Bylaws

Note: Provisions found within this sample have been compiled from a variety of bylaws submitted over the years to the national office. Local chapters should review their own needs, policies, and procedures to amend this model to suit their local needs. Though bylaws are a constitutional mandate, the verbiage found in this sample is not.

Copy and paste this into **school stationery** containing school name, address, and contact information to make proper connection between the chapter and the school.

Chapter Bylaws
of the
Ivy Miller- Gladys Dillion Carman-Ainsworth High School Chapter
of the
National Honor Society
Adopted: September 26, 2023

ARTICLE I: NAME

Section 1. The name of this chapter shall be the **Ivy Miller- Gladys Dillion Carman-Ainsworth High School Chapter of the National Honor Society of Carman-Ainsworth High School.**

ARTICLE II: PURPOSE

Section 1. 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 **Carman-Ainsworth High School.**
Section 2. The NHS shall under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP, 1904 Association Drive, Reston, VA 20191 -1.537).

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: This chapter will remain an active member of the state association **Michigan Association of Student Councils and Honor Societies**, by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal. The chapter advisor shall be the sixth, non-voting, ex officio member of the faculty council. For reference, see Article V, Section 1 of the National Constitution.

Section 5: Nondiscrimination. 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 V: THE PRINCIPAL

Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.
Section 2. The selection of active members shall be held once a year during the second semester of the school year.
Section 4. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

ARTICLE VIII: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for the executive board and non-e-board members shall be ____$30.00__ ($20.00 dues /$10.00 T-Shirt). Dues will be payable to the chapter within 30 days of induction. If dues are not paid, dismissal letters will be drafted and disseminated. See ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 2. All members must have **15 hours of service hours per semester**. Students who wish to tutor will be included. Each member of this chapter who is in good standing regarding the membership standards and member obligations shall be entitled to wear the emblem, if 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. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor cords or other insignia adopted at the local level at graduation.

ARTICLE IX: 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. To be eligible for membership the candidate must be a member of the Sophomore class. 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. Membership in the **Ivy Miller- Gladys Dillion Carman-Ainsworth High School 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.

a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior 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 **Carman-Ainsworth High School**.
c. Candidates eligible for election to the chapter shall have a **minimum cumulative grade point average of 3.20 on a 4.0 scale**
d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

Section 3. Eligibility:
The Advisory Council shall support the school leader in creating and sustaining a school environment in which each student is known; accepted and valued; trusted and respected; and cared for and encouraged to be an active and responsible member of the school community. As such, the faculty council shall reserve the right to award honorary membership to students who warrant special consideration—including those who receive accommodations for a disability, or foreign exchange students—in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. The faculty council might also award honorary membership to school officials, principals, teachers, NHS advisers, or other adults. **Note:** Advisory Council and Advisor reserves the right to withhold any special recognition if the standards are broken by any member of the NHS chapter.
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 for further consideration.
b. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
b. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Selection procedures may include, yet not limited to:

- **Written Essays**
- **Informal Interviews**
- **Recommendations**

Section 4. Candidates become members when inducted at a special ceremony.
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.

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 Ivy Miller-Gladys Dillon Carman-Ainsworth High School NHS Chapter. 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.

a. **If a member's cumulative grade point average falls below the standard in effect when he/she was (3.20 GPA), 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.

b. If a member misses 3 meetings, upon their fourth absence, the member will be selected for 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, disrespect to members and/ or council, failure to comply, unexcused absences, excessive tardiness, etc.) will receive 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 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,

c. the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.

d. 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.**

e. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
f. 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: OFFICERS

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the faculty council and the principal, and described in the chapter bylaws.
The officers of the chapter shall be president, vice president, secretary, project manager and treasurer.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members 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.

Section 3. Voting shall be by secret ballot. 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 3.5.1.4 Dealing with Officer Problems
a. If officers do not perform their duty, officers can be warned or removed, or dismissed from the chapter, according to the Advisory Council.
b. In the event of an officer vacancy, or an elected member cannot uphold the standard of service (E-Board), either a special election will be held; or the advisory Council will elect by succession.

Section 4. 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; help organize fundraisers and service projects; be familiar with NHS bylaws and handbook.

- Assist organization of induction ceremonies
- Research possible service opportunities

Section 5. The **vice president** shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service; help organize fundraisers and service projects; be familiar with NHS bylaws and handbook.

- Assist organization of induction ceremonies
- Research possible service opportunities

Section 6. **The secretary** shall keep the minutes and attendance records for meetings and be responsible for all official correspondence; help organize fundraisers and service projects; be familiar with NHS bylaws and handbook.

- Distribute all information and materials for fundraisers and service projects

Section 7. **The treasurer** shall keep the record of business expenses, dues, and all other financial transactions of the chapter; help organize fundraisers and service projects; be familiar with NHS bylaws and handbook.

- Work in tandem with bookkeeper regarding purchases and money made or raised by the chapter

Section 8. **Project/ Public Relations Manager** will write announcements and approved by advisor; write up releases and upcoming events; help organize fundraisers and service projects; be familiar with NHS bylaws and handbook.
Section 9. The senior representative will provide perspective at e-board meetings and help with other officer duties.

Section 10. The junior representative will provide perspective at e-board meetings and help with other officer duties.

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 XIII: MEETINGS

Section 1. Regular meetings of this chapter shall be bi-weekly. E-Board will meet one day prior to the regular meetings. Special meetings can be called by the president with approval of the adviser.

Section 2. This chapter shall conduct its meetings according to ***Robert's Rules of Order***.

Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee. Members are expected to attend all chapter meetings. Once a member misses three (3) meetings, upon the 4th absence, members will be considered for dismissal (**see section 6**).

ARTICLE XIV: ACTIVITIES

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

Section 2. All members shall regularly participate in these projects.

Section 3. 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; and be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.
Section 5. The chapter shall publicize and promote its projects in a positive manner.

ARTICLE XVI: RATIFICATION, APPROVAL, and REVIEW.

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 XVII: 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 at least one month prior to the vote. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on: Oct 25, 2023

Naima Chin-Kee-Fatt,
President

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Boris D. Turner, Ph,D.,
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