



NSCS CHAPTER CONSTITUTION

LONE STAR COLLEGE-NORTH HARRIS

ARTICLE I

The name of this organization shall be The National Society of Collegiate Scholars (NSCS) at Lone Star College-North Harris

ARTICLE II

Section 1

The purpose of this organization shall be as follows:

- A. To recognize and celebrate high achievement among first and second year students in all academic disciplines.
- B. To encourage and promote high standards throughout the collegiate experience.
- C. To provide opportunities for personal growth and leadership development for members.
- D. To provide scholarships, such as the Merit Award, Scholar Abroad, Scholar at Sea, and graduate members who successfully apply and compete for these awards.
- E. To organize and encourage learning opportunities through community service.
- F. To foster an overall appreciation for the value of the higher education experience.
- G. To continue to uphold the standards determined by the Association of College Honor Societies as part of the organization's membership.

Section 2

The National Society of Collegiate Scholars agrees to abide by all rules and regulations which have been set forth for all students and organizations at Lone Star College-North Harris.

ARTICLE III

Section 1

Membership into The National Society of Collegiate Scholars is by invitation only and is open to students in all academic disciplines who meet the following criteria:

- A. Successfully completed at least twelve credit hours (nine for community colleges) but no more than sixty.
- B. First or second year student at the time of affirmation.
- C. Attain at least a 3.4 grade point average on the 4.0 scale and rank in the top 20% of their class.
- D. Complete and return the membership profile and confirmation of society membership.
- E. Pay the NSCS induction and lifetime membership fee.



Section 2

The National Society of Collegiate Scholars at Lone Star College-North Harris is a chapter of the national organization, The National Society of Collegiate Scholars. A Board of Directors, including the President and Executive Vice-President of the student led National Leadership Council, sets policy and governance for the national organization and determines all NSCS fees.

Section 3

Membership standards for the Society do not discriminate on the basis of race, color, sex, religion, veteran status, ethnic or national origin, disability, age, financial status, social status, sexual orientation, or other protected status.

ARTICLE IV

Section 1

This chapter will have a leadership group comprised of a President, Executive Vice President, Vice President for Community Service, Vice President for Planning to Achieve Collegiate Excellence (PACE), Secretary, Treasurer, Vice President for Social Media, and any other officer that the chapter believes necessary to meet its goals. These officers constitute the chapter's Executive Board.

Section 2

The chapter officers shall be elected by a fair and democratic process.

- A. Elections shall be held and reported to the national office on or before April 15.
- B. The outgoing officer board will hold an officer transition meeting with the incoming officer board.
- C. The outgoing officer board will end their term at the end of the spring semester.
- D. Newly elected officers will begin their term at the end of the spring semester.

Section 3

The duties and responsibilities will be defined as follows:

A. For all officers:

1. Committing fully to the NSCS chapter officer position for the duration of the term.
2. Living the NSCS culture as an active member of the NSCS.
3. Promoting opportunities for members to make the most of their NSCS experiences.
4. Recruiting members year-round, culminating with the member invitation season in the spring.



5. Communicating information and reporting activities regularly to the NSCS national office both in times of success and in times of struggle.
6. Holding an annual Induction Convocation to honor, inspire and engage new NSCS members.
7. Running an effective chapter and planning events on campus that engage NSCS members.
8. Sharing chapter achievements with administrators, faculty, and media on campus.
9. Upholding NSCS standards in all communications to effectively brand NSCS locally and nationally as an exceptional honor society.
10. Sustaining the life of the chapter through comprehensive officer transitions and training.
11. Developing personal and professional skills through leadership opportunities.
12. Attending all officer meetings and events.

B. President

1. Attend the Leadership Summit; if for any reason the President cannot attend the Summit, then he/she shall find another officer or member to attend. Beginning in 2007-2008, chapters who register an officer and/or member for the Summit but do not actually attend the Summit will be penalized one STAR status level if applicable.
2. Register chapter on campus as a recognized student organization.
3. Work with officer board to organize, plan, and facilitate the growth and success of the chapter.
4. Ensure all officers understand and carry out responsibilities.
5. Meet once a month with Chapter Advisor.
6. Maintain positive relationship with school by abiding by college guidelines.
7. Act as a liaison between the national office and local chapter.
8. Meet all deadlines set by the national office.
9. Determine Distinguished Member nominations with member and officer input.
10. Organize officer elections and submit results to the national office by April 15.
11. Attend all officer meetings and events unless otherwise approved by chapter.

