

By-Laws of the National Honor Society Central High School Chapter

Article I Name and Purpose

Section 1: The name of this organization shall be the National Honor Society (NHS) Central High School Chapter.

Section 2: The purpose of this organization shall be to create enthusiasm for scholarship, stimulate a desire to render service to the community and school, to promote leadership, and to develop character among our members and the Central High School student body.

Section 3: The NHS of Central High School shall be under the sponsorship of the National Honor Society and shall abide by its constitution and regulations.

Article II The Principal

Section 1: The principal shall reserve the right to approve all activities and decisions of this chapter.

Section 2: The principal shall annually appoint a chapter advisor, who may serve consecutive terms.

Section 3: The principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

Article III The Chapter Advisor

Section 1: The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and acts as liaison between faculty, administration, students, and community.

Section 2: The chapter advisor shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor shall send the annual report to the national office.

Section 3: The chapter advisor shall regularly review each member for compliance with Society standards and obligations.

Section 4: The chapter advisor shall help the chapter officers understand and carry out their duties.

Section 5: If deemed necessary by the chapter advisor, an assistant chapter advisor(s) may be appointed by the principal, in compliance with school regulations, to assist with the organization. This advisor shall be expected to fulfill the same duties as the chapter advisor.

Section 6: The chapter advisor shall serve as a non-voting, sixth member, of the faculty council.

Article IV Faculty Council

Section 1: The faculty council shall consist of five voting faculty members appointed annually by the principal. No principal or assistant principal may be included on the faculty council.

Section 2: Upon the retirement of the members from the faculty council, at the time of passage of these by-laws, the new members shall be appointed so that one member shall be from the science department, one from the english department, one from social studies department, one from the math department, and one from the “arts” department, which shall be defined as a member of the agriculture department, foreign language department, art department, business and information technology department, music department, or the family and consumer sciences department, as well as a guidance counselor. The department to which the chapter advisor belongs shall be represented by such and shall not receive an additional representative.

Section 3: The faculty council shall meet at least once a year to select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 4: The faculty advisor shall serve as chairman of the faculty council.

Article V Membership

Section 1: Membership in the NHS is an honor bestowed upon a student. Selection for membership is by the faculty council upon which all members except the faculty advisor shall vote. It is based on outstanding *scholarship, leadership, and service*. Once selected, each member has the responsibility to continue to demonstrate these qualities.

Section 2: The following types of membership and their description are as follows:

Honorary: Honorary membership can be granted to faculty members who exhibit outstanding service to the NHS; to foreign exchange students who cannot meet the requirement due to attendance or grade transfer; to transfer students who can not meet the requirement due to attendance or grade transfer; to persons outside of Shenandoah County Public Schools; and to special needs students. All honorary members shall be recommended for this honor by the executive committee and approved by the faculty council and must show the values of a traditional NHS member. Honorary members will be allowed to participate in NHS activities, but shall not have a vote at meetings, nor shall they hold any office. All members of the faculty council and the faculty advisor shall be, upon retirement from these posts be granted honorary membership. This honor extends for life. All Honorary members must be inducted at either the spring or fall induction ceremony.

Graduate: Graduate membership shall be granted to all members of the NHS who graduate. This title shall extend for a life time, but shall not have a vote at meetings, nor shall they hold any office.

Transfer membership: Members who transfer from another school and who were members in good standing of their previous school’s NHS, shall be granted membership automatically. In order to prove their membership, a letter of recommendation must be submitted by their previous school’s principal, faculty advisor, and chapter President. These students will be granted one semester to meet the requirements of our school. During this period the member, shall not hold any office. If, at the end of their first semester, the student shall not meet the membership requirement their case shall be brought before the faculty council and they shall make a recommendation concerning their continued membership.

Regular: All regular members shall be junior or seniors of the Central High School student body who meet the requirements set out in the by-laws. They shall have full rights of membership and can serve as officers.

Section 3: Candidates shall not become members until inducted at a special ceremony. Transfer students will be considered members, but also must be inducted at the next available ceremony.

Section 4: Members who are seniors and who are in good standing shall be eligible to be nominated by their chapter to compete in the National Honor Society Scholarship Program.

Section 5: Members dismissed from this chapter of the NHS or any other chapter shall never be eligible for membership or its benefits.

Article VI Selection of Members

Section 1: To be eligible for membership, candidates must be a junior or a senior who has attained a 3.5 grade point average. Students must be enrolled for at least one semester. Students who transfer and who meet the requirements for transfer membership may bypass this regulation. Candidates for membership must also excel in leadership, service, and character.

