

**MARVIN RIDGE HIGH SCHOOL CHAPTER  
OF THE NATIONAL HONOR SOCIETY**

**BY-LAWS**

**ARTICLE I: NAME AND PURPOSE**

**Section 1** – The name of this chapter shall be the Marvin Ridge Chapter of the National Honor Society of Marvin Ridge High School.

**Section 2** – The purpose of this Chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship, and to encourage the development of character in students of Marvin Ridge High School.

**ARTICLE II: MEMBERSHIP**

**Section 1** – Membership in the Marvin Ridge Chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

**Section 2** – Membership in the Marvin Ridge Chapter is an honor bestowed by the faculty upon deserving students and shall be based on the criteria of scholarship, service, leadership, and character.

**Section 3** – Eligibility:

- a. Students eligible for selection to the Marvin Ridge Chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in the Marvin Ridge Chapter, the student must have been in attendance for a period of one semester at Marvin Ridge High School.
- c. Students eligible for selection to the chapter shall have a minimum cumulative grade point average (GPA) of **4.0** on a weighted scale. Student's academic records shall be reviewed at the end of the sophomore and junior years to determine scholastic eligibility.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, students shall then be considered based on their service, leadership, and character.

## **ARTICLE III: SELECTION OF MEMBERS**

**Section 1** – The selection of members to the Marvin Ridge Chapter shall be by a majority vote of the Faculty Council consisting of five faculty members of Marvin Ridge High School, appointed by the principal of Marvin Ridge High School. The chapter advisor(s) shall be non-voting, ex officio members of the Faculty Council.

**Section 2** – Prior to selection the following shall occur:

- a. Students who have met the grade level, attendance, and GPA requirements become “candidates.” They shall be notified and asked to complete and submit Membership Selection Forms, which include student activity information, for further consideration for selection. The Membership Selection Forms shall be submitted to the chapter advisor(s) by a stated deadline. No late forms shall be accepted.
- b. The faculty and administration of Marvin Ridge High School shall be requested to evaluate and submit a Character Evaluation Form to the chapter advisor(s) to assist the Faculty Council in determining character. Any candidate receiving a minimum of two valid character concerns, as determined by the Faculty Council, shall be eliminated from consideration for membership in the Marvin Ridge Chapter of the National Honor Society.
- c. Any candidate receiving “Out of School Suspension” (OSS) during his/her high school years OR “In School Suspension” (ISS) for more than one incident during the previous year shall be eliminated from consideration for membership in the Marvin Ridge Chapter of the National Honor Society.
- e. The Faculty Council shall review the Membership Selection Forms and the Character Evaluation Forms in order to determine the candidates who shall be selected for membership. The Faculty Council shall select those candidates whom they feel exhibit sufficient evidence of leadership and service based upon the information received on the Membership Selection Forms and strong character based upon the information received on the Character Evaluation Forms.

**Section 3** – The selection of new, active members shall be held once a year near the end of second semester. The induction ceremony shall take place for those selected members early in the first semester of the following school year. (An exception will occur with the inaugural selection and induction, which will be dependent upon the application and receipt of the charter and the review of student records.)

**Section 4** – The candidates who are selected for membership into the Marvin Ridge Chapter shall be notified in writing. They shall be expected to accept and sign the by-laws. A formal induction ceremony shall welcome the candidates into membership. The candidates then officially become “active members.”

**Section 5** – An active member of the Marvin Ridge Chapter of the National Honor Society who transfers from Marvin Ridge High School shall be given a letter indicating the status of his/her membership and signed by the principal and/or chapter advisor(s).

**Section 6** – An active member of another chapter of the National Honor Society who transfers to Marvin Ridge High School shall be accepted into the Marvin Ridge Chapter upon providing proper documentation from the principal of his/her former high school or from the chapter advisor(s). The Faculty Council shall grant the transferring member one semester to attain the membership requirements of the Marvin Ridge Chapter. Thereafter, this member must maintain those requirements of the Marvin Ridge Chapter in order to retain his/her membership.

#### **ARTICLE IV: DISCIPLINE AND DISMISSAL**

**Section 1** – Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal from the Marvin Ridge Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

**Section 2** – If a member's cumulative GPA falls below the standard in effect when he/she was selected (cumulative GPA of **4.0** on a weighted scale) the member shall be given a written warning and a time period of one semester to restore his/her average. If the cumulative GPA remains below the required GPA at the end of the given time period, then the member shall be dismissed from the Marvin Ridge Chapter of the National Honor Society.

**Section 3** – If a member fails to perform any of the required obligations of membership, he/she shall be given a written warning and a time period of **4 months** for improvement. If the obligation remains at the end of the given time period, then the member shall be dismissed from the Marvin Ridge Chapter of the National Honor Society.

**Section 4** – Any conviction for a violation of the law, Marvin Ridge High School rules and regulations, and Marvin Ridge High School conduct code shall result in consideration for dismissal. Examples include, but are not limited to, felonies, misdemeanors, lying, stealing, cheating, excessive tardiness, truancy, ISS, OSS, DUI, possession, selling, or being under the influence of drugs or alcohol, and use of inappropriate language.

An immediate dismissal is indicated for violations of law (i.e., felonies and misdemeanors but not traffic violations) and OSS. A **4 month** probation period along with additional hours of community service is indicated for ISS and violations of school rules and policies. An additional offense resulting in ISS or a repeated violation of school rules and policies indicates dismissal.

