

# BYLAWS OF THE WESTMOORE HIGH SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY

EFFECTIVE 2015-2016

## ARTICLE I Name of the Organization

Section 1. The name of this organization shall be the National Honor Society of Westmoore High School.

## ARTICLE II Chapter Advisors

Section 1. The chapter advisor(s) approves all chapter activities.

## ARTICLE III Selection of Members

Section 1. To be eligible for new membership the candidate must be a member of the sophomore or junior class.

Section 2. Candidate must have been in attendance at Westmoore High School the equivalent of one semester.

Section 3. Candidate must have an unweighted cumulative grade point average of 3.50 or better. Candidates must be taking high school (10 – 12) level courses.

Section 4. The Faculty Advisor(s) sends a survey of those students who meet the scholastic criterion to the faculty of the High School for comments. Faculty members will be given three (3) school days in which to return the prospective lists to the advisor(s).

Section 5. Prospective members must complete the student activity form and provide one (1) letter of recommendation from church/civic or business leaders in the community. (All Moore Public School faculty, administrators, students and immediate family are excluded.) **Candidate must adhere to the specified deadline for returning activity forms.** Late forms will not be reviewed for membership.

Section 6. The Faculty Council reviews the student form and the faculty comment form for the three remaining, but equally weighted criteria of leadership, service, and character. In all matters concerning selection of members, the head principal of the school has the final approval.

Section 7. The Faculty council and/or advisor(s) issues letters of invitation to students who have met all criteria of scholarship, leadership, service, and character.

Section 8. To finalize membership, students must show their acceptance of invitation by completing the induction process, which includes attending three (3) mandatory events: The new member informational meeting, induction practice, and induction ceremony.

Section 9. A Junior/Senior NHS member who transfers to Westmoore High School and brings a letter from a former principal or advisor shall be accepted automatically into this Chapter. Email verification from the previous advisor may act as sufficient proof of membership. Transfer members will have one semester to meet Westmoore High School's NHS standards to retain membership.

Section 10. The Faculty Council and/or Advisors shall reserve the right to award honorary membership to school official, principals, teachers, NHS advisors, 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 memberships are designed to recognize an outstanding student who has a disabling condition that prevents the student from fully meeting the requirements for membership. Honorary members shall have no voice or vote in chapter affairs.

1. Honorary members shall receive a membership card and certificate with the word "honorary" typed on it.

2. Honorary members are permitted to wear NHS hoods at graduation that have the word “Honorary” embroidered on them.
3. Honorary members are not required to attend meetings or earn points.

Section 11 Members who graduate at the end of the first semester are required to fulfill all the duties of a regular member through the end of December. Members must have earned the required ten (10) service points, paid dues, participated in the fundraiser, and missed no more than two (2) meetings. Graduated members are not required to attend meetings or induction in the spring. Graduated members in good standing may purchase a hood and are eligible to receive service & attendance pins.

#### **ARTICLE IV Warning, Probation, and Dismissal Procedure**

Section 1. To be in good standing a member cannot be on probationary status. This includes, but is not limited to, being on probation for GPA, non-attendance of scheduled meetings, service points, and character.

Section 2. A member whose cumulative unweighted GPA falls below a 3.50 at the end of the semester shall be notified in writing that s/he is being placed on probation for the entire semester immediately following the grading period. During the probation period, s/he is allowed to participate in all chapter activities except to run for an office. If the member's cumulative unweighted GPA returns to a 3.50 or better at the end of the semester of probation, the probation will be lifted. If the cumulative GPA remains below the required minimum at the end of the semester of probation, the member will be recommended to the Faculty Council for dismissal. **The member is allowed only one period of probation.**

Section 3. The advisor, secretary, or Faculty Council chairperson shall issue a letter of warning when the member has missed two (2) meetings. If the member misses a third (3<sup>rd</sup>) meeting, s/he will be brought before the Faculty Council for dismissal.

