



National Business Honor Society Chapter Start-Up Kit

Excellence in Business



NATIONAL BUSINESS HONOR SOCIETY

A division of the National Business Education Association

Congratulations on your decision to implement a local chapter of the National Business Honor Society. This chapter start-up kit is designed to assist you in the initial planning and organization of your chapter.

We offer the ideal opportunity for you to provide recognition to your business students and your school. By reviewing the information included in this kit, you will discover how easy it is to start a chapter.

Materials included:

- Top Reasons to Start a Chapter
- Steps for Organizing a Local Chapter
- Purposes of the National Business Honor Society
- Eligibility
- Chapter Requirements
- Student Membership Qualifications
- National Business Honor Society Bylaws
- Chapter Charter Application
- Sample Chapter Bylaws

New charter applications will be reviewed annually on each of these dates: October 1, December 1, February 1, and April 1. Applications may be submitted at any time; however, applications will be held until the next approval cycle.

After you have reviewed the enclosed materials, please contact NBEA Headquarters concerning any questions you have or assistance you need in completing the start-up procedures.

Phone: (703) 860-8300

Fax: (703) 620-4483

<http://www.nbea.org/newsite/about/NBHS.html>

Top Reasons to Start a Chapter

The National Business Honor Society is...

- ...the premier National Business Honor Society sponsored by the National Business Education Association (NBEA)
- ...an affiliated division of a national organization – NBEA
- ...an opportunity for local and national recognition of your outstanding business students
- ...an opportunity to promote and recognize service learning
- ...an opportunity to promote and recognize academic achievement
- ...an opportunity to promote and recognize leadership and character development
- ...an opportunity to increase visibility of your business curriculum
- ...open to all secondary schools that have business education programs
- ...open to all eligible students
- ...a positive addition to every student's portfolio and résumé
- ...a way for students to enhance their college, scholarship, and employment applications
- ...a way for NBEA members to recognize your outstanding business students
- ...a way to bring national recognition to your school
- ...a way to enhance an interest in the study of business



Steps for Organizing a Local Chapter

- 1. Review the materials in this start-up kit.**
- 2. Meet with appropriate school officials** to determine the steps needed to gain approval and support.
- 3. Recruit or become the lead adviser.** All business teachers in the school where the chapter is located must be current NBEA professional members. However, one teacher will be the lead adviser for the honor society chapter. Business teachers also include business department heads, technology teachers, or any individual (regardless of job title) teaching courses that reflect the *National Standards for Business Education* published by NBEA.
- 4. Formulate and approve your chapter's bylaws** adapted from the sample found in this kit.
- 5. Identify members who meet the eligibility requirements.**
- 6. Submit the charter application to NBEA Headquarters.**
- 7. Establish the local chapter board.**
- 8. Induct new members and plan service activities as desired by the student members.**
- 9. Have fun!!!**



Purposes of the National Business Honor Society

The purposes of the National Business Honor Society are to:

- promote and recognize academic achievement in business education at the secondary level;
- foster and recognize leadership skills and character development;
- help members grow ethically and socially by promoting and encouraging an interest in business; and
- encourage member involvement in service learning initiatives.

Eligibility

Public or independent secondary schools offering business curriculum reflective of the *National Standards for Business Education* shall be eligible to apply for a local chapter charter. All business education teachers in the secondary school where the chapter is located must maintain current and continuous professional membership in NBEA. Failure to do so will result in charter revocation.

Chapter Requirements

- Each chapter must write bylaws to amplify sections of the National Business Honor Society national bylaws and to clarify operating procedures of the local chapter.
- Each chapter must pay a chartering fee determined by the national governing council. Should charter application not be approved, the chartering fee will be returned.
- Each chapter must have a local chapter board.
- Each school with a chapter must pay an annual renewal fee determined by the national governing council.
- Each chapter must submit an annual update providing all information requested by a deadline date established by the national governing council.
- All business teachers in the school where the chapter is located must be current NBEA professional members. Business teachers also include business department heads, technology teachers, or any individual (regardless of job title) teaching courses that reflect the *National Standards for Business Education* published by NBEA.