**Section 5** – In all cases of pending dismissal:

- a. The member will receive written notification from the Faculty Council and advisor(s) indicating the reason for possible dismissal. The member and advisor(s) may also choose to discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action, including dismissal from the Marvin Ridge Chapter, without a written warning although a hearing must still be held.
- b. The member shall be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in Article X of the National Constitution.) The member shall have the opportunity to present his/her defense either in person or in writing. The Faculty Council shall vote on whether to dismiss. A majority vote of the Faculty Council is required to dismiss any member.
- c. The results of the Faculty Council vote shall be reviewed by the principal, and then, if confirmed, expressed in a letter sent to the student, parents, and the principal. Dismissed members must surrender any membership emblems to the advisor(s). The dismissed member is no longer a member and shall never again be considered for membership in the National Honor Society.

**Section 6** – In lieu of dismissal, the Faculty Council may impose disciplinary sanctions and/or probation upon a member as deemed appropriate.

## **ARTICLE V: OFFICERS**

**Section 1** – The officers of the Marvin Ridge Chapter of the National Honor Society shall be president, vice president, secretary, treasurer, and historian. These officers along with the faculty advisor(s) shall constitute the Executive Council.

**Section 2** – Selection of officers for the next school year shall be conducted in late April or May. All returning, active members shall be eligible to run for a position as an officer. Any member on probation at the time of officer selection may not run for any office.

**Section 3** – Any member interested in holding an office shall complete an Election Form stating the desired office, qualifications, and expectations for that office and submit to the advisor(s) by a stated deadline. Upon approval by the advisor(s), the candidates shall present themselves before the Chapter members. All current members shall vote by written ballot. The advisor(s) will tally ballots and announce the slate of officers.

**Section 4** – It shall be the duty of the President to preside at all meetings. The President shall be the Society's contact to Marvin Ridge High School and to the community. The President shall oversee all activities and responsibilities of the Society. The President of the Marvin Ridge Chapter may not serve as president of another school club or organization during his/her term.

**Section 5** – The Vice President shall preside in the absence of the President. The Vice President shall assist the President with activities and responsibilities. The Vice President shall have the responsibility of sharing monthly community service opportunities with members and recording member’s contributions to leadership and service.

**Section 6** – The Secretary shall prepare agendas for meetings, keep the minutes at each meeting and record attendance at each meeting. The Secretary shall be responsible for all official Marvin Ridge Chapter correspondence.

**Section 7** – The Treasurer shall keep record of the community service hours for each member and will provide an update of hours **completed periodically**.

**Section 8** – The Historian shall be responsible for collecting pictures and mementos from the Society’s projects and activities. The Historian shall prepare a scrapbook of the year’s activities to be held in the Marvin Ridge High School archives.

**Section 9** – If an officer is removed from his/her position during a term or can no longer fulfill the obligation, he/she shall be replaced by a candidate from the election. The chapter members, when provided with a list of members who were candidates for that position in the previous election, shall vote by secret ballot. The chapter advisor(s) shall tally and announce the new officer. However, if the President can no longer maintain that office, the Vice President will step into the position of President. A new Vice President would be elected from the candidates on the previous election ballot.

## **ARTICLE VI: MEETINGS AND ATTENDANCE**

**Section 1** – Attendance at all Marvin Ridge Chapter meetings shall be mandatory. Meetings shall be held a minimum of once a month, before school, unless dictated otherwise by the chapter advisor(s) or the school calendar.

**Section 2** – Participation in all Marvin Ridge Chapter functions, including but not limited to, induction ceremony, fundraisers, and service projects shall be mandatory. Failure to participate may result in probation (See Article 4 Section3).

**Section 3** – An absence to a meeting or function shall result in disciplinary action. **An absence may be excused after evaluation by the advisors provided the member presents a written explanation to the chapter advisor(s) prior to the meeting day.** One unexcused absence shall result in probation for the remainder of the school year. Another unexcused absence shall result in dismissal.

**Section 4** – A member shall be considered tardy if he/she arrives to a meeting or function after the scheduled start time. Two tardies will equal one absence.

## **ARTICLE VII: SERVICE EXPECTATIONS**

**Section 1** – Each member of the Marvin Ridge High School Chapter of the National Honor Society shall be expected to perform a minimum of 20 hours of service to Marvin Ridge High School and/or the community each year (September through August for juniors and September through end of May for seniors.)

**Section 2** – Each member of the Marvin Ridge Chapter shall be expected to participate in the Marvin Ridge Chapter's group service project.

**Section 3** – Service activities shall be selected from an approved list that shall be provided to members or be pre-approved by the chapter advisor(s).

**Section 4** – All service hours shall be documented (date, time, place, activity, signature, etc.) on the member's Service Log. The Service Log shall be submitted to the chapter advisor(s) at the end of each semester.

## **ARTICLE VIII: DUES**

**Section 1** – The Marvin Ridge High School Chapter of the National Honor Society shall collect dues from each member. The dues are \$20 payable to Marvin Ridge High School and go towards the National Chapter and Marvin Ridge Chapter. The dues shall be used to cover costs associated with the yearly renewal of the charter, the annual induction ceremony, insignia items, and other needs as determined by the Society's advisor(s) and school principal. In addition to membership dues, seniors will be responsible for the purchase of their stole for graduation recognition.

## **ARTICLE IX: POWERS**

**Section 1** – The chapter advisor(s) shall have the authority to supervise the administration of Marvin Ridge Chapter activities, as delegated by the school principal.

**Section 2** – The principal shall reserve the right to approve all activities and decisions of the Marvin Ridge Chapter.

**Section 3** – These by-laws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

## **ARTICLE X: AMENDMENTS**

**Section 1** – The by-laws may be amended with the approval of the Faculty Council, the advisor(s), and the principal. All amendments must be consistent with the Constitution of the National Honor Society.

**Established: December 2007**

**Revised: March 2019**