



NATIONAL ART EDUCATION ASSOCIATION

2025-2026



# CHAPTER HANDBOOK & RESOURCE CATALOG

for New and Renewing Chapters



Make Visual Arts **more visible** at your school!

Above, Top Row: Houston County High School-Warner Robbins, GA  
Above, Bottom Row: WB Ray High School-Corpus Christi, TX; Buckhannon-Upshur High School-Buckhannon, WV; McCracken County High School-Paducah, KY;



# 2025–2026 NATIONAL ART HONOR SOCIETIES CHAPTER HANDBOOK



## TABLE OF CONTENTS

National Art Honor Societies Information .....	1
2025-2026 NAHS/NJAHS Calendar .....	2
Starting or renewing a Chapter .....	3
NAHS/NJAHS Opportunities .....	4–5
NAHS Scholarships .....	6
Tips for Success and Fund-Raising Ideas .....	7
Roles & Responsibilities of NAHS/NJAHS Chapters .....	8
Duties and Responsibilities of NAHS/NJAHS Chapter Officers .....	9
NAHS Constitution .....	10
NJAHS Constitution .....	11
Suggested Bylaws .....	12
Resource Catalog .....	13–14



Above, Top Row: Avon Old Farms-Avon, CT; Lecanto High School-Lecanto, FL  
Above, Bottom Row: All Saints Academy-Winter Haven, FL; Elkton High School-Elkton, MD; Republic High School-Republic, MO



# What are the National Art Honor Societies

Since 1978, the National Art Honor Society Programs support student members in their efforts to attain the highest standards in art scholarship, character, and service. The National Art Honor Society (NAHS) or National Junior Art Honor Society (NJAHS) are more than "art clubs." Students are required to meet eligibility criteria for membership as detailed in your chapter's constitution and bylaws (see pages 6-8 for details).



## NAHS

Is for high school students.



## NJAHS

Is for junior high and middle school students.

## What Do NAHS/NJAHS Student Members Receive?

Opportunities for national recognition, opportunities, leadership experience, and connectivity to 50,000+ outstanding arts students worldwide are available to members of an NAHS or NJAHS chapter, including:

- Scholarships
- National Awards
- National Juried Art Exhibit
- Publication of Artwork in NAHS News
- Leadership Opportunities, Including NAHS Student Ambassador Program
- Service Opportunities
- NAHS/NJAHS Merchandise & Resources
- Student Member ID Card
- Online Open Studio Conversations for Students
- NAHS National Student Conference

## What Do NAHS/NJAHS Chapter Sponsors Receive?

Sponsoring an NAHS or NJAHS chapter can be rewarding for you and your students while magnifying the innovation, skills, and scholarship your visual arts, design, and/or media arts program brings to your school and community. Sponsor a chapter and connect to:

- National Art Education Association Membership\*
- National Awards
- NAHS/NJAHS Community on NAEA Collaborate (online sponsor network)
- Publication in NAHS News
- Global Recognition in Your School and Community
- NAHS/NJAHS Insignia and Resources
- NAHS/NJAHS Sponsor Digital Badge
- Induction Ceremony Script, PPT Template, and Google Slides
- Opportunity to Apply to Serve as a Member-At-Large on the NAHS/NJAHS National Council

## HOW MUCH DOES AN NAHS/NJAHS CHAPTER COST?

To be established or renewed, each chapter is required to pay a sponsorship fee and student dues yearly.

### Sponsorship Fee

A yearly sponsorship fee\* is required for each NAHS/NJAHS chapter and entitles the chapter sponsor to all the benefits of one active NAEA membership, as well as all that comes with chapter sponsorship. Need to see the sponsor fee for your state? Reference the chart here.

### Student Dues

Student dues are \$5 per student per year. Payment is due at the time of registration.

\*The sponsorship fee is waived for sponsors who have an active NAEA membership that is valid through 6/30/2026. Cosponsors must also be active NAEA members.

*Student artwork from top: Addison Neilson-Nonnewaug High School-Woodbury, CT; Hudson Presely-Ida B Wells Academic and Performing Arts Complex-Jackson, MS; Briget McNamera-Archmere Academy-Claymont, DE; Nayeli Esquivel-Barrantes-Bridgewater Raritan Regional High School-Bridgewater, NJ.*





# 2025–2026 NAHS/NJAHS CALENDAR

## JULY

**July 1:** Official start of the 2025–2026 NAHS & NJAHS program year.

- Download the 2025–2026 Chapter Handbook.
- Renew an existing chapter or start a new chapter.
- Recruit and invite eligible members.
- Update and upload your Student Roster and Chapter Bylaws to your Chapter Profile.

## AUGUST

**Aug 5:** NAHS Interest Meeting.

- Nominate a NAHS National Student Council Ambassador.
- Work with elected officers to plan your chapter's fall activities.
- Schedule chapter meetings and update members on upcoming events.
- Remember to register early to get the most out of your chapter membership.

## SEPTEMBER

**Sept 2:** Advocacy Design Contest launch

**Sept 8:** NAHS National Student Council Ambassadors applications close.

**Sept 9:** NAHS Interest Meeting.

**Sept 15–19:** Celebrate National Arts in Education Week!

**Sept 23:** NAHS State Leader Meeting.

- Participate in your school's activity or club fair on campus.
- Notify members of upcoming awards and scholarship opportunities.

## OCTOBER

**Oct 7:** NAHS Sponsor Virtual Meet-Up.

**Oct 31:** Deadline to submit nominations for the NAHS Rising Stars Secondary Recognition Award and for the Outstanding NAHS or NJAHS Sponsor.

- Host a chapter fund-raising and/or service event. Don't forget to take pictures to submit to NAHS News!
- Remember to register early to get the most out of your chapter membership!

## NOVEMBER

**Nov 11:** Submissions open for the 2026 NAHS/ NJAHS Juried Exhibition.

**Nov 15:** Deadline to submit materials for Winter 2026 issue of NAHS News.

**Nov 20:** Attend the virtual Artist Connections: Open Studio Conversation.

- Host a Fall chapter activity.
- Hold an induction ceremony and register student members online via your NAHS/ NJAHS Chapter Profile.

## DECEMBER

**Dec 1:** Applications open for NAHS Council Member-At-Large (Secondary).

**Dec 15:** Deadline to submit for the NAHS Advocacy Design competition.

- Host a school event or general meeting to close out the semester. Remember to take pictures and tag us at @nationalarthonorsociety!

