

Constitution of the local chapter of the National Technical Honor Society

Commack High School
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Commack, NY 11725

Technical Honor Society	Name
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President	Jenna McCluskey
Vice President	Jared Gresen
Secretary	Joon Lee
Treasurer	Connor Irwin

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I. Name

The name of the organization shall be the National Technical Honor Society (NTHS), a local chapter established at Commack High School of the National Technical Honor Society.

II. Mission Statement/Aim

Mission:

To honor student achievement and leadership in career and technical education, promote educational excellence, award scholarships, and enhance career opportunities for the NTHS membership.

Vision

To be the international leader in providing recognition for excellence in career and technical education.

NTHS is Committed to our Global Community by...

Offering scholarship opportunities for its members.

Sustaining growth, innovation and continuous improvement.

Maintaining financial responsibility to meet our membership needs,

Providing the highest recognition for top students in career and technical education.

Supplying excellent services to our diverse, multi-cultural membership and member schools.

Building strong relationships between the educational community and business and industry.

Responding to the ever-changing world and leading edge of technology as a flexible organization

III. The Executive Body

A. Officer Roles and Responsibilities

The Officers and the Faculty Advisor(s) of the National Technical Honor Society will be the Executive Board. The executive powers of the National Technical Honor Society shall be vested in four officers. The officers of the organization shall be the President, Vice President, Treasurer, and Secretary.

The function of the Executive Board will be to plan, organize and supervise all the organization's sponsored and related activities. The Chairperson of the Board shall be the President and s/he shall have the power to call special meetings at his or her discretion.

The president of the local chapter shall cooperate with the chapter Advisor, the administrative head of the institution, and with the chapter executive committee to supervise the local chapter, determine policy and conduct the general activities of the chapter. The president will preside at all meetings, appoint committees and shall represent the chapter at official organization gatherings.

The vice-president shall service in the president's absence, act as general assistant to the chapter president, and chair the executive committee.

The secretary shall keep all chapter records, minutes and carry on the correspondence of the local chapter.

The treasurer shall have general charge of the finances of the local chapter under the supervision and approval of the local school administration and the advisor. All financial transactions must comply with local school policy. The offices of secretary and treasurer may be combined as secretary-treasurer at the pleasure of the local chapter membership or by the school administration

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The powers of the Executive Board shall be:

- 1) To supervise and organize related activities
- 2) To recommend legislation.
- 3) To appoint or discharge members of the Executive Board, after a review of their performance record and on the advice and consent of the Advisor(s)/ Administration.
- 4) To appoint committees and their chairpersons.

B. Officer Elections

The elections of the officers shall be held annually. A quorum must be established at the meeting where the election is held. Roberts Rules of Order, Newly Revised shall guide the operation of elections and all meetings. Voting for all elections is by secret ballot either paper-based or electronic. Each member in good standing is afforded one vote. The Advisor(s) to the organization will serve as the Election Officials.

Only members who meet the eligibility for being a member may run for office (Section C). Nominations from the general membership are not allowed in the Officer Elections.

The winner of the election will be determined by the following margins;

- 1) Unopposed candidate- candidate must receive a simple majority.
- 2) Two candidates- the winner will be the candidate with the highest number of total votes.
- 3) Two or more candidates- the winner will be the candidate with the highest number of votes cast.

If there is no clear winner, then a run-off election shall be held. If after the run-off election, no candidate is a clear winner, then, the Advisors of the organization shall select the officer or elect to keep the position vacant for the school year. The selection of an Officer by the advisors, shall take place as soon as feasible, but no later than 10 school days after the election.

C. Officer Eligibility

In order to be a viable candidate for an executive board vacancy, a candidate must:

- 1) have obtained either junior or senior standing.
- 2) be in good standing with a minimum requirement of fifteen points for each year of membership. However, should no candidate meet this requirement, the Advisor(s) will create a list of interested, eligible candidates ranked by accumulated points. The candidate(s) with the most point will be the individuals who may choose to seek office.)
- 3) be able to work well with peers and Advisors while maintaining a strong work ethic. (e.g. exhibition of interest through events, fundraisers, and competitions must be met and recorded.)
- 4) have a record that does not indicate any disciplinary or criminal infractions that disqualify the member from running for elected office.
- 5) have no pending disciplinary or criminal proceedings that disqualify the member from running for elected office.

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D. Officer Impeachment and or Removal from Office

In order to uphold the mission statement of the national organization of the National Technical Honor Society, actions will be taken in presence of a breach of contract.

