

Bylaws for National Honor Society of Porter Ridge High School

ARTICLE I: NAME AND PURPOSE

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

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 to encourage the development of character in students of Porter Ridge High School.

ARTICLE II: MEMBERSHIP

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.

Section 2. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 3. Eligibility:

- a. Candidates eligible for election to this chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one year at Porter Ridge High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of a weighted 4.0.
- d. Candidates eligible for election to this chapter must complete 20 hours of community service during the summer prior to being selected into membership.
- e. Candidates eligible for election must exhibit a good sense of character determined by their discipline record and references from their teachers as well as within the community.
- f. Candidates eligible for election must exhibit leadership through obtaining a leadership position with a specific title or role within the school, community, or professional arena prior to being selected into membership.
- g. Upon meeting the grade level and GPA standard requirements, students may apply for membership where they will demonstrate completion of community service and where their character references will be evaluated.

ARTICLE III: SELECTION OF MEMBERS

Section 1. The selection of members into this chapter shall be by a 3/5 vote of the Faculty Council consisting of PRHS faculty members.

Section 2. **Prior** to selection the following will occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.

- b. Students who meet scholastic eligibility will be provided the opportunity to complete a membership application.
- c. Students' records of service hours as provided by the membership application will be reviewed.
- d. Students' disciplinary records shall be reviewed as well as teacher recommendations.
- e. Students' leadership qualifications as provided by the membership application will be reviewed and evaluated.
- f. The Faculty Council shall review the membership application as well as faculty evaluations in order to determine membership selection.

Section 4. Candidates become members when inducted at a special ceremony and all dues have been paid.

Section 5. An active member of the National Honor Society who transfers from this school shall be given a letter indicating the status of his/her membership and signed by the principal.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter if he meets the PRHS qualifications for membership. If he does not meet the qualifications established by the Porter Ridge High School Chapter, the Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership. If the transfer member does not achieve the Porter Ridge High School Chapter qualifications by that deadline, he will be considered an inactive member of the National Honor Society.

ARTICLE IV: SCHOLARSHIP

Section 1: To *become eligible* for membership into the PRHS chapter of the National Honor Society, students must have a weighted 4.0. Records provided by the school's data manager will be obtained by the chapter advisor and students who meet the scholastic requirements will be identified.

Section 2: To *remain an active member* in the PRHS chapter of the National Honor Society, students must maintain a weighted 4.0 during the time of membership. Records provided by the school's data manager will be obtained by the chapter advisor each semester and students scholastic records will be checked. Any student who does not meet the above stated GPA or cumulative average will be subject to disciplinary action.

ARTICLE V: SERVICE

Section 1: To *become eligible* for membership into the PRHS chapter of NHS, students must complete a total of 20 community service hours during the summer before their year of eligibility. So, juniors should complete their 20 hours during the summer between their sophomore and junior years if they will be eligible and intend to apply during their junior year. Seniors should complete their 20 hours during the summer between their junior and senior years if they will be eligible and intend to apply during their senior year.

Service must benefit the community and not an individual person or firm.

Examples:

Acceptable: You participate in a church-sponsored event to help people in the community.

Unacceptable: You participate in the building of a new addition to your church.

Acceptable: You participate in a fundraiser for a homeless shelter in your community.

Unacceptable: You participate in a fundraiser for your band or sports team.

You will not receive service hour credit if you are compensated for your service, i.e. your part-time job.

Section 2: To *remain an active member* of the PRHS chapter of NHS, students must complete three (3) hours of community service during the first five six-week periods, totaling fifteen (15) hours over the course of the year. Students must also complete a total of twenty (20) hours over the summer. Failure to complete the 20 summers hours of community service will result in dismissal from the club.

Section 3: Active members will document completion of service hours each six weeks on a service hour form provided by the club sponsors. **Completion and documentation are due to the club sponsors on the last day of each six weeks** as published on the Union County Public Schools traditional schools calendar located on the Union County Public Schools website.