Student Membership Qualifications

To qualify for membership, a student must be a high school junior or senior. The student must have completed or be currently enrolled in his/her third business course. The student must have a minimum standard GPA, on a 4.0 scale, as follows: business courses average-3.5; overall average-3.0. Local chapters may require a higher GPA for membership.

Chapter Approval Process

New charter applications will be reviewed annually on each of these dates: October 1, December 1, February 1, and April 1. Applications may be submitted at any time; however, applications will be held until the next approval cycle.

Approved chapters will receive an official welcome letter, chapter charter, and other materials.

Chapter Revocation

The charter of a chapter may be revoked by the national governing council for failure to do one or more of the following over two consecutive years:

1. maintain an active status;
2. comply with the object of the National Business Honor Society;
3. bring its bylaws into compliance with National Business Honor Society Bylaws; or
4. provide a copy of the current bylaws to NBEA Headquarters.

If a chapter does not respond within two months to any written inquiry from the national governing council regarding chapter status, a chapter will be considered inactive for failure to do the following:

1. submit annual dues;
2. submit an annual update for two consecutive years; or
3. submit a report of new members for two consecutive years.



National Business Honor Society Bylaws

Bylaws of NBEA National Business Honor Society

ARTICLE I Name

The name of this organization shall be NBEA National Business Honor Society.

ARTICLE II Object

The object and purposes of the association, organized as a division of the National Business Education Association (hereinafter referred to as NBEA), are to:

- promote and recognize academic achievement in business education at the secondary level;
- foster and recognize leadership skills and character development;
- help members grow ethically and socially by promoting and encouraging an interest in business; and
- encourage member involvement in service learning initiatives.

ARTICLE III Chapter Members

Section 1. Active Members. To qualify for active membership, a student must be a high school junior or senior. The student must have completed or be currently enrolled in his/her third business course. The student must have a minimum standard GPA, on a 4.0 scale, as follows: business courses average-3.5; overall average-3.0. Local chapters may require a higher GPA for membership.

Section 2. Selection. Membership in local chapters is attained through a selection process coordinated by a local chapter board. Selection for membership is based on outstanding scholarship, character, leadership, and service. Members are expected to continue to demonstrate these qualities throughout their membership in the society. The selection procedure shall be determined by the local chapter board and shall be consistent with the bylaws of the National Business Honor Society. Neither the national governing council (see Article XII) nor NBEA shall review the judgment of a local chapter board regarding selection of individual members to local chapters.

Section 3. Induction. Candidates become members when inducted at a special ceremony.

Section 4. Transfer. A National Business Honor Society active member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester to retain membership.

Section 5. Resignation and Dismissal. Members who resign or are dismissed are not eligible for future membership or its benefits.



ARTICLE IV Chapter

Section 1. Local Chapters. Public or independent secondary schools offering business curriculum reflective of the *National Standards for Business Education* shall be eligible to apply for a local chapter charter. All business education teachers in the secondary school where the chapter is located must maintain current and continuous professional membership in NBEA.

Section 2. Chapter Bylaws. Each chapter shall write bylaws to amplify sections of the national bylaws and to clarify operating procedures of the local chapter. Chapter bylaws do not need the approval of the national governing council but must be consistent with and not in conflict with the national bylaws. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and other such matters the chapter may deem appropriate.

Section 3. Charter Fee. Each chapter shall pay a chartering fee determined by the national governing council.

Section 4. Annual Renewal. Each school with a chapter shall pay an annual renewal fee determined by the national governing council.

Section 5. Dues. The annual individual member dues paid to a chapter, if any, shall not exceed twenty dollars (\$20.00) inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Section 6. Annual Update. Each chapter shall submit an annual update providing all information requested by a deadline date established by the national governing council.

ARTICLE V Chapter Board

Section 1. Composition. Each chapter shall have a local chapter board with a minimum of five board members. All business education teachers of the chapter must be current and continuous NBEA professional members at all times.

Section 2. Duties. The local chapter board shall handle all matters related to:

- A. Membership selection;
- B. Service learning approval and participation; and
- C. Discipline and dismissal issues.