Section 2: Acceptance into membership shall be upon recommendation by the faculty advisor and a majority vote of the faculty council.

Section 3: A description of the selection process and membership requirement must be displayed publicly within 6 weeks from the beginning of the school year in a manner designated by the by-laws and constitution to include in club descriptions on websites and brochures.

Section 4: Any person who feels that they were unfairly passed over for membership, may appear in person before the faculty council to present their case after submitting to the faculty council their intentions in writing. If they wish to further appeal, they may do so to a special appeals council consisting of the President, Faculty Advisor, and Principal after submitting to the faculty council and membership their intentions in writing. If they wish to further appeal, it must follow the same rules as disciplinary appeals in Shenandoah County Public Schools.

Article VII Dismissal

Section 1: The procedure and requirements for scholastic dismissal shall be as follows:

1. If, at the end of a semester a member of the NHS who fails to maintain the academic requirements shall receive a letter of warning.
2. At each interim report date and report card date, the person shall be reminded of their need to increase their grade point average (GPA) through both written and verbal channels.
3. If at the end of the next semester, the student shall be dismissed from NHS membership.
4. The student may appeal to the faculty council for restoration of membership at the end of this period. The faculty council may only grant an extension of this period, consisting of no more than three warning periods.
5. Any senior who fails to meet the scholastic requirement in the final semester of their senior year shall remain a member.

Section 2: Any student convicted of a serious crime, shall be immediately dropped from NHS membership. It shall be the job of the faculty council to determine if a crime is considered to be serious. Any felony is automatically considered serious. No warning shall be issued if a student is brought up on

these charges; however, the executive council must be informed. If a person convicted of a crime that is found innocent, they shall be restored to or be allowed to enter the NHS.

Section 3: Any student expelled from school shall be removed from membership.

Section 4: Any student who fails to meet the standards of leadership, character, or service shall at the discretion of the Faculty Council with at least three, but no more than six warning periods be dropped from membership. The executive council may recommend students for dismissal on these grounds.

Section 5: The faculty council must submit the names of all students who are about to be dismissed to the executive council for comment.

Section 6: Any person who feels that they have unjustly received a warning or have been dismissed, may appear in person before the faculty council to present their case after submitting to the faculty council their intentions in writing. If they wish to further appeal, they may do so to a special appeals council consisting of the President, Faculty Advisor, and Principal after submitting to the faculty council and membership their intentions in writing. If they wish to further appeal, it must follow the same rules as disciplinary appeals in Shenandoah County Public Schools. At each of these appeals one parent or guardian must be present and a member of the faculty council must also be present to defend the council's actions.

Section 7: All decisions are final and may not be reconsidered unless otherwise stated in the by-laws.

Article VIII Meetings

Section 1: The NHS shall meet at least once every two months excluding the period before the fall induction ceremony and the month of December on days designated by the Vice-President on a day that conflicts with the fewest possible meetings of other organizations.

Section 2: The purpose of each meeting is to decide upon upcoming NHS activities, to disperse NHS funds, to plan NHS ceremonies, and any other important business brought forth by the membership, Executive Committee, and/or faculty advisor.

Section 3: All meetings shall follow Robert's Rules of Order and shall be conducted in this manner:

1. Treasurer's Report
2. Reading of Previous Meeting Minutes by Secretary
3. Old Business
4. Activities Report by President
5. New Business
6. Report on executive committee meeting by Vice-President
7. Committee Reports
8. Roll

Section 4: All members shall have one vote at each meeting including officers except for the presiding officers who shall only vote in the event of a tie. All decisions shall be made by a majority vote unless written otherwise in the constitution or by-laws.

Section 5: Special meetings approved by the executive committee may be called by the president and shall follow normal meeting procedures.

Section 6: All votes shall be conducted as a voice vote unless otherwise requested or stipulated in the by-laws. All members present must vote or abstain. It shall be the responsibility of the president to count all votes.

Section 7: A quorum of ten voting members must be present at all meetings for decisions to be made.

Article IX Officers

Section 1: All members of the NHS who have reached their senior year are eligible to become chapter officers.

Section 2: The officers of the NHS and their responsibilities are as follows:

President: The president shall be responsible for running each NHS meeting; he/she shall be considered the leading NHS member and shall represent us as such at all meetings and activities; he/she shall be responsible for presiding over all NHS induction ceremonies; he/she will be responsible for scheduling and participating in all NHS activities authorized by the membership; finally, he/she will serve as the liaison between the NHS membership and all other parties who may become involved in its activities.

