

2014-2015 HERITAGE HIGH SCHOOL BY-LAWS NATIONAL HONOR SOCIETY

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be *The National Honor Society of Heritage 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 NHS members of *Heritage High School*.

Section 3. Our chapter's mission statement is:

The Heritage High School National Honor Society Chapter exists to embody: Exemplary Scholarship, Excellent Community Service, Innovative Leadership, Remarkable Character. We maintain our high standards with fun, passion and commitment.

ARTICLE II: MEMBERSHIP

Section 1. Membership in this chapter shall be known as active, graduate, honorary and probationary. Active members are NHS members who have participated in the official Induction Ceremony; maintain good membership standing and have normal voting privileges. Active members become graduate members at high school graduation. Honorary members are students who have been accepted to membership by the Faculty Council, but have not participated in the official new member Induction Ceremony. Graduate and Honorary members have no vote in chapter affairs. Probationary members have had membership privileges suspended for a temporary period.

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

Section 3. Eligibility:

- a. Candidates eligible for NHS selection are current freshmen, sophomores or juniors at the time Invitation Letters are distributed.
- 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 *Heritage High School*. Some exceptions may be made by the Faculty Council.
- c. Candidates eligible for selection to the chapter shall have a **minimum cumulative grade point average of 3.2 (out of 4.0; unweighted grade point average)**. **This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for membership.**
- d. Upon meeting the grade level, attendance, and GPA requirements, candidates may then be *considered for membership*. Meeting these basic eligibility requirements DOES NOT mean automatic NHS selection. In addition to these requirements, membership is based on demonstrated service, leadership, and character.

Section 4. Once a student is selected for membership, he/she does not need to re-apply. The will remain a member as long as the NHS chapter standards are upheld.

ARTICLE III: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The 2014-15 chapter adviser is *Timothy Poseley*. The advisor shall be the sixth, non-voting, ex- officio member of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

2014-2015 Faculty Council Members are:

1. Courtney Ziani
2. Stacey MacPherson
3. Dr. Julie Shah
4. Mary Mollway
5. Ray Gregory

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students eligible scholastically ("candidates") shall be invited to submit the Candidate Application Form for further consideration for selection.
- c. The Faculty Council shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form.

d. The Faculty Council shall review the Candidate Application Form, personal statement, disciplinary record, complete transcript, and community service record and faculty evaluations in order to determine who is selected for membership.

Section 3. The selection of new members shall be held once a year during the second semester of the school year.

Section 4. Honorary Members become Active Members after participation in the official New Member Induction Ceremony near the end of second semester.

Section 5. Newly inducted members will receive an official NHS pin and membership card.

Section 6. An active member of the National Honor Society who transfers from HHS to another school with an NHS chapter, will be given a letter indicating the status of his/her membership signed by the advisor or the principal, if they request it

Section 7. An active member of the National Honor Society who transfers to HHS 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 the HHS chapter requirements in order to retain his/her membership.

Section 8. The Chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

Section 9. Non-selection Appeals Procedure:

Students or parents seeking reconsideration of non-selection may request an appeals hearing and appear before the Faculty Council, school principal and NHS advisor. The request must be submitted in writing by the student or parent within 1 week of non-selection notification. Face-to-face with the student and/or their parents, the Faculty Council members will defend their choice of non-selection, or revisit their decision. In any case, the principal has final say and may overturn any Faculty Council decision.

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 Heritage High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing, character and role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below 3.2 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 Faculty Council including possible dismissal from the chapter.

Section 3. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DUI, stealing, destruction of property, bullying, fighting, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities. Any misconduct deemed inappropriate and not reflecting the ideals of the NHS is possible grounds for a probation and/or dismissal.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) may receive written warning notification. A conference may be requested by either party (Faculty Council/Advisor or student/parent). If the member is involved in another violation of the school conduct code, the member may be placed on probation and/or dismissed.

Section 5. Members who do not complete an individual service project are at risk for dismissal. They will be referred to the Faculty Council for membership probation and possible dismissal.

