

Chapter Bylaws of the Thomas A. Edison High School Chapter of the National Honor Society



ARTICLE I: NAME

The name of this chapter shall be the Alva Chapter of the National Honor Society of Thomas A. Edison 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 Thomas A. Edison High School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal.

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. 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 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 Thomas A. Edison High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of a 90 on a 100-point scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character; therefore, candidates who have been referred for disciplinary action and/or sent to an alternative campus setting will not be eligible for membership within that school year.

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 principal. 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 once a year during the first semester of the school year.

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 application form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official teacher evaluation form provided by the chapter adviser.

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 with signed documentation from their previous school principal or chapter adviser verifying their membership. Transfer members must meet the standards of the Alva Chapter within one semester in order to retain membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1: Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor stole at graduation.

Section 2: Membership status.

a. A member in good standing shall be a member who has satisfied and who continues to meet all requirements of the society.

i. A member in good standing shall maintain at least the minimum cumulative grade point average of a 90 on a 100-point scale.

ii. A member's conduct shall be satisfactory both on and off the school campus.

iii. Members shall attend and be on time to all meetings. If attendance is not possible, a written explanation of non-attendance must be given to a chapter adviser within one week of the meeting time or it will be recorded as an "unexcused" absence. The adviser(s) make the final decision regarding whether the member is excused from the meeting.

iv. All members shall perform a minimum of ten (10) individual community service hours each semester and provide proper documentation of community service on the official form. Five (5) hours of said ten (10) hours per semester must be obtained by participation in chapter-sponsored activities. Members must turn in their community service hour forms to an Adviser within ten (10) school days from which the community service was performed. Non-NHS community service must be pre-approved by the Adviser. Community service hours performed during the summer before the upcoming school year must be turned in by the end of August to an Adviser.

b. A member on probation shall be a member who has not satisfied all the requirements of the society. Following the receipt of written notification/email of probationary status, a member will be put on probation until the next semester deadline. A member will be given a grace period to

complete all of his/her unmet requirements. If a member completes his/her unmet requirements by the end of the grace period, while also completing his/her current requirements, then he/she will be taken off probation, and good-standing status shall be reinstated.

i. If a member's cumulative Grade Point Average (GPA) falls below the standard in effect when he/she was selected, he/she shall be given written notification/email of probationary status and a grace period for improvement. If a member improves his/her cumulative grade point average to meet or exceed the standard in effect when he/she was selected by the end of the grace period, then GPA Probation shall be lifted.

ii. Offenders of the school conduct code may be placed on Conduct Probation.

iii. A member who has accumulated two unexcused absences (as described in Section 5.a.iii) from meetings shall receive written notification of probationary status. If a member does not accumulate another unexcused absence during the remaining of the school year, then Attendance Probation shall be lifted. Signing in tardy (within five meetings of the start) to a meeting will count as half credit towards meeting attendance. Two tardies will be equivalent to one "unexcused" absence. More than five minutes tardy will count as an unexcused absence.

iv. Members who have failed to perform and submit their community service hours by the service hour deadline shall receive written notification/email of probationary status and a grace period for improvement. If a member performs and submits his/her unmet community service hours by the end of the grace period, while also completing and submitting his/her current community service hour requirements on time, then Community Service Hour Probation shall be lifted.

ARTICLE VII: OFFICERS

Section 1: The officers of this chapter shall include the positions of president, vice president, secretary, treasurer, and publicity officer.

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. Officers shall be self-nominated juniors who have been members for one semester and have consistently maintained the requirements for good-standing membership. Nominees shall be screened by the Adviser(s) and voted upon by the members.

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: Officer elections shall take place during the Spring Semester. Under special circumstances, officer elections may take place at another time when necessary only under approval of the Adviser(s).

Section 5: The duties of the officers shall be as follows:

a. 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. The president shall

also keep record of community service hours and communicate with members using Remind or other means of technology.

b. The first vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service, as well as facilitate organize and file community service hour forms.

c. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence, including but not limited to PowerPoint presentations.

d. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter, as well as organize and file community service hour forms.

e. The publicity officer shall publicize meeting dates and activities in the announcements and on the website, oversee the production and display of posters publicizing NHS functions, as well as submit announcements for the school and Remind.

Section 6: Any officer who fails to perform the duties described in these by-laws may be removed from office. Parliamentary procedure will be used at dismissal hearings of officers to be removed from office but only at officer meetings or at another time scheduled with the Adviser(s).

Section 7: If an officer position becomes vacant, the adviser(s) will appoint the next candidate with the highest number of votes. If no candidates remain, an interview will be held with interested candidates to decide who will fill those vacancies. The adviser(s) have the final decision when filling officer vacancies.

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.

ARTICLE VIII: MEETINGS

Section 1: Regular meetings of this chapter shall be monthly, from August to May. Special meetings can be called by the president with approval of the adviser.

Section 2: Members are expected to attend all chapter meetings and report on time.

Section 3: The officers shall meet regularly to organize and execute plans.

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. Attendance at chapter-sponsored activities must be documented at the time of the event via sign-in sheet only.

Section 4: Each member shall have the choice of participating in an individual service project that 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. This project may not exceed more than 4 hours of the chapter requirements. Independent community service activities must be documented on the proper form by an adult authorized by the sponsoring agency or an adult accompanying the group to the event (not the member's parent).

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

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 Alva 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. As well as maintain satisfactory conduct both in and out of school.

Section 2: If a member's cumulative grade point average falls below the standard in effect when he/she was selected (minimum cumulative grade point average of a 90 on a 100 point scale), he /she will be given a written warning and a reasonable time period for improvement. 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 includes consideration of dismissal from the chapter.

Section 3: Violations of the law or school regulations 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, cheating, truancy, insubordination, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive a written warning notification/email. 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 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/email** 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.

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 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 majority 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

Section 1: These bylaws may be amended by a majority of the chapter (present at time of vote), provided notice of the proposed amendment has been given to members at least one month prior to the vote and provided the proposed amendments have been approved by the chapter's Faculty Council. The exceptions are Articles V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Section 2: In cases of district policy, rules, and standards of conduct, these by-laws cannot conflict.