

TANTASQUA REGIONAL HIGH SCHOOL NATIONAL HONOR SOCIETY

Tantasqua Chapter National Honor Society Chapter Bylaws

PREAMBLE

Section 1. The Tantasqua Regional High School Chapter of the National Honor Society shall be formed to recognize outstanding scholarship, service, leadership, and character exhibited by Tantasqua students, and to promote these ideals throughout the school and community.

Section 2. This Constitution has been written in the spirit of the ideals of character, service, leadership, and scholarship to ensure order and fairness throughout the admission, membership, and graduation process.

Section 3. This Constitution and the National Honor Society Constitution shall exclusively govern the chapter of the National Honor Society residing at Tantasqua Regional Senior High School, whose official name shall be “The Tantasqua Regional Senior High School Chapter of the National Honor Society.”

ARTICLE I: NAME AND PURPOSE

Section 1 - The name of this chapter shall be the Tantasqua Regional High School Chapter of the National Honor Society.

Section 2 -The purpose of this chapter shall be to create an enthusiasm for scholarship, to promote worthy leadership, to stimulate a desire to render service, and to encourage the development of character in the students of Tantasqua Regional 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 voice or 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, leadership, service, and character.

Section 3 - Eligibility

a. Candidates eligible for induction to this chapter must be members of the sophomore or junior class. Students may not induct after the spring of their junior year.

b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least **one semester** at Tantasqua Regional High School.

c. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 3.4. 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 rise in scholarship to or above this standard may be admitted to candidacy for selection into the society.

d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered 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 principal. The chapter Adviser shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Section 2 - 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 National Honor Society Application for further consideration for selection.

c. The faculty of Tantasqua Regional High School shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation for outlined according to a predetermined rubric.

d. The Faculty Council shall review the application and faculty evaluations in order to determine membership.

Section 3 - The selection of new active members shall be held once a year during the spring semester; the induction ceremony will occur by the end of May each year.

Section 4 -Candidates become members when inducted at the induction ceremony.

Section 5 - Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 6 - 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 will be signed by the principal or chapter adviser.

Section 7 – A student who is an active member of the National Honor Society who transfers to this school from another will automatically be 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 in order to retain his or her membership.

RESPONSIBILITIES AND OBLIGATIONS OF MEMBERSHIP

Section 1 – Active members are required to attend all mandatory full membership meetings, service projects, fundraising efforts, and fulfill their time in service requirement as defined in Article XI. Members shall notify an Officer or the Adviser in advance of one's inability to attend a meeting and event by completing the Excused/Unexcused Absence form.

a. Members are permitted no more than two unexcused absences from full membership meetings per school year; members must sign a form acknowledging each absence and stating that they are aware further unexcused absences are cause for dismissal at the discretion of the Faculty Council.

b. Excused absences include the student's absence from school, serious illness or emergency within the member's family, other medical emergency, medical appointments, or academic help sessions.

1) Medical appointments require a doctor's note signed by the student's physician to be considered an excused absence.

2) Academic help sessions require a note signed by the instructor to be considered an excused absence.

3) Excused absence forms must be submitted to the adviser within 24 hours of the member returning to school.

c. Unexcused absences include: meetings for other clubs or after school activities; practices for sports; work; driving hours; forgetfulness; indifference.

d. Unexcused absence forms must be submitted to the adviser within 24 hours of the member returning to school.

d. All absences and/or dismissals from school on the day of a meeting count as excused absences unless they are in violation of Part B of this Section.

e. In addition, this attendance policy applies to Executive Committee members. Executive Committee members may miss no more than two Executive Committee meetings per school year, in accordance with this Section.

Section 2. Active members shall enjoy the following rights:

a. To participate in full membership meetings in accordance with this Constitution, and to vote in such meetings.

b. To elect officers once yearly at the May full membership meeting.

ARTICLE IV: DISCIPLINE AND DISMISSAL

Section 1 - Any member who falls below the standards of scholarship, leadership, service, or character may be considered for dismissal from the Tantasqua Regional High School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain their academic standing and take an active role in leadership and service in his or her school and community.

Section 2 - If a member's cumulative GPA falls below the standard in effect when he or she was selected they will be given a written warning and a time period (generally of one marking period) for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student may be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 3 - If a member fails to perform any of the published obligations of membership, they will be given a written warning 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 - Violation of the law or school regulations as outlined in the discipline policy of Tantasqua High School can result in dismissal of a member. These violations include, but are not limited to: stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or at school-related activities.

Section 5 - Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 6 - In all cases of pending dismissal:

a. The member will receive written notification from the adviser or Faculty Council indicating the reason for possible dismissal. The member and adviser 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 (see below).

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 or not to dismiss member. 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 by the Faculty Council to the student, his or her parents, and the principal. Dismissed members must surrender any membership emblems to the adviser.

d. The Faculty Council's decision may be appealed to the principal and afterwards through the school district discipline policy.

e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

Section 7 - 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, parliamentarian, and historian.

Section 2 - Student officers shall be elected at the last meeting of the previous school year; any positions not filled at that meeting may be filled after the induction of new members in the fall.

All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3 - 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. The following duties should reflect the responsibilities developed for officers in the local chapter:

Section 4 - It shall be the duty of the president to determine meeting agendas; run chapter and executive board meetings; monitor members participation in meetings and activities and intervene as needed; and keep the advisor informed of any and all NHS-related activities, concerns, and ideas, plan and implement all service projects and activities, solicit ideas for service projects from members; coordinate committees to help facilitate service projects; monitor service activities; and report service plans, progress, and outcomes to the chapter advisor.

