

St. Michael-Albertville High School National Honor Society
Knights Chapter
Constitution and By-Laws

Approved by the Faculty Council February 10, 2010
Approved by the general membership February 23, 2010
Revised May 5, 2014

Article I
Name and Purpose

Section 1

The name of this organization shall be the *St. Michael-Albertville High School National Honor Society, Knights Chapter*.

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 ST.M.A. High School.

Article II
Principal

Section 1

The Principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2

The Principal shall annually select a Faculty Council composed of at least five (5) members of the school's faculty who may serve consecutive terms.

Section 3

The Principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

Article III
Officers

Section 1

The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter and be described in the chapter bylaws.

Section 2

A majority of the votes cast shall be necessary to elect any chapter officer.

**Article IV
Faculty Council**

Section 1

The Faculty Council shall consist of volunteer faculty members selected annually by the principal. No principal or assistant principal may be included on the Faculty Council. The Chapter Advisor shall be an ex-officio, non-voting, member of the Faculty Council.

Section 2

The term of the Faculty Council shall be one school year. Members may serve consecutive terms.

Section 3

The Faculty Council shall meet at least once a year to select members and to consider dismissal, other disciplinary actions, and warning cases.

Section 4

The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this constitution and NHS policies.

**ARTICLE V
Executive Committee**

Section 1

The Executive Committee shall consist of the officers of the chapter and the Chapter Advisor.

Section 2

The Executive Committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter by-laws. All actions and recommendations of the Executive Committee shall be subject to review by the chapter membership.

Section 3

The Executive Committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

**Article VI
The Chapter Advisor**

Section 1

The Chapter Advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students and community.

Section 2

The Chapter Advisor shall maintain files on membership, chapter history, activities, and financial transactions.

Section 3

The Chapter Advisor shall regularly review each member for compliance with society standards and obligations.

Section 4

The Chapter Advisor shall help the chapter officers understand and carry out their duties.

Section 5

The Chapter Advisor shall be an ex-officio member of the Executive Committee.

Article VII Membership

Section 1

Membership is an honor bestowed upon a student.

- A) Selection for membership is recommended by the faculty and determined by the Faculty Council based on outstanding scholarship, character, leadership and service.
- B) Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2

Membership categories shall be active, inactive, graduate and honorary.

- A) Candidates become active members when inducted at a special ceremony.
- B) The Faculty Council may place active members into inactive status.
- C) The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisors or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.
- D) Active members shall become graduate members upon graduation. Graduate members shall have no voice in chapter affairs.

Section 3

Members who are seniors in good standing are eligible to be nominated to compete in the National Honor Society Scholarship Program. Nomination for the scholarship will be determined by the Chapter Advisor.

Section 4

A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the Knights Chapter Advisor shall be accepted automatically as a member in the Knights Chapter. Transfer members must meet the Knights Chapter's requirements and standards within one trimester in order to retain membership.

Section 5

Members who resign or are dismissed are never again eligible for membership or its benefits.

Article VIII Selection of Membership

Section 1

Except in the case of a senior who transfers to STMA and becomes a member under Article VII, section 4, to be eligible for membership the candidate must be a sophomore or junior and must have been in attendance at ST.M.A. High School the equivalent of one trimester.

Section 2

Consideration for membership is limited to those sophomores and juniors who have a cumulative grade point average (GPA) of 3.67 or above on a 4.0 grading scale.

Section 3

Prior to selection the following shall occur:

- A) Students' academic records shall be reviewed to determine scholastic eligibility.
- B) Scholastically eligible students shall be notified and asked to complete and submit a Student Selection Packet within a specified time period for further consideration.
- C) The faculty shall be requested to evaluate the candidates on their scholarship, character, leadership and service using an evaluation form provided by the Chapter Advisor.
- D) The Chapter Advisor shall determine the top ranked candidates based on the results of the faculty evaluations.
- E) The Faculty Council shall review the Student Selection Packets and Faculty Evaluation Forms in order to determine selection into the chapter.

Section 4

The selection of each member to the Knights Chapter shall be by a majority vote of the Faculty Council.

Section 5

The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to this chapter.

Article IX Dismissal

Section 1

The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal.

Section 2

Members who fall below the requirements or standards as established in the by-laws shall be warned in writing by the Chapter Advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws a member does not have to be warned.

