

# **Bronco Chapter of the National Honor Society**

## **East Forsyth High School**

### **Local Bylaws**

(Updated May 22, 2024)

#### **Article I: Name**

Section 1: The name of this chapter shall be the Bronco Chapter of the National Honor Society of East Forsyth High School, which appears on the charter granted by the National Council of the National Honor Society, duty by the national secretary.

#### **Article II: Purpose**

Section 1: The Bronco Chapter of the National Honor Society stands to recognize and promote academic excellence, to provide additional leadership opportunities, and to build upon established character. These qualities are enhanced through numerous service projects and activities conducted throughout the year.

Section 2: This local chapter shall abide by the National Constitution in all activities.

#### **Article III: Powers Vested in the Organization**

##### **Principal:**

Section 1: The principal has the right to approve all activities and decisions made by this local chapter.

Section 2: He or she may not serve on the Faculty Council or even attend the meetings of the Faculty Council. He or she has the right to hear any appeals regarding selections and dismissals of members. Final authority on all activities and decisions of this chapter resides with the school principal, or his or her designee.

**Faculty Advisor(s):**

Section 1: The Faculty Advisor(s) must be (a) certified staff member(s) who is/are ultimately responsible for making sure that all local bylaws and the Constitution are followed in all activities.

Section 2: The Faculty Advisor(s) serve(s) as the sixth, non-voting member of the Faculty Council. The advisor(s) must make sure that objectivity is maintained in the selection and dismissal of members.

Section 3: The Faculty Advisor(s) maintain the Faculty Council with approval of the principal. They will choose new members when current members resign or leave the school.

Section 4: The Faculty Advisor(s) must approve chapter activities, maintain records, and attend all meetings and functions.

Section 5: The Faculty Advisor(s) should keep the principal, or his or her designee, informed of all activities.

**Faculty Council:**

Section 1: The Faculty Council consists of five non-administrative certified staff members.

Section 2: Each member has one vote per student when selecting for membership and dismissal.

Section 3: The Faculty Council will meet one time in the fall to select new members and approve any dismissals and, as needed, to approve dismissals and probations.

Section 4: The names of the members of the Faculty Council should be held in secret. Only the principal, or his or her designee, and the Faculty Advisor(s) should know the names of the members of the Faculty Council.

Section 5: The Faculty Council must approve any changes made to the bylaws by majority vote.

**Members:**

Section 1: Each member has a voice or vote in all activities of the chapter.

Section 2: Each member is expected to maintain the standards set forth by the NHS National Constitution and the local bylaws for membership.

**Officers:**

Section 1: The officers of this chapter shall be one president, one vice-president, one secretary, one treasurer, and one historian. Officer positions made available can be added at the discretion of the membership, as determined by majority vote.

Section 2: It shall be the duty of the president to create the agenda and preside at the meetings and activities and approve all extra service hours.

Section 3: The vice-president shall preside in the absence of the president, keep service records, organize the inside service hours, and are responsible for meeting announcements.

Section 4: The chapter secretary creates the presentation for all meetings and publishes the same for members who are unable to attend. They shall keep the minutes of meetings, attendance records, and all other records on file. They shall, with the approval of the principal or Faculty Advisor, complete the Annual Report form in the spring of each year.

Section 5: The treasurer shall receive and disburse all funds of the chapter and keep an accurate account of the receipts and disbursements in accordance with school regulations. They shall give a treasurer's report at all regularly scheduled meetings.

Section 6: The historian shall be responsible for keeping a record of all projects and organizing a chapter scrapbook. This officer shall assist in the Pin Tapping.

#### **Article IV: Definition of Membership**

Section 1: Selection to NHS is a privilege, not a right; therefore, not all students who meet the cumulative average requirement are selected. Students cannot apply for membership. They may only fill out a form that provides information about themselves to support their bid for membership, and only those students that the Faculty Council selects may become members.

Section 2: For a student to be considered for membership, the student should have attended East Forsyth High School for at least one semester prior to applying. This residency criterion is necessary so that the student can establish themselves and the faculty can get to know them.

Section 3: Membership is open to Sophomores, Juniors, and Seniors.

Section 4: Academic requirements must be the same for all classes, except in the case of implementing new requirements.

