

# MADEIRA HIGH SCHOOL

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## Chapter Bylaws Of the Olive M. Gregory Chapter Of the National Honor Society Adopted: May 14, 2021

### **ARTICLE I: NAME**

The name of this chapter shall be the Olive M. Gregory Chapter of the National Honor Society of Madeira High School.

### **ARTICLE II: PURPOSE**

The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of Madeira High School.

### **ARTICLE III: POWERS**

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association by paying annual dues and participating in state functions when possible.

Section 3. The chapter advisor(s) are given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]

Section 5: Non-discrimination - Our NHS chapter 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, sex (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, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Madeira High School.
- c. Candidates eligible for election to the chapter shall have a minimum unrounded weighted grade point average of 3.7 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

Section 4. Failure to comply with NHS standards may result in dismissal.  
(See Article X)

## **ARTICLE V: SELECTION OF MEMBERS**

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council, which consists of five faculty members. The chapter advisor(s) shall be the sixth, non-voting, 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:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically shall be notified and invited to complete and submit the application for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter advisor.
- d. The Faculty Council shall review the Candidate Forms, faculty evaluations, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at the induction 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 turned in to the chapter advisor(s) on the assigned due date. [Note: Dues cannot exceed \$20 per member per year as noted in the national constitution.]

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

a. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing NHS honor cords at graduation.

Section 4. Member obligations are as follows:

- a. Members are required to individually complete ten hours of community service per year of membership in addition to those required for graduation. Additionally, these hours cannot be a requirement for membership in any other organization. This service should reflect his or her particular interests or talents. This is in addition to any chapter service projects to which all members contribute. Service projects may not include helping family members.
- b. Members shall attend all scheduled NHS meetings.
- c. Members shall attend the Winter Homecoming Dance and actively participate in the planning and execution of the event. (Chapter Service Project)
- d. Members shall attend the Father Daughter Dance and actively participate in the planning and execution of the event(s). (Chapter Fundraising Project)
- e. Members shall attend Induction.
- f. Members shall attend all chapter service projects planned during the year (in addition to the Winter Homecoming Dance). These projects shall have the following characteristics: fulfill a need within the school or community, have the support of administration and the faculty; be appropriate and educationally defensible; be well planned, organized, and executed. These projects may not count towards the individual service hour requirements.

Section 5. Honors Passes shall be subject to limits as decided upon by the executive committee and the principal.

## ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, community service chair, and event chair.

Section 2. Student officers shall be elected at the last meeting in March. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. 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. Incoming officers shall be installed with a special ceremony; former officers shall be given the title “Officer Emeritus” until graduation to help with events until the end of the year.

Section 5. All officer petitions must be submitted by the designated date and time to be accepted. A candidate is only permitted to submit an application for one office (once the candidate submits a petition he/she can either withdraw or run for that office).

Section 6. A “State of Emergency” shall be defined as a situation in which no one submits a petition for an office. In this case, pre-filed candidates may withdraw from their current race and file a petition for the empty office. Any member in good standing can also file a petition for the office considered to be in State of Emergency.

Section 7. In the event of a vote of “no confidence” or in the event in which a candidate is removed from office during their term, the executive council shall decide if it is necessary to appoint a replacement officer for the duration of the term. If so, candidates considered by the executive council shall be from the previous election. If there are none, the executive council has the power to nominate a new officer from the members of the club in good standing (the executive council will vote in the case of multiple new candidates).

Section 8. It shall be the duty of the president to preside at the meetings of the chapter and of the executive committee, plan agendas, communicate with the chapter advisor, and serve as the official representative of the chapter at school and community functions. Other duties include but are not limited to: annually review and update the chapter bylaws, lead committees, plan event(s) that foster leadership and/or character, manage club calendar.

Section 9. The vice-president shall preside in the absence of the president, conduct all financial affairs, and give appropriate financial information to members. Other duties include but are not limited to: oversee induction ceremony, manage club calendar, manage membership and roster, and oversee officer elections.

Section 10. The secretary shall keep the minutes at all meetings, be responsible for publicity, and communicate with members about events. Other duties include but are not limited to: email communication with chapter members, chapter correspondence, manage membership and roster by taking attendance.

Section 11. The community service chair shall keep the records of all NHS community service hours, coordinate service projects throughout the year, and communicate with members about service events and opportunities.

Section 12. The event chair is responsible for the planning and execution of winter homecoming and the father/daughter dance. This chair also can be expected to lead officers to execute these events and manage the NHS closet.

Section 13. Officers and the faculty advisor(s) 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, but any action by the executive committee is subject to the review of the chapter members.

Section 14. In the event that an officer does not fulfill the expectations or duties of the office, the chapter

office, removal from the National Honor Society\* (extreme cases and at the review of the Faculty Council).

