

NATIONAL POLICY MANUAL

DELTA MU DELTA HONOR SOCIETY

“The National Board of Directors shall have the authority to create and amend the National Policy Manual of Delta Mu Delta in any manner consistent with the Bylaws and Articles of Incorporation.”
(Bylaws, Article XV)

PREAMBLE - GOVERNANCE

Section 1. GOVERNING STYLE.

(A) The National Board of Directors, BOD, will govern with an emphasis on: outward vision rather than an internal preoccupation, strategic leadership more than administrative detail, clear distinction of BOD and Executive Director roles, collective rather than individual decisions, the future more than the past or present, and pro activity rather than reactivity.

(B) The BOD will:

(1) Deliberate in many voices, but govern in one.

(2) Cultivate a sense of group responsibility. The BOD, not the staff, will be responsible for excellence in governing. The BOD will be an initiator of policy, not merely a reactor to staff initiatives. The BOD will use the expertise of individual members to enhance the ability of the BOD as a body, rather than to substitute the individual judgments for the BOD’s values.

(3) Direct, control and inspire the organization through the careful establishment of broad written policies reflecting the Society’s values and perspectives. The BOD’s major policy focus will be on intended long-term impacts, not on the administrative or programmatic means of attaining those effects.

(4) Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, and ensuring the continuity of governance capability. Continual BOD development will include orientation of new members in the BOD’s governance process and periodic BOD discussion of process improvement. The BOD will allow no officer, individual or committee to hinder or be an excuse for not fulfilling its commitments.

(5) Monitor and discuss the BOD’s process and performance at each meeting, including the comparison of BOD activity and discipline to BOD policies.

Section 2. RESPONSIBILITIES OF THE BOARD OF DIRECTORS.

(A) Setting policy. The primary function of the National Board of Directors, BOD, is to fashion policies that ensure the Society is run effectively, legally and ethically. These policies serve as building blocks for the Executive Director, who, in turn, is responsible for carrying out BOD policies and managing the Society by them.

(B) Engaging in long-range planning and development. The BOD gives direction to the Society through establishing long-range goals (i.e., 3-5 years). Such goals reflect an assessment of the present and future needs of the Society’s individual members and chapters.

(C) Monitoring financing and raising funds. As the —trustee“ for the Society, the BOD is responsible for seeing that funds are spent effectively in delivering programs and services. The BOD is also responsible for looking into the financial future, insuring the future initiatives can be funded, and engaging in fund raising activities when appropriate.

(D) Working cooperatively as a unified BOD. The BOD is expected to work as a unified whole in all aspects of its work. Without such cooperation and collaboration, the Society will be unable to achieve its goals.

(E) Supporting the Executive Director. The Executive Director is expected to manage the day-to-day operations of the Society and work to implement the policies and plans adopted by the BOD; i.e., the BOD develops the plan and the Executive Director decides how the plan is implemented and accomplishes the goals.

Section 3. RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS.

(A) Establish, as a high priority, attendance at all meetings of the National Board of Directors, BOD, and committees on which one serves.

(B) Come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and any provided background material relevant to the topics at hand.

(C) Work with and respect the opinions of peers who serve the BOD and leave personal prejudices out of all BOD discussions.

(D) Act for the good of the Society always.

(E) Represent the Society in a positive and supportive manner always and in all places.

(F) Observe parliamentary procedures and display courteous conduct in all meetings.

(G) Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with BOD policy of the Society's mission or goals.

(H) Avoid conflicts of interest between one's position as a BOD member and one's personal life. If conflict does arise, the individual will declare that conflict before the BOD and refrain from engaging in discussion about, or voting on, matters in which he or she has conflict.

(I) Refrain from divulging any Society information deemed confidential or sensitive.

(J) Support all actions taken by the BOD even when one is in a minority position on such matters.

(K) Serve on committees as appointed by the President and participate fully and actively on them.

(L) Participate in BOD self-evaluation programs and BOD development workshops, seminars, or other programs designed to enhance one's skills as a BOD member.

(M) Represent the Society, its goals and purposes, when attending and/or participating at other accreditation, academic and business activities.

ARTICLE I NATIONAL OFFICERS

The National Officers are authorized to take necessary action on matters affecting the Society that occur between meetings, reporting such actions to the National Board of Directors and requesting confirmation of such acts.

