

CHAPTER BYLAWS
OF
BUFFALO LAKE-HECTOR-STEWART HIGH SCHOOL
NATIONAL HONOR SOCIETY
Adopted; November 2015 Amended: March 2025

ARTICLE I. NAME AND PURPOSE

Section 1. The name of this organization is the Buffalo Lake-Hector-Stewart Chapter of the National Honor Society of Secondary Schools.

Section 2. The primary purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Buffalo Lake Hector-Stewart High School. Furthermore, we strive to honor students who demonstrate the high standards of the National Honor Society and contribute to improving our school, community, and peers.

ARTICLE II. THE CHAPTER ADVISER

Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of this organization and, if need be, to act as a liaison between the faculty and administration of BLHS. The chapter advisor, as a non-voting member, may contribute concerns and advice to the discussion of chapter officers but has no direct influence over the decisions of this organization beyond the enforcement of these bylaws.

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, Buffalo Lake Hector Stewart High School, 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. [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, gender identity, sexual

orientation and disability. This nondiscrimination policy applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE VII. CHAPTER OFFICERS

Section 1. The elected officers shall be president, vice president, treasurer, secretary, and historian. Additional officer positions may be created if this chapter notes a particular shortcoming. However, newly assigned responsibilities must be established before elections.

- 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.
- The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.
- The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.
- The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.
- The historian shall keep the record and share the chapter's activities. The historian also works with the district's Public Relations chair to share information with the community.

Section 2. An officer candidate may be self-nominated, referred by a current member, or the chapter adviser. Eligible students for any officer position must be in good standing with the National Honor Society and must have been inducted at a previous induction ceremony. Officer candidates shall have their membership records reviewed to ensure they are "members in good standing" as defined in Policies and Procedures #5, Section 2. The candidate must submit an essay stating why they should be considered for nomination and are subject to review by the Faculty Council.

Section 3. Elections for new officers shall be held during a predetermined spring general assembly of the society, during which nominees may present a 5-minute speech explaining why they deserve their intended position.

Section 4. Positions will be determined by the following aspects of the review process, each of which will receive equal consideration:

A vote from the chapter
Approval from the Faculty Council
Recommendations from the President
Recommendations for each position from the current
corresponding officer, based on each applicant's essay

All of these factors will play an equal role in determining the new set of officers, which will be revealed by the chapter adviser, who is in charge of weighing, without bias, each aspect of the review process. Suppose a losing nominee feels that the review process has misrepresented the intent of the chapter and school in selecting new officers. In that case, she or he may call for an appeal of the decision, at which point the means by which the chapter adviser reached his or her decision may be reviewed by the faculty council and executive committee. Only if the majority of both bodies agree that an appeal is in order will the chapter adviser's decision be overturned.

Section 5. Upon completion of the election process, the officers will assume the duties of the executive committee through a phased process, which will result in a complete transfer of power by the end of the year.

Section 6. The Policies and Procedures #1 define the officers' responsibilities.

Section 7. Upon the creation of a vacancy in the position of the president, the vice president shall assume all responsibilities immediately. If both officers are vacated simultaneously, the organization shall open nominations for both offices. All vacancies in elected offices shall be filled within one month. Any vacancies created by a member changing position through this procedure will also be filled as necessary.

ARTICLE IV. FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five faculty members who the Principal appoints. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. This council may be called upon to share its opinion regarding any of the involvements of our chapter.

This includes, but is not limited to:

The selection of new officers and members
The possible revocation of an NHS student's membership a conflict between this organization and a teacher or staff member.
Due Process hearings

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the chapter officers and the chapter adviser.

Section 2. The executive committee shall ensure that chapter activities and procedures follow school policy and regulations.

Section 3. The executive committee shall have general supervision over the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to review by the chapter membership via an online medium.

Section 4. The executive committee shall meet within one week prior to the regularly scheduled National Honor Society meeting and plan an agenda, which is to be distributed to the members at the meeting. It shall also meet one day a week before school on a day that is agreed upon before the beginning of the school year.

Section 5. Special meetings of the executive committee may be called by the president, advisor, Faculty Council, or any three members.

Section 6. While there is no penalty for missing a special meeting (other than the inability to vote or express an opinion about the meeting's subject), an unexcused absence of any officer from a monthly meeting will result in the loss of said officer's position in NHS. The same can be said for three excused absences, and it should be noted that arriving to a meeting more than 15 minutes late is considered an unexcused absence.

Sections 7. Excused/Unexcused absences and their assigned penalties for members are defined in Policies and Procedures #6.