Section 3

Except where specifically defined in the by-laws the Faculty Council shall determine when an individual has exceeded a reasonable number of warnings and shall define the reasonable time allowed to correct deficiencies.

Section 4

In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council.

Section 5

A member who has been dismissed may appeal the decision of the Faculty Council to the Principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 6

The National Council and the NASSP shall hear no appeals in dismissal cases.

Article X Meetings

Section 1

The chapter shall have regular meetings during the school year on days designated by the Executive Committee and the Chapter Advisor and in accordance with school policy and regulations.

Section 2

The president may call special meetings approved by the Executive Committee. The Chapter Advisor may call special meetings in cases of emergency where time does not permit notifying the Executive Committee.

Section 3

The chapter shall conduct meetings according to Robert's Rules of Order, Newly Revised, in all points not expressly provided for in this constitution or the chapter by-laws.

Article XI Activities

Section 1

The Executive Committee and Chapter Advisor shall plan group service projects and activities for the school year.

Section 2

All members must participate in group service projects and activities. Participation requirements for each group service project and activity will be determined and/or revised as necessary by the Advisor and the Executive Committee.

Section 3

The Executive Committee and Chapter Advisor shall determine the procedure for selecting chairpersons for the group service projects and activities.

Article XII Official Insignia

Section 1.

This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.

Section 2

The distribution of the emblem and the rules of its use shall be under the exclusive control of the National Council

Section 3

Each active, graduate, or honorary member shall be entitled to wear this emblem. Any member who resigns or is dismissed shall return all insignia, emblems and other materials to the Chapter Advisor.

Section 4

All insignia must be procured from the national office of the National Honor Society.

Section 5

The motto of the National Honor Society shall be *Noblesse Oblige*.

Section 6

The official colors of the National Honor Society shall be blue and gold.

Section 7

A graduate member may replace a lost emblem by verifying membership to the National Office.

**Article XIII
Amendments**

Section 1

Amendments must be brought to the Executive Committee for review and determination of validity. The Executive Board shall forward any proposed, valid amendments to the Faculty Council for their approval. A majority vote by the Faculty Council shall constitute their approval.

Section 2

Amendments that have been approved by the Faculty Council and Principal must be presented to the membership for consideration and may be voted upon after two readings at consecutive regular meetings.

Section 3

This constitution may be amended by a 2/3 vote at a designated meeting in which a quorum or majority of all current active members of the Knights Chapter are present.

Section 4

The Chapter President will abstain from voting except in cases of ties.

Section 5

In all situations regarding a tie, the Chapter President shall cast the decisive vote.

Article XIV
By-Laws

Section 1

The chapter shall have by-laws to amplify sections of this constitution and to clarify operating procedures of the chapter. By-laws do not need the approval of the National Council but must be consistent with the National and State National Honor Society councils and this constitution.

Section 2

The chapter by-laws shall contain information concerning the election and duties of officers, the schedule of meetings, membership, member obligations, member status, selection and dismissal procedures, and other applicable procedures and regulations not otherwise defined within the contents of this constitution.

Knights Chapter of the National Honor Society By-Laws

Officers

Section 1

The officers of the St. Michael-Albertville High School National Honor Society shall include the President, Vice-President, Secretary-Treasurer, and Historian. Officer positions must be filled by members with at least one year of membership in the Knights Chapter or another chapter of the NHS.

Section 2

Duties:

The President shall have the following duties:

- a) Attend all executive committee meetings.
- b) Run general membership meetings.
- c) Represent the chapter in affairs where representation is necessary.
- d) Plan in conference with chapter advisor.
- e) Oversee or appoint leadership for all general membership committees.
- f) Ensure that all actions of the chapter are carried out according to the by-laws.
- g) Give a speech on scholarship at the induction ceremony.
- h) Oversee the planning of the induction and installation of new officers ceremonies.

The Vice-president shall have the following duties:

- a) Attend all executive committee meetings.
- b) Take duties of president if s/he cannot fulfill them.
- c) Give speech on leadership at the induction ceremony.
- d) Serve as both vice-president and secretary if secretary cannot fulfill duties.
- e) Record attendance at all NHS meetings and events.
- f) Notify advisor when members have violated attendance requirements.
- g) Oversee progress on all service projects.
- h) Appoint from within membership a Sergeant-at-Arms to assist with attendance procedure during meetings.

