

# **HHS NHS BYLAWS**

## **ARTICLE I: NAME AND PURPOSE**

**Section 1.** The name of this organization shall be the Howard High School Chapter of the National Honor Society of Secondary Schools (NHS).

**Section 2.** The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Howard High School.

## **ARTICLE II: MEMBERSHIP**

**Section 1.** Membership in the chapter is an honor bestowed upon deserving students selected by the Faculty Council and is based on the demonstration of scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

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

**Section 3.** Part of membership in the chapter entails the one-time payment of member dues, in the amount of twenty dollars, payable to the chapter advisor(s) within 30 days of invitation to membership, or of the induction, whichever comes first.

**Section 4.** An NHS member who transfers to another school and brings a letter from the principal or chapter advisor to the new school advisor(s) shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

**Section 5.** An active member of the NHS who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter advisor(s).

## **ARTICLE III: SELECTION OF MEMBERS**

**Section 1.** To be eligible for membership the candidate must be a member of either the junior or senior class.

**Section 2.** The minimum standard for scholarship shall be a cumulative weighted GPA of 3.40. Candidates shall then be evaluated on the basis of service, leadership, and character.

**Section 3.** The selection of new active members shall be held once a year during the first semester of the school year.

**Section 4.** The selection of each member to the 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, nonvoting, ex officio member of the Faculty Council

**Section 5.** Prior to selection, the following shall occur:

**Subsection A.** Students' academic records shall be reviewed to determine academic eligibility.

**Subsection B.** Students who are eligible academically ("candidates") shall be notified and asked to complete and submit the Candidate packet, an essay elaborating on a leadership role, and any other required supporting materials for further consideration for selection. In addition, students will need to submit five faculty recommendation sheets.

**Subsection C.** The disciplinary record of each candidate shall be reviewed as part of the selection process.

**Subsection D.** The Faculty Council shall review all information provided in order to determine membership. Membership is determined by a majority vote of the Faculty Council. A letter reporting the selection results will be sent to the candidate.

**Section 6.** The decision of the Faculty Council may be appealed. The student must submit a letter to the Faculty Council within 14 days of the date of the notification letter. This letter must provide information supporting the requested appeal. All information will be carefully reviewed by the Faculty Council, and a letter reporting the results of the appeal will be sent to the candidate. If a further appeal is desired, the student must submit a written request to the principal within 14 days of the date of the letter reporting the result of the appeal.

**Section 7.** Candidates become members when inducted at a special ceremony.

**Section 8.** Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

## **ARTICLE IV: DISCIPLINE AND DISMISSAL**

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

**Section 2.** If a member falls beneath the standard for scholarship, leadership, character, or service, he or she will be given a written warning and be put on a probation period for improvement. If the member remains below standard at the end of the probation period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter. A conference may be requested by either party (Faculty Council, student, or parent).

**Section 3.** If a member commits a flagrant violation of the school regulations or the law, he or she can be dismissed without a written warning. However, a hearing must still be held for that member.

**Section 4.** In all cases of pending dismissal, a member shall have the right to a hearing before the Faculty Council.

**Subsection A.** The member will be given the opportunity to respond to the charge(s) against him or her at a hearing before the Faculty Council prior to the vote on dismissal. For purposes of dismissal, a majority vote of the Faculty Council is required.

**Subsection B.** The results of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal.

**Subsection C.** A member who has been dismissed may appeal the decision of the Faculty Council to the principal and afterwards to the Howard County Public School System discipline policy.

**Subsection D.** Members who are dismissed or who have resigned are never again eligible for membership or its benefits.

**Section 5.** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE V: CHAPTER OFFICERS**

**Section 1.** The chapter officer positions shall comprise of president, vice president of service, vice president of character, and secretary. Officers shall be active members of the NHS who are seniors and in good standing. Juniors wishing to run for elected office for the following year shall submit a nomination form to the advisor(s) at a designated time.

**Section 2.** Chapter officers shall be elected at a designated meeting during the school year. All returning active members are eligible to run for an officer position and vote.

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

**Section 4.** The following are the duties for each of the officer positions:

**Subsection A.** The president shall preside over the chapter meetings, prepare agendas for the meeting, and meet regularly with the advisor(s) to coordinate chapter needs.

**Subsection B.** The vice president of service shall model service-oriented behavior for other members, plan and coordinate chapter service projects within the school and community, seek out and publicize existing community service opportunities for members, and serve as a liaison between service organizations and members

**Subsection C.** The vice president of character shall serve as a model of exemplary character for other members, plan chapter activities that promote character development for members, and plan and coordinate school wide campaigns to promote character development

**Subsection D.** The secretary shall keep record of member service hours each quarter, record meeting minutes, and create and maintain team lists for service projects

## **ARTICLE VI: EXECUTIVE BOARD**

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

**Section 2.** The executive board shall have general discretion over the meetings and business of the chapter in compliance with the bylaws. All actions and recommendations of the executive board shall be subject to the review of the chapter membership.

**Section 3.** The executive board shall have the responsibility of ensuring that chapter activities and procedures follow school policy and regulations according to the school handbook.

## **ARTICLE VII: MEETINGS**

**Section 1.** The chapter shall have monthly meetings at minimum.

**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. If a member must be absent, he or she must notify the advisor in writing or by email, and must provide a complete explanation of why he or she cannot attend. Failure to do so will result in a letter of warning. Missing more than one meeting (excused or unexcused) will result in an appearance before the Faculty Council, which may result in consequences such as probation or dismissal from the society.

#### **Policy for Missed Meetings**

- Excused absence from school = *No penalty*
- School Sponsored Activity **with a note 24 hours in advance** = *1 additional hour of service*
- School Sponsored Activity **without a note 24 hours in advance** = *2 additional hours of service*
- Any other reason = *2 additional hours of service*

## **ARTICLE VIII: ACTIVITIES**

**Section 1.** Each 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; 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. This is in addition to the chapter projects to which all members contribute.

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

**Section 6.** In order to retain active, in-good-standing status, each member shall complete a minimum of 32 hours of community service each academic year with at least 8 hours each quarter.

**Section 7.** Students shall keep a record of service activities and have a supervising adult verify, with signature and phone number, that they have performed the service.

## **ARTICLE IX: EMBLEMS**

**Section 1.** Each member of the chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the pin adopted by the National Honor Society.

**Section 2.** Any member who resigns or is dismissed shall return the pin to the chapter advisor(s).

**Section 3.** Senior chapter members in good standing shall be granted the privilege of wearing the NHS stole of honor at the graduation ceremony. The Faculty Council may vote to withhold this privilege for any member who is on probation for failing to meet the chapter requirements and standards for attendance, scholarship, service, leadership, and character.

## **ARTICLE X: POWERS**

**Section 1.** The chapter advisor(s) is/are 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.

**Section 3.** These bylaws shall amplify provisions of the national constitution and do not contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

## **ARTICLE XI: AMENDMENTS**

**Section 1.** These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members prior to the vote. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.