ARTICLE VI. COMMITTEES

Section 1. The executive committee may appoint committees as necessary to carry out its work.

Section 2. Membership on any National Honor Society committee shall be open to any member in good standing.

Section 3. The president and vice president shall be ex-officio members of all committees, and each committee will be supported by at least one committee chair.

ARTICLE VII. SELECTION OF MEMBERS

Section 1. Membership is an honor bestowed upon a student. One gains membership into National Honor Society upon completion of the selection process established by the Policies and Procedures #2. All candidates must complete each required element of the selection process. Failure to do so on time will result in elimination from further consideration for the designated school year. Selection of members is subject to review by the Faculty Council and is based on outstanding scholarship, character, leadership, and service.

Section 2. The principal will approve members elected by the faculty council prior to publication of the selection decision.

ARTICLE VIII. OBLIGATIONS OF MEMBERS

Section 1. All members of the chapter are expected to: participate and contribute to the activities of the organization; attend all meetings; fulfill all service and leadership obligations as determined by Policies and Procedures #3 and #4; participate in service projects; and continuously maintain and demonstrate the appropriate standards of scholarship, leadership, service, and character under which they were selected.

Section 2. All chapter members are expected to complete 10 service hours per semester, total 20 service hours for the school year. Service hour expectations are outlined in Policies and Procedures #3.

Section 3. All active members of the chapter will pay an annual due of \$20, which will be due the first month of the school year. Any new member will pay a due of \$10, after they have been inducted into the Honor Society at the annual ceremony.

Section 4. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 5. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 6. Chapter members who are seniors in good standing shall be granted the privilege of wearing honor cords and collars at graduation.

Section 7. Each member must participate in chapter-supported service projects designated in Policies and Procedures #3 Section 2.

ARTICLE IX. DISCIPLINARY ACTION

Section 1. If a member fails to meet any of the obligations mentioned within Article X, then he/she may be subject to disciplinary actions as stated in Policies and Procedures #5. Members may be subject to additional service or hour penalties if they fail to attend meetings, neglect to turn in required forms or miss required activities. The president, advisor and the high school principal will determine these penalties.

Section 2. Members who fall below the standards, which were the basis for their selection, shall be warned in writing, at any time, by the chapter adviser. Such members shall be placed on probation and have a reasonable amount of time, as determined by the advisor, or faculty council to correct the deficiency. The conditions of the probation and timeline for completion will be established in a probation contract. In case of flagrant violation of school rules or the law, a member does not necessarily have to be warned and may be immediately brought before the faculty council for review of his or her membership. If a member is witnessed acting in a manner that does not reflect the values of this chapter (i.e. bullying or acting disrespectfully), she or he may face the revocation of his or her membership if the principal and the executive committee, or the Faculty Committee agree that the charge is valid. The process through which a probation contract is administered is outlined in Policies and Procedures #8.

Section 3. In all cases of impending dismissal, a chapter member shall have a right to a hearing before the faculty council, and to be informed in writing of the offenses. This is the "due process" guaranteed to all chapter members under the NHS National Constitution and the Constitution of the United States. Please note: the hearing is prior to dismissal. For purposes of dismissal, a majority vote of the faculty council is required.

Section 4. Appeals of dismissal are to be handled by the building principal according to the school's established appeals process. Neither the Superintendent, Local School Board, National Council, National Office, nor the State Office will hear appeals in cases of dismissal.

Section 5. Drugs, Alcohol, and Tobacco Consumption, Possession and Distribution

1. Honor Society members who receive drug, alcohol, or tobacco violations (see Student Handbook, Appendix, Conduct, and Consequences p. 2 and Minnesota State High School League Rules of Eligibility) 2 times in their 4-year high school career will forfeit their membership.
2. First violation of drug, alcohol, or tobacco consumption, possession or distribution of a current Honor Society member will result in probation for 1 semester.

In that semester, the Honor Society member will:

--complete an additional 10 hours of community service

--6 of the 10 hours must be completed within a substance abuse program or its equivalent that the Honor Society adviser has approved

--write a letter to the Honor Society adviser reflecting on their experience with the substance abuse program

Failure to complete probation will result in dismissal from Honor Society.

Section 6: Cheating

1. Honor Society members who receive Character violations for cheating or use of AI (see Student Handbook, Appendix, Conduct, and Consequences and Minnesota State High School League Rules of Eligibility) 2 times in their high school career will forfeit their membership.

2. The first violation of character of a current Honor Society member will result in probation for the remainder of their high school career.

