**Monarch High School Rho Kappa By Laws**

1. **Name:** Monarch High School Chapter of Rho Kappa
2. **Objectives and Functions:**
	1. To promote and recognize scholarship, academic excellence, and interest in the field of Social Studies.
	2. To participate in State and National Social Studies competitions.
3. **Membership:**
	1. Members must have completed, currently enrolled, or taking this upcoming year one Advanced Placement course in the field of Social Studies.
	2. Members must have completed at least four semesters of Social Studies coursework prior to induction and intend to complete at least six semesters prior to graduation from high school.
	3. Members must have been enrolled at Monarch High School for at least one semester immediately prior to induction.
	4. A member of Rho Kappa who transfers to Monarch High School will be accepted for membership in this chapter upon receiving a letter from his/her former principal. The transfer member must maintain the membership requirements of this chapter to maintain his/her membership.
	5. Members must actively participate in the activities of the chapter.
	6. Members must maintain an unweighted GPA of 3.0 in Social Studies courses.
	7. Members must maintain an unweighted cumulative GPA of 3.0.
4. **Officers and Elections:**
	1. Officers of this chapter will be President, Vice-President, Treasurer, Secretary, and Historian.
	2. Officers will be elected by the majority of chapter members during the Spring of each academic year.
	3. In the event of a tie, runoff votes will be taken until the tie is resolved.
	4. The term of office will be one academic year, beginning on the first day of the academic year.
5. **Duties of Officers:**
	1. The President shall preside over meetings, be responsible for chapter business, and represent the chapter in all affairs. The President shall also appoint any committee deemed necessary by the membership at the time of need.
	2. The Vice-President shall preside over meetings in the absence of the President and be responsible for furnishing programs at meetings.
	3. The Treasurer shall care for and remit chapter funds, subject to school regulations.
	4. The Secretary shall keep minutes of all chapter meetings, chapter communications and record attendance.
	5. The Historian shall maintain a written and pictorial record of chapter activities.
6. **Duties of Chapter Sponsor:**
	1. 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.
	2. 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.
	3. The chapter sponsor shall regularly review each member to ensure membership in good standing as determined by the chapter's by-laws.
	4. The chapter sponsor shall assist the chapter officers to understand and carry out their duties to the best of their abilities.
	5. 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.
7. **Executive Board:**
	1. The five chapter officers, along with the chapter sponsor, shall constitute the chapter Executive Board.
	2. The Executive Board shall have general charge of the meetings and business of the chapter, but any action is subject to the approval of the chapter and sponsor.
8. **Meetings:**
	1. Meetings will be held at least once a month during the academic year.
	2. Attendance at all chapter meetings is mandatory. Sudden illness shall be an acceptable excuse for absence, contingent upon verification by a parent/guardian or doctor. An outside appointment (such as with a doctor), a job, or an athletic competition event shall be an acceptable excuse if the member has notified, in writing, the President, Vice-President, and/or chapter sponsor prior to the meeting.
	3. Any member missing three meetings during an academic year will be subject to removal from membership subject to majority vote by the executive board and approval by the chapter sponsor.
9. **Rules of Order**
	1. Presentation of Minutes
	2. Reports of Officers
	3. Old Business
	4. New Business
	5. Good of the Society
10. **Methods of Voting**
	1. General consent (“If there are no objections”)
	2. Voice vote
	3. Show of hands
	4. Ballot
11. **Dues and Fees**
	1. There shall be an initiation fee of $5.00 due within two meetings of installation. This fee shall be forwarded by the chapter Treasurer to the National Social Studies Honors Society, operated by the National Council for the Social Studies.
	2. Annual club dues for individual members shall be set within the first two meetings of the chapter and then an amended set of by-laws shall be submitted containing statement of said dues, pending approval by school administration.
	3. Annual club dues are due by the second chapter meeting of each school year.
12. **Removal from Membership**
	1. Any member who does one or more of the following may be subject to removal from membership.
		1. Engage in personal or academic conduct unbecoming of a member of Rho Kappa, including violations of academic honesty.
		2. Miss at least three chapter meetings during the academic year.
		3. Fall below minimum academic standards for an extended time during membership. Members who do so will be provided one written warning by the chapter sponsor in order to allow reasonable time to correct the deficiency prior to removal.
	2. Removal from membership shall be confirmed by the chapter sponsor.
	3. Formal removal proceedings shall be scheduled ahead of time, and the member subject to removal shall be notified of said proceedings.
	4. In the case of impending removal proceedings, the member has the right to request a formal hearing before the chapter sponsor. This request must be made in writing by the member in question two weeks prior to the hearing being set.
	5. A removed member may be reinstated into the local chapter when the faculty sponsor determine that the removed member qualifies for reinstatement. Such members must reapply for admission to the chapter.
13. **Amendments**
	1. These by-laws may be amended by a two-thirds (2/3) vote of the chapter at a meeting with at least a majority present, provided that the proposed amendment has been approved by the Executive Board and that members be given notice at least two weeks prior to the meeting at which it is to be voted upon.