

National Honor Society Chapter Bylaws

Carnahan High School of the Future (CHSOF)

Adopted November 3, 2021

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the Carnahan High School of the Future Chapter of the National Honor Society.

Section 2. 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 CHSOF.

ARTICLE II: 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. 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, Missouri Association of National Honor Society, by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser is 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.

Section 5. Nondiscrimination. 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 III: MEMBERSHIP

Section 1. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 2. 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 3. Eligibility

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class. Students may not induct after the fall of their senior year.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period of at least one semester at CHSOF.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative weighted grade point average of 3.5.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE IV: 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 appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2. The selection of active members shall be held twice a year, following the Saint Louis Public Schools' official distribution of semester grades; the induction ceremony will occur by the end semester.

Section 3. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Candidate Information Form for further consideration for selection.
- c. The faculty of CHSOF shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. All candidates must submit a 250-500 word essay demonstrating their leadership, service, and character throughout high school.
- e. All candidates must submit one letter of recommendation from a teacher, coach, religious leader, supervisor, co-curricular sponsor, or any individual of equal standing. Letters may not be written by family members.
- f. The faculty council shall review the application and candidate evaluations in order to determine 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 their membership signed by the principal and/or chapter adviser.

Section 6. A student who is an active member of the National Honor Society who transfers to this school from another will be automatically accepted for membership in this chapter. The faculty council shall grant 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 their membership.

ARTICLE V: OBLIGATIONS OF MEMBERS

Section 1. 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.

Section 2. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

Section 3. Regular meetings of this chapter shall be twice a month. Special meetings can be called by the president with approval of the adviser. Members are expected to attend all chapter meetings.

Section 4. Service Projects

- a. The chapter shall determine one or more service projects for each year.
- b. All members shall regularly participate in these projects.
- c. 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.
- d. 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 adviser. This is in addition to the chapter projects to which all members contribute.
- e. The chapter shall publicize and promote its projects in a positive manner.

Section 5. Service Hours: Each member shall complete fifteen hours of service per semester.

- a. No more than 10 service hours per semester may come from NHS activities; no more than 10 service hours per semester may come from non-NHS activities.
- b. All service hours must be documented. Service hours from NHS activities may be verified by the president, vice president of service, or secretary; service hours from outside of NHS must be documented and signed by the site leader. Service outside of NHS must be pre-approved by the vice president of service.
- c. The following do not count toward service hours:
 - i. Service for a family friend or relative
 - ii. Donating items to a drive

iii. Any service that receives credit for a course, internship, or scholarship program

Section 6. Dues

- a. Annual dues for this chapter shall be \$15.00.
- b. For returning members, dues are payable to the Chapter Adviser in the first 30 days of school.
- c. For new members, dues will be payable to the chapter adviser within 30 days of induction.
- d. Any student who needs financial assistance may fill out a scholarship form to be awarded within the first 30 days.

Section 7: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

ARTICLE VI: OFFICERS

Section 1. There shall be six officers consisting of president, vice president of service, secretary, induction coordinator, publicity coordinator, and historian for the term of one school year (August-May). The officers and chapter adviser will be referred to 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 2. Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

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: If a position becomes vacant, an election may occur for the position to be filled permanently or intermittently.

Section 5. It shall be the duty of the president to run all executive committee and chapter meetings; determine meeting agendas; coordinate and participate in service projects; oversee all general membership committees; serve as the official representative of the chapter at school and community functions; and keep the adviser informed of any and all NHS-related activities, concerns, and ideas.

Section 6. The vice president of service shall plan and implement all service projects and activities (minimum of two per semester); solicit ideas for service projects from members; coordinate committees to help facilitate service projects; monitor service activities; and report service plans, progress, and outcomes to the chapter adviser.

Section 7. The secretary shall take attendance at all meetings and events; keep detailed minutes of meetings; update hours accrued by NHS members to the president and adviser by the 15th of each month; notify vice president and adviser by December 1 and April 1 of any members who lack NHS-related service hours.

Section 8. The induction coordinator shall plan each induction ceremony; create invitations and programs for each induction ceremony; procure materials needed for the ceremonies; and send invitations and thank-you notes to administrators for each ceremony.

Section 9. The publicity coordinator shall create, copy, and hang signs of notification for all-member meetings and advertise service projects to school and community.

Section 10. The historian shall document, via written word and photography, all NHS activities, including service projects, mentor-mentee socials, inductions, etc.; provide written and visual documentation to the publicity coordinator as needed; collect memorabilia from NHS activities as appropriate (induction ceremony programs, for example); and compile documentation in a clear and organized fashion.

ARTICLE VII: DISCIPLINE AND DISMISSAL

Section 1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Carnahan High School of the Future Chapter of the 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 GPA falls below the standard in effect when he/she was selected (minimum cumulative GPA of 3.50), they will be given a written warning and **one semester** for improvement. If the cumulative GPA 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. If a member fails to perform any of the published obligations of membership, they will be given a written warning and one semester for improvement. If the obligation remains unmet 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 4. Violations of the law or school regulations as outlined in the discipline policy of Carnahan High School of the Future can result in dismissal of a member. These violations include but are not limited to: DWI; stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

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. A conference may be requested by either party (faculty council, student, or 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 adviser or faculty council indicating the reason for possible dismissal. The member and adviser will discuss the written notification in 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.
- b. The member has the **right** to respond to the charge(s) against them at a hearing before the faculty council prior to any vote on dismissal. Following the hearing, the faculty council will vote on whether or not to dismiss the member. 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, and then, if confirmed, stated in a letter sent by the faculty council to the student, their parents, and the principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the 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 VIII: RATIFICATION, APPROVAL, AND REVIEW

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

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

ARTICLE IX: AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III, IV, and VII, which are developed by the faculty council with the approval of the principal.

Section 2. Bylaws and amendments must be consistent with the constitution of the National Honor Society.