

# **By-laws of the Chandelle Chapter of the National Honor Society**

## **Spencer-Van Etten High School**

### **ARTICLE I**

#### **NAME AND PURPOSE**

- Section 1: The name of this organization shall be Chandelle Chapter of the National Honor Society of Spencer-Van Etten High School.
- Section 2: The purpose of this organization shall be to create passion in scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students.

### **ARTICLE II**

#### **POWERS**

- Section 1: The principal reserves the authority to commend all doings and choices of the chapter.
- Section 2: The principal shall yearly assign a participant of the school staff as chapter adviser who may serve successive terms.
- Section 3: The principal shall annually recommend for appointment a faculty council composed of five participants of the school's faculty who may serve sequential terms.
- Section 4: The principal shall obtain petitions in circumstances of non-selection of candidates and the penalizing or release of members.

### **ARTICLE III**

#### **THE CHAPTER ADVISER**

- Section 1: The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as connection between faculty, administration, students and the community.
- Section 2: The chapter adviser shall maintain and upkeep files on membership, chapter history, activities, and financial transactions.

- Section 3: The chapter adviser shall regularly review the standing of each member for compliance with the rules.
- Section 4: The chapter adviser shall be an authoritative, non-voting, sixth member of the faculty council.
- Section 5: The chapter adviser shall be a member of the faculty elected annually by the Board of Education and may serve consecutive terms.

#### ARTICLE IV

##### FACULTY COUNCIL

- Section 1: The faculty council shall consist of five voting members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the faulty council. No principal or assistant principal may be included on the faculty council.
- Section 2: The term for the members of the faculty council shall be one year. Members may be appointed to consecutive terms.
- Section 3: The faculty council shall meet at least once a year to review the procedures of the chapter, select members and consider non-selection, as well as dismissal, other disciplinary actions, and warning cases.

#### ARTICLE V

##### MEMBERSHIP

- Section 1: Membership is open to any junior or senior who meets the annually published criteria for scholarship, character, leadership, and service. A faculty council will select the members based on the above criteria. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Section 2: Candidates become members when inducted at the Induction Ceremony.
- Section 3: A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser to the new school's chapter adviser shall be accepted automatically as a member in the Chandelle Chapter at

Spencer Van-etten High School. Transfer members must meet the Chandelle Chapter's standards within one semester in order to retain membership.

- Section 4: Members who resign or are dismissed are never again eligible for membership or its benefits.
- Section 5: Members must maintain an 87.5 average each marking period and continue to consistently demonstrate the qualities of scholarship, character, leadership, and service.
- Section 6: Inductees begin their service hours as soon as they are officially inducted into the Chandelle Chapter at Spencer Van-etten High School. Each member of the Junior class will be required to fulfill 10 hours of service between July 1 (or date of induction; whichever is first) – and June 1 of each academic year. Senior members will be required to fulfill 10 hours of service between July 1 and May 1. This earlier date is to guarantee fulfillment in duties in time for graduation preparation.
- Section 7: Members are required to attend all National Honor Society meetings unless there is a prior notice.
- Section 8: Each member is required to pay dues, annually, in the amount of \$10.00. This shall cover annual ceremony costs.

## ARTICLE VI

### SELECTION OF MEMBERS

- Section 1: To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have been in attendance at Spencer-Van Etten the equivalent of one semester.
- Section 2: Prior to the final selection, the following shall occur:
- a. Student's academic records shall be reviewed to determine scholastic eligibility. Candidates must have a cumulative weighted scholastic grade point average of 87.5 or more over their high school career.

- b. All students who are eligible scholastically shall be notified and asked to complete and submit the candidate information form and a brief writing response for further consideration. The faculty council will be able to probe for more necessary information after review of submitted materials.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter advisor.
- d. Candidates are then evaluated on the basis of service, leadership, and character using the provided form, input forms, and writing response. The Faculty Council will use the National Constitution's definition of these areas.

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

Section 4: A description of the selection procedure shall be published in an official school publication which is widely available to all students and parents of the school.

Section 5: If a candidate wishes to appeal the non-selection decision, the following will occur:

- a. Candidates will register their appeal with the chapter adviser in writing within 10 school days of notification of non-selection through a pre-generated form.
- b. Candidates will then schedule a one-on-one meeting with the chapter advisor to discuss in detail the faculty council's decision.
- c. If after this meeting, the candidate still wishes to appeal the decision, the faculty council will reconvene to reconsider the student's case. At this point, the principal and/or vice principal will attend this meeting; however, this will not include a personal appearance by the student or parents with the council.
- d. Should a candidate still not be satisfied, the candidate will set up a meeting with the principal. The principal will listen to the concerns of the student not selected and make a judgment.

- e. The principal at any time of the appeal process may ask the faculty council to reconvene to review the situation.

## ARTICLE VII

### OFFICERS

- Section 1: The officers of the chapter shall be president, vice president, secretary, treasurer, and junior treasurer.
- Section 2: Student officers shall be elected at the last meeting of each school year. All returning 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. Members will be inducted as officers at a separate ceremony before the end of the year.
- Section 3: Voting shall be 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: It shall be the duty of the president to preside at the meetings of the chapter and serve as the official representative of the chapter at school and community functions.
- Section 5: The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.
- Section 6: The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.
- Section 7: The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.
- Section 8: 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 the business of the chapter. Any action by the executive committee is subject to the review of the chapter members.

- Section 9: The executive committee will meet at least once a month, usually the club meeting time before the general meeting. Additionally meetings may be called as needed.
- Section 10: All officers may be removed from office if the elected officer is no longer in good-standing. If an officer is removed from office, the runner up from the election will be inducted. If there is no runner up, a special election will be held.

## ARTICLE VII

### DISCIPLINE/DISMISSAL

- Section 1: Members who fall below the standards which were the basis for their selection shall be promptly notified in writing by the chapter advisor. The member may be given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned and may be recommended for dismissal.
- Section 2: In all cases of impending dismissal, a member shall have the right to a hearing before the faculty council.
- Section 3: For the purposes of dismissal, a majority vote of the faculty council is required.
- Section 4: A member who has been dismissed may appeal the decision of the faculty council to the principal.
- Section 5: If a member's marking period average falls below the local chapter standard for a marking period he/she will be given a written warning and a time period for improvement equal to one marking period. If the member's marking period average remains below the local chapter's standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

## ARTICLE VIII

### FREQUENCY OF MEETINGS

- Section 1: The academic year meeting schedule shall be determined by the chapter adviser and officers.
- Section 2: Meetings will be held a minimum of once per month.
- Section 3: Members are expected to make a good faith effort to participate in all National Honor Society meetings and projects each year.

## ARTICLE IX

### AMENDMENTS

- Section 1: Future methods of amending the Chandelle Chapter by-laws will require the approval of all members in good-standing by a majority vote.
- Section 2: Members will be introduced to changes in one meeting. Membership will vote during the next meeting. A special meeting may be called in order to complete a vote.
- Section 3: A quorum of members must be in attendance in order for an amendment vote to occur.
- Section 4: After member approval, all changes will need to be approved by the faculty council and the principal before becoming official.

Approved on: 6-3-2019