

Pine-Richland Chapter of the National Honor Society
Bylaws to the National Constitution

Article I *Name of the Organization*

The local chapter of the National Honor Society will be called *The Pine-Richland Chapter of the National Honor Society*.

Article II *Purpose*

The purpose of the Pine-Richland Chapter of the National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in the students of Pine-Richland High School.

Article III *Vested Powers*

The local chapter members have the power to identify service activities for approval by the officers, sponsor and ultimately the principal. Requests may be denied if they are considered unsafe, in opposition to Pine-Richland's purpose, or against Pine-Richland's rules and regulations.

Article IV *Membership*

- A. Members demonstrate leadership and good character, both in school and in the community. They maintain a cumulative GPA of 3.75. Members must complete a minimum of 40 hours of service in the community per school year. Members must complete a minimum of 20 hours of individual service per semester and must fulfill NHS partnership requirements as determined by the officers and sponsor each year.

- B. The NHS membership standards:
 - 1. Cumulative GPA of at least 3.75, to be checked after midterms and finals
 - 2. 20 hours of individual service each semester (service hours will be audited the Friday after midterms and the last day of senior finals).
 - 3. 10 hours of individual service during the summer between junior and senior year
 - 4. Fulfill NHS partnership requirements as specified by officers and adviser at the start of the school year. This service project shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and faculty; be appropriate and educationally defensible; be well planned, organized, and executed.
 - 5. Behave ethically as defined by Pine-Richland High School's Code of Conduct
 - 6. Attend all mandatory monthly meetings. Students receive meeting schedule at the start of the year and are expected to manage their schedules which includes communicating this obligation to employers, coaches, advisers and parents. Documentation must be submitted prior to a missed meeting. Documentation must be submitted upon return to school in the case of an unexpected early dismissal.

7. An NHS member who transfers to Pine-Richland High School and brings a letter from the principal or chapter adviser from his previous school shall be accepted automatically as a member of the Pine-Richland chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

C. The Strike Policy

1. Strikes will be received for infractions. One strike results in probationary status which serves as a warning to the member. A second strike of any kind will result in dismissal. Dismissal is permanent. Students cannot reapply. Strikes carry over from junior to senior year.
2. Students will receive a strike for all of the following:
 - a. Failing to purchase an NHS t-shirt
 - b. Not participating in the NHS partner event which the member has scheduled for him or herself, unless the member finds a substitute. If the member fails to attend a partner event at all during the year, the member will be dismissed.
 - c. Unexcused absence from a monthly meeting or induction
 - i. Excused absences include:
 - Away sporting events and/or school performances
 - Excused school-day absences (documentation must be submitted upon return to school)
 - College visits (admissions office documentation must be submitted in advance of the meeting)
 - Early dismissal due to illness as documented by school nurse (parent note must be submitted)
 - Appointments which cannot be rescheduled with documentation
 - ii. Unexcused absences include:
 - Practices
 - Other group/club meetings
 - Non-emergency early dismissals
 - Work/internships
 - d. Failing to complete all service hours (10 hours in the summer, 20 hours each semester)
 - i. If a student fails to complete 10 hours of service in the summer between her junior and senior year, the student receives a strike which will be removed once the student makes up those hours during the first semester (in addition to the 20 semester hours). If the student fails to complete her 10 summer hours and 20 semester hours during the first semester of her senior year, the student will be dismissed.

ii. If a student only completes between 10 and 20 hours of service during a semester, the hours must be made up during the next *semester of school*, in addition to the 20 semester hours for the current semester. For example, if a student submits 15 hours of service for the spring semester of his junior year; the student must complete 25 hours of service in the fall semester of his senior year. Spring hours cannot be made up in the summer. If service hours are not made up during the next semester, a second strike will be automatically issued, resulting in dismissal. Once the hours have been retroactively completed, the student will no longer be on probation (strike is removed).

iii. Completion of less than 10 hours in a semester results in automatic dismissal from the organization.

iv. Any senior who does not complete all of their service hours by the time of the second semester audit will not receive a NHS tassel, because probationary status disqualifies a student from receiving a NHS tassel. After the second semester audit, no provisions are available to resolve the probationary status.

v. The second semester audit of service hours will take place on the last day of senior final exams.

D. Academic Probation

A student will be placed on academic probation if his or her cumulative GPA falls below 3.75. The student will have one semester to restore their GPA to the required NHS GPA of 3.75. GPAs will be evaluated after midterms and finals. Two consecutive semesters with a cumulative GPA below 3.75 will result in dismissal.

E. Automatic Dismissal

Automatic dismissal will result for the following reasons:

1. Ethical or behavioral infractions against the Pine-Richland High School Code of Conduct
2. Completion of less than 10 service hours in one semester
3. Failure to participate in the required NHS partner event(s).

