



*Hackensack High School*  
*E.T. Marlatt Chapter of the National Honor Society*  
*135 1<sup>st</sup> Street*  
*Hackensack, NJ 07601*



***Historical note:***

*This Constitution became effective on December 16, 1955, when this Chapter was officially installed as a Chapter of the National Honor Society. From 1923 through 1955 The Honor Society was an independent organization at Hackensack High School responsible for much of the government of the school. This is The Constitution as amended through March 17, 1994.*

**Constitution of the E. T. Marlatt Chapter**  
**of the**  
**National Honor Society**  
**of the**  
**Hackensack High School**

Ⓢ **ARTICLE I**

○ Name and Purpose

▪ Section 1

a. The name of this chapter shall be the E. T. MARLATT CHAPTER of the National Honor Society of Secondary Schools, which appears on the Charter granted by the National Council of the National Honor Society duly signed by the members of the National Council.

▪ Section 2

a. The object of 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 character in pupils of Hackensack High School.

Ⓢ **ARTICLE II**

○ Membership

▪ Section 1

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

▪ Section 2

a. Membership in this chapter shall be based on scholarship, service, leadership, and character.



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- Section 3
  - a. Candidates eligible to election in this chapter must be members of the junior or senior class. They shall have spent at least one half year in Hackensack High School.
  - b. Candidates eligible to election shall have a minimum grade point average of 3.5.
  - c. For Honor Society eligibility, this scholastic level of achievement shall remain fixed, and shall be for this chapter the required scholastic achievement for admission to candidacy for membership in this chapter, and all pupils who can rise in scholarship to or above such standard level shall be admitted to candidacy for election to membership. Their eligibility shall then be considered on their service, leadership, and character. Note that courses that are dropped, whether while passing or failing, count the same as failures.
  
- Section 4
  - a. A student eligible for membership in the National Honor Society based on scholarship as described in Section 3, above, shall fulfill the service requirement for induction by having a minimum of 100 community service hours (maximum of 40 hours in school).
  - b. A student eligible for membership based on scholarship and service will then be evaluated on leadership and character by faculty members, including coaches and activity advisors and sponsors, who know the student; this evaluation will be written on a standard evaluation form and submitted to the National Honor Society Council through the National Honor Society Advisor."
  - c. After induction, each member must participate in 20 hours of service each year within the school, as determined by the advisor(s), in addition to the general service activities of the Honor Society.
  
- Section 5
  - a. The installation of new members will be held in the spring of each school year. There will be no admittance to the Honor Society for Seniors at the end of their Senior year.
  
- Section 6
  - a. Members missing two or more of the meetings will be contacted by the Executive committee of the National Honor Society. They will refer their findings to the Faculty Council. Students have the right to one appeal to the Faculty Council. The Faculty Council has the power to dismiss the student from the National Honor Society.
  - b. In order to maintain active chapter membership, all members must:
    - Maintain a 3.5 or higher GPA;
    - No conduct incidents;
    - No plagiarizing or cheating incidents;
    - Attend 60% of the chapter functions (meetings, fundraisers, other activities)
      - Failure to do so may result in membership revocation.



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¶ **ARTICLE III**

- Election of Members
  - Section 1
    - a. The election of members to this chapter shall be by a National Honor Society Council, consisting of five teachers who are appointed by the principal and of the advisor(s) who shall serve ex officio as a non-voting member on the Council. Neither the principal, nor any assistant principal, may serve on this council.
  - Section 2
    - a. Any member of the faculty may propose to the National Honor Society Council the names of pupils eligible for membership in the chapter.
  - Section 3
    - a. Any active member who falls below the standards of scholarship, service, leadership, or character, which were the basis for that member's election to membership shall be dismissed from the chapter at the discretion and at the recommendation of the National Honor Society Council.
  - Section 4
    - a. If an active member resigns or is dismissed, the member's emblem and certificate of membership shall be returned to the advisor of the chapter or the principal of the school.
  - Section 5
    - a. 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 signed by the principal.
    - b. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain his membership.
  - Section 6
    - a. Candidates become members when they are inducted at a special induction ceremony at which they must be present. Members who resign or are dismissed are never again eligible for membership or its benefits.

¶ **ARTICLE IV**

- Officers
  - Section 1
    - a. The officers of this chapter shall be a president, a vice-president, a secretary, a recording secretary, a treasurer, and a historian.
  - Section 2
    - a. A majority of votes cast shall be necessary to elect any officer of this chapter.



