

Chapter Bylaws: New Richmond High School
National Honor Society

Article I: Name The name of this chapter shall be the New Richmond High School Chapter of the National Honor Society. **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 New Richmond 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: This chapter will remain an active member of the state association, Ohio Chapter of the National Honor Society, by paying annual dues and participating in state functions when possible. Section 3: The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school principal. Section 4: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.] Section 5: Non-discrimination. 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 of 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 graduate. Active members become graduate members at graduation. Graduate 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 New Richmond High School and currently attending at least one class at New Richmond High School. Students who do not attend any classes on-site at New Richmond High School are not eligible for membership. c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of

3.7 on a 4.5 scale. d. To be eligible for selection to membership in this chapter, the candidate must have passed all random

alcohol and drug tests given during the entirety of his or her high school career. Students with failed test results or violations against the drug/alcohol policies outlined in the New Richmond High School handbook will not be considered for membership. e. Candidates eligible for election to the chapter cannot have any suspensions or recommendations for

expulsion on file during their high school career.

Article V: Selection of Members Section 1: The selection of members to this chapter shall be by majority

vote of the Faculty Council. The Faculty Council will consist of five current New Richmond High School teachers who represent multiple content areas. The chapter advisor shall be the sixth, non-voting, ex-officio member of the Faculty Council. Section 2: The selection of active members shall be held once a year during the second 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. Students' disciplinary records shall be reviewed to determine the potential candidate's eligibility based on character. c. All students who are eligible based on scholastics and character (i.e. candidates) shall be notified and

invited to complete and submit the Candidate's Form for further consideration. d. The faculty shall be requested to evaluate candidates determined to be eligible using the official

evaluation form provided by the faculty advisor. e. The Faculty Council shall review the Candidate Form, essay responses, faculty/coach/advisor

evaluations 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. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership. Section 7: Appeals:

a. Candidates who are not selected for induction have the right to appeal the decision of the Faculty Council. Appeals must be submitted, in writing, by the end of the third school day after notification. Appeal forms may be obtained from the principal or the advisor. b. Candidates may not provide any new evidence in the course of an appeal. Any evidence that was omitted from the original Candidate's Form could not be considered in the original decision, and therefore, cannot be considered in an appeal. It is the candidate's responsibility to complete the Candidate's Form and provide all necessary information by the original deadline. The candidate may; however, use the appeal process to clarify information and answer any questions posed by the Faculty Council (either directly or through the advisor). c. If at any point during the appeal process a candidate violates the school drug/alcohol policies, fails a random drug/alcohol test, or has a police report filed (other than a moving violation), the Faculty Council may consider these circumstances and choose to terminate the appeal. d. Because NHS encourages leadership and strong character, students are expected to take the initiative and

Speak on their own behalf when seeking an appeal.

Article VI: Obligations of Members Section 1: Annual dues for this chapter shall be \$20 for first-year members and \$15 for second-year members. Dues for second-year members shall be paid by the end of the first semester to remain a member in good standing. Section 2: Each member of this chapter who is in good standing with regard to the membership standards and membership obligations shall be entitled to wear the emblem

adopted by the National Honor Society. Section 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. Section 4: Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor stoles at graduation. **Article VII: Officers** Section 1: The officers of the chapter shall be president, vice-president, secretary, and treasurer. 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. Any active member can nominate an eligible member as a candidate for office. 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: It shall be the duty of the president to preside at the meeting of the chapter and serve as the official representative of the chapter at school and community functions. Section 5: The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service. Section 6: The secretary shall keep the minutes and attendance records for meeting. Section 7: The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter. 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 bi-weekly. Special meetings can be called by the president with approval of the advisor. Section 2: This chapter shall conduct its meetings according to *Robert's Rule of Order*. Section 3: Members are expected to attend all chapter meetings. In the event that a member cannot attend a meeting, he or she must provide written evidence from the appropriate party to receive an excused absence. Any member with two unexcused absences from chapter meetings in the same semester will be placed on probation. If a member misses a meeting while on probation, he or she shall be recommended to the Faculty Council for removal from the chapter.

Article IX: 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. Members are required to participate in three events sponsored by the chapter each semester. Failure to meet this requirement will result in the member being placed on probationary status. Members on probation must show improvement in their service as determined by the advisor in one quarter's time or they shall be recommended for removal from the chapter. Section 3: These service 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 for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter advisor. This is in addition to the three chapter projects to which all members contribute. Students may choose to collaborate in small groups on projects if all contribute equally and such collaboration is warranted. 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, leadership, character, or service may be considered for discipline or dismissal from the New Richmond High School 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 in his/her community. Section 2: If a member's cumulative grade point average falls below the standard in effect when he/she was selected, he/she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below the 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 6 below). These violations include but are not limited to: DUI, theft, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school, school related activities, or in the community. Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, excessive unexcused absences, excessive tardiness, etc.) will receive a written warning notification. 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 at any time as a consequence of disciplinary action taken by the Faculty Council even if they are not dismissed from the chapter. Section 6: In all cases of pending dismissal:

- a. The member will receive written notification from the advisor/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. Dismissed members must surrender any membership emblems to the advisor.
- d. A member who is dismissed or resigns may never again be considered for membership to 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 two-thirds 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** These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members for at least one month prior to the vote. The exceptions are Articles V and X, which are developed by the Faculty Council within approval of the principal (selection and discipline).

Approved on April 21, 2011

Revised on April 24, 2015

Revised on 3January 10th, 2020