

WIDEFIELD HIGH SCHOOL CHAPTER BY-LAWS OF THE NATIONAL HONOR SOCIETY

The rules contained in the following by-laws shall govern this society in all cases in which they are applicable and in which they are consistent with the Constitution of the Widefield High School Chapter.

Selection of Junior and Senior Members

Eligibility:

- (1) A minimum cumulative grade point average of 3.40 must be met to be eligible for membership.
- (2) A minimum cumulative grade point average of 3.20 must be maintained to retain membership.

Procedures:

A list of all eligible students must be publicly posted so that:

- (1) Any student who feels eligible and whose name is not on the above list may take the matter to the Principal or adviser.
- (2) Any student whose name appears on the above list but who feels that he/she may not be able to fulfill his/her membership may remove his/her name from consideration.
- (3) Each student will receive a letter notifying him/her of their eligibility and the procedure to follow for selection.
- (4) Any student whose name appears on the above list must submit an activity sheet to the adviser to be considered for selection.
- (5) This list of qualified students and a summary of their high school activities must be presented to the faculty for their evaluation. Juniors and seniors will be selected and inducted one time per year during the fall semester.

Attendance

- (1) If any member fails to attend three (3) or more meetings or activities without a valid excuse he/she may appear before the faculty council for disciplinary action.
- (2) A member may be dismissed for violation of the attendance requirements.
- (3) Valid excuses are at the discretion of the chapter adviser/sponsor.
- (4) A member who misses a meeting/activity is responsible to communicate to the advisor/ sponsor either prior to or within two (2) school days after the absence or receive an unexcused absence.

Dues:

The annual chapter dues for each member shall be \$1.50. This amount shall be subject to approval of the Executive Committee of this chapter.

Officers:

The officers of this chapter shall be President, Vice-President, Secretary, and Treasurer. A majority of votes cast shall be necessary to elect any officer of this chapter.

President: The president shall represent the Society at formal and informal inductions and at various functions.

Vice-President: The vice-president may be assigned, by the president, as chairperson of a special committee. He/she shall also preside in the absence of the president.

Secretary: The secretary shall:

- (1) Take roll at all meetings and functions.
- (2) Post the minutes of every meeting, and keep a log of all meetings, functions and members.
- (3) Read the minutes of the previous meeting.
- (4) Be chairperson to the Communication Committee.
- (5) With approval of the Principal or adviser, shall certify to the National Secretary of the National Council the names of all members for the current school year on the annual report submitted to National Headquarters.

Treasurer: The treasurer shall present his/her report at every meeting. Also, the treasurer shall receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accordance with school regulations as well as other responsibilities

Public Relations Manager: The public relations manager shall:

1. Plan publicity campaigns to inform the public on the nature of NHS.
2. Attending all the NHS events and participating in all speaking requirements.
3. Form positive relationships with all community members who help students or the organization as well as other responsibilities

If an officer cannot assume his/her duties as outlined in the Constitution and these by-laws, he/she should resign from office.

Officer Election Process

1. **President and VP:**
 - a. Complete an Anonymous Academic Resume and submit to advisor.
 - b. NHS Members will vote for their 3 most qualified applications.

- c. The 3 with the majority vote will present speeches to the junior NHS members only. The person with the most votes will be President and the person with the 2nd amount of votes will Vice President.
 - d. In case of a tie vote, interviews will be conducted by sponsor and principal.
 - e. 90% of NHS members must vote in all elections.
2. Secretary and Treasurer
- a. The following week, submit an Anonymous Academic Resume and submit to advisor for the position of Treasurer and Secretary.
 - b. NHS Members will vote for their 3 most qualified applications.
 - c. The people with the top three votes will be selected to give a speech for their position.
 - d. The people with the majority of votes will be elected to the office.
 - e. 80% of NHS must vote in all elections.
 - f. The person with the 2nd most votes will be offered the position as Public Relations Manager.

Emblem

Each member of this chapter agrees that, whether the emblem comes to him/her as a gift, an award, or from whatever source, the title to the emblem shall rest with the chapter in which he/she is a member. The faculty council can therefore, by a majority vote, request that any member return the emblem. In the case where the emblem can be shown to be a personal purchase of the member, the council shall reimburse the person the original cost of the emblem upon its surrender. Furthermore, each member agrees that his acceptance of the emblem shall be affirmation of this stipulation in regard to the title of the emblem.