ARTICLE VI Chapter Adviser

Section 1. Chapter Adviser. One business education teacher in each local chapter shall be designated as the lead chapter adviser.

Section 2. Duties. The lead chapter adviser shall:

- A. be responsible for the direct supervision of the chapter and act as a liaison between school staff members, students, and the community;
- B. maintain files on membership, chapter history, activities, and financial transactions;
- C. send the annual update to NBEA Headquarters as required;



- D. review, on a regular basis, each member's compliance with honor society standards and obligations; and
- E. help chapter officers understand and carry out their duties.

Section 3. Term. The lead chapter adviser may serve consecutive terms.

ARTICLE VII Chapter Officers

The chapter officers shall be elected by the members in a method as prescribed in the chapter bylaws. Officer duties shall be described in the chapter bylaws.

ARTICLE VIII Chapter Executive Committee

Section 1. Composition. The local executive committee shall consist of the officers of the local chapter and the chapter adviser.

Section 2. Power and Authority. The executive committee shall exercise general supervision of the affairs of the chapter between its regular meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. Duties. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

ARTICLE IX Chapter Meetings

Section 1. Regular Meetings. Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations. The regularity of the meetings (i.e., weekly, biweekly, monthly, bimonthly) shall be designated in the chapter bylaws and determined by school policy.

Section 2. Special Meetings. The chapter president or other designated student leader may call special meetings approved by the executive committee.

ARTICLE X Chapter Activities

Section 1. Events. Each local chapter shall identify one or more service learning projects for each year.

Section 2. Participation. All members shall complete a locally determined number of hours of service learning participation through National Business Honor Society or other local chapter board approved organizations.



ARTICLE XI

Discipline and Dismissal

Section 1. Decisions about discipline and dismissal issues will be made in accordance with local school policies.

Section 2. The local chapter board in compliance with the rules and regulations of the National Business Honor Society and local school policies shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

Section 3. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violations of school rules or the law, a member may not necessarily need to be warned.

Section 4. The local membership committee shall determine when an individual has exceeded a reasonable number of warnings.

Section 5. Neither the national governing council nor NBEA shall hear any appeals in dismissal cases.

ARTICLE XII

National Governing Council

Section 1. Composition. The national governing council shall be composed of seven members appointed by the NBEA President. Membership on the council shall be represented as follows: two collegiate, three secondary, one supervisory, and one at-large. The NBEA President and NBEA Executive Director shall serve as ex-officio members.

Section 2. Qualifications. To be eligible to serve on the national governing council, a candidate shall be a current NBEA member with a minimum of five consecutive years of NBEA membership, including the current year.

Section 3. Term of Office. The council members shall serve a three-year term and shall assume office on July 1 of the year in which they are appointed.

Section 4. Power and Authority. The management of this society shall be vested in the National Business Honor Society National Governing Council.

Section 5. Officers. The officers of the national governing council shall:

- A. consist of a chairman, vice-chairman, and secretary;
- B. be elected by the national governing council; and
- C. serve a one-year term.

Section 6. Annual Meeting. An annual meeting of the national governing council shall be held in June or July of each year. Places, dates, and times shall be established by the NBEA Executive Director.

Section 7. Special meetings. Special meetings of the council may be called by the national governing council officers, NBEA Executive Director, or any five members of the national governing council. All members of the council shall be notified.

Section 8. Electronic Meetings. The national governing council is authorized to meet by telephone conference or through other electronic communications media as long as all the members may hear each other and participate during the meeting. The national governing council is authorized to vote on matters using electronic communications media.

Section 9. Quorum. A majority of the council members shall constitute a quorum.



ARTICLE XIII

Administrative Operations

The National Business Honor Society shall be a division of the National Business Education Association, 1914 Association Drive, Reston, VA 20191-1596.

ARTICLE XIV

Insignia

Section 1. Emblem. The official emblem of the National Business Honor Society shall be selected by the national governing council. The emblem shall be uniform on all honor society materials and used with pride, integrity, and professionalism.

Section 2. Distribution. The distribution of the emblem and the rules for its use shall be under the exclusive control of the national governing council.

