

# **The Kenwood High School Chapter Of The National Honor Society**

## **By-Laws**

### **Article I**

#### **Name and Purpose**

Section 1: The name of this chapter shall be the Turley Oakley Chapter of the National Honor Society of Secondary Schools.

Section 2: The object 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 Kenwood High School.

### **Article II**

#### **Membership**

Section I: Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. The honorary and alumni members have no vote.

Section 2: Membership in this chapter shall be based on Scholarship, Service, Leadership, and Character.

Section 3: To be eligible for selection for membership in this chapter, the candidate must have been in attendance for a period of one semester at Kenwood High School.

- a. Any student who comes from a military household and whose parent(s) were stationed in an active war zone and resulted in the student being displaced for a period of time may be selected for membership within the same semester that he/she arrives at Kenwood High School as long as all other membership requirements have been met.
- b. Any student who transfers from another school and who has an active ID card and a referring chapter sponsor may be eligible for full membership pending verification of previous chapter status.

Section 4: Candidates eligible for election to this chapter must be members of the sophomore or junior class. Candidates eligible for election to the chapter shall have no discipline referrals in the current school year, other than one cell phone referral, and have a minimum cumulative grade point average of 93% on a 100% grading scale (unweighted grade point average) and be on a regular track towards graduation. 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. Service, Leadership, and Character shall also be considered as criteria for eligibility.

### **Article III**

#### **Selection of Members**

Section I: The final 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 member of the Faculty Council.

- a. The final selection of NHS members shall be the responsibility of the Faculty Council.
- b. Any student who is not accepted for membership may appeal this decision to the principal of the school; however, the final decision shall rest on the recommendation of the Faculty Council.
- c. The Faculty Council vote will not be released under any circumstances. The Faculty Council shall not be required to keep a record of how each member votes nor will there be any record of discussions that are held. These meetings are confidential and should not be shared with other faculty, parents, or applying members.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students' discipline records will be reviewed by the administration. Any student found to have discipline referrals, been in ISS, suspended, etc. shall not be eligible for membership.
- c. Students who are eligible scholastically shall be notified and asked to complete the application for further consideration for selection.
- d. The faculty shall be requested to comment on candidates determined to be scholastically eligible.
- e. The Faculty Council shall review the application and faculty comments.

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

Section 4: New members shall become active after completing the induction ceremony which will be held in the fall semester after selection.

Section 5: The 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.

Section 6: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter as long as he/she possess proof of previous membership in good standing from their referring chapter.

- a. This transfer member will attain within one semester and then maintain the membership requirements for this chapter in order to retain his/her membership.

- b. This transfer member will attain the required volunteer hours within one semester and maintain volunteer requirements to retain his/her membership.

Section 7: Applicants who are denied membership may appeal to the school principal in writing within 30 days of notification of the denial.

#### **Article IV Dismissal**

Section 1: Any member who falls below the standards of scholarship, leadership, character or service may be dismissed from the Turley Oakley chapter of the National Honor Society. A member of the National Honor Society is expected to maintain 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 93%, he/she will be given probation on the first offense, and on the second offense, will go before the Honor Court for possible dismissal. Grades will be checked every nine weeks.

Section 3: Violation of criminal law or school regulations can result in the dismissal of the student. These violations include but not limited to, DUI, stealing, destruction of property, cheating, truancy, and possession, selling or being under the influence of drugs or alcohol at school-related activities or in the community.

Section 4: Offenders of the school conduct code such as use of profanity, failure to comply/disobedience, unexcused absences, excessive tardies, etc. will receive a written warning on the first offense. If there is a second offense, the student must go before the Honor Court to explain his/her actions, and the student may be dismissed from the chapter.

- a. A conference may be requested by the student, the parent, or the sponsor.
- b. If a member commits any other offense after appealing before the Honor Court, he/she will be automatically dismissed.

Section 5: The Chapter Adviser may dismiss any member whose personal conduct is questionable in accordance with the accepted norms of student behavior. In School Suspension (ISS), detentions for any reason (other than 1<sup>st</sup> time cell phone offense), and suspensions are grounds for automatic dismissal from the chapter.

Section 6: Absences from National Honor Society activities can result in dismissal from the chapter. All absences from activities and meetings must be cleared with the chapter's sponsor in writing **prior to** the activities and meetings. A member's first unexcused absence shall result in probation. A member's second unexcused absence shall result in appearing before the Honor Court. A member's third unexcused absence shall result in immediate dismissal from the National Honor Society.

Section 7: If a member does not complete the required 10 service hours in a given semester, he or she shall be put on probation and given two weeks into the next semester to complete the hours. If the service hours have not been completed within the probationary period, the member shall go before the Honor Court for possible dismissal.

