

**Chapter Bylaws
of the
Marble Falls High School Chapter
of the
National Honor Society
Reviewed: August 2020**

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be Marble Falls High School 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 the Marble Falls High School.

ARTICLE II: MEMBERSHIP

Section 1.

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.
2. Initial invitations are extended to students who demonstrate excellence in scholarship.
3. Candidates must have been enrolled for a period equivalent to one semester at Marble Falls High School and shall be a member of the sophomore and junior classes, becoming active members their junior and senior years respectively. No member will be chosen from the senior class due to lack of time after induction to fulfill requirements. Newly inducted members cannot be elected to an office in the society for the following fall term.
4. The overall grade point average of 3.0 is required for candidacy, and eligibility shall include only the courses that were taken while in high school. Those courses taken in Middle or Junior High School are not to be considered for grade point average. In addition to the minimum GPA requirement, candidates will have successfully passed one Pre-AP, AP or Honors class prior to selection and be enrolled and passing another that year. Credit for two Pre-AP, AP or Honors classes must have been awarded by the following fall semester of the student's induction to maintain membership in the NHS. All scores in high school coursework will be weighted in the manner adopted for class ranking.
5. Each member will take at least four academic courses per year (chosen from English, Math, Social Studies, Science or Foreign Language). Any student taking less than four academic courses per year must petition to and be approved by the Faculty Council to remain an active member. This petition must be accomplished BEFORE the beginning of school in the fall. Senior members who have completed graduation requirements will be the exception to this rule.
6. The scholastic level of achievement that candidates are inducted under shall remain fixed for the remainder of the students' membership, but may be raised or lowered by amendment to this Constitution for future inductees. All students who can rise in scholarship to or above such standard may be admitted to candidacy for election to membership. Their eligibility shall then be considered on their Service, Leadership, and Character as the Faculty Council sees fit.

Section 2. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character. Students who are eligible scholastically will be notified and asked to complete the NHS New Member Application for further consideration for selection.

ARTICLE III: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

1. The Student Application will be reviewed by the Faculty Council. Input from the faculty at large may be considered in the selection of students eligible for membership in the chapter.
2. There is no specific quota or percentage of members for class.
3. The main purpose of the application is for you to inform the selection committee of your history of leadership character, scholarship, and service. The committee is looking for consistent examples of leadership and service over an extended period of time. For the purpose of this application, your high school career started the summer between your eighth- and ninth-grade years.
4. The selection committee (faculty council) will assess student character through a process involving the following, analysis of an essay, candidate application, and evaluation forms submitted by MFHS staff members that have taught or worked with the student since 9th grade. These evaluations are done internally and specifics are not discussed with candidates.
5. The advisor does not decide if you are accepted or not. The Faculty Council makes that decision. Their decision is FINAL. There is no appeals process.
6. The entire evaluation process takes approximately 3-5 weeks.
7. **SCHOLARSHIP:** Students' academic records will be reviewed to determine scholastic eligibility. The Faculty Council will examine their cumulative GPA and history of academic rigor. Strong candidates who have taken fewer challenging courses must have a higher cumulative GPA. Candidates who have pursued more challenging courses may have a lower cumulative GPA. Students will be asked how they challenge themselves academically and to list any honors or AP courses they have taken or are currently taking.
8. **CHARACTER:**
 - a. upholds principles of morality and ethics
 - b. shows courtesy, concern, and respect for others
 - c. observes instructions and rules, punctuality and faithfulness in obligations both inside and outside the classroom
 - d. manifests truthfulness in acknowledging obedience of rule, refuses to cheat, and shows an unwillingness to profit by the mistakes of others
9. **LEADERSHIP:** Candidates should exercise leadership roles in both the school and the community. List all appointed leadership positions held in either school, community, or activities. A leadership position is any position in which you are in charge of others. Only those positions in which you were directly responsible for directing or motivating others should be included. You may include projects you supervised, groups you facilitated, or fundraisers you help sponsor. These can be "traditional" positions such as a team captain or club officer. They can also be somewhat less obvious roles such as organizing a service, activity or chairing a school committee. On your application, it is necessary to clearly describe your position and duties, so the faculty committee can understand your role. Please be aware that some positions may sound like leadership positions when they are not. For example, a position that you attain because of a particular skill (such as the first chairs/ Historian in the orchestra) is not necessarily a leadership position unless it is accompanied by leadership responsibilities. Tutoring is only a service and is not considered leadership. Babysitting is NOT a leadership position.
10. **SERVICE:** A service/community activity is anything done to serve your community without receiving compensation (money, personal benefit or academic credit) for one's actions. Service can include activities associated with school organizations as well as any community or religious organizations (non-profit organizations). Helping someone organize

