

Mounds View High School
National Honor Society Chapter Constitution

Article 1: Student-adviser run organization

- I. Section 1: The name of this organization shall be the Mounds View High School National Honor Society Chapter
- II. Section 2: The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of our school.

Article 2: Chapter Adviser

- I. Section 1: The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- II. Section 2: The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall complete the annual survey and submit it to the national office.
- III. Section 3: The chapter adviser shall regularly review each member for compliance with Society standards and obligations.
- IV. Section 4: The chapter adviser shall help the chapter officers understand and carry out their duties.
- V. Section 5: The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms. Co-advisers may be appointed where necessary.
- VI. Section 6: The principal or advisor shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Article 3: Membership

- I. Section 1: Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a chapter adviser/faculty counsel and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
- II. Section 2: Candidates become members when inducted at a special ceremony.
- III. Section 3: Members who resign or are dismissed are never again eligible for membership or its benefits.

Article 4: Selection of Members

- I. Section 1: Must be junior or senior to be a member in NHS.
- II. Section 2: Must maintain a 3.6 unweighted GPA at Mounds View throughout their membership.
- III. Section 3: Must complete an application that demonstrates the four pillars of NHS. With this completed application, you must include references that speak to your qualities of character, leadership, and service. One reference must be from an MVHS staff member, and one from a member of your community outside of your family.

Article 5: Discipline and Dismissal

- I. Section 1: Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules outlined in the Mounds View Student Handbook or the law, a member does not have to be warned.
- II. Section 2: Members must stay on track with their hours. If a member submits hours past the deadline (up to a week), they will receive a strike (see Article 5 Section 4 about strike system). If the hours are then not completed within one week of the deadline, they will be removed from NHS (More Details in Article 10 Section 5).

- III. Section 3: If their cumulative unweighted GPA at Mounds View drops below a 3.6 at the end of the first or second semester they will be removed from NHS. Exceptions will be evaluated on a case by case basis by the adviser.
- IV. Section 4: Members will be held accountable with the use of a strike system. Members will receive strikes based on not fulfilling duties of NHS membership. These include but are not limited to: attending mandatory meetings, being present at one of required volunteering events for the year, and/or not upholding the four pillars of NHS (service, scholarship, leadership, and character). After two strikes the member will be given a warning. After three strikes the member will have a meeting with the adviser to discuss dismissal from the program. The striking of members is at the discretion of the advisor, presidents, and vice presidents.

Article 6: Executive Board

- I. Section 1: Executive Board members are appointed by NHS Co-Presidents and Adviser. Vice Presidents can sit in on interviews of new board members. All interviews will consist of similar core questions. However, additional questions may be asked if interviewers agree it is necessary.
- II. Section 2: Executive Board members automatically leave during the year they serve. They are essentially completing more than 20 hours of service with the time they spend leading the program
- III. Section 3: Executive Board members will be held accountable with the use of a strike system. If Presidents, Vice Presidents, or the Adviser observes that the board member is not pulling their weight they will get a strike and warning. The strike entails that they have two weeks to make up the work. Strike two entails that the member is continuously not participating in board activities, which means they are not completing their hours. This may result in

removal from the Executive Board. Board members may receive strikes for not attending board meetings, mandatory events, or failing to fulfill designated responsibilities.

- IV. Section 4: President and Vice President disciplinary actions are subject to the adviser's discretion.
- V. Section 5: If an executive board member is dismissed from the board, the presidents are permitted to appoint a new board member. In order for an NHS member to be eligible to be appointed to the board, it is required that they filled out an executive board application in the fall, have maintained a high enough GPA to stay on NHS, and have completed or is on track to complete enough hours to stay on NHS. The advisor can decide against the presidents' appointee if they believe the appointee would not be a good addition to the executive board. If this happens, the presidents are permitted to select a new appointee.
- VI. Section 6: Presidents are permitted to appoint additional executive board members throughout the school year with permission from the adviser. Candidates for appointment must fulfill the eligibility requirements established in Article 6 Section 5
- VII. Section 7: Presidents are permitted to appoint temporary committees separate from the executive board for major events and activities such as fundraisers and charity events. These committees are subject to advisor approval.
- VIII. Section 8: NHS Members must be present for an average of at least four class hours a day at Mounds View High School to serve as President, Vice President, or on the Executive Board

Article 7: Executive Board Roles

- I. Section 1: The Exec. Board roles stipulated in this article are general guidelines. The responsibilities of each respective board member is at the discretion of the Presidents and Advisor.

- II. Section 2: Presidents- In charge of the organizing events and meetings for the NHS chapter. The presidents are responsible for appointing executive board members and notifying the advisor of executive board members that are not doing their job.
- III. Section 3: Vice Presidents- Assists the presidents in organizing events and meetings.
- IV. Section 4: Tutoring Coordinators- Coordinates all tutoring at Mounds View. In charge of logging hours at the end of each semester.
- V. Section 5: Project Coordinators- Helps organize major NHS projects throughout the year that will raise money for charity (i.e. Pennies for Patients)
- VI. Section 6: Treasurer- Keeps track of the budget and communicates expenditures with the rest of the executive board. Is expected to organize fundraisers.
- VII. Section 7: Public Relations- Expected to help with communication between the Executive Board and the community. Questions from NHS members will be directed towards PR people.
- VIII. Section 8: Technology- Helps with the maintenance of the NHS app, website, and other stuff that requires help from a “tech-savvy” person.
- IX. Section 9: Event Directors- Liaison between Executive Board and the event boards. Plan large community events.

