

High School BY-LAWS: NATIONAL HONOR SOCIETY



ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the Kyle Hall Chapter of Seaholm High School's National Honor Society.

Section 2. This chapter shall aim to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage character development in Seaholm High School students.

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 council and shall be based on 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. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.5 (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 admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership.
- c. Candidate will need proper documentation of the following:
 - i. 50 hours of prior service from the summer prior to 9th grade year until application. See Appendix 1.
 - ii. Past participation in a minimum of two (2) co-curricular activities with at least one associated with our school.
 - iii. Minimum of two (2) prior leadership experiences.
- d. Candidates will demonstrate strong character.
- e. Upon meeting the grade level, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

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 chapter adviser shall be the sixth non-voting, ex-officio member of the Faculty Council. Before the notification of any candidates, the chapter adviser shall review the Faculty Council's deliberations and results with the principal.

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 shall be notified and asked to complete and submit the [Student Activity Packet](#) for further consideration for selection.
- c. The faculty shall be requested to evaluate eligible candidates using the [official evaluation form provided by the chapter adviser](#).
- d. The Faculty Council shall review the Student Activity Packet, disciplinary records, and faculty evaluations to determine membership.

Section 3. The selection of new, active members shall be held once a year during the first semester of the school year in the Fall.
(Alternative or additional selection periods may be added but only in special circumstances and with the permission of the faculty council and the school principal.)

Section 4. Candidates become members when inducted at a mandatory special ceremony typically held in October.

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 [*alt., adviser*].

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 the transferring member one semester to attain the membership requirements; thereafter, this member must maintain those requirements for this chapter to retain his/her membership.

Section 7. Non-selected candidates may appeal the decision of the Faculty Council following the appeals process below:

- A. An appeal must be filed within four days of the non-selected student's notice in the form of a letter to the adviser stating the grounds for the appeal.
- B. The adviser will determine the merit of the appeal request and advise the student on what course of action the adviser feels appropriate (this is advice only, and the student may continue as he or she feels is appropriate).
- C. After the student has met with the adviser, if he or she wishes to continue with the process, a meeting will be set up with the principal, the advisor, and the student (parents and guardians are welcome to attend, but this is not required).
- D. Only the principal can overturn the Faculty Council's decision.
- E. The Principal can change the decision or request that the Faculty Council reconsider the application (only if the appeal warrants reconsideration, see G).
- F. Parents and students must understand that no student has the right to be selected for membership, and reconsideration of a Faculty Council's decision must be a rare occurrence.
- G. Reasons the principal can change the Faculty Council's decision are limited to technical or procedural errors that may have occurred, the belief that the Faculty Council did not make the decision in a fair, professional manner, and in good faith that the decision was best for the chapter. Without direct evidence to the contrary, the principal must uphold the decision of the Faculty Council.
- H. If a non-selected student or parent wishes to challenge or appeal the principal's decision, they have the right to document their complaint following normal school practices for any disagreements between community members and the school; however, the principal's decision cannot be overturned.
- I. The National Association of Secondary School Principals (NASSP) has no authority to review or overturn the judgment of the Faculty Council regarding the selection of individual members to local chapters.

ARTICLE IV: DISCIPLINE and DISMISSAL

Section 1. Any member who falls below the scholarship, leadership, character, or service standards may be dismissed from Seaholm's National Honor Society. A member of the National Honor Society is expected to maintain their academic standing and take an active role in service and leadership to their school and community.

Section 2. If a member's cumulative grade point average falls below the standard (3.5) at the conclusion of a semester, in effect when they were selected, then they 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, which may include dismissal from the chapter.

Section 3. Violation of the law or school regulations can result in the dismissal of a member. Flagrant violations of the school code of conduct or the law will begin immediate dismissal procedures, and a warning is not required. These violations include but are not limited to, the following: DWI; stealing; destruction of property; cheating; truancy; possession, selling, or being under the influence of drugs or alcohol at school or school-related activities; bullying; ethnic intimidation; or sexual harassment (see student handbook for an extensive list). Flagrant violations of the law or the pledge of membership outside of school hours or school-related activities may also result in the dismissal of a member.

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

Section 5. Failing to communicate in a timely manner with the adviser via email or in person, failing to communicate in a timely manner with chapter officers, and failing to communicate in a timely manner with other chapter members or community members are also grounds for dismissal from the chapter.