Section 1. NATIONAL PRESIDENT. The National President shall:

(A) Be the chief executive officer of the Society and speak for the National Board of Directors and National Chapter on matters affecting the Society.

(B) Be the representative of the Society to: the Association of College Honor Societies (ACHS), the Association of Collegiate Business Schools and Programs (ACBSP) and the Federation of Business Honor Societies

(C) Serve as ex officio member on all committees except the Nominating Committee.

(D) Sign charters and certificates.

(E) Have the power and the authority to delegate the power to:

(1) preside at meetings of the National Chapter and the National Board of Directors.

- (2) appoint members to standing and other committees and representatives of Delta Mu Delta to affiliated or other organizations.
- (3) install new chapters.
- (4) issue calls for regular or special meetings of the National Chapter and the National Board of Directors.
- (5) approve payments.
- (6) appoint at least five Scholarship Judges to judge the Delta Mu Delta Scholarship Program.
- (F) Present Report of the President to the National Chapter.

Section 2. NATIONAL VICE PRESIDENT/PRESIDENT-ELECT. The National Vice President shall:

- (A) Assist the National President and shall perform other duties as assigned by the President.
- (B) Present appropriate reports for such assignments.
- (C) Act as President Pro Tem in the absence of the President.
- (D) Be designated President-Elect and will take office at such time as that office becomes vacant.

Section 3. NATIONAL VICE PRESIDENT EXTENSION & DEVELOPMENT. The National Vice President Extension and Development will:

- (A) Have the responsibility for the establishment of chapters at institutions accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- (B) Support, assist and encourage the Regional Representatives (RR) in the achievement of their duties by:
 - (1) providing orientation for newly elected RR's and training/development activities for all RR's on an ongoing basis.
 - (2) maintaining continuous communication with RR's to be aware of problems, concerns, and activities and to be knowledgeable regarding the overall status of DMD chapters.
 - (3) monitoring annual reports and working with RR's on all problem areas identified within the chapters.
 - (4) communicating directly with chapters or potential chapters when appropriate as suggested or determined by the RR's.
 - (5) providing communications to chapters through regularly scheduled general mailings and other individual communications when appropriate.
 - (6) working with RR's on activities, which foster and enhance DMD and chapter growth and development.
 - (7) working with RR's to identify, refine, and oversee activities directly related to chapters, including but not limited to chapter relations, benefits, and awards.
 - (8) helping to assist RR's and chapters in solving problems, induction of chapters and dealing with institutional administrators.
 - (9) assisting RR's to work with inactive chapters and those without induction activities to become active again.
 - (10) functioning as an additional resource to all RR's and chapters.
- (C) Submit progress reports to the National Chapter Meetings.

Section 4. NATIONAL SECRETARY. This office may be combined with the Executive Director position until the next meeting of the National Chapter in 2009. The National Secretary shall:

- (A) Together with the National President sign all charters and certificates.
- (B) Submit reports to the National Board of Directors.
- (C) Submit an organizational report at the National Chapter Meetings covering the period from the immediately preceding National Chapter meeting.
- (D) Serve as a standing member of the Bylaws Committee.

(E) Oversee record keeping and archive activities of the Society.

(F) Function as the Corporate Secretary at all National meetings, working with the National Officers to create the agenda, prepare the supporting background material, insure a quorum and publish the minutes.

Section 5. NATIONAL TREASURER. The National Treasurer shall:

(A) Provide leadership for the fiduciary responsibility of the members of the National Board of Directors, BOD, in long-term financial planning that supports strategic planning and Society priorities.

(B) Lead the BOD in developing budget assumptions and policies for Executive Director formation of the budget.

(C) Serve as the BOD liaison with the Executive Director in regard to financial and record management, internal controls and preparation of the financial statements.

(D) Review monthly/quarterly accounting reports of income and expenses.

(E) Review revenue and expense reports, actual and budget.

(F) Serve as a standing member on the Finance Committee and direct the Executive Director through all investment actions, reviewing the investment statements, security inventory, etc.

(G) Serve as the BOD liaison with the auditing firm for audit at the end of each fiscal year. Includes reviewing the performance and costs of the firm; recommending selection of a new firm as needed; directing the Executive Director to satisfy compliance with recommendations for checks and balances and/or supervisory review of financial actions.

