

Chapter Bylaws
Of the
Corona del Mar High School
National Honor Society

Article I: Name

The name of this organization shall be the National Honor Society of CdM (NHS).

Article II: Purpose

The purpose of this organization shall be to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in the students at CdMHS/MS.

Article III: Powers

Section 1. Chartered in 2006, the CdMHS Chapter operates as part of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

Section 2. The chapter advisor(s) is given the authority to supervise the administration of chapter activities.

Section 3. Non-discrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member based on race, color, religion, ancestry, national origin, sexual orientation, sex (gender), and disability. This nondiscrimination policy applies to all practices, including the chapter administration and members' selection, discipline, and dismissal.

Article IV: Membership

Section 1. Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as active, honorary, and alumni. Active members shall become alumni members at graduation. Alumni members shall have no voice or vote in chapter affairs.

Section 3. A member of the National Honor Society is expected and required to maintain his or her academic standing, take an active role in service and leadership to his or her school and community, and exhibit positive character traits. Failure to adhere to these standards can lead to disciplinary action or dismissal from the CdMHS NHS.

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

Section 5. All members who are seniors in good standing are eligible to apply and compete in the National Honor Society Scholarship program.

Section 6. An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member of the CdMHS NHS chapter.¹

Section 7: NHS Membership dues shall be paid to the ASB office by the second NHS meeting of the school year.²

Section 8: All graduating NHS Seniors who are members in good standing will be awarded a stole for CdMHS graduation. Seniors on probation at the end of the 3rd quarter will not be awarded their graduation stole or recognized at graduation.

Section 9: A point-based system shall be used to track members' service to the CdMHS NHS Chapter. Points shall be designated to certain activities and meetings, and each member will receive points for every activity he or she participates in or for every meeting he or she attends. Points for each individual shall be tracked by the Board Officers and checked quarterly by the Chapter Advisor. If a member does not receive the points necessary during that quarter, as stated by the Chapter Advisor, the member is considered below the standards required to be in the CdMHS Chapter.

Section 10: Members who fall below the standards that were the basis for their selection shall be promptly placed on probation and given a quarter to correct the deficiency. If the member has not improved enough to meet the standards after the quarter has elapsed, further disciplinary actions shall be discussed by the Faculty Council, including dismissal from the chapter. If a member has not obtained any points (zero points) for an entire quarter, he or she will immediately be in danger of dismissal.

Section 11: Any severe law or school regulations violation will result in immediate dismissal. See Article XI: Discipline and Dismissal.

Section 12: As per CdMHS administration and in an effort to spread out campus leadership opportunities, CdMHS students may only be members of one of the following: NHS, ASB, PAL, or HRC.

¹ Transfer members must meet CdMHS chapter's standards within one semester to retain membership.

² Members unable to pay the annual membership dues, will communicate with the chapter treasurer and advisor regarding scholarships prior to the second meeting of the school year.

Article V: Selection of Members

Section 1. To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior class and designated eligible in the chapter bylaws. Freshmen are not eligible for membership.

Section 2: Eligible CdMHS students will apply for membership in the Spring for the following school year. Candidates must have attended CdMHS for the equivalent of one semester to be eligible for membership.³

Section 3. The minimum standard for scholarship is a cumulative scholastic average of at least 3.6 on a 4.0 scale (unweighted) or 3.7 (weighted). Candidates shall then be evaluated based on service, leadership, and character.⁴ Scholarship alone is insufficient for membership. Membership is evaluated on all four pillars of NHS: scholarship, service, character, and leadership.

Section 4: Before the final selection, the following shall occur:

- a. The Chapter Advisor shall review the student's academic records to determine scholastic eligibility per the chapter Bylaws.
- b. All students who are eligible scholastically (i.e., candidates) may complete and submit the membership application. Students who fail to complete all parts of the application will not have their applications considered.
- c. Outgoing seniors in good standing will blindly review applications and conduct interviews with eligible candidates. These assessments will be passed to the Chapter Advisor, who will share them with the Faculty Council and may be used in consideration for membership selection.
 1. The review and interviews by outgoing seniors will not be lone determiners for membership.

³ Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians who have transferred in their work. The present school principal should seek a recommendation from the previous school principal or chapter adviser pursuant to the candidate's selection. On the basis of the recommendation from the previous school, the Faculty Council may waive the semester regulation.

⁴ As outlined by the national NHS governing criteria, local chapters may raise the cumulative GPA standard above the national minimum or increase standards for the remaining selection criteria, apply them fairly and consistently, and include them in their locally published selection procedures.

2. These assessments are regarded as confidential and will only be shared with the Faculty Council, Chapter Advisor, and Principal. Faculty input will not be made public.
- d. The Chapter advisor will solicit faculty input regarding candidates' adherence to the four pillars of NHS (scholarship, character, service, and leadership). Faculty input may be in the form of numerical ratings and/or written narrative comments.
1. Faculty input into the selection process is based on personal contact in the classroom, extracurricular activities, and general activities in and away from school.
 2. Faculty members comment on only those students they know and limit comments to those categories in which knowledge of the student allows fair and informed consideration.
 3. Faculty Input Sheets are regarded as confidential and will only be shared with the Faculty Council, Chapter Advisor, and Principal. Faculty input will not be made public.
- e. The disciplinary record of each candidate shall be reviewed as part of the selection process.
- f. The chapter advisor shall review the candidate application, character recommendations (faculty input), senior assessments, attendance and disciplinary records, and other relevant information to determine those who fully meet the selection criteria for membership and make recommendations to the Faculty Council.
- g. Non-selected students must understand that challenging the decisions of the Faculty Council should not be taken lightly. A dispute request should not occur if a non-selected student is unhappy with not being selected; it should only occur if they believe a technical or procedural mistake has been made.
1. If a dispute occurs, the Chapter Advisor will determine if a technical or procedural mistake occurred and inform the committee of any erroneous information, allowing time for the Faculty Council to re-evaluate the candidate based on the new information.
 2. If the principal receives a dispute, they will inform the Chapter Advisor and investigate with the NHS Chapter Advisor.
 3. An alternate Faculty Council will not be convened in hopes that a different group of faculty will arrive at a different conclusion.

Section 5. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. The CdMHS membership roster will consist of students in grades 10-12.

- a. Membership roster.
 - 1. The Chapter roster cap will be set at 50 students. (changed to 35 in 2014)
 - 2. Efforts should be made to balance the roster in terms of class (i.e., 10-12).
 - 3. There is no minimum number of candidates that must be selected each year.
- b. Members will reapply yearly. Returning member applications may differ from those of new members.

Section 6: Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 7. A description of the selection procedure shall be published in an accessible location that is widely available in a timely fashion to all students and parents of the school.

Section 8: Once admitted to the CdMHS NHS Chapter, each member must register themselves on the NHS website, where the Chapter Advisor can verify and approve they are a member in good standing.

Article VI: Meetings and Participation

Section 1: NHS Membership meetings will be held every other Tuesday at Lunch in the NHS advisor's classroom or other designated location. The President can call special meetings with the approval of the Chapter Advisor.

Section 2: 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 3: NHS Membership meetings and events are mandatory. Failure to attend meetings and/or events can result in disciplinary action, including but not limited to being placed on probation or dismissal. Members are only allowed two lunch meeting absences per school year.

Section 4: NHS Board meetings will be held every other Tuesday at lunch (alternating Tuesdays with NHS Membership meetings) and as determined by the Chapter Advisor.

Section 5. Each chapter shall participate in one or more service projects for each year. All members shall regularly participate in these projects.

Section 6. Each member must participate in NHS Peer Tutoring according to his/her talents.

- a. Peer Tutoring will be held every late start in the LRC. Members are required to participate on the days they are assigned.
- b. NHS members will additionally be paired one-on-one with students seeking additional peer tutoring. Members are required to maintain communication and schedule appointments with these tutees.