Section 3. Local Member Use. Each member in good standing with the chapter shall be entitled to wear this emblem. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 4. Motto. The motto of the National Business Honor Society shall be Excellence in Business.

Section 5. Colors. The official colors of the National Business Honor Society shall be silver and hunter green.

Section 6. Copyright. All insignia must be procured from the National Business Education Association, 1914 Association Drive, Reston, VA 20191-1596. All insignia are filed for registration with the United States Patent and Trademark Office and may not be copied.

ARTICLE XV

Forfeiture of Chapter Status

Section 1. Inactive Chapter.

A. If a chapter does not respond within two months to any written inquiry from the national governing council regarding chapter status, a chapter will be considered inactive for failure to do the following:

- (1)** submit annual dues;
- (2)** submit an annual update for two consecutive years; or
- (3)** submit a report of new members for two consecutive years.

Section 2. Charter Revocation. The charter of a chapter may be revoked by the national governing council by a two-thirds vote by ballot for failure to do the following:

- A.** maintain an active status for two consecutive years;
- B.** maintain current professional membership by all business teachers;
- C.** support with the object and purposes of the National Business Honor Society;
- D.** bring its bylaws into compliance with National Business Honor Society Bylaws; or
- E.** provide a copy of the current bylaws to NBEA Headquarters.

Section 3. Reinstatement. An inactive chapter may be reinstated by payment of the reinstatement fee as determined by the national governing council and approval of the national governing council within two years following the date the chapter was declared inactive.



ARTICLE XVI
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the National Business Honor Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order that the society may adopt, any rules of the National Business Education Association, and any statutes applicable to this organization that do not authorize the provision of these bylaws to take precedence. The parliamentary authority of the National Business Honor Society shall be adopted by each local chapter.

ARTICLE XVII
Amendments

These bylaws may be amended at any meeting of the national governing council by a majority vote of the members with previous notice or two-thirds vote of the members without previous notice.

Adopted October 18, 2008
Amended September 18, 2010



Chapter Charter Application

NBEA NATIONAL BUSINESS HONOR SOCIETY CHARTER APPLICATION

School name _____

School address _____

City, State, Zip _____

School phone _____ School fax _____

School website _____

Current school enrollment (grades 9-12) _____

Projected number of charter members _____

Lead adviser contact information

Name _____ NBEA membership # _____

Phone _____ Fax _____

E-mail _____

List all business instructors (Attach additional sheet(s) as needed.)

Name _____ NBEA membership # _____

- [NBEA membership application](#) and dues enclosed
- [NBEA membership application](#) and dues paid online

Name _____ NBEA membership # _____

- [NBEA membership application](#) and dues enclosed
- [NBEA membership application](#) and dues paid online

Please submit the following with this application:

- Check for \$100 charter fee payable to National Business Education Association
- List of business courses and descriptions offered by your school
- Chapter bylaws



I have read the National Business Honor Society bylaws and approve the application to establish a local chapter as a school organization.

To the extent that the Applicant, _____ (school name), has previously been using the term “National Business Honor Society,” Applicant hereby assigns to NBEA all of Applicant’s rights in that name, including trademark rights and Applicant’s goodwill associated with the name. To the best of Applicant’s knowledge, it has been using the name since _____ (indicate applicable year).

Principal’s name _____ Principal’s signature _____

E-mail _____

Lead adviser’s signature _____

Date _____

Send **complete** package and payment to:
National Business Education Association
1914 Association Drive
Reston, VA 20191-1596

New charter applications will be reviewed annually on each of these dates: October 1, December 1, February 1, and April 1. Applications may be submitted at any time; however, applications will be held until the next approval cycle.

Upon a favorable vote by majority vote of the members of the national governing council, the chapter application will be approved. Furthermore, NBEA hereby grants to the chapter the non-exclusive license to use the trademark NBEA NATIONAL BUSINESS HONOR SOCIETY and any related logo (the “Marks”) to show that the chapter is part of a division operated by NBEA, and for other uses permitted from time to time by policies of NBEA. At such time that the chapter is no longer affiliated with NBEA, the chapter and school shall stop using the Marks. NBEA may from time to time request samples of how chapter uses the Marks and may make suggestions on chapter’s compliance with NBEA guidelines. All rights from chapter’s use of the Marks shall inure to the benefit of NBEA.



