

# **BY-LAWS: NATIONAL HONOR SOCIETY**

## **Timberlane Regional High School**

### **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this chapter shall be the Timberlane Regional High School Chapter of the National Honor Society of Timberlane Regional 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 to encourage the development of character in students of Timberlane Regional 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 upon the criteria of Scholarship, Service, Leadership, and Character.

Section 3. Eligibility:

- a. Candidates eligible for selection 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 semester at Timberlane Regional High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.5 (3.75 for the 2013-2014 school year). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership at the end of Quarters 1 their senior year.
- d. Upon meeting the grade point average expectation, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

Section 4. Conditions of Membership:

- a. Members must complete a minimum of thirty-five hours of community service during each school year. Member's community service hours begin after induction.
- b. Members must turn in their community service log to chapter advisers by the end of each semester. Failure to do so can result in disciplinary action, including probation and possibly dismissal.
- c. Members must actively participate in chapter activities, including but not limited to chapter meetings.
- d. Members who do not actively participate in chapter activities and maintain a total of 15 merits the first semester and 20 merits the second semester (earned through attendance at meetings and community service endeavors). Failure to earn the minimum merits may be subject to disciplinary action, including probation and possibly dismissal.

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

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council. The chapter adviser(s) shall be an additional non-voting member of the Faculty Council.

Section 2. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified via letter and asked to complete and submit the Candidate Application for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible

on the basis of scholastic attitude, service, leadership, and character using the official evaluation form provided by the chapter adviser.

d. The Faculty Council shall review the Candidate Application and faculty evaluations in order to determine membership.

Section 3. The selection of new, active members shall be held once a year during the second semester of the school year. Reapplication will take place in the first semester of the new, eligible candidates' senior year and those who would like a chance to reapply who were not admitted in the spring of their junior year.

Section 4. Candidates become members when inducted at a special ceremony.

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

Section 6. An active member of the National Honor Society who transfers to this school will be *automatically* accepted for membership in this 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.

Section 7. Appeal Process:

a. After denial, the candidate can request an appeal with the high school principal within two weeks of the date on the denial letter.

b. As part of the appeal process, the denied candidate should prepare a letter that reflects why they believe they should have been accepted and bring it to the meeting with the high school principal.

c. If the principal feels the appeal is warranted, he can reconvene the faculty council.

d. The faculty council will review the letter of appeal and revote.

e. The decision will be made by a majority vote.

f. The faculty council's decision will be final.

#### **ARTICLE IV: DISCIPLINE and DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Timberlane Regional High School 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 grade point average falls below the standard in effect when he/she was selected, he /she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the chapter's advisers that may include dismissal from the chapter.

Section 3. Should a member's cumulative GPA fall below a 3.5 (or 3.75 in the 2013-2014 school year) after the third marking period of his/her senior year, the dismissal proceedings will begin immediately in lieu of the probation period.

Section 4. Violation of the law or school regulations can result in 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.

Section 5. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification and a time period for improvement. A conference may be requested by either party (Advisers or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.

Section 6. In all cases of pending dismissal:

a. The member will receive written notification indicating the reason for possible dismissal from the adviser. The member and adviser 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 Counsel 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, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.

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

## **ARTICLE V: OFFICERS**

Section 1. The officers of the chapter shall be president, vice president, secretary, and two officers at large.

Section 2. Student officers shall be elected/chosen by the second convening of the Timberlane Regional High School National Honor Society chapter. All active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3. In order to hold an officer position, a student must:

a. be nominated by a member of the society and that nomination must be seconded by another member of the society.

b. A ballot vote will be conducted. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 5. It shall be the duty of the president to preside at the meetings for this chapter.

Section 6. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 7. The secretary shall take attendance at the meetings and be responsible for all official chapter correspondence.

Section 8. The officers at large will help in planning and making decisions with the president, vice president, and secretary.

Section 9. Additional offices/ad-hoc positions can be created at the discretion of the chapter adviser(s). Positions will be filled in accordance with the chapter by-laws and persons filling such positions will be expected to adhere to general duties of office.

Section 10. It shall be the duty of all officers to meet with the adviser(s) on a bi-weekly basis. Two unexcused absences from executive committee meetings can result in impeachment and removal from office. An excused absence is an absence from school. All other absences are unexcused at the discretion of the faculty advisor(s). After the second unexcused absence, an evaluation of the officer and their participation will be made. The other officers and the adviser(s) will vote on the continuation of the term. If a decision of impeachment is made, the officer will defend him/herself (this may be accepted or denied by the executive committee), and if requested by a member of the executive committee (other than the impeachment officer) or the adviser(s), a new vote will be taken.

Section 11: Filling vacancies will go as follows:

f. The Vice- President will move up to the office of president if such to be the case.

g. If the officer(s) to be removed holds a position of Vice-president, Secretary, or Officer at Large, the next candidate with the highest amount of votes in the elections will take over.

## **ARTICLE VI: IMPEACHMENT**

Section 1: An officer may be impeached for failure to comply with:

a. Good academic standing (failure to adhere to gpa requirements).

b. Attendance policies of school and chapter by-laws.

c. School discipline rules.

d. Failure to perform his/her duties as specified in the by-laws.

## **ARTICLE VII: EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of the faculty adviser(s) and the chapter officers.

Section 2. The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

Section 3. The executive committee shall meet bi-weekly.

## **ARTICLE VIII: MEETINGS**

Section 1. Meetings of this chapter shall be held on a regular basis as deemed necessary by the faculty adviser(s) and/or chapter officers.

Section 2. All chapter members are expected to attend all regularly-scheduled chapter meetings. Two unexcused absences from chapter meetings can result in disciplinary action, including probation and possibly dismissal. An excused absence is an absence from school. All other absences are unexcused at the discretion of the faculty advisor(s). After the second unexcused absence, an evaluation of the member and their participation will be made. If deemed necessary, the member might be referred to the faculty council for review and possible disciplinary action.

## **ARTICLE IX: ACTIVITIES**

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

Section 2. All members shall regularly participate in these projects.

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

Section 4. Each member shall have the responsibility for choosing and participating in service project(s) which reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize its projects in a positive manner.

Section 6. Failure to participate in chapter activities can result in disciplinary action, including probation and possibly dismissal.

## **ARTICLE X: POWERS**

Section 1. The chapter adviser(s) is/are given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2. The principal shall reserve the final 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.