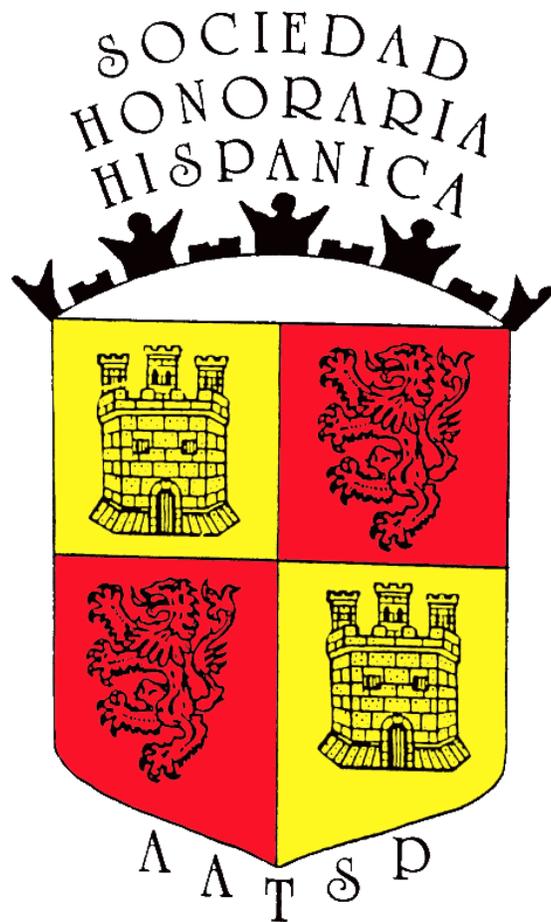


John Jay Senior High School

Dr. Pedro Albizu Campos Chapter
of



Chapter Bylaws
2019-2020

“Todos A Una”

Juramento

Como miembro del capítulo Dr. Pedro Albizu Campos, prometo dedicarme al estudio de la lengua española con el fin de dominarla algún día, recordando que una lengua puede ser un lazo fuerte entre personas de distintos orígenes, de raza o religión. Como ciudadano de mi patria prometo promover la amistad y el entendimiento entre ella y los otros países del mundo. Esta es mi promesa y mi juramento.



Executive Committee

President: Jason Burke

Vice-President: Aliana Vazquez

Membership Secretary: James Neider

Treasurer: Sophia Panos

Advisor and Sponsor: Louie Oliveira

Introduction

The following are the Dr. Pedro Albizu Campos Chapter Bylaws for the National Spanish Honor Society in effect for the current school year. The information in this handbook is meant to help its members, parents, advisor, principal, and faculty members to guide its members to maintain desirable personal qualities that helped them become members of this prestigious organization and to fulfill their respective roles in the National Spanish Honor Society.

Article I. Name and Classification

Section 1. The name of this organization is the Sociedad Honoraria Hispánica, also known as the Spanish National Honor Society, and shall be referred to in this document as "the Society" and SHH.

Section 2. The purpose of the Society is to recognize high achievement in Spanish by students of secondary schools and to promote continuity of interest in Hispanic and Portuguese studies.

Article II. Qualifications for Seeking Membership

Section 1. To be eligible for the Society, students must meet **all** of the following criteria.

- a) Student must be actively enrolled in a Spanish class.
- b) Student must be enrolled in Spanish 3 or higher and be in grades 10-12. However, in exceptional cases, such as a 9th grade student who has maintained a 90 average in the study of Spanish for at least five semesters may be initiated during the second semester of the 9th grade, **at the sole discretion of the SHH Director**. The chapter Sponsor will submit the necessary documentation to the national organization for possible approval.
- c) Student must request and insist that Spanish be placed on his/her schedule for the following year and that this will take priority over any other elective.
- d) Transfer students must have spent one full semester in the program before eligibility.
- e) Student must have a cumulative 90 average or higher in all Spanish classes from grade 9 to present.
- f) Student must have a minimum overall cumulative, unweighted average of 85.
- g) Student must never have failed a Spanish class.

Article III. Solicitation of Membership and Initiation

Section 1. The chapter advisor and president will invite eligible students by mail to apply in January after the first semester grades are published.