Section 6. Members who do not actively participate in the Collective Community Service Project will be referred to the Faculty Council for membership probation and possible dismissal. In all cases of pending dismissal:

- a. The member will receive written or emailed notification indicating the reason for possible dismissal from the adviser. When possible, member and adviser will discuss the written notification. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without probation.
- 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 Chapter may not deny the right to appear in person. 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 or email 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 principal and after, 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. A student who has been placed on probationary status at least twice within a 3 semester period will have their membership reviewed by the Faculty Council and is at high risk for immediate dismissal.

Section 8. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate. Section 9.

Membership in the National Honor Society is a privilege and not a right.

Section 10. If for any reason a member decides to resign from the National Honor Society, it must be submitted in writing with the resigning member's parent/guardian signature and the student signature. Resignation will take effect immediately.

ARTICLE V: EXECUTIVE OFFICERS

Section 1. The Executive officers shall be co-president, co-president, treasurer, multi-media specialist, secretary and past officer.

Section 2. Executive student officers shall be elected at the last meeting of each school year. All active members in good standing are eligible to run for an officer position. However, at least 2 positions must be held by election year freshmen or sophomores (sophomores/juniors during active year of service). All active members in good standing are eligible to vote.

Section 3. 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 4. The advisor may vote for Executive officers. The advisor's vote is worth the numeric value of 25% of the total votes for each office.

Section 4. It is the responsibility of 3 senior NHS members to tally, verify and re-verify the votes for new Executive Officers.

Section 5. Executive Officers must maintain the National Honor Society, its ideals, its meetings, events and functions as a TOP PRIORITY. Officers should NOT be overcommitted. Failure to do so may result in removal from position and re-election.

Section 6. Executive Officer attendance is essential to the proper functioning of the organization. Executive Officer general meeting and executive meeting absence is limited to 2 total per academic year.

Section 7. After 2 total absences (general or executive meetings), the officer's position may be in jeopardy. The Faculty Council will decide if another election should take place to re-elect an officer who is unable to properly fulfill their attendance obligation.

Section 8. Executive Officers absent from Executive Meetings aren't allowed to present any agenda items at the following General Membership meeting.

Section 9. Executive Officers absent from General Membership meetings aren't allowed to present agenda items at the following General Membership meeting.

Section 10. Executive Officers will properly prepare general membership meeting agendas, NHS calendar & yearly goal-setting.

Section 11. Executive members, in conjunction with the advisor, will lead General Membership meetings with a collaborative and inclusive spirit inspiring participation and encouraging input from general members.

Section 12. It shall be the duties of both **Co-Presidents** to equally:

- a) Preside at general membership meetings and to be the central spokesperson of the NHS chapter
- b) Conduct the chapter's regular and special meetings, or delegate appropriately
- c) Create & maintain binders with important NHS docs, service, fundraising, any new ideas kept in central location
- d) Serve as the liaison between chapter and other clubs on campus.
- e) Actively participate in the general membership agenda creation
- f) Distribute the general membership meeting agenda to the members prior to the meeting.
- g) Distribute information to the General Membership via Facebook page or email
- h) Participate in Facebook and Email group discussions
- i) Encourage NHS members to be active in the chapter and its committees and events

- j) Lead by enthusiastic example and remain a positive role model
- k) Appoint NHS members who have leadership abilities to lead certain committees and roles
- l) Survey members to see what contacts they may have in the community for service ideas
- m) Involve as many members in the decision-making process as possible
- n) Allow NHS members the chance to share ideas and create an NHS chapter community spirit
- o) Be open to new ideas
- p) Assist the adviser with ordering NHS products and wearables
- q) Help the adviser complete paperwork to prepare an event or meeting.
- r) Assist the adviser with awards events, fundraising events and the Induction Ceremony
- s) Work closely and collaboratively with the adviser and other executive officers
- t) Thoroughly understand the NHS chapter by-laws
- u) Attend ALL meetings (Executive and General) and extra NHS events
- v) Regularly contribute to the NHS Facebook page

Section 12. It shall be the duty of the **Treasurer** to:

- a) Be diligent in following school procedures in handling money
- b) Review financial reports with the advisor
- c) Know the exact balance on hand when you take over
- d) Meet with ASB clerk (Araceli Zonda) to learn what forms need to be signed and turned in to collect payment.
- e) Create & maintain a binder containing all pertinent financial & fundraising docs kept in a central location
- f) Keep detailed and accurate records of each member's dues
- g) Make a monthly report at meeting so all members know where the chapter stands financially.
- h) Advise the chapter when finances are concerned, what can be afforded, etc.
- i) Assist the Co-Presidents with financial issues.
- j) Never leave the chapter's money box unattended.
- k) Always have another person present when counting money from a fundraiser.
- l) Make a receipt of money collected and have another person initial all receipts.
- m) Deposit money ASAP. Don't take money home. If necessary, have the adviser secure it until it can be deposited.
- n) Review procedures with any students helping with handling money for the chapter.
- o) Keep expenditures noted in the meeting minutes
- p) Make sure the chapter never spends more money than it has in the account.
- q) Oversee the details of chapter fundraising activities
- r) Participate in the Bringing Home the Bacon fundraising committee
- s) Thoroughly understand the NHS chapter by-laws
- t) Attend ALL meetings (Executive and General) and extra NHS events
- u) Regularly contribute to the NHS Facebook page

Section 13. It shall be the duty of the **Multi-Media Specialist** to:

- a) Remain equitable to the amount of public exposure each member receives (do not only take/post photos of same people)
- b) Keep organized record and photo/video documentation of all chapter events and activities
- c) Share/post our accomplishments and events via Facebook (images and/or written posts)
- d) Be yearbook main contact
- e) Attend all events (required/non-required) with camera to collect footage, or, if unavailable, to delegate task to a member
- f) Create photo/video montages when asked
- g) Contribute regularly to the group Facebook page
- h) Create/delegate all publicity for upcoming events (posters/flyers/ etc)
- i) Thoroughly understand the NHS chapter by-laws
- j) Attend ALL meetings (Executive and General) and extra NHS events
- k) Manage and create Sign-up Genius for all event registrations
- l) Work closely with Past Officer to manage the Adopt-A-Highway Program and recruit monthly cleanup volunteers

Section 14. It shall be the duty of the **Secretary** to:

- a) Record detailed general meeting minutes (see example below)
- b) Record detailed executive board meeting minutes
- c) Send complete general membership meeting minutes within 7 days of the meeting date to the advisor
- d) Maintain a current and accurate listing of committees and their members
- e) Handle all communications incoming and outgoing, including thank you notes
- f) Assist Co-presidents in creating agenda for meetings
- g) Thoroughly understand the NHS chapter by-laws
- h) Attend ALL meetings (Executive and General) and extra NHS events

- i) Regularly contribute to the NHS Facebook page

Section 15. It shall be the duty of the **Past Officer** to:

- a) Be a former Executive Board member serving in a peer advisory role
- b) Attend all Executive Board meetings to advise when necessary
- c) Share past experience and ideas, but not to undermine the current Board
- d) Perform any special task or duty asked of him/her by the Exec Board and/or the advisor
- e) Lead in an enthusiastic manner encouraging all NHS members to become involved
- f) Be a positive role model for general members
- g) Regularly contribute to the NHS Facebook page
- h) Participating in NHS events
- i) Thoroughly understand the NHS chapter by-laws
- j) Attend ALL meetings (Executive and General) and extra NHS events
- k) Work closely with Multi-Media Specialist to manage the Adopt-A-Highway Program and recruit monthly cleanup volunteers

Section 16. For whatever reason, if any of the Executive Board positions should come vacant during the school year; a re-election of the position should take place at the next general membership meeting.

Section 17. Mandatory Executive Board meetings will be held every month, in addition to monthly general membership meetings. Additional meetings may be added to this schedule as necessary.

Section 18. If General Members, other Executive Officers or the Advisor observes an Executive Officer not properly fulfilling their officer role, a formal warning will be issued. If responsibilities remain neglected, the officer may be referred to the Faculty Council. Their title could be revoked and a new officer elected.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the NHS adviser 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 by the chapter members.