In that semester, the Honor Society member will:

--complete an additional 15 hours of community service

--10 of the 15 hours must be completed within a classroom or after-school homework support program or its equivalent that the Honor Society adviser has approved

-- write a letter of apology to the faculty counsel for the violation to be shared with the faculty member of the class that the violation occurred

--write a letter to the Honor Society adviser reflecting on their experience with the tutoring program

3. Second Violation of the Pillar Character of a current Honor Society member will result in dismissal.

Failure to complete the probation plan outlined at the due process hearing will result in dismissal from the Honor Society.

Section 7. The Faculty Council reserves the right to review any infraction and subject appropriate punishment that may incur that is not specifically addressed by this document or the National Honor Society Constitution.

ARTICLE X. MEETINGS

Section 1. The National Honor Society shall meet for business at the discretion of the officers and the advisors during the school year. All regular meetings shall be decided upon prior to the first semester of the school year, and notice of all meetings shall be posted.

Section 2. Special meetings can be called by a member of the executive committee, the principal, or by the written request of ten members. The purpose of the meeting shall be stated in the call. If held before or after school, at least one day's notice is required. There is no penalty for missing a special meeting or general assembly; however, members are expected to be aware of any and all subject matters addressed at said gatherings. Officers will post notes from the meeting online.

Section 3. All members in good standing and elected officers may vote at meetings.

Section 4. A majority of the membership shall constitute a quorum.

ARTICLE XI ACTIVITIES

Section 1. Each activity shall fulfill a need within the school or community, be appropriate and educationally defensible, and be well-planned and supported by the administration and faculty. Members will use the established project planning process to ensure these goals.

Section 2. SERVICE: All chapter members are expected to fulfill all service obligations determined by Policies and Procedures #3.

Section 3. LEADERSHIP: Each member shall be responsible for choosing, organizing, and/or participating in Leadership Projects that reflect his or her particular talents and interests to benefit the chapter and community.

Section 4. OTHER ACTIVITIES: The chapter shall determine NHS Activities. All members shall regularly participate in these activities. All projects shall be publicized positively—Policies and Procedures #7.

ARTICLE XII. SCHOLARSHIP NOMINATION

Section 1. Senior members who exhibit outstanding scholarship, leadership, service, and character are eligible to be nominated by their chapter to compete in the National Honor Society Scholarship Program.

Section 2. The faculty council identifies two outstanding students in the four qualities of scholarship, leadership, service and character.

Section 3. At the national level, each nominated student competes only with students in his/her own state. The number of NHS chapters in that state determines the number of awards to be assigned.

ARTICLE XIII BYLAWS & POLICIES AND PROCEDURES

Section 1. The NHS bylaws shall be approved by the existing officers, advisor, Faculty Council, and principal of Buffalo Lake-Hector-Stewart High School.

Section 2. The NHS members in good standing shall be given copies of the bylaws, policies and procedures, and subsequent proposed revisions to review and discuss. All issues shall be discussed at an informational meeting. All policies and procedures are subject to approval by the principal and faculty council.

Section 3. Policies and Procedures of the NHS may be written by the principal, faculty council, advisor, executive committee, or by a member committee appointed for this purpose. Revised policies and procedures must be presented for discussion at least one meeting prior to their effective date.

ARTICLE XIV AMENDMENTS

Section 1. These bylaws can be amended at any regular meeting of the National Honor Society by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting. All amendments must be approved by the faculty Council and the principal of Buffalo Lake-Hector-Stewart High School.

ARTICLE XV

Section 1. The content of the weekly Executive Committee meeting agendas will be determined through the following processes:

- 1) Five days prior to each meeting, officers are responsible for submitting any subject matter that they feel must be addressed at the next meeting.
- 2) The president will write a rough draft indicating how he/she feels the time would best be utilized while considering these subjects. This draft must be completed 3 days prior to the corresponding meeting.
- 3) The chapter advisor will review the draft and add additions that she/he feels are pertinent to the discussion of the upcoming meeting 2 days prior to the meeting

4) The vice-president, secretary, treasurer, and historian will then review the agenda thus far and add any subjects that they feel should be addressed and are absent from the present draft. THESE MUST BE SUBMITTED AT LEAST 24 HOURS PRIOR TO THE MEETING

5) Finally, the president has the ultimate prior review over the finished agenda that is presented at the predetermined meeting date.

NOTE: Any subject matter that any member of the executive committee feels strongly about, that was not addressed during a weekly meeting, may be discussed during a special meeting if he or she can gain the support of at least two other executive committee members (not including the advisor).