Section 4. The advisor, secretary, or Faculty Council chairperson will notify members at the end of the first semester who do not have at least ten (10) service points. Members who do not have their ten points by the end of the first semester will be placed on probation for the second semester. If the member does not earn the required fifteen (15) service points by the last student day before spring break, s/he will be brought before the Faculty Council for dismissal. (as per Article 7)

Section 5. The advisor(s) shall issue letters of warning to those members who have not paid their dues. If dues are not paid by the specific time and date in the letter, the member will be brought before the Faculty Council for the purpose of dismissal. (as per Article 8, Section 2)

Section 6. The Faculty Council may vote to place on probation or dismiss any member whose behavior is considered to be inappropriate or contrary to NHS standards without a prior warning being given.

Section 7. Any member who missed induction without an acceptable, prior written excuse will be brought before the faculty council for the purpose of dismissal. (as per Article 6, Section 5)

Section 8. In all cases of impending dismissal, the Faculty Council shall permit any member the right to a hearing. As part of the investigative process, the member and his/her guardians will be given a date and time in which to appear before the Faculty Council and present his/her side of the situation. If, after a thorough investigation and a hearing the Faculty Council finds that dismissal is warranted, the member and his/her guardians will be informed in writing of the dismissal action and the reason(s) for such. They will also be granted five (5) school days from the day the student receives notification of dismissal in which to file a written appeal to the head principal of the school. The dismissed member may appeal the decision of the principal by following the regular appeals process in place in the school district.

#### **ARTICLE V The Executive Board**

Section 1. The elected officers and appointed committee chairs make up the Executive Board.

- Section 2. The officers of this chapter may include: President, Vice President, Secretary, Treasurer, Reporter, Historian, Parliamentarian, and/or any other officer deemed necessary by the chapter.
- Section 3. A majority of the votes cast shall be necessary to elect any officer.
- Section 4. Members on probationary status may not run for an office.
- Section 5. Candidates for offices must fill out the proper application, which includes a 200-word composition stating reasons for wanting to hold the office. Candidates must be passing all classes from the filing date through the elections. An officer candidate must be approved by Faculty Council prior to being placed on the ballot.
- Section 6. Elections will be held at a set meeting and will be conducted by secret ballot; runoffs may be conducted at that meeting or at a later time.
- Section 7. Elected officers will assume duties of their new offices after the installation ceremony.
- Section 8. The person who is elected President of the chapter must be enrolled in the Leadership class at the school. S/He, along with the other officers, must make an effort to attend a Basic Leadership Workshop the summer after being elected.

**DUTIES OF THE OFFICERS ARE DESCRIBED BELOW:**

The office of **PRESIDENT** shall be held by a **senior member and must have already served on the Executive Committee, unless otherwise approved by the Advisor(s)**. Duties are:

1. To preside over the chapter of the National Honor Society.
2. To preside over the executive meetings of the officers of NHS.
3. To call special meetings of the chapter at large, committees, or officers, subject to approval of the advisor(s) and/or principal.
4. To be enrolled in the Leadership class in the school of attendance.

The office of **VICE-PRESIDENT** shall be held by a **junior member**. Duties are:

1. To preside over the chapter of the National Honor Society in the absence of the President.
2. To assume all presidential powers and responsibilities in the absence of the President.
3. To fulfill responsibilities otherwise delegated by the President.
4. To insure the correct functioning of all committees.
5. To exercise the full powers of a member of the chapter except when assuming the presidency.

The office of **SECRETARY** shall be held by both a junior or senior member.

This office may be divided into two divisions: Senior Secretary and Junior Secretary. Duties are:

1. To keep a complete record (including minutes) of the Chapter's meetings, activities and service points.
2. To record and answer all of the Chapter's correspondence.
3. To keep a complete record of NHS members, their attendance and service points by grade.
4. To assume presidential duties in the absence of the President and/or vice-president.
5. To exercise the full powers of a member of the NHS unless acting as President.

The office of **TREASURER** shall be held by a junior or senior member. Duties are:

1. To keep a complete record of all financial matters of NHS.
2. To be prepared to submit a record of NHS's finances when called upon.
3. To preside over the Budget-Fund Raising committees.
4. To fulfill responsibilities otherwise delegated by the President.
5. To exercise the full powers of a member of the NHS.

