

CONSTITUTION



WALTER E. STEBBINS HIGH SCHOOL
AFJROTC OH-022

KITTY HAWK HONOR SOCIETY CONSTITUTION AND BYLAWS CONSTITUTION

Preamble

We, the members of the Walter E. Stebbins AFJROTC Kitty Hawk Honor Society (hereby referred to as the “Society”), in order to uphold academic standards, promote further interest in academic achievement in school and community service, create a closer and more efficient relationship within the AFJROTC program, serve the high school and community, support airpower in its role in national security, and develop patriotism, leadership and good citizenship, do hereby establish this Constitution.

Article I

1. NAME. This organization will be known as the Walter E. Stebbins AFJROTC Kitty Hawk Honor Society.
2. OBJECTIVES. The objectives of the Walter E. Stebbins AFJROTC Kitty Hawk Honor Society shall be to promote higher academic standards, to be of service to the school and community, promote self-confidence and initiative, develop leadership abilities, and to encourage academic excellence and continued educational development in the post high school years. Community service is a major part of the Society and each member will be required to participate in community service activities.

Article II

1. MEMBERSHIP. There will be four classes of membership: provisional, active, honorary and probationary.

- a. PROVISIONARY: An active cadet in the Walter E. Stebbins AFJROTC program who meets the following membership requirements may apply for provisional membership:
1.) Has maintained a 4.0 average (A) in AFJROTC overall.
 2.) Is in AFJROTC 2 or higher.
 3.) Has maintained an overall GPA of at least 3.0
 4.) Has completed at least eight hours of community service this school year.
 5.) Has no significant disciplinary issues within the last academic year
 6.) Displays the desire to further their academic, service and leadership abilities.

Provisionary members can attend meetings and community service events; however, they may not vote, hold officer positions or wear the white beret and pin.

- b. ACTIVE: A cadet within Kitty Hawk Honor Society that has met all the provisional requirements and meets all of the following may apply for an active membership:
1.) Has attended Kitty Hawk Honor Society meetings for at least a month
 2.) Has attended at least one Kitty Hawk Honor Society community service event that quarter
 3.) Is sponsored by two current Kitty Hawk Honor Society members.
 4.) Is approved by two thirds of the current members to join
 5.) Has partaken in an induction ceremony

Active members may attend all Kitty Hawk Honor Society events, vote, hold officer positions, and wear the white beret and pin once obtained and proper cadet wear is approved by the Commander. Requirements to obtain and keep the white beret will be set forth in

the Bylaws. Each member should continue to meet these eligibility requirements each semester to maintain Active Membership status.

- c. HONORARY: The superintendent, principal, and the AFJROTC instructors are honorary members. Other individuals can be made honorary members from recommendation of the membership committee.

- d. PROBATIONARY: Any member who fails to meet the standards set forth in Article II, 1a, and any other standards established in the Bylaws will be placed on Probationary status. Individuals in probationary status may attend meetings, but may not wear the white beret and pin or vote at meetings. Probationary members also may not hold officer positions, meaning any position they previously held must be surrendered. In order to get off of the Probationary status,
members must meet the requirements for both an active membership and the following during the next quarter to be reinstated to active membership.
 - 1.) Show up to three meetings in a row
 - 2.) Show up to one event (if held)
 - 3.) Completes two extra hours of community service
 - 4.) Write one page explaining how their actions will change and why they wish to stay a part of the Society

Those who fail to meet these standards during the next quarter grace period will be expelled from the Society. Members who are suspended or expelled from school will also be expelled from the Society. Those who have left or been expelled from the Society may no longer wear any decorations from the Society.

- 2. MEMBERSHIP PROCEDURES. Any cadet who wishes to become a member may request an application from the Kitty Hawk Honor Society Commander or Deputy Commander. These applications should also be accessible to every cadet through the AFJROTC classroom. Once the cadet has received this application, it is their duty to fill said form out and submit it to the Kitty Hawk Honor Society box. From there, their credentials will be reviewed by the Membership Committee to determine if the cadet meets the

