

# **Browerville High School National Honor Society - Bylaws -**

**Created: December 2010**

**Amended: May 2015**

**Amended: September 2019**

## **ARTICLE I: Name**

The name of this organization shall be the Browerville High School (BHS) National Honor Society (NHS).

## **ARTICLE II: Purpose**

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 BHS.

## **ARTICLE III: Principal's Role**

**Section 1.** The Principal shall reserve the right to approve all activities and decisions of the Chapter.

**Section 2.** The Principal shall annually appoint a member of the faculty as Chapter Advisor(s), who may serve consecutive terms.

**Section 3.** The Principal shall annually appoint Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

**Section 4.** The Principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

## **ARTICLE IV: Definition of Membership and Duties/Responsibilities**

**Section 1.** Membership in the local Chapters is an honor bestowed upon a student. Selection for membership is by 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 as a traditional student and graduate. Students who were selected and later choose to go full time post-secondary become inactive members. Active members shall become graduate members at graduation. Inactive and graduate members shall have no voice or vote in Chapter affairs.

**Section 3.** Candidates become members when inducted at a special ceremony. Students who are selected at the beginning of their senior year will be inducted early in the school year during a small ceremony at a monthly meeting and then again in late winter with new junior members.

**Section 4.** A National Honor Society member who transfers from another school and brings a letter from the former principal or Chapter Advisor(s) to the school's Advisor(s) shall be accepted automatically as a member of the school's chapter. Transfer members must meet the Chapter's standards within one semester in order to retain membership.

**Section 5.** There shall be membership dues of a one-time payment of \$8.00. Dues are to be paid to the treasurer within 30 days after induction.

**Section 6.** Members who resign or are dismissed are never again eligible for membership or its benefits.

#### **ARTICLE V: Selection/Non-Selection of Members**

**Section 1.** To be eligible for membership, the candidate must be a member of the junior or senior class. Candidates must have attended the school the equivalent of one semester. (Some students may be ineligible for induction because of the semester ruling. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the Faculty Council may waive the semester regulation).

**Section 2.** NHS is more than just an honor roll. The Chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built. The four criteria pillars of NHS are described as:

**Scholarship:** The Chapter minimum standard for scholarship of any student in grades 11 and 12 who have a cumulative grade point average of 3.6 or higher for juniors and 3.4 or higher for seniors (on a 4.0 scale) are then eligible for consideration on the basis of the remaining performance areas: service, leadership, and character. The cumulative average shall be evaluated after the first semester of students' junior year (for junior invitees) and again at the end of their junior year (for senior invitees).

**Service:** This quality is defined through voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

**Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.

**Character:** The student of good character upholds principles of morality and ethics; is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a good and clean lifestyle.

**Section 3.** The selection procedure is as follows:

1. The Principal shall select five members NHS Faculty Council (comprised of BHS faculty members).
2. To determine scholastic eligibility, students' academic records will be reviewed ~~at the end of the first semester of their junior year and again at the end of their junior year for those who will be considered in their senior year~~ in the fall of their junior/senior year. A student must meet the minimum cumulative GPA to be eligible.
3. Students who are eligible scholastically will be notified and may then complete the application form that enables them further consideration. Scholarship is only one of the four criteria for NHS membership.

4. The Faculty Council will review the application form along with any other verifiable information about each candidate and his or her activities that define the candidate's leadership, service, and character. Faculty Council members may interview candidates personally during this process.
5. For additional input, all Browerville High School staff members may be invited to complete a form ranking candidate's leadership, service, and character. However, the five appointed members of the Faculty Council must make the actual selections.
6. Candidates receiving a majority vote from the Faculty Council will be invited into the Chapter.
7. Students and parents of selected members will be notified and given information regarding the upcoming induction ceremony and the obligations of membership in NHS. Before the induction ceremony, Advisor(s) will verify the acceptance of all selected members in order to plan effectively for the ceremony.

