

National Honor Society of Sports Medicine-
National High School Sports Medicine Association

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Revised: September 2016

The text below contains the National Constitution under which all National Honor Society of Sports Medicine-National High School Sports Medicine Association (NHSSM-NHSSMA) for secondary schools/high schools will dictate chapter operations.

Local chapters of NHSSM-NHSSMA are given authority to vary from some sections of this document

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the National Honor Society of Sports Medicine-National High School Sports Medicine Association (NHSSM-NHSSMA) for secondary schools.

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship in the area of sports medicine and other fields directly related to sports medicine, to stimulate a desire to render service in the community, to promote leadership, and to assist in the development of character in the students of secondary schools. The organization is organized exclusively for charitable and educational purposes under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE II: THE NATIONAL COUNCIL

Section 1. The control of this organization shall be vested in the NHSSM National Council.

Section 2. The NHSSM National Council shall consist of **a minimum of 5 members** nominated and then elected by the presidents of local chapters (the officers shall be designated as *President, Vice President, Treasurer, Secretary, Historian*).

1. The President of the National Council must be an ATC or retired ATC, in good standing with the National Athletic Trainers' Association (NATA), and the National Athletic Trainers' Association Board of Certification (NATABOC).
2. The NHSSM National Council **will be expanded to 11 members** when such a time is prudent. At such time, voting as described in Article II. Sec.2 will be followed for the new members of the board. The new members will be designated as Parliamentarian, Membership Chair, Public Relations Chair, Honors & Awards Chair, Scholarship Chair, Member at Large 1, Member at Large 2 (Members at large will head special committees as deemed necessary by the president).

Section 3. Members of the board shall be elected for a term of no more than three (3) years. the member can hold this position for 2 consecutive terms. Following the second term, the board member must relinquish the position he/she held. The individual may be elected to a new board position.

Section 4. Elections will only occur every three years. If a NHSSM-NHSSMA Council member steps down or resigns, an individual will be appointed by the President of the NHSSM National Council for the remainder of that term.

a. If the President steps down or resigns, the Vice President will be sworn in as President for the remainder of that term. At that point the new President will appoint a Vice President to fill the vacancy created.

Section 5. Members may be elected for up to two (2) consecutive terms. Upon vacating the position for a minimum of three years, the individual may seek reelection.

Section 6. A simple majority of members shall constitute a quorum of the NHSSM-NHSSMA National Council.

Section 7. A NHSSM-NHSSMA National Council majority vote by a quorum will be the decision making tool utilized to set/change policy and procedures for the organization.

ARTICLE III: STATE/REGIONAL ORGANIZATIONS

Section 1. Local chapters may choose to organize state associations.

Section 2. Any state or regional association of The National Honor Society of Sports Medicine-National High School Sports Medicine Association (NHSSM-NHSSMA) chapters shall conform to this Constitution and shall work to further the purpose of this organization.

Section 3. All state and/or regional associations shall be affiliated with the National Honor Society of Sports Medicine-National High School Sports Medicine Association (NHSSM-NHSSMA).

Section 4. The state and/or regional affiliate shall not serve as an appeal board for local chapter non selection or dismissal cases.

Section 5. Bylaws of the state or regional associations must be approved by the Secretary of the National Honor Society of Sports Medicine-National High School Sports Medicine Association (NHSSM-NHSSMA) National Council and must be consistent with this Constitution.

ARTICLE IV: LOCAL CHAPTERS

Section 1. Any secondary public school accredited or approved by state departments of education or by accrediting agencies is eligible to apply for a charter for a local chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by the National Council are also eligible to apply for a charter for a local chapter. Each school shall have its own chapter except in cases where a school's size precludes the formation of a full Faculty Council. In such cases, a chapter can be shared as long as all other constitutional requirements can be met.

Section 2. Each chapter shall pay an initial fee of \$50.00 which has been determined by the NHSSM National Council. This fee will also be considered your 1st year chapter dues. If a school district chapter is allowed to be created (when multiple schools create one (1) chapter , a maximum of four (4) schools will be allowed to created the district chapter. If a district has more than four (4) schools wanting to create a chapter, the district will be allowed to have multiple chapters within its district. Each will be allowed to have no more than four (4) schools as members.

