

CHAPTER BYLAWS
OF
AVONDALE HIGH SCHOOL
NATIONAL HONOR SOCIETY
October, 2003

ARTICLE I. NAME AND PURPOSE

- Section 1. The name of this organization is the Avondale Chapter of the National Honor Society of Secondary Schools.
- Section 2. The primary purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Avondale High School. We also strive to honor students who demonstrate the high standards of the National Honor Society and contribute to the betterment of individuals, the school, and the community.

ARTICLE II. THE NATIONAL COUNCIL

- Section 1. The control of this organization shall be vested in the National Council.
- Section 2. This organization conforms to the National Constitution as set forth by the National Council.
- Section 3. Annual affiliation fee shall be paid yearly to the National Council.

ARTICLE III. THE PRINCIPAL

- Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.
- Section 2. The principal shall appoint a member of the faculty as chapter adviser.
- Section 3. The principal shall appoint a Faculty Council composed of members of the school's faculty.
- Section 4. The principal shall receive appeals in cases of discipline, dismissal, or non-selection.

ARTICLE IV. THE CHAPTER ADVISER

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

community.

ARTICLE V. FACULTY COUNCIL

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

ARTICLE VI. CHAPTER OFFICERS

Section 1. The elected officers shall be president, vice president, secretarial assistant, financial advisor, and historian. The newly elected officers and the NHS advisor will select two activity coordinators.

Section 2. An officer candidate may be nominated by self-nomination, by a current member, or by the NHS advisor. Eligible students shall be in good standing with the National Honor Society and inducted at a previous induction ceremony. Officer candidates shall have their membership records reviewed to ensure they are "members in good standing" as defined in Policies and Procedures #5, Section 2. The candidate must submit an essay stating why they should be considered for nomination.

Section 3. Elections for new officers shall be held at a regular meeting of the society, prior to the school year in which the officers are to serve. Election of the President-elect shall take place near the start of the third marking period. Election of all other officer positions shall take place near the start of the fourth marking period.

Section 4. Upon completion of the election process, the officers will assume the duties of the executive committee immediately.

Section 5. The responsibilities of the officers are defined in the Policies and Procedures #1.

Section 6. Upon the creation of a vacancy in the position of the president, the vice-president shall assume all responsibilities immediately. If both offices are vacated simultaneously, the organization shall open nominations for both offices. All vacancies in elected offices shall be filled within one month. Any vacancies created by a member changing position through this procedure will be filled as necessary.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the chapter officers and the chapter adviser.

Section 2. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

- Section 3. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.
- Section 4. The executive committee shall meet within one week prior to the regularly scheduled National Honor Society meeting and plan an agenda, which is to be distributed to the members at the meeting.
- Section 5. Special meetings of the executive committee may be called by the president, advisor, principal, or upon written request of any three members. No previous notice is required if the special meeting is held during school, but at least one day's notice is required if it is to be held before or after school. Meetings held during the school day must have administrative approval.

ARTICLE VIII. COMMITTEES

- Section 1. The executive committee may appoint committees as necessary to carry on its work.
- Section 2. Membership on any National Honor Society committee shall be open to any member in good standing.
- Section 3. The president shall be an ex-officio member of all committees.

ARTICLE IX. SELECTION OF MEMBERS

- Section 1. Membership is an honor bestowed upon a student. Students may not apply for membership. One gains membership into the National Honor Society upon completion of the selection process as established by the Policies and Procedures #2. All candidates must complete each required element of the selection process. Failure to do so will result in elimination from further consideration for the given school year. Selection of members is by the Faculty Council and is based on outstanding scholarship, character, leadership, and service.
- Section 2. The principal will approve members selected by the faculty council prior to publication of the selection decision.

ARTICLE X. MEMBERS' OBLIGATIONS

- Section 1. All members of the chapter are expected to: participate and contribute to the activities of the organization; attend all meetings; fulfill all service and leadership obligations as determined by the Policies and Procedures #3 and #4; participate in fund-raisers; and continuously maintain and demonstrate the appropriate standards of scholarship, leadership, service, and character under which they were selected.
- Section 2. New members are expected to begin fulfilling their obligations of membership the first full month following their induction.

