WHITE PLAINS HIGH SCHOOL

550 North Street | White Plains, NY | 10605 | PH: (914) 422-2182

Chapter Bylaws
of the
White Plains Senior High School Chapter
of the
National Honor Society
Adopted: June 1, 2023

ARTICLE I: NAME

The name of this chapter shall be the White Plains Senior High School Chapter of the National Honor Society.

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 at White Plains Senior 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. 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 by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser(s) are 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. [as per 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 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

- Candidates eligible for selection to this chapter must be members of the junior or senior class.
- Candidates eligible for election to the chapter must meet GPA requirements as per the chart below.
- Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The 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(s) shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Faculty council members should be from the school's professional staff and not support personnel, such as administrative or custodial staff. Members of the Faculty Council shall remain anonymous to protect the integrity of the process.

The National Constitution does not allow principals or assistant principals to be members of this five-member council. This is done to ensure impartiality should a matter require a principal's action, such as an appeal by a nonselected student or a discipline or dismissal action.

Section 2. The selection of active members shall be held once a year at the end of the <u>first quarter</u>.

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

- Students' academic records shall be reviewed to determine scholastic eligibility.
- All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the <u>candidate information form</u> for further consideration.
- The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the <u>official input form provided by the chapter adviser(s)</u>. Each candidate must obtain two faculty recommendations to be considered for membership.

- The faculty council shall review the candidate information forms, faculty recommendations, 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.

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 to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be paid by the WPCSD.

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 wear the cords adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the cord to the chapter.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

Section 5. Chapter members pledge to complete a minimum of 60 hours of community service per year. 20 of those hours must be service to the White Plains school community.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, treasurer, communications liaison, and community service coordinators. Officers pledge to fulfill the responsibilities of their respective roles as outlined below. In addition, officers must attend monthly officer meetings. Officers must also complete requisite community service hours as outlined in these bylaws.

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 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. The president is responsible for planning and running chapter meetings (with the Vice President and other officers), head committees, and lead the junior induction ceremony.

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. In addition, the Vice President will work with the President to plan and run monthly chapter meetings and lead the junior induction ceremony in the spring.

Section 6. The secretaries (2) shall keep the minutes and attendance records for meetings and be responsible for all official correspondence. The secretary must attend all meetings and organize chapter mailings. The secretary is responsible for delivering minutes and attendance records to the Student Activities office within **two days** of each meeting. The secretaries must attend all meetings and attend the junior induction ceremony in the spring.

Section 7. The treasurer of the chapter will manage club funds and make deposits following all fundraising activities. The treasurer must be aware of chapter account balance and must report the current balance at each officer meeting. The treasurer must attend all meetings and attend the junior induction ceremony in the spring.

Section 8. The public relations liaison shall manage all social media accounts and building-level advertising for the chapter. The public relations liaison must attend all meetings and attend the junior induction ceremony in the spring.

Section 9 The community service coordinators (2) shall plan and coordinate two chapter-wide community service activities and lead a sub-committee of their choosing in this effort. Community service coordinators must attend all meetings and attend the junior induction ceremony in the spring.

Section 10. 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 VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly. Special meetings can be called by the adviser(s) or by the president with approval of the adviser(s).

Section 2. Members are expected to attend all chapter meetings. Members who miss two meetings will be placed on probation. Members who miss three meetings will be dismissed from the chapter.

Section 3. The Schoology Learning Management System will be used to house all meeting minutes and chapter documents, and to facilitate correspondence between adviser(s) and members. Members who miss a meeting must read through the minutes to address agenda items that require attention.

ARTICLE IX: 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 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 White Plains High School 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, 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.

Minimum grade point averages for members are as follows:

Invitation Year	Minimum unweighted GPA
2023	*3.41
2024	3.5

**Based on a 4.5 scale*

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 (including plagiarism), truancy, or possession,

selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community. This includes vaping and the possession of vaping paraphernalia.

Section 4. Offenders of the school conduct code (such as use of profanity, 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 because of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

- The member will receive written notification from the adviser(s)/faculty council indicating the reason for consideration of dismissal.
- 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.
- 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(s).
- The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- 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.

These bylaws approved on June 1, 2023

_____	_____
Principal	Advisor
_____	_____
Faculty Council Representative	Advisor