

# **Constitution of the Tantasqua Regional High School** **Chapter of the National Honor Society**

## **Preamble**

Section 1. The Tantasqua Regional High School Chapter of the National Honor Society shall be formed to recognize outstanding scholarship, service, leadership, and character exhibited by Tantasqua students, and to promote these ideals throughout the school and community.

Section 2. This Constitution has been written in the spirit of the ideals of character, service, leadership, and scholarship to ensure order and fairness throughout the admission, membership, and graduation process.

Section 3. This Constitution and the National Honor Society Constitution shall exclusively govern the chapter of the National Honor Society residing at Tantasqua Regional Senior High School, whose official name shall be "The Tantasqua Regional Senior High School Chapter of the National Honor Society."

## **Article 1. Faculty Council**

Section 1. Teachers must have at least six semesters of teaching experience at Tantasqua Regional Senior High School to reside on the Faculty Council.

Section 2. The Faculty Council shall convene prior to the scheduled May induction ceremony to consider candidates for membership. Only sophomores and juniors are eligible for membership and the consideration of the Faculty Council.

Section 3. The Faculty Council shall also convene at the request of the NHS Advisor or Executive Committee.

## **Article 2. Members**

Section 1. An induction ceremony shall occur in May, when inductees shall become active members.

- a. Inductees shall receive a membership card from the Advisor and sign the official membership roster to be kept with the President.
- b. Induction of a member is contingent upon his/her and his/her parent's/guardian's signatures on the Inductee Acceptance Form which signifies:
  - 1) Knowledge and acceptance of the chapter Constitution
  - 2) Agreement and willingness to abide by member obligations in order to remain an active member.

Section 2. Active members shall attend all mandatory, full membership meetings, service projects, fundraising projects, and fulfill their time in service requirement as defined in Article Six. Members shall notify an Officer or the Advisor in advance of an obligatory project they cannot attend. If a member does not meet a constitutional obligation, it will be deemed an unexcused absence unless it coincided with a documented absence from school.

- a. Members are permitted no more than two unexcused absences from full membership meetings per school year; members must sign a form acknowledging each absence and stating that they are aware further unexcused absences are cause for dismissal at the discretion of the Faculty Council.
- b. Excused absences include the student's absence from school, serious illness or emergency within the member's family, other medical emergency, medical appointments, or academic help sessions.
  - 1) Medical appointments require a doctor's note signed by the student's physician to be considered an excused absence.
  - 2) Academic help sessions require a note signed by the instructor to be considered an excused absence.
- c. Unexcused absences include: meetings for other clubs or after school activities; practices for sports; work; driving hours; forgetfulness; indifference.
- d. All absences and/or dismissals from school on the day of a meeting count as excused absences unless they are in violation of Part B of this Section.
- e. In addition, this attendance policy applies to Executive Committee members. Executive Committee members may miss no more than two Executive Committee meetings per school year, in accordance with this Section.

Section 3. A member may be stripped of active membership under the following conditions:

- a. He/She has received a written warning from the Advisor which addresses the reason(s) for the member's possible dismissal.
- b. The member has at least one month to make a reasonable effort to remedy the problem.
- c. In the event that a member fails to make a reasonable effort to remedy the situation, as determined by the Faculty Council, the Faculty Council may revoke active membership status or vote for dismissal.

Section 4. Active members shall enjoy the following rights:

- a. To participate in full membership meetings in accordance with this Constitution, and to vote in such meetings.
- b. To elect officers once yearly at the May full membership meeting.

### **Article 3. Officers**

Section 1. The offices of President, Vice President, Secretary, and Treasurer and two Representatives shall be open to six active members of the chapter for at least one continuous year. These officers will be referenced to as the Executive Committee for the chapter.

Section 2. The runners for offices are selected during a full membership meeting by nomination, and chosen by a secret ballot vote. Only juniors shall be nominated.

- a. A member may nominate himself/herself for a position. All nominations must be seconded.
- b. The sitting President shall tally the votes for each office separately. Nominations for a consecutive office may not begin until the winner of the previous office has been announced.
- c. The elected officers shall assume their positions at a special ceremony within 30 days of the election.