## JANUARY

**Jan 20:** NAHS Sponsor Virtual Meet-Up.

**Jan 30:** Applications close for NAHS Council Member-At-Large (Secondary).

**Jan 31:** Suggested deadline to register your chapter. All 2025–2026 chapters expire on June 30, 2026.

- Hold an officer meeting and plan your spring activities.
- The Winter 2026 issue of NAHS News is published online.

## FEBRUARY

**Feb 3:** NAHS State Leader Meeting.

**Feb 17:** NAHS/NJAHS Juried Exhibition submission deadline.

**Feb 21:** NAHS Student Studio Day

- Place your resource order online for NAHS/NJAHS merchandise and allow 4 weeks for processing and delivery.
- Submit your chapter report and photos for the Spring 2026 issue of NAHS News.

## MARCH

**March 5–7:** 2026 NAEA National Convention Chicago, IL.

**March 15:** Deadline to submit materials for the Spring 2026 issue of NAHS News.

**March 31:** NAHS/NJAHS Juried Exhibition opens (Virtual only).

**March 31:** Deadline to submit a resource order using a school purchase order (PO). Review the PO guidelines.

- Celebrate Youth Art Month!

## APRIL

**Apr 23:** Attend the virtual Artist Connections: Open Studio Conversation.

- Hold an Induction Ceremony (if applicable) and register new inductees online via the NAHS/NJAHS Profile.
- Host a general members meeting and/or chapter activity.
- Place your order for graduation regalia, and allow 4 weeks for processing and delivery

## MAY

**May 1:** NAHS National Student Council Ambassadors applications open

- The Spring 2026 issue of NAHS News is published online.
- Host an end-of-year celebration and acknowledge your graduating members. Share pictures on social media and tag us at @nationalarthonorsociety!

## JUNE–JULY

**June 30:** Deadline to submit your chapter's registration for the 2025–2026 program year. All chapter memberships expire on June 30, regardless of the date you registered your chapter.

- Hold officer elections for the 2026–2027 program year.

**July 22–24:** NAHS National Student Conference in Washington, D.C.



# START A NEW CHAPTER



Follow these steps and guidelines for establishing a new NAHS/NJAHS chapter at your school.

**1. Consult** your administrator to ensure that initiating an NAHS/ NJAHS chapter aligns with your school's policies. If you need help making the case for the value of starting a chapter, you can download a [letter of encouragement](#).

**2. Establish** bylaws for your NAHS/NJAHS chapter. (See sample Bylaws on [page 12](#).)

**3. Invite** qualifying students to join your chapter.

**4. After you have your student roster finalized**, register the chapter with NAEA. Sponsors can register their chapter in four easy ways:

- **Online:** Is your NAEA membership current through June 30? If not, click here to [join or renew](#) before establishing your chapter. If you're not yet an NAEA member, first create an NAEA account, and then click "[Start a NEW](#)" (not existing) NAHS/NJAHS Chapter.  
**Watch this [video tutorial](#) to walk you through the online registration process.**

• **Fax:** Print, complete, and fax the [registration form](#) to: 703-860-2960.

• **Mail:** Print, complete, and mail the [registration form](#) and payment to: NAEA Member Services, 901 Prince Street, Alexandria, VA 22314-3008 or PO Box 98361, Washington, DC 20090.

• **Email:** Print, complete, and email the [registration form](#) to [nahs@arteducators.org](mailto:nahs@arteducators.org).

**5. Once processing is complete**, a confirmation email will be sent to the sponsor's email address. The chapter will electronically receive a letter of acknowledgement and digital membership cards for each member. Chapters will also instantly have access to all other NAHS/NJAHS benefits

Need to access our Taxpayer Identification Number? Download our [NAEA W-9](#) form.

## ALREADY HAVE A CHAPTER?

Renew Your Chapter Registration for the 2024–25 School Year.

Register your chapter at the beginning of every school year to maintain active status. Chapter membership expires on June 30 each year, regardless of a chapter's date of registration. If you are a new sponsor or cosponsor for an existing chapter, please contact NAEA Member Services for support.

**1. After you have your student roster finalized**, renew your chapter registration with NAEA. Sponsors can register their chapter in four easy ways:

- **Online:** [Click here](#) to log into your online account and [renew your chapter](#). If you are a new sponsor for an existing chapter, first contact NAEA Member Services at [nahs@arteducators.org](mailto:nahs@arteducators.org) to be connected with your chapter in order to proceed with online registration.  
**Watch this [video tutorial](#) to walk you through the entire online registration process.**

• **Fax:** Print, complete, and fax the [registration form](#) to: 703-860-2960

• **Mail:** Print, complete, and mail the [registration form](#) to: NAEA Member Services, 901 Prince Street Alexandria, VA 22314-3008.

• **Email:** Print, complete, and email the [registration form](#) and payment to [nahs@arteducators.org](mailto:nahs@arteducators.org).

**2. Once processing is complete**, a confirmation email will be sent to the sponsor's email address. The chapter will receive a letter of acknowledgement and membership cards for each member. Chapters will also instantly have access to all other NAHS/NJAHS benefits.

**Please note:** Chapter registration ends on June 30 each year, regardless of the date the chapter is established or renewed.

**Student Membership Cards:** After registering your chapter, you will receive an email with an attached file. This file is the membership card template for your registered student members for the program year. We have transitioned from physical to digital membership cards to make our process more efficient and environmentally friendly. If you require physical copies, please email [nahs@arteducators.org](mailto:nahs@arteducators.org) to request them. Please allow up to four weeks to receive your membership cards in the mail. If you would like certificates, you can order them online via the NAHS store.

**Do you have questions?**  
See our detailed [FAQ here](#).

**Need to register by submitting a form instead of online?**  
Download the [NAHS/NJAHS registration form](#) and [student roster](#).

**Need to see the sponsor fee for your state?**  
Reference the [chart here](#).



This is what it's all about! Student members and registered chapters have access to outstanding opportunities for recognition and more.

## NAHS News: Get Published Nationally

**NAHS News** is published twice yearly and available as a full-color, dynamic, digital publication to all. Chapters can submit images of student artwork and the chapter in action, as well as a chapter report to share all that you've accomplished. It's also full of great ideas from other chapters.