(H) Work with the Executive Director in communicating financial information to/from the chapters and the membership.

(I) Document the goals and procedures for this position, revising them as needed.

(J) Accept such other duties, consistent with the office of Treasurer, as may be determined by the BOD to accomplish Society priorities.

(K) Submit a financial report at the National Chapter Meetings covering the period from the immediately preceding national meeting.

(L) Insure conformance to 501(c)(3) requirements and chapter and group registration with the IRS.

ARTICLE II REGIONAL REPRESENTATIVES POWERS AND DUTIES

Section 1. General: As members of the National Board of Directors, (BOD), Regional Representatives (RR) shall share the power, duties, and responsibilities of the Board and serve as liaison between their respective geographic regions and the National Chapter. The Regional Representatives shall be responsible to the National Vice President Extension & Development.

Section 2. Regional: The 8 regions follow the divisions specified by the 8 ACBSP regions. Regional Representatives for regions 1 through 7 shall have the specific responsibility for the development and promotion of the Society in their region. The immediate past president shall assume these responsibilities for region 8. Should the immediate past president be unable to do so, the President, with the approval of the Board of Directors, shall appoint a representative for region 8. Regional Representatives shall promote the objectives and purposes of the Society by:

(A) knowing and understanding the history of DMD, the national Bylaws and the National Policy Manual.

(B) knowing the provisions in the Chapter **Guide** for procedures such as establishing DMD chapters, the induction procedures and the ritual involved.

(C) understanding their role in the DMD structure as two-way communication funnels to work to insure chapters are operating smoothly and achieving the purposes of the Society. In this role they

maintain communications with BOD, Central Office and other members of the RR network.

(D) being familiar with the DMD symbols, emblems, forms, jewelry and services available to members and chapters, how to procure them and how to preserve the integrity of the Society's registered trademarked insignia.

(E) being familiar with the DMD Scholarship Program and its application procedures.

(F) being familiar with the DMD Chapter Award programs and procedures.

(G) fostering and cultivating communications and working relationships with chapters and potential chapters and those administrative officers connected with the chapters' institutions.

(H) being prepared and willing to install new chapters when appropriate and working with these chapters to provide whatever support is needed.

(I) assisting inactive chapters to become active.

(J) developing their regional network structure and network in cooperation and coordination with the BOD through the office of the Vice President of Extension and Development and the Association of Collegiate Business Schools and Programs, ACBSP, and its regional organizations.

(K) emphasizing participation in DMD regional meetings, national meetings and otherwise promoting the general enhancement of DMD.

(L) Present progress reports on their respective regions at National Board of Directors Meetings.

(M) Be responsible for identifying, refining, and overseeing activities directly related to chapters, including but not limited to merchandise, benefits, annual reporting, membership ordering, inductions, best practices, awards, and honors.

ARTICLE III NATIONAL BOARD OF DIRECTORS

Section 1. POWERS AND DUTIES. The National Board of Directors shall be responsible for all the affairs of the Society such as, but not limited to:

(A) Establish new chapters in qualified institutions and grant charters.

(B) Act on matters in which the official name of the Society is involved.

(C) Determine the criteria for and the number and the dollar amounts of national scholarships.

(D) Declare a local chapter to be "not in good standing" if the Annual Chapter Report and Financial Statement are not filed by the September 30th deadline or if the chapter has payables greater than \$100 for more than 90 days or if the chapter is operating outside its approved Chapter Bylaws or the National Bylaws.

(E) Declare a local chapter "inactive" for failure to follow its bylaws.

(F) Withdraw the charter of a chapter if it exists at an institution, which achieves accreditation in the previous academic year from the Association to Advance Collegiate Schools of Business (AACSB International) unless dual accreditation with ACBSP is maintained. (Also see National Bylaws, Article X, Section 6.)

(G) Perform all other acts not inconsistent herewith which pertain to the good business management of the Society.

Section 2. ANNUAL BUDGET. The National Board of Directors shall adopt annual budgets using the following process:

(A) The detailed proposed budget [proforma budget] is created by the Treasurer, Executive Director and Accountant, based upon available financial data, observation of on-going operations, and direction from the Executive Council regarding annual goals.

