

BYLAWS

DAVID AMERMAN CHAPTER OF THE NATIONAL HONOR SOCIETY

ARTICLE I

NAME AND PURPOSE

Section 1. The name of this chapter shall be the David Amerman Chapter of the National Honor Society of Secondary Schools.

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

ARTICLE II

THE PRINCIPAL

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 adviser who may serve consecutive terms.

Section 3. The principal shall annually appoint a faculty committee 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, disciplining members, or dismissal of members.

ARTICLE III

THE CHAPTER ADVISER

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

Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions.

Section 3. The chapter adviser shall submit the annual report to the national office by the deadline set by the parent organization.

Section 4. The chapter adviser shall regularly review each member for compliance with society standards and membership obligations.

Section 5. The chapter adviser shall be an ex-officio, non-voting member of the faculty committee and shall chair the committee.

Section 6. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 7. The chapter adviser shall be the first line of appeal for member discipline, probation, and dismissal.

ARTICLE IV FACULTY COMMITTEE

Section 1. The faculty committee shall consist of five voting members appointed annually by the principal.

Section 2. The term of the faculty committee shall be one year. Members may be appointed for consecutive terms.

Section 3. The chapter adviser shall serve as an ex-officio, non-voting member of the faculty committee and shall chair the committee.

Section 4. The faculty committee shall meet at least once a year.

Section 5. The faculty committee's primary responsibilities include member selection, disciplining, and dismissing members.

Section 6. The faculty committee shall develop and revise all chapter procedures for selection, disciplining and dismissal of members within compliance of national guidelines.

Section 7. The faculty committee shall review the chapter handbook annually.

Section 8. No principal or assistant principal may serve on the faculty committee.

ARTICLE V MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon a student. Selection by the faculty committee is based on outstanding scholarship, character, leadership, and service. Once selected, students have the responsibility to continue to demonstrate these qualities according to chapter guidelines.

Section 2. Membership in this chapter shall be known as active, honorary, and graduate. The honorary and graduate members shall have no voice or vote in chapter affairs. Active members become graduate members at graduation.

Section 3. The faculty committee shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, and adults in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice nor vote in chapter affairs.

Section 4. Candidates become members when inducted at the induction ceremony held each spring.

Section 5. Members who are seniors in good standing are eligible to be nominated by the chapter to compete in the National Honor Society Scholarship Program.

Section 6. A National Honor Society member who transfers to this school and brings a letter from the former principal or chapter adviser shall be automatically accepted for membership in this chapter. Transfer members must maintain the membership requirements for this chapter in order to retain membership.

Section 7. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of membership and signed by the principal.

Section 8. A member who resigns or is dismissed is never eligible for membership or its benefits. A member who resigns or is dismissed may not use the National Honor Society affiliation on resumes or applications and must return the NHS pin, membership card, and certificate of membership.

ARTICLE VI
SELECTION OF MEMBERS

Section 1. To be eligible for membership the candidate must be a member the sophomore or junior class. Candidates must have been in attendance at this school the equivalent of one semester with a minimum of four classes per semester and eligible to receive a Franklin High School diploma. Some candidates may be ineligible for induction because of the semester ruling.

Section 2. Candidates must have a cumulative scholastic average of 3.5 (on a 4.0 scale). Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 3. The selection of each member to membership in the chapter shall be by a majority vote of the faculty committee.

Section 4. A description of the selection procedure shall be published in the chapter handbook and be available to students and parents through the Franklin Student Handbook. The selection procedure shall be determined by the faculty committee in cooperation with the adviser and shall be consistent with the rules and regulations of the National Honor Society.

Section 5. The National Council and the NASSP shall not review the judgment of the faculty committee regarding selection of individual members to the local chapter.

ARTICLE VII DISMISSAL

Section 1. The procedure for dismissal shall be determined by the Faculty Committee in compliance with the rules and regulations of the National Honor Society. A written description of dismissal procedures will be available in the chapter handbook.

Section 2. A member who falls below the standards which were the basis for selection shall be promptly warned in writing by the chapter adviser and given a designated period of time in which to correct the deficiency. In the case of flagrant violation of school rules or laws, a member need not be warned before dismissal.

Section 3. The Faculty Committee shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Committee.

Section 5. For the purposes of dismissal, a majority vote of the faculty committee is required.

Section 6. A member who has been dismissed may appeal the decision of the faculty committee under the same rules for disciplinary appeals in the school district.

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

ARTICLE VIII OFFICERS

Section 1. The officers of this chapter shall be president, vice president, secretary, treasurer, and historian.

Section 2. The President shall:

- A. assist the adviser in planning the agendas for membership meetings;
- B. chair meetings of the membership and the executive committee;
- C. attend all executive committee and general membership meetings;
- D. be the official representative of the chapter at all meetings, events, projects, and other school functions as necessary;
- E. call special meetings of the membership in agreement with the adviser;
- F. perform all other duties designated by the adviser.

Section 3. The vice president shall:

- A. chair meetings in the absence of, or at the request of, the president;
- B. oversee all service project co-chairs and collect and save project reports with copies to the adviser;
- C. prepare regular reports for the adviser, the president, and the membership concerning individual service hours;
- D. attend all executive and general membership meetings;

perform all other duties designated by the adviser.

