

# National Honor Society

## West Essex Chapter Bylaws



Adopted: September 2018

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## **ARTICLE I: NAME**

The name of this chapter shall be the West Essex Chapter of the National Honor Society of West Essex Regional High School.

## **ARTICLE II: PURPOSE**

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 West Essex Regional High School.

## **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](http://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, National Honor Society, 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.

**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 IV: 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.

**Section 2.** Membership in this 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.

**Section 3.** Eligibility

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class at West Essex Regional High School.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a minimum period equivalent to one semester at West Essex Regional High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.75 scale.
  - i. The cumulative GPA is weighted
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.
- e. Candidates eligible to apply to the chapter must not have any infringements of the school's policy during their time at West Essex High School.

## **ARTICLE V: SELECTION OF MEMBERS**

**Section 1.** The selection of members for 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, **non-voting**, *ex officio* member of the faculty council.

**Section 2.** The selection of junior members shall be held once a year during the second semester of the school year. The selection of senior members shall be held once a year during the first marking period of the school year.

**Section 3.** Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students' discipline records shall be reviewed to determine if any infringements in school policy have been made.
- c. All students who are eligible scholastically with no infringements of school policy (i.e., candidates) shall be notified and asked to complete and submit an application for further consideration.
- d. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- e. The faculty council shall review the candidate information applications, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

**Section 4.** Candidates become members when inducted at a special ceremony in the spring of the junior year or fall of their senior year.

**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 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 VI: OBLIGATIONS OF MEMBERS**

**Section 1.** Annual dues for this chapter shall be \$20. Dues will be payable to the chapter within 30 days of induction.

**Section 2.** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to hold the title of membership adopted by the National Honor Society.

**Section 3.** Chapter members must complete a minimum of 10 in-school service hours after their induction into the society. This includes any service events posted by the Chapter Adviser or other clubs at West Essex Regional High School where volunteering is not a requirement for their membership (see Article IX for more information).

**Section 4.** Any member who withdraws, resigns, or is dismissed from the chapter shall no longer hold the title of membership to the chapter.

**Section 5.** Chapter members who are seniors in good standing shall be granted the **privilege** of wearing a gold honor tassel on their caps at graduation.

## **ARTICLE VII: OFFICERS**

**Section 1.** The officers of the chapter shall be President, Vice President, Secretary, Treasurer, and Fundraising Officers.

**Section 2.** Student officers shall be elected at the last marking period 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 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.

**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.

**Section 6.** The Secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

**Section 7.** The Treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

**Section 8.** The Fundraising Officers shall appoint which organizations the society will be participating in this year and take part in arranging events for these service opportunities.

**Section 9.** Officers and the faculty adviser 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 VIII: MEETINGS**

**Section 1.** Regular meetings of this chapter shall be once a marking period. Special meetings can be called by the President with the approval of the adviser.

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

**Section 3.** Members are expected to attend **all** chapter meetings.

**Section 4.** Students absent from the mandatory meetings need to complete a form explaining their reason for absence and agree that the meeting notes provided by the secretary were read and they understand all information missed. Failure to complete this form may result in discipline or dismissal from the West Essex chapter of the National Honor Society (see Article X for more information).

## **ARTICLE IX: SERVICE 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.

**Section 6.** In-school community service activities include any volunteering opportunities presented to members by the chapter adviser. Volunteering activities done in West Essex High School clubs/activities may also count towards in-school community service. This is subject to only counting when volunteering for a service activity is **not a** requirement by their club adviser, meaning, only in-school hours will be counted if the service is completely voluntary by the student with no reward.

## **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 West Essex 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 to his/her school and community.

**Section 2.** If a member's cumulative grade point average falls below the standard in effect when he/she was selected 3.75, 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.

**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 the use of profanity, failure to comply, unexcused absences, excessive tardiness, 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 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, 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 adviser.
- d. The faculty council's decision may be appealed to the building principal and afterward according to provisions of the school district discipline policies.
- e. 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: RATIFICATION, APPROVAL, and REVIEW**

**Section 1.** These bylaws will be **approved** upon receiving 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 XII: 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: October 2018.

Daniela Colabelli  
Chapter Adviser

Caesar Diliberto  
Principal of High School