Section 3. The advisor will be responsible for meeting attendance and event participation logs. Accurate, up-to-date information will be added to a Google Doc accessible to members, parents and Faculty Council upon request. This official document will be used to determine active membership status. It will also accurately track members who lack attendance and participation in our NHS chapter. This document will be the key source of information pertaining to awarding participation rewards or referring members to Faculty Council for disciplinary action.

ARTICLE VII: MEETINGS AND ATTENDANCE POLICY

Section 1. Every NHS member's ideas and input count! Participation and presence at our meetings serve to maintain the integrity of our organization and to ensure the greatness of our chapter and the people who make it up.

Section 2. All NHS meetings are mandatory and have been scheduled a year in advance.

Section 3. Mandatory General Membership meetings held once per month. All general members and Executive Officers must attend. Section 4.

Executive officers must also attend mandatory monthly Executive Committee meetings.

Section 5. Excused or Unexcused meeting absences do not exist. There are only absences; subsequently attendance point deficiencies.

Section 6. For general members: an annual (May to May) maximum of 2 absences (4 attendance credits) from mandatory monthly general membership meetings for ANY reason is allotted before a member is referred to the Faculty Council and disciplinary action, including dismissal, may take place.

Section 7. For Executive Officers, the attendance policy is stricter. An annual (May to May) maximum of 2 absences (4 attendance credits) from mandatory monthly general membership meetings or Executive Committee meetings for ANY reason is allotted before an officer is referred to the Faculty Council and disciplinary action, including officer title removal and/or dismissal, may take place.

Section 8. If a meeting absence occurs, it is solely the member's responsibility to review the meeting minutes posted online and to contact an NHS Executive Officer, to learn about NHS meeting information that was missed. Lack of participation or involvement at an NHS event due to a meeting absence and subsequent excuse of "But, I didn't know" is not acceptable, lacks individual responsibility and does not demonstrate the NHS principal of Character, which may lead to a member's membership status being referred to the Faculty Council for possible dismissal.

Section 9. It is the sole responsibility of each member to accurately complete the attendance sheet at each meeting.

Section 10. Every hour of every mandatory meeting (General Membership and/or Executive Board) is counted as 1 attendance credit and will be broken down into 15 minute increments. Members will be credited with the appropriate number of meeting attendance credits based on their true presence. If a member attends only ½ hour of a 2 hour meeting, they will earn only 0.5 meeting credits and be deficient 1.5. All members may accumulate a maximum of 4 attendance credit deficiencies.

Section 11. All attendance records will be available to consult via Google-Docs when specifically requested. The advisor is responsible for the accurate accounting of NHS member attendance credits and deficiencies.

Section 12. Members with absences have the opportunity to make-up their attendance deficiencies by participating in non-mandatory NHS events. Absence make-ups must be done in a timely manner and, ideally, at the very next non-mandatory opportunity. Failure to participate in an upcoming make-up event, without a valid reason to the contrary, will result in the member being referred to the Faculty Council. Examples on non-mandatory events include chapter sponsored: movie nights, social events, application workshop, fundraising activities, induction ceremony assistance, extra chapter-sponsored community service events, field trips, etc. The advisor decides the attendance credit equivalent per event, it will NOT equal 1 hour = 1 attendance credit.

Section 13. NHS Senior Scholarships: The Faculty Council selects five 12th grade NHS member candidates for the NHS Scholarship Program. 12th grade member attendance records, length of membership and overall NHS participation will be strongly considered during the selection process.

Section 14. NHS Senior Scholarships: Interested and eligible senior members must complete and submit an HHS NHS Scholarship Application form to assist the Faculty Council in selection of the 5 NHS Scholarship candidates to represent Heritage High School. The deadline for the HHS NHS scholarship application must be respected, no exceptions will be made.

Section 15. 12th grade members with attendance deficiencies during their senior year will be disqualified from NHS Scholarship Program candidacy.

Section 16. Should a meeting absence occur for any NHS member, written notification (email/Facebook/text message/handwritten note) to the advisor, and/or co-presidents, must be received at least 24 hours prior. Except in the case of a veritable, dire emergency, failure to do will result in the loss of an additional ½ hour attendance credit.