requirements set forth in Article II, 1a. If all of the requirements are met, the Membership Committee will forward the application to the Kitty Hawk Honor Society Commander and Advisors for approval. Once this is approved, the cadet will become a provisionary member. They will be sent an invitation through flight boxes inviting them to join Kitty Hawk Honor Society meetings. In order to become a fully active member, the provisionary cadet must meet the requirements set forth in Article II, 1b. After they have met these requirements, the cadet will take part in an induction ceremony, thus confirming their membership. Once all of this has taken place the cadet will have the ability to vote, hold officer positions, and wear the white beret and pin once obtained and proper cadet wear is approved by the Commander. The Membership Committee may also nominate individuals who have made outstanding contributions to the Society for an honorary membership. If a cadet is missing requirements to join as a provisionary member, such as having too low of a GPA or too few of service hours, but otherwise would fit the Society, members will work with the cadet to help them achieve these requirements. The cadet may be placed on Honorary membership in the time being.

3. INDUCTION. Requirements for induction into the Society will be set forth in the Bylaws. Induction ceremonies will be held once per semester if any additional applicants have been approved for active membership.
4. DUE PROCESS. Members who have been expelled from the Society for reasons outside of academics may appeal by notifying the Society Commander, in writing, within ten days of notification of expulsion from the Society. The Society Commander and Membership Committee will review the appeal and make a recommendation to the Advisors within five days of receiving the appeal. The Advisors will have the final action and authority. The decision of the instructors is final.
5. DISCIPLINE. Any officer who has an unexcused absence from two consecutive meetings or four cumulative meetings will be removed from office. A member who has three consecutive or five cumulative unexcused absences from meetings will be put into probationary status. The following are valid reasons for absence or leaving early at the discretion of the Society.

1.) Sports and extracurricular events
2.) Could not get off work
3.) Sickness/ Doctors' appointments
4.) Family emergencies

Other reasons for absence such as forgetting, having no ride, and hanging out socially are invalid and will count as unexcused absences. All absences and partial meetings must be stated the day before in email or in public Society communications. Members should not be using offensive language or having inappropriate behavior; this will be addressed by two warnings, further issues will then be advised by the officers. At the discretion of the Commander and Advisors, if an Officer cannot attend 75% of all meetings, regardless of if it is excused, may be dismissed from their position. If an Active member cannot attend 50% of all meetings, regardless of if it is excused may be placed on probation at the discretion of the Commander and Advisors. If a member cannot make meetings but still contributes to the society outside of meetings or virtually their absence will be excused.

Article III

1. **ORGANIZATION**. The Kitty Hawk Honor Society will be organized so as to conform to school policies concerning similar school organizations. As a minimum there will be a Commander (President), Deputy Commander (Vice President), Executive Officer (Treasurer), and Administration Officer (Secretary). New officers will be elected at least once per year during the middle of the second semester by a majority vote of the organization's general membership. New officers will also be elected as soon as possible if a position is surrendered. Each cadet may only hold one position at a time. Any cadet with an Active membership and in good standing with the Society may run for an officer position.
2. **OFFICERS**. The duties of the Society officers shall be:
 - a. **COMMANDER**: It shall be the duty of the Commander to set the meeting schedule and agenda. They will preside at all meetings. They will develop semesterly goals and record how they were accomplished. It will be their duty to conduct activities and service events outside of typical meetings. They will set up, run and induct new members at the induction ceremony The Commander should

manage the responsibilities of other officers to make sure the Society is running smoothly. The Commander will lead by setting a positive example for all other cadets to follow. They will keep members informed of additional events through email or a designated communication site. The Commander will be an ex officio member of all Society committees. They will be a special assistant to the corps Commander and will ensure that all Society activities do not conflict with those of the Corps.

- b. DEPUTY COMMANDER: It shall be the duty of the Deputy Commander to perform the duties of the Commander in his or her absence. They will make and address any recommendations of improvement or concerns to the Society. The Deputy Commander will help address any acts of misbehavior at meetings and events. It will be their duty to assist the Commander in leading the induction ceremony. The Deputy Commander will be assigned additional duties and responsibilities as determined by the Commander. The Deputy Commander will serve as the chairman of the Membership Committee.
- c. EXECUTIVE OFFICER: The Executive Officer will oversee all financial matters related to the Society and, if applicable, will serve as chairman of the finance committee. The Advisors will annually review the financial control procedures to ensure that all funds are accountable. The Executive Officer will help meetings and service events run smoothly by managing behavior and work ethic of cadets. They will also help any cadet wishing to join the society meet any eligibility requirements they are short of. Those on probation will work with the Executive officer to regain active membership.
- d. ADMINISTRATION OFFICER: The Administration Officer will record the minutes of all meetings, maintain necessary files and records, and handle routine correspondence. The notebook will fall under their supervision. It will also be their job to count missing attendance and acts of misbehavior at meetings and events and to inform other officers when any of these become an issue.