Section 3. A. Each chapter shall pay annual chapter dues of \$50.00 which has been determined by the NHSSM-NHSSMA and approved by the NHSSM-NHSSMA National Council.

3.B. The annual chapter dues are to be received via check, cash, or paid via electronic means (as of April 2016= Paypal), on or before November 1st of every calendar year.

3.C. Chapters that do not submit annual fees by November 1st will be assessed an additional \$10 charge for every 30 days past due.

3. D. If a chapter wishes to order graduation medals, NHSSM pins, or patches, a chapter **MUST** be current with dues. If the chapter is not current with dues, a \$110 fee will be charged to the invoice for late fees. This late fee charge will bring the chapter to “current/active” status.

Section 4. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed \$20.00 dollars 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 5. Duly chartered local chapters shall conform to this Constitution as set forth by the National Council. Failure to do so may result in the loss of the charter.

Section 6. Dormant Chapter- a dormant chapter will be identified if they have not been active or paid dues for over 18 months. If the dormant chapter wishes to become active, it must resubmit chapter application with a \$50 application fee.

ARTICLE V: THE PRINCIPAL/ADMINISTRATOR

Section 1. The principal/administrator, of each individual school (ROP/CTE/SLC/Academy, etc.), shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal/administrator, of each individual school (ROP/CTE/SLC/ Academy), shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms.

Section 3. The principal/administrator, of each individual school (ROP/SLC/or Academy, etc.), shall receive appeals in cases of non selection of candidates, and the disciplining or dismissal of members.

ARTICLE VI: THE CHAPTER ADVISER

Section 1. The chapter adviser, of each individual school (ROP/CTE/SLC/Academy, etc.), shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. a The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.

This annual report will include information regarding advisory council names and work contact information, student member names, year of graduation, brief synopsis of functions hosted/sponsored by the chapter, along with pictures of the event whenever possible.

b. This document is due by May 1st of every academic year and will be sent via email to the Vice President of the National Council.

Section 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 5. The chapter adviser shall be a member of the faculty, appointed annually by the principal/administrator, and may serve consecutive terms.

ARTICLE VII: FACULTY ADVISORY COUNCIL

Section 1. The Faculty Advisory Council shall consist of three voting faculty members appointed annually by the principal/administrator. The chapter adviser will be the head of the Faculty Advisory Council.

Section 2. The term of the two non advisor positions on the Faculty Advisory Council shall be *three (3) years*. Members may be appointed to consecutive terms.

Section 3. The Faculty Advisory Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non selection, dismissal, other disciplinary actions, and warning cases.

Section 4. The Faculty Advisory Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines.

ARTICLE VIII: MEMBERSHIP

There shall be two types of membership:

Type 1- National Honor Society of Sports Medicine-Honor Student Member

Type 2- National High School Sports Medicine Association -Student Member.

Section A: National Honor Society of Sports Medicine- Honor Student Membership

Section 1. *NHSSM Honor student membership* in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. *An application process is recommended for use by all chapters to be reviewed by each chapter's Faculty Advisory Council. (A sample application is located on the National Website).*

Section 2. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHSSM advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society of Sports Medicine. Honorary members shall have no voice or vote in chapter affairs.

Section 4. Candidates become members when inducted at a special ceremony. *The basis of a school ceremony is to be public to all. Generally seen as a celebratory gathering to recognize the student's academic accomplishments.*

Section 5. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program (**currently under development**).

Section 6. An NHSSM 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 in order to retain membership.

Section 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 8. Student members may petition their local chapter to become inactive if the student member chooses to study abroad, or if other extenuating circumstances arise. This will be dealt with by the local chapter on a case by case basis.