Section 8: In case of pending dismissal:

- a. The member will receive a written notification of the reason for possible dismissal from the chapter sponsor. The member and advisor will discuss the written notification in a conference.
- b. The member will be offered a hearing with the Honor Court prior to dismissal. The member has the opportunity to present his/her defense. The Honor Court will then vote on whether to dismiss and an immediate decision will be rendered.
- c. A letter of dismissal will be sent to the principal, the student, and the parents of the student if the student is dismissed. The letter must state the reason for dismissal and directions for returning the official club emblem.
- d. The member may appeal the Honor Court's decision to the Principal.
- e. When a student is dismissed, he/she is no longer a member and may never again be considered for membership in the National Honor Society.
- f. All emblems (pin, membership card, certificate) must be returned to the chapter sponsor within 30 days after receiving the final letter of dismissal. Chapter dues will not be refunded.

## **Article V Officers**

Section 1: The officers of the chapter shall be President, Vice-President, Secretary and Historian.

Section 2: Student officers shall be elected at the last meeting of each school year. Officers will be selected from chapter members of the junior and senior class.

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

## **Duties of the Officers**

1. President
  - a. It shall be the duty of the President to preside at all meetings for this chapter.
  - b. The President will hold a seat in the Honor Court.
  - c. The President will act as the master/mistress of ceremonies for the Induction ceremony.
  - d. The President will actively pursue volunteer opportunities for the chapter And make them known during regular meetings.
  - e. The President will meet with the chapter sponsor at least 1 day prior to the Scheduled meetings to discuss the meeting agenda.
  - f. The President will participate fully in all fundraising initiatives.
  - g. The President will organize volunteers for group projects to ensure attendance by the chapter's members.
  - h. The President will serve as our "Sweetheart" representative for Homecoming.
2. Vice-President
  - a. It shall be the duty of the Vice-President to preside at the meeting for this chapter in the absence of the President.
  - b. The Vice-President will hold a seat on the Honor Court.
  - c. The Vice-President will participate in the induction ceremony as the program requires.
  - d. The Vice-President shall oversee all advertising for NHS events and fundraisers.
3. Secretary
  - a. The secretary shall keep the minutes and attendance at each meeting.
  - b. The secretary will help the chapter sponsor with any written correspondence.
  - c. The secretary will file and papers or correspondence regarding chapter members.
  - d. The secretary will participate in the induction ceremony as the program requires.
  - e. The secretary will hold a seat on the Honor Court.
4. Historian
  - a. The historian shall keep visual records of past and present National Honor Society events to include, but not limited to pictures.
  - b. The historian should have experience and knowledge of photography and scrap-booking.
  - c. The historian shall participate in the induction ceremony as the program requires.
  - d. The historian will hold a seat on the Honor Court.

## **Article VI Honor Court**

- a. The Honor Court shall consist of the chapter officers, advisers, and two members of the Faculty Council.
- b. The chapter adviser shall be a non-voting member of the Honor Court while he/she maintains the right to dismiss members, decline hours, or act on behalf of the chapter as deemed necessary to preserve the integrity of the group.
- c. Honor Court votes shall be anonymous.
- d. The person who has been brought before the Honor Court shall not have voting privileges in his/her own case.
- e. In cases of a tied vote on any issue, the Honor Court may: Call for a final vote by ALL active members who are current on dues, and who are in good standing with grades and volunteer hours.

## **Article VII 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 projects that reflect his/her particular talents and interests. This is in addition to the chapter projects to which all members must contribute.

- a. Each member must earn a minimum of 10 service hours per semester. No one activity shall exceed more than 4 hours of service unless it is pre-approved by the chapter sponsor.
- b. Each member must maintain a record of service hours by using the approved service hour form.
- c. Each member will be responsible for handing in service hour forms to the sponsor of this chapter. Failure to turn in service hour forms by the specified due date (last date of each semester) will result in those hours not being counted which may result in disciplinary action.
- d. Summer hours may be earned, however they may not make up the majority of hours earned for the semester and they must be pre-approved by the chapter sponsor. These hours may not exceed 4 hours toward the 10 that a member must have each semester.
- e. The chapter sponsor has the right to decline any volunteer hours that cannot be verified or that may seem suspicious even if the loss of the hours causes the member to fall below the 10 required hours.
- f. At least three hours of the semester's required 10 must be fulfilled in service to Kenwood High School.

## **Article VIII Meetings**

- Section 1: The dates for future meetings shall be determined at the close of each meeting.
- Section 2: All members are required to attend scheduled meetings unless cleared with the chapter's sponsor.

## **Article IX Emblem**

- Section 1: Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society.
- Section 2: Any member who withdraws or is dismissed from the chapter shall return the emblem to the chapter
- Section 3: The National Honor Society stole for this chapter shall be chosen and purchased prior to graduation. Stole selection must be unanimous for each graduating class.

## **Article X Dues**

- Section 1: Annual dues for this chapter shall be \$20 Dues are payable at the first official club meeting in the fall semester. Non-payment of dues by the November meeting of the fall semester shall result in automatic dismissal from the organization.
- Section 2: New inductees will pay \$15 within 30 days of selection, to cover the cost of induction. Induction fees not paid by the following September meeting shall result in automatic dismissal from the organization.
- Section 3: Annual dues are not refunded for any reason.

## **Article XI Amendments to these By-Laws**

- Section 1: These by-laws may be amended by 2/3 vote of the chapter provided that notice of the proposed amendments has been given to members at least one month prior to the vote. The exceptions are Articles II, III, and IV which were 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.