C. Executive Vice President

1. Fulfill the duties of the President in his/her absence.
2. Oversee the planning of the Induction Convocation and other membership recruitment activities.
3. Plan and coordinate chapter officer meetings.
4. Organize chapter general membership meetings.



5. Secure speakers for meetings, events, and other activities.
6. Initiate collaboration between chapter and other groups/organizations.
7. Ensure that chapter meets minimum STAR requirements.
8. Attend all officer meetings and events unless otherwise approved by the President.

D. Vice President for Community Service

1. Work diligently to involve members in community service initiatives.
2. Organize and coordinate service events.
3. Be prepared, visible, and accessible at all projects.
4. Promote and involve members in community service initiatives at all levels:
 - a. Planning
 - b. Publicity
 - c. Execution
 - d. Post follow up
5. Collaborate with other campus or community organizations for events.
6. Ensure appropriate follow up after each activity:
 - a. Send thank you cards via US mail
 - b. Send thank you e-mail to participants
7. Work with the national office to involve the chapter in the NSCS days of service:
 - a. Make a Difference Day
 - b. Martin Luther King Jr. Day
 - c. National Youth Service Day
8. Attend all officer meetings and events unless otherwise approved by the President.

E. Vice President of Planning to Achieve Collegiate Excellence (PACE)

1. Work with the national PACE coordinator on all components of PACE.
2. Establish/maintain/expand the NSCS PACE program at Lone Star College-North Harris.
3. Establish and maintain relationship with Lone Star College staff.
4. Plan regular PACE activities, which include: ongoing school visits, assemblies, and/or a March to College Day.
5. Recruit and train PACE volunteers on campus (this may involve non-NSCS members.)
6. Provide ongoing communication and support to volunteers.
7. Be an active, energetic, and visible participant at all PACE events.
8. Regularly communicate with the national office staff person in charge of PACE about all components of the program.
9. Submit updates about PACE activities to the national office via Report PACE Activities in the Officer Tools at www.nscs.org.
10. Solicit feedback from volunteers, students, and LSC-North Harris staff.



11. Solicit written testimonials from volunteers, students, and LSC-North Harris staff.
12. Attend all officer meetings and events unless otherwise approved by the President

F. Vice President for Membership/Public Relations

1. Increase activeness in your chapter.
2. Plan and coordinate chapter's public relations campaigns, NSCS R.U.S.H! and other member recruitment activities.
3. Publicize chapter meeting, events, and member accomplishments.
4. Participate in involvement fairs, fall welcome activities, etc.
5. Visit orientation sessions, Honors Classes, etc. to provide publicity for the NSCS chapter
6. Update the NSCS Chapter Facebook page with events and pictures.
7. Ensure that the LSC-North Harris campus is engaged and familiar with NSCS
8. Attend all officer meetings and events unless otherwise approved by the President.

G. Secretary-Treasurer

1. Record minutes of the officer and general meetings.
2. Take attendance at meetings (officer meetings may take place via conference call or IM).
3. Distribute all information about national opportunities to members and officer board.
4. Provide updates at officer meetings about budget.
5. Maintain records for Attendance Tracking Program.
6. Submit notes of meetings to chapter members and NSCS national office via Report Meeting Minutes under Officer Tools at www.nscs.org.
7. Prepare annual chapter budget, manage and oversee all financial transactions for the chapter, in conjunction with Chapter Advisor.
8. Establish and follow reimbursement procedures.
9. Facilitate all correspondence and distribution of materials.
10. Plan all chapter fundraising activities.
11. Attend all officer meetings and events unless otherwise approved by the President.

H. Vice President for Social Media

1. Upload pictures and tag all officers from your chapter on Facebook.
2. Ensure that the Secretary posts all meeting minutes on Facebook in the "Notes" section.
3. Publicize chapter meeting, events, and member accomplishments on the Facebook Fan Page.



4. Maintain conversation by responding to comments and answering questions on the Facebook Fan Page.
5. Create and upload photos/video for events on Facebook.
6. Use Status Update to make announcements for events and important reminders.
7. Attend all officer meetings and events unless otherwise approved by the President.

Section 4

Chapter Officer Term

Undergraduate members of the institution shall be elected or appointed to serve as officers for the chapter.