Article 8: Meetings

- I. Section 1: The entire Mounds View NHS chapter will have a mandatory meeting at the beginning of each semester during the school day. There will also be a mandatory meeting for juniors on NHS election day.
- II. Section 2: The executive board will have bi-weekly meetings, however the board may meet more often as necessary.

- III. Section 3: Each board member is required to be present at all meetings. If a member is unable to attend a meeting, he/she must notify the presidents or vice-presidents at least 24 hours in advance with an acceptable excuse. Repetitive absences, even with excuses, are not tolerated and subject to repercussions.

Article 9: Elections

- I. Section 1: Election will be held in the spring each year for new Presidents and Vice Presidents. Elections must occur prior to the beginning of AP Testing.
- II. Section 2: Juniors in NHS are eligible candidates, they must run as a pair because it is a ticket vote. Juniors interested in running must submit a "Candidate-Declaration" form to the advisor to be formally considered for candidacy. This form must be received at least one week prior to Election Week.
- III. Section 3: Only current Juniors in NHS are allowed to vote on Election Day. Those are the only votes that count.
- IV. Section 4: Election day must be on the Friday of election week. Election week starts the Monday before election day and must be a full 5 day week. During election week, candidates are allowed to have posters up and campaign to other NHS members. Flyers (may not exceed 8.5" x 11") and social media are permitted. However, buttons, candy, or any form of bribery is not permitted and will result in the disqualification of the candidates. Tampering with other candidate's posters or violating the rules outlined in the Mounds View student handbook will result in the immediate disqualification of the candidates. In addition, candidates are not allowed to campaign until election week begins. All forms of campaigning are subject to the discretion of the NHS advisor.
- V. Section 5: Both Presidents, Vice Presidents, and the Adviser will tally votes. The pair that receives the plurality of votes will be NHS Presidents, the pair that receives the second most

votes will be Vice Presidents. In the case of a tie, a coin flip shall be used to determine the winning candidate. Voting recounts may only be initiated by the Advisor.

- VI. Section 6: Each candidate-pair is entitled to 8 election posters. Posters may not exceed the dimensions of (22" x 28"). Posters must be about the candidates and not opponents. Posters must be approved (through application of a school administrative stamp) before suspended on school grounds. Candidates will be allowed to hang up posters after the school day at 3:15 pm on the Friday before election week.
- VII. Section 7: Each candidate-pair will be afforded an opportunity to address the NHS chapter through a mandatory chapter meeting on election day. Each candidate-pair will receive an equal opportunity to speak. The Presidents will notify candidate-pairs at least two days prior to election day the time allotted for each candidate-pair to speak. The order in which candidate-pairs address the chapter will be stochastically selected by the Presidents and advisor.
- VIII. Section 8: The revocation of a candidate-pair's candidacy is at the sole discretion of the advisor. Presidents and Vice Presidents are obligated to report all complaints and observations of rule violations to the advisor.
- IX. Section 9: President and Vice President-elects officially take office on the seniors' last day of school.

Article 10: Legitimacy of hours

- I. Section 1: You may only count 5 hours of service from the summer towards semester one
- II. Section 2: Tutoring is permitted outside of the NHS program, but there must be an adult contact listed on the volunteering form. Tutoring of siblings and other NHS members is not permitted under any circumstance

- III. Section 3: In order to remain in NHS, 10 Volunteering Hours must be completed each semester and a minimum of 2 Mandatory Hours must be served each semester. For the 2020-21 school year, only 2 Mandatory Hours are required per year due to COVID-19. In order to letter in NHS, 20 Volunteering Hours must be completed per semester and a minimum of 4 Mandatory Hours must be served each semester. Only 4 Mandatory Hours per year are required to letter during the 2020-21 school year. The definition of Volunteering Hours and Mandatory Hours are defined below in sections 5 and 6 respectively.
- IV. Section 4: Private tutoring hours will be weighted as 1.5 hours. Mandatory Hours count towards both Mandatory Hours and Volunteering Hours.
- V. Section 5: Mandatory Hours remain to the discretion of advisors and presidents, but includes private tutoring and NHS led volunteer activities.

Article II: Amending the Constitution

- I. Section 1: Presidents and Vice Presidents are the only members permitted to suggest a new amendment.
- II. Section 2: Once a new amendment is suggested, questions about the amendment and its effects are permitted during the executive board meeting. A reasonable amount of time will be delegated to debate as determined by the Presidents.
- III. Section 3: In order for a vote to happen, 80% of the executive board must be present
- IV. Section 4: For a change to be made to the constitution, a majority must vote for the desired changes. No members will be allowed to abstain. This majority must occur at two separate meetings.
- V. Section 5: If an amendment does not pass, it shall not be permitted to be voted upon again by the executive board during the current NHS year.

- VI. Section 6: If the executive board votes against an amendment or change to the constitution, the vote can be overridden by a consensus vote between both presidents and vice presidents.
- VII. Section 7: The advisor must agree on all new amendments and changes to the constitution.
- VIII. Section 8: All proposed amendments and corresponding votes must be recorded on a Google Document for record-keeping purposes.
- IX. Section 9: The official MVHS NHS Constitution will be posted on the MVHS NHS Website.
- X. Section 10: It is the responsibility of the NHS member to update himself/herself regarding changes made to the constitution. The presidents, vice presidents, and advisor, are encouraged to notify NHS members whenever significant changes are made.