**See recent issues [here](#).**



### How to submit:

1. **Write a brief report** (400 words or less) of what your chapter is up to—this can include activities, fund-raising, projects, and/or community outreach.
2. **Choose up to 2 chapter photos** (images of students, activities, projects, etc.) and 5 images of student artwork (include photo of artwork only—no students in frame).
3. **Complete the online submission form** and upload your image attachments. You'll receive an automatic email confirmation after submitting the form.

**Submission Deadlines:** **November 15** (Winter Issue) and **March 15** (Spring Issue)

**Note:** NAEA reserves the right to use **NAHS News** submissions in NAEA/NAHS publications, promotions, and social media. By submitting artwork, articles, and chapter photographs, you give NAEA permission to publish this media internationally.

## 2026 NAHS/NJAHS Virtual Exhibit

**Submissions Open:** Tuesday, November 11, 2025  
**Submission Deadline:** Tuesday, February 17, 2026  
**Exhibit Dates:** Tuesday, March 31–August 31, 2026

NAHS and NJAHS chapter members are invited to submit artwork for possible inclusion in the annual juried exhibition, which will be held virtually in 2026.

This exhibition showcases the talent of NAHS and NJAHS student members and is seen by visual arts education professionals, creative leaders, and students from across the globe. Chapter sponsors submit entries digitally and are juried by higher education visual arts professionals. [Learn more here.](#)

## NAEA Awards

Download the 2026 NAEA Awards Program Booklet containing details on all NAEA awards and necessary nomination materials [here](#).



## Rising Star Secondary Recognition Program

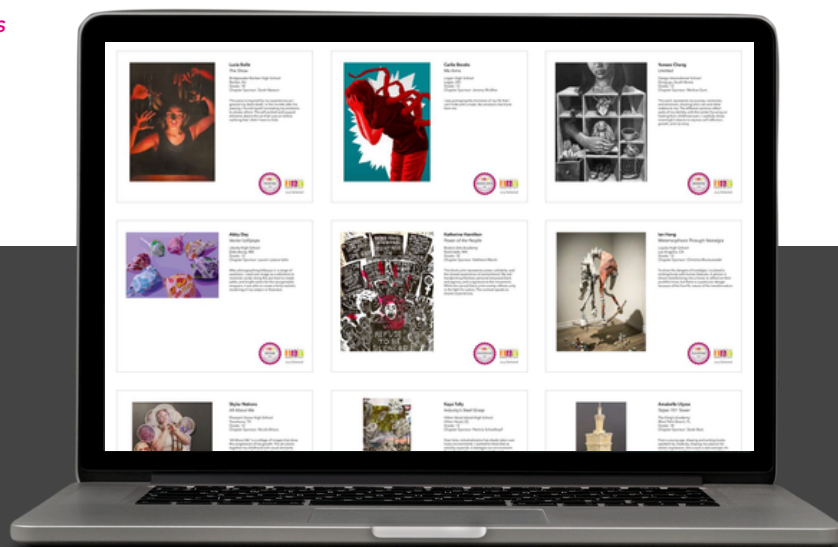
Promotes art education as a career by recognizing up to 50 talented, active NAHS members each year. Nomination deadline is October 1.

## Outstanding NAHS Sponsor Award

This award recognizes the dedication of an NAEA member who sponsors an outstanding NAHS chapter.

## Outstanding NJAHS Sponsor Award

Recognizes the dedication of an NAEA member who sponsors an outstanding NJAHS chapter.





Continued list of opportunities for NAHS/NJAHS Student Members.

## NAHS National Student Council Ambassadors

NAHS and NJAHS students are invited to apply for the volunteer leadership position of student ambassador on the National Art Honor Societies (NAHS/NJAHS) National Student Council. NAEA seeks applications from NAHS/NJAHS chapter members interested in serving in this role.

The council will meet virtually, cohost Open Studio Conversations, and advise NAEA on NAHS/NJAHS program policies. This role is for passionate and dedicated students with strong leadership qualities and a commitment to art scholarship, character, and service.

Nominations must be submitted online by September 8, 2025. [Visit our website](#) for more details and to [nominate a student](#).

## NAHS/NJAHS Member-At-Large for the NAHS National Council

NAHS and NJAHS sponsors are invited to apply for the volunteer leadership position of Member-At-Large on the National Art Honor Society (NAHS) National Council. The National Council includes the NAEA Youth and Preservice Program Manager, the Secondary Division Director, the Middle Level Division Director, and two Members-At-Large—one from among Secondary NAHS chapter sponsors and one from among Middle Level NJAHS chapter sponsors. Call for applications will open in January 2026 on the [NAEA website](#).

## Artist Connections: Open Studio Conversations

Artist Connections is an online series designed for middle and high school students who are members of NAHS or NJAHS, where they can connect directly with professional artists. The series begins with a 30-minute artist talk and a 30-minute Q&A session, led by students from NAHS and NJAHS. These talks will also include instructional materials to share for exploration and discussion prior to the event. The event will take place live via Zoom, and the recording will be available for all NAHS and NJAHS sponsors to watch on demand or share at chapter meetings. Watch last year's Open Studio Conversations with [Peyton Scott Russell](#) and [Marlena Myles](#) in the [Professional Learning Studio](#).

### 2025-2026 Open Studio Conversation Dates:

**Fall:** Thursday, November 20, 2025, from 7:00 pm-8:00 pm ET

**Spring:** Thursday, April 23, 2026, from 7:00 pm-8:00 pm ET

## NAHS National Student Conference

The NAHS National Student Conference will give students the opportunity to connect with their creative peers, exchange ideas, and share their passion for the arts. This gathering is an opportunity for personal growth and a platform for building lasting relationships and fostering artistic creativity. Don't miss the chance to be a part of this enriching experience! Be on the lookout for more information coming soon!

**Save the Date:** July 22-24, 2026. Washington, D.C.

## NAHS "Art for All" Advocacy Design Competition

Encourage your NAHS and NJAHS students to make their voices heard through art! NAEA is inviting student submissions for an "Art for All" advocacy t-shirt design. The winning design will be featured on official NAEA merchandise, available for purchase at the NAEA26 Convention in Chicago and online. This is a meaningful opportunity for students to contribute to national art advocacy efforts while showcasing their creative talent.

Submission Deadline is December 15, 2025. Visit the NAEA website for details and to [submit a design](#).





A growing number of institutions offer scholarships to NAHS juniors and seniors who will be attending their schools.