F. Questions Regarding Dismissal

1. Student may meet with adviser to clarify the circumstance
2. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council as due process for the member.
3. A majority vote of the Faculty Council is required for dismissal.

4. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in Pine-Richland School District.

Article V *Selection of Members*

A. Qualifications for Candidacy

1. Candidates must have been in attendance at Pine-Richland High School the equivalent of one semester prior to candidacy (see the National Constitution, Article IX, Section 1).
2. Candidates must be either a junior or a senior at Pine-Richland High School.
3. Candidates must have at least a *cumulative* grade point average of 3.75 at the end of their sophomore or junior year, respectively.

B. Procedure for Selection

1. The chapter adviser will review the cumulative GPA of all incoming juniors and seniors by looking at the guidance department's report of the cumulative GPAs. Students with at least a cumulative GPA of 3.75 will receive a letter in the mail inviting them to apply along with their application packet. Candidate applications will be due on the second Friday in September.
2. Candidates will then be evaluated by the Faculty Council on the basis of service, leadership, and character as reflected in their applications and letters of recommendation. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Candidates will be notified of the Faculty Council's decision in writing within one month of the application deadline.
3. New members will be inducted at an induction ceremony held in the evening during the month of October. Inductees must attend the required afternoon rehearsal. All members, both current and new, are expected to attend the induction ceremony.

Article VI *Meetings*

- A. Meetings will be held monthly at 2:40 pm with specific dates released at the beginning of the academic year.
- B. Refer to the strike policy above for specific information regarding meeting attendance.
- C. Members wishing to bring topics up for discussion during meetings will inform a chapter officer or adviser at least 1 week prior to the meeting so the topic can be placed on the meeting agenda.
- D. A member of the executive committee (officers) may call a special meeting approved by the executive committee.
- E. Copies of the meeting agendas will be available on the NHS webpage.

Article VII *Service Award*

The junior and the senior who have submitted the highest number of service hours by the spring audit will be honored with a service award at the junior and senior awards ceremony, respectively.

Article VIII *NHS Officer Selection*

- A. Current members interested in serving as officers for the next year are encouraged to attend an informational meeting with the current officers regarding the commitments and responsibilities expected of an NHS officer. This meeting will be an extension of the March membership meeting.
- B. After the informational meeting, students may complete the application form and ask two teachers to complete and submit recommendation forms on their behalf.
- C. No incomplete or late applications will be accepted or reviewed.
- D. Applications will be reviewed by the current officers and the NHS adviser(s).
- E. Interviews may be conducted if considered necessary for further evaluation as determined by the officers, adviser and council.
- F. Officers will be installed at the final meeting of the year.

Article IX *NHS Officer Duties*

NHS officers are required to:

- A. Attend the officer meeting in May with outgoing officers
- B. Prepare the NHS Candidacy packets and mailings (May and June)
- C. Plan and prepare for Induction
- D. Attend one officer meeting and one general body meeting per month
- E. Develop general meeting agendas
- F. Develop documents for the NHS website and social media sites
- G. Lead each monthly general body meeting
- H. Communicate and enforce the policies of NHS
- I. Maintain attendance and service hours records
- J. Maintain regular communication with Dr. Switala, Ms. Lang, and the other officers
- K. Attend TRY events
- L. Set an example for all members and maintain a reputation as a worthy and active leader

Article X *Rules of Order*

The highest-ranking officer at membership meetings will call the meeting to order. As items from the agenda are raised, discussion, in an orderly and respectful manner, can follow. Use of cell phones while information is being presented and/or discussed is inappropriate. Members will vote on items requiring a decision by a simple majority vote.

Article XI *Ratification of Bylaws*

- A. New bylaws will be written by either the chapter adviser(s) and chapter officers and formatted by the chapter adviser.
- B. The executive committee will review the bylaws and then meet with the chapter adviser for discussion and modification.
- C. The bylaws will be given to the Faculty Council for review and modification as deemed necessary. NHS officers will be present at this portion of the meeting to answer questions and offer opinions if requested by the Council. The Faculty Council will then take a majority vote to ratify the bylaws.

Article XI *Amending the Bylaws*

- A. The members, officers, chapter adviser, or Faculty Council may suggest amendments.
- B. The amendment will be discussed by the officers, adviser, and Faculty Council.
- C. The adviser will meet with the NHS officers to write the amendment and summarize the discussion surrounding the amendment for the Faculty Council.
- D. The adviser will present the amendment to the Faculty Council. The council will have a chance to discuss the amendment with the officers if desired, before taking a vote. The amendment will be passed by a majority vote.
- E. If the amendment is ratified, the chapter adviser will format the amendment and make it available on the NHS webpage.
- F. The chapter adviser will summarize the position of the Faculty Council and present it to the membership at their next meeting.