ARTICLE VIII: ACTIVITIES AND MEMBER PARTICIPATION

Section 1. Each academic year, all NHS members are required to perform an Individual Community Service Project (ISP) and participate in the Collective Community Service Project (CCSP). Members failing to actively complete / participate either project will be referred to the Faculty Council for possible probation and/or dismissal.

Section 2. The Executive Committee will decide which semester the ISP is due and which semester the CCSP is due. These deadlines must be respected by the members. If not, the Faculty Council will become involved possibly leading to probation or dismissal.

Section 3. The chapter shall determine 1 (one) **collective community service project** for each year for all members to participate in.

Section 4. All members must participate in the collective community service project. Members not *actively participating* in the required collective service project are subject to referral to the Faculty Council for probation and/or dismissal.

Section 5. "*Active Participation*" will be defined each year by the Executive Board depending on the type of collective community service project selected by the NHS membership.

Section 6. Members not participating in the Collective Community Service will be referred to Faculty Council and are subject to dismissal.

Section 7. The collective community service project must 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 8. Each member is required to perform an **individual service project** reflecting his or her personal talents and interests.

Section 9. The individual service project idea must be pre-approved by the Executive Committee by the set deadline. If the ISP pre-approval deadline is not respected, then 1 meeting hour credit will be deducted.

Section 10. The Executive Committee will set the deadline for the ISP and the deadline must be respected.

Section 11. If the ISP deadline is in the spring semester, it must be completed prior to the annual new member induction ceremony.

Section 12. To showcase the individual service projects, members are required to submit an attractive "Science Project" style tri-fold or poster project. Using images, photos, decorations, title and text, the goal and purpose of a member's individual community service project should be effectively communicated.

Section 13. The ISP posters will be displayed throughout HHS campus to inspire students and staff, and to showcase NHS members. Section 14.

Members not completing an ISP by the deadline are referred to Faculty Council and subject to dismissal.

Section 15. Special interest committees shall be formed by the general membership

Section 16. All NHS members must join or form a special interest committee and participate in that committee for the duration of the semester. Members may participate in more than 1 committee at a time, if they choose.

Section 17. Committees will officially renew or change members every semester. However, members may change committees mid-semester if an issue arises. The secretary must be notified of any committee member changes.

Section 18. Members should be evenly divided among all committees. If a committee has too few or too many people, the General Membership and/or the Executive Board will divide members and suggest or assign them to an appropriate committee.

Section 19. Committees may be created and terminated at any time during the year, but members must always belong to and participate in at least 1 committee.

Section 20. Executive officers, except treasurer, are not required to participate in a committee; however, they can, if they choose. Section 21. The treasurer must actively participate in the Fundraising Committee (Bringing Home the Bacon).

ARTICLE IX: 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 and carrying an official membership card.

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

ARTICLE X: DONATION

Section 1. A one-time required member donation for this chapter is \$15, in exchange, members will receive an NHS wearable. Section 2. The donation is payable to HHS ASB within 90 days of induction.

Section 3. A waiver may be granted to students financially incapable of contributing \$15, but they will not receive the wearable.

Section 4. Students requesting a waiver must contact the advisor within 15 days of the official New Member Induction Ceremony. A fee waiver request must be delivered in writing and be signed by the parent/guardian and the NHS member.

Section 5. A portion of the donation will be used to purchase an annually selected NHS wearable.

Section 6. Members requesting a waiver will not receive the NHS wearable purchased with the donation funds.

ARTICLE XI: POWERS

Section 1. Chapter adviser is given authority to supervise administration of all chapter activities, as delegated by the school principal. Section 2.

Chapter advisor is given authority to supervise Faculty Council for member selection process & discipline action process. Section 3. Chapter advisor is given authority to report all member discrepancies to Faculty Council for evaluation and possible action. Section 4. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 5: 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 XII: AMENDMENTS

Section 1. These by-laws may be amended by a majority vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles II, III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

Title	Printed Name	Signatures	Date
Chapter Advisor	Timothy Poseley		
HHS Principal	Julie Zierold		

Statement of non-discrimination:

The Chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.