

RHO KAPPA National Social Studies Honor Society

Bylaws

2016-2017

## **ARTICLE I: Name and Purpose**

**Section 1:** The name of this organization shall be the Rho Kappa Social Studies Honor Society

**Section 2:** The mission and the purposes of this organization shall be:

- to promote scholarship and to recognize academic excellence in social studies among high school students.
- to provide through its local chapters opportunities for exploration in the social studies in secondary school environments and the community.
- to encourage interest in, understanding of, and appreciation for the social studies

## **ARTICLE II: Membership**

**Section 1:** There are three types of membership: active, alumni, and honorary.

The definitions are:

- Active members are current high school students and shall remain active members while they maintain the required GPA until their graduation, at which time they will become alumni members.
- Alumni members are members who have graduated with good standing within the organization and may be invited by the high school to attend or participate in chapter events; however, they have no voice and no vote in chapter affairs.
- Honorary memberships may be awarded by consent of the faculty sponsor and the high school faculty body, to school officials, principals, teachers, community members, and former graduates whose achievements in the advancement of social studies and related fields merit such recognition. Chapters may induct up to two honorary members per year. Honorary members have no voice and no vote in chapter affairs.

**Section 2:** Membership in RHO KAPPA is an honor bestowed upon a student by a local chapter for their accomplishments in the field of social studies and overall academic achievement. Each local chapter assembles a faculty selection committee in the school the chapter resides to confer the memberships. The committee includes the chapter faculty sponsor and other faculty from the chapter school.

## **ARTICLE III: Faculty Selection Committee**

**Section 1:** Faculty Selection Committee shall consist of at least 3 voting faculty members appointed annually by the principal. The chapter faculty sponsor shall be an ex-officio, non-voting member of the Faculty Council. No principal or assistant principal may be included on the Faculty Committee.

**Section 2:** The Faculty Committee and faculty Sponsor cooperate in developing and periodically reviewing all selection and dismissal procedures and guidelines. The Faculty Committee must be

fully knowledgeable of the guidelines of our chapter and follow the stated guidelines and procedures respectfully, in a professional manner.

**Section 3:** The term of the Faculty Committee shall be one year, members may be appointed to consecutive terms.

#### **ARTICLE IV: Selection of Members**

**Section 1:** Each chapter will have a Faculty Selection Committee that is responsible for selecting new members, and removing members if/when warranted. The Faculty Selection Committee shall consist of the chapter faculty sponsor and other faculty members within the school. The selection committee will assemble at the school the chapter resides.

**Section 2:** The Faculty Council will review each applicant and determine if he or she meets the criteria and standards set by the National organization in the Constitution.

#### **Section 3:**

Each candidate for membership shall be selected to the PCTI chapter of Rho Kappa based on the following criteria:

1. Have been in attendance at the school in which the chapter resides for the equivalent of one semester prior to being considered (If a special or unique circumstances merit, the high school administration may waive the semester requirement, providing a letter of explanation to the National Advisory Council).
2. Have completed four semesters of courses in the field of social studies and be prepared to complete at least six semesters. The minimum grade point average for these courses is an unweighted 3.80 or the numerical equivalent.
3. Have an overall cumulative GPA of at least 3.80 or the numerical equivalent
4. The Principal or Faculty Sponsor may determine changes in the GPA requirements according to local needs, conditions, or traditions with Board of Education approval.
5. The academic requirements will be the same for all junior and senior candidates. There will be no specific quota or percentage of members per class.
6. Have a clean discipline record.

Candidates achieving the minimal GPA requirements may be invited to apply for membership into Rho Kappa. The application process will require candidates to show participation in activities that demonstrate civic engagement in school or community and their desire and aspiration to be a member of the organization. Applicants must have two recommendations from current faculty members.

**Section 4:** Selection of eligible students and their election to the organization shall be determined by the faculty sponsor, faculty selection committee, and the high school

administration. Candidates must meet the GPA, social studies course completion requirements and the application requirements listed above.

## **ARTICLE V: Induction**

**Section 1:** "Induction" is to be used in any reference to the induction of new members.

**Section 2:** Newly inducted members shall receive their membership certificates and any other appropriate Rho Kappa materials when their membership has been affirmed.

**Section 3:** The date and time of the induction ceremony is at the discretion of the local chapter, the chapter faculty advisor, and the high school administration.

**Section 4:** Members are considered *active* once inducted.

**Section 5:** Senior members who are in good standing with the organization at the time of graduation shall be given the opportunity to wear honor chords. The honor chord colors shall be the official colors of RHO KAPPA.

## **ARTICLE VI: Duties and Responsibilities of Active Membership**

**Section 1:** Membership in a local chapter is bestowed upon a student by that local chapter. A faculty selection committee assembled at the high school in which the chapter resides shall confer the memberships. The selection committee shall consist of the chapter faculty sponsor and other faculty members within the school. Membership is based upon academic achievement in courses within the field of social studies as well as overall academic GPA.