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- Section 3
  - a. The duties of the President shall include, but not limited to:
    1. Create and distribute meeting agendas;
    2. Preside over meetings;
    3. Appoint and track progress of committees, as needed;
    4. Attend officer meetings;
    5. Communicate within the chapter;
    6. Maintain close communication with other officers and advisors;
    7. Set character and leadership example for others to follow;
  
- Section 4
  - a. The duties of the Vice-President shall include, but not limited to:
    1. Follow all duties of the president, when absent;
    2. Track member attendance at all meetings and events;
    3. Attend officer meetings;
    4. Communicate within the chapter;
    5. Maintain close communication with other officers and advisors;
    6. Set character and leadership example for others to follow;
  
- Section 5
  - a. The duties of the Secretary shall include, but not limited to:
    1. Record and send out to all members the minutes of each meeting;
    2. Report last meeting's minutes during regular meetings;
    3. Work with the president to ensure all meeting agenda items are discussed, documented, and distributed to all members;
    4. Record meeting attendance;
    5. Provide attendance details to Vice-President;
    6. Attend officer meetings;
    7. Communicate within the chapter via Google Classroom and Remind;
    8. Maintain close communication with other officers and advisors;
    9. Set character and leadership example for others to follow;
  
- Section 6
  - a. The duties of the Treasurer shall include, but not limited to:
    1. Maintain a record of incoming and outgoing monies;
    2. Report chapter finances (deposits, expenses, balance) during regular meetings;
    3. Collect membership dues;
    4. Pay chapter bills, with the assistance of the advisors;
    5. Attend officer meetings;
    6. Communicate within the chapter via Google Classroom and Remind;
    7. Maintain close communication with other officers and advisors;
    8. Set character and leadership example for others to follow;



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- Section 7
  - a. The duties of the Historian shall include, not limited to:
    1. Setup and maintain chapter social media page;
    2. Setup and maintain a Google Classroom page;
    3. Work with local press to publicize induction ceremonies and major events;
    4. Document, via written word and photograph, all NHS activities, including service projects, inductions, etc.;
    5. Promote the chapter within the school;
    6. Communicate within the chapter via Google Classroom;

Ⓢ **ARTICLE V**

○ Executive Committee

- Section 1
  - a. The executive committee shall consist of the elected officers of the chapter and the advisor(s).
- Section 2
  - a. The executive committee shall have general charge of the meetings and business of the chapter, but any action on the part of the executive committee may be subject to the review of the chapter.
- Section 3
  - a. All accounts of the treasurer must be audited annually by an auditing committee appointed by the executive committee of the chapter.

Ⓢ **ARTICLE VI**

○ Faculty Supervision

- Section 1
  - a. The principal may appoint a member or members of the faculty to act as advisor for the chapter.
  - b. The chapter advisor(s) shall be given the authority to supervise the administration of the chapter activities, as delegated by the school principal.
- Section 2
  - a. The activities of this chapter shall be subject to the approval of the principal.
- Section 3
  - a. These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.



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Ⓜ **ARTICLE VII**

○ Meetings

▪ Section 1

a. Meetings of this chapter shall be monthly.

b. Meetings of the executive committee shall be monthly, in advance of the regular chapter meeting.

▪ Section 2

a. The May meeting of this chapter shall be for the election of officers.

▪ Section 3

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

▪ Section 4

a. All meetings shall be open meetings and shall be held under the sponsorship of the principal or some member of the faculty selected by him.

▪ Section 5

a. This chapter shall conduct its meetings according to Robert's Rules of Order, in all points not expressly provided for in the constitution of this chapter.

▪ Section 6

a. All chapter members are expected to attend all regularly scheduled chapter meetings and will receive 0.5 hours of service for their participation in these meetings.

Ⓜ **ARTICLE VIII**

○ Emblem

▪ Section 1

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

▪ Section 2

a. Any member who withdraws or is dropped from the chapter shall return the emblem. (See Article III, Section 4.)

▪ Section 3

a. Each member agrees that, whether the emblem comes to him 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 is a member; and, therefore, the emblem can, on motion of council, be commandeered. Furthermore, each member agrees that his acceptance of the emblem shall be considered affirmation of this stipulation in regard to the title of the emblem.



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- Section 4
  - a. All insignia and emblems must be procured from the Secretary of the National Honor Society. These official insignia and emblems are registered in the U. S. Patent Office and may not be copied by anyone.

¶ **ARTICLE IX**

- Dues
  - Section 1
    - a. The annual dues for each member shall be twenty dollars.
  - Section 2
    - a. Dues will be payable to the chapter advisor within 7 days of induction.

¶ **ARTICLE X**

- Amendments
  - Section 1
    - a. This constitution may be amended by a two-thirds vote of the chapter, provided that the proposed amendment has been approved by the executive committee, and that notice to members has been given at least one month prior to the meeting at which it is to be voted upon.

¶ **ARTICLE XI**

- Activities
  - Section 1
    - a. The chapter shall determine one or more service projects for the school year.
    - b. The project(s) shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and faculty; be appropriate and educationally defensible; and be well-planned, organized, and executed.
  - Section 2
    - a. All members shall regularly participate in these projects.



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Date of last approved revisions:      September 16, 2019

Signatures:

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Chapter President

\_\_\_\_\_  
Chapter Vice-President

\_\_\_\_\_  
Chapter Secretary

\_\_\_\_\_  
Chapter Treasurer

\_\_\_\_\_  
Historian

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Chapter Co-Advisor

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Chapter Co-Advisor

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Faculty Council Member

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Faculty Council Member

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Faculty Council Member

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Faculty Council Member

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Faculty Council Member

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School Principal