



## **Pittsville High School National Honor Society Bylaws**

### **Article I: Name and Purpose**

- Section 1     The Pittsville High School National Honor Society is a chartered local chapter of the National Honor Society of Secondary Schools.
- Section 2     The purpose of this organization shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.
- Section 3     NHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

### **Article II: The Chapter Adviser**

- Section 1     The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- Section 2     The chapter adviser shall regularly review each member for compliance with Society standards and obligations.
- Section 3     The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 4 The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 5 The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

### **Article III: Faculty Council**

Section 1 The Pittsville Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

Section 2 The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 3 The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NHS policies.

### **Article IV: Membership**

Section 1 Membership is an honor bestowed upon a student. Selection for membership is based on outstanding scholarship, character, leadership, and service. Once selected as members have the responsibility to continue to demonstrate these qualities.

Section 2 Membership shall be known as active, honorary, and graduate. Active members shall become graduate members upon graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3 The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 4 Candidates become members when inducted at the Induction Ceremony.

- Section 5 Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.
- Section 6 An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.
- Section 7 Members who resign or are dismissed are never again eligible for membership or its benefits.

### **Article V: Membership Selection**

- Section 1 To be eligible for membership the candidate must be a member of the sophomore, junior or senior class. Candidates must have been in attendance at the school the equivalent of one semester.
- Section 2 Candidates must have a cumulative GPA of at least 3.5. Candidates shall then be evaluated on the basis of service, leadership, and character.
- Section 3 The candidate must complete the Pittsville NHS Student Application Form and submit to the adviser by noon on the designated date.
- Section 4 The selection of each member to the chapter shall be by a majority vote of the Pittsville Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.
- Section 5 A description of the selection procedure shall be published on the school website under the National Honor Society Clubs tab available to all students and parents of the school. The selection procedure shall be determined by the Pittsville Faculty Council and shall be consistent with the rules and regulations of NHS.
- Section 6 NASSP shall not review the judgment of the Pittsville Faculty Council regarding selection of individual members to local chapters.

## **Article VI: Discipline and Dismissal**

- Section 1     The Pittsville Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. The discipline procedures are also posted on the school website on the National Honor Society clubs tab.
- Section 2     Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.
- Section 3     The Pittsville Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
- Section 4     Violation of the law or school regulations results in automatic dismissal of a member. These violations are outlined in the Pittsville Student Handbook and Code of Conduct
- Section 5     In all cases of pending dismissal:
- a. The member will receive written notification indication of the reason for automatic or possible dismissal and a conference with the adviser.
  - b. Situations that involve flagrant violations can warrant disciplinary action without a written warning although a hearing may be held.
  - c. A majority vote is needed to dismiss any member. 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.
- Section 6     A member who has been dismissed may appeal the decision of the Pittsville Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.
- Section 7     Dismissed members must surrender any membership emblems to the advisor.
- Section 8     When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

## **Article VII: Officers**

- Section 1 The officers of this chapter will include President, Vice President, Secretary, Treasurer, and Historian
- Section 2. The President shall call and preside at all meetings of this chapter. The President shall work with the members in making decisions, which will best benefit the chapter members and delegate duties to the several committees to the best of his/her ability. The President shall also preside at the induction ceremony for new members and represent the Pittsville Chapter at other public occasions.
- Section 3 The Vice-President shall fill the chair of the President in his/her absence. The Vice-President shall also work with the President in assigning and accepting delegation of duties in the several committees and see that these responsibilities are carried out.
- Section 4. The Secretary shall keep the minutes of each meeting, a record of all business; maintain a record of attendance of NHS meetings and member's community service hours.
- Section 5. The Treasurer shall also maintain an accurate record of the chapter's financial affairs, including making bank deposits and paying bills.
- Section 6. The Historian shall keep a record (written, photographic, videotaped, etc.) of all Pittsville National Honor Society events through the course of the school year, to be compiled in a scrapbook and a presentation at the NHS Spring Induction Ceremony. He/she will see that invitations and/or programs for the Induction of members are made. The Historian shall also inform the public of the chapter's activities, especially its yearly service projects.
- Section 7 Chapter officers shall be elected by a process of self-nomination, followed by a majority vote of the chapter membership during the spring of the preceding year.

## **Article VIII: Executive Committee**

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

- Section 2 The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.
- Section 3 The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

### **Article IX: Meetings**

- Section 1 The chapter will have regular meetings monthly. All meetings will be announced on the PA System Announcements at least 3 days in advance.
- Section 2 Member attendance is required to stay an active member. Attendance and tardies will be taken at each meeting. Three tardies will equal an unexcused absence. Two unexcused absences will result in action by the faculty council, which may include probation or dismissal.
- Section 3 The chapter president or other designated student leader may call special meetings approved by the executive committee.

### **Article X: Activities**

- Section 1 Each member is required to be involved in one major service projects per semester
- a. Fall/Winter Service Project: Actively participate and volunteer to help at one or more of requested times
  - b. Spring Clean-Up Project: Assist in planning, organizing, and directing the Spring Earth Day School wide Clean-up. Help members (generally elderly) of our community with yard work and other outside needs.
  - c. Spring Service Project: Actively participate and volunteer to help at one or more of requested times
- Section 2 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; be well planned, organized, and executed.

- Section 3 Each member is required to complete 8 hours of volunteering per semester – 16 hours per school year. 8 hours can be accomplished during the summer for the upcoming school year - 4 hours can be counted in each semester (4 hours fall semester and 4 hours spring semester) The remaining 8 hours will be completed during school.
- Section 4 Each chapter shall publicize its projects in a positive manner.

#### **Article XI: Dues**

- Section 1 Each member must pay all dues by the end of first semester. If dues are not paid, the member may be dismissed. Financial hardships may be applied for in the front office. Current dues are \$10.

#### **Article XII: Amendments**

- Section 1 Amendments may be made at the beginning of the school year.
- Section 2 Two-thirds majority vote of all members is required to ratify the proposed amendment.