Section 3. The officers shall have the following rights and responsibilities:

- (1) The President shall call and preside over meetings, set up projects, form committees, serve as ex-officio chairperson of all committees, organize the induction ceremony, and act as liaison between the adviser and officers, as well as between the officers and membership. The President shall enforce the National Honor Society Constitution and the chapter Constitution and report any violations thereof to the Advisor.
  - a) The President in conjunction with the Advisor may remove chairpersons or activity coordinators from their assigned positions and duties, respectively.
- (2) The Vice President shall assume the responsibilities of President in the President's absence, assist the President in all of his/her duties, notify the membership on meeting dates and times, and act as a liaison between the officers and activity coordinators and committee chairpersons.
  - a) The Vice President shall assist the activity coordinators and committee chairpersons in any necessary capacity.
  - b) The Vice President shall take on the responsibility of directing the Tutoring Committee as he/she sees fit to ensure its continuing success.
- (3) The Secretary shall keep accurate minutes of all officer meetings and full membership meetings, keep track of attendance, write all chapter correspondences, verify the successful completion of time in service projects and their acceptability, and act as a liaison between the officers and the National Honor Society headquarters.

- (4) The Treasurer shall handle all financial transactions, keep an accurate record of all receipts and disbursements, and act as a liaison between the officers and the school treasury. The Treasurer is expected to deliver a financial report at the monthly full membership meetings.
- (5) Two Representatives will also be elected to the Executive Committee.
  - a) One of the two representatives to be elected is the Historian. The Historian is to keep a record (written, photographs, video, etc.) of all NHS activities and events. It is also the Historian's duty to update members on chapter activities and inform the public of the chapter's events via the NHS web page as well as updating and maintaining the NHS bulletin board.
  - b) The second representative is to be elected is the Parliamentarian. It shall be the duty of the Parliamentarian to organize and coordinate chapter-wide service projects. The Parliamentarian will work closely with the Vice President and Advisor.
  - c) As Representatives, these two positions are also members of the Executive Committee and thus shall enjoy all the rights and privileges and shall assume the responsibilities of Executive Committee members including, but not limited to, voting on Executive Committee decisions, participating in the Induction Ceremony, and serving as committee chairpersons. Together, the Historian and Parliamentarian are to aid the Advisor and fellow officers in fulfilling their responsibilities.

Section 4. The Executive Committee shall appoint active members of the senior class for any vacant office. In the event of no nominations for an office during an election, a member of the junior class shall be appointed to fill the vacancy in the same manner.

#### **Article 4. Advisor**

Section 1. The Advisor shall uphold the constitution, participate in chapter meetings, and ensure the publication of entrance requirements to the chapter in the high school's Student Handbook. The Advisor shall serve as ex-officio member of the Faculty Council.

Section 2. The Advisor or Principal shall be responsible for notifying all students in grades nine through twelve enrolled in the Tantasqua School District about the qualifications for chapter membership as specified in the high school's Student Handbook.

Section 3. At least two weeks prior to the Faculty Council's designated meeting for the selection of new members, the Advisor shall: 1) notify in writing those students in grades ten and eleven who are eligible for membership in the National Honor Society, and 2) furnish those students with a Student Information Form, Teacher Recommendation Forms, and a list of other specific chapter obligations. Interested students will have two weeks to complete and return the paperwork in order to be considered for membership by the Faculty Council. Only second semester sophomores and juniors enrolled in the Tantasqua School District may be considered for membership.

## **Article 5. Meetings**

- Section 1. Full membership meetings shall occur at least once a month to conduct the business of the chapter, including the evaluation of past projects and the planning of future projects. All members must attend. The President shall call full membership meetings.
- a. The meeting will be conducted according to Robert's Rules of Order. The President may make modifications to these rules to suit the chapter.
  - b. The agenda of the meeting shall consist of a call to order, a roll call or attendance sign-in, a Secretary's report, a Treasurer's report, discussion of new business, reports from current committees and current project coordinators, discussion of new business from the floor, and discussion of old business. The President is at liberty to rearrange agenda items as long as there is no objection from the membership.
- Section 2. Executive Committee meetings shall occur at least once each month to plan for full membership meetings and conduct private business. The meeting shall be private and involve only the executive officers and Advisor. The President or Advisor shall call Executive Committee meetings.
- Section 3. All meetings shall be held only with quorum present, defined as follows:
- a. Full membership meetings require the attendance of the President and/or Vice President and at least 50% attendance of the remaining members.
  - b. Executive committee meetings require the attendance of the President and/or Vice President, and at least four members total. Committee meetings require the attendance of a designated chairperson and two additional active members. The President shall be notified of committee meetings by the committee chairperson prior to the said meeting.
- Section 4. Full membership meetings require at least two weeks notice to be mandatory. Committee meetings require one week notice.