Section 1 (Mechanisms of Impeachment)

One of the following actions shall initiate the impeachment proceeding:

- 1 A written signed petition of the Executive Board.
- 2 A written signed petition of fifty percent of the General Membership.
- 3 A written signed petition from the Advisors of the Club.
- 4 A written signed petition from the Administration.

Any signed recommendation or petition requesting the impeachment of an officer shall be submitted to the faculty Advisor(s) prior to the next meeting of the General Membership. Once a written and signed petition is received, it will be reviewed by the faculty Advisor and Administration to determine if the charge(s) is/are sufficient for further investigation by an impeachment/removal committee.

Section 2 (Submission of Petition)

Upon receipt of petition, and with Advisor(s) approval, a special impeachment committee shall be formed, consisting of:

- 1) The Advisor(s) of the organization, who shall serve as Chairperson(s)
- 2) An Administrator
- 3) One member of the organization's Executive Board
- 4) One member of the Student Council Executive Board
- 5) Two Student Representatives
- 6) One Faculty Member

Section 3 (Investigation)

This committee shall conduct the investigation in a fair, complete manner. After the investigation is complete, a simple majority vote on the article of impeachment is necessary. No matter the outcome of the vote, the committee must share their findings with relevant parties as determined by the Committee Chair.

Section 4 (Requirements for Office)

Should the school Administration find any officer in violation of the Commack High School Code of Conduct, school or district policies, he or she:

- 1) May, recommend to the Advisor(s) that the Executive Board commence impeachment proceedings, as outlined above.
- 2) May, based on the nature of the infraction, implement a period of "probation" first affording the student minimal due process.
- 3) May revoke an officer's status/membership in the organization after affording the student minimal due process.

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Section 5 (Removal of the President)

If the President is removed from office, the Vice President shall be offered the position of President, and, upon acceptance, shall be sworn in upon acceptance of the position. If the Vice Present declines the position, the Secretary shall be offered the position of President, and, upon acceptance, shall be sworn in upon acceptance of the position. If the Secretary declines the position, the Treasurer shall be offered the position of President, and, upon acceptance, shall be sworn in upon acceptance of the position. If none of the existing officers accepts the position, the position of president shall be replaced though an election held in a reasonable time frame after the effective date of vacancy.

If the Vice President, Secretary, or Treasurer is removed from office, whether by impeachment, removal, or resignation, s/he shall be replaced through an election, held in a reasonable time frame after the effective date of removal.

Should any executive board position become vacant with fewer than 3 months remaining in the school year, the office *may* remain vacant for the duration of the year at the Advisor(s) discretion.

Section 6 (Notification of the National Office)

Any such action to impeach or remove a member will be promptly reported to the National Office.

Section 7 (Removal)

Removal of such membership privileges shall not be discriminatory.

E. Probationary Status of Members of the Executive Committee

If in ~~the~~ the opinions of the advisors or the administration, should an Executive Board member not uphold the mission, vision, and/or membership requirements of this Society, s/he may be placed in a probationary status after being afforded minimal due process. (Reference: Sections II & V) S/he shall be placed on a probationary status until the concern(s) are resolved. The advisors of this local chapter will notify, said individual in writing of the decision to be placed on probationary status. A member in this status is barred from participating in Society meetings or events until his/her status has been restored. Furthermore, the advisors of this local chapter will notify, in writing, the National Office of such change in status.

A member may be reinstated into membership by consent of the advisors with no additional fee, provided s/he achieves and provides documentation of a satisfactory record of performance as determined by the Advisor(s). Any such action to reinstate a member whose membership has been placed in a probationary status will be reported promptly to the National Office.

F. Simple Resignation of an Executive Committee Member

Should an Executive Board member voluntarily resign his/her position under non-contentious circumstances, his or her resignation is submitted to the Honor Society Advisors, then voted on by the remaining Executive Board meeting at a meeting to be held in a reasonable time frame after the effective date of removal. Upon acceptance of the resignation, the succession stated in Section 3(D)(5) will be controlling.

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IV. Standing Committees

In accordance with the guidelines of the National organization, there shall be the following standing committees for each local chapter, appointed by the president and approved by the local chapter Advisor and school administration.

The executive committee shall consist of the elected chapter officers and the chapter Advisor. The purpose of this committee shall be to assist the president in the general management of the local chapter.

The program committee shall plan and supervise chapter programs and activities and under the guidance of the NTHS Advisor.

