MONTGOMERY BELL ACADEMY
TOTOMOI CONSTITUTION

I. NAME: TOTOMOI

II. MOTTO: Integrity, Loyalty, Service

III. PURPOSES
   A. To promote worthwhile student activities and uphold traditions; to further high moral, ethical, and spiritual development.
   B. To encourage, support, and increase student, parent, alumni, and community interest and participation in all existing activities and traditions of Montgomery Bell Academy.
   C. To honor by recognition of their merit, outstanding members of the student body, the alumni, the faculty/staff, and friends of Montgomery Bell Academy.

IV. MEMBERSHIP
   A. Membership shall be made up of junior and senior members of the student body, the alumni, and the faculty/staff, past or present, and any friends of the school who have by their efforts in the school’s behalf proved themselves worthy to be so honored.

   B. QUALIFICATIONS
      1. Candidates must have rendered outstanding service to the student body and the school as a preliminary pre-requisite for consideration. In the case of members of the student body, these services shall be in three or more of the following fields: (1) academics, (2) athletics, (3) arts, (4) service, (5) student government, and (6) extra- and co-curricular involvement. In the case of alumni and faculty/staff, they must by their contribution (either to the name and honor of the school or directly in service to the school) prove themselves worthy of being so honored. In the case of other friends of the school, they must qualify themselves for consideration by their outstanding or continued loyalty and service to the school.
      2. In order further to qualify themselves for membership, senior and junior students must complete the Totomoi application, submit a high school transcript, and be interviewed by a panel of Totomoi members.
      3. A student candidate must achieve a cumulative high school career average of 80 with the average of his junior and senior year being 85.
      4. Alumni, faculty/staff, and friends of MBA who possess the quality of leadership, who have proved themselves in service to the school, who have maintained a loyalty, love, and respect for the school and all its principles, and who possess the high character and ideals of one suitable to serve as an example to others may be nominated for membership by the Totomoi faculty and student members.
C. ELECTIONS
1. There shall be two elections each school year, one each semester. In the first semester, the election will be from the senior class members who have qualified since the elections during the second semester of the previous school year.

2. In the second semester, the election will be from the senior class members who have qualified since the first semester and from the junior class, the faculty/staff, the alumni, and friends of the school.

D. FIRST-SEMESTER ELECTION PROCESS
1. Applications will be available on-line on registration day until the last day of the first quarter to seniors and juniors. An announcement about the Totomoi process will be made to seniors and juniors at the first class meeting of each school year.
2. Application deadline will be at 3:30 p.m. on the first Monday of second quarter.
3. Completed applications will be sent on a rolling basis electronically to all members of Totomoi.
4. Totomoi members divided into groups will screen a set of applicants based on a predetermined point system. This system will be explained to the students during the first class meeting of each year.
5. Totomoi members guided by a numerical tally will determine the top applicants. The top applicants will be interviewed by the Totomoi interview panel within the first two weeks of the second quarter.
6. The Totomoi interview panel will be the senior Totomoi members tapped during the spring of their junior year, a number of Totomoi faculty members from various disciplines equal to the number of seniors, and the Totomoi faculty advisor. This panel will serve for both the first and second semester interviews. Faculty members on this panel will serve a one-year rotation.
7. Results of interviews will be shared with the full Totomoi membership committee during the third week of the second quarter.
8. The Totomoi membership committee will slate qualified candidates for faculty confirmation.
9. First-semester tapping will be at an assembly during the second half of the second quarter.

E. SECOND-SEMESTER ELECTION PROCESS
1. The aforementioned process will be followed during the second semester for junior applicants.
2. Second-semester seniors who are not tapped during the first semester will have a chance to update their applications. A second interview for second-semester seniors is optional. An announcement to this effect will be made at a senior class meeting at the beginning of the second semester.
F. FACULTY/STAFF, ALUMNI, AND FRIENDS OF M.B.A.
1. Candidates are nominated during the first Totomoi committee meeting of the first semester.
2. Nominators should make a case for the candidate’s membership by presenting evidence of the candidate’s involvement in the life of the school in three or more of the following areas: academics, athletics, arts, service, and professional development benefiting the school.
3. Candidates who are approved will be tapped in the second-semester.

G. VOTING
1. During Totomoi membership meetings, a quorum of 50% of the active members is necessary for a vote.
2. Candidates who receive 2/3 of nominating votes from the members present in the meeting will be considered qualified and slated.
3. The slate of candidates will be submitted to the MBA faculty. Faculty will vote on slated individuals by written ballot during the fourth week of the second quarter. Completed ballots will be turned in to the Totomoi faculty advisor’s box. Faculty are not required to turn in a ballot. Faculty who do not know a slated student are asked not to vote for that student.
4. A candidate will be elected into membership after a confirming vote of 2/3 of the votes cast by the faculty.

V. THE TOTOMOI MEMBERSHIP COMMITTEE
A. Totomoi faculty members
B. Totomoi student members
C. Totomoi faculty advisor
D. Totomoi faculty member as secretary

VI. IMPEACHMENT
A. If a member, in any way, endangers his own good name or the name of the school, is convicted of a dishonorable act either in school or out of school, shows a lack of respect or love for the school, its faculty, and its traditions, or in any other fashion proves himself to be unworthy of membership in Totomoi, he may be dismissed from the membership of this organization.

B. Procedure
1. A formal, written charge shall be given to the faculty advisor enumerating the reasons for the impeachment of the accused. Only an active member of Totomoi can submit the formal charge. An active member shall be defined as any current member of Totomoi from the non-graduated student body or from any faculty member of Totomoi still on the school staff.
2. The accused shall be allowed to make his defense before the membership.
3. A quorum of 50% of the active members is necessary for a vote.
4. A vote shall be taken, and 2/3 of the active membership shall be sufficient for conviction.
C. The impeached shall be given an opportunity to tender his resignation and to return his pin.

VII. INSIGNIA: There shall be an official key signifying membership in Totomoi.

VIII. THE TAPPING CEREMONY
   A. Current student members of Totomoi will conduct the first- and second-semester tapping ceremonies.
   B. All past and present members will be invited to attend.
   C. Student Body will wear a coat and tie.

IX. EVENT: There will be a special gathering point for all past and present members of Totomoi during the Alumni Days celebration.

X. AMENDING PROCEDURE
   A. A special committee shall be appointed at least every two years by the headmaster to review the constitution of this organization and to make needed recommendations in the form of amendments. This committee shall be composed of the faculty adviser of this organization, the presiding officer of this organization, two current members, and other members of the faculty chosen by the headmaster. This committee shall have the sole power to propose amendments to this constitution.
   B. An amendment may be added to this constitution, providing that three-fourths of the total active membership and three-fourths of the whole faculty of the school concur with that amendment.