

***Bruin Up Some History Club
affiliation with the
Rho Kappa Social Studies Honor Society:
Trevor G. Browne High School Chapter
Constitution***

Article I: Organization Name

Section 1. The club will be called the Rho Kappa Social Studies Honor Society: Trevor G. Browne High School Chapter.

Article II: Purpose of Organization

Section 1. This club shall exist

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

Article III: Membership & Membership Selection

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. Once selected, members have the responsibility to continue to demonstrate high academic standards; including maintaining high grades in their social studies courses. Failure to do so will result in removal from the organization.

Section 3. There are three types of membership: active, alumni, and honorary. The definitions are:

1. *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.
2. *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.

3. *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 4: 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.

Section 5: Active members shall also exhibit a genuine interest in, and enthusiasm for, social studies scholarship and topics.

Section 6: 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.

Section 7: 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.

Section 8: 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.

Section 9: Each candidate for membership shall be selected to a designated chapter of Rho Kappa.

Section 10: Candidates for membership must have been in attendance at the high school in which the chapter resides for the equivalent of one semester prior to being considered. If special or unique circumstances merit, the high school administration may waive the semester requirement, providing a letter of explanation to the National Advisory Council.

Section 11: Candidates for membership must 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 3.00 or the numerical equivalent.

Section 12: The candidate's overall cumulative high school GPA shall be a minimum of 3.00 or the numerical equivalent. . Individual chapters may choose to increase the GPA requirements for their chapter but may not decrease them.

Section 13: 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 a letter of recommendation from a current faculty member.

Section 14: The method of selection of eligible students and their election to the organization shall be determined by the faculty sponsor, the faculty selection committee, and the chapter's high school administration. The candidates must meet the GPA, and social studies course completion requirements and the application requirements listed in Section 5, but all other methods of selecting candidates shall be left up to the individual chapters.

Section 15: Any members whose social studies grades drop below the chapter's minimum GPA requirement for two consecutive semesters shall be dismissed from Rho Kappa. Such members may reapply to the organization and can be readmitted when those requirements are met but the candidate is subject to selection from the faculty selection committee again.

Section 16: A description of the selection procedures and the local chapter criteria shall be widely available in a timely fashion to all the school's administration, faculty, students, parents, and community members.

Section 17: The National Rho Kappa Advisory Council shall not review the judgment of the faculty selection committee regarding the selection of individual members to the local chapters.

Section 18: Induction of New Members

A. Each local chapter may design and execute an appropriate ceremony for the induction of its new members. The procedures and proceedings for this ceremony shall be determined by the local chapter, the chapter faculty sponsor, and the high school administration. Chapters are forbidden to initiate, haze, blackball, or do anything similar, as any part of the Rho Kappa process. Any chapter found engaged in any of these shall lose its charter. "Induction" is to be used in any reference to the induction of new members. Newly inducted members shall receive their membership certificates and any other appropriate Rho Kappa materials when their membership has been affirmed.

B. 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.

C. In an event that a particular individual qualifies for membership after the date of the induction ceremony, he or she may be inducted at a regular chapter meeting provided the membership forms and fees have already been submitted to the national Advisory Council.

Article IV: Election of New Officers

Section 1. All Club Officers shall be elected in the first quarter of the Fall Semester and will serve a term ending on the final day of school.

Section 2. Officer elections will consist of the following three step process:

1. nominations
2. elections
3. run-off elections (if needed)

A. *Nominations*: Nominations will be held in first meeting before the selected date of elections. Any active club member may nominate a fellow club member to any of the club officer positions. Candidates can be nominated for more than one position, and they may nominate themselves for a position if they are not nominated by another member.

B. *Elections*: Elections will consist of each candidate speaking for up to three minutes, followed by up to three minutes of questions and answers from the club membership. Only active members present shall cast a vote, and only these votes shall count toward the computation of the 50% +1 required margin for election to office. The order of elections shall be as follows: President, Vice President, Secretary, Treasurer, Co-Fundraising Managers, Co-Publicists, Historian.

C. *Run-Off Elections*: In the event that no candidate receives at least 50%+1 of the vote of the currently active club members, a run-off election shall be held between the two candidates receiving the most votes.

Section 3. In the event that an officer is judged to be deficient in his/her duties (as decided by a unanimous agreement of at least three other club officers and one Sponsor), he/she may be removed by a two-thirds vote of the club's membership. The Sponsors shall oversee the impeachment process to ensure a fair and democratic process.

Article V: Officers/Terms

Section 1. The officers of Rho Kappa Social Studies Honor Society: Trevor G. Browne High School Chapter shall be the President, Vice President, Secretary, Treasurer, two Fundraising Co-Managers, two Co-Publicists, and Historian. The creation of additional officer positions must be approved by a two-thirds vote of the active membership and with the support of the Sponsor.

Section 2. Only students may serve as officers.