The office of **REPORTER** shall be held by a junior or senior member.

Duties are:

1. To accept full responsibility for community and school publicity of NHS activities.
2. To supervise the publishing of a regular NHS newsletter, corresponding to school policy.
3. To preside over the publicity committee.
4. To exercise the full powers of a member of NHS.
5. To fulfill responsibilities otherwise delegated by the President.

The office of **HISTORIAN** shall be held by a junior or senior member.

Duties are:

1. To keep an accurate account of the NHS's activities.
2. To fulfill responsibilities otherwise delegated by the President.
3. To exercise the full powers of a member of the NHS.

The office of **PARLIAMENTARIAN** shall be held by a junior or senior member.

Duties are:

1. To advise and ensure that chapter meetings are conducted in accordance with **ROBERT'S RULES OF ORDER, NEWLY REVISED**, in all points not expressly provided for in the Constitution.
2. To fulfill responsibilities otherwise delegated by the President.
3. To exercise the full powers of a member of the NHS
4. To be in charge of setting up for monthly meetings.

Section 9. Members of the organization may be divided into four specific areas of service which have appointed committee chairs:

1. Leadership
2. Scholarship
3. Service
4. Character

Each officer, committee chair, and or co-chair is responsible for the following:

1. Organizing their activities.
2. Getting people signed up for that activity.
3. Assigning service points for those activities no later than 2 weeks after the activity date on the proper form.
4. Must obtain 30 service points for the school year. You will receive ½ point for each officer meeting you attend. Officer meetings will be every Monday from 3:15-4:00 in Room 128.
5. If you are unable to attend an officer meeting, you must notify one of the sponsors at least 24 hours in advance or you will receive a demerit for no-show.

Section 10. Committee chairs are selected by advisors.

Section 11. All chapter officers and committee chairs are required to attend weekly meetings as per attendance requirements.

Section 12. Advisors or the attendance secretary will issue a letter of warning when a member of the Executive Board has two absences during a semester. Upon the third absence the Executive Board member will be brought before the Faculty Council for dismissal from Executive Board.

Section 13. Upon recommendation of the chapter advisor(s) and approval of a majority of the Faculty Council, an officer or committee head may be removed from office for not fulfilling the duties and responsibilities of the office.

Section 14. Replacement of any officer/committee head, who has been dismissed or left for any reason, will be at the discretion of the Faculty Council and/or Advisor(s).

## ARTICLE VI

## Meetings

- Section 1. Regularly scheduled meetings will be decided upon at the beginning of the school year. Time and place of the meetings will be announced to all members.
- Section 2. There shall be a minimum of eight meetings held per calendar year of the chapter membership.
- Section 3. Members must have attended 75% of all meetings to remain in good standing.
- Section 4. Members with school-related, approved, before and after school conflicts may submit an Excused Meeting Contract to the Advisor(s) each semester they are requesting excused attendance. The member is responsible for obtaining any and all information covered in the meetings.
- Section 5. The advisor(s), secretary, or Faculty Council chairperson shall issue a letter of warning when two (2) meetings have been missed by the member. If the member misses a third (3<sup>rd</sup>) meeting s/he will be brought before the Faculty Council for dismissal. (as per Article 4, Section 3)
- Section 6. All current and prospective members are required to attend the induction ceremony. If a member misses induction s/he will be brought before the Faculty Council for dismissal. Members may be excused from induction only for school or religious activities and only with prior written notification submitted to the advisors. (as per Article 4, Section 7)

