



## **National Honor Society Bylaws** **As Authorized by the Seacrest Country Day School Chapter**

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### **ARTICLE I            SELECTION OF MEMBERS**

Section 1. The requirements for selection to the Seacrest Country Day School chapter of the National Honor Society shall be as follows: The candidate must be a member of the junior or senior class. The candidate must have a minimum unweighted GPA of 3.7 on a 4.0 scale (90% or higher). The candidate must also show evidence of service to the school and/or community with at least 15 hours of Community Service already completed. The candidate must also show evidence of leadership and character.

Section 2. The list of candidates will be reviewed by the Faculty, the Academic Dean, the Dean of Students and the Athletic Director who will have an opportunity to provide commentary to the Faculty Council and to the Head of School regarding each candidate's qualifications.

Section 3. In order to be considered for membership each candidate must submit an informal transcript from the school, an essay and a completed Seacrest NHS Application. The application form will include an overview of the candidate's service to school and community as well as leadership positions they have filled.

Section 4. The final evaluation of each candidate will be the responsibility of the Faculty Council. The selection of each new member shall be by a majority vote of the Faculty Council after review of each candidate's required paperwork. The Head of Upper School will be notified of the results of the Faculty Council's decision.

Section 5. The Head of Upper School will make all final determinations regarding the qualifications of students taking into consideration the four pillars of the National Honor Society - Scholarship, Service, Character and Leadership.

Section 6. All selection decisions to the National Honor Society are final. Members of the junior class who were not nominated, or who were not selected, may be considered as candidates in the next selection cycle during their senior year.

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## **ARTICLE II            ACTIVITIES**

Section 1. The Seacrest Country Day School Chapter of the National Honor Society will sponsor at least one service project each year in which all members are expected to take part. These 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; be well-planned, organized and executed.

Section 2. Each member will have the responsibility for choosing and participating in an individual service project that reflects his or her individual talents and/or interests. They are expected to have a leadership role in this project. This is in addition to the chapter project[s] to which all members contribute.

Section 3. Each member is expected to be in attendance and participate in at least one fundraising event during the course of the year.

Section 4. The chapter will publicize its activities.

Section 5. The completion of required service projects necessary to maintain membership in this chapter can be counted toward the completion of the community service requirements of Seacrest Country Day School.

Section 6. The Seacrest Country Day School Chapter of the National Honor Society has a number of standing committees (such as the Induction Committee and the Fundraising Committee) as well as ad hoc committees established during each academic year. All members of the chapter are expected to serve as members of at least one committee.

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## **ARTICLE III            MEETINGS AND VOTING**

Section 1. A general membership meeting for the Seacrest Country Day School chapter of the National Honor Society will be held on the second and fourth Friday of each month. In addition, the Executive Committee, consisting of the officers of the Seacrest Country Day School chapter, will meet prior to each general meeting to set the agenda.

Section 2. A calendar of meeting dates will be distributed to all members during the first meeting of each academic year.

Section 3. The chapter president may call special meetings approved by the Executive Committee. Any special meetings will not be mandatory.

Section 4. Members will be required to attend all meetings and can only be excused from a meeting by the Chapter Advisor.

Section 5. All chapter meetings will be run according to *Robert's Rules of Order*.

Section 6. All motions proposed during a chapter meeting will be passed only upon a majority vote by the chapter membership. The Executive Committee shall have the power to veto by unanimous decision. This officers veto can be overturned by a two-thirds majority vote of the membership. The Chapter Advisor also has veto power and cannot be overruled.

Section 7. Members not in attendance for a meeting, whether excused or not, shall not have a vote in the decisions made during that meeting and will not be able to vote on a later basis.

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#### **ARTICLE IV                      DISCIPLINE AND DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, service, leadership or character may be considered for discipline or dismissal from the Seacrest Country Day 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 school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when they were selected (a minimum unweighted GPA of 3.7 on a 4.0 scale – 90% or higher) they 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 can include consideration of dismissal from the chapter. Academic performance is generally reviewed at the conclusion of each quarter.