## **ARTICLE VIII: MEETINGS**

Section 1. Regular meetings of this chapter shall be monthly. Important meetings can be called by the president with approval of the advisor(s).

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

Section 3. Members are expected to attend all chapter meetings.

Section 4. Meetings shall be run by the executive council.

## **ARTICLE IX: ACTIVITIES**

Section 1. The chapter shall determine service projects for each year, in addition to the Winter Homecoming Dance and Father Daughter Dance

- a. All members shall participate in these projects.
- b. 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 2. Each member shall have the responsibility for choosing and participating in an individual service project, which reflects his or her particular talents and interests and as approved by the chapter advisor. This is in addition to the chapter projects to which all members contribute. This fulfills the ten individual hours required for members. Service projects may not include helping family members.

Section 3. The chapter shall publicize and promote its projects in a positive manner.

Section 4. An induction ceremony shall be planned by the executive committee of the chapter, which is to be attended by both current and new members.

- a. Dress code and procedures of induction shall be decided upon by the executive committee and announced to members at a scheduled meeting rehearsal.

Section 5. A Winter Homecoming Dance shall be planned by the organization. (Chapter Service Event)

- a. If the chapter decides to support a charity for the Winter Homecoming service event, the chapter will conduct a vote about which charitable organization to support.

Section 6. The organization and members will plan and execute Madeira's Father Daughter Dance

Section 7. The chapter and executive committee may elect to plan one or more enrichment activity that supports the core values of the society (leadership, character, academic, etc.).

Section 8. The executive committee may elect to plan a trip for the members of the organization.

- a. A majority vote of the members must be given in order to decide on a destination.
- b. The executive committee and advisor must communicate trip requirements with members in advance.

## ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Olive M. Gregory 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 to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard of a 3.7 GPA in effect when he/she was selected, he /she will be given a written warning and a reasonable 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 that includes consideration of dismissal from the chapter.

Section 3. Any member who fails to fulfill the obligations of membership as detailed in the chapter bylaws Article VI will be subject to disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Section 4. Violations of the law or school regulations may result in immediate consideration for dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI/DUI, stealing, destruction of property, cheating, plagiarism, truancy, possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community, or any violation of the school code of conduct.

Section 5. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification and possible suspension from the chapter. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may 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(s)/Faculty Council indicating the reason for consideration of dismissal.
- b. The member has the **right** 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 and afterwards according to provisions of the school district discipline policies.
- 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.

**ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW**

Section 1: These bylaws will be **approved** upon being proposed and passed by the executive committee, receiving a majority affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the principal.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

Section 3. All amendments shall be announced to and subjected to review of the chapter's members.


**ARTICLE XII: AMENDMENTS**


These bylaws may be amended by a majority vote of the chapter. The exceptions are Articles V and X (selection and discipline), which are developed by the Faculty Council with the approval of the principal.


Approved on: 5/14/21


Last approved revisions: 5/14/21

**Signatures:**

Chapter President 

Secretary 

Advisor 

Principal 

## Changing the Bylaws

Once the bylaws have been accepted by a vote of the chapter and approved by the Faculty Council and the administration, they become the 'law' or guiding principles of the organization. If these principles are adhered to, it will be necessary to change the bylaws only occasionally, due in large part to their specificity and detail.

Occasionally, the bylaws may have to be revised or completely rewritten. The revision is usually drafted by a specially-appointed Bylaws Revision Committee.

After a change has been proposed and a draft has been prepared, the members of the chapter should be informed and given copies so that they can review and discuss the issues before they come to a final vote. Proposed amendments or revisions most commonly require a majority vote of the chapter for adoption. NOTE: Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be changed only by the Faculty Council, though input from the chapter is allowed and encouraged.

Some chapters are criticized for spending too much time amending their bylaws instead of dealing with other chapter concerns. However, there are times when an outdated set of bylaws is a real hindrance to the chapter. Some good reasons for amending bylaws are:

- statements no longer suit the chapter or school situation
- bylaws are arranged so poorly that essential information is hard to find (this situation sometimes occurs when an old document has been added to and amended over a period of years).
- bylaws contain elements that have caused long-standing disagreement
- bylaws violate individual rights or local/state policies
- bylaws prevent the chapter from adapting to change.

It is important that each time the bylaws are reviewed or changed, that the date of approval be updated and included on the new document. Old, now outdated copies should be destroyed except for those kept on file for historical purposes.

Copies of chapter bylaws, in addition to being available for use by chapter members, should be readily available for use by the principal. Some schools systems require that these organizational guidelines be approved by the local school board or be on file with central office. This is another reason for careful review and preparation of the text as a representative document of the chapter.