



Circle Chapter of the National Honor Society BYLAWS Bylaws 2015-16



ARTICLE I – NAME AND PURPOSE

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

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

Section 3. The National Honor Society shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191.

ARTICLE II – MEMBERSHIP

Section 1. Membership in this chapter shall be known as active, honorary, or graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.

Section 2. 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 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 at least one semester at Central High School. If a student wishes to become a member but does not fulfill the one semester minimum, he/she may get a letter from their previous principal stating his/her eligibility.
- c. Candidates shall have a minimum cumulative grade point average of 3.3 (out of a 4.0 unweighted grade point average.) This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy and for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE III – SELECTION OF MEMBERS

Section 1. Students who wish to be considered in becoming members of the Circle chapter of the National Honor Society of Central High School are required to acquire the Student Information Sheet (i.e. application form) from the Central High School NHS Website and turn in the completed form to the NHS advisor by the due date advertised.

Section 2. A Faculty Survey will be sent out to the entire staff asking for their input on observations (Academic, Service, Leadership, Character, and additional comments) for each interested person. This survey will remain confidential and will only be viewed by the NHS Faculty Council.

Section 3. Prior to the final selection, the following shall occur for those individuals that have shown interest in becoming NHS members:

- a. Student's academic and attendance records shall be reviewed to determine scholastic eligibility.
- b. The Faculty Council shall review the Student Information Form and faculty evaluations.
- c. The Faculty Council also reserves the right to utilize any other relevant sources in determining selection.

Section 4. The final selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of at least five of the faculty members appointed by the Principal. The chapter adviser shall be the sixth, non-voting, ex officio member of the Faculty Council.

Section 5. The selection for active members shall be held once a year during the fall semester of the school year.

Section 6. Candidates become members when inducted at a special ceremony.

Section 7. Upon request an active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and 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 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/her membership.

ARTICLE IV – DISCIPLINE AND DISMISSAL

Section 1. Any member who falls below the standards of Scholarship, Leadership, Character, or Service may be dismissed from the Circle Chapter of the National Honor Society or assigned a disciplinary consequence. Members are expected to maintain, and expand upon, the pillars which acceptance into the National Honor Society is required. A member of the National Honor Society is expected to take an active role in service and leadership in his/her school and community.

Section 2. If a member's cumulative grade point average falls below 3.3, then he/she will be given a written warning and one grading period to return his/her GPA to the minimum standard. If the cumulative GPA remains below standard at the end of the grading period, the student will be subject to further disciplinary action by the Faculty Council that could include dismissal from the chapter.

Section 3. The Faculty Council determines when an individual exceeds a reasonable amount of warnings.

Section 4. Violation of the law or flagrant violation of school regulations will result in dismissal of a member. The violations include, but are not limited to, DUI (driving under the influence,) destruction of property, truancy, possession or selling of illegal substances, or being under the influence of drugs or alcohol at school or school-related activities.

Section 5. Offenders of the school conduct code will receive a written warning. The student, Faculty Council, or parent(s) may request a conference and disciplinary consequences may be imposed. If the member is involved in another violation of the school conduct code or does not complete the disciplinary imposition by the due date, the member may be dismissed.

Section 6. In cases of impending disciplinary action/dismissal:

- a. The member may receive written notification indicating the reason for possible disciplinary action/dismissal from the adviser / Faculty Council. The member and adviser will discuss the written notification in a conference and will be given an appropriate amount of time to make a correction. If the correction does not occur in the time allotted another letter will be sent out informing the member of a time and date for a disciplinary hearing with the Faculty Council.
- b. If the deficiency is not corrected the member will be offered the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in the National Constitution.) The member has the opportunity to present his/her defense either in person or in writing. The Faculty Council will then vote whether to dismiss or impose a disciplinary consequence deemed appropriate. A majority vote of the Faculty Council is needed for any actions regarding the member.

- c. The results of the Faculty Council vote will be stated in a letter sent to the student, parent(s), guidance counselor and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

ARTICLE V – OFFICERS

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

Section 2. Nomination of new officers will take place in the spring over a two meeting process. In the first week juniors will be nominated or nominate themselves for one of the six positions and must be seconded by another member. Nominees must be in good standing within the organization including an attendance record that is deemed acceptable by the faculty council. During the second meeting, after hearing nominee speeches, the nominees will be voted upon by all standing members.

Section 3. A majority vote by the members shall be necessary to elect any officer of this chapter.

Section 4. The president is responsible for informing the adviser of all National Honor Society business, and so he/she will need to work closely with the adviser and meet regularly to discuss it. He/She will also be responsible for running the meetings. The president is also responsible for delegating responsibilities and duties, not enumerated in this section, to the other members of the executive committee.

Section 5. The vice president is second in command behind the president and has the same responsibilities with the authority to delegate duties not delegated by the president. The vice president is in charge of morale, teamwork, and character building activities at meetings, either directly or by delegating. He/She shall take over the role of president when he/she is absent.

Section 6. The secretary's main responsibility is calculating and tabulating all volunteer hours submitted by National Honor Society members. He/She needs to communicate regularly the status of the members' service hours to the NHS advisor. The secretary takes meeting minutes and is responsible for posting the minutes on the bulletin board.

Section 7. The treasurer of the National Honor Society is responsible for all monetary and financial involvement that National Honor Society encounters as a group. He/she must assist the adviser in managing all National Honor Society finances. Also, the treasurer will be responsible for taking attendance at meetings. He/She needs to

communicate regularly the status of the members' meeting attendances to the NHS advisor.

Section 8. The public relations officer has the responsibility for communications. Such communications includes communicating to the members and community. He/She will also manage the advertisements for the NHS activities and events.