Section 5: There is no specific quota or percentage of members per class.

## Section 6: Opting Out

A Student not on probationary status needs to explain in writing to opt out of membership in the National Honor Society if, due to extraordinary circumstances, he or she has determined that he or she does not have the ability to commit to the oath and requirements of the organization. If a student chooses to opt out of membership, he or she forfeits the right to be considered for a NHS scholarship and forfeits admission into the organization at a later time. The student shall write a letter addressed and dated to the Faculty Council, but delivered/mailed to the NHS Advisor(s), in order to officially opt out of membership. It is understood that once a student opts out, for the purpose of college applications, etc., he or she would only list the active year(s) in which membership was in good standing. The only considerations for approved suspension of membership and for possible readmission to NHS are as follows:

1. Extenuating familial issues
2. Health issues

A student that falls into one or more of these categories may appeal to the Faculty Council the following year for readmission into the organization. The student will not have to re-file documents for re-admission, but the Faculty Council will evaluate the student's academic record to ensure that the student is still eligible for membership.

### **Criteria:**

Section 1: Students must demonstrate outstanding performance in four criteria: scholarship, leadership, service, and character.

Section 2: Scholarship: This criterion should be considered first, but membership is not based solely on averages. A student must have at least a 3.80 cumulative average for all semesters of high school. We do not round averages! Once a student becomes a member, he or she must maintain a 3.8 cumulative average for membership to continue.

Section 3: Once a student meets the scholarship requirement and enrollment standards, then the student will be invited to submit a completed student information form to be used by the Faculty Council in evaluating the other three criteria.

Section 4: Leadership: This criterion is very important to the membership of the National Honor Society. The Faculty Council uses the information provided by the student to decide if the student possesses the qualities of a leader. Our local chapter provides additional leadership opportunities, but the member must have already established himself/herself as a leader in the school and community.

Section 5: Service: Like leadership, the student must prove that they have participated in several service projects done on behalf of others without any kind of compensation for performing the service. Contributions made to the school, classmates, and community should be considered.

Section 6: Character: A potential member must be of good character to be accepted into the chapter. The council relies heavily on discipline records, teacher recommendations, and comments that are submitted for review when considering the criterion of character. Administrative and counseling records can be used when necessary.

Section 7: Each member is asked to pay \$20 annually in dues after the induction.

## **Article V: Selection of Members Procedures**

Section 1: During the first month of school, the Faculty Advisor(s) should obtain a printout from the records clerk that contain cumulative averages. The Advisor(s) should use this printout to determine students who meet the 3.8 cumulative average scholarship criteria.

Section 2: Within the second month of the school year, the students who meet the scholarship criteria should be provided the student information forms to complete and submit to the Faculty Council for review. The completed forms should be returned to the Faculty Advisor(s) within the specified time frame.

Section 3: The NHS Advisor(s) will provide all faculty a recommendation form to evaluate the character of all eligible NHS candidates. These scores will be used by the Faculty Council to determine membership.

Section 4: The Faculty Advisor(s) should arrange a convenient time for all Faculty Council members to meet and select members after the information forms have been returned.

Section 5: The Faculty Council should carefully consider each potential member on the basis of the three criteria: character, service, and leadership. They should use the qualities described in Chapter Four of the National Honor Society Handbook in making their decision. The criterion of scholarship has already been established, so it should not be revisited.

Section 6: The Faculty Council may use a point system to judge the criteria of character, service, and leadership. Using a scale of zero to three for each criterion, the council will assign each criterion for each potential member a number between zero and three based on the information provided in their information sheets. A student will be accepted if his or her points total is between six and nine, inclusive.

Section 7: After the selections have been made, the new members will receive a visit during the school day from the principal, or their designee, with the news of their acceptance. The new members will be given a letter of acceptance, and an invitation to the induction ceremony.

Section 8: Students who were not selected will also receive an encouraging letter of denial on the same day the students who are selected are notified. The Faculty Advisor(s) should be prepared to handle any problems that should arise from non-selected students.

Section 9: A student does not officially become a member until he or she has attended the formal induction ceremony that is usually held in September/October on a weeknight. Parents and friends are encouraged to attend. The procedures for the Induction Ceremony are followed according to the National Honor Society Handbook. Certificates and membership cards are to be handed out during this ceremony.

