

BYLAWS

for

NHS Miyamura High CHAPTER



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National Association of Secondary School Principals (NASSP)

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ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the National Honor Society Miyamura chapter.

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

ARTICLE II: DUES

Section 1. The annual individual member dues paid to a chapter or state affiliate, if any, shall be \$7.00

ARTICLE III: THE PRINCIPAL

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

Section 2. The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms.

Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Section 4. The principal shall receive appeals in cases if non-selection.

CHAPTER IV: THE CHAPTER ADVISER

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

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

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

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

Section 5. The chapter adviser shall be a **non-voting** member of the faculty council appointed annually by the principal, and may serve consecutive terms.

Section 6. A chapter adviser, co-adviser, or volunteer may not serve as a voting member of the faculty council in the same year they served as an adviser, co-adviser, or volunteer.

ARTICLE V: FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. (*See commentary on pages 14 and 15 of the 2005 NHS Handbook regarding the functions of the Faculty Council.*)

Section 2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the NHS Constitution and policies.

ARTICLE VI: MEMBERSHIP

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding 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. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 4. Candidates become members when inducted at a special ceremony and take the National Honor Society Oath.

Section 5. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

Section 6. An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser 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 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE VII: SELECTION OF MEMBERS

Section 1. To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [*ninth graders*] are not eligible.) Candidates must have been in attendance at Miyamura High School for one semester. Only seniors who have previously applied to NHS or are transfer students from a school without an NHS chapter will be permitted to apply. Seniors must submit an application by September 1st.

Section 2. The minimum standard for scholarship shall be a cumulative scholastic average of at least 3.5 (on a 4.0 scale). Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 3. Each applicant shall fill out a paper application, including, but not limited to including the following: a list of service participation and leadership positions, a short written statement demonstrating the applicant's scholarship, service, leadership and character.

Section 4. Applications shall become available to students in November, and shall be due one week after returning from Christmas/winter holiday break.

Section 5. The selection of each member to the chapter shall be by a majority vote of the Faculty Council, once the applicant has met minimum requirements and shall be based on the student's

written application. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 6. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school.

ARTICLE VIII: INDUCTION CEREMONY

Section 1. The induction ceremony shall be held in February of each year.

Section 2. Outgoing seniors will present their community service projects in a two minute presentation to the community, parents and incoming inductees. (Seniors will be able to take the opportunity to thank their parents and teachers during this time and tell of future plans.)

ARTICLE IX: MEMBER OBLIGATIONS

Section 1. Members must maintain a 3.5 (or higher) GPA at all times.

Section 2. Members must remain in good standing with the school. Any form of suspension exceeding two days (48 hours) shall result in dismissal procedures for the student responsible.

Section 3. Members must complete thirty (30) hours of community service per semester, or sixty (60) hours per year. Community service hours counted for other organizations can be counted towards this obligation. Hours earned during summers may be counted.

Section 4. Graduating seniors shall briefly present at the February induction ceremony. The presentation can be about future plans and their experiences in National Honor Society.

ARTICLE X: DISCIPLINE AND DISMISSAL

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

Section 2. In situations of dismissal, if a member does not meet the requirements their case will be brought to the Faculty Council.

Section 3. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time, specified in writing, to correct the deficiency, except in the case of flagrant violation of school rules or the law, a member does not have to be warned.

Section 4. Three consecutive unexcused absences from meetings will result in dismissal

Section 5. The Faculty Council shall determine when an individual has exceeded three reasonable number of warnings.

Section 6. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council.

Section 7. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 8. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 9. Any member who resigns or is dismissed shall return the official emblem to the chapter adviser.

Section 10. Upon dismissal, a standing officer shall be elected to fulfill the position of that officer.

ARTICLE XI: CHAPTER OFFICERS

Section 1. This chapter shall have the following officers: President, Vice President, Secretary, and Treasurer.

Section 2. All officers must be an existing member for a minimum of one year and in eleventh or twelfth grade during the term they serve.

Section 3. The president shall be responsible for calling and running chapter and executive committee meetings. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal, and described in the chapter bylaws.