materials for a class or set up sports equipment in the community does not count towards hours. Service in the community must be through organizations or groups that are designed to improve the quality of one's life and/or to help better the community for the future.

11. No principal or assistant principal may be on the Faculty Council.
12. The chapter advisor(s) shall be a non-voting, additional member of the Faculty Council.
13. The council shall meet at least once a year to select members based on their application, and to consider dismissal, non-selection, and warning cases.
14. Candidates receiving a majority vote of the Faculty Council will be inducted. National Honor Society By-Laws and Conduct Code will be reviewed and signed by candidates and parents.
15. All parents and applicants will sign off on the following statement: *We understand that membership in the National Honor Society is an honor and that membership is based on leadership, community service, scholarship, and character. We also understand that completion of this form only places a student in consideration for membership. The Faculty Council whose decisions will be confidential, without qualification, and final will review the form and teacher recommendations. We attest that the information presented here is complete and accurate. If selected, we agree to abide by the standards and guidelines of the chapter and to fulfill all of my membership obligations to the best of my ability.*

Section 2. All decisions will be mailed, emailed, or communicated in-person approximately two weeks before the induction ceremony. Selected candidates shall be notified in writing about the timing of the induction ceremony. Students who are not selected will also be notified in writing.

Section 3. The selection of active members will be held in January/February/March

Section 4. 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 signed by the principal.

Section 5. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership to this chapter. This transfer member will attain within one semester and then maintain the membership requirements for this chapter in order to retain their membership.

ARTICLE IV: PROBATION AND DISMISSAL

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

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.0), he /she will be given a written warning and a reasonable time for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the student will be released from the chapter.

Section 3. A member is expected to maintain an active role in service and leadership to MFHS and community.

Requirements of membership:

1. *A member must maintain all of the scholastic requirements met for entrance into the NHS.*
2. *A member must pay a \$20 membership fee.*
3. *A member must participate in our one service project sponsored by the NHS. Failure to do so may result in an additional amount of service hours or dismissal.*
1. *A member must complete 25 service hours/year. A minimum half of these hours must be submitted to the advisor at the end of the first semester. An academic year starts the day of the induction ceremony and ends the day of the following year's new member*

ceremony. No more than four hours may be obtained from one volunteer activity without consent of the society sponsor unless those hours are obtained by tutorials in school-sponsored tutorial programs. A member who falls below the standard of selection will be given a written warning and a reasonable time for improvement. If the requirements are still not met at the end of the warning period, the member will be considered for dismissal.

2. *The attendance policy is designed to accommodate the fact that there will be times you are unable to attend a meeting for whatever reason. It is your responsibility to meet the expectations listed:*
3. *A member must attend all the scheduled membership meetings and events throughout the year. This pertains to dates and events (service project, which includes training dates, induction ceremony, and member meetings) distributed by the advisor at the beginning of the year.*

Section 4: Members of NHS at MFISD are subject to the standards and conduct embodied in: State, federal, civil, and criminal laws; MFISD Student Code of Conduct, MFISD Extracurricular Code of Conduct, The National Constitution of the National Honor Society.