### **Section 2:**

- i. Once selected, members have the responsibility to continue to demonstrate high academic standards; including maintaining high grades in their social studies courses and a 3.80 GPA in social studies and overall courses. Active members shall demonstrate an ability to work with others, to conduct research and inquiry in the field of social studies and shall possess qualities of industry, initiative, and reliability as they pertain to academic excellence.
- ii. Active members shall also exhibit a genuine interest in, and enthusiasm for, social studies scholarship, and topics.
- iii. Active members shall contribute service to the high school or the community in which the chapter resides at the direction and discretion of the school's principal and the chapter's sponsor.
- iv. Active members shall attend monthly membership meetings.
- v. Active members shall contribute service to the high school or the community in which the chapter resides at the direction and discretion of the school's principal and the chapter's sponsor.

- vi. Any current Rho Kappa member in good standing who transfers to another high school and brings a letter of verification from their former principal or chapter sponsor to the new school shall be automatically accepted as a member into the new school's chapter.
- vii. Selection into Rho Kappa shall not be based, in any way, on the basis of race, religion, national or ethnic origin, gender, sexual orientation, age, or physical or mental disabilities.

## **ARTICLE VII: Removal from Membership**

**Section 1:** Members who fall below the required standards (GPA, academic integrity, service requirements) that were used as the basis of membership selection shall be provided one written warning from the chapter. The member shall have a reasonable amount of time to correct the deficiency prior to removal proceedings beginning.

**Section 2:** In the event that a serious violation of school rules/policies or civil laws has occurred, the chapter sponsor and faculty selection committee may forgo the written warning.

**Section 3:** In the case of impending removal proceedings, the member has the right to request a formal hearing before the chapter sponsor and the faculty selection committee. This request must be made in writing by the member in question two weeks prior to the hearing being set.

**Section 4:** A removed member may be reinstated into the local chapter when the faculty sponsor and the faculty selection committee determine that the removed member qualifies for reinstatement. Such members must reapply and are subject to selection from the faculty selection committee again.

**Section 5:** The chapter sponsor shall notify the National Rho Kappa Advisory Council promptly of any member dismissals.

**Section 6:** The National Rho Kappa Advisory Council shall hear no appeals in the cases of membership removal and shall respect the decision of each local chapter regarding their membership.

## **ARTICLE VIII: Officers**

**Section 1:** New officers shall be elected each spring and shall assume office the first day of the following school year.

**Section 2:** Chapter officers and the chapter sponsor supervise all chapter affairs and business. They conduct the business meetings, make recommendations to the chapter body, and determine and perform other duties that are specified in the chapter bylaws. All chapter activities, functions, and procedures must follow school policy, regulations, and guidelines. All actions and recommendations of the officers are subject to review of the entire chapter membership.

**Section 3:**

Chapter positions include:

- **President:** The President is to conduct the monthly meetings and ensure that all activities are completed.
- **Vice President:** The Vice President is to assist the President in all areas and fill in for the President in his/her absence.
- **Secretary:** The secretary is to keep a detailed record of all meetings, and complete all necessary correspondence.
- **Treasurer:** The treasurer is to maintain an accurate financial record of all activities. Submit full monthly reports to the membership.
- **Historian:** The historian is to maintain detailed record of chapter activities, both written and pictorial, which can be saved for posterity
- **Activities Chair:** The Activities Chair actively seeks out scholarship and service activity opportunities and coordinates with the chapter faculty sponsor. The Activities Chair promotes the involvement of active members in chapter sponsored activities.

**Section 4:** Special elections will be held as needed in the event any officer can no longer fulfill their duties.

**ARTICLE IX: Meetings**

**Section 1:** The chapter shall hold monthly regular meetings during the school year on days and times that are designated by the chapter officers and the chapter sponsor and based on availability of facilities and the school calendar. These meetings shall be in accordance with the school policy and regulations for club and activities meetings.

**Section 2:** The executive board will meet one week prior to the regular meeting to prepare an agenda.

**Section 3:** Special meetings may be called by the chapter officers and the chapter sponsor as so needed.

**Section 4:** The June meeting of this chapter shall be for the purposes of selection of officers for the incoming year. The September meeting will involve the installation of these officers according to the national guidelines.

**Section 5:** The Executive Board shall consist of the Advisors, President, Vice-President, Secretary, Treasurer, and Activities Chair. The Executive Board will be responsible for making all monthly agendas and notifying all members of any activities.

**Section 6:** Special meetings may be called based on the approval of the Executive

**Section 7:** The chapter shall conduct meetings according to Robert's Rules of Order, Newly Revised.

## **ARTICLE X: Chapter Sponsor**

**Section 1:** Each local chapter of Rho Kappa shall have a designated faculty sponsor, known as the advisor, recommended by the high school principal and may serve consecutive terms.

**Section 2:** The chapter sponsor will be responsible for the chapter's day-to-day activities, act as a supervisor over the chapter, and perform the duties of a liaison among administration, faculty, students, and community members.

**Section 3:** The chapter sponsor has the responsibility for the maintenance of accurate and up-to-date files that consist of membership lists, financial transactions, chapter history, chapter activities, chapter publications and correspondence, and chapter by-laws.

