



The National Honor Society George C. Marshall Chapter BYLAWS

Revised: May 2013



ARTICLE I: NAME

The name of this chapter shall be the George C. Marshall Chapter of the National Honor Society of Secondary Schools which appears on the charter granted by the National Council of the National Honor Society duly signed by the National Secretary.

ARTICLE II: PURPOSE

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

ARTICLE III: MEMBERSHIP

Section 1. Status in the National Honor Society shall be defined as either (a) "active" member ; (b) graduate member; (c) honorary member.

Section 2. Active member status shall have full voting rights.

Section 3. Active members become graduate members upon graduation.

Section 4. Graduate member status shall have no voice or vote in chapter activities.

Section 5. Honorary membership may be granted to individuals who have extended outstanding service to the school or community in keeping with the purposes of the NHS.

Section 6. Honorary member status may be granted by the Faculty Council to students with a disabling condition and/or foreign exchange students who are not able to meet the requirements in full.

Section 7. Transfer students, who were members of NHS, must notify faculty advisers within one month of their transfer of their previous membership. In the case where minimum requirements differ, the student will be given one semester to meet chapter requirements. Faculty Council will determine the membership status of all transfer students.

ARTICLE IV: SELECTION

Section 1. The selection to this chapter of the National Honor Society shall be made by a Faculty Council consisting of five members of the faculty selected by the principal.

Section 2. Neophytes are selected in the fall and **become** active members after the Fall Induction Ceremony.

Section 3. To be eligible for neophyte or active member status, the candidate must be a member of the senior or junior class, has a cumulative scholastic average of 3.500, and must submit a completed packet that includes three letters of recommendation to the Faculty Council.

Section 4. All candidates shall then be evaluated and selected on the basis of service, leadership, character, and scholastic achievement by a majority vote of the Faculty Council.

Section 5. Having met the necessary requirements, each neophyte will be inducted in a fall ceremony, at which time he/she shall receive a membership card and a certificate and shall be designated as an active member.

Section 6. Appeals of non-selection to either neophyte or active member status shall follow the UCS guidelines with the first step being an appeal to the principal.

ARTICLE V: VIOLATIONS OF NHS TENETS/RESIGNATION

Section 1. Active members are subject to disciplinary measures considered appropriate by Faculty Council if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection.

Section 2. Active members who fall below the standards which were the basis for the selection shall be promptly warned in writing by the chapter adviser and will be given a reasonable amount of time to correct the deficiency, except in the case of flagrant violations of school rules or civil law. An active member does not necessarily have to be warned before disciplinary action is taken.

Section 3. Active members who receive two warnings for temporarily falling below the standards which were the basis for selection or who fail to correct their deficiency or who flagrantly violate school rules or civil laws shall be subject to disciplinary hearing of Faculty Council.

Section 4. Active members will be notified in writing that the Faculty Council is contemplating disciplinary actions, the reasons for the action, the date and time of the hearing, and an opportunity for the member to respond either in writing prior to the meeting or orally at the meeting. A parent/guardian may be present as an observer at the meeting with the active member; however in keeping with the four tenets of NHS, it is the duty of the active member to present his or her case. After the hearing, Faculty Council will determine appropriate disciplinary action and will notify the active member, the active member's parents, and the principal in a letter. In the case where a member is dismissed, the active member will surrender the NHS emblem and membership card to the adviser. If the active member is unwilling to do so, the matter will be treated as a school disciplinary matter.

Section 5. Active members may appeal the decisions of Faculty Council following the district's appeal process found in the Parent/Student Handbook.

Section 6. Active members who are dismissed will never again be eligible for NHS membership.

Section 7. Students wishing to voluntarily leave the organization must submit a written request to the Faculty Council. The written request must be signed by both the student and his/her parent/guardian. A timely review will address such a request and the student will be notified by the faculty adviser in writing that the request has been accepted. Once the student has been notified that the request has been accepted, the student is never again eligible for membership in NHS.

ARTICLE VI: MEETINGS

Section 1. General membership meetings shall be held during the school year on days designated by the National Honor Society advisers and officers in accordance with school

regulations. A calendar will distributed and posted at the first general meeting.

Section 2. The President, or any other officer or committee chairperson, may call special meetings approved by the National Honor Society advisers.

Section 3. The President, under the supervision of the National Honor Society advisers, shall conduct meetings. In the President's absence, the Vice President shall conduct the meetings.

Section 4. The Secretary shall keep minutes to be distributed and approved at the next general meeting.

ARTICLE VII: CHAPTER OFFICERS

Section 1. Junior members will elect the following offices by a majority vote: President, Treasurer, Secretary, Parliamentarian, and Historian. The runner-up in the Presidential election will be Vice President. This special Junior members meeting will be held in the spring.

Section 2. Juniors wishing to run for office must submit a letter of interest by the Friday before the Juniors election meeting. Juniors wishing to nominate a student may also do so in writing by the Friday before the election meeting.

Section 3. A candidate may withdraw his/her name at any time.

Section 4. If a candidate is running unopposed and a Junior member wishes to hold this office, they may nominate themselves at the election meeting.