## Columbus College of Art and Design

CCAD offers scholarships to National Art Honor Society certificate holders who submit certificates to the college.

- Certificate holders are eligible for \$4,000 tuition scholarships (\$1,000 per year for 4 years).
- National Art Honor Society-related scholarships are coordinated with other financial aid awards.

For more information and deadlines, visit [www.ccad.edu](http://www.ccad.edu)

## College for Creative Studies

The College for Creative Studies is pleased to announce the availability of 20 merit-based scholarships, each valued at \$4,000. These scholarships are disbursed at a rate of \$1,000 per year for a duration of 4 years. These scholarships are exclusively available to high school seniors who hold membership in the National Art Honor Society.

To secure this scholarship award, candidates are required to submit their National Art Honor Society certificate as part of the application process.

For additional details and application instructions, please visit the [College for Creative Studies scholarship page](#) or contact: [aarmand@ccsdetroit.edu](mailto:aarmand@ccsdetroit.edu)

## Maryland Institute College of Art

Fifty \$4,000 to \$8,000 merit-based scholarships allocated over 4 years are awarded each year to high school seniors who are members of the National Art Honor Society.

You must be accepted for admission to MICA to receive an award. You should indicate that you would like to be considered for merit-based scholarships in your application. Then select the National Art Honor Society scholarship.

For more information, visit [www.mica.edu](http://www.mica.edu)



## The deGraffenried Design Scholarship for the National Art Honor Society

The deGraffenried Foundation (The dF) has partnered with the National Art Honor Society (NAHS) on a scholarship program offering a one-time \$7,500 award. This scholarship will be awarded to graduating high school students who are members of the National Art Honor Society and looking to pursue a degree in the design industry.

Applications are due spring 2026. Date TBA.

See application and details here: <https://www.thedf.org/national-art-honor-society>

Follow The dF on Instagram @thedf and visit the website [www.thedf.org](http://www.thedf.org) to learn more about the organization.

## Fashion Institute of Design & Merchandising

### National Art Honor Society Member Scholarship (High School Juniors and Seniors)

The National Art Honor Society (NAHS) was established to recognize high school students for their dedication to the arts. Students with active NAHS membership are eligible to receive a \$1,500 scholarship.

Renewable for up to 4 years with 3.0 GPA at FIDM and consecutive attendance. Students must also maintain 12 units quarterly to qualify for scholarship renewal. Students may qualify for more than one scholarship but not to exceed the cost of tuition, books, and supplies.

### National Art Honor Society Special Recognition Scholarship (High school Juniors and Seniors)

Students who have their work shown in a NAHS juried exhibition may receive an additional one-time \$1,500 scholarship. Nonrenewable.

For more information about the scholarship application requirements and deadlines, please visit: [www.fidm.edu](http://www.fidm.edu)

*The scholarships listed above are not offered through NAEA or its subsidiaries. The scholarship and award selection process is at the discretion of the institution.*



**Student chapter:** Chippewa Falls High School, WI



# MAKE YOUR CHAPTER SHINE!



Starting a new chapter? Check out our outline with steps on [how to get started!](#)

## 9 TIPS FOR CHAPTER SUCCESS

1. **Art Education Workshops:** Conduct art workshops for local elementary students, providing hands-on art experiences and fostering creativity.
2. **Artist-in-Residence Program:** Invite local artists to meet with your chapter in person or virtually.
3. **Business Collaborations:** Partner with local businesses related to art to create joint projects, exhibitions, or campaigns that benefit students and the community.
4. **Career Exploration:** Share information about various art-related careers, organizing talks or workshops with professionals in the arts to inspire students and offer insights into potential career paths.
5. **Communications:** Have a regular column in the school newspaper or PTA newsletter concerning chapter activities. Take photos and submit highlights to NAHS News.
6. **Community Art Projects:** Incorporate community art service learning projects in your chapter to foster creativity and positively impact the broader community. Visit the NAHS website for a list of ideas.
7. **Museum Outreach:** Plan field trips to museums and galleries, where students can appreciate art and engage with the local artistic community and curators to learn about curation and exhibition.
8. **Social Justice Art:** Encourage students to create art that raises awareness about community issues and organize exhibitions or campaigns to promote positive change.
9. **Website and Social Media:** Create a website and active social media presence for your chapter, showcasing ongoing projects, events, student art, and accomplishments to engage the community and build support.

## Need some inspiration?

Check out what chapters around the world are doing in the latest issues of [NAHS News](#) and our Instagram [@nationalarthonsociety](#) and [Facebook!](#)

## National Art Honor Societies on Social Media!

Be inspired by and connected to NAHS and NJAHS chapters around the world while sharing all that your chapter is doing. When you post on Instagram or Facebook, be sure to use the following tags:

**#arthonsociety #nationalarthonsociety #nationaljuniorarthonsociety.**



## FUND-RAISING IDEAS

1. **Hold an auction** of original student artwork or reproductions. Be sure to designate a starting bid amount.
2. **Design and sell school spirit items** such as T-shirts, hoodies, ball caps, water bottles or sketchbooks.
3. **Create and sell a calendar** featuring member artwork.
4. **Set up a game night.** Give participants the opportunity to play and win unique art prizes.
5. **Sketch and sell caricatures** during lunch, athletic games, or community events.
6. **Host in-person or virtual art lessons.** Invite the community to take part in art education taught by student members. Accept donations for attendance.
7. **Create and sell craft items** for holidays (Halloween, Valentine's Day, etc.).
8. **Host a gift basket sale or raffle.** Take the gift baskets to a whole new level by adding personalized works of art!
9. **Design and sell a local coupon book** by working with local shops, restaurants, and/or stores.
10. **Create and sell a children's activity or a recipe book.**
11. **Take part in a restaurant fund-raiser night.** Work with a local restaurant so that part of the proceeds are donated back to the school.
12. **Create (or purchase) and sell graduation yard signs** for graduating seniors on campus.
13. **Have students refurbish and hand-paint used furniture**, such as wooden chairs, to create unique pieces for auction.

*Student chapter, from top:*  
Cranston High School-Cranston, RI



# ROLES & RESPONSIBILITIES OF NAHS/NJAHS CHAPTERS



Establishing clear roles and responsibilities for NAHS/NJAHS chapters is crucial for their success and efficiency. It ensures that each member understands their specific duties, promoting accountability and effective collaboration. Clear roles also facilitate smooth operations, help prevent misunderstandings, and enable the chapter to achieve its goals by leveraging the strengths and skills of its members. Ultimately, well-defined responsibilities foster a professional and organized environment that benefits all members and enhances the chapter's impact. Below is a list of suggested roles and responsibilities. Please note that these are not mandated or required, and each institution may organize its roles and responsibilities as needed.

