

Heritage High School Chapter of National Honor Society Bylaws

Approved by Faculty Council on September 1, 2011 and general membership on September 28, 2011.

Article I: Name and Purpose

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

Section 2 – 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 the students of Heritage 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, service, leadership, and character.

Section 3 – Eligibility

- a. Candidates eligible for election to this chapter must be members of the sophomore or junior class at time of application.
- b. To be eligible for selection to membership in this chapter, the candidates must have been in attendance for a period of one semester at Heritage High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative, weighted GPA of 3.60. This scholastic level of achievement shall be the required minimum level of scholastic achievement for admission to candidacy.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on 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 shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection. The form must be turned in by the **last school day of March**.

- c. Each student must provide three completed faculty evaluation forms by the **last school day of March**.
- d. The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.
- e. The principal shall review and approve the final list of inductees prior to parent notification.

Section 3 – The selection of new active members shall be held once a year during the month of April.

Section 4 – Candidates become members when inducted at a special ceremony, held each year in May.

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 signed by the principal or chapter adviser.

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

Article IV: Member expectations

Section 1 – All members are expected to attend all regularly scheduled chapter and committee meetings. Members may have two excused absences per semester or they may face dismissal. An excused absence must be preapproved by the adviser or coincide with an excused absence from school on the day of the meeting.

Section 2 – All members must participate in eight community service hours per semester, with at least five of that semester's service hours involved in a chapter-sponsored service project. Failure to do so may lead to dismissal.

Section 3 – All members must attend a minimum of two enrichment opportunities per semester. Failure to do so may lead to dismissal.

Section 4 – All members must submit verification of meeting attendance, service hour completion, and enrichment opportunity participation by the specified deadline at the end of each semester. Failure to do so may lead to dismissal.

Section 5 – All members must maintain the standards for scholarship, leadership, character, or service that were required for admission.

Section 6 – Member expectations should be provided, with the letter of eligibility, to candidates for membership.

Article V: Meetings

Section 1 – Meetings of this chapter shall be monthly.

Section 2 – This 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.

Article VI: 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. Members must complete at least eight service hours per semester in order to maintain membership.

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 – Up to three service hours per semester may be from an individual service project that reflects the member's talents and interests and is approved by the chapter adviser. 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.

Article VII: 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 Heritage High School chapter of National Honor Society. A member of 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's cumulative GPA falls below the standard in effect when he or she was selected (3.60 weighted GPA), he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below the standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration for dismissal from the chapter. All members' cumulative GPA will be monitored at the end of each quarter.

Section 3 – Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to: stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol.

Section 4 – Offenders of the school conduct or Honor code will receive written notification addressing the violation and resulting action. The resulting action should be decided upon by the Faculty Council and could include a warning or dismissal. All members' disciplinary records will be reviewed at the end of each quarter.

Section 5 – 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, which may include dismissal from the chapter.

Section 6 – In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser or Faculty Council. 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.
- 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 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 reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed by the member to the principal.
- 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. Dismissal from National Honor Society will be communicated to Student Services.

Section 7 – In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Article VIII: Officers

Section 1 – The officers of the chapter shall be president, vice president, secretary, and historian.

Section 2 – Student officers shall be elected at the April meeting of each school year. All returning active members, in good standing, are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3 – Any member wishing to seek the position of officer must complete an officer application form to be submitted to the adviser by the given due date prior to the April meeting.

Section 4 – It shall be the duty of the president to preside at the meetings for the chapter and be responsible for official chapter correspondence.

Section 5 – The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership, service and enrichment.

Section 6 – The secretary shall keep the minutes of the meetings and be responsible for keeping records of attendance.

Section 7 – The historian shall keep a record of all activities of the chapter and be responsible for submitting documentation to the National Honor Society each year.

Section 8 – If any officer cannot fulfill the obligations of the role for the remainder of the school year, a special mid-year election may be held. An officer application from each candidate must be submitted prior to any special election.

Article IX: Emblems

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

Article X: Dues

Section 1 – The annual dues for this chapter shall be \$20.

Section 2 – Dues will be payable to the chapter adviser by one week prior to the induction ceremony.

Article XI: 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 XII: 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, which must be 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.

Chapter president

Molly Bostic, Chapter adviser

Secretary

Mark Savage, Principal