

**By-laws of the National Honor Society
John P. Makowski Chapter
Paw Paw High School**

**ARTICLE XVII
BY-LAWS**

Section 1. Each chapter shall write by-laws to amplify sections of this Constitution and to clarify operating procedures of the chapter. By-laws do not need the approval of the National Council but must be consistent with this Constitution.

Section 2. The chapter by-laws shall contain information concerning the selection and duties of the officers, the schedule of meetings, member obligations, dues, and the like.

Section 3. State or regional affiliation by-laws must be approved by the secretary of the National Honor Society (Director of NASSP's Division of Student Activities) and must be consistent with this Constitution.

Section 4. The officers of this chapter shall be a president, vice-president, secretary, and treasurer.

Section 5. A majority of votes cast shall be necessary to elect any officer. In the case of a tie, the president shall be the tiebreaker.

Section 6. It shall be the duty of the president to preside at the meetings of this chapter. The president shall be responsible for submitting an agenda to the adviser(s) one day prior to each chapter meeting.

Section 7. The vice-president shall fill the chair of the president in their absence. The vice-president shall oversee the activities of all existing committees.

Section 8. The chapter secretary shall keep the minutes of the meetings, a record of all business, and all records on file. The secretary shall be responsible for all chapter correspondence.

Section 9. The treasurer shall receive and disburse all funds of the chapter and shall keep an accurate account of receipts and disbursements in accordance with school regulations.

Section 10. The committee chairs shall coordinate all committee activities and shall provide a written report to the vice-president prior to each chapter meeting that the committee is in existence.

Section 11. It shall be the duty of the Historian to keep accurate written and pictorial records of the National Honor Society throughout the year for reference and future use.

Section 12. All accounts of the treasurer must be audited annually.

Section 13. The regular business meetings of this chapter shall be held on the second Monday of each month at 2:35 p.m. The executive committee shall meet the week prior to that.

Section 14. Committees will meet the second Monday of each month as needed after the general meeting.

Section 15. Each absence from a business meeting must be excused. An excuse must be submitted to the adviser(s) prior to the meeting. The first unexcused absence will result in a warning. Two unexcused absences will result in being placed on probation. Excessive unexcused absences may result in dismissal from the organization.

Section 16. The attendance committee will consist of the president, two appointed members, and the faculty adviser(s). The committee will meet immediately following each regular meeting to review excuses. The committee will determine whether an excuse is acceptable.

Section 17. The officers of the chapter shall be elected at the second regular meeting of the year.

Section 18. The dues for each member of the National Honor Society shall be \$15.00 per year. The dues must be paid by November each year.

Section 19. To be eligible for membership the candidate must have a three semester GPA of at least 3.50. This is the minimum standard of excellence for the chapter.

Section 20. If a member falls below a 3.30 GPA for any marking period or a 3.50 for any semester, the member is given one marking period to regain a 3.50. This is the probationary period. Only one probationary period is allowed. If a member fails to achieve a GPA of a 3.50 by the end of the probationary period, the member is dismissed from the organization. Exam grades are not considered for a marking period GPA.

Section 21. There shall be a quorum of 2/3 necessary to conduct business.

Section 22. This constitution may be amended by a 2/3 vote of the members and approved at two consecutive meetings before an amendment is added to the constitution.

Section 23. Students who as juniors choose not to become members will not be given the opportunity to become members after that.

Section 24. Members will be required to complete 10 hours of community service and submit the appropriate verification forms to the advisers by May 1. Service that is required for membership in another organization or service that is voluntarily completed as a member of another organization will not be accepted.

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