



University High School

BY-LAWS: NATIONAL HONOR SOCIETY



ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the Alpha Titan Chapter of the National Honor Society of University High School.

Section 2. 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 University High School.

ARTICLE II: MEMBERSHIP

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.

Section 2. 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 3. Membership eligibility is based on the following criteria:

Scholarship- *A standard of excellence as demonstrated by the student in accordance with the chapter's standards.*

- A student must have a cumulative GPA of 3.8 or higher on the weighted scale. *GPA will not be rounded to meet the minimum requirement.*
- A student must be enrolled in at least one rigorous core course (honors, AP, AICE, or dual enrollment)

Leadership- *A student is a leader in the classroom, at work, or in other school or community activities and is dependable in any responsibility accepted.*

- Students must demonstrate that they have taken the initiative to lead others, either by directing an activity or program or innovating some idea or concept either in school or within the community while in high school.
- Students must exhibit on-going and consistent leadership.
- Students must demonstrate this from the summer before grade 10 until selection.
- Only Juniors are selected for induction.

Service- *Service is generally considered to be those actions undertaken by the student that are done with or on behalf of others without any direct financial or material compensation.*

- Students must have made a significant and consistent contribution in some activity or organization (on a strictly volunteer basis) which promotes the idea of improving the quality of life for others.
- Students must demonstrate this from the summer before grade 10 until selection.
- Students must have at least 40 service hours on record at the time of selection (September 1st)
 - ***At least 20 of the 40 hours must be earned outside of the school campus through community opportunities in non-profit organizations, schools, churches, or other non-school affiliated organizations.***

Character- *A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship.*

- Students must demonstrate on a consistent basis maturity, sensitivity, high ethical/moral values, good sportsmanship, and above all- honesty.
- Students should be a role model for other students in his/her daily conduct and attitude.

Section 4. Graduation recognition honor cords are bestowed upon seniors after completion of two years as an active member of the Alpha Titan chapter of the National Honor Society. Seniors must also be in good standing as is defined as meeting/maintaining all criteria listed within Article II, Article VII, and Article VIII.

- a. Active members who complete accelerated graduation requirements must still complete 60 in-service hours and turn in proof of participation by the last school day of April.

ARTICLE III: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the Principal or Adviser. The chapter Adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 2. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the New Member Application Form for further consideration for selection.
- c. The New Membership Application Forms shall be submitted to the chapter Adviser by a stated deadline. No late forms shall be accepted.
- d. The chapter Adviser shall evaluate potential candidates determined to be scholastically eligible by verifying requirements through online records. The chapter Adviser shall send applications to eligible candidates and review the New Member Application Responses and faculty evaluations to verify completion.
- e. Faculty Council members will decide final membership.
- f. A candidate shall be eliminated from consideration for Alpha Titan membership if their records contain any of the following: current documented disciplinary infractions; documented disciplinary infractions that occurred in the previous two full semesters; "Out of School Suspension/s" during his/her current or previous high school years; "In School Suspension/s" for more than one incident during current or previous high school years.
- g. The selection of members to the chapter shall be by a majority vote of the faculty council.

Section 3. The selection of new, active members shall be held once a year. The selection of juniors will occur during the first quarter of the school year.

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

Section 5. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal and Adviser.

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 quarter to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter to retain his/her membership.

ARTICLE IV: DISCIPLINE, PROBATION and DISMISSAL

Section 1. A member is expected to fulfill all expectations of membership. Members who fail to meet these expectations may face probation or dismissal.

- Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency.
- A member put on probation will receive a written notification from the NHS Adviser stating the reason for probation and the steps required to return to the NHS as a member in good standing. The member will have one full quarter (or semester in regard to GPA) to take corrective action. Students placed on probation who fail to meet expectations will face a dismissal hearing and/or will not be eligible for an honor cord.
- In the case of flagrant violation of school rules/policies/procedures or the law, a member does not have to be warned and is subject to immediate dismissal.

Section 2. Character- *A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship.*

- a. Cheating/Plagiarism- Students who are found to have plagiarized assignments will go on immediate probation and are subject to dismissal.
- b. Discipline referrals- Any student found to have received a referral during their high school career will be placed on probation and are subject to a dismissal hearing.
- c. Level III or Level IV discipline offenses are grounds for immediate dismissal from the chapter.