Section 9. It is the duty of the parliamentarian to coordinate and oversee all elections regarding National Honor Society in the spring. He/she must be knowledgeable and serve as a resource regarding the use of parliamentary procedure. The parliamentarian has the final say in matters regarding parliamentary procedure and interpreting the constitutionality of motions. He/she also serves as the chair of the constitutional bylaws committee, if the need arises. It is also the parliamentarian's responsibilities to help the secretary with his/her outlined duties.

Section 10. All officers are expected to act as a team and at times share duties and responsibilities for increased efficiency and idea sharing. Officers must be aware of everything that National Honor Society is involved with at a given time, in order to support the officers and aid members in being informed and able to participate.

Section 11. If an officer of National Honor Society is dismissed, with the exception of the President, a new election will occur to fill the vacant position. Only those with second year status are eligible for nominations. In the case of a presidential dismissal, the vice-president shall assume the role of president. Any officer failing to live up to the duties of his/her office is subject to disciplinary action by the adviser and/or the Faculty Council.

Section 12. The officers will meet with the advisor on a regular basis to, among other things, discuss general operations of the organization and for meeting agenda endorsement.

ARTICLE VI – EXECUTIVE COMMITTEE

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

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

Section 3. The advisor will accept the meeting agendas before that agenda is used in the meeting with the NHS members.

Section 4. The executive committee determines by majority vote meeting procedures. Whether Robert's Rules of Order are used or not meetings will be open to member discussion and input.

ARTICLE VII – MEETINGS/ATTENDANCE

Section 1. Regular meetings of this chapter shall be the Second Wednesday of every month at 7:00 a.m., with the location determined by the executive committee.

Section 2. The president/adviser/executive committee reserves the right to call additional meetings when necessary.

Section 3. The procedure of meetings is at the sole discretion of the executive committee.

Section 4. All students are required to attend all regular and special meetings called by the executive committee. It is the responsibility of the members to regularly check points of advertisement (NHS bulletin board, Central High School's NHS website, and their email) for meeting times and place.

Section 5. All excused absences need to be approved by the chapter adviser. Students should contact above parties in advance of the meeting or activity whenever possible.

Section 6. Guidelines for an excused absent parallels what the school has for its absence guidelines for classes (i.e. dental, sickness, medical, etc.).

ARTICLE VIII – ACTIVITIES/SUBMISSION OF HOURS

Section 1. Service activities shall fall under two categories: individual service hours and chapter sanctioned events.

Section 2. Each member must complete a predetermined amount of service hours (Twenty-five for returning members and twenty for new members) and participate in at least two sanctioned events per year.

- a. The Executive Committee will establish benchmarks during the school year for members to complete a given amount of service hours. Members will achieve the appointed amount of service hours by these benchmarks. Returning members must complete ten service hours by the end of semester 1. New members must complete five service hours by the end of semester 1.
- b. All service hours and sanctioned events will be completed and submitted by May 1.

- d. A sanctioned event fulfills a need for the school or community. It is planned and implemented by a member of the NHS promoting leadership. Sanctioned events incorporate community partners and promote cooperation among NHS members and community partners. The sanctioned event encourages all those with/in the NHS and outside the NHS to participate. The individual(s) who is organizing the event will take the idea to the executive committee for approval.
- e. A non-sanctioned event is a service opportunity that is either planned by another school organization or an individual in the community. Service hours must benefit the school or community or an individual in need. Service hours are not to benefit any political party over another. Service hours cannot be used for person(s) or organizations that are for profit. In the event the member volunteers for an individual or organization outside the school the activity should not benefit the member's family directly and the adult signature should be from the adult directly supervising the member's activities.
- f. Every member of the NHS has the opportunity to participate with in-school tutoring in the resource center and within individual classrooms.
- g. Members shall receive service hours for writing publishable articles that promote and celebrate the NHS. The amount of service hours received is subject to the executive committee (see Article VI section 1). The article will consist of an introduction, body and conclusion. The purpose of the introduction is to introduce the Central High School's NHS and the event. The body of the article will consist of at least 6 sentences describing the event and celebrating the role that NHS participants played, or will play, in it. The article needs to be proof read by members of the executive committee (namely the Public Relations Officer) before it is sent to an organization for publishing.

Section 3. This chapter shall determine at least two sanctioned service projects each year.

Section 4. It is the member's responsibility to submit hours using the official form provided with the correct adult certification. The form is then to be turned in to the secretary by the established service hour benchmarks.

Section 5. Members who do not fulfill service requirements note Article IV.

Section 6. It is the responsibility of the members to regularly check points of advertisement (NHS bulletin board, Central High School's NHS website, and their email) for activities and service hour totals and any other pertinent information.

Section 7. Each member shall have the responsibility of choosing and participating in an individual service activity(s) that reflect his/her particular talents and interests. This is in addition to the chapter activities to which all members contribute.

Section 8. The chapter advisor has discretion (with guidance from the NHS Faculty Council) in determining whether or not an activity will count for National Honor Society hours. For this reason it is advisable to discuss any volunteer opportunity before conducting it.

ARTICLE IX – EMBLEM

Section 1. Each member of this chapter who is in good standing with regard to membership standards and membership obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 2. Any member who withdraws or is dismissed will return the emblem (and anything with the emblem on it such as the Certificate of Membership) to the chapter advisor.

Section 3. Chapter members who are seniors in **good standing** shall be granted the privilege of wearing the National Honor Society collar at graduation.

ARTICLE X – POWERS

Section 1. The chapter adviser 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.

ARTICLE XI – AMENDMENTS

Section 1. These by-laws may be amended by 2/3 vote of the chapter, provided notice of the proposed amendments is given to the members. The exceptions are Articles II, III and IV, which are developed by the faculty council with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

Section 3. The by-laws of Central Circle Chapter must be approved by the Faculty Council and Principal.