

# National Honor Society Bylaws

## Bullet Hill Chapter

The following bylaws apply to the Bullet Hill Chapter of the National Honor Society and are meant to clarify the operating procedures of this chapter. The bylaws amplify the various sections of the fourteen articles in the Bullet Hill Chapter's Constitution and should be read in conjunction with these guiding principles. If no clarification of the Constitution is necessary in the bylaws, the term "No clarification necessary" shall accompany the article.

### Article I. Name and Purpose

The Bullet Hill Chapter of the National Honor Society shall be consistent with the constitution of the National Honor Society in all instances. The bylaws shall contain specific information pertinent to the Bullet Hill Chapter's day-to-day governance.

### Article II. Principal

The Pomperaug High School Principal has the right to approve all activities and decisions of the Bullet Hill Chapter of the National Honor Society. This authority extends to the selection and dismissal of members.

### Article III. The Chapter Advisor(s)

No clarification necessary

### Article IV. Faculty Council

**Section 1.** The members of the Faculty Council shall recognize that they are surrogates for the entire faculty of Pomperaug High School.

**Section 2.** The members of the Faculty Council shall be fully knowledgeable of the guidelines for the Bullet Hill Chapter and they shall carefully follow all stated guidelines and procedures in all aspects of the chapter's activity.

**Section 3.** An alternate member of the Faculty Council shall exist in the event that a regular member is unable to participate in the selection process.

**Section 4.** The Faculty Council shall meet in October to consider the qualifications of candidates, elect new members, and review chapter policies. They may meet additionally throughout the year.

## Article V. Membership

**Section 1.** Members of the National Honor Society shall continue to demonstrate the qualities upon which their selection was based, striving to provide exemplary leadership and volunteer service to Pomperaug High School and the community.

**Section 2.** All NHS members are expected to attend all scheduled meetings, including, but not limited to, chapter meetings and committee meetings. Any member who fails to attend a minimum of 80% of scheduled meetings will risk dismissal from the NHS.

**Section 3.** All NHS members must display exemplary character. Any act that calls a member's character into question may result in dismissal from the NHS.

**Section 4.** All NHS members must display exemplary scholarship. Members must maintain a cumulative unweighted GPA of exactly 3.7 or higher. Cumulative unweighted GPA's will be examined at the end of each semester. NHS members who fall below the aforementioned standard shall be given one semester in which to bring their academic standing back to the level required for membership.

**Section 5.** All NHS members must perform ongoing community service and tutoring, as defined in Article XI. Any member who fails to meet their service obligation more than once will risk dismissal from the Bullet Hill Chapter of the National Honor Society.

**Section 6.** All NHS members are expected to attend NHS functions, including, but not limited to, fundraising activities, service activities, and the annual Induction Ceremony.

**Section 7.** Annual dues for membership in the Bullet Hill Chapter of the National Honor Society shall be \$20.00, payable to the chapter Treasurer by the 1st of December.

## Article VI. Selection of Members

**Section 1.** Members are to be selected on the basis of scholarship, leadership, service, citizenship, and character.

**Section 2.** In the fall of either the junior or senior year, students who meet the minimum academic requirement (Article V – Section 4) will be notified of their eligibility for membership via e-mail by the chapter advisor(s).

**Section 3.** Candidates who wish to be considered for membership must attend an informational meeting describing the privilege, honor, and responsibilities that are part of the National Honor Society, as well as the process by which one becomes a

member. At that time, candidates will be instructed how and when to complete the Candidate Application that includes:

a. Leadership Activities – Each candidate shall demonstrate active leadership in which the candidate has led others to a clear goal or objective.

b. Service Activities – Each candidate shall demonstrate service to school and community by participating in events or activities whose primary purpose is to benefit others. Service is defined as a positive, non-self-serving contribution to the welfare of others. Activities for which a candidate received a grade or credit in a class, received monetary or other remuneration, or was part of a fundraising activity designed to directly benefit the candidate, among other things, are not considered service. Service to school would not include any school clubs or organizations whose primary function is other than service.

c. Other Student Activities- Each candidate shall describe other school or community endeavors (ie: work, religious groups, teams, artistic pursuits). Students should not repeat activities listed in other sections.

d. Written Documentation- Each Candidate shall submit a written document of no more than 250 words per question on topics that provide additional information regarding the candidate's character and ability to meet membership responsibilities.