POLICIES AND PROCEDURES

Policies and Procedures #1 -- Article III, Section 6

Responsibilities of the Officers

Section 1. All officers are to meet weekly or as needed with the advisor(s), meet with the principal as needed and actively participate in all meetings and activities.

Selection of Members

I. General Policies:

Section 1. Membership is an honor bestowed upon a student. One obtains membership into the National Honor Society upon successful completion of the selection process as established by the advisor(s), faculty council, and principal.

Section 2. All candidates must complete each required element of the selection process. Failure to do so will result in elimination from further consideration for the given school year.

Section 3. The selection of members shall be held once per year during the second semester of the school year.

Section 4. Candidates eligible for election into this chapter must be a member of the sophomore, junior or senior class and have been in attendance at BLHS the equivalent of one semester prior to selection.

II. Selection Criteria:

Section 5. Selection into the chapter is based upon service, leadership, character, and scholarship criteria as defined below.

Section 6. "Create enthusiasm for scholarship." The scholarship will be determined by the candidate's most recent cumulative grade point average, calculated by the Buffalo Lake-Hector-Stewart High School Administration Department/Academic Counseling. **The minimum Grade Point Average is 3.50.**

Section 7. "Stimulate a desire to render service." Service is defined as the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Candidates must demonstrate their desire to render service by documenting their service efforts.

Section 8. "Promote leadership." Student leaders are those who are resourceful, good problem solvers, promoters of school activity, idea-contributors, and dependable persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others. Selection forms require documentation of leadership roles as well as a written description of leadership skills used in that role.

Section 9. "Develop character within the individual." Students of character show courtesy, concern, and respect for others at all times both in and out of school. They uphold exemplary principles of morality and ethics, demonstrate high standards of honesty, and display common courtesy and respect toward others during meetings, functions, and classes. High character requires the student to demonstrate desirable qualities of personality: cheerfulness, friendliness, poise, stability, sincerity, and cooperation. Students demonstrating exemplary character in the classroom are responsible, respectful, helpful, organized, honest, and dependable. The candidate will have the opportunity to document her/his character traits on the selection forms in the selection essay.

III. Selection Process:

Section 10. Students who apply and are eligible will be notified in writing. The student must complete the application, including leadership and service documentation, to be eligible for further consideration.

These forms must be handed to the designated advisor by the set due dates, or students will forfeit their selection eligibility.

Exceptions will not be tolerated and subject to a harsh vote by the Faculty Council.

Section 11. A majority vote from the Faculty Council must approve all selected candidates.

Section 12. Candidates shall compose an essay responding to a specific question, as determined by the Faculty Council. Questions may change yearly. An example is as follows: "How will membership in the National Honor Society benefit you and how will you, in turn, enhance the society?" the essay must be handed to the designated advisor by the set due date or the candidate will forfeit his/her selection eligibility. Exceptions will not be tolerated and subject to a harsh vote by the Faculty Council.

Selection 13. The Induction Ceremony will occur after candidates are selected.

Selection 14. A member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. This member will attain the membership requirements within one semester and then maintain the membership requirements for this chapter in order to retain his/her membership.

Policies and Procedures #3 -- Article X, Section 1

Monthly Activities

Section 1. Each month, members must:

Attend meeting(s)

Participate in NHS-organized activities

Failure to meet these monthly requirements will result in the formation of an executive committee-drafted Probationary Plan, which, if not followed, will result in expulsion from this chapter. The strictness and severity of the probationary plan depends on the degree to which the individual failed to meet NHS expectations, their standing at both BLHS and in the community, and whether or not the individual has previously been subject to a probationary plan.

Section 2. Each member is expected to participate in organized NHS activities. These activities are defined as a service opportunity devised by the officers, advisors, faculty council, or as a member's leadership project. Each activity will have a predetermined amount of service assigned—Mandatory Service projects: Adopt-A-Highway, Trunk-or-Treat, Food Drive, and Pop Tabs for Ronald McDonald House.

Section 3. All hours are cumulative; therefore, extra NHS Activity hours or approved hours will be counted toward additional service and will carry back or forward to compensate for missed hours as needed. Appropriate information must be documented along with the total number of hours completed.

Section 5. Since all service hours are cumulative through the school year, no penalty will be assessed for missing service hours, but forms must be turned in. It is the responsibility of the member to complete missed hour(s) within the following months. Keep in mind

that missed meetings and activities may reflect negatively on the member's character and provide basis for probation.

Section 6. The executive committee/chapter advisor will provide an up-to-date record of the hours members have earned.