Vice-President: The Vice President shall serve as president in his/her absence and in the event of the Presidents resignation or removal shall assume the duties of President. He/She shall assist the President and any other officers with their duties. The Vice President shall also set the location, organize, and set the dates for all NHS ceremonies and meetings. Finally, the Vice-President shall serve as chairman of the by-law committee.

Treasurer: The Treasurer shall manage and disperse all funds of the NHS in accordance to the wishes of the general membership, as well as announcing the previous period's financial transactions at each NHS meetings. He shall also serve as the second member of the by-law committee and in the absence of the President and Vice President shall serve as presiding officer at all meetings.

Secretary: The secretary shall be responsible for taking all minutes at NHS meetings and the handling of all NHS records. He/she shall serve as presiding officer at meetings in the absence of the President, Vice President, and Treasurer. The secretary shall also be responsible for dispersing all written material to members and other organizations at the request of the membership.

Reporter: The reporter shall be responsible for advertising in full, all NHS activities and serve as public relations officer for the NHS members. The reporter shall also, according to the NHS constitution, be responsible for ensuring that the requirements for membership are publicly displayed and shall be responsible for monitoring and reporting on any appeals concerning status of membership. Also, in the absence of the President, Vice President, Treasurer, and Secretary, shall serve as presiding officer all NHS meetings.

Section 3: Before the expiration of their term the executive council shall appoint by a unanimous vote a junior member to serve as the executive officer. This member shall run all NHS meeting between the expiration of the previous executive council and the instillation of the following year's officers. This position shall hold the powers of all offices and shall be responsible for all above mentioned duties. It will be the responsibility of the presiding officer to schedule election and to assure that elections are carried out correctly and fairly. The executive officer shall also schedule the time and place for the induction

ceremony with the assistance of the chapter advisor. This member shall be eligible to hold an office in their senior year.

Section 4: All officers may be impeached and removed from their NHS position. Impeachment must be by 2/3^{rds} of the membership and removal by a unanimous decision of the faculty council with the advisor voting. Impeachment is only lawful if the officer has failed to meet the standard of a NHS member.

Article X Election of officers

Section 1: All senior members who wish to become an officer must complete an application form approved by the chapter advisor and presiding officer. The application must be made available three weeks before the election date and must be returned in two weeks. All candidates who complete the application successfully in the allotted time shall be considered candidate.

Section 2: Only senior members may vote in the election.

Section 3: All officers shall be selected by a majority vote at a special meeting of senior members no later than the 2nd Monday in October by a written, secret ballot. The presiding officer shall oversee this meeting and run the election. He/she shall have no vote but shall break any tie.

Section 4: All votes shall be counted by the Executive officer and the chapter advisor.

Section 5: The Faculty Council must review the selection of officers within two weeks of the election and in the event that, by unanimous consent, they feel that the election did not produce the best result may force the NHS membership to reconsider the candidates in another election no later than the first Monday in November. However, in the event of that election producing the same results the election stands.

Article XI Executive Committee

Section 1: The executive committee shall consist of the president, vice-president, treasurer, secretary, the reporter, and the chapter advisor. All members shall have one vote except the council advisor.

Section 2: The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified by the membership.

Section 3: The executive committee shall have the responsibility for ensuring the chapter activities and procedures follow school policies and regulations.

Section 4: The executive committee shall meet at least once between the times of regular membership meetings.

Section 5: The executive committee may make decisions concerning the NHS, but its decisions are subject to the approval of the full membership at the next meeting. The executive committee shall not, without a membership vote, dispense any monies.

Section 6: The executive council shall send a representative to all SCA meetings who shall be the highest ranking officer not already an SCA officer or club representative.

Article XII

Committees

Section 1: Committees may be formed by the membership as needed. These committees shall consist of one officer, a chairman, and one other senior. The chairman shall make reports on the committee at each meeting and the officer at each meeting of the executive council.

Section 2: No committee, except those mentioned in the by-laws by-law, shall be permanent. All committees must be approved by a majority vote of the full membership.

Section 3: The by-law committee shall consist of only the Vice-President and the Treasurer with the Vice-President serving as chairman. The by-law committee shall analyze all by-law changes or if it deems necessary, draw up and present by-law amendments. It shall only be required to report to the full body membership and executive committee, only if it is currently studying by-law changes.

Article XIII Activities

Section 1: The NHS shall have at least one service project and one fundraiser each school year.

Section 2: All members shall regularly participate in these projects and meetings.

Section 3: If the executive committee so determines, members may be brought before the faculty council for failure to participate in above mentioned meetings and projects. These members may be dismissed according to the procedures concerning scholastic dismissal. The executive council may also establish a requirement for the number of activities each member must attend.