## ARTICLE VII Activities

- Section 1. Members must earn a minimum of fifteen (15) service points by the last student day before spring break. Officers must earn a minimum of thirty (30) service points by the last student day before spring break.
- Section 2. Members must earn ten (10) points by the end of the first semester. Members who do not have their 10 points by the end of the first semester will be placed on probation for the second semester.
- Section 3. Members must earn a minimum of seven (7) service points through participation in NHS sponsored service activities. (AKA – **Inside Points**) Service Points must be submitted on an official “NHS Service Point Request Form” with the signature of an officer or sponsor verifying that the points have been earned as stated.
- Section 4. Members may earn a **maximum** of three (3) service points through NHS approved **Donations**. (E.g. teacher appreciation items, etc.)
- Section 5. Members may earn a **maximum** of five (5) service points from volunteer work performed outside of NHS sponsored activities (AKA – **Outside Points**). Outside Service Points must be submitted on an official “NHS Service Point Request Form” with the NHS sponsor signature and appropriate documentation from the organization where volunteer hours were accumulated on company letterhead must be attached. **ACTIVITIES MUST BE APPROVED BY A SPONSOR IN ADVANCE FOR SERVICE POINTS.** Examples of outside service activities may include, but not be limited to:
1. A church-sponsored activity performed without pay.
  2. Volunteerism for political campaigns for city, county or national elections.
  3. A school-aide activity performed for any Moore Public School personnel where there is no pay. (MPS employee may sign the NHS Service Point Request Form, without a formal letterhead attached.)
  4. Community sponsored volunteer activity such as hospice, library, nursing home, meals on wheels.
- Services rendered to family members will **NOT** be accepted for points. Tutoring **NOT** done under the direct supervision of **MPS** employees will not be accepted for points.
- Section 6. **Official “NHS Service Point Request Forms” must be turned in within two (2) weeks of the activity. Point request forms turned in more than two weeks after the activity will not be accepted. Activities done during the summer must be turned in within two weeks of the start of school.**

- Section 7. Point Request Forms for Outside NHS service points must be accompanied by documentation. (E.g. Organization letterhead, official sign in sheets, etc.) See Article VII, Section 5.3
- Section 8. Chapters may have one or more major fundraiser activities in which members will be required to participate. Failure to comply shall result in the member being assigned additional service points, making financial restitution, or dismissal, as determined by the advisor(s). Money earned from fundraisers shall be used for expenses such as induction, awards, state conventions, leadership conferences, film and film development, and other miscellaneous expenses and supplies. It is also used to fund the chapter's scholarship program.
- Section 9. The Faculty Council selects senior members who hold a 2 year membership with NHS eligible for scholarships. Their decision, which is final, is based upon the member's service, scholarship, leadership, character and need throughout his/her high school experience in the National Honor Society. Once a member has been placed on probation, they are ineligible for receiving an NHS scholarship.
- Section 10. NHS members who sign up for an NHS sponsored activity are required to attend. If you are unable to attend, you must give a 24 hour notice to the officer in charge of the event or the NHS sponsors. In the event that you are unable to attend, and have not given a 24 hour notice, it will result in negative points. The total amount for the activity will be deducted from your total inside service points.

#### **ARTICLE VIII Membership Dues**

- Section 1. The dues assessed to members of this chapter are set at \$7 per year.
- Section 2. Dues must be paid before Noon on the last student day in September by 12:00 pm. Members will be brought before the Faculty Council for the purpose of dismissal if dues are not paid.
- Section 3. Dues are non-refundable should a member be dismissed from NHS for any reason.
- Section 4. New inductees shall be asked to pay a \$7 induction fee before the induction. Induction fees are non-refundable should a member not complete the induction process.

#### **ARTICLE IX Awards**

- Section 1. **SERVICE MEDALS** - Those members and officers in good standing and who are in the top 25% of the membership in number of service points, may be awarded service medals.
- Section 2. **ATTENDANCE MEDALS** - This chapter may award members who have attended 100% of the monthly meetings, excluding make-up meetings, with attendance medals. Members on Excused Meeting Contracts are ineligible to receive attendance medals.
- Section 3. **HOODS** – Senior, two year member, in good standing, and who have not been on probation during their NHS membership may purchase or have a loan of a NHS hood with the NHS insignia patch. Senior, one year member, or any senior members who have been on probation previously may receive a hood without the NHS insignia patch to wear at graduation.
- Section 4. All officers and committee chairs in good standing may wear officer hoods or drapes at graduation.

#### **ARTICLE X Amendments**

- Section 1. These bylaws may be amended by a majority vote of the chapter sponsors.

National Honor Society of Westmoore High School complies with all Moore Public School District policies and procedures, as well as all applicable laws, rules, or policies.