



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
- Charter Application
- Sample Chapter Bylaws

New charter applications must be received by October 1 or February 1. **Please allow up to two months from these deadline dates for completion of review of your charter application.**

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.

E-mail: NBHS@NBEA.org

Website: 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.** Make sure you pay close attention to the “Charter Application Frequent Mistakes” section of this start-up kit. This will help prevent delays in review of your application.
- 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.** Please be advised that membership in the National Business Honor Society cannot be restricted to only students who are members of a career/technical student organization.
- 6. Submit the completed charter application, chapter bylaws, course descriptions, and charter fee to the National Business Honor Society.**
- 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.

Chapter Eligibility

Public or independent secondary schools offering business curriculum reflective of the *National Standards for Business Education* shall be eligible to apply for a charter. The school must be located in the United States of America, its territories, or Canada. 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. If the charter application is not approved, the chartering fee will be returned. Currently, the one-time chartering fee is \$200.00; this fee is subject to change without notice. Purchase orders are **NOT** accepted as form of payment for the chartering fee.
- Each chapter must have a local chapter board comprised of five adult professionals such as: business teachers, school counselor, principal/assistant principal, administrator, other academic teachers, or advisory board members. Students are not allowed to serve on this local chapter board.
- Each school with a chapter must pay an annual renewal fee determined by the national governing council. Currently, the annual renewal fee is \$100.00; this fee is subject to change without notice. Purchase orders are **NOT** accepted as form of payment for the annual renewal fee.
- Each chapter must submit a complete list of all current members immediately following each induction ceremony.
- Each chapter must submit an annual renewal fee and 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 **at all times**. 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. The lead chapter adviser will



be responsible for making sure all business teachers remain continuous dues-paid members of 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, but the GPA requirements may not be lowered.

Chapter Approval Process

New charter applications must be received by October 1 or February 1. **Please allow up to two months from these deadline dates for completion of review of your charter application.**

If there are any discrepancies with the charter application, you will be notified. All discrepancies must be resolved within 30 days of first contact from the national governing council or the application will not be approved.

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

Incomplete applications will not be processed and will delay the approval process.

Make sure each item listed below is complete with your application or your application will not be approved.

- Charter Application (typewritten)
- Chapter Bylaws (typewritten)
- List of Business Courses with Descriptions
- Chapter Charter Fee (Payment)
- All business teachers in the school must be current NBEA members. New NBEA membership applications and payments must be included with this application or paid online at www.nbea.org.

Chapter Revocation

The chapter will be considered inactive and the charter of a chapter may be revoked by the national governing council for failure to do one or more of the following:

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;
4. provide a copy of the current bylaws to NBEA Headquarters;
5. renew chapter by paying annual renewal fee to NBEA by October 1 of each year;
6. complete the annual chapter update; or
7. maintain current NBEA dues-paid status of all business teachers **at all times**.



If a chapter does not respond 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 renewal fee each year by October 1;
2. maintain current professional NBEA membership status for all business teachers;
3. submit an annual update; or
4. submit a report of new members for two consecutive years.

If a chapter becomes inactive and their charter is revoked, the school must immediately remove reference to the National Business Honor Society from their school website and any other media outlets. A chapter whose charter has been revoked must submit a new charter application.

Charter Application Frequent Mistakes

Please make sure you avoid these frequent mistakes when processing your application:

1. Make sure you complete the sample chapter bylaws. The sample bylaws are clearly labeled as such inside this document, and are available on the NBHS website in Word format. The bylaws must be typewritten and an electronic copy must be maintained at the local chapter level.
2. If your chapter is not going to charge local chapter dues, make sure you indicate \$0.00 as the dues amount in your chapter bylaws. If you decide to charge local chapter dues, the dues amount cannot exceed \$20.00.
3. The local chapter board must be comprised of five adult members. This board is NOT your local student officers. The local chapter board handles approval of new members and disciplinary matters. These individuals can be business teachers, advisory board members, parents, business professionals, school administrators, etc. Do not list the exact names of these individuals in the bylaws; you may refer to them by titles of the positions they hold.
4. Membership cannot be restricted to students in career/technical student organizations.
5. Although your officer elections can be held at a set time each year, be advised that you may have to appoint your first set of local chapter officers in order to get your chapter off to a quick start.
6. Make sure all the necessary signatures are on the charter application form.
7. Make sure all the necessary documents (charter application form, chapter bylaws, course descriptions, and charter fee) are mailed in together in one package.

Additional National Business Honor Society Rules

The bylaws for the entire National Business Honor Society are used by the NBHS Governing Council to manage the operations of the honor society.

In addition to information published elsewhere in this start-up kit, chapters should be aware of the following, as indicated in the NBHS bylaws:

- Neither the national governing council nor NBEA shall review the judgment of a local chapter board regarding selection of individual members to local chapters.



