

National Honor Society Chapter Bylaws

Poolesville High School

ARTICLE I: NAME AND PURPOSE

Section 1 - The name of this chapter shall be the Poolesville High School Chapter of the National Honor Society.

Section 2 -The purpose of this chapter shall be to create an enthusiasm for scholarship, to promote worthy leadership, to stimulate a desire to render service, and to encourage the development of character in the students of Poolesville High School.

ARTICLE II: MEMBERSHIP

Section 1 - Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 2 - Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, leadership, service, and character.

Section 3 - Eligibility

- a. Candidates eligible for induction to this chapter must be members of the junior or senior class. Students may not induct after the fall of their senior year.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least one semester at Poolesville High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 3.6 or a weighted CGPA of 4.2. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who rise in scholarship to or above this standard may be admitted to candidacy for selection into the society.
- d. Candidates eligible for selection to the chapter shall have a minimum number of 60 student service learning hours documented with the school's SSL Coordinator.
- d. Upon meeting the grade level, attendance, SSL hour and GPA standard requirements, candidates shall then be considered based upon their service, leadership, and character.

ARTICLE III: SELECTION OF MEMBERS

Section 1 - The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting 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 - Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the National Honor Society Application for further consideration for selection.
- c. The faculty of Poolesville High School shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form outlined according to a predetermined rubric.
- d. The Faculty Council shall review the application and faculty evaluations in order to determine membership.

Section 3 - The selection of new active members shall be held once a year, following official Montgomery County Public Schools' distribution of semester grades over the summer; the induction ceremony will occur by the end of September each year.

Section 4 -Candidates become members when inducted at the induction ceremony.

Section 5 - Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 6 - An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and will be signed by the principal or chapter adviser.

Section 7 – A student who is an active member of the National Honor Society who transfers to this school from another will automatically be accepted for membership in this chapter. The Faculty Council shall grant the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements in order to retain his or her membership.

ARTICLE IV: DISCIPLINE AND DISMISSAL

Section 1 - Any member who falls below the standards of scholarship, leadership, service, or character may be considered for dismissal from the Poolesville 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 leadership and service in his or her school and community.

Section 2 - If a member's cumulative GPA falls below the standard in effect when he or she was selected (minimum cumulative GPA of 3.50 for members inducted September 2008 or prior; minimum cumulative GPA of 3.6 or weighed GPA of 4.2 for members inducted after September 2008), he or she will be given a written warning and a time period (generally of one marking period) for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 3 - If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 4 - Violation of the law or school regulations as outlined in the discipline policy of Poolesville High School can result in dismissal of a member. These violations include, but are not limited to: DWI; stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or at school-related activities.

Section 5 - Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 6 - In all cases of pending dismissal:

- a. The member will receive written notification from the adviser or Faculty Council indicating the reason for possible dismissal. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
- b. The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on whether or not to dismiss member. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent by the Faculty Council to the student, his or her parents, and the principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the principal and afterwards through the school district discipline policy.

- e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered 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 V: OFFICERS

Section 1 - The officers of the chapter shall be president; vice presidents of service, mentoring, tutoring; secretary, induction coordinator, publicity coordinator, and historian.

Section 2 - Student officers shall be elected at the last meeting of the previous school year; any positions not filled at that meeting may be filled after the induction of new members in the fall. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3 - 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. The following duties should reflect the responsibilities developed for officers in the local chapter:

Section 4 - It shall be the duty of the president to determine meeting agendas; run chapter and executive board meetings; monitor members participation in meetings and activities and intervene as needed; and keep the advisor informed of any and all NHS-related activities, concerns, and ideas.

Section 5 - The vice presidents (2), service, shall plan and implement all service projects and activities (minimum of two per semester); solicit ideas for service projects from members; coordinate committees to help facilitate service projects; monitor service activities; and report service plans, progress, and outcomes to the chapter advisor.

Section 6 - The vice presidents (2), mentoring, shall contact NHS members interested in mentoring; determine mentors' strengths and interests; meet with advisor and others to determine "at risk" freshmen and their needs; match NHS members with freshmen; monitor mentoring throughout the year; plan and implement a minimum of two mentor-mentee socials; serve as a resource for ideas for mentors; and problem solve with mentors.

Section 7 - The vice presidents (2), tutoring, shall check the tutoring request folders 2-3 times a week for tutoring request forms; connect appropriate NHS member for each tutoring request; check progress of each tutor request within five days of initial contact; intervene as needed; update tutoring list as necessary; monitor tutoring activities; and report plans and progress to advisor.

Section 8 - The induction coordinator shall plan each induction ceremony; create invitations and programs for each induction ceremony; procure materials needed for the ceremonies; solicit and monitor member contributions to ceremonies; send invitations and thank-you notes to administrators for each ceremony; and coordinate an induction committee.

Section 9 - The publicity coordinator shall create, copy, and hang signs of notification for all-member meetings; create and submit meeting announcements to be read on morning announcements (usually about a week prior to the meeting date); submit articles of NHS activities to school newspaper for each edition; submit article of NHS activities to *Monocacy Monocle* and *The Gazette* at least once per semester; notify local newspapers/yearbook photographers of NHS activities (photo opportunities); advertise service projects to school; coordinate publicity committee.

Section 10 - The secretary shall take attendance at all meetings; collect mentoring and tutoring documentation hours from the mentoring and tutoring vice presidents each month; collect service documentation hours from the service vice presidents each month; update hours accrued by NHS members to the president and advisor by the 15th of each month; notify vice president and advisor by December 1 and April 1 of any members who lack 10 NHS-related service hours.

Section 11- The historian shall document, via written word and photography, all NHS activities, including service projects, mentor-mentee socials, inductions, etc.; collect memorabilia from NHS activities as appropriate (induction ceremony programs, for example); and compile documentation in a clear and organized fashion.

ARTICLE VI: EXECUTIVE COMMITTEE

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

Section 2 - The executive committee shall 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 VII: MEETINGS

Section 1 - Meetings of this chapter shall be monthly.

Section 2 - All chapter members are expected to attend all regularly scheduled chapter meetings and will receive 0.5 hours of service for their participation in these meetings. .

ARTICLE VIII: ACTIVITIES

Section 1 - The chapter shall determine one or more service projects for each semester.

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 of 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.

ARTICLE IX: DUES

Section 1 - Annual dues for this chapter shall be \$ 10.00.

Section 2 - Dues will be payable to the chapter adviser within 30 days of induction. *(This Article affects all chapter members inducted September 2008 and beyond.)*

ARTICLE X: POWERS

Section 1 - The chapter adviser is 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 are designed to amplify provisions of the national constitution and cannot 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 at least one month 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.

Section 2 - Bylaws and amendments must be consistent with the constitution of the National Honor Society.

Date of last approved revisions: _____

Signatures:

Chapter President

Chapter Vice President, Service

Chapter Vice President, Mentoring

Chapter Vice President, Tutoring

Chapter Induction Coordinator

Chapter Publicity Coordinator

Chapter Secretary

School Principal

Faculty Council Member

Faculty Council Member

Faculty Council Member

Faculty Council Member

Faculty Council Member

Chapter Advisor