Section B- National High School Sports Medicine Association- Student Member

Section 1. *NHSSMA student membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. An application process is recommended for use by all chapters to be reviewed by each chapter's Faculty Advisory Council. (A sample application is located on the National Website).*

Section 2. *Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.*

Section 3. *The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHSSM-NHSSMA advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society of Sports Medicine. Honorary members shall have no voice or vote in chapter affairs.*

Section 4. *Candidates become members when inducted at a special ceremony. The basis of a school ceremony is to be public to all. Generally seen as a celebratory gathering to recognize the students accomplishments.*

Section 5.. *An NHSSM 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 in order to retain membership.*

Section 6. *Members who resign or are dismissed are never again eligible for membership or its benefits.*

Section 7. *Student members may petition their local chapter to become inactive if the student member chooses to study abroad, or if other extenuating circumstances arise. This will be dealt with by the local chapter on a case by case basis.*

ARTICLE IX: SELECTION OF MEMBERS

Section A: National Honor Society of Sports Medicine- Honor Student Membership

Section 1. To be eligible for membership the candidate must be a member of those classes (sophomore, *junior*, *senior*) designated as eligible in the chapter bylaws. (Freshmen [*ninth graders*] are not eligible. *Sophomores [tenth graders] can apply in the beginning of the 3rd quarter of their sophomore year*). Candidates must have been in attendance at the school the equivalent of one semester. (*Note: Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal/administrator/faculty council should seek a recommendation from the previous school principal/administrator pursuant to the candidate's selection. On the basis of the recommendation of the previous principal/administrator, the Faculty Council may waive the semester regulation.*)

Section 2. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 82 percent, B, or 3.2 (on a 4.0 scale) or the equivalent standard of excellence and a 3.5 (on a 4.0 scale) in all sports medicine program classes. Candidates shall then be evaluated on the basis of service, leadership, and character. (*Note: Local chapters may raise the cumulative GPA standard above the national minimum, or increase standards for the remaining selection criteria, apply them fairly and consistently, and include these standards in their locally published selection procedures.*).

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Advisory Council.

Section 4. A description of the selection procedure shall be made widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Advisory Council and shall be consistent with the rules and regulations of NHSSM.

Section 5. The National Council shall not review the judgment of the Faculty Advisory Council regarding selection of individual members to local chapters.

Section B- National High School Sports Medicine Association- Student Member

Section 1. To be eligible, the candidate must be a member in good standing of the sports medicine program at his/her high school. The local chapter can determine more specific "eligibility" depending on class offerings. To be eligible for membership the candidate must be a member of those classes designated as eligible by the local chapter. The student must also have completed a minimum of one (1) quarter in the program to be eligible. (*Note: Some candidates may be ineligible for induction. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal/administrator/faculty council should seek a recommendation from the previous school principal/administrator pursuant to the candidate's selection. On the basis of the recommendation of the previous principal/administrator, the Faculty Council may waive the semester regulation.*)

Section 2. The national minimum standard for scholarship is needed to maintain membership in the NHSSMA. Upon membership acceptance into the NHSSMA, a student must strive to maintain a 2.0 (on a 4.0 scale) in all sports medicine program classes. Candidates shall then be

evaluated on the basis of service, leadership, and character. *(Note: Local chapters may raise the cumulative GPA standard above the national minimum, or increase standards for the remaining selection criteria, apply them fairly and consistently, and include these standards in their locally published selection procedures.)*

If a student's GPS becomes lower than the required 2.0, the member will be put on probation, until he/she's grades become 2.0 again. A member may be on probation for no more than 3 consecutive semesters.

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Advisory Council.

Section 4. A description of the selection procedure shall be made widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Advisory Council and shall be consistent with the rules and regulations of NHSSMA

Section 5. The National Council shall not review the judgment of the Faculty Advisory Council regarding selection of individual members to local chapters.

ARTICLE X: DISCIPLINE AND DISMISSAL

Section 1. The Faculty Advisory Council in compliance with the rules and regulations of the National Honor Society of Sports Medicine- National High School Sports Medicine Association shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. *(Note: Faculty Advisory Councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.)*

Section 2. 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 violation of school rules or the law, a member does not have to be warned.

Section 3. The Faculty Advisory Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Advisory Council. *(Note: This hearing is required and is considered "due process" for all members.)*

Section 5. For purposes of dismissal, a majority vote of the Faculty Advisory Council is required.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Advisory Council to the principal/administrator and thereafter under the same rules for disciplinary appeals.

Section 7. The NHSSM- NHSSMA National Council and/or State Associations/Chapters shall hear no appeals in dismissal cases.

ARTICLE XI: CHAPTER OFFICERS

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Advisory, the Faculty Advisory Council, and the principal, and described in the chapter bylaws.

