

# **Chapter Bylaws of the Boonsboro High School Chapter of the National Honor Society**

## **ARTICLE I: 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 Boonsboro High School.

## **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](http://www.nhs.us/constitutions).

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

Section 3: The Faculty Council will be appointed by the principal and will be comprised of representatives from each academic area and the chapter adviser, a non-voting, ex-officio member. This body will provide support for the adviser; assist in selection, dismissal, and other issues concerning members; and offer advice on administrative decisions.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 5: 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 is an honor bestowed upon deserving students by faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
- b. To be eligible for selection in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Boonsboro High School.
- c. Candidates eligible for selection to the chapter will have a grade point average of 3.8 or higher on a 4.0 scale for all credits attempted, as well as 75 or more of Student Service Learning hours completed. Both grade point average and SSL hours will be assessed at the start of each school year.

- d. Candidates eligible for membership will carry a class load of at least 4 credits per year or an equivalent academic load.
- e. 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 will be by a majority vote of the Faculty Council.

Section 2: The selection of active members will be held once a year after the first marking period grades have been issued.

Section 3: Prior to selection, the following will occur:

- a. Students' academic records will be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically will be notified and asked to complete and submit the "Student Activity/Leadership Summary Sheet" for further consideration. This form will be handed to the adviser on or before the announced deadline. No late or incomplete forms will be considered.
- c. The faculty will be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council will review the "Student Activity/Leadership Summary Sheets," faculty evaluations, and other relevant information to determine those who fully meet the selection criteria for membership.
- e. Names of the candidates are given to administration for final approval.
- f. All decisions are communicated to the candidates in writing.
- g. Students who wish to appeal must do so in writing to the principal within three days.
- h. All appeals will be governed by the NHS Constitution.

Section 4: Candidates become members at the formal pinning and induction ceremony.

Section 5: Upon request, an active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his or her membership.

Section 6: 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 will 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.

## **ARTICLE V: OBLIGATIONS OF MEMBERS**

Section 1: Annual dues for this chapter will be \$15.00 per member and will be payable to the chapter within 30 days of the induction.

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

Section 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter adviser within 30 days.

Section 4: Chapter members who are seniors or graduating juniors in good standing will be granted the privilege of wearing the honor stoles at graduation.

Section 5: Chapter members who are seniors must chair at least one (1) service project throughout the year.

Section 6: National Honor Society members will have the opportunity to tutor students in various subjects of their choosing throughout the year as needed, and as requested by staff or students. Participation is not required, but is recommended.

Section 7: The Senior Banquet and Induction Ceremony are mandatory events in which all members must be present.

Section 8: All members will sign and abide by the “Academic Integrity Agreement.” (See Appendix 1)

Section 9: No National Honor Society member is permitted to accept both in-service hours, student service learning hours, or any other organization for the same project. They are required to pick one or the other.

## **ARTICLE VI: OFFICERS**

Section 1: The officers of the chapter will be President, Vice President, Secretary, Treasurer, and Historian.

Section 2: Student officers will 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.

Section 3: Voting will be by secret ballot. A majority vote will be necessary to elect Secretary, Treasurer, and Historian. The office of President will be awarded to the individual who runs for the office and receives the majority of the votes. The office of Vice President will be awarded to the person running for President with the second highest number of votes in his or her name. If the first vote does not yield a majority, a second vote will be taken of the two candidates receiving the highest number of votes. No member can run specifically for the office of Vice President

Section 4: It will be the duty of the President to preside at the meetings of the chapter. He or she will be responsible for leading executive meetings prior to regularly scheduled meetings and preparing meeting agendas.

Section 5: The Vice President will preside in the absence of the president. The Vice President will also keep an up-to-date record of all service hours completed by members.

Section 6: The chapter Secretary will keep the minutes of each meeting, a record of all attendance, a complete list of student contact information, and all records on file.

Section 7: The Treasurer will receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accordance with school regulations. The Treasurer will be responsible for all fundraisers.

Section 8: The Historian will create a visual record of the year’s activities.

## **ARTICLE VII: MEETINGS**

Section 1: The regular meeting of this chapter will be once per month during the school year on days designated by the executive committee and approved by the adviser. The executive meeting of this chapter will be held prior to the regular meeting.

Section 2: Special meetings, approved by the executive committee, may be called by the president with the adviser's permission.

Section 3: Any member missing three or more meetings per year may be subject to dismissal. Any written excuse for missed meetings must be submitted to the secretary within seven days. Any member five minutes late will be marked tardy. Two events of tardiness will count as a missed meeting.

Section 4: Any member planning to attend college classes in the morning must inform the adviser in writing.

Section 5: Members who miss meetings for any reason must obtain an agenda and minutes.