**Section 4.** The names of candidates who have submitted completed Candidate Applications on time will be included on a Character Evaluation Form that is to be distributed to all faculty members. Each staff member will be invited to include comments, which will be shared with the Faculty Council. A staff vote for membership is not permissible, but the Faculty Council strongly considers input from the staff.

**Section 5.** Disciplinary records, including attendance records, of all candidates will be considered by the Faculty Council.

**Section 6.** A summary of the materials mentioned in Sections 3, 4, and 5 of this Article will then be produced (without the names of the individual candidates attached) and provided to the members of the Faculty Council.

**Section 7.** Once the Faculty Council has had time to review the submitted/collected materials, they will convene (in closed session) to discuss and vote on candidates. Candidates must receive at least 3 of 5 votes to qualify for membership.

**Section 8.** The chapter advisor(s) shall notify all candidates by e-mail of the decision made by the Faculty Council.

**Section 9.** A student not elected by the Faculty Council has the option to appeal in writing this decision to the principal within two weeks of email notification of the

Faculty Council's decisions. Appeals must be based on procedural issues and not on issues of fact. Procedural issues pertain to errors in the selection process, whereas "issues of fact" pertain to the quality of student-generated content on the Candidate Application.

**Section 10.** The chapter advisor(s) shall retain all candidacy materials and selection records for a period not less than one calendar year and shall make them available to the Faculty Council.

**Section 11.** Members are publicly inducted at the annual Induction Ceremony and the candidate must be present at the induction to become a member.

## **Article VII. Dismissal**

**Section 1.** Any member of the chapter whose cumulative unweighted GPA falls below a 3.7 will be placed on probation. A probationary student who fails to rise to or above a 3.7 at the end of the semester subsequent to his/her being placed on probation shall be considered for dismissal by the faculty council.

**Section 2.** Any member who is in violation of school rules has the right to a hearing before the Faculty Council in order to explain his/her behavior. Such behavior may result in probation or dismissal as determined by a majority vote of the Faculty Council.

**Section 3.** Violation of school rules or civil or criminal laws may result in probation or dismissal as determined by a majority vote of the Faculty Council.

**Section 4.** Failure to complete the service requirement will result in one semester of probation. If after the probationary period, a student continues to fail in the service requirement he/she will be considered for dismissal.

**Section 5.** Failure to participate in the chapter activities may result in probation or dismissal as determined by a majority vote of the Faculty Council.

**Section 6.** Seniors, during the second semester of their Senior year, will be considered automatically for dismissal by the Faculty Council for any infraction of the chapter bylaws.

**Section 7.** Any student dismissed from the Bullet Hill Chapter of the National Honor Society will be notified in writing and has the option to appeal to the Faculty Council and principal within two weeks of written notification of dismissal. Appeals must be based on procedural issues, not on issues of fact.

**Section 8.** Members who are dismissed or resign will not again be considered for membership.

## Article VIII. Student Officers

**Section 1.** The student officers of the Bullet Hill Chapter of the National Honor Society shall be President, Senior Vice President (and Parliamentarian), Junior Vice President, Treasurer, Secretary, Historian (and Publicity), and Service & Tutoring Coordinator.

**Section 2.** All members in good standing are eligible to run for any office with the exception of President and Senior Vice President, which must be held by a senior, and Junior Vice President, which must be held by a junior.

**Section 3.** The term of office for all offices is one year, with the exception of Junior Vice-President. The Junior Vice President is elected for one year and will automatically elevate to Senior Vice President (unless elected to the office of President.) This is done to provide a continuity of leadership from year to year.

**Section 4.** Elections will be held in June as follows:

- a. Members shall be nominated to a particular office by another member of the chapter.
- b. Members may accept multiple nominations to different offices.
- c. Members who have accepted a nomination must complete a letter of application to the Faculty Council that includes a statement by the student about their ability to manage other responsibilities and to perform the duties of the desired position.
- d. Nominees will submit a video to their peers regarding their ability and qualifications for the desired position.
- e. The membership will rank each candidate for each office. The candidate with the highest ranking is elected to the position. In the event of a tie, the candidate with the greatest number of highest rank votes will be elected.
- f. A candidate who is elected to more than one office shall choose a single office to hold and the runner-up in the office that is not chosen shall be elected to that office.

**Section 5.** It shall be the duty of all officers and officers-elect to set an example of scholarship, leadership, character, and service for others to follow and attend all NHS meetings and Executive Committee meetings.