- e. ADVISORS: The Senior Aerospace Science Instructor (SASI) and Aerospace Science Instructor (ASI) will serve as the Society Advisors.
3. COMMITTEES. There will be at least two permanent standing committees, the Membership Committee and the Executive Committee (composed of the Society officers). Other committees may be formed at the discretion of the Executive Committee. The Commander may appoint ad hoc committees (temporary committees) as needed. These committees will be disbanded once the purpose of its creation is complete.

Article IV

1. DUES. There will be no dues for the Society unless voted on and amended by the membership. How induction costs are paid for will be voted on before each induction.
2. FUNDRAISING PROJECTS. Fundraising projects are permitted, as long as they are in accordance with school policy. The fundraising activities must be approved by the Advisors and the school's athletic and activities director. Fundraising must benefit other organizations and not the Society.

Article V

1. BYLAWS. All proposed Bylaws must be presented to and read before the membership in a general meeting at least seven days before it can be voted on. Bylaw amendments require a two-thirds majority vote to pass. Bylaw amendments must be approved by the Advisors.
2. AMENDMENTS TO THE CONSTITUTION. All proposed amendments to the Constitution must be presented to and read before the membership in a general meeting at least seven days before it can be voted on. Amendments require a two-thirds majority vote to pass. Bylaw amendments must be approved by the Advisors.

BYLAWS

Article I

1. **ELECTIONS**. Election of officers for the next school year will be held in the middle of the second semester of the year preceding the next term of office. Elected officers will take office effective the first day of school. Previous seniors that held positions before election will then mentor the new officers into their role before they graduate.

2. **NOMINATION OF OFFICERS**. Nominations of officers shall be made either in writing, or from the floor at a meeting held in the middle of the second semester of the school year. Voting shall be by secret ballot. An ineligible senior will then read off and count the votes. Those candidates receiving a majority vote by active members shall be elected.

Article II

1. **FEES AND DUES**. There are no dues or membership fees unless established by the Society (see Constitution Article IV 1).

Article III

1. **COMMITTEES**. There will be two permanent committees of the Society:
 - a.) **EXECUTIVE COMMITTEE**: This committee will be made up of the duly elected officers. The Commander serves as the chairman of the committee.

 - b.) **MEMBERSHIP COMMITTEE**: This committee will consist of the active Kitty Hawk Honor Society members. There must be a minimum of three members, and the Deputy Commander will serve as the chairman.

2. Other committees may be established by the membership to conduct Society business.

Article IV

1. **PIN AND BERET**: In order to earn the pin and beret members must be able to complete the following
 - a.) Be able to complete applications; i.e., grades and sponsorship of two thirds of the Society
 - b.) Has attended a month of Kitty Hawk Honor Society meetings
 - c.) Has actively participated at a Kitty Hawk Honor Society community service event
 - d.) Has met all the requirements to be an active member

In order to keep the pin and beret members must keep up with the following

1.) Has not missed three meetings without a valid excuse
2.) Meets the AFJROTC class community service hourly requirement
3.) Shows up to all Kitty Hawk Honor Society required events unless valid reason is presented for absence
4.) Shows the Society Commander photo evidence that they are able to properly wear and shape their own beret
5.) Is actively trying to get their pin and beret approved by the Commander / has already

Failure to meet all of these requirements will result in a cadet's pin and beret being taken back. In order to receive back the pin and beret after losing it, members must complete the earning requirements once more.

Article V

1. **AMENDMENTS**. These Bylaws may be amended at any regular or special meetings of the Society after being presented at least seven days before. A two-thirds majority vote is required to amend the Bylaws.
2. Any revision of these Bylaws which conflicts with the Constitution of the society, or is rejected by Advisors, shall be null and void and not in effect.

The Constitution and Bylaws were established on May 14th, 2018.

The Constitution and Bylaws were amended on May 4th, 2022.

The Constitution and Bylaws were amended on October 5th, 2022.

The Constitution and Bylaws were last amended on February 22nd, 2023.