## NAHS/NJAHS Sponsors

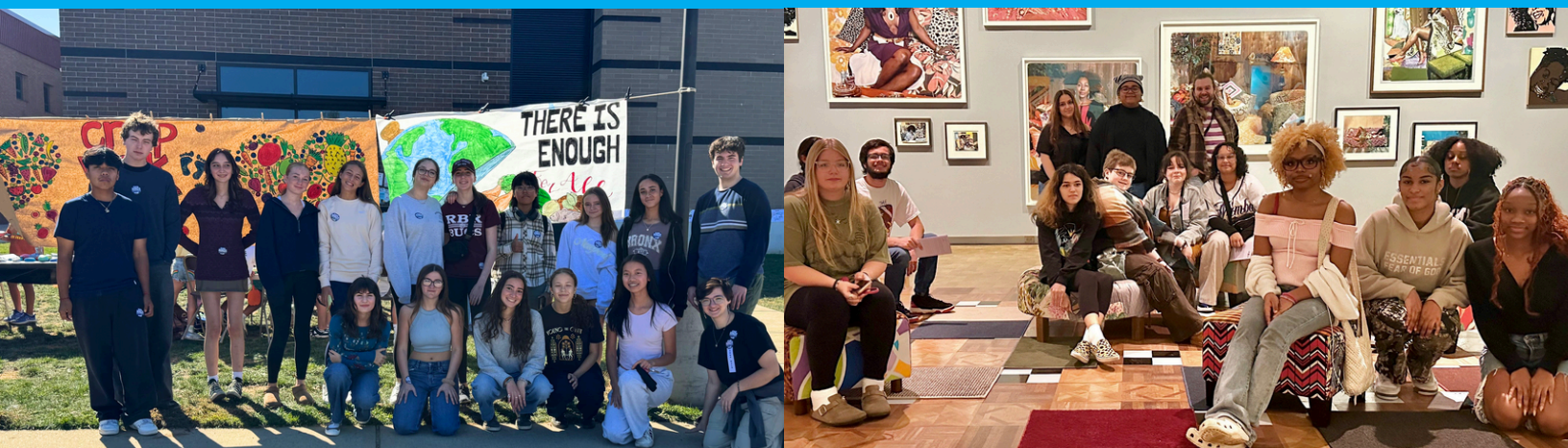
- **NAEA Member:** Must be an active NAEA member in good standing.
- **Guidance and Mentorship:** Provide advice and support to chapter officers and members.
- **Oversight and Compliance:** Ensure that the chapter adheres to NAHS/NJAHS Constitution guidelines and school regulations.
- **Supervision:** Approve and supervise chapter meetings, activities, and events.
- **Membership:** Recommend members to join the NAHS/NJAHS chapter. Criteria used to determine membership selection beyond faculty recommendation shall be set forth in this chapter's bylaws.

## Elected Student Officers and/or Leaders

- **Planning:** Lead chapter meetings and set agendas.
- **Representation:** Represent the chapter at school and NAEA events.
- **Activities and Events:** Coordinate with NAHS/NJAHS sponsors and oversee all chapter activities. Organize and manage chapter events.
- **Connect:** Liaise with other school organizations and external partners.
- **Record Keeping:** Maintain accurate records of meetings, including minutes and attendance.
- **Communications:** Handle chapter correspondence and communications.
- **Membership:** Keep an updated member roster and manage chapter documentation.
- **Finances:** Maintain chapter's finances, including budgeting, fund-raising, and expense tracking.
- **Promotion:** Promote chapter events and activities through social media and other communication channels. Design and distribute promotional materials.

## NAHS/NJAHS Chapter Members

- **Active Participation:** Attend meetings regularly and engage in chapter events and activities.
- **Committee Involvement:** Serve on committees to help plan and execute chapter projects and initiatives.
- **Advocacy and Outreach:** Promote the importance of art education within the school and community.
- **Support and Collaboration:** Work collaboratively with other members and officers to achieve the chapter's goals and mission.



Student chapters, from left: Red Bank Regional High School-Little Silver, NJ; Pocono Mountain West High School-Pocono Summit, PA



# DUTIES AND RESPONSIBILITIES OF NAHS CHAPTER OFFICERS



Each officer plays a crucial role in the successful functioning and growth of the NAHS/NJAHS chapter, working together to promote artistic excellence, community engagement, and a vibrant artistic community. The following is a list of suggested NAHS/NJAHS Chapter Officers and descriptions of duties and responsibilities. Some chapters choose to have leadership commissions in lieu of officers. Please use and adapt to meet the needs of your school and chapter.

## President

- **Provide leadership** and direction to the chapter.
- **Oversee chapter** meetings and activities.
- **Collaborate** with other officers and members to plan events and initiatives.
- **Represent** the chapter at school and community events.
- **Serve as a student liaison** between the chapter and school administration.

## Secretary

- **Maintain accurate records** of chapter meetings, activities, and attendance.
- **Handle communication** and correspondence for the chapter.
- **Assist in documenting** and sharing information about chapter events and achievements.
- **Ensure communication** so chapter members are informed about upcoming events and opportunities.

## Vice President

- **Support** the President in their duties and responsibilities. Assume the President's role in their absence.
- **Assist** in organizing and coordinating chapter activities and projects.
- **Encourage active participation** among chapter members.
- **Foster** a positive and inclusive atmosphere within the chapter.

## Treasurer

- **Manage the chapter's finances** and budgets.
- **Keep track** of expenses and maintain financial records.
- **Work with** the chapter sponsor to ensure financial transparency and accountability.
- **Assist in fund-raising** efforts for chapter projects and activities.

## Other Officers and Leadership Members

Additional officers may be necessary depending on the chapter's size and level of involvement. These officers may be assigned as needed, elected by the members, or combined with the duties of other officers. Some additional officers in chapters may be:

## Historian/Parliamentarian

- **Document** and preserve records of chapter events and activities through photographs, videos, and written accounts.
- **Create** and maintain a visual or digital archive of the chapter's accomplishments.
- **Compile materials** for NAHS News showcasing the chapter's achievements.
- **Collaborate** with the Secretary to ensure accurate documentation of events and milestones.