Section 3. Scholarship- *A standard of excellence as demonstrated by the student in accordance with the chapter's standards.*

If A member of the National Honor Society is expected to maintain his/her academic standing by maintaining 3.8 cumulative weighted GPA while being enrolled in at least one rigorous core class (honors, AP, AICE, dual enrollment) and must maintain the standard of a B average in the rigorous course. A member's cumulative grade point average falls below the standard in effect when he/she was selected, the member will be given a written warning and a probationary period of one full semester to return his/her GPA to NHS standards. If the cumulative grade point average remains below the minimum standard at the end of the probationary period, the student will be subject to dismissal from the chapter. Members must also be enrolled in at least one rigorous core class (honors, AP, AICE, dual enrollment) and must maintain the standard of a B average in the rigorous course. Members who fail to maintain those standards may be dismissed from the University High School Chapter of the National Honor Society.

Section 4: Service- *Service is generally considered to be those actions undertaken by the student that are done with or on behalf of others without any direct financial or material compensation.*

Members must take an active role in service and leadership and exhibit exemplary character while a member of the National Honor Society. Failure of members to turn in proof of their participation in 30 hours of service activities to the chapter Adviser by the last school day in April of each year may result in disciplinary action decided on by the Faculty Council. This may be grounds for probation or dismissal.

4a. Regular attendance of meetings on the first and third Thursdays of each month.

Section 5. Violation of the law will result in a disciplinary hearing and the potential dismissal of the member. These violations include, but are not limited to: DWI, stealing, destruction of property, truancy, possession, bullying, selling or being under the influence of drugs or alcohol.

Section 6. Violation of the school conduct code may result in a disciplinary hearing and the potential dismissal of the member. These violations include but are not limited to flagrant violation of school rules/policies/procedures, use of profanity, cheating, failure to comply, unexcused absence, excessive tardiness.

Section 7. Disciplinary Hearings:

- a. The member will receive written notification from the Adviser indicating the reason for the disciplinary hearing and possible dismissal from the chapter. The member and Adviser will discuss the written notification in a conference with parent/guardian presence.
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council (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 in writing. The Faculty Council will then discuss whether no action, probation for a specific period of time or dismissal is more appropriate. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The Adviser will send a letter to the member and his/her parents that explain the result of the Faculty Council vote. If the Faculty Council votes for probation, they may suggest the member complete certain tasks to remain in the National Honor Society. Those tasks must be listed in the letter. If the Faculty Council votes for dismissal, the letter sent by the Adviser will go to the student, parents, guidance counselor and Principal. Dismissed members must surrender any membership emblems to the Adviser.
- d. The Faculty Council's decision may be appealed to the building Principal and afterwards through the school district discipline policy. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

ARTICLE V: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, service coordinator, service analyst, meeting coordinator, and media manager. These officers shall be selected by the residing officers and Adviser after an interview process in the spring of each year. All officers will be seniors. If they refuse the position an alternate will be chosen by the Adviser.

Section 2. The president shall: be present at all Thursday meetings, recap meetings, and officer meetings; frequently attend service opportunities; welcome and greet members during all meetings; plan officer meeting dates and create the meeting agenda; plan NHS interest meeting in May and September; communicate with school administration and other campus honor society clubs to plan multi-club service opportunities; create original service opportunities; maintain record of organizations that frequently request volunteers; communicate with members of the community to organize service opportunities; create all interest forms for service opportunities and communicate to organizations the potential number of volunteers; communicate and share data with the Vice President for all in-service opportunities; present all service opportunities to club members; be available to respond to all Slack messages about service opportunities; follow leads of service opportunities given by members

Section 3. The vice-president shall: preside in the absence of the president and shall also keep a record of members' contributions to leadership and service; aid the President with club activities; communicate efficiently with the president and fellow officers; be present at all meetings, officer meetings and frequent service opportunities; be involved in planning events such as events and service opportunities; create presentations for meetings; create a system for member sign-in for service opportunities; export all data from sign-in sheets and Microsoft Forms to Excel spreadsheets; calculate community service hours for members and inform the sponsor of member involvement; track member involvement through statistics and demographics; share sign-in sheets to members in a timely fashion; communicate number of service hours to members upon their request; keep all copies of forms and master sheets for filing and records

Section 4. The meeting coordinator shall communicate with President on meeting specifics ahead of time; plan member engagement activities for meetings; set up the meeting location (seating arrangements, load PowerPoint) before each meeting; post the PowerPoint link to Slack after each meeting; announce upcoming meetings on Slack; maintain meeting attendance; communicate to members how many meetings they missed upon their request.