Section 4: Students who do not complete the required service hours each six weeks or over the summer will be subject to disciplinary action as outlined below.

Section 5: Service is defined as an action that helps another or where work is done for someone unrelated to you and there is no exchange of money for the action or work done

Section 6: Service hours must be completed outside of the school day, (8:00 am - 2:55 pm).

Section 7: Service hours may not be completed for both NHS and another club/class on campus. Service hours must be solely for NHS.

Section 8: Verification of completed service must be by an adult from the organization where service was conducted and may not be the member's parent or guardian.

Section 9: Any act of service for someone other than a family member, where no money has been exchanged, that is completed outside of the school day, and that is not required for membership in another club or as part of a class grade is expected for active members of NHS.

ARTICLE VI: LEADERSHIP

Section 1: To *become eligible* for membership in the PRHS chapter of NHS, students must demonstrate leadership within the high school and/or community **prior** to applying.

Section 2: Being selected as an officer or committee leader for the following academic year does **not** meet leadership expectations for a student who is applying for membership. The leadership must be demonstrated **prior** to applying.

Section 3: Leadership is a position of authority or being in charge of others.

Section 4: Leadership is separate and distinct from service.

ARTICLE VII: CHARACTER

Section 1: To *become eligible* for member into the PRHS chapter of the NHS, students may not have any ISS, OSS, or criminal activity outside of school.

Section 2: To *remain an active member* in the PRHS chapter of NHS, students are expected to maintain a high degree of character, morality, honesty, and personal integrity in regards to conduct both inside and outside of school.

Section 3: Active members who are caught violating school policies or who are involved in criminal activity will be subject to disciplinary action as outlined below.

ARTICLE VIII: CHAPTER MEETINGS

Section 1: Chapter meetings for the PRHS chapter of NHS will occur the fourth (4th) Tuesday of every month at 7:35 am in the auditorium (unless otherwise posted on the NHS school web page).

Section 2: Students are expected to attend **all** of the meetings that occur throughout the academic year.

Section 3: Participation in special group functions, for example the induction ceremony or any fundraisers, is required for all members.

Section 4: If a student foresees missing a meeting, he/she must obtain prior approval from the advisor one week before the regularly scheduled meeting.

Section 5: If a student is absent from a scheduled meeting and has not received prior approval, he/she must present a note to the advisor within two (2) days stating the reason for his/her absence. It is at the discretion of the advisor whether or not the absence is excused.

Section 6: Students who have not arrived to a regularly scheduled meeting within the first five minutes after the start of the meeting are considered absent and must provide a note to the advisor as stated above.

Section 7: In general, valid excuses for missing chapter meeting include, but are not limited to, illness (in which case the member must have a note, or some manner of documentation), prior school related commitments (tutoring or things of that nature). Students must provide documentation to the chapter advisor as to the reason for the absence. All other reasons for absences will be at the discretion of the chapter advisor on a case by case basis.

ARTICLE IX: DISCIPLINE AND DISMISSAL

Section 1. 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. Any student who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Porter Ridge High School Chapter of the National Honor Society.

Section 2. Academic records will be checked by the chapter advisor at the end of each semester. Any member whose grade point average falls below a weighted 4.0 will be placed on probation for the duration of one semester. If the cumulative grade point average remains substandard when the probationary period ends, that member will be dismissed from the National Honor Society.

Section 3. A member that has **three unexcused absences** from chapter meetings of the National Honor Society will be dismissed. Members will be notified after each meeting absence and informed of future meeting dates.

Section 4. Violations of the law or school regulations that result in incarceration, ISS, OSS, or expulsion will result in probation and/or dismissal of a member. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school related activities. Refer to your student handbook for a detailed set of the school rules. Discipline records will be checked regularly to determine continued membership.