- A. The amount of time the officer serves in this capacity should be no less than one academic year and not exceed two academic years unless approved by the NSCS national office or by an election held by the chapter.
- B. If an officer chooses to resign for any reason, the Chapter Advisor and President should immediately notify the NSCS national office and meet with the chapter leadership to discuss and designate a replacement.

Section 5

Chapter Advisor Term

A faculty or staff member of the institution shall be elected to serve as the Chapter Advisor for the chapter.

- A. The amount of time the Chapter Advisor serves in this capacity shall be individually determined but should be no less than one year.
- B. If an advisor chooses to resign for any reason, the Chapter Advisor and President shall immediately notify the Society's national office and meet with the chapter leadership to discuss and designate a replacement.

Section 6

Removal of Executive Board Member

An Executive Board member or Chapter Advisor of a NSCS chapter may initiate removal of an elected officer if the officer meets one or more of the offenses designated in Article IV, Section 7. Final decision of removal from an office shall be subject to the approval of the Executive Board, Chapter Advisor, and the NSCS national office.

- A. To initiate the removal of an elected officer, the situation will be brought to the attention of the Executive Board and the Chapter Advisor.
- B. The Executive Board and the Chapter Advisor shall convene an officer meeting, where the officer in question will be given an opportunity to share his/her perspective on the matter.
- C. After the meeting takes place, the Executive Board will vote on whether the officer's actions are grounds for removal. The Chapter Advisor will not vote, but will ensure that a fair decision is reached.



- D. If there is a majority vote to remove the officer, he/she will be notified of the decision within two days. An officer can be removed from the Executive Board for failure to fulfill the duties of the position which are stated in the chapter constitution. Once the officer has been removed, it is the duty of the President to inform the national office of the decision and to hold a special election to fill the vacant position.
- E. The NSCS national office has the right to remove officers or an entire officer board if they are not meeting the standards and expectations of a chapter officer according to the NSCS constitution.

Section 7

Removable Offenses

- A. Failure to uphold duties of the position as set forth by the chapter constitution.
- B. Failure to uphold appropriate conduct standards when representing NSCS.
- C. Misuse or misappropriation of chapter funds.
- D. Failure to comply with attendance requirements of all meetings as set forth by the Executive Board, unless granted an excused absence by the Executive Board.

ARTICLE V

This chapter constitution may not be amended without written approval of the Society Board of Directors and the LSC-North Harris Office of Student Life. Proposed amendments must be in writing to the Chief Executive Officer at the national office. This chapter constitution serves as the complement to the Constitution and Bylaws of the National Society of Collegiate Scholars.

Bylaws of The National Society of Collegiate Scholars

ARTICLE I - NAME

Section 1. The name of the nonprofit corporation shall be The National Society of Collegiate Scholars.

ARTICLE II - NONPROFIT PURPOSES

Section 1. This corporation is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code.

Section 2. The specific objectives and purposes of the Society shall be:

1. to recognize and celebrate high achievement among first- and second-year college students in all academic disciplines,
2. to encourage and promote leadership and high standards throughout the collegiate experience,



3. to provide opportunities for personal growth and leadership development for members,
4. to financially support high achievers through a merit award program,
5. to organize and encourage learning opportunities through community service,
6. to contribute to retention efforts of institutions of higher education,
7. to foster an overall appreciation for the value of the higher education experience, and
8. to provide educational programs and services to society members and their local communities.

ARTICLE II - INDUCTION FEES

Section 1. The Society induction and lifetime membership fee shall be determined by the Society Board of Directors.

Section 2. The Society induction and lifetime membership fee should be paid in full directly to The National Society of Collegiate Scholars at the time that the confirmation of Society membership is submitted to the Society National Office.

Section 3. The Society induction and lifetime membership fee is waived for initial chartering officers and all distinguished members. The Executive Director may also determine legitimate reasons for waiving Society membership fees.

Section 4. The Society induction fees are used to provide members with more than \$1,000,000 in scholarships annually; study abroad opportunities; lifetime member benefits with partner companies such as Geico, T-Mobile, Hertz, MetLife and GiftedHire; complimentary officer and advisor registration for ScholarCon (NSCS's Leadership Convention); and funding for chapter activities. Per new member, the chapter receives \$4 back in chapter funding via a chapter credit card or check.

ARTICLE III - SOCIETY CHAPTERS

Section 1. The Society shall be comprised of individual collegiate Society chapters.