Section 4. If an officer is not fulfilling his or her duties or is put on probation, his or her removal can be discussed and decided by chapter members. Upon removal, a new officer shall be elected until the next election. If the president be removed, the vice president shall become the president and a new vice president shall be elected.

Section 5. New officers shall be installed at the induction ceremony in February.

Section 6. In the event that there is not enough members from the existing year for officer selection, members may be selected from the upcoming inductees to fill vacancies. Officer candidates will be voted upon by the existing membership.

ARTICLE XII: OFFICER SELECTION

Section 1. Vote for officers shall be conducted before the induction ceremony, therefore, to-be-inducted members shall have no vote. The vote shall be conducted fairly and anonymously. Elected officers must be submitted to Faculty Council for approval.

ARTICLE XIII: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

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 in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

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

Section 4. The executive committee shall meet at least every two months.

ARTICLE XIV: MEETINGS

Section 1. Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. Meetings shall be held bimonthly or more often if needed.

Section 3. At the beginning of the year, a meeting time will be designated and set for the rest of the year. The executive committee shall be responsible for an making effort to notify everyone of this date.

Section 4. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 5. Chapters shall conduct meetings according to Robert's *Rules of Order, Newly Revised* in all points not expressly provided for in these bylaws.

ARTICLE XV: ACTIVITIES

Section 1. This chapter shall determine one or more service projects for each year in May.

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. This chapter shall publicize its projects in a positive manner.

ARTICLE XVI: BYLAWS AND AMENDMENTS

Section 1. To make amendments or add sections to these bylaws, proposed changes must get two-thirds approval from the executive committee and then two-thirds approval from all members before the change is officially made.

Section 2. All amendments shall abide by the National Honor Society Constitution.

ARTICLE XVII: HONORS GRADUATION REQUIREMENTS

Section 1, The cost of the NHS Tassel, Insignia Stole and Honor Cords will be taken out of the NHS account. Funds will be generated by a fundraiser (s) designated by the club and pay for all items. If the member has not participated in the fundraiser, the member will reimburse the organization before receiving NHS tassel, honorary stole and/or honor cords.

A checklist will be generated by your advisor(s) to allow you to keep track of your NHS standing. If by the end of the current graduating school year, you do not meet the requirements, you will not get an NHS Tassels, honorary stole and/or honor cords.

Section 2, The following is a three-step process. Honors build upon each item.

All Senior NHS members will receive the tassel to wear at graduation if:

1. Maintain a GPA of 3.5 or above
2. Attend all NHS meetings regularly. The advisers can only excuse valid absences that occur.
3. Participated in the Miyamura NHS community service project
4. Created individual service project
5. Maintain good citizenship
6. Community Service Hours turned in one week before Senior Recognition Night.

Seniors will receive the NHS Insignia Stole if they have earned the tassel and will earn the right to wear the National Honor Society honor stole during commencement exercises. Stoles are also

known as the “National Honor Society Outstanding Service and Leadership” Stoles. They will be earned ONLY if members the following, in addition to maintaining the GPA of 3.5, attending the two scheduled meetings per month, attending monthly service projects, turned in and maintaining good citizenship:

Check List Requirements:

1. Have NO pending senior projects or paperwork
2. Completed individual service project
 - Must be showcased at the induction ceremony but does not need to be completed.

Seniors will receive the NHS honor cords if they have earned the NHS tassel, NHS Insignia Stole and will receive the NHS cords to wear at graduation in addition to their tassel and stole if the following minimum requirement(s) are met:

1. Perform a minimum of one Senior Miyamura NHS community service project during the year that they graduate and benefit Miyamura High
 - Seniors can create this as a group project
 - Must be approved before they start project
 - Must be started by November
 - Must be showcased at the induction ceremony

NHS Senior Officers will receive the NHS Medallions if they have earned the tassel, NHS Insignia Stole, NHS cords to wear at graduation in addition if the following minimum requirement(s) are met:

They have participated as an NHS Officers in good standing and

1. During their time in office they have participated in all meetings and fulfilled their duties during their year of service
2. Absences have been valid excused absences.
3. Officers perform a community service project for the Miyamura High School National Honor Society organization

The last day to turn in completed service project forms is one week before the senior awards ceremony.