

# New Prague National Honor Society

## Bylaws

### ARTICLE I: NAME AND PURPOSE

*Section 1:* The name of this chapter shall be the New Prague Chapter of the National Honor Society of New Prague High School.

*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 at New Prague High School.

### ARTICLE II: MEMBERSHIP

*Section 1:* 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 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.
- b. To be eligible for selection of membership in this chapter, the candidate must have been in attendance for a period of one semester at New Prague High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.4 (out of 4.0; unweighted grade point average). 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 levels may be admitted to *candidacy* for selection to membership.
- d. A candidate must have represented the legal and ethical standards of the school and community and must not have had a serious discipline referral or a Minnesota State High School League type of violation in the past. Candidates are automatically considered ineligible to apply if they have received a Minnesota State High School League chemical violation any time after the end of his/her freshman year.
- e. Upon meeting the minimum grade level, attendance, and GPA standard requirements, candidates shall then be considered for membership based upon their service, leadership, and character.

### ARTICLE III: SELECTION OF MEMBERS

*Section 1:* 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 chapter Advisor. The chapter Advisor shall be the sixth, non-voting, ex-officio member of the Faculty Council.

- Section 2:* The selection of new, active members shall be held once a year during the first trimester of the school year.
- Section 3:* Prior to selection, the following shall occur:
- 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 Candidate Form if interested in pursuing further consideration for selection.
  - c. The Faculty Council shall review the Candidate Form and essay in order to determine membership.
- Section 4:* Each Candidate Form shall be assigned a number by the chapter Advisor. Each member of the Faculty Council shall read each Candidate Form anonymously and recommend the candidate for either acceptance into the group or denial.
- Section 5:* After all members of the Faculty Council have read each Candidate Form and made their individual decision, the Faculty Council shall meet and take a simple majority vote on each form.
- Section 6:* Prior to notification of any candidates, the chapter Advisor shall review with the Principal the results of the Faculty Council's deliberations.
- Section 7:* Candidates become members when inducted at a special ceremony.
- Section 8:* An 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 Advisor.
- Section 9:* 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 (i.e.: GPA) and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

#### **ARTICLE IV: DISCIPLINE AND DISMISSAL**

- Section 1:* Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the New Prague 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 community.
- Section 2:* If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.4 out of a 4.0 scale), he/she will be given a written warning and a half semester time period for improvement. If the cumulative grade point average remains below the 3.4 standard at the end of this half semester warning period the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.
- Section 3:* Violation of the law or school regulations 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 4:* Offenders of the school conduct code (such as use of profanity, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party – the Faculty Council or student/parent. If the member is involved in another violation of the school conduct code, the member may be dismissed.

*Section 5:* In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the Advisor and/or Faculty Council. The member and Advisor shall discuss the written notification in a conference.
- b. 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 (see below).
- c. The member will be given the opportunity to respond to the charge against him/her at a meeting before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in Article X of the National Honor Society National Constitution). The member may choose to attend this meeting in person, or, alternatively, to present his/her defense in writing. The Faculty Council will then vote on whether to dismiss the member. A majority vote of the Faculty Council is needed to dismiss any member.
- d. The results of the Faculty Council vote will be reviewed by the Principal, and if confirmed, will then be expressed in a letter sent to the student, parents, and Principal.
- e. Dismissed members must surrender any membership emblems to the Advisor, and are not eligible to wear National Honor Society honor cords at graduation.
- f. The Faculty Council's decision may be appealed to the building Principal and afterwards through the school district discipline policy.
- g. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

*Section 6:* In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE V: OFFICERS**

*Section 1:* The officers of the chapter shall be president, vice president, secretary, treasurer, hour technician, web wizard, and historian.

*Section 2:* Student officers shall be elected in the last month of each school year. All returning active members in good standing are eligible to run for a position as an officer.

*Section 3:* All active members of the chapter are eligible to vote. 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:* It shall be the duty of the **president** to preside at any meeting of this chapter. The president shall also run the social media aspect of the chapter, alerting all active members of events and reminding members of meetings and deadlines.

*Section 5:* The **vice president** shall preside in the absence of the president and shall also keep record of attendance at chapter meetings.

*Section 6:* The **secretary** shall keep the minutes of meetings and be responsible for all official chapter correspondence.

