

## ARTICLE XI: CHAPTER OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, treasurer, service project officer, historian and parliamentarian.

Section 2. Student officers shall be elected during the last meeting (April) at the end of each school year. All returning active members who are rising seniors are eligible to run for a position as an officer. All active members of the chapter with the exception of current graduating seniors are eligible to vote.

Section 3. All eligible members who wish to run for office shall announce their intention by filling out the Officer Application Form and submitting it to the Adviser by the due date. Candidates will be required to write a speech that shall be read before the members at the meeting when elections take place. Only rising seniors shall be allowed to run for office, unless there are fewer than 6 rising seniors who wish to run for office, in which case the other candidates may come from the rising junior class. After the speeches have been read, all members will vote by secret written ballot during the meeting. If available, voting may be conducted through Survey Monkey or Google Survey forms. All members shall vote for their first and second choice candidate. Any members who are not present at the meeting shall also vote based on written versions of the speeches that will be posted online. The Adviser will tally the votes and the candidate with the highest number of first votes shall be declared the winner. A simple majority shall determine the winner, who shall be elected President, and the runner-up, who shall be elected VP, etc. If there is a tie, the number of second votes shall be tallied to determine a winner. The winner of the election shall be offered the role of president. If at this stage the winner does not wish to accept the office of president, but wish to take up another officer position instead, the position of president will defer to the candidate with the next highest number of votes. The President, VP, Adviser and Faculty Council shall then review the other candidates who received the most votes from the first election and shall assign officer roles accordingly, taking into account any preferences as much as possible. Any secondary preferences may be noted on the Officer Application Form as a registration of interest in holding an office. In the event of a tie even after second choice votes have been tallied, the Faculty Council shall have the decisive vote.

Section 4. It shall be the duty of the **president** to preside at the meetings for this chapter and have oversight of the secretary and treasurer.

Section 5. The **vice-president** shall preside in the absence of the president and shall have oversight over the service project officer and parliamentarian.

Section 6. The **secretary** shall prepare the meeting agenda, keep the minutes of meetings, attendance and oversee the NHS bulletin board.

Section 7. The **treasurer** shall coordinate fundraising activities and keep records of chapter receipts and expenses of said events, and will assist in collection of funds during meetings.

Section 8. The **parliamentarian** shall assist the President in keeping order in meetings according to the Robert's Rule of Order, talk to members who were absent at meetings and report the reason for their absence to the secretary to record, oversee the correct wearing of honor cords where required in order to take advantage of NHS privileges, encourage other students to aim for membership and encourage members to be actively involved in the society.

Section 9. The **service project officer** shall coordinate service projects and community service events, keep track of service hours and will report to Adviser.

Section 10. The **historian** shall be in charge of photographing NHS events and providing a digital record of photographs to be used in school publications.

Section 11. Any officer who is placed on warning as a result of a hearing before the Faculty Council will lose his or her office. The vacancy will be advertised and a new election is held under the same conditions as outlined in Section 3 above. If there were only 2 candidates running for office in the original election, no second election will be necessary.