Section 5 - The vice president shall contact NHS members interested in tutoring; determine tutors' strengths and interests; coordinate the tutoring program, monitor tutoring throughout the year; serve as a resource for ideas for tutors; and problem solve with tutors, check progress of each tutor request within five days of initial contact; intervene as needed; and report plans and progress to advisor.

Section 6 - The secretary shall plan each induction ceremony; create invitations and programs for each induction ceremony; procure materials needed for the ceremonies; solicit and monitor member contributions to ceremonies; send invitations and thank-you notes to administrators for each ceremony; and coordinate an induction committee.

Section 7- The secretary shall take attendance at all meetings; collect service documentation hours from the membership, update hours accrued by NHS members to the president and advisor by December 1 and April 1 of any members who lack 30 NHS-related service hours.

Section 8- The historian shall document, via written word and photography, all NHS activities, including service projects, mentor-mentee socials, inductions, etc.; collect memorabilia from NHS activities as appropriate (induction ceremony programs, for example); and compile documentation in a clear and organized fashion.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1-The executive committee shall consist of the faculty adviser 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.

Section 3 – Executive Committee meetings shall occur at least once each month to plan for full membership meetings and conduct private business. The meeting shall be private and involve only the executive officers and Adviser. The President or Adviser shall call Executive Meetings to order.

Section 4 – Agendas for the Executive meeting will be created by the President. Agenda for the Full Board Meeting will be created by the Secretary.

ARTICLE VII: MEETINGS

Section 1 – Full meetings shall occur at least once a month to conduct the business of the chapter, including the evaluation of past projects and planning of future projects. All members are expected to attend these mandatory meetings. Meetings are held on the first Tuesday of the month.

Section 2 - The meeting will be conducted according to Robert’s Rule of Order. The agenda of the meeting should consist of a call to order, a roll-call or attendance sign-in, a Secretary’s report, a Treasurer’s report, discussion of old business, discussion of new business, reports from committee chairs and current project coordinators. The President is at liberty to rearrange agenda items as long as there is no objection from the membership.

Section 3 – All items that members wish to have placed on the full board agenda must be presented to the president or Advisor 48 hours prior to the meeting. All agendas should be posted on the website 24 hours prior to the meeting.

Section 4. - All meetings shall be held only with quorum present, defined as follows:

a. Full membership meetings require the attendance of the President and/or Vice President and at least 50% attendance of the remaining members.

b. Executive committee meetings require the attendance of the President and/or Vice President, and at least four members total. Committee meetings require the attendance of a designated chairperson and two additional active members. The President shall be notified of committee meetings by the committee chairperson prior to the said meeting.

All chapter members are required to attend all regularly scheduled chapter meetings.

ARTICLE VIII: ACTIVITIES & SERVICE PROJECTS

Section 1 - The chapter shall determine one or more service projects for each semester.

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.

- a. A chapter-wide service project shall consist of a beneficial activity to the school and/or community. Service projects such as a holiday canned food drive or gift collection drive require all members to participate. Non- members may participate at the discretion of the President.
- b. A fundraising project shall consist of an effort to raise money or goods for the chapter or a charitable organization. All members must participate in one or more of the chapter's yearly fundraising activities. Non-members may participate at the discretion of the President.

Section 4 - Each member shall have the responsibility of choosing and participating in an individual service project that reflects his or her particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5 - The President may appoint, or call on the membership to appoint, activity coordinators who facilitate the running of a project, and committee chairpersons, who head committees that may be formed by the membership.

Section 6 - Individual active members shall perform a time in community service project by volunteering time and energy to a community project not offered through school, or as approved by the majority of the general membership for an in- school event. A minimum of 20 community service hours are required per school year per member. Members are expected to submit the community service hours form to the Advisor at predetermined dates: Juniors on June 1 and Seniors on May 1.

a. The definition of community service as it applies to the Tantasqua Chapter of the National Honor Society shall be: "services volunteered by individuals or an organization to benefit a community or its institutions, and performed of a person's own free will without any benefit to the individual." This definition shall be the major guiding principle behind determining whether a certain activity shall be deemed acceptable as community service to fulfill the yearly individual member time in community service requirement.

b. In the event of a dispute as to whether a submitted activity is acceptable as community service or not, all parties involved in the dispute will have the right to an appeal before the Executive Board. The decision of the appeal will be made by the Executive Board using the definition of community service from Part A of this section as the basis of their decision. The official decision of the appeal will be based on a 2/3 majority vote of the Executive Board at the conclusion of the appeal.

ARTICLE X: ADVISER POWERS

Section 1 - The chapter adviser 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 decisions 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.

Section 4. The Advisor shall uphold the constitution, participate in chapter meetings, and ensure the publication of entrance requirements to the chapter in the high school's Student Handbook. The Advisor shall serve as ex-officio member of the Faculty Council.

ARTICLE XI: AMENDMENTS

Section 1 - 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 III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2 - Bylaws and amendments must be consistent with the constitution of the National Honor Society.

Amendments:

Community service hours will consist of 20 service hours outside of Tantasqua High School activities and 10 service hours for activities sponsored by Tantasqua High School.

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