Section 2. Potential members must fill out an information packet for admission and complete a portfolio. Both of these items are to be presented to the Acceptance Committee by the designated deadline.

Section 3. The Acceptance Committee will be comprised of Language teachers, the chapter advisor, and in some cases, a school administrator.

Section 4. The portfolio is to be made up of the following elements: recommendation from the student's current Spanish teacher, recommendations from previous High School Spanish teachers, and recommendations from other teachers, administrators or faculty members. The advisor may solicit these recommendations on the candidate's behalf. Also included must be an essay on why the student feels they should be inducted and how they plan to contribute; such essay must be written in Spanish and represent original work by the student without help from any translating device.

Section 5. Decisions will be distributed after the Acceptance Committee has completed the process. The decision of the Committee is final and will not be reviewed. However, a student who has been denied acceptance into the Society may re-submit a portfolio the following year without prejudice provided he/she meets all of the qualifications.

Section 6. Initiation Ceremony will coincide with Foreign Language Week in March unless extenuating circumstances prevent this.

Article IV. Qualifications for Continued Membership.

Section 1. Each year members must engage in at least half of the activities organized by the chapter during their induction year and 15 clock hours of activities organized by the chapter during each of the following years as well as fulfill Academic commitment.

Section 2. Academic commitment is defined as the following: current enrollment in a Spanish class with a cumulative Spanish average of no less than 90 and maintenance of an overall unweighted GPA of 85 or better. Student may not fail a Spanish class during ANY given marking period. If a member chooses not to continue the study of Spanish, the student may remain in the SHH as an Associate Member until graduation provided all other qualifications have been met. Students who have completed the highest level of Spanish offered by the school may remain in the chapter as Active Members provided but will be required to complete all other qualifications in order to maintain their Active status. However, these students will not be eligible for scholarships offered by the National Organization.

Section 3. Community Commitment may be defined in part as participation in the following: Leading a Foreign Language Week activity, tutoring a student in Spanish, serving as bilingual guide for students or their parents, becoming a bilingual buddy for a bilingual elementary student, recruit grade 8 students into the Spanish program, tutor a

grade 8 student in Spanish. All activities must be approved by the chapter officers and advisor.

Section 4. Students must attend more than 50% of the chapter meetings throughout the year. In order to receive full credit for a meeting, the member must remain at such meeting until it is adjourned by the President or its designee.

Section 5. Students must continue to show academic integrity and character as noted by no recorded incidents of cheating, plagiarism, misconduct, insubordination or intentional dishonesty. Any violation will be reviewed by the advisor who will consult with the Acceptance Committee on suggested course of action. Any of these incidents are grounds for dismissal from the Society.

Section 6. Members will also be held responsible for keeping themselves informed on all SHH matters discussed in each meeting.

Article V. Dues and Fees

Section 1. One-time dues of fifteen dollars (\$20) at initiation: \$5 national dues, \$15 chapter dues.

Article VI. Elections and Duties of Officers

Section 1. There are four officers of the Society: President, Vice President, Membership Secretary, and Treasurer. The officers must be enrolled in a Spanish class in order to hold office (unless approved by the advisor). Officers will not hold concurrent office with any other Honor Society, Student Council, Class Office or club/activity.

Section 2. Officers are elected by a simple majority of active members present during a determined meeting, usually in May. There will be no absentee ballots. Members will vote for one candidate per office. Any ballot containing more than one casting per office will be discarded. The results of the elections will be tallied by the current officers and overseen by the advisor. The results will be posted on the SHH bulletin board and on the following day's morning and afternoon's announcements. The newly elected officers will begin their duties immediately after election by shadowing current officers throughout the remainder of the year, but official titles will be transferred in the following year after their installation ceremony. Officers will serve at the pleasure of the advisor. The advisor reserves the sole right to dismiss an officer from office if the advisor feels that the officer has failed to perform his/her duties.

Section 3. It is important to understand that all officers and the advisor (the Executive committee) must work closely together as a team. Therefore, many of the responsibilities will overlap among officers. At times officers will be asked to perform duties not specifically assigned to that office. The duties of the officers are as follows: attendance at ALL meetings and events, serve as exemplars for other members of the Society and the community, choose a poem for the initiation ritual.