ARTICLE XI. DISCIPLINARY ACTION

- Section 1. If a member fails to meet any of the obligations mentioned within Article X, then he/she may be subject to disciplinary action as stated in the Policies and Procedures #5. Members may be subject to additional service hour penalties if they fail to attend meetings, neglect to turn in required forms, or miss required activities.
- Section 2. Members who fall below the standards, that were the basis for their selection, shall be warned in writing, at any time, by the chapter adviser. Such members shall be placed on probation and have a reasonable amount of time to correct the deficiency. The conditions of the probation and timeline for completion will be established in the probation contract. In the case of flagrant violation of school rules or the law, a member does not necessarily have to be warned and may be.
- Section 3. In all cases of impending dismissal, a chapter member shall have a right to a hearing before the faculty council and to be informed in writing of the offenses. This is the "due process" guaranteed to all chapter members under the NHS National Constitution and the Constitution of the United States. Please note: the hearing is prior to dismissal. For purposes of dismissal, a majority vote of the faculty council is required.
- Section 4. Appeals of dismissal are to be handled by the building principal according to the school's established appeals process. Neither the National Council, National Office, nor the State Office will hear appeals in cases of dismissal.

ARTICLE XII. MEETINGS

- Section 1. The National Honor Society shall meet for business at the discretion of the officers and the advisors during the school year. All regular meetings shall be decided upon prior to the first semester of the school year, and a notice of the meeting shall be posted. Unless other arrangements have been made, meetings shall be held prior to the start of the school day.

- Section 2 This organization shall conduct meetings in accordance to Robert's Rules of Order, Newly Revised or according to Policies and Procedures #7. In all cases in which they are inconsistent with these bylaws, another rule of order may be applied.
- Section 3. Special meetings can be called by a member of the executive committee, the principal, or by written request of ten members. The purpose of the meeting shall be stated in the call. No previous notice is necessary if it is held during school. If held before or after school, at least one day's notice is required.
- Section 4. All members in good standing and elected officers may vote at meetings.
- Section 5. A majority of the membership shall constitute a quorum.

ARTICLE XIII. ACTIVITIES

- Section 1. Each activity shall fulfill a need within the school or community, be appropriate and educationally defensible, be well planned and supported by the administration and faculty. Members will use the established project planning process to ensure these goals.
- Section 2. SERVICE: All members of the chapter are expected to fulfill all service obligations as determined by the Policies and Procedures #3. The executive committee shall determine the required activities each month and provide members with the documentation form.
- Section 3. LEADERSHIP: Each member shall have the responsibility for choosing, organizing, and participating in a Leadership Project that reflects his or her particular talents and interests as stated in Policies and Procedures #4. Documentation requirements of the project will be stated in the Policies and Procedures.
- Section 4. OTHER ACTIVITIES: The chapter shall determine NHS Activities. All members shall regularly participate in these activities. All projects shall be publicized in a positive manner.

ARTICLE XIV. SCHOLARSHIP NOMINATION

- Section 1. Senior members who exhibit outstanding scholarship, leadership, service, and character are eligible to be nominated by their chapter to compete in the National Honor Society Scholarship Program.
- Section 2. The faculty council identifies two students who are outstanding in the four qualities of scholarship, leadership, service and character.

Section 3. At the national level, each nominated student competes only with students in his/her own state. The number of NHS chapters in that state determines the number of awards to be assigned.

ARTICLE XV. BYLAWS & POLICIES AND PROCEDURES

Section 1. The NHS bylaws shall be approved by the existing officers, advisor, Faculty Council, and principal of Avondale High School.

Section 2. The NHS members in good standing shall be given copies of the bylaws, policies and procedures, and subsequent proposed revisions to review and discuss. All issues shall be discussed at an informational meeting. All policies and procedures are subject to approval by the principal and faculty council.

Section 3. Policies and Procedures of the NHS may be written by the principal, faculty council, advisor, executive committee, or by a member committee appointed for this purpose. Revised policies and procedures must be presented for discussion at least one meeting prior to their effective date.

