

National Honor Society
Daphne High School
Daphne, Alabama
Approved October 2017

Article I: Name

Section 1: The name of this organization shall be the Daphne High School Chapter National Honor Society of Secondary Schools.

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 the students of Daphne High School.

Section 3: The Daphne High School Chapter is a member of the National Honor Society of Secondary Schools. The DHS by-laws are in compliance with the NHS National Constitution. The National Constitution shall supersede any local bylaws.

Article II: The 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 complete the annual survey and submit it 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, nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the council.

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

Article III: Faculty Council

Section 1. The Faculty Council shall consist of five (5) voting faculty members appointed annually by the principal, one representing each of the four core subjects plus one elective. The chapter adviser shall be an ex officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. **The sponsors may make recommendations to the council, but they do not have a vote.** (See commentary in Chapter 3 regarding the functions of the Faculty Council.)

Section 2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NHS policies.

Article IV: Powers

Section 1. This chapter operates under the direction of and in full compliance with the NHS National Constitution. (See www.nhs.us/constitutions)

Section 2. The chapter adviser(s) is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3. Nondiscrimination. Our chapter of NHS maintains policies that no student shall be denied participation on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status or homeless status. These policies are consistent with Baldwin County Board of Education's policies of nondiscrimination.

Article V: 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. Honorary members are selected at the discretion of the Faculty Council. 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 sophomore or junior classes.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent of one semester at Daphne High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale, **unweighted**.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

Section 4. Members who resign or who are dismissed are never again eligible for membership or its benefits, as outlined by Section 7.5 of the National Constitution.

Article VI: Selection of Members

Section 1. Selection is based on Article IX of the National Constitution.

Section 2. The selection of active members shall be held once a year during the second semester of the academic year.

Section 3. The selection of members to this chapter shall be by a majority vote of the Faculty Council, outlined in Article III. The chapter adviser(s) shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 4. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility, as available from the registrar's office.
- b. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- c. The Faculty Council shall review the Candidates, faculty evaluations and other relevant information (including school discipline records) to determine those who fully meet the selection criteria for membership. Prior to final notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.
- d. All students who are eligible shall be notified by letter.

Section 5. Candidates become members when they are inducted at a special ceremony.

Section 6. An active member of NHS who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 7. An active member of NHS who transfers to this school 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 his/her membership.

Section 8. A description of the selection procedures shall be published in the official Daphne High School Student Handbook.

ARTICLE VII: OBLIGATIONS OF MEMBERS

Section 1: Annual dues for this chapter **shall be \$20**

- a. Annual dues are payable by the **fourth Friday in October**.
- c. Annual dues will include a t-shirt to be worn for official NHS events.

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

Section 3. All members are required to maintain a **unweighted 3.5 GPA** or above.

Section 4. All members must participate in all NHS activities, including, but not limited to, meetings, ceremonies, committee meetings, service projects, and fundraisers.

Section 5. Each member is required to perform 20 hours of service in the school or community from June 1-through the academic year. These hours must be submitted to Chapter Adviser on an official form (available from Adviser or through electronic means) no later than December 15 and April 1 (seniors) and May 10 (juniors) of each semester. At least 10 hours must be performed from June 1-December 15. Any hours over 10 may be carried over from December 15.

Section 6. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

Section 7. All members are expected to uphold the standards of scholarship, service, leadership and character.

Article VIII. Officers

Section 1. The officers of the chapter shall be President; Vice-President; Secretary; Treasurer; Historian; and Parliamentarian

Section 2. Student officers shall be elected at the second to 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. Any active member can nominate an eligible member as a candidate for office.

Nominations for officers shall be received at least three weeks prior to the scheduled elections via written nomination forms. An officer interest meeting will be held two weeks prior to scheduled elections where candidates will be informed of roles and responsibilities.

Section 3: Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer to 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. These elections may be by paper or electronic ballot, assuming secure voting is possible.

Section 4: It shall be the duty of the president to preside at the meetings of the chapter and to serve as the official representative of the chapter at school and community functions. He or she shall also be an ex-officio member of each committee.

Section 5: The vice president shall assume all duties of the president in his/her absence. He or she shall serve as chair of the Induction Committee.

Section 6: The secretary shall keep minutes of meetings, a record of attendance at all meetings and other activities. Attendance records should be provided to Advisers monthly for the purpose of record-keeping. Minutes should be presented to the Historian at least quarterly for the purpose of historical record. The secretary is also responsible for all official correspondence.

Section 7: The treasurer shall assist in receiving funds and keeping an accurate account of receipts in accordance with school regulations. He or she shall serve as the chair of fundraising committees.

Section 8: The historian shall collect pictures, articles, etc. and use them for chapter publicity. The historian is also responsible for chapter publicity, including, but not limited to, school-wide announcements, community publications, social media etc.