Section 5. Nominated candidates are expected to give a brief speech on why they should be elected. This speech will be given at the election meeting.

Section 6. Candidates must be present on election day to be eligible for office.

Section 7. Junior members may be nominated for only one office with one exception: nominees for the President may also be nominated for one other office in case they are not elected to the Presidency.

Section 8. The advisers will tabulate and post the results of the election on the NHS door.

Section 9. If a vacancy occurs, an election will be held at the next general meeting.

Section 10. In the case where the officer fails to carry out duties as determined by the advisers, the advisers will inform the Faculty Council. The Council will make a decision on removal from office. An officer may step down, at any time, without relinquishing membership.

ARTICLE VIII: DUES, DUTIES AND RESPONSIBILITIES

Chapter Advisers:

Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.

Section 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 5. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Chapter Officers:

Section 1. All officers must attend all adviser/officer meetings and general meetings.

Section 2. All officers must attend NHS sponsored events.

Section 3. All officers must oversee at least one committee.

President:

Section 1. The president will run general meetings.

Section 2. The president will act as a liaison between the advisers and the membership.

Vice President:

Section 1. In case of the President's absence, the Vice President will run the general meetings.

Section 2. The Vice President will act as a liaison between the advisers and the membership.

Section 3. The Vice President will be the Service Hour Keeper. The service hour keeper must post all service hours, keep accurate records, and verify all members service hours.

Secretary:

Section 1. The secretary must keep accurate minutes of all general meetings.

Section 2. Minutes and agendas will be given to chapter advisers at least 24 hours in advance of the meeting.

Section 3. The secretary must submit upcoming events to the audio visual department so events can be posted on the classroom televisions.

Section 4. The secretary must submit upcoming events to the administrative secretary in charge of the weekly student notes so events can be posted.

Treasurer:

Section 1. The treasurer must attend all events that collect money.

Section 2. Counted money will be turned into the advisor immediately, and the advisor will deposit the money with the school's bookkeeper.

Parliamentarian:

Section 1. The parliamentarian must arrive at least 15 minutes prior to every meeting.

Section 2. The parliamentarian will keep accurate records of attendance.

Section 3. The parliamentarian will maintain a spreadsheet with attendance of members.

Section 4. The parliamentarian will send out memos to all members who have missed one meeting or accumulated three tardies.

Section 5. After a member has accumulated one or more absences, the parliamentarian will notify the Faculty Council chairperson and the chapter advisers.

Historian:

Section 1. The historian is responsible for maintaining and updating the NHS door/wall.

Section 2. The historian must assemble and arrange for the slide show for the Senior Honor Cord Ceremony.

Section 3. The historian, or an appointed member, must be present at all NHS events to take pictures.

Section 4. These pictures must be assembled and displayed at the Induction Ceremony or Senior Honor Cord Ceremony.

ARTICLE IX: SERVICE REQUIREMENTS AND AWARDS

Section 1. All active members must sell tickets and participate in the planning of a major fundraising activity. The number of tickets to be sold will be determined annually.

Section 2. All active members must participate in a minimum of three separate official projects recognized by the NHS Board and approved by the advisers. These projects will be announced at the general meetings. At least 10 service hours must be accumulated through official projects.

Section 3. A total of twenty or more accumulated service time hours is required for all active members-

Section 4. Service opportunities that are not recognized by the NHS Board must be pre-approved by a chapter adviser and may not exceed 4 service hours per activity. A list of pre-approved activities will be listed on the NHS door.

Section 5. National Honor Society service time is determined as follows:

- A. CHAPTER SERVICE TIME is spent to help better the National Honor Society. Members who excel in this area will receive special recognition of their outstanding service through awards such as a certificate, patch, or plaque.
- B. COMMUNITY SERVICE TIME is spent to help better the school and community through the National Honor Society. Members who go beyond the service time requirements will also receive special recognition for their outstanding service as described above.

Section 6. All members must attend and participate in the Induction Ceremony and the Honor Cords Ceremony. If a scheduling conflict arises, a letter must be submitted to the advisors by the active member 72 hours prior to the ceremony.

Section 7. Nonattendance at the Induction Ceremony without prior written notice and approval by the NHS adviser will indicate that the student does not wish to be an active or graduate member of NHS.

Section 8. Active members who fulfill the above requirements will receive a cord to wear during Graduation Ceremony and will also have an insignia placed upon their diploma.

ARTICLE X: ATTENDANCE

Section 1. Members must attend all general membership meetings.

Section 2. Attendance will be monitored by the Parliamentarian or by the Vice President in the Parliamentarian's absence.

Section 3. Each person is allowed no more than two absences at membership meetings. Three tardies count as one absence. Tardiness is defined as arrival after the meeting has been called to order. Arrival after 7:00 am is considered an absence. Failure to comply will result in disciplinary action and possible removal.

ARTICLE XI: AMENDING

Section 1. These bylaws may be amended by a two-thirds vote of the chapter, provided that the Advisers and the Faculty Council have approved the proposed amendment.

Section 2. 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 encouraged.