

**MAINE NATIONAL HONOR SOCIETY CONSTITUTION**  
(Ratified October 3, 2007 by the Maine Principals' Association's  
National Honor Society Committee)

**ARTICLE I**

*Name of the Organization*

The name of the organization shall be the Maine National Honor Society (MNHS).

**ARTICLE II**

*Purpose of the Organization*

The purpose of the MNHS shall be to promote scholarship, leadership, character, and service within the organization. The MNHS shall plan and hold an annual convention.

**ARTICLE III**

*Membership*

Membership shall consist of any secondary school in the State of Maine sponsoring an active chapter of the National Honor Society™ in affiliation with the National Association of Secondary School Principals.

**ARTICLE IV**

*Powers of the Organization*

Section 1. A simple majority of the members represented at the annual convention shall determine the policy of the MNHS and legislate in all matters except amendments to the Constitution. Amendments to the Constitution and decisions concerning finances are subject to approval of the Maine Principals' Association (MPA) National Honor Society Committee, under the jurisdiction of the Interscholastic Management Committee of the MPA.

Section 2. At the annual convention of the MNHS each member school shall have a maximum of five votes. If fewer than five delegates attend, they are entitled to have as many votes as delegates in attendance.

Section 3. In the event that a convention cannot be held, the election of officers and discussions regarding policy matters will be arranged by the Maine Principals' Association National Honor Society Committee.

**ARTICLE V**

*Executive Board*

Section 1. The purpose of the Executive Board shall be to conduct the business of this organization.

Section 2. The membership of the Executive Board shall consist of the officers, respective chapter advisors, and the members of the Maine Principals' Association National Honor Society Committee. Regional representatives will serve as liaisons to the Executive Board.

Section 3. A chapter shall be limited to no more than one student member serving on the Executive Board at a given time.

**ARTICLE VI**

*Election of Officers*

Section 1. The officers shall be president, vice-president, secretary, and public relations coordinator.

Section 2. Officers shall be elected at the annual convention and shall serve from the time of their election until the election of their successors. Candidates for office must be present at the annual convention and deliver a speech as specified by the Maine National Honor Society Executive Board. Candidates must be members in good standings of a local chapter to run for office.

Section 3. In case of illness or inability to serve on the part of an officer, the president shall appoint a replacement to fill the vacancy from a slate provided by the Maine Principals' Association's NHS Committee. The appointment shall be confirmed by the Executive Board.

Section 4. Upon advanced registration, each member school chapter may place in nomination to the Executive Board one candidate for state office. No chapter shall submit nominations for more than one office. The candidate's name and office, as well as a brief biographical sketch, shall be received by the Executive Board no later than the official registration deadline. In the event there are no candidates for a specific office, the deadline may be extended by the Maine Principals' Association's NHS Committee.

Section 5. In the event that an office is not filled at the annual convention, the Maine National Honor Society Executive Board may select a candidate to fill the position from a slate provided by the Maine Principals' Association's NHS Committee.

## **ARTICLE VII**

### *Duties of Officers*

Section 1. It shall be the duty of the president to:

- A. Provide leadership in the planning and implementation of the annual MNHS Convention.
- B. Provide an agenda for all meetings.
- C. Preside at all meetings of the MNHS Executive Board.
- D. Represent the MNHS at any public function.
- E. Appoint all necessary committees and serve as an ex-officio member of all committees.

Section 2. It shall be the duty of the vice-president to:

- A. Perform the duties of the president in the absence of the president.
- B. Perform any duties delegated by the president.
- C. Assist the president in the planning and implementation of the annual MNHS convention.

Section 3. It shall be the duty of the secretary to:

- A. Keep a record of the annual convention.
- B. Keep and distribute the minutes of all MNHS executive board meetings.
- C. Conduct all necessary correspondence and other duties delegated by the president.

Section 4. It shall be the duty of the public relations coordinator to:

- A. Receive registrations for the annual convention
- B. Keep an account of the annual convention registration funds
- C. Submit the account and funds for the annual convention to the MPA
- D. Gather and submit information regarding the annual convention to be included in the MPA newsletter
- E. Submit press releases concerning MNHS activities to various media

## **ARTICLE VIII**

### *Duties of the MPA Committee and Chapter Advisors to State Officers*

Section 1. It shall be the duty of the MPA Committee to:

- A. Coordinate and supervise all MNHS activities
- B. Represent the MNHS for the MPA
- C. Act as fiscal agent for the MNHS
- D. Ensure that the business of the organization be conducted under the rules of parliamentary procedure and accepted MPA procedures
- E. Consider for approval all amendments to the Constitution
- F. Recruit, retain and supervise an advisor to the MNHS executive board, if desired.

