



The Bylaws and Constitution of the SOCIEDAD HONORARIA HISPÁNICA

Article I. Name and Classification

Section 1. The name of this organization is the Sociedad Honoraria Hispánica and shall be referred to in this document as “the SHH.”

Section 2. The purpose of the SHH is to recognize high achievement in Spanish and Portuguese by students of secondary schools and to promote continuity of interest in Hispanic and Luso-Brazilian studies.

Section 3. The SHH is classified as a national and international academic honor society in the study of high school Spanish and Portuguese and is sponsored by the American Association of Teachers of Spanish and Portuguese, Inc. (AATSP)

Section 4. Each unit of the SHH located in a secondary school is designated as a Chapter. The name of the Chapter, which is in Spanish or Portuguese and preferably relates to Hispanic or Luso-Brazilian culture, literature or history, shall be chosen by the Chapter Sponsor. Chapter names may not be duplicated within a state and must be approved by the SHH Director. The person in charge of the Chapter is the Chapter Sponsor. In special cases two or more schools in one school district may form a Chapter.

Article II. Qualification of Secondary Schools and Chapter Sponsors

Section 1. All public and non-public secondary schools are eligible to charter a Chapter of the SHH. Application from a secondary school seeking to charter a Chapter is made on an official form provided by the AATSP.

Section 2. The initial charter fee for a school Chapter is established by the SHH Advisory Board. No monthly or annual dues or assessments are charged to the schools affiliated with the SHH.

Section 3. In order to remain an Active Chapter of the SHH, the Chapter Sponsor must remit student membership fees to the AATSP National Office each school year with the names of the respective students to be inducted.

Section 4. Failure of the Chapter Sponsor to remit student membership fees to the AATSP National Office each school year places the Chapter on an inactive status, and a reactivation fee will be required after two years of no new membership fees. If the Chapter remains inactive for a period of five years, it may result in the withdrawal of the charter.

Section 5. A Sponsor who does not have an active Chapter may affiliate with an active Chapter in the area in order to promote Chapter activities.

Section 6. Sponsors and Co-Sponsors of Chapters must be members in good standing of the AATSP.

Article III. Qualifications for Chapter Membership

Section 1. A regularly enrolled student of a secondary school (grades 9-12) who has maintained an honor average in the study of Spanish or Portuguese for at least three semesters is eligible for membership in the SHH. The student must be enrolled in the study of the language at the time of induction.

A school with block scheduling may interpret each half of a course as one semester. Therefore, all eligible students must complete at least 1.5 courses prior to induction.

No induction is to take place earlier than the tenth grade.

However, in exceptional cases, such as a ninth grade student who has maintained an honor average in the study of Spanish or Portuguese for at least five semesters, a ninth grader may be inducted during the second semester of the ninth grade at the sole discretion of the SHH Director. In such cases, the Chapter Sponsor shall submit to the SHH Director an official transcript of the student's course, showing the first semester grade together with a letter of recommendation by the student's teacher stating the reason for the requested ninth grade induction.

Section 2. The SHH does not conduct business with students or parents. All local decisions concerning membership are to be handled by the Chapter Sponsor in accordance with school policies, which include decisions made by the Board of Education, the Principal, or the Department Chair.

Section 3. The student membership fee payable before induction is established by the SHH Advisory Board. Each student member will receive a Certificate of Membership.

Section 4. If a member chooses not to continue the study of Spanish or Portuguese, the student may remain in the SHH as an Associate Member until graduation at the discretion

of the Chapter Sponsor. Students who have completed the highest level of Spanish offered by the school may remain in the Chapter as Active members.

Section 5. A member may be removed from the Chapter at the discretion of the Chapter Sponsor for failure to maintain an honor average, misconduct, insubordination, or other serious infraction.

Section 6. Associate Members may enjoy limited privileges and benefits in the SHH. They may not vote, hold office, or be eligible to receive scholarship or travel awards of the SHH. All inducted members who participate in the Chapter through senior year may receive graduation regalia. Only members currently enrolled in Spanish or Portuguese or seniors who have already completed the highest level of Spanish or Portuguese provided by the school may participate in the national awards program of the SHH.

