**Wayne Hills High School Chapter Constitution**

**National Honor Society**

**Article I - Name and Purpose**

Section 1. The name of this chapter shall be the Wayne Hills Chapter of the National Honor Society of Secondary School, which appears on the charter granted by the National Council of the National Honor Society, duly signed by the national secretary.

Section 2. The object if this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of chapter in all students of Wayne Hills High School.

**Article II - Membership**

Section 1. Membership in this chapter shall be based upon scholarship, service, leadership, and character.

Section 2. Membership in this chapter shall be known as active and graduate. The graduate members have no vote. Active members become graduate members after graduation.

Section 3. To be eligible for election to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in this school.

Section 4. Candidates eligible for election to this chapter must be members of the junior or senior class. Candidates eligible for election to the chapter shall have a minimum scholarship of 3.5 on a scale of 4.0 grade point average. This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above this standard may be admitted to candidacy to be then considered for election to membership. The student's eligibility shall then be considered on the basis of service, leadership, and character.

**Article Ill - Election of Members**

Section 1. The election of members to this chapter of the National Honor Society shall be by a faculty council consisting of five members of the faculty; in no case should there be fewer than four teachers, who are to be approved by the principal.

Section 2. Any member of the faculty may propose to the council the names of students eligible for membership in the chapter.

Section 3. Any member who falls below the standards which were the basis of his/her election shall be promptly warned. If during a regular second marking period of his/her school career (for the scholarship standard) or at any time (for the service, leadership, and character standards), the member fails to meet the standards used as the basis for his election to the National Honor Society, a second warning will be issued, initiating dismissal procedures from the Society. The student is entitled to a hearing with the faculty council at his/her option prior to final dismissal. A National Honor Society member must maintain the standards for membership in order to retain his/her membership. A member will be allowed only one warning. Once a member is dismissed, he/she is never again eligible for membership in the National Honor Society.

Section 4. When a member is dismissed, he/she notified in writing. Notice of his/her dismissal must be indicated on the annual report and submitted to the national secretary at the end of the school year.

Section 5. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the principal.

Section 6. An active member of the National Honor Society who transfers into this school must be automatically accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain his/her membership.

**Article IV - Officers**

Section 1. The officers of this chapter shall be a president, vice president, recording secretary, corresponding secretary, treasurer, and historian.

Section 2. A majority of votes cast shall be necessary to elect any officer of this chapter.

Section 3. It shall be the duty of the president to preside at the meetings of this chapter.

Section 4. The vice president shall preside in the absence of the president.

Section 5. The chapter's recording secretary shall keep minutes of the meetings, a record of all business and all the records on file.

Section 6. The chapter's corresponding secretary shall manage all writing correspondence from the board.

Section 7. The treasurer shall receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accordance with school regulations.

Section 8. The historian shall keep a record of all events in writing, pictures and/or other forms of documentation of the diverse meetings and activities of the society.

**Article V - Executive Committee**

Section I. The executive committee shall consist of the officers noted in Article IV and five other student members duly elected or appointed who will be known as the "Executive Committee."

Section 2. The executive committee shall have general charge of the meetings and business of the chapter, but any action on the part of this student group may be subject to the review of the chapter, advisors, principal and/or school policy makers.

Section 3. All accounts of the treasurer must be audited annually by the advisors and the school financial record keeper for accuracy.

**Article VI –Supervision**

Section 1. The activities of this chapter shall be subject to the approval of the principal.

**Article VII -Meetings**

Section 1. This chapter shall hold regular monthly meetings designated by the executive committee and approved by the advisors.

Section 2. The officers of the chapter shall be elected at the last regular meeting of the year and will take office upon graduation of the current year officers.

Section 3. Special meetings, approved by the executive committee, may be called by the president.

Section 4. All meetings shall be open meetings and shall be held under the sponsorship of the advisors.

Section 5. The chapter shall conduct its meetings according to an agreed upon format that promotes completeness, discussion and efficiency.

**Article Vlll -Emblem**

Section 1. Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society of Secondary Schools.

Section 2. Any member of this chapter who withdraws or is dismissed shall return the emblem.

Section 3. Each member agrees that, whether the emblem comes to him/her as a gift, a personal purchase, an award, or from whatever source, the title to the emblem shall rest with the chapter of which he/she is a member. The faculty council can, therefore, by a majority vote, request that any member return the emblem. In the case where the emblem can be shown to have been a personal purchase of the member, the faculty council, using chapter funds, shall reimburse the member of the original cost of the emblem upon its surrender. Furthermore, each member agrees that his/her acceptance of the emblem shall be considered affirmation of this stipulation in regard to the title of the emblem.

Section 4. All insignia must be procured from the National Secretary of the National Honor Society, 1904 Association Drive, Reston, Virginia 201 91. All insignia are registered in the United States Patent Office and cannot be duplicated by anyone.

**Article IX -Dues**

Section 1. The annual chapter dues for each member shall be $10.00. This dollar amount shall be subject to the approval of the executive committee of the chapter.

**Article X -By-Laws**

Section 1. 'A chapter may wish to include by-laws to amplify sections of its constitution. By-laws do not need to be approved by the National Council if they are consistent with regulations outlined in the constitution.

**By-Laws of the Wayne Hills Chapter of the National Honor Society**

**A. Officers**

1. A president, a vice president, a recording secretary, a corresponding secretary, a treasurer and a historian shall comprise the officers of this chapter.

2. Officers shall fulfill the responsibilities outlined in the Constitution, Article IV, and any other duties consistent with the operations of this chapter. Such other duties may include, but are not limited to, the preparation and submission of written and/or oral reports.