Section 2. New officers shall be installed at a special ceremony.

ARTICLE XII: EXECUTIVE COMMITTEE

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

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business 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. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations. (*Note: This section is generally viewed to include chapter activities except those with regards to the selection, discipline, and dismissal of members which are the sole domain of the chapter's Faculty Advisory Council*).

ARTICLE XIII: MEETINGS

Section 1. 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.

Section 2. The regularity of the meetings (i.e., weekly, monthly, and bimonthly) shall be designated in the chapter bylaws.

Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 4. Chapters shall conduct meetings according to *Robert's Rules of Order, Newly Revised* in all points not expressly provided for in this Constitution or the chapter bylaws.

ARTICLE XIV: ACTIVITIES

Section 1. Each chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: Fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

Section 5. Each chapter shall publicize its projects in a positive manner.

ARTICLE XV: OFFICIAL INSIGNIA

Section 1. This organization shall have an official emblem selected by the NHSSM-NHSSMA National Council. The emblem shall be uniform.

Section 2. The distribution of the emblem and the rules for its use shall be under the exclusive control of the NHSSM- NHSSMA National Council.

Section 3. Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem designating his/her membership

Section 4. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 5. All insignia must be procured from the national secretary of the National Honor Society of Sports Medicine- National High School Sports Medicine Association

Section 6. The motto of the National Honor Society of Sports Medicine - the National High School Sports Medicine Association shall be: **“Studemus ut sanemus”= “Study to heal”**

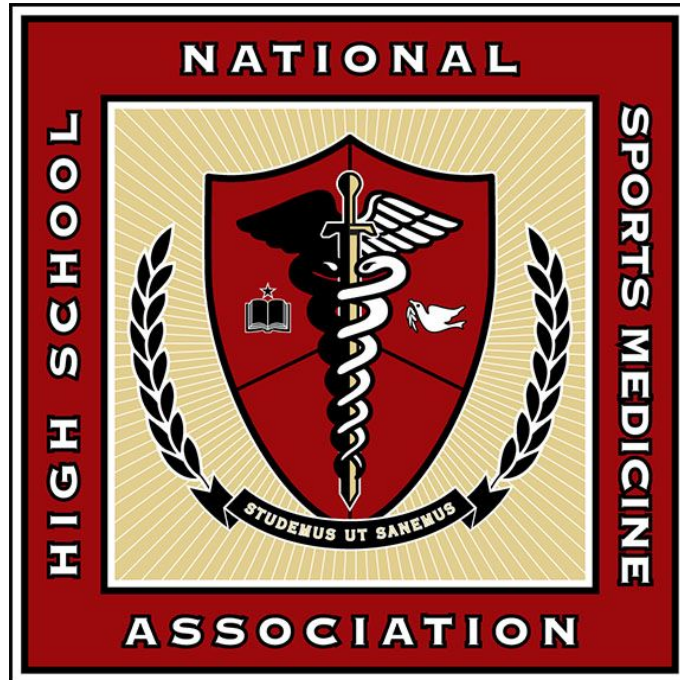
Section 7. The official colors of the National Honor Society of Sports Medicine - the National High School Sports Medicine Association shall be: **Crimson Red and Gold.**

Section 8. The Coat of Arms

8.A. The Coat of arms for the NHSSM shall be:



8.B. The Coat of arms for the NHSSMA shall be:



Section 9. Symbols of the Coat of Arms:

- Star and Book: Knowledge is gained through education.
- Dove with olive branch: Peace through education, Peace through healing.
- Caduceus: Medical knowledge needed for NHSSM-NHSSMA membership.
- Sword: Acknowledges both founding chapters.
- Branches of the wreath: Reminder of our foundation in athletics.

Section 10. A graduate member of the NHSSM or the NHSSMA may purchase a replacement for a lost emblem by verifying membership to the national office.

ARTICLE XVI: DISSOLUTION

Section 1. In accordance with the IRS standards for all non-profit organizations the National Council will be empowered to dissolve the National Honor Society of Sports Medicine-the National High School Sports Medicine Association-upon a 2/3 vote of the National Council.

Section 2. If the National Council must dissolve the NHSSM-NHSSMA, all assets remaining after the payment of liabilities shall be distributed exclusively to exempt organizations or for exempt purposes under section 501(c)(3) of the Internal Revenue Service Code.