Section 7. Community Service Hours

- a. Members must complete at least 12 community service hours per quarter, 24 per semester. These hours must be completed and submitted no later than the Friday before midterms and one week before Senior finals during the second semester. With the approval of the Chapter Advisor, the NHS Officers may alter the due dates provided that they are communicated in advance to the membership.
- b. Service is 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.
- c. Students are expected to contribute time to the activities they choose to participate in. If the student potentially benefits from the service OR if it is required/expected as part of the program, then the hours do not count toward NHS hours.
- d. To be considered community service, it must not be provided to family members or other organizations in which you receive service credit.
- e. Hours volunteered at businesses that are not non-profit organizations will not be accepted (some examples: doctor's offices, sports gyms, sports teams, daycares).
- f. No more than 12 hours for a single type of service may be counted. We want you to participate in varied types of community service.
- g. No travel time may be included in the hour calculation
- h. Students may not count hours worked for CdMHS student organizations or athletics programs where they are a member.

Section 8. Each chapter shall publicize its projects in a positive manner.

Section 9: Members not in good standing will be placed on probation. See Article XI: Discipline and Dismissal

Article VII: Officers

Section 1: NHS Board positions will consist of President, Vice President, Treasurer, and Secretary.

Section 2: Officers will be elected at the end of the year during a regular NHS membership meeting. The date of the elections will be determined by the sitting NHS board with the approval of the Chapter Advisor.

Section 3: Any member on probation or not a member in good standing may not run for chapter offices.

Section 4: Membership will elect the President, Treasurer, and Secretary. The Vice President will be the member who comes in second in the Presidential election.

Section 5: There will be no campaigning for office. Any active member in good standing may nominate a candidate for office. Only nominated members may be placed on the ballot.

Section 6: All returning members in good standing are eligible to vote for the NHS Board. Elections will 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 most votes.

Section 7: The manner of voting will be determined by the Chapter Advisor (electronic, paper, etc). The Chapter Advisor will announce the results of the election.

Section 8: Officer Roles and Duties

- a. All officers will organize the Chapter, Chapter events, peer tutoring, etc.
- b. All officers will coordinate and organize the committees they are assigned to oversee.
- c. All officers may have additional duties assigned by the Chapter Advisor as they become necessary.
- d. All officers ensure that chapter activities and procedures follow school policy and regulations.
- e. As chapter representatives, chapter officers can be removed from their positions due to disciplinary action taken by the Faculty Council.
- f. Chapter officers that get put on probation are subject to removal from office.
- g. President
 - i. Preside over the chapter meetings
 - ii. Work with the Board and Chapter Advisor to prepare the agenda
 - iii. Regularly check in and communicate with the Chapter advisor
 - iv. Delegate work to the Board.
- h. Vice President
 - i. Assist the president or other officers as needed.
 - ii. Collect and maintain all community service hours
 - iii. Update the Chapter on volunteer opportunities
 - iv. Organize the Community Service Fair

- i. Treasurer
 - i. Maintain financial records of the chapter
 - ii. Communicate and aid Chapter members in organizing payment of dues or other items as needed.
 - iii. Submit Purchase Orders (POs)
 - iv. Facilitate reimbursement and collection of receipts.
 - v. Ensure the annual NHS dues are paid.

- j. Secretary
 - i. Take meeting minutes
 - ii. Maintain chapter records
 - iii. Prepare thank you notes, announcements, press releases, etc., as needed
 - iv. Take and maintain attendance records

Article VIII: The Principal

Section 1. The principal shall reserve the right to approve all activities of the chapter.

Section 2. The principal will work with the Chapter Advisor to annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Section 3. The principal may receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

Section 4: The principal will not convene an alternate Faculty Council in the hopes that a different group of Faculty will arrive at a different conclusion, nor will the principal serve as a Faculty Council of one to re-evaluate a candidate's qualification if there is no procedural or technical error in the member selection process.

Article IX: The Chapter Adviser

Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between faculty, administration, students, and community.

Section 2. The chapter adviser shall maintain chapter files. The chapter adviser shall complete the annual survey and submit it to the national office when requested.

Section 3. The chapter adviser shall regularly review each member for compliance with NHS standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 5. The chapter adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council and shall facilitate all council meetings.

Section 6. The chapter adviser shall be a faculty member and may serve consecutive terms.

Article X: Faculty Council

Section 1. The Faculty Council shall consist of five (5) voting faculty members. The chapter adviser shall be an ex officio, non-voting, sixth member of the Faculty Council.