## **Article 6. Projects**

Section 1. The chapter shall assume at least one service project or fundraising project monthly.

- a. A chapter-wide service project shall consist of a beneficial activity to the school and/or community. Service projects such as a holiday canned food drive or gift collection drive require all members to participate. Non-members may participate at the discretion of the President.
- b. A fundraising project shall consist of an effort to raise money or goods for the chapter or a charitable organization. All members must participate in one or more of the chapter's yearly fundraising activities. Non-members may participate at the discretion of the President.

Section 2. The President may appoint, or call on the membership to appoint, activity coordinators who facilitate the running of a project, and committee chairpersons, who head committees that may be formed by the membership.

Section 3. Individual active members shall perform a time in community service project by volunteering time and energy to a community project not offered through school, or as approved by the majority of the general membership for an in-school event. A minimum of 20 community service hours are required per school year per member. Members are expected to submit the community service hours form to the Advisor at predetermined dates: Juniors on June 1 and Seniors on May 1.

- a. The definition of community service as it applies to the Tantasqua Chapter of the National Honor Society shall be: "services volunteered by individuals or an organization to benefit a community or its institutions, and performed of a person's own free will without any benefit to the individual." This definition shall be the major guiding principle behind determining whether a certain activity shall be deemed acceptable as community service to fulfill the yearly individual member time in community service requirement.
- b. In the event of a dispute as to whether a submitted activity is acceptable as community service or not, all parties involved in the dispute will have the right to an appeal before the Executive Board. The decision of the appeal will be made by the Executive Board using the definition of community service from Part A of this section as the basis of their decision. The official decision of the appeal will be based on a 2/3 majority vote of the Executive Board at the conclusion of the appeal.

## **Article 7. Amendments**

Section 1. These bylaws may be amended by a 2/3 majority vote of active members who are present at a full membership meeting provided that the proposed amendment has been approved by the Executive Committee, and that the amendment has been presented to the membership at least one meeting prior to the vote.

Section 2. This Constitution may be abolished and rewritten with a 2/3 majority vote of the entire membership and unanimous approval by the Executive Committee.

**Amendment 1. GPA Requirement**

*Adopted May 8<sup>th</sup>, 1999*

Section 1. Candidates for membership in the Tantasqua Regional High School Chapter of the National Honor Society must possess a 3.3 cumulative unweighted grade point average (GPA) or better, or possess a 3.7 cumulative weighted GPA, as determined by the high school's Guidance Department. A student with an unweighted GPA of 3.24999 or lower cannot qualify and shall not be considered by the Faculty Council. A student with a weighted GPA of 3.64999 or lower cannot qualify and shall not be considered by the Faculty Council.

Section 2. The cumulative unweighted GPA is calculated by summing the final grades from all completed courses (beginning from grade 9, on a scale where an A grade is equal to 4.0) after multiplying each by the number of credits of the respective courses, and then dividing the sum by the total number of credits. Pass/fail courses are not included in the calculation.

Section 3. The cumulative weighted GPA is calculated in an identical manner, except that 1.0 points are added to the final grade on a 4.0 scale for honors courses, and 1.0 points are deducted for standard courses.

**Amendment 2. Induction**

*Adopted June 15, 1999*

Section 1. All members shall be inducted in a formal induction ceremony in the spring.

Section 2. Members may be inducted at the end of their sophomore or junior year.

**Amendment 3. Meeting Procedure**

*Adopted June 15<sup>th</sup>, 1999*

Section 1. At the beginning of each year the President shall decide upon a system for conducting meetings which must include a formal voting procedure and an organized forum for discussion.