ARTICLE XVI. AMENDMENTS

Section 1. These bylaws can be amended at any regular meeting of the National Honor Society by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting. All amendments must be approved by the Faculty Council and building principal.

Policies and Procedures #1 – Article VI, Section 5

Responsibilities of the Officers

- Section 1. All officers are to: meet weekly with advisors, meet with the principal as needed, actively participate in all meetings and activities, chair committees as appointed.
- Section 2. The president's responsibilities are to, but not limited to: preside over all meetings and provide information, oversee all committees, initiate plans of action.
- Section 3. The vice president's responsibilities are to, but not limited to: preside over a meeting if the president is absent, record monthly activity hours, provide an updated record of activity hours to all members.
- Section 4. The secretarial assistant's responsibilities are to, but not limited to: take attendance at all meetings, type and distribute agendas at meetings, take minutes at all meetings, create flyers, take responsibility for all invitations sent.
- Section 5. The financial advisor's responsibilities are to, but not limited to: keep detailed financial records for the National Honor Society, collect money from all fund-raisers, keep records with financial secretary.
- Section 6. The historian's responsibilities are to, but not limited to: maintain and update the bulletin board weekly, write a monthly article for "The Yellow Jacket" and submit the article on disc to the advisor 3 days prior to main office due date.
- Section 7. The activity coordinators' responsibilities are to, but not limited to: organize and coordinate NHS activities, perform any additional duties as deemed appropriate.

Policies and Procedures #2 – Article IX, Section 1

SELECTION OF MEMBERS

I. GENERAL POLICIES:

- Section 1. Membership is an honor bestowed upon a student. Students may not apply for membership. One obtains membership into the National Honor Society upon successful completion of the selection process as established by the officers, advisors, faculty council, and principal.
- Section 2. All candidates must complete each required element of the selection process. Failure to do so will result in elimination from further consideration for the given school year.
- Section 3. The selection of members shall be held once per year during the first semester of the school year. Alternative or additional selection periods may be held as necessary.
- Section 4. Candidates eligible for election into this chapter must be a member of the sophomore, junior, or senior class, and have been in attendance at the school the equivalent of one semester prior to selection.

II. SELECTION CRITERIA:

- Section 5. Selection into the chapter is based upon service, leadership, character, and scholarship criteria as defined below.
- Section 6. “Create enthusiasm for scholarship.” Scholarship will be determined by the candidate’s most recent cumulative grade point average, calculated by the Avondale High School Guidance department. The minimum GPA is 3.30. Grades earned in honors and advanced placement courses may be weighted when calculating the cumulative G.P.A.
- Section 7. “Stimulate a desire to render service.” Service is defined as the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Candidates must demonstrate their desire to render service by documenting their previous service efforts. See Community Service flyer for examples of community service activities and selection scoring rubrics.
- Section 8. “Promote leadership.” Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, and dependable persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others. Selection forms require documentation of leadership roles as well as a written description of leadership skills used in that role. See the Leadership flyer for examples of leadership activities and selection scoring rubrics.
- Section 9. “Develop character within the individual.” Students of character show courtesy, concern, and respect for others at all times both in and out of school. They uphold exemplary principles of morality and ethics, demonstrate high standards of honesty, and display common courtesy and respect toward others during meetings, functions, and classes. High character requires the student to demonstrate desirable qualities of personality: cheerfulness, friendliness, poise, stability, sincerity, and cooperation. Students demonstrating exemplary character in the classroom are responsible, respectful, helpful, organized, honest, and dependable. The candidate will have the opportunity to document his/her character traits on the selection forms and in the selection essay. The faculty of Avondale High School will have the opportunity to provide information regarding the student’s character. See the NHS character flyer for examples of character traits and the selection scoring process.

III. SELECTION PROCESS:

- Section 10. Students who are eligible will be notified in writing. The student must complete the Student Activity Information forms, including leadership and service documentation, to be eligible for further consideration. These forms must be handed to the designated advisor by the set due dates, or students will forfeit their selection eligibility.
- Section 11. All faculty shall receive NHS Selection Surveys. Faculty shall complete surveys for all students whom they feel qualified.