The following is an example of each officer's responsibilities as agreed by the Executive committee:

Section 4. The role of the President and Vice-President is to preside at Awards Ceremony, preside at meetings, and serve as student spokesperson for the Spanish Department in addition to:

President

- Assign/recruit members to carry out SHH events.
- Post AM/PM announcements
- Delegate responsibilities among officers.
- Oversee all other officers.
- Oversee all matters regarding the completion of all activities concerning the SHH.
- Keep advisor informed of all new development or ideas concerning the SHH and its members.

Vice President

- Assign/recruit members to carry out SHH events.
- Post AM/PM announcements.
- Delegate responsibilities among officers.
- Help oversee all other officers.
- Secure dates and location of meetings, activities, and fundraisers
- Help oversee all matters regarding the completion of all activities concerning the SHH.
- Keep adviser informed of all new development or ideas concerning the SHH and its members.
- Keep records of all meetings including typing and copying agenda and submitting it to the advisor for review no later than 7:00 am on the day of the meeting.
- Prepare minutes for each meeting and submit them to the advisor within 1 day of the meeting, e-mail the minutes to the members.
- Keep records of all service projects and correspondence of the Society
- Other responsibilities as assigned by the Executive committee.

Section 6. Membership Secretary

- Take attendance and maintain accurate count of events and attendance for all members.
- Keep ledger of current officers as well as keep track of portfolio submissions.
- Other responsibilities as assigned by the Executive committee.

Section 7. Treasurer

- Collect dues and keep the financial records of the Society.
- Responsible for all Accounts Receivables/Payables in a timely manner.
- Count all outgoing and incoming inventory.
- Responsible for initiating and overseeing fundraisers.
- Other responsibilities as assigned by the Executive committee.
- Update SHH Bulletin board.

****Officers who fail to carry out their duties or to maintain an 85 cumulative, quarterly average or a 90 Spanish average will be relieved of their office immediately**

Article VII. Meetings

Section 1. Meetings are to be regularly scheduled by the sponsor and officers. There shall be no less than one meeting per month. All meetings will be conducted on days when school is in session. The meetings are usually held in room 212 or 214.

Section 2. Members are responsible for staying informed on all SHH matters discussed in each meeting. The chapter, however, reserves the right to cancel any meeting when necessary without prior notice nor with any obligation to individual members' meeting requirements. It is the member's responsibility to schedule their time appropriately to meet membership and graduation requirements. However, every effort will be made to post any cancellation on the morning and afternoon school announcements and to allow enough meetings during the year to easily achieve the attendance requirement for graduation with SHH recognition.

Section 3. The last meeting of the year will serve as a transition for new officers and to set direction for the coming year.

Article VIII. Awards and Recognition

Section 1. Sponsors of Active Chapters may award the Certificado de Excelencia to initiated members, winners in the National Spanish Examinations, or to the initiated member who has achieved the highest grade point average in Spanish for that school year. Duplicate certificates are awarded in case of ties. The number of awards is limited to ten percent of current initiates.

Section 2. Sponsors of Active Chapters may award the Certificado por Servicios to recognize initiated members who have rendered meritorious service to their Chapter. The number awarded is limited to ten percent of current initiates.

Section 3. Sponsors of Active Chapters may award the Premio de Honor to the best graduating senior of the Chapter. The names of both the student and the Chapter sponsor will be printed in *¡Albricias!*

Section 4. Sponsors, at their sole discretion, may award Scholarships to seniors who have demonstrated outstanding service to their chapter.

Article IX. Insignia

Section 1. The insignia of the Society is the official one of the AATSP, as represented on the medals which may be awarded for excellence in Spanish and/or Portuguese.

Section 2. The seal of the AATSP is the official seal of the Society, and it may be used in conjunction with any other seal upon approval of the National Council.

Section 3. The motto of the Society is: ***Todos a una.***

Section 4. The colors of the Society are red and gold.

Section 5. The flower of the Society is the carnation.

Article X. Emergency Bylaws

Section 1. Additional regulations for facilitating the government of the Society and the activities of the Chapter may be prepared by the National Council and/or the Executive Board whenever the exigencies for such regulations may arise.

Section 2. Dues may be initiated at the beginning of each year to be determined by the Sponsor and advisors.

We would like to recognize the Revere High School Chapter of the Society for their example constitution and bylaws.

