dues shall not be based on race, creed, religion, sex, or national origin.

*Section C*: A member may be removed for:

1. Not meeting national standards for GPA (3.0)
2. Not meeting chapter standards for minimum service and fundraising hours. A member must complete 10 hours total of fundraising and service hours, with at least one hour being service with Mortar Board and one hour being fundraising with Mortar Board
3. Not attending the required number of meetings or socials. Members may miss only one meeting per semester. After the second absence, members must complete two additional service hours for each meeting missed.
4. The organization and its members agree to adhere to city, state, and national laws, to the

Student Code of Conduct, and the RSO Handbook – any member found violating this may be removed from the organization.

*Section D*: Removal of membership procedures

1. Any member may have their membership revoked by a two-thirds vote of the Executive Board. Any member removed may appeal to the general membership. Said member shall be considered reinstated with two-thirds approval of the members.

**Article IV:** Voting

*Section A:* A quorum will be 60% of the total membership.

*Section B:* Each member in good standing may vote.

**Article V:** Officers

*Section A:* Red Tassel Mortar Board shall have a President, Vice President, Secretary, Treasurer, Service Chair, Initiations Chair, Selections Chair, Fundraising Chair, Social Chair, Historian and Advisor. New offices may be added as the Chapter sees fit. These officers comprise the Executive Committee or Board.

*Section B*: All officers must be members of Red Tassel Mortar Board and currently enrolled within Illinois State University.

*Section C:* The Advisor must be a full time faculty or staff member within Illinois State University.

*Section D:* The term of office shall be from May 1st 2018 to May 1st 2019

*Section E:* Election of officers shall be held annually. At least two weeks’ notice shall be given before the election meeting. Each person interested in an executive board position must apply. At the election meeting, the people running for the position will leave the room. The president will read the descriptions from the person’s application. Then, vote will commence by raising of hands. The person receiving majority vote will be elected.

*Section F:* Any officer may be removed from membership by a two-thirds vote of the

Executive Board. Any officer removed may appeal to the general membership. Said

officer shall be considered reinstated with two-thirds approval of the members.

*Section G*: Any vacancy which may occur in an office shall be filled by appointment by

the president pending ratification at the next group business meeting.

**Article VI:** Duties of Officers

*Section A:* The President

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the president with approval of the general membership.
5. The president shall ensure chapter meets national standards
6. The president shall schedule meetings for the executive board as well as general assembly meetings
7. The president shall delegate other tasks to other members and facilitate the formation of committees.

*Section B:* The Vice President

1. The vice president shall be the parliamentarian for the organization
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president
3. The vice president will keep and have available current copies of the constitution and bylaws
4. The vice president will be responsible for scheduling programs
5. The vice president will be the Director of Communications.
6. The vice president will perform other duties as directed by the president

*Section C:* The Secretary

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board
2. The secretary will provide a copy of the minutes for each officer and keep a master file
3. The secretary shall maintain a complete and accurate account of attendance and membership status
4. The secretary will perform other duties as directed by the president

*Section D:* The Treasurer

1. The Treasurer shall keep a current record of all financial transactions
2. The Treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership
3. The Treasurer will be responsible for checking the accuracy of all bills and invoices and

paying them correctly and on time

1. The treasurer will perform other duties as directed by the president

*Section E:* Service Chair

1. The Service Chair will maintain records of all members service hours.
2. The Service Chair will perform other duties as directed by the president

*Section F:* Initiations Chair

1. The Initiations Chair will perform all duties pertinent to Initiations.
2. The Initiations Chair will perform other duties as directed by the president

*Section G:* Selections Chair

1. The Selections Chair will perform necessary functions for selecting new members.
2. The Selections Chair will perform other duties as directed by the president.

*Section H:* Fundraising Chair

1. The Fundraising Chair shall organize fundraising events, including flower sales during graduation ceremonies in the Fall and Spring semesters
2. The Fundraising Chair will perform other duties as directed by the president

*Section I:* Social Chair

1. The Social Chair shall organize at least two social functions per semester and take attendance for all social functions.
2. The Social Chair will perform other duties as directed by the president

*Section J:* Historian

1. The Historian will maintain records of the organization
2. The Historian will create an annual scrapbook or scrapbook page
3. The Historian will perform other duties as directed by the president

*Section K*: Advisor

1. The advisor shall provide oversight and represent the members of the RSO.
2. The advisor will serve as signature/approval authority for registered student organization procedures required by Illinois State University such as Events with Alcohol, Student Organization Registration, Fleet Vehicle Request, space reservations, student fee funding, etc.
3. The advisor shall assist the group in the execution of roles and responsibilities
4. The advisor shall provide feedback to the organization regarding its operations and functioning
5. The advisor shall serve as a resource
6. The advisor should provide advice upon request, and also should share knowledge and expertise
7. The advisor shall be a full time faculty or staff member of Illinois State University
8. The advisor will be a nonvoting member of the organization
9. The advisor must attend at least one meeting.

**Article VIII**: Notice of Meetings

*Section A*: The times for regularly scheduled meetings shall be determined at the start of the semester.

Section B: At least 7 days notice shall be given for each regular business meeting

*Section C*: Special or emergency meetings may be called with less than 24 hours notice by the executive board.

*Section D*: The meetings shall include a quorum, order of business, and disposition of the

minutes.

**Article IX:** Parliamentary Procedure

*Section A:* Robert’s Rules of Order Revised shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

*Section B:* The rules may be suspended by two-thirds vote of the present membership

Ratification Date: 8/20/13

Amended: 10/10/2017

Amended: 09/18/2018

Current President Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_