Section 10: Students transferring into East Forsyth High School who were members in their previous schools must be automatically accepted into the local chapter. The student should be made aware of local requirements for membership, especially the 3.8 grade requirement. If the student does not currently meet the grade requirement, then the student should be given a semester to raise his/her average to the required 3.8. If the grade requirement is not met, then the below dismissal procedures should be followed.

Section 11: The principal has the right to hear any appeals regarding non-selected students.

## **Article VI: Selection of Officers**

Section 1: The Bronco Chapter of the National Society currently utilizes five officers: one president, one vice-president, one secretary, one treasurer, and one historian. Number of officer positions available is subject to change through the procedure outlined in Article III, Subsection 'Officers,' Section 1.

Section 2: During the month of April, a nominating committee is formed from the senior members. This group of senior members will review the list of members who are in good standing and nominate candidates for offices for the next school year. The Faculty Advisor(s) will decide the member nominating committee. The Faculty Advisor(s) also have the final approval on the list of nominated candidates.

Section 3: At the April meeting, a meeting should be held for the entire chapter to vote by secret ballot for officers for the next school year. The advisor(s) will be the only one to handle the responsibility of counting and announcing the new officers.

Section 4: Qualifications for office: President– preferably a senior; Vice-President– preferably a junior who could potentially serve as president the next year; secretary, treasurer, historian– no specific grade qualifications. All candidates must be a member in good standing for at least three consecutive semesters prior to being nominated.

Section 5: At this time, East Forsyth High School holds no formal officer induction ceremony. Instead, elected officials will be notified at the last meeting and receive a certificate.

## **Article VII: Meetings**

Section 1: At the present time, our chapter holds a monthly meeting the first Wednesday of every month before school, from 7:30-8:15 in the Media Center. Officers meet the first Tuesday of every month during Bronco Block in Mrs. Wright's room, 1267. These meeting times are fixed unless prior arrangements have been made.

Section 2: A form of electronic communication amongst members will be identified and shared with the members to share information and send reminders.

### **Attendance:**

Section 1: Members arriving more than 10 minutes late will be considered absent. Members needing to leave the meeting early must submit written documentation within one week of meeting.

There are no excused absences if present at school for the entire day on the day the meeting is held.

Section 2: A member is allowed one probation letter per year concerning attendance.

Section 3: Failure to comply with these standards will result in probation, dismissal, or other actions decided by the Faculty Council.

### **Restricted Attendance:**

Section 1: Those members enrolled in Dual Enrollment or Work Study at East Forsyth High School, and those members in early college enrollment, may waive attendance from all regularly scheduled meetings. Those members must present the Faculty Council with proof of their conflict, by transcript, turned over to the Faculty Advisor(s) and approved.

Section 2: These members must earn the required service points as stated, and pay the annual dues to maintain National Honor Society membership.

### **Service:**

Section 1: Each member of the Bronco Chapter of the National Honor Society shall earn 10 hours of service credit per semester for participation in community/school service projects. Service in excess of 20 hours in one year may not be accredited to the next semester. It is required that 5 hours per semester (of the required 10 total) be completed in Bronco Chapter NHS sponsored service hours, as "inside hours."

Section 2: In school service hours 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, and be well-planned, organized, and executed.

Section 3: Inside service requirements for transferred members and new inductees will be determined by the Faculty Advisor(s) on a prorated basis. These members are to become immediately active in all club projects.

Section 4: Service participation must be verified by the Faculty Advisor(s). Each member must submit a NHS service form that reflects the individual service that the member has performed during the current semester. The form must be submitted to the vice-president no later than the stated deadline each semester.

Section 5: Members who fail to meet service requirements will be reviewed by the Faculty Council, who will determine any future action (probation, dismissal, etc.).

Section 6: Service point records will be kept by the Faculty Advisor(s) for 4 years.

## **Article VIII: Probation and Dismissal Procedures**

Section 1: Failing to uphold any of the four criteria for membership are grounds for probation and/or dismissal from the Bronco 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: Scholarship: Members are required to maintain a cumulative 3.8 Average to keep their membership in the NHS. At the beginning of each semester, the Faculty Advisor(s) must check each member's cumulative average.