(B) The proforma budget is submitted by the Finance Committee to the Executive Committee for review and appropriate modifications, if any. It is then presented to the National Board of Directors at the June meeting at which time the approved budget [with any necessary adjustments] becomes effective on July 1st.

(C) The annual budget process shall be presented to the Board of Directors at the winter meeting.

Section 3. MEETINGS. The National Board of Directors shall hold a minimum of two interim meetings between the National Chapter Meetings.

Section 4. VOTING BY MAIL. The National Board of Directors may take votes by mail from any member of the National Chapter on any matter, which requires action by the National Chapter or by the National Board of Directors when it is not practical for the voting members to attend.

ARTICLE IV NATIONAL ADVISORY BOARD POWERS AND DUTIES

Specific powers shall include but not be limited to:

- (A) Elect a chairperson and co-chairperson from its membership.
- (B) Attend the meetings of the National Board of Directors.
- (C) Approve election of National Chapter honorary members.
- (D) Research the long-range objectives of the Society and make recommendations to the Long Range Planning Committee.
- (E) Mentor and serve as a resource for committees, National Officers, and Regional Representatives.

ARTICLE V COMMITTEES

Section 1. SCHOLARSHIP PROGRAM:

Appointment of Members: The Scholarship Program Committee shall consist of the Scholarship Chair and others appointed by the National President.

Duties: The Scholarship Program Committee will:

- (A) Make recommendations of Scholarship Judge applicants to the National President.
- (B) Oversee the scholarship program and the selection of scholarship recipients.

Section 2. BYLAWS:

Appointment of Members: The Bylaws Committee shall consist of the Secretary, and a Chair and others as appointed by the National President.

Duties: The Bylaws Committee will:

- (A) Periodically review the National and Chapter Standard Bylaws, the National Policy Manual and the Chapter Guide.
- (B) Propose recommendations for change to the Board of Directors as needed.

Section 3. FINANCE/INVESTMENT

Appointment of Members: The Finance/Investment Committee shall consist of the Treasurer as Chair, and others as appointed by the National President.

Duties: The Finance/Investment Committee has the following responsibilities:

(A) Annual Budget:

- (1) Oversees the preparation of each year's new budget.
- (2) Reviews the monthly current year's budget reports, noting significant differences between actual and budgeted for possible action by the Executive Committee.

(B) Financial Reports:

- (1) Analyzes monthly financial reports.
- (2) Assists with preparation of annual certified statements and footnotes thereto.

(C) Investments: The Society's cash is invested under the following policies established by the National Board of Directors:

- (1) Scholarship Fund contains the "Forever Dollars" donated for scholarship purposes. Its available cash may be invested as follows:
 - (a) at least 50% government notes and bonds.
 - (b) not more than 25% government insured certificates.
 - (c) not more than 25% non-government notes and bonds.
 - (d) "Restricted Cash", cash gifted to the Scholarship Fund for named scholarships and cash donated as "Forever Dollars", is to be invested solely in notes, bonds and CD's.
 - (e) Gifts in kind, such as stocks, bonds, real estate, etc., are excluded in the calculation of percentages of government, non-government and equity investments.
 - (f) the income earned from investments is to be used for scholarship awards. In the event of a surplus, earnings will remain in the scholarship fund as principal. Insufficient earnings will be subsidized by budgeted operating monies
- (2) General Fund serves as the Society's contingency fund to insure growth and protect against unforeseen events. Its available cash may be invested as follows:
 - (a) at least 50% government notes and bonds.
 - (b) not more than 25% government insured certificates.
 - (c) not more than 25% non-government notes and bonds.
 - (d) all of the income earned from investments will be reinvested within the General Fund.
- (3) The following restrictions apply to both investment funds:
 - (a) No more than \$10,000 in total may be invested in non-government securities issued by a single entity.
 - (b) The remaining maturity of any non-government security may not exceed five years.
 - (c) No securities will be purchased at a premium.
 - (d) Current cash will be invested in money market accounts within each fund.
- (4) Operating funds will be held in a Liquidity Account, invested in money market form, to function as a "sweep account" while supporting near-immediate access to monies.
- (5) When the Finance/Investment Committee recommends that it is necessary to borrow cash from the General Investment Fund, GIF, to temporarily support Central Office operations, to do so requires the unanimous agreement of the Executive Committee; else, it must be brought to the Board for an eVote. Further, any such borrowing from the GIF must be accompanied by the timeframe for restoration.