Sample Chapter Bylaws

These are sample bylaws for your local chapter to use. Spaces have been left blank for you to insert specific information concerning the operations of your particular chapter. Consider the following when completing these sample bylaws for your chapter:

- Footnote references are included to indicate what information should be provided in various sections. **Remove all footnote references before printing and/or submitting your official copy.**
- Your school name should be used when referring to the name of your “chapter.”
- The administration of your chapter is officially vested in your chapter’s school district and thus requires a school administrator’s approval.
- The chapter may want to consider requiring chapter members to attend a certain number of meetings.

National Business Honor Society _____ ¹ Chapter

ARTICLE I NAME

The name of this organization shall be NBEA National Business Honor Society
_____ ¹ Chapter.

ARTICLE II PURPOSE

The object and purposes of the organization, organized as a chapter of the NBEA National Business Honor Society (hereinafter referred to as NBHS), are to:

- promote and recognize academic achievement in business education at _____ ¹;
- foster and recognize leadership skills and character development;
- help members grow ethically and socially by promoting and encouraging an interest in business; and
- encourage member involvement in service learning initiatives.

ARTICLE III ORGANIZATION

Section 1. The National Business Honor Society _____ ¹ Chapter (hereinafter referred to as “chapter”) is an organization operating in accordance with a charter granted by the National Business Honor Society Governing Council.

¹ School name used throughout the bylaws where required.



Section 2. The administration of the chapter will be vested in _____².
Section 3. The chapter will have officers who will be elected annually by the membership.

ARTICLE IV MEMBERSHIP

Section 1. Active Members. To qualify for active membership, a student must be a high school junior or senior. The student must have completed or be currently enrolled in his/her third business course. The student must have a minimum standard GPA, on a 4.0 scale, as follows: business courses average-3.5; overall average-3.0.³

Section 2. Selection. Membership in the chapter is attained through a selection process coordinated by the local chapter board. Selection for membership is based on outstanding scholarship, character, leadership, and service. Members are expected to continue to demonstrate these qualities throughout their membership in the society. The selection procedure shall be determined by the local chapter board and shall be consistent with the bylaws of the NBHS.

Section 3. Induction. Candidates become members when inducted at a special ceremony.

Section 4. Transfer. Any NBHS active member who transfers from another school and brings a letter from his/her former principal or chapter adviser to this chapter's adviser shall be accepted automatically as a member in this chapter. Transfer members must meet the _____¹ Chapter's standards within one semester to retain membership.

Section 5. Resignation and Dismissal. Members who resign or are dismissed are not eligible for future membership or its benefits.

ARTICLE V CHAPTER

Section 1. Advisers. All business education teachers at _____¹ must be current NBEA members at the time of chapter application and annual dues renewal.

Section 2. Chapter Bylaws. The chapter shall maintain bylaws which are consistent, but not in conflict, with the NBHS national bylaws.

Section 3. Annual Renewal. The chapter shall pay an annual renewal fee determined by the national governing council.

Section 4. Dues. The annual individual member dues paid to a chapter shall be _____⁴.

Section 5. Annual Update. The chapter shall submit an annual update providing all information requested by a deadline date established by the national governing council.

ARTICLE VI CHAPTER BOARD

Section 1. Composition. The chapter shall have a local chapter board with a minimum of five board members.

² The official name of the chapter's school district.

³ Local chapters may raise these GPA requirements.

⁴ Insert dues amount, if any. A local chapter is not required to have local chapter dues. However, if there is a decision to charge dues, the dues amount cannot exceed twenty dollars (\$20.00) inclusively.



Section 2. Duties. The local chapter board shall handle all matters related to:

- A. Membership selection;
- B. Service learning approval and participation; and
- C. Discipline and dismissal issues.

ARTICLE VII CHAPTER ADVISER

Section 1. Chapter Adviser. One business education teacher in the chapter shall be designated as the lead chapter adviser.

