

## **Chapter Bylaws of the Commodore Perry Chapter of the National Honor Society**

Adopted: September 12, 2018

### **Article I – Name**

The name of this chapter shall be the Commodore Perry Chapter of the National Honor Society of Secondary Schools.

### **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 the students of Commodore Perry High School.

### **Article III – Powers**

Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions).

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3. Final authority on all activities and decisions of the chapter resides with the school principal.

Section 4. 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 graduate. Active members become graduate members at graduation. Honorary members are selected at the discretion of the Faculty Council. 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 sophomore, junior, or senior class (freshmen are not eligible).
- 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 Commodore Perry High School.
- c. Candidates eligible for selection into this chapter shall have a minimum cumulative grade point average of 4.0.
- d. 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. 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, nonvoting member of the Faculty Council. The principal shall not be a member of the Faculty Council.
- Section 2. The selection of active members shall be held once a year during the second semester 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. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration.
  - c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
  - d. The Faculty Council shall review the Candidate Forms, faculty evaluations, 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.
- Section 5. An active member of 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 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**

- Section 1. Members shall pay dues in the following manner: Upon selection, the member shall pay dues of \$7.50 for the first year of membership (these dues must be paid before the annual Induction ceremony). Active members shall then pay \$5.00 annually for each additional year of active membership (these dues shall be paid in the fall of each school year).
- Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.
- Section 3. Any member who withdraws, resigns, or is dismissed from this chapter shall return the emblem to the chapter immediately.
- Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the NHS stole and insignia at the commencement ceremony.
- Section 5. Members shall uphold the standards of the national organization of NHS.
- Section 6. Members shall be in attendance at regularly scheduled meetings.
- Section 7. Members shall participate in both the chapter-sponsored community service project and an individual community service project.
- Section 8. Members shall participate in the annual Tapping ceremony of the new members, and the formal Induction ceremony.
- Section 9. Members shall participate in the annual Fundraiser.

## **Article VII – Duties and Responsibilities**

### ***Officers***

- Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer, and shall serve a one-year term.
- 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. President
- a. The president shall preside at the meetings of the chapter.
  - b. The president shall preside at the annual Induction ceremony.
  - c. The president shall assist the adviser in the organization of chapter-sponsored community service project.
  - d. The president shall serve as the official representative of the chapter at school and community functions.
- Section 5. Vice-President
- a. The vice-president shall assist the president and preside over meetings in the absence of the president.
  - b. The vice-president shall keep a record of the members' contributions to leadership and service.
  - c. The vice-president shall assist the adviser with the education of the new inductees on the procedures of the chapter.
- Section 6. Secretary
- a. The secretary shall keep the minutes and attendance records for meetings.
  - b. The secretary shall be responsible for all official correspondence of the chapter.
- Section 7. Treasurer
- a. The treasurer shall maintain all financial records of the chapter.
  - b. The treasurer shall assist the adviser with the organization of any fund-raisers.
- Section 8. Any officer not fulfilling their duties shall be reviewed by the Faculty Council and removed from office.

### ***Faculty Adviser***

- Section 9. Adviser
- a. The adviser shall be in attendance at all meetings and chapter events.
  - b. The adviser shall act as a liaison between the faculty, administration, students, and community.
  - c. The adviser shall organize (with the help of the president) the chapter-sponsored community service project.
  - d. The adviser shall organize (with the help of the treasurer) any needed fund-raisers.
  - e. The adviser shall regularly review each member for compliance with society standards and obligations.
  - f. The adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall complete the annual survey and submit to the national office.

- g. The adviser shall be a non-voting, sixth member of the Faculty Council and shall facilitate all meetings of the Faculty Council.
- h. The adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

### ***Executive Committee***

Section 10. The chapter 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. Any action by the executive committee is subject to 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 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.

### **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 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 is 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, leadership, character, or service may be considered for discipline or dismissal from the Commodore Perry 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 in 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 (4.0 cumulative GPA), 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 can include 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. These violations include, but are not limited to DWI, DUI, 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 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 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 Faculty adviser/Faculty Council indicating the reason for consideration of dismissal.
- b. The member will be given the opportunity 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 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 afterwards according to the 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 two-thirds affirmative vote of all active members of the chapter, 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 two-thirds 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 Article V and X, which are developed by the Faculty Council with the approval of the principal (selection and discipline).

Approved on : \_\_\_\_\_ September 12, 2018 \_\_\_\_\_

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Chapter President, Keane Cropp

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Chapter Secretary, Kayla Jewell

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Chapter Adviser, Laura Chesmer

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CPHS Principal, Daniel Ledebur