(D) Insurance: Assists in the maintenance of appropriate insurance coverages as determined by the Board of Directors and makes recommendations as necessary.

Section 4. Audit

Appointment of Members: The Audit Committee shall consist of members of the Finance/Investment Committee, except for the Treasurer and the Executive Director, and others as appointed by the National President.

Duties: The Audit Committee has the following responsibilities:

- (a) Selects the audit firm for recommendation to be appointed by the National Board of Directors.
- (b) Interfaces with the external auditor to discuss any matters the auditor recommends necessary to bring to the Board regarding activities of the Treasurer and/or Executive Director.
- (c) Report directly to the Board of Directors on those matters.

Section 5. COMMUNICATIONS.

Appointment of Members: The Communications Committee shall consist of a Chair and others as appointed by the National President.

Duties: The Communications Committee will:

- (A) develop and recommend a publications and public information program.
- (B) act as the editorial advisory committee for published communications.
- (D) inform BOD and make recommendations related to database.
- (E) see that the database is protected such that use of member information is used in an ethical manner.

Section 6. NATIONAL MEETING.

Appointment of Members: The National Meeting Committee shall consist of the Vice President as Chair, and others as appointed by the National President.

Duties: The National Meeting Committee will plan and implement the National Chapter Meeting under the direction of the National Board of Directors.

Section 7. NOMINATING.

Appointment of Members: The Nominating Committee shall consist of a Chair and **two** others, one of which must be the immediate past president, as appointed by the National President.

Duties: The Nominating Committee will have duties in accordance with Article IX NATIONAL CHAPTER ELECTIONS of the National Bylaws.

ARTICLE VI FACULTY ADVISERS

Powers, duties, and other policies concerning faculty advisors will be defined in the Chapter Bylaws and Chapter **Guide**.

ARTICLE VII LOCAL CHAPTERS

Powers, duties, and other policies concerning local chapters will be defined in the Chapter Bylaws and the Chapter **Guide**.

ARTICLE VIII FEES, ASSESSMENTS AND SUBSIDIES

Section 1. FEES.

(A) The National Chapter will charge a charter fee of \$200.00 (U.S.) to a new chapter. This fee will be credited towards the chapter's future expenses if the chapter installation is completed by the June 30th date following the year of ACBSP accreditation.

(B) For each new member, the local chapter will pay a lifetime membership fee of \$50.00 (U.S.) to the National Chapter. This assessment includes national lifetime membership in Delta Mu Delta, mailings to members, the right to attend meetings, a certificate of membership, and a key insignia.

(C) The National Chapter will charge a registration fee, the amount to be determined by the Board of Directors and announced one year in advance, to each member registering to attend the National Meeting except where attendance is required of the Board of Directors and nominees. Registration fees for up to ten members of the A.J. Jablonsky Outstanding Chapter Award chapters will be waived at the subsequent National Meeting.

Section 2. DISPOSITION OF CHAPTER ASSETS. In the event the charter of a collegiate or alumni chapter is withdrawn, funds after all liabilities have been paid, all equipment merchandise bearing the name of the Society, and all books and records pertaining to chapter activities will be sent to the National Secretary to be held by the National Chapter. All funds, after all liabilities have been paid, will be sent to the National Secretary. They may be applied to the Scholarship Fund or distributed to a successor chapter of a national business honor society for students.

ARTICLE IX CENTRALIZED OFFICE OPERATIONS

Section 1. . PURPOSE OF CENTRALIZED OPERATIONS. The Society will maintain a centralized office under the responsibility of the Executive Director to support the activities of Delta Mu Delta and to assist the National Board of Directors in the execution of its authority.

Section 2. FUNCTIONS. Centralized office operations, under the Executive Director, is responsible for the following:

(A) Support the dissemination of general correspondence of the National Chapter, National Board of Directors and the National Advisory Board.

(B) Assist the National Secretary to maintain the permanent records and serve as the historian of the Society.

(1) Maintain the privacy and confidentiality of the Society's database.

(2) Conduct activities in such a way as to protect the validity and integrity of the Society's database.

