

**Summerfield High School
National Honor Society Bylaws
2018-2019**

Article I: Name and Purpose

Section 1: The name of the chapter shall be the Summerfield High School Chapter of the National Honor Society.

Section 2: The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Summerfield High School.

Article II: Membership

Section 1: Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, and character.

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

Section 3: Eligibility

- a. Candidates eligible for election to this chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Summerfield High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 3.5. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standards may be admitted to candidacy for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
- e. An NHS 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.
- f. Members who resign or are dismissed are never again eligible for membership.

Article III: Selection of Members

Section 1: The selection of members to this chapter shall be by a majority vote by the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Section 2: Prior to selection, the following shall occur;

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter advisor.
- d. The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

Section 3: The selection of new active members shall be held once a year within the first 3 months of school.

Section 4: Candidates become members when inducted at the NHS Induction Ceremony.

Section 5: Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 6: An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter advisor.

Section 7: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements, and, thereafter this member must maintain those requirements for this chapter in order to retain his or her membership.

Article IV: Discipline and Dismissal

Section 1: Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal from the Summerfield High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

Section 2: If a member's cumulative GPA falls below the 3.5 standard in effect when he or she was selected, he or she shall be given a written warning and semester to bring their GPA back up to a 3.5. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 3: If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 4: Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DWI, MIP, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 5: It is understood that members of the National Honor Society are to exemplify positive examples of good behavior throughout the school and within the school community. If the member is involved in a serious violation of the school conduct code that results in disciplinary actions (such as a suspension or other similar corrective action), the member may be considered for dismissal from the chapter. Lesser violations of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) may be issued a written warning notification for their first offence (and may be considered for dismissal from the chapter with subsequent offences). Attendance and athletic code adherence is to be similarly recognized. A conference may be requested by either party (Faculty Council, student, or parent).

Section 6: In all cases pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor or Faculty Council. The member and advisor will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
- b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the advisor.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

Section 7: In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Article V: Officers

Section 1: The officers of the chapter shall be president, vice president, secretary, treasurer and public relations coordinator.

Section 2: Student officers shall be elected at the last meeting of each school year. All returning active members are eligible to run for a position as an officer. All members who are returning for the following school year are eligible to vote.

Section 3: A majority vote shall be necessary to elect any officer of this chapter. If the vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4: Officer Duties

a. President

1. Chair regularly scheduled meetings
2. Has ultimate responsibility for maintaining NHS as an organized, active group.
3. Prepares agenda for officer meetings and general membership meetings.
4. Oversees any committees that are created

b. Vice President

1. Assumes all the duties of the President when the President is incapable of carrying them out.
2. Assist the President in overseeing committees

c. Secretary

1. Type all correspondence
2. Keep accurate minutes of regularly scheduled meetings and presents a legible copy of them to the advisor and officers within 48 hours of the meeting.
3. Keeps an accurate list of committee members, service projects, volunteers, etc., for filing
4. Takes attendance for all meetings and informs the advisors of excused and unexcused absences
5. Collects and organizes all members' service logs at the end of the school year.

d. Treasurer

1. Collect dues, and keeps all financial records.
2. Keeps accurate books.
3. Organizes fundraising

e. Public Relations

1. Keep school announcements up to date with meeting times and information about NHS activities.
2. Creates posters and signs to advertise NHS projects
3. Communicate with the community about NHS projects by contacting the local paper

Section 5: Dismissal of an Officer

- a. An officer's failure to fulfill his/her responsibilities as stated in Article VI, Section 4 of the bylaws might result in the officer being dismissed from his/her duties. A three-week probationary period may be given to the officer in question by the advisor. A conference with the officer and

advisor will be held prior to any probationary period. If the officer does not fulfill the responsibilities of his/her office during this probationary period the Faculty Council will then vote on whether or not to dismiss the officer of his/her duties. Prior to this vote the officer will be offered a hearing before the Faculty Council

- b. If the officer is dismissed from his/her duties, the advisor shall select a member to fill the vacant position.

Article VI: Executive Committee

Section 1: The executive committee shall consist of the faculty advisor and the chapter officers.

Section 2: The executive committee shall have general chair of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

Article VII: Meetings

Section 1: Meetings of this chapter shall be monthly and held before school on a day determined by the officers at the beginning of each school year.

Section 2: The Executive Committee will have one additional meeting per month at a time established at the beginning of each school year.

Section 3: All chapter members are expected to attend all regularly scheduled chapter meetings.

Section 4: A member may have one excused absence from a meeting per year by providing the Secretary with a written explanation for the absence at least 24 hours prior to the meeting. After the first excused absence the next absence will result in the member being placed on probation. If they miss a third meeting the member will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 5: A member is considered unexcused if they do not attend a meeting and have not turned in a written explanation to the Secretary prior to the meeting.

Section 6: An unexcused absence will result with the member being placed on probation. If the member misses another meeting in the same school year the member will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 7: Two late arrivals to meetings will count as an unexcused absence and the member will be placed on probation. (10 minutes tardy or longer is considered an absence)

Article VIII: Service Hours and Projects

Section 1: The 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; and 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 and as approved by the chapter advisor. This is in addition to the chapter projects to which all members contribute. The officers will vote on what the chapter projects for the year will be.
- Section 5:** The chapter shall publicize its projects in a positive manner.
- Section 6:** For the **first year** that a student is a member of NHS they must complete 30 community service hours approved by the advisor. Ten of the hours must be accumulated through work on one of NHS approved projects (Blood Drives, Habitat for Humanity, Homework Helpers, UT Clean-Ups, etc). For the additional twenty hours the student may pick service projects of their choice as long as they are approved by the advisor (with no more than 8 hours in a given activity unless pre-approved by the advisor). **Second year** students must complete 40 hours following the same guidelines. At the end of the year the members must turn in a log of their service hours to the Secretary with verification by an adult in charge for each activity.
- Section 7:** All service hours must be fulfilled by May 1st of each year. Any member who fails to meet the hour requirement at this time will receive a written warning stating that they have 3 additional months to obtain the necessary hours. If after 3 months they still do not meet the requirements the member will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.
- Section 8:** Members that sign up for an event are required to arrive on time and stay for the entire time that they are scheduled to work unless otherwise notified by the advisor. Failure to participate at the event for the entire time scheduled will result in subtraction of hours for which the member was scheduled. If a member fails to show up for a scheduled time it will be handled as an unexcused absence and the member will be placed on probation.

Article IX: Emblem

- Section 1:** Each member of the chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.
- Section 2:** Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.
- Section 3:** Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords.

Article X: Dues

Section 1: Annual dues for this chapter shall be \$20. Dues are used to cover the cost of member pins, the induction ceremony, and the Chapter fee paid to the national organization.

Section 2: Dues will be payable to the Treasurer within one week of the first meeting of the school year.

Section 3: Members who fail to pay dues by the deadline will be issued a written warning. If dues are not paid within two weeks following the warning the member will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Article XI: Powers

Section 1: The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2: The principal shall reserve the right to approve all activities and decisions of the chapter

Section 3: These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

Article XII: Amendments

Section 1: These bylaws may be amended by two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV, which are developed by the Faculty Council with the approval of the principal.

Section 2: Bylaws and amendments must be consistent with the constitution of the National Honor Society.

Date: _____

Signatures:

Chapter President _____

Advisor _____

Principal _____