Section 5. Each member shall have the responsibility for choosing and participating in an individual service project throughout the current academic year which reflects his/her particular talents and interests and is approved by the chapter advisor. This is in addition to the chapter projects to which all members contribute. Students are expected to complete three (3) hours of service each six weeks period. Documentation for the individual service hours should be provided to the chapter advisor at the end of each six weeks period. Failure to complete service hours one six weeks will result in a student being placed on probation with the expectation of that student completing the missed three hours during the following six week period in addition to the regularly expected three hours of service. If the student fails to complete their service hours during a second six weeks period, they will be dismissed from the club. Failure to complete the 20 summer hours of community service and turn in the documentation on the required date **for returning members** will result in dismissal from the club.

Section 6. If a student is placed on membership probation, that student is expected to remain active and complete all areas of academics, service, leadership, and character until full membership is resolved.

Section 7: If a student is on probation and fails to meet membership expectations in any other area for membership, that member will be dismissed from the club.

Section 8. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor/Executive Committee. The member and advisor will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
- b. The member will 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 has the opportunity to present his/her defense either in person or in writing. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the principal and then if confirmed, communicated to the student and parents. Dismissed members must surrender any membership emblems to the advisor.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Section 9: In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE X: OFFICERS

Section 1. The officers of the chapter shall include the president, vice president, secretary, treasurer, and historian.

Section 2. Officers shall be elected at the end of each school year. All returning active members are eligible to become nominated for a position as an officer. All active members of the chapter are eligible to nominate and vote.

Section 3. A majority of votes cast shall be necessary to elect any officer of this chapter. In the event of a tie between two or more persons, a second vote shall be taken.

Section 4. It shall be the duty of the president to preside at the meetings for this chapter. The president shall also oversee activities and projects and make certain that jobs are equally divided among the members.

Section 5. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service. The vice president shall stand by the president and be informed of all matters.

Section 6. The secretary shall record minutes of meetings and activities and be responsible for all official chapter correspondence. Distributing announcements for future meetings shall be the duty of the secretary.

Section 7. The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter alongside the chapter advisor. The treasurer shall keep the chapter updated on the chapter finance status.

Section 8. The historian maintains a permanent record of the chapter's members and activities. Photographs, newspaper clippings, programs, and other tangible materials should be organized in some form for future reference.

ARTICLE XI: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the faculty adviser and the chapter officers.

Section 2. The Executive Council will meet each Monday morning prior to each chapter meeting. That is, the 4th Monday morning of each month.

Section 3: The chapter officers are expected to be present at the induction ceremony and any other special functions. Absence from these events could result in removal from the executive council.

ARTICLE XII: ACTIVITIES

Section 1. This chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects. Failure to do so will result in a student having to complete five (5) additional individual community service hours for the current academic year.

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community, have the administration and the faculty support, be appropriate and educationally defensible, and be well planned, organized, and executed.

Section 4. The chapter shall publicize its projects in a positive manner.

ARTICLE XIII: EMBLEM

Section 1. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the National Honor Society stole at graduation.

ARTICLE XIV: DUES

Section 1. Dues for this chapter shall be a one-time fee of **\$20.00**, which includes a membership certificate, a membership pin, and dues to the National organization.

Section 2. Students who are newly inducted into National Honor Society have the option of purchasing a NHS t-shirt at a cost of **\$10.00**.

Section 3. Dues shall be payable to the chapter treasurer or chapter advisor prior to the induction to the group.

Section 4. Senior members in good standing will be recognized as a member of National Honor Society during the commencement ceremony by wearing an honor stole provided by the chapter. Any senior member wishing to keep their stole may purchase one for a fee.

ARTICLE XV: POWERS

Section 1. The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3. These bylaws 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 XVI: AMENDMENTS

Section 1. These bylaws may be amended by the chapter advisor and approved by the Faculty Council and principal.

Section 2. Bylaws and amendments must be consistent with the Constitution of the National Honor Society.