**Section 4.** The procedure for non-selection will be as follows:

1. Students who are not selected for membership in the NHS will be notified in writing of their non-selection by the Chapter Advisor(s). Specific reason need not be given; however, the Faculty Council shall provide general statements as to which area the student was deficient in.
2. Upon the request of the student, the Chapter Advisor(s) shall hold a conference with the non-selected student and explain the reason for non-selection.
3. Students who wish to appeal the decision of the Faculty Council may submit an appeal, in writing, to the Principal within 30 days of the date of the letter of non-selection.
4. The Principal shall hear all appeals from non-selected students. Following a discussion with the student and his or her parents, if the Principal feels that a technical or procedural error has been made, the Principal may ask the Faculty Council to reconvene to review the situation.
5. The only time the Faculty Council may reconvene to review a situation of non-selection is when it is believed that some kind of technical or procedural error has been made. These errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or the like.
6. If a non-selected student or his/her parents wish to challenge the Principal's decision they should contact the Superintendent.

**Section 5.** The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local Chapters.

## **ARTICLE VI: Meetings**

**Section 1.** General meetings shall be held each month. Officers shall have an additional monthly meeting. Meetings shall be scheduled during the school day and a list of the dates will be posted on the NHS board and will be included in the announcements the week of the meeting date.

**Section 2.** Members are required to attend all meetings. If an emergency arises and a member cannot attend a meeting, they are required to inform an Advisor and provide a written explanation prior to the meeting. Not hearing or seeing the announcements is not an excuse for missing a meeting. It is the responsibility of each member to know when the meetings are and to attend them. Extenuating circumstances need to be addressed to an Advisor.

**Section 3.** An excused school absence due to illness will be an excused missed meeting. An unexcused school absence will automatically be considered an unexcused missed meeting.

**Section 4.** Members are responsible for all information and policies presented at a meeting whether or not they attend.

**Section 5.** The Chapter president or other designated student leader may call special meetings approved by the executive committee.

### **ARTICLE VII: Service Activities**

**Section 1.** Each Chapter shall determine one or more service projects for each year.

**Section 2.** Each member shall complete five (5) service hours in the summer between his or her junior and senior year. Each member shall complete an additional 15 service hours in his or her senior year. Of those 15 service hours, at least seven and a half (7.5) must be BHS sponsored hours (projects and activities that are requested by BHS-NHS). Members that are inducted in their senior year need only complete ten (10) service hours.

**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; be well planned, organized, and executed.

### **ARTICLE VIII: Chapter Officers**

**Section 1.** The officers of the Chapter shall be a President, Vice-President, Secretary, and Treasurer to be elected at the beginning of each school year. Members may nominate themselves or be nominated by a fellow member. Any student who is on probation may not run for an officer position. Before the vote, each candidate must present an election speech, presented to his or her Chapter peers.

**Section 2.** A majority vote, by the Chapter members, shall be necessary to elect any officer of this Chapter. If the vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

**Section 3.** The Officers (and their duties) of the Chapter are as follows:

#### **President**

Create the agenda for all meetings with the advice and consent of officers and the advisor(s).

Preside at all meetings of the Chapter and executive council.

Appoint necessary committees and delegate leadership responsibilities of service projects and activities.

Represent the Chapter at all public occurrences.

Maintain close communication with the Chapter Advisor(s).

Set an example of scholarship, leadership, character, and service for others to follow.

### **Vice-President**

Preside at all meetings and perform all duties in the absence of the President.

Coordinate and check on the planning activities of the various committees and keep the President informed of their progress and problems.

Perform any duties delegated by the President or Advisor(s).

Coordinate activities for Staff Appreciation and assist staff members if needed.

Coordinate all activities for providing talent (within the Chapter) for the induction ceremony and for providing a guest speaker for the induction ceremony.

Set an example of scholarship, leadership, character, and service for others to follow.

### **Secretary**

Keep minutes of all general and officer meetings. Produce a typed copy of the minutes to present to the President and the Advisor(s), no later than one week past the meeting.

Keep accurate attendance of all meetings and report to the President and Advisor(s) the names of any members who did not attend.

Conduct the correspondence of the NHS as prescribed by the President or Advisor(s).

Set an example of scholarship, leadership, character, and service for others to follow.

### **Treasurer**

Maintain with the Advisor(s) a financial record of all income and expenditures for the period the officer holds office.

Collect dues from Chapter members and prepare documentation to present to an Advisor for deposit. Present a report to the Advisor(s) of members who did not pay dues.

