

**Tuscarora High School Chapter
of the
National Honor Society
Bylaws**

Article I: Name and Purpose

Section 1. The name of this organization shall be the Tuscarora Chapter of the National Honor Society (NHS).

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Tuscarora High School.

Article II: 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. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

- a. The chapter adviser(s) 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(s) shall maintain files on membership, chapter history, activities, and financial transactions.
- c. The chapter adviser(s) shall regularly review each member for compliance with Society standards and obligations.
- d. Advisor(s) may place a student on probation and assign consequences (i.e. additional specified service hours) based on the nature of the infraction prior to convening the Faculty Council for any violation of the chapter contract. Violations of advisor-assigned probation or consequences will result in referral to the Faculty Council.
- e. The chapter adviser(s) is responsible for conducting the selection process by which new members are chosen.
- f. The chapter adviser(s) shall help the chapter officers understand and carry out their duties.

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see [Article V, Section 1 of the National Constitution.](#)]

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 III: Faculty Council

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. No principal or assistant principal may be included on the faculty council.

Section 2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms by the principal.

Section 3. The membership of the Faculty Council will be confidential.

Section 4. The chapter adviser(s) shall be an ex officio, nonvoting additional member(s) of the Faculty Council.

Section 5. The Faculty Council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

Article IV: Membership

Section 1. Membership in this 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 in order to maintain membership in good standing.

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. The Faculty Council shall reserve the right to award honorary membership to school officials or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the NHS.

Section 4. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled prior to the beginning of the annual selection process.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative weighted grade point average of 3.5 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

Section 5. Candidates become members when inducted at a special ceremony.

Section 6. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

Section 7. Members must fulfill all requirements of the yearly contract including specified service hours and due dates for service hours. This contract shall be signed by the member and a parent or guardian and turned in by the announced deadline. (See Article II, Section 2 regarding consequences of failure to meet deadlines and hours).

Service hours must abide by the following standards:

- Hours will not be awarded for performing the duties of an NHS officer or service to the member's individual family.
- Hours must be earned outside regular instructional hours (such as after dismissal, during lunch, flex, or during a period where you are not assigned to a class - such as "off" day for FCC courses) and in areas where you receive no additional compensation such as pay or credit (i.e. you cannot earn hours during an SSL block or during one of your regularly scheduled classes).

- Excluded activities include any paid position, internships, tutoring a relative or volunteering at a relative's business.

Section 8. 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 upon request.

Section 9. An active member of the National Honor Society who transfers to this school will be accepted for membership upon confirmation of their active membership in their previous chapter. It is the responsibility of transfer students to contact advisors to facilitate this process. 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 V: Selection of Members

Section 1. The selection of active members shall be held once a year.

Section 2. Academic records will be reviewed to confirm scholastic eligibility of potential candidates. Eligible candidates will be invited to apply for membership. Announcements will be provided through multiple formats. It is the potential candidate's responsibility to contact advisors with any questions or concerns.

Section 3. An informational meeting will be held for the express purpose of explaining the application process in detail to all candidates. A description of the selection procedure shall be made available to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society.

Section 4. Interested candidates will submit a complete copy of the Candidate Information Form which includes the Acknowledgement Sheet specifying the qualifications for membership and the procedures for consideration for selection to the chapter. This form must also be signed by the student and his/her parent(s)/guardians(s).

Section 5. The faculty of Tuscarora will be given the opportunity to provide input, feedback, or reactions to the list of eligible students in the form of numerical ratings and written narrative comments. The adviser will prepare Faculty Input Sheets listing the names of all academically eligible candidates for the purpose of gathering comments from the faculty regarding the candidates in the areas of Service, Character, and Leadership. Faculty input into the selection process is based on personal contact in the classroom, in extracurricular activities and through general activities in and away from school. Faculty members comment on only those students whom they know and limit comments to those categories in which knowledge of the student allows fair and informed consideration. Faculty Input Sheets are regarded as confidential and will not be made public.

Section 6. The adviser will compile information related to the candidates' qualifications and provide this information to the Faculty Council for review. This will include high school disciplinary and attendance records. A blind selection process will be used so that candidates' eligibility will be based on qualifications, as opposed to personality or personal knowledge.

Section 7. The selection of members to this chapter shall be by a majority vote of the faculty council. The Faculty Council will base their admission decision on clear and convincing evidence that the candidate demonstrates excellence in character, leadership, and service. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Section 8. Candidates will be notified in writing of the decision made by the Faculty Council.

