

Hartford Union High School National Honor Society Chapter Bylaws

ARTICLE I: NAME AND PURPOSE

Section 1- Name

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

Section 2 – 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 Hartford High School.

ARTICLE II: MEMBERSHIP

Section 1 - Membership Type

Membership in this chapter shall be known as candidate, active, or alumni. Candidates selected for induction will become full active members. Active members become alumni members at graduation. Alumni members have no voice or vote in chapter affairs.

Section 2 – Membership Criteria

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 election 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 fully enrolled and in attendance for a period of one semester at Hartford High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.5 (out of 4). This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic 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.
- d. Upon meeting the grade level, enrollment, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
- e. Students who commit serious violations of the school or community codes of conduct or laws, or chronic disciplinary offenses will not be considered for membership.

Section 4- Rights to the NHS Emblem

Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

ARTICLE III: SELECTION OF MEMBERS

Section 1 – Faculty Council

The 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 advisor(s) shall be additional, nonvoting, ex officio member(s) of the Faculty Council.

Section 2 – Membership Selection Procedure

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Candidate Form and write a Letter of Self Recommendation for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation format provided by the chapter advisor.
- d. The Faculty Council shall review the Student Candidate Form, Letter of Self Evaluation and faculty evaluations in order to determine membership.

Section 3 – Membership Timeline

The selection of new active members shall be held once a year during the second semester of the school year. Candidates will be notified of eligibility in early fall. Following submission of candidate forms, those selected for induction by the faculty council will be notified of their status as an active candidate. Students who have maintained the necessary standards will be inducted in the second semester, becoming active members.

Section 4 – Induction

Candidates become members after they are inducted by their peers at a special ceremony, having taken the NHS pledge, and been signed into membership.

- a. In the case of extenuating circumstances which make it impossible for a candidate to attend induction, candidates will be inducted in front of the school board during a regularly scheduled meeting following the induction ceremony.

Section 5- Key and Spade Awards

Each year at the induction ceremony, the inductees currently ranked first and second in their class will be presented the Key and Spade Awards, respectively.

- a. In the event of multiple students with the same rank, multiple awards will be presented.

Section 6- Membership Expectations

Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership. (See Article IV)

Section 7- Transfer of Membership

- a. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter advisor.
- b. 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 or her membership. Note: The selection process used at the local level may vary from the procedure outlined above; however, such variations must still conform to the national constitution.

ARTICLE IV: MEMBERSHIP OBLIGATIONS AND RESPONSIBILITIES

Section 1- Meetings

- a. Meetings of officers and membership as a whole will be held at least once monthly, to conduct chapter business.
- b. Attendance at meetings
All chapter members are expected to attend all regularly scheduled chapter meetings. Members who will be absent need to fill out the excused absence form. This form must be given no later than the day before a scheduled meeting. Please refer to **Article V, section 1** regarding Infractions.

Section 2- Service Hours

Each member is required to perform a minimum amount of service hours.

These hours shall come from group projects and individual service projects.

Juniors must complete a minimum of 15 service hours and seniors a minimum of 20 hours to maintain membership. Service hour forms must be completed and turned in by the deadline given. Members submitting late or incomplete forms will be subject to disciplinary policies.

Section 3 – Projects

The chapter shall determine **one or more service projects** for each year. All members shall regularly participate in these projects.

ARTICLE V: INFRACTIONS

Section 1 – Attendance

Attendance is mandatory at regularly scheduled meetings. Members who will be absent need to fill out the excused absence form. This form must be submitted no later than the day before a scheduled meeting. The form must be completely filled out and signed by both member and parent (regardless of age of member). If this form is not turned in or turned in too late, the member shall not be excused from the meeting. After two unexcused absences from meetings, members will receive a written warning, and following a third unexcused absence, members will be subject to dismissal as outlined in Article VI.

Section 2 – Tardies

Tardies of more than 5 minutes at monthly meetings without an excuse (communicated orally with advisor after meeting) will be noted and considered by Faculty Council should additional infractions occur. Two tardies will be considered the equivalent of one unexcused absence.

Section 3 – Service hours

Completed service hours are to be written down on the Service Hours Form (available on Google Classroom) and turned in by the due date. Signatures must accompany this form in the spaces provided. Members who submit service hours after the due date will be issued a written warning, and will be subject to disciplinary procedures. Members who fail to submit service hours by the end of the school year will be subject to dismissal as outlined in Article VI.

