NHS/NJHS Chapter Organization and By-Laws

The Membership:

• Students selected to participate

Chapter Officers:

- President presides at meetings/provides direction
- Vice-president serves in the absence of the president. Other duties as directed
- Secretary records attendance and proceedings Attends to clerical duties.
 - Treasurer keeps records of all financial matters.
 (Duties of office are outlined in chapter by-laws.)

The Executive Committee

- Chapter officers and chapter adviser
- Administers activities within the chapter
- Recommends means of general organization to the membership, e.g., committee structure, projects

Your Chapter and Its By-Laws

Each chapter is run under two sets of guidelines-the national constitution and its own bylaws

The Faculty Council:

 Five members appointed by the principal
 Controls selection procedures and handles formal chapter discipline.

The Adviser:

- Advises the chapter on national policies
- Liaison between chapter and faculty/administration
- Supports chapter activities
- Maintains records of members' activities for annual report
- Stimulates membership growth in the chapter
- Orders supplies from the national office
- Non-voting member of Faculty Council

The Principal:

- Recognizes the chapter, supports its purposes & functions
- Supports chapter at all levels
- Works with faculty to establish the selection procedure
- Appoints adviser and Faculty Council