## **ARTICLE VIII: SERVICE HOURS**

Section 1: Returning NHS members are required to complete 30 hours per year, at least 15 through NHS sponsored projects. All newly inducted members are required to complete 20 hours per year, at least 10 hours through NHS sponsored projects. Half of the required hours for every member are due by the March meeting. Any member failing to meet these requirements will have a 30-day probationary period, at which time the student will receive a dismissal letter if the service hours are not completed. All senior and graduating junior members are must meet their service requirement by the May meeting in order to graduate with NHS honors; junior members, to maintain membership for the next school year.

Section 2: Each member may complete up to one half of his or her required hours, 10 for new members, 15 for returning, through Individual Service Projects. The Individual Service Projects may be performed while participating in a project planned or implemented by another group on campus or in the community.

Section 3: All service hours must be pre-approved by the adviser.

Section 4: All service hours must have a signature of the adult in charge of the project OR the chairperson for the activity.

Section 5: A maximum of 10 service hours may be completed by a member over the summer and will be applied to the number of required hours during the following fall semester.

Section 6: All members chairing a project must complete the Chair Form.

Section 7: All members receiving out of service hours must fill out the Service Form.

## **ARTICLE IX: COMMITTEES**

Section 1: Each activity will have a committee, which will have 1 or 2 chairpersons.

Section 2: All chairpersons must record hours of committee members through the completion of the appropriate forms. These forms should be given to the Historian within a week of the end of the event, and document the activity with digital photography.

Section 3: The following standing committees will be chaired by an officer:

- a. Fundraising. This committee must organize fundraisers that provide the chapter with sufficient funds for the induction, banquet, and project expenses.

- b. Induction. This committee may only be comprised of returning senior members. The committee must consult with the NHS Handbook guidelines for planning a chapter induction and work closely with the chapter adviser.
- c. Tutoring. All members will have the opportunity to tutor their peers. Interested members must sign up to tutor specific subjects, afterwards they may be contacted by staff/students in need of/recommending tutoring. It will be up to the member to maintain contact and determine appropriate times for tutoring sessions to occur.
- d. Bylaws. This committee must be actively engaged in the contents of the chapter bylaws, NHS Handbook, and actions of the chapter. The committee must actively work to maintain chapter bylaws that are in accordance with national NHS Constitution standards as well as maintain bylaws that suit the needs of the chapter's members.
- e. Service Project. This is an open committee where all new service opportunities are taken to the officer in charge. Pending advisor approval, the project(s) will be presented to the society at the following meeting for further approval.

Section 4: The Senior Banquet must be chaired by a junior member.

## **ARTICLE X: 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 Boonsboro High School chapter of the National Honor Society.

Section 2: If a member's grade point average falls below the 3.8 standard, he or she will be given a written warning and one marking period for improvement. If the GPA remains below standard at that time, the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Section 3: If a student misses two mandatory meetings and/or events for reasons that are not excused, they will receive a written warning notifying them that they are on probation. Failure to attend a third mandatory meeting/event will result in dismissal from the National Honor Society and/or disciplinary action by the Faculty Council.

Section 4: If a student fails to have the required number of hours on time, he or she will be given a written warning. If action is not taken by the student to fulfill the requirement during the grace period, the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Section 5: If a member cannot attend an event they have committed to, they must remove their name from the roster, through the advisor, at least 48 hours prior to the start of the event. Failure to do so be deemed a missed meeting. Failure to attend three events (including tutoring), without an excused absence or replacement for the position, will result in dismissal.

Section 6: Violations of the law or school regulations can result in immediate dismissal of any member.

Section 7: In all cases of pending dismissal, the following will occur:

- 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 or 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).
- c. The member has the opportunity to present his or her defense via a written statement presented in lieu of the face-to-face hearing. Following the hearing, 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 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.
- e. The Faculty Council's decision may be appealed to the building principal and, thereafter, according to provisions of the Washington County Board of Education disciplinary appeals policy.
- f. 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 XI: 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 will be reviewed and, if necessary, revised each year.

## **ARTICLE XII: AMENDMENTS**

These bylaws may be amended by a two-thirds affirmative 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 V and X, which are developed by the Faculty Council with the approval of the principal.

Approved on \_\_\_\_\_ July 31, 2019 \_\_\_\_\_

# BOONSBORO HIGH SCHOOL

## National Honor Society

### Academic Integrity Agreement

The Boonsboro High School chapter of the National Honor Society is founded on academic success, community service, outstanding character and leadership. As an NHS member, make a commitment to yourself, as well as your learning community—parents, teachers, peers, administrators—that you will demonstrate integrity and honesty in all of your academic endeavors. As a member, you will refrain from copying homework, plagiarizing assignments, cheating on tests/quizzes, or showing dishonesty in any way regarding school work.

Any NHS member who is discovered to be in breach of this agreement will be brought before the Faculty Council for review and possible dismissal. Please be aware that the council takes academic integrity very seriously and will not hesitate, even on a seemingly insignificant offense, to take action. All members must print, sign, and obtain a parent signature below.

Student Name (printed): \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_