Section 7. Honorary Membership may be granted to a person in the school or community who has demonstrated an interest in the promotion and advancement of the purposes of the SHH. The fee for honorary membership is established by the SHH Advisory Board. Each Honorary Member shall receive a Certificate of Membership.

Article IV. National Organization

Section 1. The SHH consists of the SHH Advisory Board and the School Chapters.

Section 2. The SHH Advisory Board consists of the SHH Director; six elected officers: a President, a President-Elect, and four Regional Directors; the Editor of *Albricias*; the Director of the Sociedad Hispánica de Amistad; and the Executive Director of the AATSP. The SHH Advisory Board may create other appointed positions.

Section 3. In order to be eligible to serve as an officer, a person must have served for at least one year as a Chapter Sponsor and be the Sponsor of an active Chapter of the SHH at the time of his or her election. If at any time an officer no longer serves as Chapter Sponsor, he or she may complete the respective term of office upon approval of the SHH Advisory Board. Vacancies, except in the office of the President (See Article VII, Section 3), are filled by the SHH Advisory Board.

Section 4. All elected officers are chosen by majority vote by SHH Chapter Sponsors.

Section 5. Elected members of the SHH Advisory Board as such shall not receive any compensation for their services, but by resolution of the SHH Advisory Board expenses of attendance, not exceeding an amount determined by the AATSP Director of Finances, may be allowed for attendance at regular or special meetings of the SHH Advisory Board; but nothing herein contained shall be construed to preclude any Advisory Board Member from serving the SHH in any other capacity and receiving compensation therefore by resolution of the SHH Advisory Board. Compensation for the services of the SHH Director, the Editor

of *Albricias*, the SHA Director, and other appointed positions shall be determined by the AATSP Board of Directors.

Article V. Legislative National Convention

Section 1. The legislative body of the SHH is the SHH Advisory Board, which meets at least once each year to approve policies for the progress and welfare of the SHH. The meeting is held in conjunction with that of the AATSP. Electronic meetings and votes may also take place.

Section 2. Each member of the SHH Advisory Board has the right to speak and vote at the national meetings. Each member of the SHH Advisory Board shall be entitled to one vote on each matter submitted to a vote of the members of the Board. The rights of the ex officio members of the Board shall be identical to those of the elected members. The President may vote in all matters and business of the Board and may vote to create or break a tie. Voting rights of a Board member cannot be delegated nor exercised by proxy.

Section 3. Chapter Sponsors may be invited to attend the meeting of the SHH Advisory Board, but shall not be present in executive sessions and may not speak unless placed on the Agenda by the SHH Director before the meeting, and may not vote.

Article VI. Powers and Duties of the SHH Advisory Board

Section 1. The SHH Advisory Board is the governing body of the SHH and creates policy and guidelines for its activities and programs.

Article VII. Powers and Duties of the Officers

Section 1. The President shall preside at all meetings of the SHH Advisory Board and at all business meetings of the SHH and shall perform such duties as pertain to the office of President. The President appoints the Chairperson and new members of the Nominating Committee, the State Directors, and makes other necessary appointments with the approval of the SHH Advisory Board. The President must have previously served on the SHH Advisory Board prior to nomination. The President is elected for a term of two years as President-Elect, two years as President, and will be retained as a member of the SHH Advisory Board for an additional year to serve as Past-President. The term of office begins January 1. The President is not subject to reelection for a consecutive term of office.

Section 2. The President-Elect performs the duties of the President if the latter is unable to serve. The President-Elect is to remain cognizant of all business and policies of the SHH and will serve as Chairperson of one of the awards offered by the SHH, as designated by the President and approved by the SHH Advisory Board. The President-Elect serves a two-year term before assuming the office of President. The term of office begins January 1.