**Section 4:** The chapter sponsor shall regularly review each member to ensure membership in good standing as determined by the chapter's by-laws.

**Section 5:** The chapter sponsor shall assist the chapter officers to understand and carry out their duties to the best of their abilities.

**Section 6:** The chapter sponsor shall be a Rho Kappa honorary member.

**Section 7:** The chapter sponsor shall be the main liaison between the local chapter and the national organization. This sponsor is responsible for submitting all membership lists and associated fees along with any other information requested by the Rho Kappa Advisory Council.

## **ARTICLE X1: Ratification of the Bylaws**

**Section 1:** The bylaws of this chapter shall be approved by the membership requiring a 2/3 vote for acceptance.

**Section 2:** Any proposed amendments to the bylaws shall be proposed, and a written draft presented to the membership prior to the 2/3 vote needed for adoption.



Passaic County Technical Institute

School chapter of RHO KAPPA  
National Council for the Social Studies  
Student Honor Society

**Student Membership Form**

DATE: \_\_\_\_\_

**Directions:** Please complete all sections. Please type or print. Do not be modest. Every bit of information can be used by the Faculty Council to assist with the selection process. Completion of this form does not guarantee selection.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please print)

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ email: \_\_\_\_\_

List of Social Studies Courses taken to date:

Title of Course	Grade	Teacher

Please attach a copy of your transcript with your application.

## STUDENT ACTIVITY FORM

### I. EXTRACURRICULAR ACTIVITIES

List all activities in which you have participated. Include non-service clubs, athletic teams, musical groups, etc. and major accomplishments in each. Do not include service clubs in this section—you will do that in section III.

Grade				Activity	Accomplishments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### II. LEADERSHIP POSITIONS

List all elected or appointed leadership positions held in school, community or work activities. Only those positions in which you were directly responsible for directing or motivating others should be included. For example, elected student body, class or club officer; committee chairperson; team captain; newspaper editor; work area manager; or community leader.

Grade				Office Held	Activity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### III. SERVICE ACTIVITIES AND COMMUNITY SERVICE.

List service activities and community service in which you have participated. These can be service projects done with a group whether in or out of school, or done as individual projects performing service. Generally speaking, service activities are those that are done for, or on behalf, of others (not including immediate family members) for which no compensation (monetary or other) had been given. Please list the names of an adult supervisor who can verify your participation (in the space provided below the activity).

Grade				Service or Community Activity	Major Accomplishment	Hours/Week
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Sponsor		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Sponsor		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Sponsor		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Sponsor		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Sponsor		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Sponsor		

Social Studies teacher reference: \_\_\_\_\_ email: \_\_\_\_\_

Other Adult reference: \_\_\_\_\_ email: \_\_\_\_\_

Students must have a minimum of two adult sponsors who certify the student has met the criteria of scholarship, leadership, service and citizenship. One must be a social studies teacher. The other may be a teachers, school administrator, or activity or community service sponsors. Recommendations must be included in sealed envelopes and signed over the seal.

I understand that completing this form does not guarantee selection to Rho Kappa, and that the information presented here is accurate.

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Student Signature

Student Name (Printed)	Date

I have read the information provided by my son/daughter on this form, and can verify that it is true, accurate, and complete in its presentation.

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Parent/Guardian Signature

Parent/Guardian Name (Printed)	Date

To be considered for selection to Rho Kappa, this form must be HANDED to: Mrs. Timmerman  
 It should not be left in a mailbox nor given to another person. No late forms will be considered.

# RHO KAPPA National Social Studies Honor Society

## Teacher Recommendation Form

**Student:** \_\_\_\_\_

The candidate named above, having met the academic qualifications for membership into the Passaic County Technical Institute Chapter of RHO KAPPA, has selected you to evaluate him/her on the basis of *character* and *leadership*. Please rate the candidate in each of the designated areas on a scale of 1 to 4, four being high and one being low. Any rating of “1” or “2” should have comments indicating what circumstances led to this rating. After you have evaluated the candidate, **please return** this form to him/her **in a sealed envelope**, and sign your name across the seal, so as to help ensure the authenticity of all responses.

EXCELLENT

(4)

VERY GOOD

(3)

FAIR

(2)

UNSATISFACTORY

(1)

### Leadership

- \_\_\_ Meets deadlines
- \_\_\_ Takes positive initiative
- \_\_\_ Dependable/Reliable
- \_\_\_ A positive influence on others
- \_\_\_ Articulates ideas clearly
- \_\_\_ Takes positive and active lead
- \_\_\_ Is well-respected

### Character

- \_\_\_ Displays maturity
- \_\_\_ Displays responsibility
- \_\_\_ Displays honesty and integrity
- \_\_\_ Displays sensitivity to others

**Total** \_\_\_\_\_

**Total** \_\_\_\_\_

Please provide some additional comments that you feel would be helpful to the RHO KAPPA Faculty Council

\_\_\_\_\_  
\_\_\_\_\_

**Teacher** \_\_\_\_\_

(Please print)

**Teacher Signature** \_\_\_\_\_