V. Membership

Section 1 (Qualification)

The membership of NTHS are based on the following criteria:

- A. basic technological literacy
- B. overall GPA of 85 or better
- C. minimum of one technology-related course, with an unweighted GPA of 85 or better in all such courses offered by the technology education department, or courses affiliated with Project Lead the Way (PLTW), computer science courses, or Science Research
- D. be in 10th, 11th, or 12th grade
- E. willingness to provide creative and responsible technological service to both the school and the community
- F. membership for any person shall be subject to the approval of the officers and Advisors

Individuals under consideration as candidates for the Society shall be selected based upon the following characteristics which the candidate regularly exhibit and which have been observed by his/her instructor(s):

- (a) a desire to pursue a career in his/her course of study,
- (b) scholastic achievement,
- (c) honesty,
- (d) dependability,
- (e) responsibility,
- (f) high quality task performance and pride in work performed,
- (g) cooperation and ability to work well with others,
- (h) interest in learning,
- (I) initiative,
- (j) leadership, and
- (k) citizenship.

At no time shall membership in the Society make it incumbent upon a member to alter his/her religious, social, ethnic or political ideals, beliefs or affiliations. Membership selection shall be made, at all times, without regard to age, race handicapping condition, creed, national origin, or sex of the individual candidate for membership.

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Section 2 (Points Accumulation)

In the first year of membership, the applicant must attend the initial meeting of the Honor Society to obtain information about membership. In the months prior to the induction ceremony, the applicant must earn **five** points by attending available meetings or activities of the Honor Society to show his/her intent on becoming a member. This period of time is referred to as the “probationary period” of the applicant. Applicants not fulfilling this requirement may be considered for membership.

Thereafter, a member will remain in ‘Good Standing’ in the Honor Society when s/he obtains ten points each school year.

Should a member anticipate being absent from a meeting or event, an email stating absence reason(s) must be sent to an Advisor at least 24 hours prior to the meeting. The notification of an absence from a meeting does not qualify a member as attending a meeting; hence, the only way to obtain available points is to physically attend, and participate in, a meeting or activity.

Points shall not ‘carry over’ from school year to school year; hence they are unique to each school year. Said accumulation of points shall be published for all members to review by a means and duration that is at the discretion of the Executive Board.

A full point shall be defined an approximately one hour of Honor Society meeting or activity. Each year the executive Board shall create or re-affirm a schedule of categories of activities that defines how many points each Honor Society activity is worth. Said schedule shall be published for all members to review by a means and duration that is at the discretion of the Executive Board.

Section 3 (Auditing of Accumulated Points)

Points accumulation will be audited on a monthly basis by the Executive Board. Members who do not remain in ‘Good Standing’ will be subject to being placed on probationary status. By a majority vote of the Executive Committee in consultation with the Advisor(s) or administration, a member who does not uphold the mission, vision, and/or membership requirements of this Society, may be placed in a probationary status after being afforded minimal due process. (Reference: Section II and Article V) The Secretary of this local chapter will notify, said individual in writing of the decision of the Executive Committee. A member in this status is barred from participating in Society meetings or events until his/her status has been restored or the proceedings in Article III (Section D) have been fully adjudicated. Furthermore, the Secretary of this local chapter will notify, in writing, the National Office of such change in status.

A member may be reinstated into membership by majority vote of the Executive Committee with no additional fee, provided he/she achieves and provides documentation of a satisfactory record of performance as determined by the Executive Committee in consultation with the club Advisor(s) or administration. Any such action to reinstate a member whose membership has been placed in a probationary status will be reported promptly to the National Office.

Members must accumulate at least five points in each given year to attend the Induction Ceremony held in the Spring of each school year. Failure to accumulate said points will not result in being placed on probationary status, but will result in the member not eligible to attend the Ceremony.

Removal of such membership privileges shall not be discriminatory.

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Section 4 (Joining NTHS)

Students interested in becoming a member of the NTHS must attend the annual “kick-off” meeting of the Honor Society. Typically, this meeting is conducted in the fall of each school year. At this meeting, membership materials will be reviewed and made available. A firm due date for submission shall be provided. Interested students must return all necessary membership materials on or before the stated due date for consideration to the Society.

VI. Membership Dues and Fees

The membership fee is \$40.00 for each year in the Honor society. NTHS members receive: the NTHS custom membership certificate, pin, card, window decal, white tassel, official NTHS diploma seal, the opportunity to earn an honor chord for graduation and Honor Society T-shirt- all at no additional fee. Additionally, students, after graduation, will have access to the resources of the NTHS Online Career Center.

VII. By-Laws of the National Technical Honor Society

Affixed hereto are the By-Laws of the parent organization of the National Technical Honor Society. The local chapter of the National Technical Honor Society located Commack High School shall comport with all relevant portions of these By-Laws. Should there be a conflict, the rules and regulations of the National organization shall be controlling.