The Secretary-Treasurer shall have the following duties:

- a) Attend all executive committee meetings.
- b) Keep detailed minutes of meetings.
- c) In conjunction with advisor, keep and prepare accurate financial account records.
- d) Collect monies when needed.
- e) Give speech on character at the induction ceremony.
- f) Serve as president if president and vice-president cannot fulfill the duties.
- g) Conduct correspondence or ensure that it is done by service project chairpersons.
- h) Take duties of vice-president if s/he cannot fulfill them.

The Historian shall have the following duties:

- a) Attend all executive committee meetings.
- b) Keep a record of all the chapter's activities and workings throughout the year.
- c) Organize and submit public relations material to newspapers and other media.
- d) Take or have photos taken of chapter activities.
- e) Submit photos and written materials to yearbook personnel
- f) Give speech on service at the induction ceremony.
- g) Prepare a year-end scrapbook or other medium to present chapter activities.
- h) The Historian may choose to have assistants as needed.

The duties of the **Executive Board** shall include:

- a) Prepare an agenda and foster controlled and orderly meetings.
- b) Recommend activities and policies that will further the goals of the organization.
- c) Determine the validity of proposed amendments and present valid proposals to the membership.
- d) Prepare an end of the year report for the permanent file

Section 4

Officers will be elected at a specially appointed meeting to be held before the end of the school year.

Section 5

Candidates for office shall give a mandatory speech or presentation with a minimum length of one minute.

Section 6

A ballot will be prepared for the offices of President, Secretary-Treasurer, and Historian by the current Secretary. The office of Vice-President shall be filled by the Presidential candidate with the second most votes. Each candidate may only run for one (1) position in an election.

Section 7

Officers will be elected by a majority vote of current, active chapter members using the secret ballot method. The Chapter Advisor shall count the ballots and have the results verified by a member of the Faculty Council.

Section 8

If a position of office becomes vacant due to resignation, PSEO conflict, an academic warning, or a nonacademic penalty, the vacant position will be filled in an order of succession as follows:

Succession: President
 Vice-President
 Secretary-Treasurer
 Historian

Section 9

If a vacated position cannot be filled by succession, the chapter President will appoint a member to fill the position until the next elections.

Section 10

All officer positions shall be filled by current, active, second-year seniors.

Meetings

Section 1

Regular meetings will be held a minimum of once per month.

Section 2

When acting in any capacity of the NHS, members are required to act within the parameters of their assigned duties with respectable conduct.

Section 3

A quorum must be present at a meeting to conduct official business.

- a) A quorum of the general membership shall be 2/3 of the membership.
- b) A quorum of the Executive Committee shall be a simple majority of the Executive Committee.

Section 4

Robert's Rules of Order apply to the procedure of all meetings.

Member Obligations

Section 1

Attendance Requirements:

- a) All members are required to attend regularly scheduled meetings.
- b) Members are subject to dismissal upon attaining two (2) un-excused absences during each school year.
- c) Members are responsible for providing written documentation, as required below, to the Chapter Vice President before the next regular meeting begins.

Excused absences:

- Family Emergency – written documentation and as deemed acceptable by Chapter Advisor and/or Executive Committee.
- Doctor Appointment - validated with school office documentation.
- Illness - validated by absence from school the entire day of meeting.
- College Visits – validated with documentation as required by current school policy
- Approved extra-curricular school activities – validated by school-wide announcement and/or verification through the Activities Office
- One (1) curricular music-related absence will be excused per trimester
- Situational Circumstances - as approved by Chapter Advisor and/or Executive Committee.

Unexcused absences:

- Tardiness - arrival more than 3 minutes after meeting officially begins.

- Making up tests or receiving extra help on school work
 - Work at jobs and other reasons for absences that are not on the list of excused absences are presumed to be unexcused.
 - PSEO schedule conflicts
- Tardiness (less than 3 minutes)
- A tardy will be recorded as one-half of an unexcused absence.
 - It is the duty of the Sergeant-at-Arms to record entry of members after the start of the meeting and the time at which entry occurs.
 - It is the duty of the Vice-President to keep track of tardiness as part of the attendance procedure.
 - The Executive Committee and/or Chapter Advisor may choose to excuse a tardy at their discretion.
- d) All members are required to attend the meetings of any committees of which they are a part.
- Absences at committee meetings may be considered excused or unexcused pursuant to Sub point (c) of Section 1
 - It is the duty of the committee chair to ensure that attendance is accurately recorded.
 - Enforcement of tardiness at committee meetings, as well as recording of the time of late entry, is the duty of the committee co-chair.
 - Committee chairs are responsible for providing attendance information in written form to the chapter Vice-President at or before the next full, regularly scheduled meeting.
 - Failure to submit attendance records will result in a meeting between the chair in question, the Executive Committee, and the Chapter Advisor, where the Executive Committee and Chapter Advisor will decide upon and enact the proper course of action.
 - Committee member absences will be presumed excused if attendance records are not submitted.
 - The committee co-chair will assume the attendance duties of the committee chair in the absence of the chair.

