



**Chapter Bylaws  
Passaic County Technical Institute Chapter  
of the  
National Honor Society**

**Adopted: November 30, 2022**

**Approved: December 1, 2022**

**ARTICLE I – Name**

The name of this organization shall be the Passaic County Technical Institute Chapter of the National Honor Society.

**ARTICLE II – Purpose**

The purpose of this organization shall be to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage the development of character in students of Passaic County Technical Institute.

**ARTICLE III – Powers**

**Section 1:** This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain an active affiliation with the national organization annually.

**Section 2:** The chapter advisers are given the authority to supervise the administration of chapter activities, as delegated by the school principal.

**Section 3:** Final authority on all activities and decisions of the chapter resides with the school principal.

**Section 4:** Nondiscrimination. Our chapter of the NHS maintains policies and practices designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This nondiscrimination policy applies to all practices, including the chapter administration and members' selection, discipline, and dismissal.

#### **ARTICLE IV – Membership**

**Section 1** – Membership in our chapter is an honor bestowed upon deserving students by the faculty council and shall be based on the criteria of scholarship, service, leadership, and character.

**Section 2** – Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

#### **Section 3: Eligibility:**

- a. Candidates eligible for selection to this chapter must be members of the junior class.
- b. To be eligible for selection for membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Passaic County Technical Institute.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.8 on a 4.0 scale.
- d. Senior class members will only be eligible to apply to the chapter if they previously met the cumulative grade point qualification as a junior, submitted an application in their junior year, and maintained that minimum grade point average through the first semester of their senior year.
- e. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

#### **ARTICLE V – Selection of Members**

**Section 1** – The selection of members to this chapter shall be by majority vote of the faculty council, which consists of faculty members appointed by the principal. The chapter advisors shall be nonvoting, ex officio faculty council members.

**Section 2:** The selection of active members shall be held once a year after the second semester of the school year for members of the junior class and once following the first semester of the senior year for only those who applied but did not get accepted in their junior year.

**Section 3:** Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.

- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

**Section 4:** Candidates become members when inducted at a special ceremony.

**Section 5:** An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

**Section 6:** – An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant the transferring member one semester to attain the membership requirements, and therefore, this member must maintain those requirements for this chapter to retain his/her membership.

#### **Article of Obligation of Members:**

**Section 1:** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

**Section 2:** Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

**Section 4:** Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

#### **ARTICLE VII – Officers**

**Section 1** – The chapter's officers shall be president, vice president, secretary, and historian/recording secretary.

**Section 2** – Student officers shall be elected at the first meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

**Section 3** – Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

**Section 4:** It shall be the president's duty to preside at the chapter's meetings and serve as the official representative of the chapter at school and community functions.

**Section 5:** The vice president shall preside in the president's absence and keep a record of members' contributions to leadership and service.

**Section 6:** The secretary shall keep meeting minutes and attendance records and be responsible for all official correspondence.

**Section 7:** Historian/Recording Secretary – The historian is to maintain a detailed record of chapter activities, both written and pictorial, which can be saved for posterity.

**Section 8:** Officers and the faculty advisers shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and be in general charge of the chapter's meetings and business; any action by the executive committee is subject to the review of the chapter members.

## **ARTICLE VIII – Meetings**

**Section 1-** The regular membership meetings of this chapter shall be held once a month and scheduled accordingly with consideration of facilities and the school calendar. The executive board will meet/discuss information at least one week before the regular membership meeting to prepare an agenda. The president can call special arrangements with the advisers' approval.

**Section 2** – This chapter shall conduct its meetings according to the *Roberts Rules of Order*.

**Section 3** – Members are expected to attend all chapter meetings.

## **ARTICLE IX: Activities**

**Section 1:** The chapter shall determine one or more service projects each year.

**Section 2:** All members shall regularly participate in mandatory service projects throughout the year.

**Section 3:** These projects shall have the following characteristics: fulfill a need within the school or community; support the administration and the faculty; be appropriate and educationally defensible; be well planned, organized, and executed.

**Section 4:** Each member shall be responsible for choosing and participating in an individual service project that reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter project(s) all members contribute to.

**Section 5:** The chapter shall publicize and promote its project(s) positively.

## **ARTICLE X – Discipline and dismissal of members**

**Section 1:** Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Passaic County Technical Institute chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

**Section 2:** If a member's cumulative grade point average falls below the standard in effect when he/she was selected for a GPA requirement of 3.8, he/she will be given a written warning and a reasonable time for improvement. If the cumulative grade point average remains below the standard at the end of the warning period, the student will be subject to further disciplinary action by the faculty council, which includes consideration of dismissal from the chapter.

**Section 3 –** Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include but are not limited to, DWI, stealing, destruction of property, cheating, truancy, possession, selling, plagiarism, or being under the influence of drugs or alcohol at school or school-related activities on campus or in the community.

**Section 4 –** Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

**Section 5 –** Chapter officers, as chapter representatives, can be removed from their positions due to disciplinary action taken by the faculty council.

**Section 6-** In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/faculty indicating the reason for consideration of dismissal.

- b. The member has the right to respond to the charge (s) against him/her at a hearing before the faculty council before any vote on dismissal (under due process identified in Article X of the National Constitution). Members can present their defense in person or via a written statement instead of a face-to-face hearing. The faculty council will then vote on whether to dismiss after the hearing. A majority vote of the faculty council is needed to dismiss any member.
- c. The results of the faculty council vote will be presented to the principal for review and then stated in a letter sent to the students and parents. Dismissed members must surrender any membership problems to the advisor.
- d. The faculty council's decision may be appealed to the building principal and afterward according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

**Section 7:** In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

#### **ARTICLE XI – Ratification, Approval, and Review.**

**Section 1** – The bylaws of this chapter shall be **approved** by the membership, requiring a 2/3 vote of all active members of the chapter, a majority affirmative vote of the faculty, and approval by the administration.

**Section 2** – These bylaws shall be reviewed and, if necessary, revised within five years from the date of approval noted on this document.

#### **Article XII: Amendments**

These bylaws may be amended by a 2/3 vote of all active members of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

*\*Approved on May 1, 2023*

<b>Name</b>	<b>Position</b>
Mr. Garcia	Principal
Mr. Baldino	Advisor
Mrs. Rettenberg	Advisor
Hana Ighneim	NHS President
Brianna Lopez	NHS Vice President
Andrea Jean Colobong	NHS Secretary
Mia Petrous/Ailin Alarcon	NHS Co-Historians



**PASSAIC COUNTY TECHNICAL INSTITUTE**

**NATIONAL HONOR SOCIETY**

**Wayne, New Jersey**

**Please return to PCTI NHS Advisors: Mr. Baldino or Mrs. Rettenberg**

**I have read and understand the above information and agree to abide by the conditions of acceptance and membership into Passaic County Technical Institute Chapter of the National Honors Society.**

<b>Student Name</b>	<b>Parent/Guardian Name</b>	<b>Signature</b>	<b>Date</b>