Section 9. Candidates may appeal the decision of the Faculty Council on the basis of belief that a procedural error was made. Appeals will be directed to the principal and should be made in writing, following the deadlines specified in the notification letter. The appeal process follows the [FCPS Regulation 400-25](#).

Section 10. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

Section 11. Candidates become members when inducted at a special ceremony.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be \$20. Dues will be payable to the chapter account by the announced deadline.

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 emblem adopted by the National Honor Society.

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

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

Article VII: Chapter Officers

Section 1. The officers of the chapter shall be president, vice president, secretary, treasurer and parliamentarian.

Section 2 – Student officers shall be elected following the announced protocols. All junior members in good standing with the chapter are eligible to run for a position as an officer. All office applications must be submitted to an adviser by the announced date. Members on probation for any reason may not run for chapter officer.

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. An office may remain vacant if no eligible members apply by the announced deadline. Advisors have discretion to hold a second round of elections. If vacancies still exist, no further elections may be held.

Section 4. New officers shall be installed at a special ceremony. Elected officers must submit a separate officer contract acknowledging the duties and responsibilities of their office.

Section 5. The president of the chapter will create an agenda prior to monthly meetings, conduct monthly meetings, lead the chapter induction ceremony, delegate tasks, and oversee the completion of chapter activities.

Section 6. The vice president of the chapter will complete the duties of the president in his/her absence. He/she will assist with service projects, participate in the induction ceremony, and provide communication with members in relation to club activities.

Section 7. The secretary will assist with service projects, prepare and post the minutes for all meetings and maintain correspondence related to club activities. He/she will participate in the induction ceremony.

Section 8. The treasurer will assist with service projects with particular emphasis on fund raising efforts, participate in the induction ceremony, and provide communication with members in relation to club activities.

Section 9. The parliamentarian will assist in maintaining order during all meetings. He/she will assist with service projects, participate in the induction ceremony, and provide communication with members in relation to club activities.

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.

Section 11. Officers who fail to meet the requirements outlined in their officer contract may be referred to the Faculty Council.

Article VIII: Meetings

Section 1. The chapter shall have regular meetings during the school year. Meetings will be conducted monthly with two attendance options.

Section 2. Members are expected to attend monthly meetings and are only allowed 2 monthly absences per school year.

Section 3. Special meetings approved by the executive committee may be called by the president.

Section 4. Chapter shall conduct meetings according to *Robert's Rules of Order*.

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 chapter projects.

Section 3. Each member shall have the responsibility for choosing and participating in a group 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 4. Activities/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 5. Each chapter shall publicize its projects in a positive manner.

Section 6. Members desiring service hours for participation in projects/activities must complete and submit the current hours sheet following the published directions. Only hours following the published directions will be considered.

Article X: Discipline and Dismissal of Members

Section 1. A member of the National Honor Society is expected to maintain his/her academic standing, to take an active role in service and leadership to his/her school and community and to meet all published deadlines. It is the responsibility of the chapter adviser to periodically review the standing of members for compliance with Society standards. Any member who falls below the standards of scholarship, service,

leadership, or character will initially be placed on probation and may be considered for discipline or dismissal from the Tuscarora Chapter of the National Honor Society.

Section 2. The adviser should inform in writing the student who fails to meet those standards (such as deadlines for contracts, dues, complete hours sheet), detailing the nature of the violation, the probationary time period given for improvement of the condition (such as raising GPA or completing assigned extra hours), and the possible consequence of non-improvement (such as meeting with Faculty Council to review membership). The probationary period will end following the next full semester provided the member maintained the expectations outlined in their contract and probationary letter. Additional violations during the probationary period will result in a review by the Faculty Council.

Section 3. 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 one semester period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be referred to the Faculty Council for dismissal.

Section 4. Violations of the law, school regulations or conduct codes (including referrals) can result in immediate consideration of the dismissal of a member. 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 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 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 either in person or via a written statement presented in lieu of the face-to-face hearing. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. A parent or guardian may be present with the member, but the primary focus of the hearing should be to allow the member to present his or her case.
- c. 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.
- d. The results of the faculty council vote will be sent to the student, their parent(s) and the principal. Dismissed members must surrender any membership emblems to the adviser.
- e. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- f. 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 (such as additional hours) upon a member as deemed appropriate.

Section 5. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district. All appeals should be presented to the school principal within the specified timeline in the decision letter.

Section 7. The National Council and the NASSP shall hear no appeals in dismissal cases.

Section 8. Members who resign or are dismissed are never again eligible for membership or its benefits.

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 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.

Approved on [\[Insert date\]](#): (Indicate date of last approved revisions)

Chapter Adviser

Chapter Adviser

School Principal