**Section 6.** Responsibilities of Officers:

- a. The **President** of the Bullet Hill Chapter of the National Honor Society shall:

- i. Prepare the agenda for all meetings with advice from the Executive Committee.
- ii. Confirm the agenda with the chapter advisor (s) one week prior to the meeting (with the exception of emergency meetings).
- iii. Preside at all meetings of the chapter.
- iv. Be aware of parliamentary procedure and use it accordingly (in conjunction with the Parliamentarian) at chapter meetings.
- v. Appoint necessary committees and delegate leadership responsibilities.
- vi. Serve as an ex officio member on all NHS committees.
- vii. Represent the Bullet Hill National Honor Society at school and public functions.
- viii. Meet regularly with the chapter advisor(s) to discuss the progress of ongoing projects.
- ix. Write and deliver a speech on the Goals and Achievements of the National Honor Society at the Induction Ceremony.
- x. Conduct the actual induction of new members at the Induction Ceremony.

b. The **Senior Vice President/Parliamentarian** of the Bullet Hill Chapter of the National Honor Society shall:

- i. Preside at all meetings and perform all duties of the President in the President's absence.
- ii. Maintain order at chapter meetings.
- iii. Be aware of parliamentary procedure and call the President's attention to irregularities in procedure during chapter meetings.
- iv. Coordinate the activities of committees, all leadership projects, and group service projects.
- v. Plan and preside at the Induction Ceremony.
- vi. Serve the remaining term of the President if he/she is removed from office or resigns.

c. The **Junior Vice President** of the Bullet Hill Chapter of the National Honor Society shall:

- i. Assist the President and Senior Vice President in any necessary capacities. .
- ii. Serve on committees for all chapter activities and group service projects.
- iii. Plan and preside at the Induction Ceremony.
- iv. Serve the remaining term of the Vice President if he/she is removed from office or resigns.

d. The **Secretary** of the Bullet Hill Chapter of the National Honor Society shall:

- i. Keep accurate, complete minutes of all general, emergency, and executive meetings.
- ii. Keep accurate, complete attendance records of all meetings.
- iii. Post meeting agendas, minutes, and announcements to Google Classroom on a consistent basis.
- iv. Assist the chapter advisor with all official chapter correspondence.
- v. Plan and preside at the Induction Ceremony.
- vi. Maintain a file of all committee reports.

e. The **Treasurer** of the Bullet Hill Chapter of the National Honor Society shall:

- i. Receive and disburse all funds of the chapter including dues and scholarship money.
- ii. Maintain an accurate and timely ledger of receipts and expenditures in accordance with school regulations.
- iii. Chair all fundraising activities of the chapter.
- iv. Assist the Executive Council in an annual audit of all financial records.
- v. Report on the financial status of the chapter at each NHS meeting.
- vi. Plan and preside at the Induction Ceremony.

f. The **Historian** of the Bullet Hill Chapter of the National Honor Society shall:

- i. Maintain a record of the chapter's activities for the year. Record the activities of the chapter through photographs, video, newspaper clippings, written reports, etc.

ii. Assist the chapter advisor (s) in publicizing NHS activities and achievements through news releases, social media, bulletin boards, the school/PTO newsletter, yearbook, and web pages.

iii. Plan and preside at the Induction Ceremony.

g. The **Service & Tutoring Coordinator** of the Bullet Hill Chapter of the National Honor Society shall:

i. Update members and answer questions regarding service and tutoring at each general meeting.

ii. Assist chapter advisor(s) in training tutors.

iii. Maintain a spreadsheet of tutors, subject specialty, and availability for each semester. Work with PHS staff to match NHS tutors to interested students.

iv. Confirm service and tutoring hours using the service tracking platform/app.

v. Maintain a spreadsheet of completed tutoring and service hours completed by members and report deficiencies to the chapter advisor(s).

vi. Create a report of all hours turned in by members.

vii. Provide warnings or notices of probation/dismissal regarding service and tutoring to members and a copy to the Faculty Council.

viii. Plan and preside at the Induction Ceremony.

**Section 11.** Resignation or Dismissal of Officers:

a. In the event that the President is removed from office for disciplinary reasons, failure to perform his/her duties as described in this document, or by resignation, the Vice President shall serve as President for the remainder of the term.

b. In the event that the Senior Vice President, Junior Vice President, Treasurer, Secretary, Historian, and Service & Tutoring Coordinator is removed from office for disciplinary reasons, failure to perform his/her duties as described in this document, or by resignation, the Executive Committee shall have the authority to appoint a replacement to serve out the remainder of the term.



