BYLAWS
Chapter 3197 of National Technical Honor Society
Jefferson College, Hillsboro, MO
Under the Constitutions of National Technical Honor Society
Revised Academic Year 2012 – 2013

Preamble
Believing that outstanding student effort and achievement should be rewarded and encouraged, and seeking to cultivate the ideals of scholastic excellence, service and leadership in our citizens of tomorrow, the governing officers of the National Technical Honor Society have established this organization for the promotion of these ideals.

Article I
Name
The Jefferson College Chapter of National Technical Honor Society shall be identified by its registered chapter number, 3197.

Article II
Purpose
The purposes of this organization shall be:

1. To promote the ideals of honesty, service, leadership, and skill development among Jefferson College students;
2. To reward scholastic achievement in career and technical education;
3. To assist Jefferson College students in the their pursuit of career and educational goals;
4. To help build and maintain a stronger, more positive image for Jefferson College career and technical students and programs in the local community;
5. To encourage the practice of high standards of personal and professional conduct and individual responsibility among the membership;
6. To help Jefferson College initiate and maintain strong working partnerships with local institutions of business, industry and commerce;
7. To provide opportunity for the exchange of ideas and experiences through meetings and activities.

Article III
Membership
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. The Society shall consist of Student, Alumni, and Honorary members.

Section 1

Student Members

Student Membership in the Jefferson College Chapter of NTHS shall be composed of persons who are enrolled in workforce education programs or majors, and who have earned a GPA of 3.5 or better. Members may be from any and/or all career and technical education programs or majors within Jefferson College and must have been duly approved by the chapter advisor.

Individuals under consideration as candidates for the Society shall be selected based upon the following characteristics which the candidate regularly exhibits 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.

Student Membership is extended for one year after the student member’s graduation date.

Section 2

Alumni Members

Alumni Membership in the Jefferson College Chapter of NTHS shall be composed of previously inducted members who, one year after their graduation date, wish to continue their professional development with NTHS support by joining the Alumni Association.

Section 3

Honorary Members

NTHS Honorary Membership in the Jefferson College Chapter of NTHS shall be composed of individuals or organizations in the community or at Jefferson College who have been instrumental in supporting your NTHS members.
Honorary Membership may be awarded to persons or businesses that have made significant contributions to Jefferson College, our students and local community. Nominees may represent education, government, business, industry or any other field where support of career and technical education is evident.

**Article IV**

**Officers**

The President shall preside at all meetings. The President shall also enforce the By-Laws, keep track of all chapter programs and activities, communicate regularly with officers, members, advisors, and be a liaison on campus to promote the Chapter. The President will also set chapter goals with the aid of the Executive Committee, set meeting times and make them available to the membership through e-mails and/or flyers, oversee projects/events, and serve as chairperson of the Executive Committee.

The Vice President shall coordinate and preside over chapter elections, and maintain Parliamentary Robert’s Rules of Order at all meetings. The Vice President shall also carry out the duties of the President in the event the President becomes unable to perform his/her duties until such time he/she can resume those duties.

The Secretary shall take minutes at each chapter meeting and verify the minutes with the executive committee. He/She will also maintain accurate records of chapter meetings and make them available to all chapter members via e-mail. The Secretary will also maintain sign-in lists for meetings and events, and provide the lists of attendees to Advisor(s).

The Historian shall coordinate and oversee campus service projects and maintain communication with the College Administration in regards to service activities. The Historian shall also document new and record current promotional advertisement such as photos, flyers, posters, media, etc. The Historian is in charge of all upkeep regarding the club bulletin board.

The Treasurer shall maintain accurate chapter financial records, coordinate fundraising activities approved by the Executive Committee and the college, handle and submit all money in the form of fees, dues, revenue, etc.

The offices of Secretary and Treasurer may be combined into a single Secretary-Treasurer position if deemed necessary by the Advisor and/or President.

**Article V**

**Meetings**

Meeting schedules shall be set at the discretion of the Executive Committee.

The President or an Advisor shall have the power to call special meetings other than for the purpose of censure.
Article VI

Executive Committee

The Executive Committee shall be composed of the elected officers of the Chapter.

Article VII

Standing Committees

Section 1

The Chapter President shall have the power to establish any committees as recommended by the Executive Committee.

Section 2

The Chapter President shall have the power to appoint all committee members as recommended by the Executive Committee.

Article VIII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Chapter may adopt.

Article IX

Finance

Dues

Membership dues shall be established by the Executive Committee as deemed necessary to meet National membership fees and other chapter budget requirements.

Membership dues may also be established at any given amount desired by the chapter members, as long as the assessed fees include the required National membership fee. Such action shall be brought to open discussion at a General Session, and approved by a simple majority vote.

Article X

Amendments

Section 1

All proposed amendments to these Bylaws must be presented in petition form to the Executive Committee prior to the regularly scheduled General Session at which it is to be discussed.
After open discussion, a simple majority vote will be used for approval of each proposed amendment.

**Section 2**

No amendment shall be considered that may contradict the Constitution of the National Technical Honor Society.