Section 2: No administrators (i.e., principal or assistant principal) may be included on the Faculty Council. Faculty council members should be from the school's professional staff, not support personnel.

Section 3. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 4. The Faculty Council shall meet at least once a year to review the selection of members.

Section 5: The Faculty Council will meet as needed to review the chapter's procedures and consider non-selection, dismissal, and other disciplinary actions.

Section 6. The state or national affiliate shall not serve as an appeal board for local chapter non-selection or dismissal cases.⁵ The chapters at the site level handle these issues.

Section 7: Members of the Faculty Council shall support the Chapter Advisor and NHS membership in creating and sustaining a school environment in which each student is known, accepted, valued, trusted, respected, cared for, and encouraged to be an active and responsible member of the school community.

Section 8: The Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration—including those who receive accommodations for a disability or foreign exchange students—in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society.

Section 9: The Faculty Council might also award honorary membership to school officials, principals, teachers, NHS advisers, or other adults.

Section 10: Honorary membership grants recipients all membership privileges without the obligations associated with active member status.

Section 11: Faculty Council discussions are confidential and will not be made public.

⁵ This is a national provision outlined by the national NHS governing criteria.

Article XI: Discipline and Dismissal

Section 1. Members who fall below the standards that were the basis for their selection will be placed on probation and given a reasonable amount of time to correct the deficiency. This includes citizenship grades, GPA, leadership requirements, and community service hours.

- a. Violations of the law or flagrant violations of school rules do not require a member to be warned or placed on probation and may result in immediate consideration of the dismissal of a member.
- b. These violations include but are not limited to DWI, stealing, destruction of property, academic integrity/cheating, truancy, bullying, assault, possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.
- c. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive a written warning or probation notification. If the member is involved in another violation of the school conduct code or the CdmHS administration of the Faculty Council finds the incident particularly egregious, the member may be dismissed.

Section 2: Members may only be on probation for one (1) quarter of their membership. A member placed on a second (2nd) probationary period will be immediately dismissed from the membership body.

- a. While on probationary status, members must still meet all expectations outlined in Article VI.
- b. Members not in good standing are not permitted on chapter votes.

Section 3: The Faculty Council can consider disciplinary actions that are less severe than dismissal if circumstances warrant.

Section 4: The CdMHS Citizenship grades regarding “Ns” and “Us” in citizenship will impact membership standing in CdMHS. Members receiving any N or U will automatically be placed on probation and are considered members not in good standing.

Section 5. For dismissal purposes other than Article XI Section 2, a majority vote of the Faculty Council is required.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 5.NASSP shall hear no appeals in dismissal cases.

Section 6. Members who withdraw, resign, or are dismissed are never again eligible for membership or benefits. Once dismissed, students MAY NOT obtain membership with another chapter.

Article XII: Official Insignia

Section 1. This organization shall have an official emblem. The emblem shall be uniform, and its distribution and rules for its use shall be determined by the NASSP Board of Directors.

Section 2. Each active, honorary, or alumni member in good standing with the chapter shall be entitled to wear this emblem. Members not in good standing will not wear the emblem until their status is restored.

Section 3: Active members must wear the NHS emblem for designated days or activities (i.e., peer tutoring, meeting days, NHS-sponsored events, etc.).

Section 4. Any member who resigns or is dismissed shall return the emblem to the chapter adviser. Dismissed members are required to return their membership card/pin and any other items containing the NHS emblem. Members who resign or are dimmed will have their names removed from local and national NHS Membership Rolls.

Section 5 The motto of the National Honor Society shall be Noblesse Oblige.

Section 6. The official colors of the National Honor Society shall be blue and gold.

Section 7. An alumni member may purchase a replacement for a lost emblem by verifying membership to the national office.

Article XIII: Chapter Bylaws

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution and clarify the chapter's operating procedures.

Section 2: Bylaws do not need the approval of NASSP.

Section 3. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.

Section 4. These bylaws can be amended by a 2/3 vote of current NHS members in good standing and approval of the Chapter Advisor.

Section 5. A Quorum shall consist of 60% of current members in good standing. A Quorum is necessary for all chapter votes.