Section 2. Any regionally accredited, degree granting institution of higher learning is eligible to charter a Society chapter. The chartering requirements, standards, and procedures shall be determined and approved by the Society Board of Directors.

Section 3. Each Society chapter is responsible for all actions of that individual Society chapter. A Society chapter has the ability to govern the organization as it sees fit but all rules, regulations and activities should not be in conflict or disagreement with this constitution and/or its bylaws. The Society chapter leadership must be in agreement concerning all rules and regulations and any changes that are made.

Section 4. A Society chapter shall not represent the Society National Office without written consent from the Society Executive Director.

Section 5. Each Society chapter has the freedom to plan and have meetings. On average, there are at least 2 officer meetings per month and one general member meeting.

Section 6. Each Society chapter has the freedom to spend chapter funds on any chapter-related activity or need. Included are expenses related to but not limited to the



NSCS New Member Induction Ceremony, general member meetings, community service activities, professional development seminars, Advisor Appreciation Day, member and officer chapter scholarships, graduation regalia and/or ScholarCon.

Section 7. A Society chapter shall not incur debts upon the Society National Office without written consent of the Society Executive Director.

Section 8. Should a Society chapter become inactive or dissolve, all funds from the Society chapter treasury that have been provided by the Society National Office will be forwarded to the Society National Office. Funds that were contributed from the institution will be returned to the institution.

ARTICLE IV - CHAPTER LEADERSHIP

Section 1. Each Society chapter may have a leadership group comprised of a President, Executive Vice President, Vice President for Public Relations and Membership, a Secretary/Treasurer, a Vice President for Planning to Achieve Collegiate Excellence and any other officer that the Society chapter or National Office believes is necessary. Chapters shall designate the person who will exercise the Chapter's voting rights as the Chapter representative.

Section 2. The Society officers that comprise this leadership group shall be elected by a fair and democratic process.

Section 3. The duties and responsibilities of each Society officer will be defined in the constitution and Bylaws of the Society chapter.

Section 4. There shall be a National Leadership Council comprised of no fewer than 6 members to serve as the representative voice of Member students and alumni, elected annually by the Member Chapters to serve in accordance with the Society's Bylaws and policies in a leadership role and as an advisory voice of the members regarding the programs and initiatives of the Society.

Section 5. There shall be a national convention, called the Leadership Summit, at least once every four years, at which the Society presents a report of the national finances covering the period since the immediately preceding financial report, and the Members share their ideas and proposals about the Society.

ARTICLE V - CHAPTER ADVISOR

Section 1. A faculty or staff member of the institution shall be selected to serve as the advisor for the Society chapter. The Chapter Advisor shall be inducted into the Society as a Distinguished Member and shall have all the rights and privileges of Society lifetime membership. The induction of an advisor does not count toward the five annual distinguished members that are eligible to be inducted.

Section 2. The amount of time that the advisor serves in this capacity shall be individually determined, but must be no less than one calendar year.

Section 3. The duties and responsibilities of the Chapter Advisor will be defined in the constitution and Bylaws of the Society chapter.

Section 4. The Chapter Advisor shall be retained as long as responsibilities are satisfactorily fulfilled.



Section 5. If an advisor chooses to resign for any reason, the advisor shall immediately notify the Society National Office and meet with the Society chapter leadership to discuss and designate a replacement.

ARTICLE VI - SOCIETY NATIONAL OFFICE

Section 1. The Society National Office shall oversee all administrative aspects of the Society.

Section 2. A Society Executive Director shall be appointed by the Society Board of Directors and shall be the principal administrator and financial officer of the Society. The specific responsibilities are as follows:

1. Authority to hire staff within budgetary parameters approved by the Board of Directors
2. Develop all policies and manage procedures of the Society National Office
3. Manage and set policy for staff
4. Prepare and oversee the annual budget
5. Perform other duties as necessary to assure the success of the Society
6. Perform duties as outlined by the Society Board of Directors

ARTICLE VII - AMENDMENTS

Section 1. The bylaws may be amended at any Society Board meeting.

Section 2. Amendments may be proposed by any member, chapter advisor, Society National Officer or Society Board of Directors member.

Section 3. An amendment must first be ratified by an affirmative vote of two-thirds of the Society Board of Directors, and then presented for Member adoption by a majority of the votes cast by the Chapter representatives.

Section 4. Amendments shall not take effect until notification is made to Society members.

Adopted: September 24, 2003