Section 3. In the event of a vacancy in the office of President during his or her term, the President-Elect shall assume the office of President for the remainder of the term, without any further action therefore and with all rights and responsibilities of the office. The term of office shall be for the remaining period of the former President's term of office, plus the period of time necessary to complete one full two-year term as President.

Section 4. The Sociedad Honoraria Hispánica Director is directly responsible for promoting the SHH, its mission, and its activities. The SHH Director approves new Chapters, communicates with all Chapter Sponsors, and participates in the supervision of the AATSP staff members designated to communicate with Chapter Sponsors. The SHH Director presides at meetings of the SHH Advisory Board and maintains minutes and records of SHH activities and business. The SHH Director, in conjunction with the AATSP Executive Director, develops and manages the annual budget which becomes part of the operational budget of the AATSP, and works closely with the AATSP National Office to collect monies due to the SHH (charter and membership fees). The AATSP National Office staff pays all monies owed by the SHH and maintains the financial records of the SHH. The fiscal year of the SHH is the same as that of the AATSP. Financial information about the SHH is shared with the AATSP Board of Directors and the SHH Advisory Board. The SHH Director is appointed by the AATSP Board of Directors for a term of three years that is renewable upon the approval of the AATSP Board of Directors.

Section 5. The Editor of *Albricias* is responsible for selecting and editing student work that appears in the publication. The Editor oversees the *Albricias* Editorial Board and the personnel contracted to assist with layout and copyreading of the journal. The Editor of *Albricias* is selected by the AATSP Board of Directors with input from the SHH Advisory Board representatives for a term of three years that is renewable upon the approval of the AATSP Board of Directors. The SHH Advisory Board provides feedback to the Editor annually.

Section 6. The Regional Directors will nominate Chapter Sponsors for the position of State Directors and submit these names to the President and SHH Director for approval and appointment. The Regional Directors with the President-Elect will serve as Chairpersons and administer the special awards and contests of the SHH. They will remain in contact with the State Directors of their area and solicit a yearly report from each State Director. In the event that there is no State Director within a state in the Region, the Regional Director communicates directly with the Sponsors in those states and recruits potential State Directors. The Regional Directors are elected for a term of three years. The term of office begins January 1. The Regional Directors are not subject to reelection for a consecutive term of office.

Article VIII. State Directors

Section 1. The President appoints a State Director in each state or territory of the United States and in each country in which Chapters of the SHH are located.

Section 2. The State Director is to represent the SHH Advisory Board in his or her territory and will cooperate with the SHH Advisory Board in carrying out the purposes of the SHH.

Section 3. The State Director will maintain communication with existing Chapters in the state or territory and promote new Chapter growth and reactivation of old Chapters.

Section 4. Term of office shall be for three years and is subject to reappointment for additional three-year consecutive terms upon approval by the SHH Advisory Board.

Article IX. Nominating Committee

Section 1. The President, in consultation with the National Director, appoints a Nominating Committee consisting of three persons: one or two outgoing members of the SHH Advisory Board and one Chapter Sponsor or State Director of the Year, to serve for one year, none of whom shall be the incumbent of any position to be filled. One of these persons is designated by the President as Chairperson.

Section 2. The Committee nominates candidates for President, President-Elect, and Regional Directors. The slate of nominees shall be delivered to the SHH Director and the President prior to the annual meeting of the SHH Advisory Board. Upon approval of the slate of nominees by the SHH Advisory Board, the SHH Director shall prepare a ballot and an online election will take place during the fall preceding the term of office.

Article X. Insignia

Section 1. The insignia of the SHH is the official one of the AATSP, as represented on the merchandise which may be purchased or awarded for excellence in Spanish and Portuguese. If pins are desired, they are to be ordered by the Chapter Sponsor directly from the official AATSP merchandise provider.

Section 2. SHH graduation regalia may be purchased from the official AATSP merchandise provider. Members who participate with the SHH Chapter through their senior year may receive graduation regalia.

Section 3. The seal of the AATSP is the official seal of the SHH, and it may be used in conjunction with any other seal upon approval of the SHH Advisory Board.