Policies & Procedures #4-- Article X, Section 1

Leadership Project

Section 1. The Leadership Project is an opportunity to promote the pillar of leadership within each of the society's members. Over the course of the school year, students are to plan, organize, publicize, and run an event or service opportunity that contributes to the betterment of the school and/or the community. In order to complete this project, steps to aid each student's project are provided below.

Section 2. The students must first choose a topic that is of interest to her/him. Examples include, but are not limited to volunteering at a nursing home, raising money for a charity, tutoring pre-secondary school, or cleaning up a series of parks. Students must work together within groups to accomplish their goal(s). Students may do more than one service project each year.

Section 3. Once a topic/idea is decided, a brief update of each leadership project should be presented to the chapter once a month at General Assembly. It is expected that members take pictures or utilize other mediums to document their service. Each group chair must also fill out a document, which includes a brief description of the service, a signature from at least one individual that was helped, and a note from said individual, documenting how they were served. A lack of documentation photos or the leadership document will bar a member(s) from earning hours.

Section 4. Members are expected to invest themselves in their leadership projects and dedicate time throughout the year to documenting their progress. The group will present final presentations at the end of the year after induction.

Policies & Procedures #5-- Article XI, Section 1

Reevaluation and Disciplinary Procedures

Section 1. The purpose of the Buffalo Lake-Hector-Stewart High School National Honor Society's reevaluation and disciplinary process is to allow students the opportunity to recognize their weaknesses as well as their strengths and to grow and improve in the four areas of scholarship, character, leadership, and service. Students who continue to meet all standards under which they were selected will be considered "members in good standing."

Section 2. If at any time a member is determined to be below standard in one or more of the four pillars of NHS, that member will be put on Probation Plan for a period ending through a reasonable time frame, as determined by the faculty council/chapter advisor.

The Probation Plan will include the following:

- An improvement plan developed by the student and Advisor or Faculty Council member. The plan must state specific actions to achieve the goal, include the date by which the goal must be reached, and state the criteria that will determine whether the goal has been met.
- A letter to the parents indicating the reason for the terms of the probation.
- A member may revise, with the advisor approval, the probationary period in order to achieve the improvement goal. If the member successfully achieves the NHS standard by the probationary period deadline, s/he will become a member in good standing. If the student fails to reach the minimum required standard for NHS membership, the student will be recommended for dismissal.

Policies & Procedures #6-- Article V, Section 6

Attendance

Section 1.

- Members may have up to four excused absences per year.
- Unexcused absences may result in disciplinary action.
- Members may be placed on probation for poor attendance.
- Members may be dismissed from NHS for excessive unexcused absences.
- Members may be required to complete additional service hours for unexcused absences.
- Members will be required to complete additional service hours for Chapter Service Project absences.

Policies & Procedures #7-- Article XI, Section 4

Tutoring

Subject Areas: Tutoring can be offered in various subjects depending on the needs of the students and the tutors' strengths.

Time Commitment: Each chapter determines the minimum number of tutoring hours required per member.

Supervision: A faculty advisor or other designated staff member may supervise tutoring sessions.

Documentation: NHS members must document their tutoring hours to ensure proper credit towards volunteer hours being signed by the supervisor at the end of the tutoring session.

Confidentiality: Tutors must maintain confidentiality regarding information shared by their tutees.

Professionalism: Tutors should conduct themselves with professionalism and respect towards their tutees.

Policies & Procedures #8-- Article IX, Section 2

Probationary Contract

Section 1. When it is determined that the conduct of a student has warranted the issuing of a probationary contract, the steps through which said contract is administered is as follows:

- 1) If a lack of hours is the problem, the chair of the member's committee will talk with her or him personally and will outline a plan to make up the required service.
- 2) The student is then required to show this plan to his or her parent, who will sign the probation contract.
- 3) The contract will be returned to the Chapter Advisor by a predetermined date, which will be noted on the probationary contract.

FAILURE TO MEET THE REQUIREMENTS OF THIS PROCESS AND THOSE ONE'S CONTRACT WILL RESULT IN EXPULSION FROM THIS CHAPTER.

EVALUATING THESE BYLAWS

Section 1. Any amendments or editions to this document will be reviewed and determined yearly by the executive committee prior to the first general assembly. Decisions will be declared on the grounds of a two-thirds majority and any and all aspects of this document are open to appeal.

Section 2. Once a decision is reached about a particular aspect of these bylaws, a two-thirds majority is required for the subject to be reevaluated by the executive committee.

Section 3. Parliamentary Procedure will serve as the means through which all verdicts are reached, and all discussion is carried out with regard to any aspects pertaining to this chapter, including these bylaws.