- Section 12. Demonstration of Interest meetings shall be conducted by the presiding NHS officers, with an NHS advisor or faculty council member present. These meetings shall be held on specified days, during lunch hours.
- Section 13. Candidates shall compose an essay responding to a specified question. Questions may change yearly. An example is as follows: "How will membership in the National Honor Society benefit you and how will you, in turn, enhance the society?" The essay must be handed to the designated advisor by the set due date or the candidate will forfeit his/her selection eligibility.
- Section 14. The Faculty Council meets, reviews all available data, and selects who is "bestowed the honor of membership."
- Section 15. The Tapping Ceremony and Induction Ceremony will occur after candidates are selected.
- Section 16. New members shall be required to record their service accomplishments with the Monthly Activity Form, starting with the first full month following the induction ceremony.
- Section 17. A member of the Nation Honor Society who transfers to this school will be automatically accepted for membership in this chapter. This member will attain the membership requirements within one semester and then maintain the membership requirements for this chapter in order to retain his/her membership.

Policies and Procedures #3 – Article X, Section 1

MONTHLY ACTIVITIES

- Section 1. For months September through May, members are expected to document their service and leadership accomplishments using the Monthly Activities Form. Each months form will specify the number of service hours required for that month.
 Each month, members must:
 Attend meeting(s)
 Complete NHS organized activities
 Complete tutoring
 Complete additional service
 Complete a Leadership Update
- Section 2. ATTEND MEETINGS - Each student must attend each meeting. On the Monthly Activity Form, each student must initial the box to verify that he/she attended the meeting. If a student fails to attend a meeting, then the student must complete an hour of service to compensate. The student is responsible for obtaining the agenda

he/she missed and signing a letter to verify the missed meeting.

- Section 3. NHS ORGANIZED ACTIVITIES - Each student must complete organized NHS activities. NHS organized activities are defined as a service opportunity devised by the officers, advisors, faculty council, or as a member's leadership project. On the Monthly Activity Form, initial the box for every activity completed. Each activity will have a predetermined amount of service assigned. If a member fails to complete an activity, then he/she is responsible to complete the predetermined number of hours of service in some other way.
- Section 4. TUTORING - Each student must complete an hour of tutoring. On the Monthly Activity Form, the student must complete the required information including the name of the person tutored, the subject tutored, the date, and the number of hours tutored. If a member fails to complete the tutoring hour, then he/she must compensate for the missed hour.
- Section 5. ADDITIONAL SERVICE - Each student must complete an average of two hours of service per month. This may include any out of school service hours, out of society service hours, or any additional tutoring hours. All hours are cumulative; therefore, extra NHS Activity hours or tutoring hours will be counted toward additional service and will carry back or forward to compensate for missed service hours as needed. Appropriate information must be documented along with the total number of hours completed.
- Section 6. LEADERSHIP UPDATE - Each month, a brief update of each member's leadership project will need to be included. These projects may be created individually or within a group. The activity needs to be organized and publicized. These projects may be included as an option for the organized activity or extra activities on the monthly activities form. Hours spent organizing and completing a leadership project will count for service hours. See Policies & Procedures pertaining to 'Leadership Projects'.
- Section 7. DUE DATES - The Monthly Activities Form must be turned in at the meeting on the date it is due. Failure to do so will result in a penalty of an extra hour added to the total number needed. Since all service hours are cumulative through the semester, no penalty will be assessed for missing service hours, but forms must be turned in. It is the responsibility of the member to complete missed hour(s) within the following months. Keep in mind that missed meetings and activities may reflect negatively on the member's character and provide basis for probation.
- Section 8. A spreadsheet will be maintained on the school's network where members may check their status. This spreadsheet can be found at: \\HIGH\VOL2\USERS\SHARED\ALL\National Honor Society\Activity Hours\Monthly Activities.xls.

