



**Pottsgrove High School National Honor Society
Chapter Bylaws**



Pottsgrove High School
1345 Kauffman Drive
Pottstown, PA 19468
Chapter Advisor: Lauren Compton
Principal: Dr. Jeffery Smith

Chapter Bylaws of the Pottsgrove High School Chapter of the National Honor Society

ARTICLE I: NAME

The name of this chapter shall be the Chapter of the National Honor Society of Pottsgrove High School.

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 Pottsgrove 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. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3. Final authority on all activities and decisions of the chapter resides with the school principal.

Section 4. 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 and 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 alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be a member of the sophomore or junior 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 Pottsgrove High School.
- c. To be eligible for selection of membership in this chapter, the candidate must have a cumulative GPA of 90% (3.67) or higher at the receipt of application.
- d. Eligibility will be determined in March of the current school year.
- e. Upon meeting the grade level and GPA standard, candidates shall then be considered based on their service, leadership, and character.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists 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. The selection of those eligible students whom choose to apply for membership, shall be held once a year during the second semester of the school year. Applications will be distributed at the beginning of March of the current school year. Candidates will have between 4-6 weeks to collect all appropriate information requested in the application. The meeting to select members will be held in April of the current school year. All students will be notified by April 30th in writing whether their application did or did not meet the criteria for selection.

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form/application for further consideration.
- c. The faculty council shall review the candidate information forms, faculty input, student essay, letter of recommendations, the student's activity log, discipline history as a PGHS student, and other relevant information, included in the candidate information form, to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special induction ceremony held in May of the current school year; attendance at the induction ceremony is mandatory.

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. Freshmen are not eligible for induction into the PGHS NHS

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be \$15. Dues will be payable to the chapter within 30 days of induction. Dues will not be refunded in case of membership termination.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member 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. Senior members, who are in good standing, shall be granted the **privilege** of wearing the NHS sash at graduation.

Section 5. All senior members will be given a date (in May of the current school year) at which point each senior member will be evaluated based on their 'standing' at that given time. A senior member deemed 'not in good standing', as of the date provided to the senior members, will not be granted the privilege of wearing the NHS sash at graduation. The standards include, but are not limited to, the completion of community service hours and submission of the community service hour sheet, participating in the appropriate number of NHS activities set forth by the PGHS NHS By-Laws, attendance at monthly meetings, and maintaining the scholarship criteria required at time of induction.

Section 6. All members must log a minimum of 20 hours of verifiable service, each school year, after induction. Ten (10) of the hours must be accrued at functions **outside** of the school setting. Service is the act of rendering help to the community, and/or school, where money is not accepted.

Section 7. All members are required to attend the NHS induction of new members held in May of the current school year.

Section 8 All members are required to participate in the PGHS NHS Peer-Tutoring Program. Tutoring is available for all PGHS students and can occur every day, every period, and will be available after school until 3pm. The NHS member's study hall period will be used for tutoring during the school day, when assigned by chapter advisor.

ARTICLE VII: OFFICERS

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

Section 2. Club officers shall be elected at the last meeting of each school year. All returning members, currently in the junior class, 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; self-nomination is accepted.

Section 3. A student is eligible to run for an officer position after holding membership for 1 school year.

Section 4. Voting shall be by secret ballot. The Election will be run by the officers of the current school year. 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 5. Current seniors are not included in the election process.

Section 6. Active NHS members must be in "good standing" with the chapter to vote, run for, or hold an office position.

Section 7. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions. The tasks include, but are not limited to: oversee all meetings and activities while focusing on keeping communication lines open with all members and the chapter advisor. The president may also need to seek approval from higher administration for some events. During public functions the president must be willing to speak about the group and what we do. The president will assist in the organization and lead induction ceremony. A complete list of tasks can be found in the PGHS NHS Officer responsibility document.

Section 8. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service. The vice president will assist the president in the organization of the induction ceremony and all other NHS activities/events/fundraisers throughout the year. A complete list of tasks can be found in the PGHS NHS Officer responsibility document.

Section 9. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence. Using Remind messaging system, the NHS google drive, and email (when needed) the secretary is responsible to communicate all information regarding club meetings, events, fundraisers, service opportunities (with details), and all other items needed to promote the mission of the club. A complete list of tasks can be found in the PGHS NHS Officer responsibility document.

Section 10. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter. The treasurer can help the President, Vice President and Secretary with all tasks related to the club, when needed, and is required to help organize and run the NHS Induction ceremony. Treasurer is also responsible for maintaining accurate record of membership volunteer hours. A complete list of tasks can be found in the PGHS NHS Officer responsibility document.

Section 11. 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 at least twice a month. Special meetings can be called by the president, with approval of the adviser, that are not announced on the NHS meeting schedule.

Section 3. Members are expected to attend all chapter meetings.

Section 4. A member cannot have more than 2 unexcused absences (meeting) after the member is inducted. Extenuating circumstances will be considered by the chapter advisor.

Section 5. A member must send an email or Remind message to the club advisor if they are unable to attend a meeting; date of the meeting, and the reason for missing the meeting needs to be stated in the message. Excused absence: appointment with guidance, sports game, or competition relating to a PGHS sport, field trip, absence from school, or doctor appointment. Other excused absences can be presented and approved by the chapter advisor on an individual/situational basis.

Section 6. For any meeting missed due to a medical appointment: a doctor's note must be provided within 7 days of the date of the appointment/missed meeting. The doctor's note can be submitted to the chapter advisor in person or via email.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each school year.

Section 2. Members must participate in at least 2 NHS sponsored events/activities/service project, each school year, after the member is inducted.

Section 3: A member may be asked, and is certainly encouraged, to participate in more than 2 NHS sponsored events/activities/service projects, each school year, after the member is inducted.

Section 4. The chapter shall determine one or more fundraisers for each school year.

Section 5. Members must participate in at least 1 NHS fundraiser each year after the student gains membership.

Section 6. All 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 7. The chapter shall publicize and promote all service projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

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

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (90% or 3.67), he/she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below 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 5 below). 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 school-related activities or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply/insubordination, unexcused absences, excessive tardiness, etc.) will receive written warning notification, when deemed appropriate by the faculty council. 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 as a consequence of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

- a. The member will receive **written notification** from the adviser/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 adviser.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered 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 XI: RATIFICATION, APPROVAL, and REVIEW of PGHS By-Laws

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.

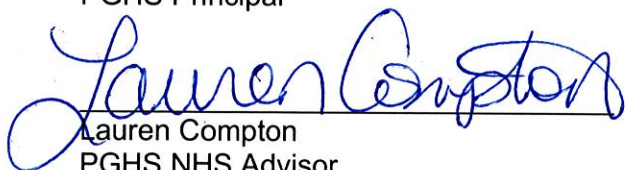
ARTICLE XII: AMENDMENTS

These bylaws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on



Dr. Jeffery Smith
PGHS Principal



Lauren Compton
PGHS NHS Advisor



PGHS NHS President



PGHS NHS Secretary