Section 6. Academic Misconduct - Any act construed as academic misconduct (such as cheating on a test, plagiarism, copying work from another student and passing it off as your own, unauthorized collaborative work, use of any artificial intelligence, etc.) will result in disciplinary action and an automatic meeting with the Faculty Council to determine further disciplinary action which may include dismissal from National Honor Society.

- a. Academic misconduct is defined as cheating or plagiarism on any assignment given by any teacher.
 - i. Academic misconduct may result in termination from Seaholm's National Honors Society.
- b. Artificial Intelligence - The use of any Artificial Intelligence tool or uncited outside resource to complete work without the explicit instruction of your teacher may result in an academic misconduct violation.
- c. National Honor Society and school punishments may be different (meaning, you may not be punished for a violation through the school but may be punished in the NHS).

Section 7. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the Adviser/Faculty Council. The member and adviser will discuss the written notification at 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 allowed to respond to the charge against them at a hearing before the Faculty Council before the vote on dismissal (in accordance with due process identified in **Article X** of the National Constitution). The member has the opportunity to present their 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 will be sent in a letter to the Principal, parents, and student.
- d. The Faculty Council's decision may be appealed in writing to the building principal within 10 school days of the notification letter and afterward through the school district discipline policy.
- e. When a student is dismissed or resigns, they are no longer a member and may never again be considered for membership in the National Honor Society. Dismissed members must surrender any membership emblems (certificate and pin) to the adviser.

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

For more clarification, see Appendix 2.

ARTICLE V: OFFICERS

Section 1. The chapter's officers shall be the president, vice president, secretary, historian, and treasurer. The Adviser will retain the role of the parliamentarian. Sections 4-9 list the minimum requirements of chapter officers.

Section 2. Student officers shall be elected at the last meeting for seniors of each school year. All returning active members in good standing are eligible to run for a position as an officer. All active members of the chapter are eligible to vote. This election may occur virtually.

- a. If an officer wants to be elected to an executive board position and they hold another position with another club, you must speak with the adviser for approval.

Section 3. A majority vote shall be necessary to elect any officer of this chapter. The chapter will use plurality in determining the outcome of the elections.

Section 4. It shall be the duty of the president to preside at the meetings for this chapter, uphold the roles and responsibilities of the officers, and facilitate the executive board meetings with the adviser.

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 is also responsible for coordinating the chapter's service projects.

Section 6. There will be one secretary. This role includes keeping the minutes of meetings and all official chapter correspondence including overseeing the social media chair. The secretary shall post the minutes and meeting agendas on the school's learning management system.

Section 7. The treasurer shall keep a record of chapter expenses, dues, and all other financial transactions of the chapter. The treasurer is also responsible for overseeing all fundraising projects annually.

Section 8. The historian shall keep and maintain an organized record of service hours at the end of January and end of March. The hours shall be recorded as chapter, service, Maple Engagement, and tutoring. The historian shall post a complete list of each member's calculated hours and photos of our members performing community service on the school's learning management system. Upon the adviser's request, the historian may be asked to verify submitted hours.

Section 9. The parliamentarian will oversee the chapter rules and ensure that every event is done ethically and to NHS standards. They will work closely with the president and the vice president to coordinate events.

Section 10. If an officer cannot fulfill their commitments and/or is expelled, or suspended from Seaholm High School or the National Honor Society, the adviser will determine the process for succession.

ARTICLE VI: EXECUTIVE COMMITTEE

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

Section 2. The executive committee shall oversee the meetings and the chapter's business. Still, any action by the executive committee is subject to the review of the chapter members.

ARTICLE VII: MEETINGS

Section 1. Meetings of this chapter shall be once a month on the first Tuesday of every month at 7:15am. Meetings may be held digitally and as necessary. Meetings will count for 30 minutes of chapter hours.

Section 2. This chapter shall conduct its meetings according to Robert's Rules of Order.

Section 3. All chapter members are expected to attend all regularly scheduled chapter meetings.

Section 4. The Executive Committee will meet once each month. Digital meetings and correspondence can serve in lieu of a face-to-face meeting.

