

# **NATIONAL HONOR SOCIETY**

(updated 2/18)

## **Chapter Bylaws of the Brien McMahon High School Chapter of the National Honor Society**

*Adopted: March 2018*

### **ARTICLE I: NAME**

The name of this chapter shall be the Brien McMahon High School Chapter of the National Honor Society of Brien McMahon 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 Brien McMahon High School.

### **ARTICLE III: POWERS**

#### Section 1: Compliance

This chapter operates under the direction of and in full compliance with the National Constitution of NHS. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

#### Section 2: Active Membership

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 Role of the Adviser

The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal. The chapter adviser holds monthly meetings for all active members.

#### Section 4: The Role of the Principal

Final authority on all activities and decisions of the chapter resides with the school principal. [Article V, Section 1 of the National Constitution]

#### Section 5: Non-discrimination.

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 in strict compliance with those of the Norwalk Public Schools.

## **ARTICLE IV: MEMBERSHIP**

### Section 1: Honor

**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 Designations

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 voice or vote in chapter affairs.

### Section 3: Eligibility

- a. Candidates eligible for selection to this chapter must be members of the junior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at BMHS.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

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

### Section 1: Faculty Council

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 shall be the sixth, non-voting, ex-officio member of the Faculty Council.

### Section 2: Selection Timeline

The selection of active members shall be held once a year during the second semester of the school year.

### Section 3: Selection Process

Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
  - b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Student Activity Record for further consideration.
  - c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the evaluation form provided by the chapter adviser.
  - d. The Faculty Council shall review the Student Activity Records, faculty evaluations, and other relevant information to determine those who fully meet the selection criteria for membership.
  - e. The final decision rests with the Faculty Council. If a student is not selected for membership, the student does **not** have the right to learn the reasons why the Faculty Council denied his/her selection. Selection is a privilege bestowed upon students by the faculty of the school and not considered a right inherent to any student.
- Note: It is **not** the principal's role to overturn the decision of the Faculty Council, but to determine if there has been some technical error, such as the inadvertent omission of a candidate. If such an error has occurred, the principal may request the Faculty Council reconvene to rectify the one error, not to reopen the entire process.

### Section 4: Inauguration

Candidates become members when inducted at a special ceremony.

### Section 5: Transfers from BMHS NHS

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: Transfers to BMHS NHS

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 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: Dues

Annual dues for this chapter shall be \$20. Dues will be payable to the chapter by December 1. Any student owing money by that date is no longer considered in good standing.

### Section 2: Emblems

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 3: Relinquishment

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

### Section 4: Honor Tassels

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

## **ARTICLE VII: OFFICERS**

### Section 1: Officer Designations

The officers of the chapter shall be president, vice president, secretary, and treasurer.

### Section 2: Officer Elections

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 officer.

### Section 3: Voting

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: Presidential Duties

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. S/he will oversee the service project. The president may also be asked to take on other roles or responsibilities at the discretion of the chapter adviser.

### Section 5: Vice-Presidential Duties

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: Secretarial Duties

The secretary shall keep the minutes for meetings and be responsible for all official correspondence. He or she shall also be a support for the president as needed.

### Section 7: Tresorial Duties

The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter. He or she shall also be a support for the president as needed.

### Section 8: The Executive Committee

Officers and the faculty adviser shall be collectively 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

Regular meetings of this chapter shall be held on the first Wednesday of every month at 7am. Special meetings can be called by the president with approval of the adviser.

### Section 2: Meeting Conduct

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

### Section 3: Attendance

Attendance should be strictly monitored. Members are expected to attend all chapter meetings. Excessive absence is considered grounds for dismissal.

## **ARTICLE IX: ACTIVITIES**

### Section 1: Service Projects

The chapter shall determine one or more service project for each year.

### Section 2: Participation

All members shall regularly participate in these projects for a minimum of 15 hours.

### Section 3: Service Project Requirements

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: Additional Service Projects

Each member shall have the opportunity 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: Publicity

The chapter shall publicize and promote its projects in a positive manner.

### **ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS**

#### Section 1: Standards

Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Brien McMahon 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, including attendance at all chapter meetings.

#### Section 2: GPA

If a member's cumulative GA falls below the standard in effect when s/he was selected, s/he will be given a written warning and a reasonable time period for improvement. If the cumulative GPA 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: Ethics

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: School Conduct

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 (student or Faculty council). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

#### Section 5: Officers

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: Dismissal Process

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 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. It is **not** the principal's role to overturn the decision of the Faculty Council.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

## Section 7: Other Sanctions

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: Approval

These bylaws will be approved upon a receiving a majority affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the administration.

### Section 2: Review

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 by-laws may be amended by a majority of the chapter, provided notice of the proposed amendment has been given to members at least one week prior to the vote. The exceptions are articles V and X, which are developed by the Faculty Council with the approval of the principal (selection and discipline).