- One business education teacher in each local chapter shall be designated as the lead chapter adviser. The lead chapter adviser is responsible for making sure his/her contact information remains up to date with the NBHS Governing Council Chairman.
- 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. submit the annual chapter renewal fee to the NBHS as required by the deadline date established by the NBHS Governing Council;
 - D. send the annual update to the NBHS as required;
 - E. review, on a regular basis, each member's compliance with honor society standards and obligations;
 - F. help chapter officers understand and carry out their duties; and
 - G. be responsible for ensuring that all business teachers remain current, professional members of NBEA.
- Each chapter shall have a local executive committee consisting of the officers and adviser of the local chapter.
- The local chapter shall have regular meetings and shall designate the times of those meetings in their bylaws.
- Each local chapter shall identify one or more service learning projects for each year. 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.
- The local chapter shall prescribe discipline and dismissal procedures in their local chapter bylaws. Neither the national governing council nor NBEA shall hear any appeals in dismissal cases.
- The official emblem of the National Business Honor Society shall be uniform on all honor society materials and used with pride, integrity, and professionalism. The distribution of the emblem and the rules for its use shall be under the exclusive control of the national governing council.
- 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.
- The local chapter cannot order NBHS insignia items if the charter application/renewal fee has not been paid, the annual update form has not been received, and all business teachers are not current dues-paying NBEA members.
- The motto of the National Business Honor Society shall be "Excellence in Business."
- The official colors of the National Business Honor Society shall be silver and hunter green.



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 _____

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

Incomplete applications will not be processed and will delay the approval process.

Make sure each item listed below is complete with your application or your application will not be approved.

- Charter Application (typewritten)
- Chapter Bylaws (typewritten)
- List of Business Courses with Descriptions
- Chapter Charter Fee (Payment—Purchase orders are **NOT** accepted.)
- All business teachers in the school must be current NBEA members. New NBEA membership applications and payments must be included with this application or paid online at www.nbea.org.



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).

*** I confirm that all the teachers listed on this application is a complete list of all the individuals working in the business department, including but not limited to the business teachers, business department head, technology teachers, or any individual who teaches courses that reflect the *National Standards for Business Education*.**

Principal’s name _____ Principal’s signature* _____
Principal’s E-mail _____

Lead adviser’s signature* _____

Date _____

Send **complete** package (see page 1) and **payment payable to NBEA** to:
National Business Honor Society
1914 Association Drive, Suite 203
Reston, VA 20191

Purchase orders are **NOT** accepted.

Chapter Charter Fee: \$200.00

New charter applications must be received by October 1 or February 1. Please allow up to two months from these deadline dates for completion of review of your charter application. If there are any discrepancies with the charter application, you will be notified. All discrepancies must be resolved within 30 days of first contact from the governing council or the application will not be approved.

Upon a 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 and underlining before printing and/or submitting your official copy.**
- The full name of 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.
- Refer to the “Charter Application Frequent Mistakes” in the chapter start-up kit to avoid delays in processing your application.
- An electronic copy of the bylaws must be maintained at the local chapter level.
- An electronic copy of these sample bylaws in Word format is available online on the NBHS website at www.nbea.org/newsite/about/NBHS.html under the Sample Chapter Bylaws link.

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.

¹ Complete school name used throughout the bylaws where required.



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.

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 their 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. Per the NBHS national bylaws, membership in the society cannot be restricted to students who are members of a career/technical student organization.

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 their 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 remain paid, continuous NBEA members.

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 the chapter shall be _____⁴.

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

³ Local chapters may raise, but not lower, 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 5. Annual Update. The chapter shall submit the annual chapter renewal fee and an annual update form developed by the national governing council 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 composed of: _____ (select from the following list or other alternatives: business teachers, school counselor, principal/assistant principal, administrator, other academic teachers, or advisory board members; do not list names of specific people in the bylaws, but you may refer to them by title). Students are not allowed to serve on the local chapter board.

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. submit the annual chapter renewal fee to the NBHS national association as required by the deadline date established by the NBHS Governing Council;
- D. send the annual update form to the NBHS Governing Council as required by the deadline date established by the NBHS Governing Council;
- E. review, on a regular basis, each member's compliance with National Business Honor Society standards and obligations;
- F. help chapter officers understand and carry out their duties; and
- G. ensure that all business teachers remain current, professional members of NBEA.

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

ARTICLE VIII CHAPTER OFFICERS

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

⁵ Additional officer positions may be included. If additional officers are added, their duties must be indicated in Article VIII, Section 2.



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

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.

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

⁷ Insert officer eligibility requirements. If you wish to allow any NBHS member to be eligible for office, we recommend the following as the sentence in this section: *Any member in good standing shall be eligible to be elected to an officer position.*

⁸ Indicate the month when chapter officer elections will be held. Be advised that the first set of officers may need to be appointed by the local chapter board until the first official election can be held.



ARTICLE X CHAPTER MEETINGS

Section 1. Regular Meetings. The 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 during the school year.

Section 2. Special Meetings. The chapter president, chapter adviser, 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 correct the deficiency. 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.

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



**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 adviser 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. Please type this date into the document so it is included in the electronic version you keep on file.