(3) Allow Delta Mu Delta chapters limited access for use by the local chapter.

(C) Maintain and provide updated reports as requested by the National Chapter or the National Board of Directors including, but not limited to:

(1) membership.

(2) chapter activities.

(3) detailed reports of centralized office operations expenses.

(4) distribution of chapters' annual and financial reports.

(D) Publish, at the direction of the Communications Committee, all national publications including, but not limited to:

(1) The Society's newsletter which will:

- (a) be provided to those members in the database semi-annually, but at least annually.
- (b) provide for members to contribute to the Society. Each contributor of \$200 or more will be offered a DMD lapel pin.
- (2) At the chapter's request one invitation packet will be provided for each student invited to membership.
- (3) One new member packet will be provided for each new member inducted into the Society.
- (4) An invitation to membership from the National President and such other items as approved by the National Board of Directors will be provided to chapters for their use in promoting the Society.
- (5) DMD Contact, the newsletter for DMD Faculty Advisers, published semiannually, or at least annually, and provided to chapters.
- (E) Provide services to fulfill chapter orders and process memberships noting that:
 - (1) Membership orders are processed and credit extended if the chapter remains in good standing.
 - (2) Payment for chapter orders must be made by cashier's, university or chapter check or money order.
 - (3) Membership certificates and charters may be printed within the Centralized Office Operations.
- (F) Collect funds and administer accounts under the direction of the National Treasurer.
- (G) Insure compliance of chapter operations with National and Chapter bylaws.
- (H) Oversee the Society's copyright renewal and review any use by the chapters of the Society's Insignia for conformance to the insignia registered with the U.S. Patent Office.
- (I) Manage insurance policies for Central Office, staff and board members.
- (J) Make available to local chapters all approved forms of merchandise and/or regalia which includes, but is not limited to:
 - (1) Keys and pins, 10K Gold and Gold-Case.
 - (2) Honor cords and Honor Stoles.
 - (3) Banners: standardized (small), and pole; and personalized with chapter name (large), posters.
 - (4) Apparel: T-Shirts, Polo Shirts, Sweatshirts, Caps.
 - (5) Plaques: Individual Recognition, Multi-Plaques and mounted Certificates.
 - (6) Paperweight/medallions, Mugs, Checkbooks, Key Fobs, ID Holders.
 - (7) Society Stationary.
 - (8) Framed Charter.
- (K) Negotiate contracts for facilities and materials as needed to conduct the affairs of the Society and Central Office.
- (L) Issue memorial donations in the name of the BOD: when any BOD officer deems it appropriate, DMD donates \$100 to a cause that is close to the individual or family involved. Applies both to past and present BOD members as well as close family relatives.

Section 3. DELEGATION TO THE EXECUTIVE DIRECTOR. All National Board of Directors, BOD, authority delegated to staff is delegated through the Executive Director, so that all authority and accountability of staff - as far as the BOD is concerned - is considered to be the authority and accountability of the Executive Director.

(A) The BOD will direct the Executive Director to achieve certain results, through the establishment of goals and objectives. The BOD will limit the latitude the Executive Director may exercise in practices, methods, and conduct.

(B) The Executive Director is authorized to establish administration policies, make decisions, take actions, establish practices, and develop activities that are consistent with policies established by the

BOD.

(C) When the BOD changes its policies, the boundary between the BOD and the Executive Director, and the latitude given to the Executive Director may change. Such changes need to be clarified in writing.

(D) Only decisions of the BOD acting as a body are binding upon the Executive Director. Decisions or instructions of individual BOD members, officers, or committees are not binding on the Executive Director except in the rare circumstances when the BOD has specifically authorized such exercise of authority.

(E) When BOD members or committees request information or assistance without BOD authorization, the Executive Director can refuse such requests that require - in the Executive Director's judgment - a material amount of staff time or funds or that are disruptive.

ARTICLE X MEMBERSHIP

Section 1. ELIGIBILITY.

(A) Eligibility for inducted membership is limited to students pursuing baccalaureate or graduate business degrees which include or require as a prerequisite a common professional component or core.

(B) Students may be inducted to membership up to one year after their graduation or longer, if after evaluation by the Executive Director and the local chapter, extenuating circumstances caused eligible students not to be invited.