## Chair for Activities

- **Coordinate** and plan various art-related events and activities for the chapter, such as workshops, fund-raisers, and exhibitions.
- **Collaborate** with local organizations to plan and execute art-related community service projects.
- **Organize and manage** event logistics, such as creating schedules, securing venues, and coordinating with vendors or guest artists.
- **Promote events** through effective communication and collaboration with the Public Relations Officer.

## Chair for Public Relations

- **Promote** the chapter's activities and events within the school and the community.
- **Utilize social media** and other communication channels to raise awareness about the chapter's initiatives.
- **Design promotional materials** and announcements for chapter events.
- **Collaborate** with school media or press outlets to feature the chapter's achievements.

## Chair for Awards and Ceremonies

- **Communicate award details** to chapter members and sponsors.
- **Collaborate** with committee members to coordinate award selections and nominations.
- **Lead the planning** for member induction and awards ceremonies, overseeing logistics and scheduling.



### Article I: Name and Purpose

**Section 1.** The name of this chapter shall be the \_\_\_\_\_ Chapter of the National Art Honor Society.

**Section 2.** The purpose of the chapter shall be to:

- A. Inspire and recognize those students who have shown outstanding ability in art;
- B. Foster excellence and a dedicated spirit to the pursuit of art;
- C. Further creative abilities and talents of the Society's members, as well as the school's entire student art enrollment;
- D. Aid members in working toward the attainment of their highest potential in an art area;
- E. Bring art to the attention of the school and community;
- F. Increase an awareness of art in relation to other areas of the school curriculum; and
- G. Further aesthetic awareness in all aspects of the school's total program.

### Article II: Local Chapters

**Section 1.** Public, charter, private, and virtual schools, homeschool networks, and community-based nonprofit art organizations are eligible to apply for charter through the National Art Education Association (NAEA).

### Article III: Membership

**Section 1.** Membership in this chapter shall be based upon art scholarship, service, and character.

**Section 2.** To be eligible for selection to membership in this chapter, the candidate must be a high school student and have completed a period equivalent to 1 semester of art in this school.

**Section 3.** An eligible candidate shall have a minimum art scholarship average of B, or this school's equivalent. This is the national minimum standard of achievement required for eligibility and shall remain fixed.

**Section 4.** Members may remain active during such time when there is no art on their class schedule.

**Section 5.** Students enrolled in homeschool on a full-time basis and who meet all other eligibility requirements may be considered for NAHS membership.

### Article IV: Selection of Members

**Section 1.** The selection of members to this chapter of the National Art Honor Society shall be by recommendation from the art faculty members of this school who are members in good standing of the National Art Education Association (NAEA). Criteria used to determine membership selection beyond faculty recommendation shall be set forth in this chapter's bylaws.

**Section 2.** Any member who falls below the standards that are the basis for selection shall be promptly warned. If during the next regular marking period of the school, the member fails to meet the standards used as the basis for selection to the Society, the case shall be passed upon by the chapter council.

**Section 3.** When a member is dismissed, they must be notified and the membership card returned to the Society sponsor.

**Section 4.** An active member of the National Art Honor Society who transfers from this school will be given a letter indicating the status of their membership, signed by the sponsor and principal.

**Section 5.** An active member of the National Art Honor Society who transfers to this school will be accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain membership.

**Section 6.** NAEA does not participate in matters of member nonselection or dismissal.

### Article V: Officers

**Section 1.** The officers of this chapter shall be President, Vice President, Secretary, Treasurer (these could be combined), Historian/Parliamentarian, Chair for Awards and Ceremonies, Chair for Public Relations, and Chair for Activities.

**Section 2.** A majority of votes cast shall be necessary to elect any officer of this chapter.

**Section 3.** It shall be the duty of the President to preside at the meetings of this chapter.

**Section 4.** The Vice President shall preside in the absence of the President and serve as the chapter's Program Chair.

**Section 5.** The chapter Secretary shall keep the minutes of the meetings, a record of all business, and all records on file.

**Section 6.** The Treasurer shall receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accordance with school regulations.

**Section 7.** A chapter council shall consist of the Chapter President, Vice President, Secretary, Treasurer, and the Chapter Sponsor.

### Article VI: Supervision

**Section 1.** An art faculty member (sponsor) shall be designated to supervise and provide guidance for this chapter on a daily basis.

**Section 2.** The sponsor shall be a member of the art faculty employed by the school.

**Section 3.** The post of sponsor shall be voluntary.

**Section 4.** The sponsors must be National Art Education Association members in good standing.

**Section 5.** The activities of this chapter will be subject to the approval of the sponsor and the principal. The principal shall have the final right to approve all activities and decisions of this chapter.

### Article VII: Meetings

**Section 1.** The regular meetings of this chapter shall be held during the school year on days designated by the chapter council and approved by the principal.

**Section 2.** The officers of the chapter shall be elected at the last regular meeting of the year.

**Section 3.** Special meetings, approved by the chapter council, may be called by the President.

**Section 4.** All meetings shall be open meetings and shall be held under the supervision of the sponsor.

**Section 5.** This chapter shall conduct its meetings according to *Robert's Rules of Order, Newly Revised*, in all points not expressly provided for in the constitution of this chapter.

### Article VIII: Membership Fees

**Section 1.** A yearly NAHS membership fee of \$5 per student shall be forwarded to the National Art Honor Society at the NAEA National Office.

**Section 2.** A yearly school sponsorship fee is required for each NAHS chapter and entitles the chapter sponsor to all the rights and privileges of one active NAEA membership, including all NAEA member and NAHS chapter benefits. The school sponsorship fee is waived for sponsors who are already active NAEA members. Cosponsors must be active NAEA members.

**Section 3.** School sponsorship fees and student membership fees may be paid by the individual, school, community group, or agency. Fees and registration forms must be submitted to NAEA by the chapter sponsor.

**Section 4.** School sponsorship and student membership fees are nonrefundable and nontransferable.

**Section 5.** Local chapters may establish and collect annual dues at their discretion for local operating expenses.

### Article IX: Bylaws

**Section 1.** A chapter may wish to include bylaws to amplify sections of its constitution. Bylaws do not need to be approved by the National Council if they are consistent with regulations outlined in the constitution.

