



CodeRVA NHS Chapter Bylaws: Outline and Full Text

Outline for Honor Society Chapter Bylaws:

1. **Article I:** Name: Statement of the name of the organization.
2. **Article II:** Purpose(s): The general purpose of the group. (See Article I of the National Constitution for reference.)
3. **Article III:** Powers: Powers vested in the organization; the final authority which rests with the principal (per V.1 of the National Constitution)
4. **Article IV:** Membership: Definition of membership categories for the group.
5. **Article V:** Selection of Members: Establishes the time, methods, and procedures for the identification of candidates and selection of members. (Information in this section must be consistent with the national guidelines, developed by the faculty council, and is not subject to member approval as per Article IX, section 4 of the National Constitution.)
6. **Article VI:** Obligations of Members. The duties and responsibilities of the organization, the officers, adviser, committees and committee chairs, and members. Reference to meeting attendance, project participation, and dues can be included in this section.
7. **Article VII:** Officers: Duties of office, procedures for officer election, removal from office, and filling vacancies.
8. **Article VIII:** Meetings: Frequency of meetings and provisions for special sessions.
9. **Article IX:** Activities: Overview of the regular activities of the chapter including chapter and individual service projects.
10. **Article X:** Discipline and Dismissal: Provisions herein should be based on Article X of the National Constitution. Information in this section must be consistent with the national guidelines, developed by the faculty council, and is not subject to member approval as per Article X of the National Constitution.
11. **Article XI:** Ratification/Approval: Method and procedure for formal approval (ratification) of the bylaws.
12. **Article XII:** Amendments: Provisions/methods for amending the bylaws.

BYLAWS TEXT: NATIONAL HONOR SOCIETY OF CODERVA

Chapter Bylaws Of the CodeRVA Regional High School Chapter Of the US National Honor Society. Adopted: 4/19/19

ARTICLE I: NAME

The name of this chapter shall be the CodeRVA Chapter of the National Honor Society of CodeRVA Regional High School.

ARTICLE II: PURPOSE

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 CodeRVA Regional High School.

ARTICLE III: POWERS

- Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution. See www.nhs.us/constitutions.
- Section 2. The chapter adviser (or advisers) is given the authority to supervise the administration of chapter activities, as delegated by the Executive Director.
- Section 3. Final authority on all activities and decisions of the chapter resides with the Executive Director. (See Article V, Section 1 of the National Constitution.)
- 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 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 alumni. Active members become alumni members at graduation. Honorary members are selected at the discretion of the faculty council. 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 enrolled for a period equivalent to one semester at CodeRVA.
 - c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale (unweighted).
 - d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character (see Candidate Selection Checklist/Rubric).

ARTICLE V: 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 Executive Director. The chapter adviser shall be the sixth, nonvoting, ex officio member of the faculty council.
- Section 2. The selection of active members shall be held twice a year during the first and second trimesters of the school year. (Note: Alternative or additional selection periods may be added.)
- 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 and essay 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(s).
 - 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 an official letter indicating the status of his/her membership.
- 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 VI: OBLIGATIONS OF MEMBERS

- Section 1. One-time dues for this chapter shall be \$30.00. Dues will be payable to the chapter within 30 days of induction.
- Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.
- Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall surrender the privilege of wearing 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 (or other insignia adopted at the local level) at graduation.

ARTICLE VII: OFFICERS

- Section 1. The officers of the chapter shall be president, vice president, and secretary.
- 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.
- 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 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 have general charge of the meetings and the business of the chapter. Any action by the executive committee is subject to the review of the chapter members.

ARTICLE VIII: 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. This chapter shall conduct its meetings according to Robert's Rules of Order.
- Section 3. Members are expected to attend all chapter meetings.

ARTICLE IX: 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 that reflects his or her particular talents and interests and is 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. (Additional projects or activities that make up the annual program for the chapter can be delineated in this article.)

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

- Section 1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the CodeRVA 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 in 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 (3.5), he /she will be given a written warning and a reasonable time period for improvement (6 weeks). 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 can include consideration of dismissal from the chapter.
- Section 3. Violations of the law can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to: DWI; stealing; destruction of property; 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. Any offense of the CodeRVA Regional High School Standards of Student Conduct, Honor Code, or any infraction in opposition of the NHS core values of scholarship, service, leadership, and/or character will be reviewed by the faculty council. The faculty council will meet to decide on appropriate consequences, which may include but are not limited to: a written warning, a probationary period, temporary suspension of chapter privileges, or dismissal from NHS.
- 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.
- 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 will be given the opportunity 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 Executive Director 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 Executive Director 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 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

- Section 1: These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.
- Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

- These bylaws may be amended by a 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 V and X, which are developed by the faculty council with the approval of the Executive Director (selection and discipline). (Note: It is recommended that the ratification and amendment articles be the final articles. It is acceptable for the chapter to insert additional articles.)

Approved on 12/7/2020

Signatures/Names of the Adviser(s), and Executive Director:

Sally Schuler

Thomas Barbieri

Kume Goranson