Perform duties for fundraising activities, including collecting all fees and preparing documentation to present to an Advisor for deposit. Recommend any other fundraising ideas.

Set an example of scholarship, leadership, character, and service for others to follow.

**Section 4.** The term of the office for the Chapter officers shall be their senior year.

**Section 5.** Removal of an officer may be affected by a 2/3 vote of the members. Written documentation detailing the reason(s) for removal shall be provided to the officer facing removal by the Chapter

Advisor(s), and the officer shall have an opportunity to defend him/herself before the membership. Any officer who is placed on probation will automatically be removed from his/her position.

**Section 6.** Replacement, in the even an office comes open during the school year, will follow the procedure outlined in Section 1 above in order to fill the vacancy.

**ARICLE IX: Discipline and Dismissal**

**Section 1.** Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the BHS-NHS. All members of this Chapter are expected to maintain 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 standards in effect when he/she was selected, he/she will be given written warning and a semester for improvement. The second marking period in which a student falls below the required cumulative grade point average results in dismissal. Official grade checks will occur at the end of each semester.

**Section 3.** Members who fall below the standards that were the basis for selection shall be promptly warned in writing by the Chapter Advisor(s). They shall be given a reasonable amount of time to correct the deficiency, expect in the case of flagrant violation of school rules or the law such as cheating, plagiarizing, or using illegal substances; a member does not necessarily have to be warned.

**Section 4.** This Chapter uses a warning system comprised of points. The consequences for accumulating points are as follows:

<u>Consequence</u>	<u>Points Accumulated</u>
1 <sup>st</sup> warning to student.....	1
2 <sup>nd</sup> warning to student.....	2
Written parent notification.....	3
Probation.....	4
Dismissal.....	5

**Section 5.** Points may be accumulated for the following infractions, but are not limited to:

<u>Infraction</u>	<u>Points Received</u>
Failure to pay dues by due date.....	1
Not participating in annual fundraiser.....	1
Not enough service hours by first due date.....	2
Removed from class by teacher and sent to office.....	3
Not enough service hours by end due date.....	5
Violation of MN State High School League rules.....	5

**Section 6.** Once a member is placed on probation for any reason, he/she will remain on probation until graduation. Committing an additional offense while on probation shall constitute grounds for dismissal from the Chapter.

**Section 7.** If a situation arises that a member may be facing dismissal, the following procedures will apply:

1. The member and his/her parents or guardian will receive written notification of reason of possible dismissal from the Chapter. The Advisor(s) and member will discuss the written notification in a conference, if requested by the student.
2. In all cases of pending dismissal, a member shall have a right to a hearing (due process).
3. If the member wishes to appeal to the Faculty Council's decision, (give his/her side of the situation) he/she must inform the Principal in writing of his/her wishes within thirty (30) days of the date of the dismissal notification. If no such action is desired, the student is automatically dismissed.
4. For purposes of dismissal, a majority vote of the Faculty Council is required.
5. If the Faculty Council decides that the dismissal is warranted, the member will be immediately suspended from Chapter activities. The Advisor(s) will write a letter to the member and his/her parents or guardian that such action has been taken. The member must surrender any membership cards, emblems, or pins to the Advisor(s).

**Section 8.** The member may appeal the Faculty Council's decision to the Principal.

**Section 9.** When a member is dismissed, he/she is no longer a member and may never again be considered for membership.

**Section 10.** The National Council and NASSP shall hear no appeals in dismissal cases.

#### **ARTICLE X: Local Chapter Bylaws**

**Section 1.** These local bylaws are consistent with the National Honor Society Constitution. In any situation that is not covered by these Chapter bylaws, the National Honor Society Constitution will be followed.

**Section 2.** The Chapter bylaws shall contain information concerning election and duties of officers, the schedule of meetings, member obligations, dues, and the like.

#### **ARTICLE XI: Amendments to the Bylaws**

**Section 1.** These bylaws may be amended at any meeting of the Faculty Council by a majority vote.

**Section 2.** These bylaws may be amended for reasons such as the statements no longer suit the Chapter or school situation or because the information is not arranged in a clear and easily read format.