Recall of Officers

All officers may be subject to recall and be removed from office upon approval of the chapter council and two-thirds (2t3) of the votes cast by chapter members. To initiate the recall of any officer, a petition with the signatures of at least a majority of the chapter members must be presented to the chapter adviser, who will notify the officer involved, at least two weeks (2) prior to the recall election.

Any vacant office will be filled immediately by election except in the case of a resigned or recalled president. If the president resigns or is removed from office by recall, the vice-president will become president, and a new vice-president will be elected. If the case arises in which the vice-president is unable to assume the required duties of the presidency, an election will be held to elect a new president.

Standing Committee

The following committees shall be responsible to the president and chapter adviser, and they shall elect a chairperson who shall give the committee's report at every meeting if the president so desires. The chairperson may call committee meetings if necessary. Every National Honor Society member shall be a member of at least one of the following committees:

- (1) Fund-Raising and Service Committee: The fund-raising service committee shall be responsible for planning and executing all fund-raising activities and community or school service projects with the support of all National Honor Society members.

Standing Committee continued

- (2) Election Committee: The election committee shall be responsible for obtaining and consolidating a list of all eligible students and their activities for selection standards of every member.
- (3) Induction Committee: The induction committee shall be responsible for planning, preparing and performing formal and informal inductions.
- (4) Leadership Committee: The leadership committee shall be responsible for creating and carrying out leadership obligations in the school.. The chapter secretary shall be chairperson of this committee.

Amending By-Laws

The by-laws may be amended provided that the proposed amendment has been approved by the chapter's executive committee of the National Honor Society and that two weeks (2) notice is given to members before the amendment is voted on. Also, a two-thirds (2/3) vote of those members present and the approval of the Principal and chapter adviser are required.

Faculty Council Selection Procedures

Selection Process

- (1) The NHS adviser obtains from the counselors a list of all students who meet the scholastic standard of a 3.4 GPA or above and full time student at WHS..
- (2) Any student that is not on the list and who feels that he/she is eligible may take the matter to the adviser. The GPA of that student must then be verified; and if he/she is eligible, his/her name will be place on the list of prospective members.
- (3) Each student on the list is to be given a letter notifying him/her of their eligibility and the procedure to follow for consideration.
- (4) Each student must submit an activity sheet to the adviser to be considered for membership.
- (5) Activity sheets should be verified.

Faculty Input

- (1) The list of students that have filled out the activity sheets will be submitted to the faculty for consideration.
- (2) Tabulation of the input and faculty comments is to be confidential with only the following having access to the contents: principal, faculty council and advisers.

Faculty Council

- (1) The actual selection of students for membership in the National Honor Society shall be made by the Faculty Council.
- (2) Using the input of the faculty and any other pertinent information and following the four set criteria (scholarship, leadership, service, and character) the selection is made.

Faculty Council Dismissal Procedures

Members may be dismissed for: (1) failing to maintain a 3.40 GPA. (2) Violating the standards of scholarship, leadership, service and character. (3) Violating attendance requirements. (4) Violating school rules. (5) Violating civil laws. (6) Lying. (7) Cheating.

Adviser

- (1) It is the responsibility of the adviser to check members for compliance with Society standards.
- (2) The adviser shall inform an errant member either verbally or by written letter of the nature of the violation.
- (3) If a member does not show evidence of improvement, other disciplinary measures may be considered.
- (4) Severe violations will result in immediate dismissal.

Faculty Council

- (1) Recommendations to the faculty council for dismissal of a member may come from the principal and adviser.
- (2) A majority vote of the council shall be sufficient to dismiss a member.
- (3) Notice of the charges, date, time and place of the hearing will be furnished to the National Honor Society member involved.
- (4) In the event that the member fails to attend this hearing, the faculty council may either postpone or prosecute the case to its conclusion.
- (5) The faculty council may, if the member or adviser requests, reconsider its decision. This may occur within one school day (excluding weekends, holidays, and days that school is not in session).
- (6) Written notice of any negative sanction should be sent to the member and his/her parents.
- (7) A dismissed member must surrender any emblems and membership card to the chapter adviser. His/her failure to do so shall be treated as a school disciplinary problem.
- (8) A decision to dismiss a member may then be appealed to the principal if the member so desires.