**Section 2.** A current copy of the local chapter bylaws must be filed with the NAEA Office.

### Article X: The National Council

**Section 1.** The National Council shall be: the Secondary Division Director, the Middle Level Division Director, and two Members-at-Large from the general Secondary and Middle Level membership of NAEA. Members-at-Large shall be appointed by the NAEA President. The NAEA Executive Director shall be an ex-officio member.

**Section 2.** Terms of office for members of the National Council shall be 2 years.

### Article XI: Constitution

**Section 1.** NAEA reserves the right to amend this constitution based on input from the NAEA staff and the National Council.



**Student artwork**, from left: Jazmine Torres-Robert Vela High School-Edinburg, TX; Alexandra Gomez-East Aurora High School-Aurora, IL

## Article I: Name and Purpose

**Section 1.** The name of this chapter shall be the \_\_\_\_\_ Chapter of the National Junior Art Honor Society.

**Section 2.** The purpose of the chapter shall be to:

- A. Inspire and recognize those students who have shown outstanding ability in art;
- B. Foster excellence and a dedicated spirit to the pursuit of art;
- C. Further creative abilities and talents of the Society's members, as well as the school's entire student art enrollment;
- D. Aid members in working toward the attainment of their highest potential in an art area;
- E. Bring art to the attention of the school and community;
- F. Increase an awareness of art in relation to other areas of the school curriculum; and
- G. Further aesthetic awareness in all aspects of the school's total program.

## Article II: Local Chapters

**Section 1.** Public, charter, private, and virtual schools, homeschool networks, and community-based nonprofit art organizations are eligible to apply for charter through the National Art Education Association (NAEA).

## Article III: Membership

**Section 1.** Membership in this chapter shall be based upon art scholarship, service, and character.

**Section 2.** To be eligible for selection to membership in this chapter, the candidate must be a middle/junior high school student enrolled in this school and have completed a period equivalent to 1 semester of art in this school.

**Section 3.** An eligible candidate shall have a minimum art scholarship average of B, or this school's equivalent. This is the national minimum standard of achievement required for eligibility and shall remain fixed.

**Section 4.** Members may remain active during such time when there is no art on their class schedule.

**Section 5.** Students enrolled in homeschool on a full-time basis and who meet all other eligibility requirements may be considered for NJAHS membership.

## Article IV: Selection of Members

**Section 1.** The selection of members to this chapter of the National Junior Art Honor Society shall be by recommendation from the art faculty members of this school who are members in good standing of the National Art Education Association (NAEA). Criteria used to determine membership selection beyond faculty recommendation shall be set forth in this chapter's bylaws.

**Section 2.** Any member who falls below the standards that are the basis for selection shall be promptly warned. If during the next regular marking period of the school, the member fails to meet the standards used as the basis for selection to the Society, the case shall be passed upon by the chapter council.

**Section 3.** When a member is dismissed, they must be notified and the membership card returned to the Society sponsor.

**Section 4.** An active member of the National Junior Art Honor Society who transfers from this school will be given a letter indicating the status of their membership, signed by the sponsor and principal.

**Section 5.** An active member of the National Junior Art Honor Society who transfers to this school will be accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain membership.

**Section 6.** NAEA does not participate in matters of member nonselection or dismissal.

## Article V: Officers

**Section 1.** The officers of this chapter shall be President, Vice President, Secretary, Treasurer (these could be combined), Historian/Parliamentarian, Chair for Awards and Ceremonies, Chair for Public Relations, and Chair for Activities.

**Section 2.** A majority of votes cast shall be necessary to elect any officer of this chapter.

**Section 3.** It shall be the duty of the President to preside at the meetings of this chapter.

**Section 4.** The Vice President shall preside in the absence of the President and serve as the chapter's Program Chair.

**Section 5.** The chapter Secretary shall keep the minutes of the meetings, a record of all business, and all records on file.

**Section 6.** The Treasurer shall receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accordance with school regulations.

**Section 7.** A chapter council shall consist of the Chapter President, Vice President, Secretary, Treasurer, and the Chapter Sponsor.

## Article VI: Supervision

**Section 1.** An art faculty member (sponsor) shall be designated to supervise and provide guidance for this chapter on a daily basis.

**Section 2.** The sponsor shall be a member of the art faculty employed by the school.

**Section 3.** The post of sponsor shall be voluntary.

**Section 4.** The sponsors must be National Art Education Association members in good standing.

**Section 5.** The activities of this chapter will be subject to the approval of the sponsor and the principal. The principal shall have the final right to approve all activities and decisions of this chapter.

## Article VII: Meetings

**Section 1.** The regular meetings of this chapter shall be held during the school year on days designated by the chapter council and approved by the principal.

**Section 2.** The officers of the chapter shall be elected at the last regular meeting of the year.

**Section 3.** Special meetings, approved by the chapter council, may be called by the President.

**Section 4.** All meetings shall be open meetings and shall be held under the supervision of the sponsor.

**Section 5.** This chapter shall conduct its meetings according to *Robert's Rules of Order, Newly Revised*, in all points not expressly provided for in the constitution of this chapter.

## Article VIII: Membership Fees

**Section 1.** A yearly NAHS membership fee of \$5 per student shall be forwarded to the National Art Honor Society at the NAEA National Office.

**Section 2.** A yearly school sponsorship fee is required for each NJAHS chapter and entitles the chapter sponsor to all the rights and privileges of one active NAEA membership, including all NAEA member and NAHS chapter benefits. The school sponsorship fee is waived for sponsors who are already active NAEA members. Cosponsors must be active NAEA members.

**Section 3.** School sponsorship fees and student membership fees may be paid by the individual, school, community group, or agency. Fees and registration forms must be submitted to NAEA by the chapter sponsor.

**Section 4.** School sponsorship and student membership fees are nonrefundable and nontransferable.

**Section 5.** Local chapters may establish and collect annual dues at their discretion for local operating expenses.

## Article IX: Bylaws

**Section 1.** A chapter may wish to include bylaws to amplify sections of its constitution. Bylaws do not need to be approved by the National Council if they are consistent with regulations outlined in the constitution.

**Section 2.** A current copy of the local chapter bylaws must be filed with the NAEA Office.

## Article X: The National Council

**Section 1.** The National Council shall be: the Secondary Division Director, the Middle Level Division Director, and two Members-at-Large from the general Secondary and Middle Level membership of NAEA. Members-at-Large shall be appointed by the NAEA President. The NAEA Executive Director shall be an ex-officio member.