Section 3: These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and faculty; be appropriate and educationally defensible; be well planned, organized, and executed; and shall be planned in accordance with all existing school rules.

Section 4: Each member shall have the responsibility for choosing and participating in a service project which reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

Section 5: The executive council shall, at the order of the membership conduct additional activities.

Section 6: All activities must be attended by one officer.

Section 7: Each chapter shall publicize its activities in a positive manner with the reporter leading all advertising activities.

Article XIV Ceremonies

Section 1: The NHS shall hold an induction ceremony in the fall of the year before the second Friday in November to induct all members and install officers. It shall be conducted in line with the Traditional Ceremony as outlined in the NHS constitution commentary.

Section 2: The NHS shall hold an induction ceremony in the spring at least three weeks from the end of school or before. It shall be coupled with an academic reception in which academic teams and

achievement shall be honored. It shall be conducted in line with the Traditional Ceremony as outlined in the NHS constitution commentary.

Section 3: The president shall preside over all ceremonies, except the installment of officers, in conjunction with the faculty advisor. The Vice-President shall organize all ceremonies and shall determine all activities at such.

Section 4: The Vice-President at the direction may plan and execute any other ceremonies upon the majority vote of the membership.

Section 5: The NHS shall provide to all members upon their graduation, an article of membership that shall distinguish them from other graduates. All officers shall be provided with an article, distinguishing them as NHS officers.

Article XV Pledge

Section 1: The appropriate NHS pledge for this chapter shall be as follows:

I pledge myself to uphold
The high purposes of the National Honor Society
To which I have been selected;
I will be true to the principle for which it stands;
I will be loyal to my school;
And will maintain and encourage
High Standards of scholarship, service, leadership, and character.

Section 2: This pledge shall be used for the induction of all members, unless otherwise written in the by-laws.

Section 3: A separate pledge must be used for officer instillation.

Section 4: A different pledge may be used for the induction of honorary members.

Article XVI Decisions

Section 1: The membership by a majority vote unless otherwise requested, may make rules, regulations, and decisions for the National Honor Society and membership conduct, but may not add requirements for membership.

Section 2: All decisions in the NHS are to be made by or approved by the membership majority, unless otherwise stated in the by-laws. The faculty council may send decisions back for a revote, but may not block decisions.

Section 3: Any decisions concerning the NHS charter must follow the same procedure as the by-laws.

Section 4: The NHS is allowed to become and remain members of any organization of NHS charters between itself and the National Honor Society with a two thirds hand vote.

Section 5: All decisions must be in line with the by-laws and constitution.

Article XVII By-Laws

Section 1: All by-laws changes must be proposed by the membership either through a regular meeting or through a by-law committee meeting.

Section 2: The by-laws shall be passed after being reviewed by the faculty council in which the chapter advisor shall have a vote and at minimum, five members shall approve. Upon their passage through this body, the executive council shall review the by-laws and make any necessary changes. After a review, the executive council shall vote and if no more than one person dissents then it shall be passed on to the full membership where, after thirty days from first being presented it is voted upon and if it receives a two third vote, it shall be enacted. Any changes added to the by laws before their passage must repeat this process before becoming a part of the by-laws.

Section 3: Any changes to the by-laws after their initial approval shall follow the following process:

1. They shall be presented either from the membership, faculty council, executive committee, by the chapter advisor, or from the by-law committee to the membership, who shall then present them automatically to the by-law committee for review.
2. The by-law committee shall study the change and determine if it coincides with existing by-laws and make changes in wording to coincide with current by-laws and legality. The sponsor of the by-law change must be in concurrence with the committee's changes before it is presented to the executive committee.
3. After it is studied by the by-law committee, the executive council shall review the change and make changes only if approved by the by-law committee. After any changes are dealt with, a sponsor must be obtained from the executive council minus the advisor. If there are no volunteer sponsors, the Vice-President shall serve as such.
4. The sponsor shall then present the change to the faculty council and the council shall make recommendations and changes upon a unanimous vote. However, they may not block the change.
5. Finally, the executive committee sponsor shall present the change to the NHS membership at a regular meeting. The change shall then be tabled for at a minimum of thirty days and a maximum of two months the length of tabling shall be determined by the membership by a regular vote.
6. After the tabling period has elapsed, a vote shall be held and if the amendment receives two thirds vote of the regular membership with the president voting, it shall become part of the by-laws.

Section 4: All votes concerning the by-laws must be by a show of hands and must be of a two thirds majority to pass, unless otherwise stated in the by-laws.