Section 3. The duties of the President shall include:

- A. coordinating monthly meetings of the club
- B. chairing all meetings of the club

- C. providing leadership to the club
- D. acting as the chief spokesperson of the club
- E. fill out “Activities Request” forms as necessary

Section 4. The duties of the Vice President shall include:

- A. assisting the President with the fulfillment of his/her duties
- B. providing support for the development of club activities planned by the committees
- C. working with the Treasurer to establish budgets for committees

Section 5. The duties of the Secretary shall include:

- A. keeping detailed minutes of all meetings
- B. work with the Fundraising Committee and Activities Committee to maintain accurate records
- C. keeping accurate records of member attendance at club events.
- D. author “thank you” notes, as necessary

Section 6. The duties of the Treasurer shall include:

- A. keeping a record of all financial transactions.
- B. meeting with the Sponsors on a regular basis to review account balances and financial transactions.
- C. preparing any and all budgets, financial budget requests/appeals, etc., with the guidance of the Sponsors.
- D. working with the Vice President to establish budgets for the Fundraising Committee and Activities Committee.
- E. maintaining detailed membership records when finances are involved with the guidance of the Sponsors.
- F. obtaining a club account balance prior to meetings.

Section 7. The duties of the Fundraising Managers shall include:

- A. initiate fundraising activities with the guidance of the Sponsors.
- B. be familiar with the fundraising procedures of the school and district including, but not limited to filing required paperwork and maintaining proper cash-handling procedures
- C. be present at every fundraising event unless approved by the Sponsor to be absent
- D. prepare a budget for internal club scholarships with the guidance of the Sponsors

Section 8. The duties of the Publicists shall include:

- A. coordinating the press relations of the club, including, but not limited to: relations with school and local newspapers or magazines, announcements on Bruin TV, contribute event dates to the PUHSD club online calendar, organizations with which the club affiliates, i.e., Inter Club Council, and flyer/poster approval.

- B. attending and promoting the club at any school events, including but not limited to Club Rush and Open House.
- C. provide a club calendar of events as requested by the Sponsors.

Section 9. The duties of the Historian shall include:

- A. documenting the social events of the club in a tangible format.
- B. documenting the social events of the club for the PUHSD website.
- C. presenting this documentation as requested by the Sponsor.

Section 10. The duties of the Social Media Specialist shall include:

- A. updating the PUHSD club website with a Sponsor present/approval.
- B. updating the Support My Club website with a Sponsor present/approval.

Article VI: Club Committees

Section 1: The Rho Kappa Advisory Council may create committees as necessary as needed.

Section 2: The Chair of the Advisory Council shall appoint the members of these committees.

Section 3: The Chair shall be ex-officio member of all committees within the Advisory Council.

Section 4: The committees shall report to the Advisory Council regarding the fulfillment of the charges given to them by the council.

Section 5. *Fundraising Committee*

- A. There will be a minimum of 3 members to serve on this committee.
- B. This committee will be chaired by the Fundraising Manager.
- C. The purpose of this committee is to raise funds for club activities.

Section 6. *Activities Committee*

- A. There will be a minimum of 3 members to serve on this committee.
- B. This committee will be chaired by the Publicist.
- C. The purpose of this committee is to plan events that enhance the study of the social studies.

Article VII: Depositing of Funds

Section 1. All funds received by Rho Kappa Social Studies Honor Society: Trevor G. Browne High School Chapter must be deposited in and expended from the Trevor G. Browne High School Bookstore in accordance with the Phoenix Union High School District Activities handbook for sponsors.

Article VIII: Sponsor/Custodian

Section 1. Sponsor/Custodian must be a certified staff member.

Section 2. There must be at least 2 Sponsors/Custodians to serve as members of the Chapter Faculty Selection Committee.

Article IX: Meetings & Activities

Section 1. Meetings will be held on the first Monday of the month from 2:45 to 3:30 p.m. in room 2205.

Section 2. At least one Sponsor will be present at all meetings.

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

Section 4: Local chapters shall, in all points not expressly designated by this constitution or the local chapter's bylaws, conduct meetings according to Robert's Rules of Order, Newly Revised.

Section 5: Each local chapter shall determine, with the consent of the chapter membership, the chapter sponsor, and the school administration what activities are appropriate for each chapter to participate in.

Section 6: These activities shall consist of the following criteria: They

- should fulfill a need within the school or community or provide a service to either group
- have the support of the faculty and the administration along with the membership body and the chapter sponsor
- are appropriately and educationally defensible
- are well planned and executed
- may or may not be directly related to the field of social studies but should honor the overall purpose, mission, and goals of such an organization

Section 7: It is the responsibility of each chapter to represent the national Rho Kappa organization in a positive and suitable manner and the activities it engages in should be selected as such.

Article X: Amendments

Section 1. Amendments to the constitution must be proposed and accepted by at least 2/3's vote of membership.

Section 2. Ratification requires 2/3's vote of membership.

Article XI: Official Insignia

Section 1: Rho Kappa shall have an official emblem selected by the Board of Directors of the National Council for the Social Studies. The National Advisory Council shall have the exclusive control of its use.

Section 2: All Rho Kappa insignia must be procured from the Rho Kappa National Advisory Council and members and local chapters may not reproduce or substitute any officially designated insignia.

Section 3: Only active, alumni, and honorary members are allowed to wear the official emblem.

Section 4: Any member who resigns or is removed from membership shall not be permitted or entitled to wear the emblem.

Section 5: The emblem shall bear the official name of the organization: Rho, meaning “resh” or “head” and Kappa, meaning “palm of the hand.” These words together symbolize the purpose and mission of the organization which is knowledge and wisdom combined with service.

Section 6: The official colors of the emblem shall be NCSS blue and white.

Article XI: Awards and Recognitions

Section 1: Senior members who are in good standing with the organization at the time of graduation shall be given the opportunity to purchase honor chords.

Section 2: The honor chord colors shall be the official color[s] of Rho Kappa.