Section 4 – Violation of the law or student discipline

Violations of the law, school co-curricular code, and other student disciplinary matters are not in keeping with the expectations of character. Any disciplinary referral will be reviewed by advisor(s) and faculty council and may result in a warning, probation, or consideration for dismissal.

ARTICLE VI: DISCIPLINE AND DISMISSAL

Section 1 – Maintenance of Selection Criteria

Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal from the HUHS chapter of the National Honor Society. A member of the NHS is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

Section 2 – Failure to Maintain Scholarship

If a member's cumulative GPA falls below the standard in effect when he or she was selected (3.5 GPA), he or she will be given a written warning and a time period 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 consideration of dismissal from the chapter. Members' cumulative GPA will be checked at the end of each semester.

Section 3 – Failure to Meet Membership Obligations and Responsibilities

If a member fails to perform any of the published obligations and responsibilities of membership, he or she will be given a written warning of probation, and a time period 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 – Legal and Student Discipline Violations

Violation of the law or student discipline (as stated in the Co-Curricular Code of Conduct) or HUHS NHS bylaws (see Article V) will receive written warning notification, probation, or can result in dismissal. A conference may be requested by either party (Faculty Council, student, or parent).

- a. The engagement of a member in any illegal activities, including underage alcohol use and illegal drug use is grounds for dismissal, and will initiate dismissal procedures.
- b. In other cases of student misconduct, members will appear before the faculty council and receive a formal warning placing them on probationary status. To maintain membership, members will complete the terms of their probation as determined by the faculty council.
 - i. In the case of a second offense, members will be subject to dismissal procedures.
 - ii. In consideration of a case of student misconduct, the faculty council may determine that probation would be inappropriate, and that the severity of the misconduct warrants dismissal procedures.

Section 5 – In All Cases of Pending Dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor(s). The member and advisor(s) 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 will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. 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 reviewed by the principal and then, if confirmed, expressed in a letter sent to student, parents, and principal. Dismissed members must surrender any membership emblems to the advisor.
- d. The Faculty Council's decision may be appealed to the building principal.

- e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in National Honor Society nor claim any membership to National Honor Society.
- f. Any member who withdraws, resigns, or is dismissed from the chapter shall return all NHS paraphernalia to the chapter.

Section 6 – Alternatives to Dismissal

In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE VII: OFFICERS

Section 1 – Officer Positions

The officers of the chapter shall form an executive council, equally sharing the responsibilities of a governing body.

Section 2 – Election of Officers

All new members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote in the election of officers.

Section 3- Officer Responsibilities

Officers shall meet regularly as an executive council to discuss and manage chapter business, including scheduling and selecting topics for membership meetings, managing chapter budget and spending, planning and organizing the induction ceremony, fundraisers, and service projects, and discussing and maintaining chapter policies and practices.

Section 4 – Replacement of Officers

If the advisors deem an officer is failing to complete his or her duties, the advisor may issue a warning, which could lead to dismissal from the position. Officers are also subject to removal from their positions in the event that they commit an infraction. In the event that an officer is removed from his or her position or steps down, a new election may take place to fill the position.

ARTICLE VIII: EXECUTIVE COMMITTEE

Section 1 – Executive Committee Members

The executive committee shall consist of the faculty advisor(s) and the chapter officers.

Section 2 – Responsibilities

The executive committee shall 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.

ARTICLE IX: POWERS

Section 1- Advisor(s)

The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2 – Faculty Council

The Faculty Council must approve all major policy and membership changes.

Section 3 – Principal

The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 4 – National Organization

These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

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 selection, discipline, and dismissal of members.

ARTICLE X: AMENDMENTS

Section 1 – Amendment Provisions

These bylaws may be amended by a majority vote of the Executive Council and Faculty Council. The school principal has final authority regarding changes to the bylaws.

Section 2 – National Constitution

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

These bylaws are hereby adopted in their current revision by the Hartford Union High School Chapter of the National Honor Society.

This is agreed upon by the undersigned:

<u>Position</u>	<u>Name</u>	<u>Date</u>
Advisor	Danielle Goldbach	10/17/17
Advisor	Holly Oleshko	10/5/17
Faculty	Mike Lane	10/5/17
Faculty	Elizabeth Figarsky	10/5/17
Faculty	Chris Shelsta	10/5/17
Faculty	Sue Algiers	10/5/17
Faculty	Kim Schadrie	10/17/17
Principal	Dan Dobner	10/17/17