Section 4. The secretary shall:

- A. take minutes at all meetings (membership, executive committee, and special meetings);
- B. prepare minutes to be read at each meeting with copies for the NHS files, president, and adviser;
- C. handle all correspondence for the chapter;
- D. write thank you notes to volunteers who assist the chapter;
- E. prepare the monthly newsletter to be mailed to the members;
- F. attend all executive committee and general membership meetings;
- G. perform all other duties designated by the adviser.

Section 5. The treasurer shall:

- A. work with the adviser to keep accurate records of income and expenses for the chapter through the accounting procedures established by the school for student activities funds;
- B. prepare a treasurer's report for the president, the membership and the adviser for each meeting of the membership;
- C. attend all executive committee and general membership meetings;
- D. present the books of the chapter for annual audit by the assistant principal for business, or his or her designee;
- E. perform all other duties designated by the adviser

Section 6. The historian shall:

- A. keep a current record of the chapter's activities through scrapbooks, displays, and photographs;
- B. seek opportunities to promote the local chapter in the school, community, and the state;
- C. attend all executive committee and general membership meetings;
- D. perform all other duties designated by the adviser.

Section 7. Election of Officers

A. Candidates for office must declare their intent in writing following the nominating and election procedures outlined in the chapter handbook.

B. A majority of the votes cast shall be necessary to elect any chapter officer.

Juniors ONLY are eligible for election to office.

D. Elections shall be held at the last membership meeting of the school year. All members, including new inductees, are eligible to vote.

E. The term of office shall be from June of one school year until June of the following year.

Section 8. Vacancy in office.

A. A vacancy in the office of president shall be filled by the vice president for the remainder of the president's term.

B. A vacancy in the office of the vice president, secretary, treasurer, or historian shall be filled by a majority vote of the executive committee.

Section 9. Removal from Office

A. An officer may be removed from office for not fulfilling the responsibilities of the office, absences from officer meetings, non-attendance at regular meetings of the National Honor Society, and unexcused absences for required events of the Society.

B. An officer may be removed from office with the following procedure:

1. The adviser will consult with the officer about the problem and the officer will receive a written warning.

2. If the problem is not corrected within a reasonable amount of time, the adviser will make a recommendation to the Faculty Committee.

3. A majority vote of the Faculty Committee shall be necessary for the removal of an officer.

4. The officer removed from office will receive written notification of the removal.

5. An appeal of the removal will be heard by the Faculty Committee.

6 A final appeal will be heard by the Principal.

ARTICLE IX
EXECUTIVE COMMITTEE

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

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, and make recommendations to the chapter at its general membership meetings. All actions of the executive committee may be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policies and regulations.

Section 4. The executive committee shall meet weekly with the adviser. Written minutes will be kept on file by the secretary and the adviser.

Section 5. The executive committee shall have the responsibility for planning the chapter's yearly service projects and the power to select co-chairs for each of the service projects.

ARTICLE X
MEETINGS

Section 1. The regular meetings of the chapter shall be held MONTHLY during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. Special meetings may be called by the chapter president with the approval of the adviser.

Section 3. Meetings shall be conducted according to Robert's Rules Of Order, Newly Revised in all points not expressly provided for in the constitution of this chapter.

ARTICLE XI
PARTICIPATION OF MEMBERS

Section 1. Members are required to be active participants in chapter meetings and projects related to the four ideals of the National Honor Society: Scholarship, Leadership, Character, and Service.

Section 2. Service projects shall be the primary focus of the this chapter. The executive committee shall be responsible for selecting and planning major service projects for each academic year. Members may suggest service projects which will then be researched and evaluated by the executive committee for a decision on the proposed project.

Section 3. NHS service projects shall have the following characteristics:

- A. fulfill a need within the school or community;
- B. have the support of the administration and faculty;
- C. be appropriate and educationally defensible;
- D. be well planned, organized, and executed;
- E. have a full written report at the completion of each project.

Section 4. Each member is expected to participate in mandatory projects, as established by the executive committee.

Section 5. Each member shall complete a minimum of 15 hours of service each semester to maintain active membership in the chapter.

Section 6. A detailed description of requirements for active participation in this chapter shall be developed by the faculty committee and the adviser, and shall be published in the chapter handbook.

Section 7. The chapter shall publicize its projects and activities in a positive manner.

ARTICLE XII

OFFICIAL INSIGNIA

Section 1. This chapter shall have an official emblem selected by the National Council of the National Honor Society.

Section 2. Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem.

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

Section 4. All insignia must be procured from the National Secretary of the National Honor Society through the chapter adviser.

Section 5. The motto of the National Honor Society shall be NOBLESSE OBLIGE.

Section 6. The official colors of the National Honor Society shall be blue and gold.

ARTICLE XIII

BYLAWS AND AMENDMENTS

Section 1. Bylaws are intended to clarify operating procedures for the chapter and to amplify sections of the national NHS Constitution. Bylaws do not need the approval of the National Council but must be consistent with the national constitution.

Section 2. The chapter bylaws may be amended by recommendation of the Faculty Committee and the chapter Executive Committee and by a two-thirds (2/3) vote of the chapter membership in attendance.

Section 3. Previous notice for the amending of the bylaws must be in writing to the membership at least one week prior to the vote on the amendment.

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