Section 2. It shall be the duty of the chapter advisors to the state officers to:

- A. Provide guidance and assistance to the MNHS Executive Board in the overall operation of the organization.
- B. Advise the president and provide guidance to run effective meetings and follow through on decisions.
- C. Advise the vice-president and provide guidance to run effective meetings in the

absence of the president and follow through on commitments and responsibilities.  
D. Advise the secretary and provide guidance to prepare user-friendly agendas and minutes of meetings and ensure their distribution.  
E. Advise the public relations coordinator and provide guidance in organizing and reporting convention registrations and funds and in preparing and distributing press releases.

## **ARTICLE IX**

### *Regional Representatives and Their Duties*

Section 1. A regional representative shall be elected from each of the state's geographical regions as defined by the Maine National Honor Society Executive Board.

Section 2. The selection of the representatives shall be by caucus/election at the annual MNHS conference. Each school may submit only one nomination.

Section 3. Election shall be by majority vote with each chapter having a single vote in the regional caucus. In the event that no regional representative is elected at the MNHS state conference, the MNHS Executive Board has the authority to appoint regional representatives.

Section 4. It shall be the duty of each representative to attend the Executive Board meetings and actively participate in the planning and implementation of the annual MNHS convention.

Section 5. The representatives shall be responsible to serve as the liaisons between the MNHS Executive Board and the chapters within that person's region.

Section 6. Regional representatives will receive the minutes of the MNHS Executive Board meetings and use them to inform NHS chapters in their regions regarding MNHS activities.

## **ARTICLE X**

### *Dismissal From Office*

Section 1. A state officer or regional representative may be dismissed from office for:

- A) Repeated failure to attend meetings
- B) Failure to demonstrate those desirable qualities of leadership, scholarship, character, and service expected of a National Honor Society member
- C) Any actions which are detrimental to the welfare and best interest of the Maine National Honor Society

Section 2. If a state officer or regional representative is dismissed from a local National Honor Society chapter because of behavior not within chapter guidelines, that student will automatically be dismissed from any Maine National Honor Society office that he/she may hold.

Section 3. The procedure for dismissal of an officer of the Maine National Honor Society shall be:

- A) A majority vote of the Maine Principals' Association's National Honor Society Committee is required to investigate an officer.
- B) If a majority vote is attained, the person being investigated shall receive written notice two weeks prior to the hearing in which the reasons are clearly stated.
- C) The meeting to consider removing an officer is to take place not less than two weeks and not more than thirty days after written notification to the officer in question.
- D) A copy of all correspondence to the student shall be sent to the student's principal and National Honor Society advisor.
- E) A majority of the Maine Principals' Association's National Honor Society Committee is to be present to consider the action.
- F) A majority vote of the Maine Principals' Association's National Honor Society committee members is required for the removal of an officer. An officer who has

been dismissed from office shall not be eligible for another Maine National Honor Society office.

#### **ARTICLE XI**

##### *Finances*

Section 1. Each active chapter shall be assessed, either through the convention registration, or by separate means, an annual fee for the purpose of providing the necessary funds for the operation of the MNHS state convention and other approved expenses. This fee shall be on a per member basis. The MPA will budget funds to assist with the expenses of committee meetings, postage, and supplies necessary to carry out the operation of the MNHS.

Section 2. The MNHS may assess other fees as needed for its prudent operation. ARTICLE XII Communication MNHS Executive Board will maintain regular communication with the chapters of MNHS to inform active members about state activities and opportunities.

#### **ARTICLE XIII**

##### *Headquarters*

The headquarters of the MNHS shall be at the MPA state office in Augusta, Maine.

#### **ARTICLE XIV**

##### *Amendments*

Amendments to this constitution may be presented at the annual convention of the MNHS with a vote of two-thirds of all member schools present. Each school shall have one vote. Amendments are subject to the approval of the MPA Committee.

#### **ARTICLE XV**

##### *Ratification*

This constitution shall become effective and shall regulate the meetings of the Maine National Honor Society when approved by two-thirds vote of the member schools present at the state convention, or when approved by the Maine National Honor Society Executive Board, or by written approval of the MPA National Honor Society Committee.