Section 5. In the case of a flagrant violation of school rules, or the law, a warning is not required for dismissal, but a hearing will still be held. The hearing is identified in the constitution as a right of membership, is guaranteed as “due process” and requires the chapter to notify the member of the action being contemplated, the reasons for the action, the date and time of the hearing, and the opportunity for the member to respond either in writing or orally.

Section 6. 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 7: Any member charged with any of the following offenses will be considered NOT in good standing until said charges are cleared:

- Felony charges
- Misdemeanor charges
- Documented cheating or plagiarism
- Multiple minor infractions
- Minor in possession
- Minor in consumption
- Possession of controlled substances
- Possession of weapons
- Shoplifting or theft of any sort
- Contributing to the delinquency of a minor
- Driving while intoxicated
- Civic/legal infractions
- Public indecency
- Destruction or defacing of public/private property
- Students who violate a school policy relating to alcohol, illegal, prescription, and over-the-counter drugs as outlined in the MFISD Student Code of Conduct and/or the MFISD Extracurricular Code of Conduct will face disciplinary action which may include dismissal from the National Honor Society.

Section 8. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 9. 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 vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. 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 according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 10. 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, and treasurer/historian.

Section 2. Student officers shall be elected at the last meeting of each school year by the junior class members only. 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.

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. 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/historian shall keep the record of business expenses, dues, all other financial transactions of the chapter, and will be in charge of the social media communication.

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 have general charge 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.

Section 9: Should an officer or his/her behavior fall below the standards by which he/she was inducted, said officer will be asked to appear immediately before the faculty council. This officer may be removed from office immediately or disciplined according to procedures outlined in Article III of this Constitution. Removal from office does not necessarily constitute removal from the Society. If an officer is removed from office, that position will be immediately filled by vote of the members in good standing.

ARTICLE VI: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser.

Section 2. You must attend at least half of the scheduled membership meetings or notified meetings throughout the year to remain in good standing. The induction ceremony and the rehearsal are mandatory.

Section 3. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

ARTICLE VII: ACTIVITIES

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 which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

Section 6: Each member shall complete a minimum of 20 service hours divided in 10 hours/semester. Proof of service must be submitted to the sponsor by the designated deadline to remain in good standing. Should these hours be obtained from any method other than those outlined to the existing members, the membership of the student may be terminated.

Section 7: No more than four hours may be obtained from one volunteer activity without consent of the society sponsor, unless those hours are obtained by tutorials in school-sponsored tutorial programs.

Section 8: Any member not completing their hours will be given warnings. Failure to turn in the 20 required hours is a resignation of membership.

ARTICLE VIII: EMBLEM

Section 1. 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 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 emblem and collar of the society at graduation. Members not in good standing will be acknowledged as NHS members but will not wear the emblem or collar.

ARTICLE IX: SCHOLARSHIP

Section 1. Local NHS Scholarship - An annual Marble Falls National Honor Society scholarship shall be given to a graduating member (or members) in good standing. The local scholarship committee will be given the names of the NHS members meeting the criteria to choose from that list. The scholarship amount given will be dependent upon funding of the club treasury and will be announced in accordance with school policy and tradition.

ARTICLE X: DUES

Section 1. Annual dues for the chapter shall be \$20. Dues will be payable to the chapter before the induction.

Section 2. Dues will be payable to the chapter treasurer or adviser.

ARTICLE XI: POWERS

Section 1. The chapter advisor(s) is given the authority to supervise the administration of chapter activities, as designated by the school principal.

Section 2. The principal shall reserve the right to approve all activities of the chapter.

Section 3. These bylaws are reflective of the provisions of the national constitution and cannot contradict any components thereof.

ARTICLE XII: AMENDMENTS

Section 1. If an NHS member has an idea for a bylaw, it may be amended by a two-thirds vote of this chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles II, III and IV (membership, selection, and discipline), which are developed by the faculty council and advisors with the approval of the principal. A prior notice is not required.

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