ARTICLE XVII: BYLAWS

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of the National Council but must be consistent with this Constitution.

Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.

ARTICLE XVIII: AMENDMENTS

This Constitution may be amended at any meeting of the National Council or by mail by an affirmative vote of a quorum of the members of the National Council.

GUIDELINES for the NHSSM

Membership

The NHSSM-NHSSMA has established rules for membership based on a student's outstanding performance in the school's sports medicine program, overall scholastic achievement, leadership, service, and character.

NHSSM - Honor Students Members of Sophomore, Junior, or Senior status may apply for membership following the first grading period of enrollment into their respective sports medicine program. They must meet the following requirements to be accepted and maintain being a "Member in Good Standing".

Scholarship: Students who have a cumulative GPS of 3.2 and a GPA of 3.5 in the sports medicine program meet the scholarship requirement

NHSSMA Students Members of Freshman, Sophomore, Junior, or Senior status may apply for membership following the first grading period of enrollment into their respective sports medicine program. They must meet the requirements listed earlier in the constitution to be accepted and maintain being a "Member in Good Standing".

Scholarship: Students must have and strive to maintain a GPA of 2.0 in the sports medicine program meet the scholarship requirement.

NHSSM & NHSSMA MEMBERS

Service: With a sports medicine emphasis, voluntary contributions made by the student to the school or community, done without compensation and performed with a courteous and enthusiastic attitude are expected each semester of membership to maintain "Member in Good Standing" status.

Leadership: Students are expected to be resourceful, good problem solvers, idea-contributors, and promoters of the field of sports medicine. Leadership experiences can be drawn from school and community activities.

Character: Students of good character shall respect the rights, welfare, and dignity of all. They shall promote and maintain high standards of behavior, upholding principles of morality and ethics.

Awards: Individual

Medals: Awarded to any graduating senior in good standing

Scholarship Pin: Awarded to the graduating senior member with the highest overall GPA

Leadership Pin: Awarded to officers of each local chapter

Service Pin: Awarded to the graduating senior member who has provided the greatest amount of service to the school or community within the field of Sports medicine

Awards: Chapters

Chapter of the Year: is based on the following criteria

Points possible:

- 5 for completing all of the application form
- 5 for participation in sports medicine competitions
- 5 for participation in sports medicine conferences
- 2 for having a sports medicine program at school
- 2 for having a sports medicine page on the school's website
- 2 for each student work submitted to the NHSSM website
- 5 for each Activity of the Year participation
- 10 for each community service activity

Supporting evidence (2 points for each type of documentation with a maximum of TEN points allowed). This may include photos, news clipping, school newsletter, program, letter of thanks for service rendered by NHSSM.

TOTAL POINTS AWARDED _____

If more than five reach same total points, consider subjective data (evidence, appearance of application, etc.)

Activity of the Year:

The Activity of the Year contest recognizes up to 6 outstanding Chapter Activities—3 short term and 3 long term. The applications must be submitted by May 1 of each year. The rubrics being used at the present time are the following.

The points range from 5-1 (Superior—5 pts; Excellent—4 pts; Good—3 points; Fair—2 pts; Okay—1 pt.)

Three major areas are being considered—promotion of sports medicine, promotion of health and wellness, and service to community.

Superior (5 pts.)

Service to community to include global as well as local

Major use of sports medicine principles and practices

Demonstrates a great deal of appreciation for the field of Sports medicine and its professionals

Excellent (4 pts.)

Service to community mainly local

Considerable use of sports medicine principles and practices

Demonstrates much appreciation for the field of Sports medicine and its professionals

Good (3 pts.)

Service to community, mainly on campus only

Some use of sports medicine principles and practices

Shows some appreciation of for the field of Sports medicine and its professionals

Fair (2 pts.)

Limited service to community

Little use of Sports medicine principles and practices

Very little demonstration of appreciation for the field of Sports medicine and its professionals

Minimal (1 pt.)

Service is limited to small and not very needy segment of the community

Use of Sports medicine principles and practices is not required to perform activity

Appreciation for the field of Sports medicine and its professionals is not demonstrated

Organizational Flow Chart

