



NHS Chapter Bylaws

Southeast of Saline Jr-Sr HS
School Affiliation ID: 00018744
National Honor Society

ARTICLE I NAME

Section 1. The name of this chapter shall be Southeast of Saline High School Chapter of the National Honor Society.

ARTICLE II PURPOSE

Section 1. The object of this chapter shall be to actively promote scholarship, render service to those who need or request it, promote positive leadership and to encourage the development of good character at Southeast of Saline High School.

ARTICLE III POWERS

Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution.

Section 2. The chapter advisor is given the authority to supervise the administration of chapter activities, as designated by the school principal.

Section 3. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 4. Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV MEMBERSHIP

Section 1. Membership in this chapter shall be based on the principles of Scholarship, Service, Leadership, and Character.

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

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance at Southeast of Saline High School for a period of 1 semester.
- c. Candidates eligible for election to this chapter who are sophomores shall have a minimum cumulative grade point average of 3.75 on a 4.0 scale.



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- d. Candidates eligible for election to this chapter who are juniors or seniors shall have a minimum cumulative grade point average of 3.50 on a 4.0 scale.
- e. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE V SELECTION OF MEMBERS

Section 1. The final selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter advisor shall be the sixth, non-voting, *ex-officio* member of the Faculty Council.

Section 2. The selection of an active member shall be held once a year during the first semester of the school year.

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of their membership, signed by the Principal.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership to this chapter. The faculty council shall grant to transferring member one semester to attain membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI OBLIGATION OF MEMBERS

Section 1. Annual dues for this chapter shall be \$15. Dues will be payable to the chapter within 30 days of school starting or within 30 days after induction.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

Section 5. Chapter members must complete a minimum of 10 hours annually that 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 6. Each member will attend and contribute to two service projects.

Section 6. Each member is to exhibit the four cardinal principles at all times. (Leadership, Character, Service, and Scholarship)



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Section 7. Chapter members may miss a maximum of three annual meetings.

ARTICLE VII OFFICERS

Section 1. The officers of the chapter shall be President, Vice President, Secretary, Treasurer, and Public Relations.

Section 2. Student officers shall be elected in April of each school year. All returning junior active members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

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

Section 4. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject of the review of the chapter members.

Section 5. If an officer position is not filled, the adviser may elect someone to fill the position.

Section 6. In the instance an officer cannot uphold an elected officer position and resigns from the position the adviser may elect someone to fill the position. If numerous positions need to be refilled a new election will take place to fill the vacant position.

The following duties shall fall to each officer elected by the general membership:

NHS Officer Descriptions

President:

- 1) Chairs all meetings.
- 2) Acts as spokesperson for NHS at school related events which involve NHS.
- 3) Acts as direct NHS representative to principal, booster club, and school board when necessary.
- 4) Speaks at NHS induction ceremony.
- 5) Sets executive board meeting times with the advisors.
- 6) Delivers annual report to principal and membership.
- 7) Works directly with and is answerable to NHS advisors.
- 8) Assumes all duties and responsibilities that may occur during the year.
- 9) Present at all service projects and coordinates events.

Vice-President:

- 1) Chairs meetings in president's absence.
- 2) Sets agenda for all meetings.
- 3) Chairs and directs all committees within NHS.
- 4) Receives reports from committees and passes them on to executive board.
- 5) Sets executive board meeting agenda.
- 6) Works directly with and is answerable to NHS advisors.
- 7) Assumes all duties and responsibilities that may occur during the year.
- 8) Present at all service projects and coordinates events.



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Secretary:

- 1) Acts as official recorder for all information regarding NHS.
- 2) Records minutes of membership meetings and sees to their publication and distribution in a timely fashion.
- 3) Communicates directly with parents regarding induction ceremonies, graduation, etc.
- 4) Records executive board minutes.
- 5) Keeps accurate records regarding all NHS communications.
- 6) Archives all manuals, procedures, and programs to be used for future NHS advisors and/or members.
- 7) Works directly with and is answerable to NHS advisors.
- 8) Assumes all duties and responsibilities that may occur during the year.
- 9) Present at all service projects and coordinates events.

Treasurer:

- 1) Is responsible for all financial dealings with NHS.
- 2) Records all financial transactions.
- 3) Coordinate t-shirt purchase.
- 4) Records and collects membership dues.
- 5) Provides financial report to executive board and general meetings as needed.
- 6) Provides annual financial report to principal and membership.
- 7) Works directly with and is answerable to NHS advisors.
- 8) Assumes all duties and responsibilities that may occur during the year.
- 9) Present at all service projects and coordinates events.

Public Relations/Parliamentarian:

- 1) Enforces rules at all member meetings.
- 2) Indoctrinates all members with the basic standards of Robert's Rules of Order.
- 3) Is the final decision regarding any questions from members.
- 4) Advises president on all matters regarding parliamentary inquiry.
- 5) Works with secretary to ensure that correct procedures regarding minutes and agenda items are followed.
- 6) Is responsible for recording and monitoring all members service hours.
- 7) Maintains and keeps track of all paperwork regarding service hours for members.
- 8) Works directly with and is answerable to NHS advisors.
- 9) Assumes all duties and responsibilities that may occur during the year.
- 9) Present at all service projects and coordinates events.

ARTICLE VIII MEETINGS

Section 1. Meetings of this chapter will be held one per month. A calendar will be given at the beginning of each school year and the meetings will be posted on the Weekly Bulletin and Daily News.

Section 2. The chapter shall conduct its meetings according to Robert's Rules of Order.

Section 3. All chapter members are expected to attend all regularly scheduled chapter meetings. It is the responsibility of the chapter member to request information from the adviser or an officer if a meeting is missed.



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ARTICLE IX ACTIVITIES

Section 1. The chapter shall determine two or more service projects for each year.

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

Section 3. These projects shall 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. The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X DISCIPLINE and DISMISSAL of MEMBERS

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

Member Requirements:

1. Members must maintain a cumulative GPA of 3.3.
2. You must participate in a minimum of two events sponsored by the NHS. (Such as a fundraiser or event done by NHS).
3. You must be willing to offer free tutoring services during the seminar period.
4. Hours must be turned into the Public Relation/Parliamentarian Officer annually to receive graduation cords. (Forms need to be completed for verification of service hours).
5. You must attend a minimum of five general membership meetings throughout the year.
6. You must attend the induction ceremony.
7. You are to pay dues of \$15 to the treasurer or advisor.

Section 2. Members must maintain a cumulative GPA of 3.3. If a junior member's cumulative grade point average falls below 3.3, he/she will be given written warning and a period of one semester to improve. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter. If a senior member's cumulative grade point average falls below the standard in effect when he/she was selected in the fall of his/her senior year, he/she will be dismissed from the chapter and will not graduate as a member of National Honor Society.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.



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Section 6. In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the right to respond to the charge(s) against him/her at a hearing before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, 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 decision will be presented to the principal for review, and then stated in a letter sent to the student and parent. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the building Principal and afterwards through the school district's policy.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

ARTICLE XII EXECUTIVE COMMITTEE

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

ARTICLE XII AMENDMENTS

Section 1. These bylaws may be amended by a majority vote of the Executive Committee and/or the Faculty Council, provided notice of the proposed amendment has been given to members for at least one month prior to the vote. With final approval of the principal.

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

Written for review and approval this _____ day of _____, two thousand and _____

Chapter President _____ Printed Name _____

Chapter Secretary _____ Printed Name _____

Chapter Adviser _____ Printed Name _____

High School Principal _____ Printed Name _____