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: stealing, destruction of property, cheating, plagiarism, truancy; or possession, selling or being under the influence of drugs or alcohol at school or in the community.

Section 4. Members who violate Seacrest Country Day School's Honor Code or engage in activities such as the use of profanity, failure to comply, excessive tardiness, unexcused absences, 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 Honor Code, the member may be considered for dismissal.

Section 5. Members who miss a combined three chapter meetings or service activities will receive written warning notification. If the member continues to not attend chapter meetings or service activities, the member may be considered for dismissal. A conference may be requested by either party (Faculty Council or student/parent).

Section 6. 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 7. The National Honor Society is a national organization. Disciplinary actions taken by the Faculty Council are in accordance with this status and may, or may not, be the same as school administrative consequences.

Section 8. In all cases of pending dismissal:

- A. The member will receive written notification from the Chapter Advisor/Faculty Council indicating the reason for consideration of dismissal.
- B. The member will be given the opportunity to respond to the charge(s) against them at a hearing before the Faculty Council prior to any vote on dismissal (in accordance with the process identified in Article X of the National Constitution). The member has the opportunity to present their defense either in person or via a written statement presented in lieu of a 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 Chapter Advisor.
- D. The Faculty Council's decision may be appealed to the Head of the Upper School and afterwards according to provisions of Seacrest Country Day School's discipline policy.
- E. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 9. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

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## **ARTICLE V                      OFFICERS SELECTION AND RESPONSIBILITIES**

Section 1. The officers of the Seacrest Country Day School's Chapter of the National Honor Society shall be president, vice-president, secretary, treasurer, publicist, and historian.

Section 2. All members of that year's junior class are eligible to serve as officers during their senior year. To be considered for selection a member of the junior class must make

their desire to serve known to the Chapter Advisor, in writing. This is done by completing the Officer Candidate Form and returning it to the Chapter Advisor.

Section 3. The Officer Candidate Forms will be reviewed by the current Executive Committee and the Executive Committee will have the opportunity to comment on each application. The applications will then be given to the Faculty Council for review and commentary. The Faculty Council will have veto power, by majority vote, over any candidate for office.

Section 4. Finalists are defined as those whose applications have been approved by both the Executive Committee and the Faculty Council. The finalists will be interviewed by the Executive Committee. The new officers of the Brunswick Chapter of the National Honor Society will then be selected by the current Executive Committee. All selections will be by majority vote.

Section 5. In the case of the dismissal of an officer, the Chapter Advisor will select another member of their class (junior or senior) to take their place and serve the remainder of their term in office.

Section 6. The collective group of officers and the Chapter Advisor shall be known as the Executive Committee. The Executive Committee shall establish annual goals for the chapter and have general supervision of the affairs of the chapter between its business meetings. The Chapter Advisor shall be a non-voting member of the Executive Committee.

Section 7. It shall be the duty of the president to preside at meetings of the chapter and to serve as the official representative of the chapter at school and community functions.

Section 8. It shall be the duty of the vice-president to preside over meetings of the chapter in the absence of the president and shall also keep a record of members' contribution to leadership and service.

Section 9. It shall be the duty of the secretary to keep the minutes and the attendance records for meetings and to be responsible for all official correspondence.

Section 10. It shall be the duty of the treasurer to keep a record of business expenses, fundraising activities and all other financial transactions of the chapter.

Section 11. It shall be the duty of the publicist to make the public aware of the goals and activities of the chapter through the utilization of different media.

Section 12. It shall be the duty of the historian to keep a record of the chapter's membership and activities and to pass this record on to future members.

Section 13. All actions and recommendations of the Executive Committee shall be subject to the review of the chapter membership as outlined in the National Constitution.

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**ARTICLE VI. RATIFICATION, REVIEW AND AMENDMENTS**

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.

Section 3. These bylaws may be amended by a two-thirds vote of the chapter provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Article I Selection and Article IV Discipline and Dismissal which are developed by the Faculty Council with the approval of the Head of Upper School.

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National Honor Society  
Bylaws  
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