Section 3: Those students who drop below the required 3.8 Average GPA are put on academic probation for one semester. These students are notified of the probation at the beginning of the semester by letter signed by the Faculty Advisor(s). The student has the entire semester to bring his or her average back up to the required 3.8.

Section 4: The student on academic probation may participate in all chapter activities. If the student fails to bring up his or her average, then at the beginning of the next semester, the student and parent(s) will be notified by letter and given the opportunity to have a hearing by presenting his or her case to the Faculty Council in the form of a written letter, to be read by the Faculty Council, before actual dismissal from the chapter takes place. If the student fails to meet the required deadline for presenting his or her case to the Faculty Council, the student is automatically dismissed. A student who has been dismissed may not rejoin.

Section 5: Character: Violations of the law, NHS bylaws, or school regulations can result in the immediate consideration of the dismissal of a member.

- a. These violations include, but are not limited to: DUI, stealing, destruction of property, truancy, or possession, selling, or being under the influence of drugs or alcohol at a school or school-related activities or in the community.
- b. These violations include, but are not limited to: in-school or out of school suspension offenses, actions that bring dishonor to the Bronco Chapter NHS, or self, cheating: giving and/or receiving information on tests, quizzes, homework, classwork, projects or papers, and dishonestly acquiring copies of tests.
- c. These violations include, but are not limited to: offenders of the school conduct code such as use of profanity, failure to comply, unexcused absences, and excessive tardiness.

Section 6: A student who fails in the character criteria will be notified to submit a letter of explanation to the Faculty Council who will decide upon a period of probation or immediate dismissal.

Section 7: Non-participation in service projects: Members who fail to complete the required 5 hours of Bronco Chapter NHS sponsored service hours (inside hours) and 5 hours of non-Bronco Chapter NHS sponsored service hours (outside hours) per semester will be placed on probation for the next semester and probation letters should be sent to the member and his or her parent(s).

Section 8: Members failing to meet the service expectations will be required to complete three additional outside service hours the following semester for each NHS hour they are short. In addition, members will be required to complete two outside service hours for each regular outside service hour they are short. Service is a vital part of membership in the NHS, so it is taken very seriously.

Section 9: Members are given the entire next semester to complete these requirements. If they are not met by the deadline, then the member will be dismissed from the organization by the same procedures listed in Article VIII. Members falling into this category should be reminded that they must also work towards completing the required hours for the current semester.

Section 10: Attendance: Members who fail to meet the attendance requirement will be subject to probation or dismissal or other actions decided by the Faculty Council.

Section 11: Two absences from regularly scheduled meetings within a semester will result in a letter of warning. Upon the third absence, the member will receive a letter of probation.

Section 12: Officers: All elected officers are expected to carry out their duties in the manner stated in the bylaws. Failure to perform these duties will result in a review by the Faculty Council for the elected officer to vacate his or her elected post. If an elected officer has to vacate his or her office, an interim successor will be appointed by the Faculty Council to complete his or her term.

Section 13: Removal from an elected position does not automatically affect the member's overall standing in the NHS. Rather each issue is treated separately.

Section 14: Elected officers who are placed on probation for failure to uphold the criteria for membership will be evaluated using the same procedures as all non-elected members of the Bronco Chapter NHS.

Section 15: **Seniors:** If a Senior is not in good standing or has been dismissed then he or she will not be recognized at Honors Night and will not receive the stole to wear at Graduation.

Section 16: The Faculty Council shall approve any probations and dismissals. Dismissals only happen after a hearing is held.

Section 17: The principal shall hear any appeals for probation and dismissals.

## **Article IX: Amending the Bylaws**

Section 1: Proposed changes to the bylaws should first be reviewed by the Faculty Council, and administration. Appropriate time should be given for the discussion of these changes by the members, but their approval is not necessary for the changes to take effect.

Section 2: Changes made to the selection procedures, qualification of membership, and probation and dismissal procedures can only be made by the Faculty Council. They do not need the vote of the chapter.

## **Article X: Ratification of Bylaws**

Section 1: The bylaws should be accepted by a majority vote of the chapter.

Section 2: The Faculty Council and administration must also approve the bylaws.