Section 2. Duties. The lead chapter adviser shall:

- A. be responsible for the direct supervision of the chapter and act as a liaison between school staff members, students, and the community;
- B. maintain files on membership, chapter history, activities, and financial transactions;
- C. send the annual update to NBEA Headquarters as required;
- D. review, on a regular basis, each member's compliance with honor society standards and obligations; and
- E. help chapter officers understand and carry out their duties.

Section 3. Term. The lead chapter adviser may serve consecutive terms.

ARTICLE VIII CHAPTER OFFICERS

Section 1. Officers of the chapter shall be a president, vice-president, secretary, and treasurer.⁵

Section 2. Duties.⁶

- A. **President.** It shall be the duty of the president to preside at all chapter meetings; to preside over officer meetings; to make all necessary committee appointments including the designation of committee chairmen; and to be available, as necessary, in promoting the general welfare of the National Business Honor Society.
- B. **Vice-President.** It shall be the duty of the vice-president to serve in any capacity as directed by the president or chapter adviser; to assist the chairmen of the committees; to accept the responsibilities of the office of president as occasions may demand; and to be available, as necessary, in promoting the general welfare of the National Business Honor Society.
- C. **Secretary.** It shall be the duty of the secretary to serve in any capacity as directed by the president or chapter adviser; to record the proceedings of all chapter and officer meetings; and to be available, as necessary, in promoting the general welfare of the National Business Honor Society.
- D. **Treasurer.** It shall be the duty of the treasurer to serve in any capacity as directed by the president or chapter adviser; to present any financial membership reports necessary for the chapter; and to be available, as necessary, in promoting the general welfare of the National Business Honor Society.

Section 3. Eligibility. In order to serve as an officer, a member shall _____.⁷

⁵ Additional officer positions may be included.

⁶ These officer duties may be changed to reflect the needs of the chapter.

⁷ Insert officer eligibility requirements.



Section 4. Election. Officers shall be elected by a majority vote of the membership at a chapter meeting held in _____.⁸

Section 5. Term. Officers shall serve for a term of one year or until a successor is elected.

ARTICLE IX CHAPTER EXECUTIVE COMMITTEE

Section 1. Composition. The local executive committee shall consist of the officers of the local chapter and the chapter adviser.

Section 2. Power and Authority. The executive committee shall exercise general supervision of the affairs of the chapter between its regular meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in these bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. Duties. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

ARTICLE X CHAPTER MEETINGS

Section 1. Regular Meetings. Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations. The meetings shall be held on a _____⁹ basis.

Section 2. Special Meetings. The chapter president or other designated student leader may call special meetings approved by the executive committee.

ARTICLE XI CHAPTER ACTIVITIES

Section 1. Events. The chapter shall identify one or more service learning projects for each year.

Section 2. Participation. All members shall complete a locally determined number of hours of service learning participation through National Business Honor Society or other local chapter board approved organizations.

ARTICLE XII DISCIPLINE AND DISMISSAL

Section 1. Decisions about discipline and dismissal issues will be made in accordance with local school policies.

Section 2. The local chapter board, in compliance with the rules and regulations of the National Business Honor Society and local school policies, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

Section 3. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to

⁸ Indicate the month when chapter officer elections will be held.

⁹ Indicate frequency of meetings (i.e., weekly, biweekly, monthly, bimonthly, etc.)



correct the deficiency, except that in the case of flagrant violations of school rules or the law, a member may not necessarily need to be warned.

Section 4. The local membership committee shall determine when an individual has exceeded a reasonable number of warnings.

Section 5. The national governing council and NBEA shall hear no appeals in dismissal cases.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order that the society may adopt, any rules of the National Business Education Association, the National Business Honor Society national bylaws, and any statutes applicable to this organization that do not authorize the provision of these bylaws to take precedence.

ARTICLE XIV AMENDMENTS

To amend these bylaws, the proposed amendment must be presented in writing by the member proposing the amendment to the chapter president and chapter advisor at least ten days prior to the next regularly scheduled chapter meeting. The proposed amendment may be adopted by a two-thirds approval of the voting members.

Date: _____¹⁰

¹⁰ This is the date these bylaws have been approved or amended by your local chapter.