Policies & Procedures #4– Article X, section 1

LEADERSHIP PROJECT

- Section 1. The Leadership Project is an opportunity to promote the pillar of leadership within each of the society's members. Over the course of the school year, students are to plan, organize, publicize, and run an event or service opportunity that contributes to the betterment of the school and/or the community. In order to complete this project, steps to aid each student's project are provided below and within "Project Planning Packet."
- Section 2. The student must first choose a topic that is of interest to him/her. Examples include, but are not limited to, the ARC Blood Drive, organizing volunteers for the NHS tutoring program or for an elementary school, raising money for a charity, organizing a can or clothing drive, or organizing a visit to a soup kitchen. Depending on the complexity of the event, students may work together within groups to accomplish their goal. If the student is unable to decide on a topic, then he/she may see the advisor for a list of possible topics. Student must choose a topic prior to his/her re-evaluation meeting at the end of semester one.
- Section 3. Once a topic is decided, a brief update of each member's leadership project should be included in the student's Monthly Activity Form; include information such as who, what, when, where, what needs to be done, and what the executive committee can do to assist. Any further progress should also be documented on subsequent Monthly Activity Forms.
- Section 4. The activity will need to be organized and publicized. Please see "Project Planning Packet" for further instructions.
- Section 5. As the scheduled date of the event approaches, the student or group will present the project to the officers and advisor at the officers' meeting, the week prior to the NHS meeting. Please inform the advisor in advance that the project will be presented at the officers' meeting. The project will be included as an option to the NHS organized activity on the Monthly Activity Form. At the proceeding meeting, the student will present the project and have other members sign-up to help volunteer at the event.
- Section 6. The member must attend the event to ensure that the volunteers are present and that everything runs smoothly.
- Section 7. Each member should complete a leadership project each year after the year of

induction. Hours spent on leadership projects may be used to fulfill any service hours needed for NHS, or to complete the community service diploma endorsement.

Policies and Procedures #5 – Article XI, Section 1

REEVALUATION and DISCIPLINARY PROCEDURES

Section 1. The purpose of the Avondale High School National Honor Society’s reevaluation and disciplinary process is to allow students the opportunity to recognize their weaknesses as well as their strengths and to grow and improve in the four areas of scholarship, character, leadership, and service. Students who continue to meet all standards under which they were selected will be considered “members in good standing.”

Section 2. REEVALUATION. Each January and June current members will be reevaluated according to the standards of selection.

1. Members will complete their personal reevaluation forms documenting the following:

- Verification of service hours on the network database
 - Leadership skills and progress on the leadership project
 - Reflections on character strengths
 - Other items relating to the four criteria as needed
2. Faculty will evaluate character using the same criteria as the selection procedure.
3. The advisor will verify GPA with the member’s counselor and review attendance and activity documents in the member’s NHS file.
4. In January/February, individual interviews will be held to review the member’s status.
5. In June, the advisor will review all documents and interview only students requiring further consultation.
6. Following the interview or review, the member will be classified as ‘in good standing’, ‘on probation’, or recommended for dismissal

Section 3. PROBATION. If at any time, a member is determined to be below standard in one or more of the 4 pillars of NHS, that member will be put on probation for a period ending at the next reevaluation or some other reasonable time frame agreed upon by the involved parties. The probation process will begin with the reevaluation and include the following:

- An improvement plan developed by the student and Advisor or Faculty Council member. The plan must state specific actions to achieve the goal, include the date by which the goal must be reached, and state the criteria that will determine whether the goal has been met.
- A letter to the parents indicating the reason for and the terms of the probation.
- A member may revise, with the advisor approval, the probationary plan in order to achieve the improvement goal.

If the member successfully achieves the NHS standard by the probationary period deadline, s/he will become a member in good standing. If the student fails to reach the minimum required standard for NHS membership, the student will be recommended for dismissal.

Section 4. DISMISSAL. If a member is recommended for dismissal a letter will be sent to parents stating the reason for dismissal and informing them of the right to address the faculty council prior to dismissal. The member or member's parents may respond to the Faculty Council in writing or in person at the time of the hearing.