Section 9. The Parliamentarian shall keep order at meetings.

Section 10. Officers and the faculty adviser(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. Any action by the Executive Committee is subject to the review of chapter members.

Section 11. Officer vacancies during the school year shall be filled by adviser appointment (with the approval of the Society) or by special election.

Section 12. The Executive Committee shall appoint committees as necessary for successfully fulfilling organization purposes.

Section 12. New officers shall be installed at the last meeting of the year.

Section 13. Officers put on probation will immediately forfeit their office for the term of the probation.

Article IX: Meetings

Section 1. Regular meetings of this chapter shall be held monthly, according to a published calendar. Afternoon and morning sessions will be offered.

Section 2. Special meetings of the chapter may be called by the adviser(s) or president with adviser approval. A two-day notice should be given to require attendance.

Section 3. All meetings shall be open and shall be held under the advisement of the principal or chapter adviser(s)

Section 4. A simple majority vote will be held on matters other than By-laws amendments/revisions. (See Article XIII)

Section 5. This chapter shall conduct its meetings according to *Robert's Rule of Order*.

Section 6. Members are expected to attend all chapter meetings. If a member should miss a meeting, he or she shall only be excused with prior approval of the adviser or as outlined by the Baldwin County Public Schools excused absence policy.

Article X: 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 full 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 a individual service project(s) which reflects his or her particular talents and interest. This is in addition to the chapter projects, which all members contribute. (IV.5)

Section 5. The chapter shall publicize and promote its projects in a positive manner.

Article XI: 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 Daphne High School 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 school and community.

Section 2. Probation means that a student has time to correct a problem. If another violation occurs during probation, the student may be brought before the Faculty Council for possible dismissal. Any member who is placed on probation will receive a warning letter from the chapter adviser that outlines the reasons for the probation, the length of the probation, and the means necessary to satisfy the probation.

Section 3. A member will **immediately be put on probation** for one term for any of the following violations:

1. Failure to maintain a cumulative, unweighted 3.5 GPA. A student must receive a minimum of nine weeks from the time of official notification to improve his or her GPA. If the discrepancy is not corrected by the end of the eighteen-week grading period, the student may be dismissed from NHS after a hearing from the faculty council.
2. Failure to complete and submit required service hours by deadlines.
3. First time in OCS during a term. Another OCS violation during probation would be grounds for dismissal.
4. Saturday School during a term.
5. Involvement in an incident of cheating directly witnessed or documented and reported to the administration by a teacher or admitted by the member. Cheating is defined by the Faculty Council, principal and Executive Committee as the following:
 - a. Copying answers for another student during a test or on homework (Sharing answers on homework when studying is not the same as copying an entire assignment.)
 - b. Giving answers to tests to another student during the same or different class.
 - c. Obtaining and using a copy of a test (including making a photograph of or photograph of) without the teacher's knowledge and approval.
 - d. Submitting plagiarized assignments or projects.
 - e. Submitting work written for you by another person.
 - f. Using cheating methods, including (but not limited to) disallowed study sheets, electronic versions of study sheets or answers, and pre-written notes
6. Offenders of the school code of conduct (such as use of profanity, failure to comply, unexcused absences, skipping class, excessive tardiness etc – “a write up”). If the member is involved in another violation of the school code of conduct during his or her time of membership, the member may be considered for dismissal.

Section 4. A member with a total of any **two violations (demerits)** outlined below shall be put on **probation** for one term, and one more violation during probation will be grounds for a dismissal hearing.

- a. Unexcused absences from a regular or called meeting
- b. Failure to pay dues or other fees by the deadline.
- c. Failure to fulfill requirements of committee work.
- d. Unexcused absence from induction ceremony rehearsal or induction ceremony.
- e. Failure to participate in required projects, including fundraising projects.

Section 5. Graduating seniors who are put on probation during the second term will be given a deadline to satisfy their obligations. If not rectified, they will not receive the NHS stole to wear at graduation. Seniors who have not paid their dues will not receive a stole to wear at graduation until dues are paid.

Section 6. Accumulation of two more warning letters after a probationary period has been satisfied is grounds for possible dismissal.

Section 7. Violations of the law or school regulations resulting in suspension can result in immediate consideration of dismissal of a member (See Section 9 below). 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 or in the community.

Section 8. 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 9. In cases of pending dismissal:

- a. The member will receive written notification from the adviser/Faculty Council indicating the reason for consideration of dismissal.
- b. The member will be given the opportunity 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 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 adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards according to the 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 10. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 11. Members who fail to participate in organization activities for a period equaling one semester will be subject to dismissal.

Article XII: Ratification/Approval and Review

Section 1. These bylaws will be approved upon receive a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval of 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 XIII: Amendments

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 XI and VI, which are developed by the Faculty Council with the approval of the principal.

Approved October 2017