Section 5. If a student cannot attend a meeting for a valid reason, the student will be required to make up the 30 minutes of lost membership meeting time with additional service hours. Members are allowed to have no more than two (2) absences. If a member has more than two (2) absences the member will have to go before the Faculty Council for possible dismissal. Two (2) tardies are equal to one absence.

ARTICLE VIII: ACTIVITIES

Section 1: NHS Service Requirements:

- a. Chapter Hours - 10 hours
 - i. Chapter hours are determined by the Executive Board.
 - ii. Mandatory meetings (7 meetings, 30 minutes each).
 - iii. NHS induction ceremony (2 hours).
 - iv. Volunteer opportunities provided by Seaholm's NHS, club or athletic service projects.
 - v. Any donation drives approved by an NHS adviser.
- b. Maple Engagement - 4 events per year
 - i. Maple Engagement is attending events and activities outside of the school day that highlight the different talents of different students (concerts, plays, musicals, sport events approved by advisors). You may only count one sport event per sport.
 - ii. School Hour Functions are mandatory and do not count for hours. This includes but is not limited to pep assemblies, school assemblies, class meetings, field day, and advisory class.
- c. Tutoring - 10 hours
 - i. NHS members will be required to do 10 hours of tutoring - 5 first semester and 5 second semester (must be spread out over both semesters)
 1. Examples can include: volunteer coaching, volunteer camps/clinics, STEM Elementary Nights, Maple Writing Center.
 - ii. One Saturday is required per semester through the tutoring program at Berkshire Middle School. This is 2 hours per semester.
 - iii. There will be an opportunity to be paired with a BPS K-8 student if you would like to be.
 - iv. We will hold one day after school tutoring in the cafeteria from 3-4pm (October through May).
- d. Community Service - 20 additional hours per year
 - i. Each active NHS member must have 20 hours of service per year through a non profit, unpaid organization.
 - ii. Service hours will be turned in monthly at each meeting (example: September hours due at the October meeting).
 - iii. Final service hours will be turned in by hand on May 1st for seniors, May 15th for juniors.

Section 2. The chapter shall publicize any service opportunities to the members on the school's learning management system.

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 (*Article XV, Section 3 of the national constitution*).

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. If the members purchased such emblems, the chapter must reimburse the student for the said expense if the member resigns or is dismissed.

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords [*or other insignia adopted at the local level*] at graduation.

ARTICLE X: DUES

Section 1. Annual dues for this chapter shall be \$50 for new members and \$30 for returning members.

Section 2. Dues will be payable to the chapter treasurer within 30 days of induction.

Section 3. Dues are not for charitable or service causes. Dues are to help maintain the chapter’s NASSP affiliation and the cost of chapter supplies.

Section 4. Chapter supplies consist of induction ceremony costs, NHS certificates, NHS pins, NHS membership cards, NHS cords are to be given to members before graduation, NHS stoles for the executive board and committee chairs, and NHS T-shirts to be worn (weather permitting) for all service projects.

ARTICLE XI: POWERS

Section 1. The chapter adviser 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 must adhere to the provisions of the National Constitution in all activities it undertakes.

ARTICLE XII: AMENDMENTS

Section 1. A 2/3 vote of the chapter may amend these by-laws, provided notice of the proposed amendment has been given to members, the adviser, and the principal at least one month before the vote. The exceptions are Articles II, III, IV, and VIII which the Faculty Council develops with the principal's approval.

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

Adoption Date: October 19, 2023
Revision Dates: December 2, 2024
Revision Date: June 1, 2026

Signatures:

Chapter President	Date _____
Recording Secretary	Date _____
Adviser Ms. Kathryn Goetz	Date _____
Principal Mr. Michael Wicker	Date _____

Faculty Council

Mr. Stephen Claerr
Mr. Joshua Dodge
Mr. Jeff Gonzales
Dr. Leslie Martin
Mrs. Kellie Roberts

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

Appendix 1

[*What counts as community service? Document*](#)

[*Community Service Opportunities*](#)

[*Community Service Monthly Log Sheet*](#)

[*Chapter Hour - pre approval hours*](#)

[*National Honor Society Application*](#)

[*Leadership Experience Examples*](#)

Appendix 2

[*Discipline Guidelines*](#)

[*NHS Discipline Flow Chart*](#)