Section 2

Active Status:

- a) Members will be considered ACTIVE at the discretion of the Faculty Council if the following guidelines are maintained:
1. Maintain a cumulative grade point average of 3.33 or above on a scale of 4.0.
 2. Participate in all service projects and activities required of active members as outlined in the chapter constitution and by-laws.
 3. Avoid attendance infractions that will otherwise result in dismissal.
 4. Maintain a superior record of school, community, and academic behavior.
 5. Uphold the standards of the National Honor Society at all times.
- b) A member may receive one (1) warning for non-academic violations from the Faculty Council or the Chapter Advisor, and retain their active status in the chapter

Section 3

Inactive Status:

- a) Members will be considered INACTIVE at the discretion of the Faculty Council if the following infraction occurs:
 1. After one trimester of falling below a cumulative GPA of 3.33, a member shall receive written notification and placed on INACTIVE status.
 2. After a second trimester of falling below a cumulative GPA of 3.33, a member will be dismissed.
- b) INACTIVE status designates that a student is unable to attend meetings or participate in any activities.
- c) The Faculty Council can dismiss, warn, or place a member on INACTIVE status at any given time for infractions, negative behaviors, or other rule violations.
- d) A student placed on INACTIVE status can appeal the ruling and request a hearing by the Faculty Council

Section 4

Post-Secondary Enrollment Options (PSEO) Students:

- a) Students enrolled in classes through PSEO and alternative education may be members of the National Honor Society if the following conditions are met:
 1. Members must fulfill and obey all attendance requirements, service project and chapter activity obligations, and any and all conditions or rules set forth by the constitution and by-laws.
 2. Maintain a superior record of school, community, and academic behavior.
 3. Uphold the standards of the National Honor Society at all times.
 4. Members are required to provide an official copy of their transcripts to the Chapter Advisor within five (5) school days upon receiving said grades.
 5. Cumulative GPA's will be monitored by semester, trimester or quarter, depending on the grading schedule of the college being attended.
 6. Where the college's grading schedule is different than ST.M.A.'s and a member's cumulative GPA has fallen below 3.33, the Faculty Council shall decide the amount of time given to the member to improve their GPA before being placed on INACTIVE status.
- b) If a PSEO Student knows in advance that they will not be able meet the above-stated attendance requirements because of a scheduling conflict, the PSEO student may ask for a hearing before the faculty council and principal to request a variance to the dismissal rule. It will be the discretion of the faculty council and principal to decide, on a case by case situation, whether the student's particular situation warrants a variance from the attendance rule.

Section 5

Foreign Exchange Students:

- a) If a member of the National Honor Society cannot fulfill the basic requirements for membership due to a foreign exchange situation:
 1. Member will be put on a "hold" status based on these requirements:
 - a. Membership will *not* be terminated.
 - b. The individual will not be recognized as an active member.
 - c. Before the member leaves on the exchange program, a letter must be submitted to the Executive Committee requesting to be placed on "hold" status and stating the situation.

- d. The Executive Committee will determine if the member is eligible for “hold” status.
 2. If the member is an Executive Committee member, a written letter must be submitted to the Executive Committee and/or Advisor prior to their departure. The letter must include their position and a request that the current Chapter President and/or Advisor appoint an active second-year member to fulfill their office until they return.
- b) If a member on “hold” status due to a foreign exchange situation returns and wishes to become an active member:
 1. There must be a minimum of one trimester remaining for participation.
 2. A written request for readmission must be submitted to the Executive Committee who will make the final decision.
 - a. If the Executive Committee decides to allow readmission:
 - i. Member will be recognized as active.
 - ii. Member must fulfill all requirements for active membership.
 - b. If the Executive Committee decides to prohibit readmission:
 - i. Member will be dismissed from the National Honor Society.