Section 2. INDUCTION CEREMONY. The preferred method of induction is to have the student present at the induction ceremony of the chapter which elected that student to membership. If the student is unable to attend the ceremony, the local chapter may develop plans for a meaningful and appropriate induction.

Section 3. ACCEPTANCE OF MEMBERSHIP. Inductees indicate their consent to membership by signing a Membership Data Profile, MDP, form.

Section 4. HONORARY MEMBERS.

(A) A new chapter may induct up to six (6) honorary members at the installation ceremony.

(B) Thereafter, chapters may induct up to two (2) honorary members per year without approval of the National Board of Directors.

(C) Exceptions to either of the above for good cause may be granted by the Executive Director who will report all such granted (and denied) exceptions at the subsequent BOD Meeting.

ARTICLE XI SCHOLARSHIP PROGRAM AND FUND

Section 1. ELIGIBILITY FOR SCHOLARSHIPS

(A) Applicants must be in the final term of their sophomore year, or beyond, in the business program at schools where there is a chapter of Delta Mu Delta to enter the scholarship program.

(B) Applicants are judged on scholastic achievements, leadership qualities, character, motivation, potential and need.

(C) Multiple nominations from chapters or schools are permitted.

(D) Applicants may be selected for only one Delta Mu Delta scholarship per year.

(E) Applicants are expected to become members of the Society when they are eligible.

Section 2. SCHOLARSHIP JUDGES. The Scholarship Program Committee shall recommend to the National President for appointment at least five judges to judge the Scholarship Program. Upon appointment by the President, their term of office shall begin on July 1 and continue for three years.

Section 3. SCHOLARSHIP FUND.

(A) On an annual basis, a minimum of (a) \$1,000 or (b) 10% of net income, whichever is greater, will be transferred from the General Fund to the Scholarship Fund.

(B) Undesignated contributions from all sources will be placed into the Scholarship Fund.

Section 4. DONOR RECOGNITION POLICY.—A gift or endowment is a voluntary donation from an individual(s) or private, non-governmental organization for which the donor receives no consideration or compensation other than a legitimate U.S. income tax deduction, and appropriate recognition of stewardship.

Delta Mu Delta, DMD, is defined as a Not-For-Profit corporation, incorporated in 1952 in the Commonwealth of Pennsylvania, USA, and is registered with the U.S. Internal Revenue Service as a Section 501(c)(3) tax-exempt organization.

DMD accepts monetary gifts on many levels and offers multiple methods of recognition of the donor(s).

<u>Amount (USD)</u>	<u>Designation</u>
Up to \$499	Contributor
\$500 to \$999	Supporter
\$1,000 to \$4,999	Friend
\$5,000 to \$9,999	Benefactor
\$10,000 to \$19,999	Patron
\$20,000 & over	21 st Century Visionary

Gifts of \$25,000 or more may be placed into an individual endowment fund to support either a “sponsored by” or a named award (naming subject to Board review and approval) in perpetuity.

If a donor so chooses, gifts of \$5,000 or more may be “banked” with DMD and accumulated toward establishing an endowment in the future. Such amounts will be invested in specific instruments and earnings on the same will be credited toward the endowment until the level of \$25,000 is reached.

Contributions not designated by a donor will become part of the Scholarship Fund endowment as “board designated funds.”

Other donations where the donor indicates a specific purpose will be retained as “donor specified” until disbursed for that purpose.

Section 5. DISTRIBUTION.

- (A) Scholarships will be announced by July 1st preceding the academic year they are effective.
- (B) The applicant and faculty adviser will receive notification of scholarships from the National President.
- (C) A copy of registration in a business administration program following the date of the scholarship must be presented to request the disbursement.
- (D) Scholarships will be payable to the student by June 30th of the year after the announcement.
- (E) Recipients who are unable to meet the conditions for scholarship distribution may petition the National Board of Directors for a one-year extension.

Section 6. SCHOLARSHIP AWARDS.