## Article IX. Executive Committee

**Section 1.** The Executive Committee shall prepare a schedule of meetings for the school year prior to the end of the first full week of school.

**Section 2.** The Executive Committee shall prepare an annual report to be submitted to the National Council of the National Honor Society.

## Article X. Meetings

**Section 1.** Regular meetings of the chapter shall be held on the 1st Wednesday of each month during the school year (with changes made in alignment with the school calendar). Meetings shall take place at a time and location to be determined by the Executive Committee.

- a. Members are expected to attend a minimum of 80% of scheduled meetings.
- b. Members may be excused from a meeting by presenting their excuse to the Secretary and advisor(s) at least one week prior to the meeting. The following are not to be regarded as excused absences:
  - i. A sports practice
  - ii. Not having a ride
  - iii. Attending another organization's meeting

**Section 2.** Emergency meetings may be called by the President or chapter advisor(s) and will not be mandatory.

**Section 3.** Regular meetings of the Executive Committee shall be held at least one week prior to regular chapter meetings during the school year. Meetings shall take place at a time and location to be determined by the Executive Committee.

**Section 4.** Committee meetings shall be scheduled by the Committee Chairperson as needed.

**Section 5.** Attendance at the annual Induction Ceremony is required for all members.

## Article XI. Activities

**Section 1.** All members of the Chapter will be required to perform 40 hours of community service (including a maximum of 6 hours of chapter-sponsored service). All community service must be in accordance with the service & tutoring guidelines below. Chapter-sponsored service includes:

- a. Two Red Cross Blood Drives
- b. Assisting in the annual Pomperaug High School Open House
- c. Assisting at graduation

- d. Charity fundraisers like Dodgeball for Diabetes
- e. Opportunities for additional hours beyond those hours spent, designated by the student officers or Faculty Council.

**Section 2.** All members of the chapter will be required to peer tutor for a minimum of 6 hours each semester (12 hours per year) either as a scheduled tutor or “walk-in” tutor stationed in the Library Media Center. Tutoring must be in accordance with the service & tutoring guidelines below.

**Section 3.** Service & Tutoring Guidelines

- a. Any event whose primary purpose is to benefit others is considered community service. Activities for which a candidate received a grade or credit in a class, received monetary or other remuneration, or was part of a fundraising activity designed to directly benefit the candidate, among other things, are not considered service. Service to school would not include any school clubs or organizations whose primary function is other than service.
- b. The maximum number of hours that can be used within any given 24 hour period or from summer vacation is 6 hours.
- c. Service must be completed by a date set by the Student Officers prior to the end of the second semester.
- d. Service hours must be documented on National Honor Society Service Hour Sheets, or through an online tracking service, in order to count towards the chapter requirements. Should a member fail to submit the appropriate amount of hours by the designated date, they will be recommended to the Faculty Council for probation or dismissal. This documentation includes a description of the activity, time(s), and date(s) of the service, and a photograph taken during the service.
- e. The Faculty Council has the ability to count or discount any type of service questioned by the Service Coordinator.
- f. The Service & Tutoring Coordinator reserves the right to verify member hours through contact or digital means. If it is discovered that the hours were not truthfully recorded, the hours will not count towards the member’s total, and the case will be brought before the Faculty Council as an issue of character.
- g. Students are expected to honor their commitments to the service activities, to arrive on time, and to stay for the duration of their designated time. Members who fail to honor these commitments will lose service hours and may be subject to service probation.
- h. Any member serving a probationary term is expected to continue their service and will be held to the same service standards as any other member.
- i. Any questions pertaining to service hours can be directed to the Service & Tutoring Coordinator.

**Section 4:** All members of the chapter will be required to participate in chapter fundraising activities. Participation is mandatory and students will not receive service hours for participating.

**Section 5:** Members will be required to pay \$20 dues by January 1.

## **Article XII. Official Insignia**

No clarification necessary

## **Article XIII. Bylaws**

No clarification necessary

## **Article XIV. Amendments**

**Section 1.** A vote will be taken by Chapter membership prior to the Faculty Council vote, the results of which will be presented to the Faculty Council for consideration.

**Section 2.** These bylaws may be amended by a four-fifths vote of the Faculty Council.

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**Proposed:** May 26, 2023

**Ratified by the Faculty Council:** May 31, 2023

**Ratified by the membership of the National Honor Society:** June 1, 2023