**Section 2.** Terms of office for members of the National Council shall be 2 years.

## Article XI: Constitution

**Section 1.** NAEA reserves the right to amend this constitution based on input from the NAEA staff and the National Council.



**Student artwork**, from left: Wesley Keller-York Academy Upper School-York, PA; Poem Strickland-North Gwinnett High School-Suwanee, GA



# SUGGESTED BYLAWS

Bylaws outline the obligations of memberships that are required to be a part of your institution's chapter of NAHS/NJAHS. This guideline for the creation of bylaws helps ensure that your chapter upholds the National Standards as defined in the Chapter Constitution (pages 10–11).

**Section 1.** A chapter should include bylaws to amplify sections of its constitution. Bylaws do not need to be approved by the National Council if they are consistent with regulations outlined in the constitution. A current copy of the local chapter bylaws must be filed with NAEA.

**Section 2.** To remain a member in good standing, a member must pay dues and complete \_\_\_\_ service hours in the visual arts each year. (You may adjust the number of hours to fit your school or community needs.)

**Section 3.** Annual dues of \$ \_\_\_\_ will be collected from each member. (The amount you charge should cover chapter registration fees and any other expenses you expect to incur.)

**Section 4.** Attendance is required at meetings to maintain membership and privileges. (You may set the number that may be missed with cause or adjust the meeting frequency to fit your school's schedule.)

**Section 5.** All members must participate in \_\_\_\_ of our projects, activities, and fund-raisers. (You set the number or percentage of events required.)

**Section 6.** For the NAHS and NJAHS officers, attendance is also required at any executive meetings called outside of the regularly scheduled meetings.

**Section 7.** To graduate with NAHS honors and earn the right to wear a cord, pin, or tassel at graduation, a member must remain in good standing until the graduation date.

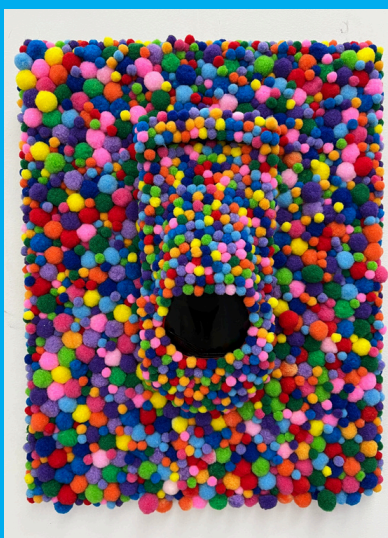
**Section 8.** Members must retain a \_\_\_\_ average in an honors or AP class or \_\_\_\_ in a regular class. (Many schools require a higher GPA in art classes than the B required by the National Constitution. You may adjust the requirement or leave it at the required B average.)

**Section 9.** Members must have and maintain a \_\_\_\_ cumulative average in all other subjects. (Many schools require an overall minimum GPA. This change is not required, and the required minimum should not be as high as the art GPA.)

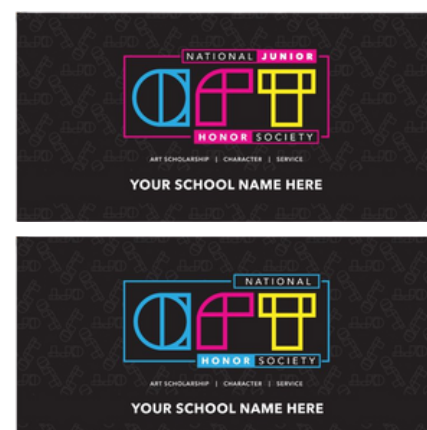
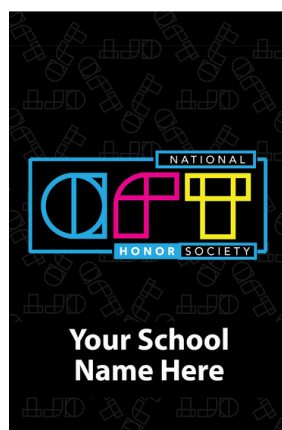
**Section 10.** Members may remain active during such time when there are no visual arts on their class schedules as long as they fulfill all of the other requirements each year.

**Section 11.** In the event of an infraction of rules, a review by the officers and sponsors will be conducted. If the individual in question is an officer, they will not participate in the decision-making process. This applies to all community laws as well as school and chapter rules.

**Student artwork, from left:** Austin Harris-North Gwinnett High School-Suwanee, GA; Erellyn Sheikh Farouk-Mont'Kiara International School-Mont Kiara, Kuala Lumpur; Grace Yang-Archmere Academy-Claymont, DE; Molly Hartman-Nonnewaug High School-Woodbury, CT.



Visit the NAEA Online Store to purchase!



## Ordering Resources

Please note that shipping rates have recently changed. To ensure an accurate order cost is calculated, your order must be created via the [NAEA Online Store](#).

Only sponsors of registered chapters may order NAHS/NJHS resources.

1. Register and pay your chapter dues for the current school year before submitting an online order for resources. As the sponsor, your NAEA membership must be current when placing an order.
2. Sign in to your [NAEA Member Profile](#), visit the [NAEA Online Store](#), add items to your cart, select "check out" and choose to pay by credit card to purchase your order immediately (orders paid online will ship within 5-7 business days).
3. **Paying with a purchase order?** The deadline to submit an official school purchase order for resources is March 31. Orders under \$150 and/or submitted after March 31 must be paid for prior to shipment. For complete instructions on using a purchase order, download the [Purchase Order Guidelines here](#).

For assistance, please contact NAEA Member Services at [nahs@arteducators.org](mailto:nahs@arteducators.org), or by calling 800-299-8321 (M-F, 8:15am-4:30pm ET).

## Need an invoice to process your NAHS product order?

Request an invoice in one of these easy ways:

1. **Email:** Contact NAEA Member Services at [nahs@arteducators.org](mailto:nahs@arteducators.org). Please include a list of the items you wish to order. NAEA Staff will follow up with an invoice.
2. **Phone:** Contact NAEA Member Services by calling 800-299-8321 (M-F, 8:15am- 4:30pm ET).
3. **Online:** Visit the Online Store and request an invoice by selecting "BILL ME" in the checkout screen.

Once the payment is received (or if you submitted a PO under the guidelines) you will receive your order within up to 4 weeks.

Need to access our Taxpayer Identification Number? Download our [NAEA W-9](#) form.