- (A) The number and values of scholarships will be established by the National Board of Directors by June each year for the following year's contests.
- (B) The highest dollar scholarship is designated the "Mildred R. Marion Award"
- (C) Annual scholarship awards will total \$27,000 and will be divided as follows:
 - 1 @ \$2,000 Mildred R. Marion Award.
 - 1 @ \$2,000 Pat and Tony Jablonski Award.
 - 2 @ \$1,500 Albert J. Escher and A. J. Foranoce Awards.
 - 1 @ \$1,000 Helen D. Snow Award.
 - 2 @ \$1,000 Abderrahman Robana and Balwant Singh Awards.
 - 18 @ \$1,000
- (D) Honorable Mention Awards will total a maximum of \$2,100. The top applicant from three schools within a region will be eligible if that school was without a scholarship winner.

ARTICLE XII EXPENSES

Section 1. GENERAL.

- (A) The policy of the Society is to offer reimbursement for normal expenses incurred by members of the National Board of Directors, Committee members or installing officers for expenses incurred on behalf of the Society.
- (B) Reimbursement for Delta Mu Delta expenses is based on submission of a detailed trip report, and expense form and receipts which shall be forwarded to the National Treasurer for payment.

Section 2. TRAVEL.

- (A) Authorized persons traveling on Society business must fly coach or lower fares and are encouraged to use discount airfares when possible.
- (B) Use of personal automobile.
 - (1) When a personal automobile is used, reimbursement will be made at the standard rate allowed by the IRS.
 - (2) When travel by private car is not the most efficient method and other suitable means are available, and an individual still elects to go by private car, reimbursement will be made on the basis of whichever is the lesser cost of either fourteen day advanced purchase coach and attendant costs or discounted air service, or the personal auto mileage allowance described in previous item. Normally, no reimbursement will be made for meals or accommodations necessitated by the additional time en route.
- (C) Where considerable savings may be realized using discount airfares by either arriving prior to or staying beyond the meeting time, the Society will normally pay for the additional expenses incurred up to the level of savings.

(D) Car rental agencies should be utilized only when other suitable means of transportation are not available, or when their use would result in a savings to the Society.

(E) Travel expense reports must be submitted to Central Office within sixty (60) days from the end of the travel period. Reimbursement will not be made for expense reports received after the sixty-day deadline. Reports should be typed or completed in ink and signed by the individual requesting the reimbursement.

Section 3. RECURRING.

After initial approval by the National Board of Directors or the National Treasurer, these recurring expenses may be sent directly to Central Office for payment.

**ARTICLE XIII
AFFILIATIONS**

Section 1. ASSOCIATION OF COLLEGE HONOR SOCIETIES, (ACHS).

(A) Information on Delta Mu Delta, as approved by the National Board of Directors, will be submitted for publication by ACHS.

(B) Designated members of the National Board of Directors will attend the ACHS Annual Conferences.

Section 2. ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS (ACBSP).

(A) Information on Delta Mu Delta, as approved by the National Board of Directors, will appear in the promotional packets distributed by ACBSP.

(B) The National Board of Directors will meet in conjunction with ACBSP Annual Conferences.

Section 3. FEDERATION OF BUSINESS HONOR SOCIETIES.

(A) Delta Mu Delta holds charter membership in and continues to support the Federation of Business Honor Societies.

(B) Delta Mu Delta approved and supported the establishment of a third honor society in business, known as Sigma Beta Delta.

ARTICLE XIV DEFINITIONS

Definitions applicable to the Bylaws and Policy Manual

An "undergraduate" is one who is pursuing a baccalaureate degree.

A "graduate" is one who has a baccalaureate degree.

An "alumni" will include either an undergraduate or a graduate member who is not attending school.

An "active member" is one contributing to the financial support of either a collegiate or alumni local chapter by paying all current obligations and having the privilege of voting.

"University" shall also be understood as applicable to college when referring to an entire academic institution.

"College" may also be understood to mean school, division or department when referring to the segment of an academic institution offering business degrees.

"Good Standing" as it applies to a member, Faculty Adviser or a Chapter, is defined as being in compliance with the National Bylaws, the National Policy Manual and the Chapter Bylaws and the Chapter **Guide**.

"Not in good standing" means that no credit will be extended to the chapter, no certificates will be issued to new members, and no new members may be inducted into membership until the chapter is restored to "Good Standing."

"Inactive" status is designated to a local chapter for failure to select a full slate of officers, hold two business meetings a year and hold at least one induction ceremony a year for a period of three consecutive years.

Approved by the Board of Directors – June 19, 2008