**B. Executive Committee**

1. The "Executive Committee" shall be composed of ten student members elected by all eligible members for a term of one year and the Advisor(s). The Executive Committee will be composed of the officers (president, vice president, recording secretary, corresponding secretary, treasurer and historian) and give other student members called "executive committee" members.

2. Meetings may be called by request of any five members of the Executive Committee.

3. Resignations shall be made in writing to the Secretary.

4. A vacancy in one or more faculty members of the Executive Committee shall be filled by the principal after consultation with the faculty members.

5. Vacancies in the student members of the Executive Committee shall be filled by the Executive Committee.

**C. Faculty Council**

1. The Council will consist of five teachers or guidance personnel.

2. Each member shall service for a period of one academic year.

3. The voluntary Council positions are open to all faculty and guidance personnel. All those eligible will be considered by the advisors and approved by the principal and notified in writing.

4. Alternate members will be notified in writing and will serve for a period of one academic year.

5. Council and Alternate members can be reappointed for additional terms.

**D. Committees**

1. Committees shall be appointed by the President, subject to the approval of the Executive Committee, and all designated business and responsibilities will be completed by such committees.

2. Committee chairpersons will present oral and/or written reports of their accomplishments, difficulties, and suggestions for improvement to the Executive Committee.

**E. Membership**

1. To be eligible for election to membership, the candidate must have been in attendance at Wayne Hills High School for a period equivalent to one semester.

2. Active members will be Senior or Junior students.

3. Eligible candidates shall have minimum scholarship of 3.500 grade point average or its equivalent. This is on a 4.000 scale with such number representing the equivalent of a letter grade of "A". This scholarship level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. Evaluations of eligibility for candidacy will be done at the conclusion of a student's sophomore or junior year of study.

4. Each active member will be responsible to fulfill minimum service requirements which shall be determined annually by the Executive Committee. It is the duty of the Executive Committee to submit the names of those members not fulfilling their service obligations to the Advisors who will review them and issue chapter warnings based on such failure to meet the above requirement.

**F. Supervision**

1. The activities of this chapter shall be subject to the approval of the Principal and the Faculty Advisors who are appointed by the Principal.

**G. Elections**

1. At a regular meeting, all active junior members in good standing (academic, service requirement, leadership and character) will have the opportunity to complete a nomination request form for any officer or executive committee position.

2. At the final regular annual meeting, all nomination candidates will have the opportunity to address eligible members prior to election ballots being distributed.

3. Election result winners will be based on the candidates receiving a majority of eligible member votes from those who are in attendance at this meeting.

4. Results of the elections will be publicized as soon are they are available.

5. Those so elected will take office after graduation ceremonies.

**H. Dues and Fees**

1. Chapter dues and/or fees shall be determined annually by the Executive Committee.

2. Annual dues and other fees, if applicable, are payable to the Treasurer within thirty days of being announced to the membership.

3. A "member in good standing" is one who has met his/her financial and other obligations (see G.1) and who is, therefore, entitled to all of the privileges of membership in the National Honor Society.

**I. Disbursements**

1. All disbursements must be initialed by an Advisor and approved by the Treasurer and payment made by check.

**J. Order of Business**

The order of business shall be as follows:

1. Reading the minutes.

2. Treasurer's Report

3. New Business

4. Faculty Advisor Remarks

5. Call to Order

6. Adjournment

**K. Chapter Project**

1. Mandatory participation

**L. Meeting**

1. Mandatory, unless an acceptable excuse is given ahead of time.

**M. Service Credits**

1. Mandatory

2. Dates are assigned to when credits are due.

**Standing Rules of the Wayne Hills Chapter**

**of the National Honor Society**

1. These Standing Rules may be amended, rescinded, suspended or added to by the chapter membership in good standing with either:

a. a majority vote after prior notice of the meeting

b. a two-thirds majority vote taken without prior notice.

2. Grade point averages are based upon the following point system:

A = 4.000; B = 3.000; C = 2.000; D = 1.000; F = 0.000

3. The minimum academic grade point average necessary for entering candidates will be based upon the student's total cumulative secondary school record.

4. Thereafter, the minimum academic average required for active members will be reviewed following each marking period and must meet or exceed the established minimum grade point average of 3.500. Failure to meet such standard will result in one scholarship warning.

5. Such computations will be consistent with the laws of the New Jersey Department of Education and with the established practices of the Wayne Hills Guidance Department.

6. Special meetings may be called upon written request of one quarter of the student members in good standing.

7. Whenever possible, junior members will be asked to serve as coordinators, committee persons or be given responsibilities of an important nature.

8. The "Tagging" and "Induction Ceremony" will be held prior to Thanksgiving Day of each school year.

9. The Communication Center for the Wayne Hills National Honor Society is the Showcase located in the main hall in the front of the school. The showcase shall serve as the central network for information about the meetings, activities, service credit records, etc. of the Chapter. Members will consult it regularly so as to be informed of opportunities, duties, responsibilities, and overall happenings in the Chapter.

10. When members of the Executive Committee receive information concerning the activities of the Chapter, they will hold themselves responsible for the content.

11. The Executive Committee will report to the Chapter membership at regular meetings as often as required, but at least annually.

12. If there is unfinished business at the final meeting of the Executive Committee, the incoming Executive Committee may consider it if desired, or may let it "fall to the ground”.

Adopted: June 1979

Revised: June 1993 Revised: June 1999 Revised: February 2007 Revised: August 2011 Revised: November 2013