

Horseheads High School National Honor Society

Chapter Bylaws - Adopted June 2022

ARTICLE I: NAME

The name of this chapter shall be the Horseheads High School Chapter of the National Honor Society.

ARTICLE II: PURPOSE

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 Horseheads High School.

ARTICLE III: POWERS

- Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution. See www.nhs.us/constitutions.
- Section 2. The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school principal.
- Section 3. Final authority on all activities and decisions of the chapter resides with the school principal. (See Article V, Section 1 of the National Constitution.)
- Section 4. Our 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, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

- Section 1. 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 2. Membership in this chapter shall be known as active and alumni. Active members become alumni members at graduation. Alumni members have no voice or vote in chapter affairs.
- Section 3. Eligibility:
 - Candidates eligible for selection to this chapter must be members of the junior or senior class.
 - To be eligible for selection to membership in this chapter, the candidate must be enrolled at Horseheads High School.
 - Candidates eligible for election to the chapter shall have a minimum unweighted cumulative GPA of 90%.
 - Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE V: SELECTION OF MEMBERS

- Section 1. The selection of members to this chapter shall be determined when applications are scored by the faculty council, which consists of five faculty members appointed by the principal. The chapter advisor shall be the sixth, non-scoring, ex officio member of the faculty council.
- Section 2. The selection of active members shall be held once a year during the first semester of the school year.
- Section 3. Prior to the final selection, the following shall occur:
 - Students' academic records shall be reviewed to determine scholastic eligibility.
 - All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate application for further consideration.
 - The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official scoring form provided by the chapter advisor.
 - The faculty council shall review the candidate application, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

- Section 4. Candidates become members when inducted at the annual ceremony.
- Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.
- 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.

ARTICLE VI: OBLIGATIONS OF MEMBERS

- Section 1. Annual dues for this chapter shall be \$20 per member per year. Dues will be payable to the chapter within 30 days of induction. Dues contribute to ceremony costs, senior scholarships, service awards, and honor cords.
- Section 2. Each member of this chapter will fulfill a minimum of 12 hours of community service per school year. Documentation of service hours is due in the spring on a date announced at meetings and via email. If you do not fulfill your community service requirement, your membership could be rescinded as outlined in Article X.
- Section 3. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.
- Section 4. Any member who withdraws, resigns, or is dismissed from this chapter will surrender the privilege of wearing the emblem to the chapter.
- Section 5. Chapter members who are seniors in good standing (“good standing” is defined as: payment of dues, submission of community service hours, participation in poinsettia sale, participation in spring service project, maintaining a GPA above 90%, maintaining a school record with no disciplinary referrals, having a maximum of one warning based on character) shall be granted the privilege of wearing National Honor Society honor cords at graduation.
- Section 6. Each member is required to participate in the annual poinsettia sale each year of membership. Not participating or handing in fundraising monies past the due date will result in a warning letter as outlined in Article X.
- Section 7. Each member is required to participate in the spring service project.

ARTICLE VII: OFFICERS

- Section 1. The officers of the chapter shall be President, Vice-President, Secretary, and Treasurer.
- Section 2. Student officers shall be elected at the last quarter of each school year. All returning members in good standing (“good standing” is defined as: dues paid, community service hours submitted, participation in poinsettia sale, participation in spring service project, GPA above 90%, no disciplinary referrals, maximum of one warning based on character) with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate of office.
- Section 3. All offices except that of Treasurer will be determined by secret ballot vote. A relative majority vote shall be necessary to elect the President, Vice-President, or Secretary of this chapter.
- Section 4. The office of Treasurer shall be appointed by the advisor after an interview with each candidate.
- Section 5. It shall be the duty of the President to preside at the meetings of the chapter and serve as the official representative of the chapter at school and community functions.
- Section 6. The Vice-President shall preside in the absence of the President and also serves as a representative of the chapter at school and community functions.

- Section 7. The Secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.
- Section 8. The Treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.
- Section 9. Officers and the Faculty Advisor shall collectively be known as the chapter's Executive Committee. The Executive Committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter. Any action by the Executive Committee is subject to the review of the chapter members.

ARTICLE VIII: MEETINGS

- Section 1. Regular chapter meetings will be announced at the beginning of each academic year. Special meetings can be called by the President with the approval of the advisor.
- Section 2. Members are expected to attend all chapter meetings. If a member cannot attend the meeting, they are expected to notify the advisor immediately. Failure to do so will result in a letter of warning (see Article X).

ARTICLE IX: SCHOLARSHIPS

- Section 1. Senior members may apply for senior scholarships during the spring semester. A student cannot win more than one scholarship.
- Section 2. Application is limited to members who are in good standing ("good standing" is defined as: dues paid, community service hours submitted, participation in poinsettia sale, participation in spring service project, GPA above 90%, no disciplinary referrals, maximum of one warning based on character).

ARTICLE X: DISCIPLINE AND DISMISSAL OF MEMBERS

- Section 1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Horseheads 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 in his/her school and community.
- Section 2. Any member who does not meet the 12 hour community service requirement will not receive honor cords for graduation and may be considered for dismissal.
- Section 3. If a member's cumulative GPA falls below 88%, he/she will be notified that their cumulative GPA must be minimally an 88% by the end of two consecutive marking periods. If the cumulative GPA remains below 88% at the end of the notification period the student will receive a letter of warning.
- Section 4. Violations of the law can result in the immediate consideration of the dismissal of a member. These violations include, but are not limited to, DWI/DUI; stealing; destruction of property; or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.
- Section 5. Offenders who violate the Horseheads High School Student Code of Conduct (for example by displaying violent behavior, failing to comply to the instructions of teachers or administrators, disrupting the educational process, vandalizing property, etc.) will receive a written warning or potentially be considered for dismissal (depending on the severity of the violation). A conference may be requested by either party (faculty council or student/parent). Upon a second violation of the HHS Code of Conduct, the member will be considered for dismissal.
- Section 6. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

- Section 7. In all cases of pending dismissal:
- a. The member will receive written notification from the advisor/faculty council indicating the reason for consideration of dismissal.
 - b. The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the faculty council prior to any 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 via a written statement presented in lieu of the face-to-face hearing. Following the hearing, 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 presented to the principal for review and then stated in a letter sent 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.
 - e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.
- Section 8. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.
- Section 9. In some cases, members will receive warning letters. Instances that will result in warning letters include unexcused absences at meetings, failure to pay dues by the specified date, failure to fundraise, failure to participate in the spring service project, failure to maintain an average of at least 88% and/or receiving a detention or conduct.
- Section 10. Any member who has received one warning letter and then has a second infraction will have their membership reviewed by the faculty council.

ARTICLE XI: RATIFICATION, APPROVAL, AND REVIEW

- Section 1. These bylaws will be approved upon receiving a two-thirds affirmation vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the school principal.
- Section 2. These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

By-Laws Ratified and Approved: June 2022

President – Antonia Kladias
Vice-President – Thomas Rahr
Secretary – Lily Barr
Treasurer – Emma Bailey
Advisor – Darby Thompson
Principal – Kris Earl