Section 4. The motto of the SHH is Todos a una.

Section 5. The colors of the SHH are red and gold.

Section 6. The flower of the SHH is the carnation.

Article XI. Publications

Section 1. The official publication of the SHH is *Albricias*. It shall be published online for all Sponsors and students to review. Printed publication recipients will be determined by the AATSP National Office and Editor of *Albricias* in consultation with the SHH Director.

Article XII. Amendments

Section 1. Any proposed amendment to this Constitution must be signed by three officers or Chapter Sponsors of the SHH and sent to the SHH Director. The SHH Director arranges for publication online of such proposed amendment.

Section 2. Any amendment so published may be adopted by two-thirds (2/3) of the officers and Chapter Sponsors present and voting at the Meeting of Members at the General Session of the SHH at any National Convention.

Article XIII. Chapter Constitutions

Section 1. Each Chapter of the SHH may adopt a constitution for its individual government, but no part of it shall be in opposition to the stated aims and requirements as expressed in this Constitution.

Section 2. Each Chapter of the SHH must keep a copy of its Constitution and Bylaws regarding the name of the chapter, qualifications for membership, and reasons for removal from the Chapter. The document should include nomination process and duties of officers and committee and chapter activities. Bylaws should include information necessary for running the Chapter within the parameters of the school setting.

Article XIV. Chapter Regulations

Section 1. Collection of dues for local purposes must have the approval of the Chapter Sponsor and local school authorities.

Section 2. No Chapter may impose any obligations of secrecy upon its members.

Section 3. With the approval of the Chapter Sponsor and of school authorities, a Chapter may adopt projects for raising funds or for advancing the cause of the study of Spanish and Portuguese, but always in accordance with the purposes of the SHH.

Section 4. No student shall be inducted before the student's name and induction fee are submitted to the AATSP National Office.

Section 5. Induction ceremonies shall follow the official ritual unless permission is given by the SHH Director for a substitute form.

Section 6. The SHH Director is empowered to revoke the charter of any Chapter that has been inactive for five years or more. The names of those Chapters may then be used by any new Chapters in the same state.

Section 7. The Secretary of the Chapter and the Chapter Sponsor shall keep complete records of all meetings, projects and services rendered by the Chapter.

Section 8. Each Chapter shall promote the purposes of the SHH not only in Spanish and Portuguese classes in the school, but also in the community whenever possible.

Section 9. The Chapter Sponsor is to submit a list of inductees to the AATSP office with the student membership fees.

Section 10. When a Chapter member is removed from the Chapter for the failure to maintain an honor average, misconduct, insubordination, or other serious infraction, the Chapter Sponsor must notify the SHH Director who will note the removal on the submitted list of inductees.

Section 11. When a Chapter Sponsor changes schools, it is his or her responsibility to leave with another teacher or school official all records of the Chapter and to arrange for its continuance the following year. Any change of Chapter Sponsor within a school is to be reported to the SHH Director.

Section 12. Sponsors of Active Chapters may award the *Certificado de Excelencia / Excelência* to inducted members, winners in the National Spanish/Portuguese Examinations, or to the inducted member who has achieved the highest grade point average in Spanish or Portuguese for that school year. Duplicate certificates are awarded in case of ties. The number awarded is limited to ten percent of current inductees. The certificates may be obtained from the SHH Director at no cost.

Section 13. Sponsors of Active Chapters may award the *Certificado por Servicios / Serviços* to recognize inducted members who have rendered meritorious service to their Chapter. The number awarded is limited to ten percent of current inductees. The certificates may be obtained from the SHH Director at no cost.

Section 14. Sponsors of Active Chapters may award the Premio de Honor to the best graduating senior member of the Chapter. The certificate may be obtained from the SHH Director at no cost and will be sent upon receipt of the student's name. Each Chapter may receive only one certificate each year.

Article XV. Emergency Bylaws

Section 1. Additional regulations for facilitating the government of the SHH and the activities of the Chapters may be prepared by the SHH Advisory Board whenever the exigencies for such regulations arise.