- Section 7:* The **treasurer** shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter. All purchase orders and large deposits must be conjointly supervised by the Advisor.
- Section 8:* The **hours technician** shall be responsible for collecting all submissions of members' contributions to group and individual service hours. They shall keep an updated database of each member's volunteer service, which should also be reflected on the chapter's web site.
- Section 9:* The **web wizard** shall be responsible for updating the chapter web site with new and current activities, student leaders, and member hours.
- Section 10:* The **historian** shall be responsible for keeping a record of the history of the chapter. This may include, but is not limited to, keeping record of volunteer activities, taking photographs at chapter and volunteer events, maintaining a database of graduate members, and/or maintaining the chapter's history binders.
- Section 11:* In the event that an officer is either placed under disciplinary hearing, suspended of their membership or in any other way unable to perform the duties entrusted to them, a special emergency election will be held.
- a. In a special election, all active members in good standing are eligible to run for the position of Temporary Officer.
  - b. A majority vote shall be necessary to elect a Temporary Officer.
  - c. Temporary Officers shall serve a maximum term of one academic trimester.
  - d. After a maximum of one trimester of probation or suspension the originally elected Officer shall be eligible to resume their duties, given that they have returned to good standing as determined by the chapter's bylaws.
  - e. If after one trimester of probation or suspension the originally elected Officer is dismissed, resigns, or remains unable to perform their duties, the Temporary Officer shall be eligible to assume the official position. This action requires a simple majority vote of the chapter's active members in good standing.
  - f. If such a vote does not yield a majority, or if there are any objections raised regarding the Temporary Officer, an open call for nominees shall be held and another vote shall be taken.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

- Section 1:* The Executive Committee shall consist of the Faculty Advisor and the chapter Officers.
- Section 2:* 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 VII: MEETINGS**

- Section 1:* Meetings of this chapter shall be bi-monthly. Additional meetings may be added if a need arises.
- Section 2:* All chapter members are expected to attend all scheduled chapter meetings.
- Section 3:* "Attendance" implies that the chapter members are no more than 5 minutes late for the meeting. Thereafter, the member is considered "tardy."

*Section 4:* Any member who is “tardy” for three meetings or more shall receive a written warning and will be considered not in good standing with the chapter. This member will be given a time period for improvement. If improvement is not seen in on-time attendance, the member will be placed under consideration for dismissal, as outlined in Article IV, Section 5.

*Section 5:* Any member who misses two meetings without legitimate cause shall receive a written warning and will be considered not in good standing with the chapter. “Legitimate cause” may include, but is not limited to, illness, family emergency, school disciplinary action, school authorized field trip, college visit, and/or any other pre-excused absence as outlined and understood by New Prague High School’s attendance/tardy policy.

*Section 6:* Any member missing three or more meetings will be placed immediately under consideration for dismissal, as outlined in Article IV, Section 5.

## **ARTICLE VIII: 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 15 hours of individual service projects which reflect his/her particular talents and interests and as approved by the chapter Advisor. This is in addition to the 15 hours of chapter projects to which all members contribute.

*Section 5:* Each member shall participate in a group (three to ten members) that will find and perform a group service project. The responsibilities of the group are to search the local area for service opportunities, contact these local organizations, set up a date and time to perform community service, complete the group service project. Service must be at least two hours in length. After the group has completed their group service project, they will present (as a way of celebrating) at the next full member meeting. Presentation guidelines will be handed out to members at the time that they initiate the group service project.

*Section 6:* Each member shall, upon completion of either a group activity or individual service project, complete an “hours form,” which shall be turned in to the Hour Technician Officer. All hours shall be due at the end of the academic year.

*Section 7:* The chapter shall publicize its projects in a positive manner and involve the community at large whenever possible.

## **ARTICLE IX: EMBLEM**

*Section 1:* 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.

*Section 2:* 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 the honor cords at graduation.

## **ARTICLE X: DUES**

*Section 1:* Annual dues for this chapter shall be five (5) US dollars.

*Section 2:* Dues will be payable to the chapter treasurer within 30 days of induction.

## **ARTICLE XI: POWERS**

*Section 1:* The chapter Advisor is given the authority to supervise the administration of chapter activities, as delegated by the school Principal.

*Section 2:* The Principal shall reserve the right to approve all activities and decision of the chapter.

*Section 3:* 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.

## **ARTICLE XII: AMENDMENTS**

*Section 1:* These by-laws may be amended by a 2/3 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 II, III and IV (selection and discipline), which are 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.

*Date:* revised October 2015

*Signatures:* \_\_\_\_\_, Chapter President

\_\_\_\_\_, Chapter Vice-President

\_\_\_\_\_, Chapter Secretary

\_\_\_\_\_, Chapter Historian

, Chapter Treasurer

, Chapter Hours Technician

, Chapter Web Wizard

, Chapter Advisor

, New Prague High School Principal

*Statement of non-discrimination: The 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, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.*