Section 5. The social media coordinator shall maintain social media accounts; announce NHS activities on all Alpha Titan social media accounts; share NHS activities with administration monthly in the form of a newsletter; share NHS activities with yearbook staff throughout the year; appear on UHS Titan News to promote NHS.

Section 6: If, in the opinion of the Adviser, an officer is not accomplishing their assigned duties in a timely manner, then the membership will be asked to vote on the removal of the offending officer. This vote should be by secret written ballot, counted in the presence of the Adviser by the remaining officers. The announcement of the impending vote will occur during one meeting and the vote during the next scheduled meeting.

ARTICLE VI: EXECUTIVE COMMITTEE, PRINCIPAL, ADVISER, AND FACULTY COUNCIL

Section 1. The Executive Committee:

- a. Shall consist of the faculty adviser and the chapter officers.
- b. The executive committee shall 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.

Section 2. The Principal:

- a. Shall reserve the right to approve all activities and decisions of the chapter.
- b. The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms. Co-advisers may be appointed where necessary.
- c. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.
- d. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

Section 3. The Adviser:

- a. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- b. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall complete the annual survey and submit it to the national office.
- c. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.
- d. The chapter adviser shall help the chapter officers understand and carry out their duties.
- e. The chapter adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the council.
- f. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Section 4. The Faculty Council:

- a. The Faculty Council shall consist of five (5) voting faculty members appointed annually by the principal. The chapter adviser shall be an ex officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.
- b. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
- c. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non selection, dismissal, other disciplinary actions, and warning cases.
- d. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NHS policies.

ARTICLE VII: MEETINGS

Section 1. Meetings of this chapter shall be twice a month (1st and 3rd Thursdays). A listing of the meetings shall be posted on the school's announcements, Instagram feed, Remind/Slack, and given to the students at the first meeting of the year. If a member is unable to attend the Thursday meeting, they must notify the meeting coordinator. Members can attend a "recap" meeting during lunch on the Monday directly following the original meeting. Recap attendance is granted by the Adviser if the member is unable to attend due to: school-related performances, practices, competitions or field study.

Student employment is not considered an excused absence. Attendance will be taken at both the general meetings as well as recap meetings to ensure active membership status expectations are being adhered to.

Section 2. All chapter members are expected to attend the two regularly scheduled chapter meetings per month. If unable to attend members must let the Adviser and Parliamentarian know prior to the meeting of any conflict. Members shall miss no more than 4 meetings in any given school year. All meetings will have a makeup date (recap meeting,) with dates TBA. Failure to attend meetings is grounds for dismissal.

ARTICLE VIII: SERVICE ACTIVITIES

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

Section 2. All members shall regularly participate in these projects. Each member shall be expected to perform a minimum of 30 in-service hours each year of membership. Each member must turn in proof of their participation to the chapter Adviser by the last school day in April of each year. At least 15 in-service hours must be logged by the end of the second semester. The director/s of the project/s must verify the hours (during the mandatory meetings) of service with a signature and provide contact information to the Adviser.

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 service project/s which reflects his or her talents and interests. These must be approved by the chapter Adviser.

Section 5. The chapter shall publicize its projects in a positive manner.

ARTICLE IX: EMBLEM

Section 1. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the NHS honor colors in the form of cords or stole at graduation. Chapter members who are on probation, or who have not met requirements for any reason at the time of graduation will not be allowed to wear the honor colors.

ARTICLE X: DUES

Section 1. Non-refundable dues in the amount of \$30.00 will be payable in the fall of each year of membership.

- a. in the event a student withdraws, resigns, or is dismissed for conduct unbecoming, dues will not be refunded.

ARTICLE XI: POWERS

Section 1. The chapter Adviser is given the authority to supervise the administration of chapter activities, as delegated by the school Principal.

Section 2: These bylaws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

ARTICLE XII: AMENDMENTS

Section 1. These by-laws 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. Articles II, III and IV (Membership, Selection and Discipline), which are developed by the Faculty Council with the approval of the Principal, cannot be amended by the membership.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.