

**NORTHSIDE HIGH SCHOOL  
BYLAWS OF  
NORTHSIDE HIGH SCHOOL CHAPTER OF NATIONAL HONOR SOCIETY**

**ARTICLE I: NAME AND PURPOSE**

- Section 1. The name of this organization shall be the Northside High School Chapter of National Honor Society.
- Section 2. 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 Northside High School.

**ARTICLE II: POWERS VESTED IN THE ORGANIZATION**

**THE PRINCIPAL**

- Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.
- Section 2. The principal shall appoint a Faculty Council composed of members of the school's faculty.
- Section 3. The principal shall appoint a member(s) of the faculty as chapter adviser(s).
- Section 4. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

**THE FACULTY ADVISER(S)**

- Section 1. The faculty chapter adviser(s) 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 faculty chapter adviser(s) 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 faculty chapter adviser(s) shall regularly review each member for compliance with Society standards and obligations and shall help the chapter officers understand and carry out their duties.
- Section 4. The faculty chapter adviser(s) shall be an ex-officio, non-voting member of the Faculty Council.

**FACULTY COUNCIL**

- Section 1. The Faculty Council will be voting faculty members appointed by the principal. No principal or assistant principal may be included on the Faculty Council.

Section 2. The Faculty Council will meet at least twice a year to review the procedures of the chapter, select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 3. The Faculty Council will develop and revise, when necessary, all procedures for selection, disciplining, and dismissal of members.

### **ARTICLE III: DEFINITION OF MEMBERSHIP**

Section 1. Membership is an honor bestowed upon a student. Selection for membership is by the Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3. Candidates become members when inducted at a special ceremony.

Section 4. A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester/term in order to retain membership.

Section 5. Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 6. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS adviser, adults, or others in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

### **ARTICLE IV: SELECTION OF MEMBERS**

#### **Candidates' eligibility will be based on activities and scholarship in high school.**

Section 1. The selection procedure shall be determined by the Faculty Council.

Section 2. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Section 3. Induction of members will be held once a year. The induction will be held during the first term. Only transfer seniors who meet the criteria of Article IV, Section 4 are eligible for membership during the second term. They will be able to complete the application process. If approved by the Faculty Council, the student will be granted membership. No formal induction will be held during the spring term.

- Section 4. To be eligible for membership the candidate must be a junior or senior. Candidates must have been in attendance at the school the equivalent of one semester. If a student has transferred to the school because of a parent's work, the present school principal may seek a recommendation from the previous school principal to help in deciding the candidate's selection. Based on the recommendation of the previous principal, the Faculty Council may waive the semester regulation.
- Section 5. Candidates must have a cumulative numeric average of at least 92 (ninety-two) percent. Averages will not be rounded.
- Section 6. Candidates shall also be evaluated on the basis of character, leadership, and service. Names of students may be distributed to the faculty with instructions to indicate whether each student is or is not recommended for membership. The Faculty Council will then assess each recommendation and will discuss negative recommendations with the appropriate faculty members. Students will also be required to obtain three teacher recommendations using a mandated form. Of the three recommendations, one must come from a core teacher who taught the student, an elective teacher who taught the student, and a moderator of an extracurricular activity in which the student participated.
- Section 7. Due to the Coronavirus (COVID – 19), junior candidates must have 25 required hours (in lieu of 50 hours) of documented service to the school and community to meet the requirement for service. An additional 75 hours will be needed before graduation for a total of 100 hours. No hour substitutions for donated items will be accepted as service "hours." Service hours are defined as those in which candidates are physically present and contributory toward an organization. Senior candidates must have 50 required hours of documented service to the school and community to meet the requirement for service. An additional 25 hours (in lieu of 50 hours) will be needed before graduation for a total of 75 hours. No hour substitutions for donated items will be accepted as service "hours." Service hours are defined as those in which candidates are physically present and contributory toward an organization. Seniors who are granted membership during the second term (transfer students) must have completed a total of 75 hours of community service before graduation. This is for the required 50 hours and the additional 25 hours for the students who were inducted during the first term.
- Section 8. Candidates meeting the scholarship requirement shall not have excessive referrals of unauthorized cell phone usage in high school which is three or more referrals. More than three incidents of unauthorized cell phone usage in the classroom will make a student ineligible for membership. The Faculty Council will only recognize those instances documented by the teachers and administration.
- Section 9. Candidates meeting the scholarship requirement shall not have excessive absences, excused or unexcused. If an attendance contract has been given to that student prior to induction, that student will be ineligible for membership. The Faculty Council has the right to review for eligibility.

- Section 10. Candidates meeting the scholarship requirement shall not have been placed in Discipline School or Alternative School. Candidates who have been placed in Discipline School or Alternative School during high school will be ineligible for membership.
- Section 11. Candidates meeting the scholarship requirement shall not have been placed in In-School Suspension (ISS) two or more times. Candidates who have been placed in In-School-Suspension two or more during high school will be ineligible for membership.
- Section 12. Candidates meeting the scholarship requirement shall not have been placed in Out-of-School Suspension (OSS). Candidates who have been placed in Out-of-School Suspension (OSS) during high school will be ineligible for membership.
- Section 13. If a candidate has incurred any combination of Discipline School/Alternative School, In-School-Suspension (ISS), and/or Out-of-School Suspension (OSS), the Faculty Council has the right to review for eligibility.
- Section 14. If a candidate has been written up for cheating, that student will be ineligible for membership for one year from the time the incident occurred. More than one incident of cheating during high school will make a student ineligible for membership. The Faculty Council will only recognize those instances documented by the teachers and administration.
- Section 15. If a candidates has falsified documents or plagiarized work, that student will not be eligible for membership for one year from the time the incident occurred. More than one incident of falsifying documents or plagiarizing work during high school will make a student ineligible for membership. The Faculty Council will only recognize those instances documented by the teachers and administration.
- Section 16. A student cannot apply for membership if they are dual enrolled full time.

#### **ARTICLE V: DISMISSAL FROM THE NATIONAL HONOR SOCIETY**

Members must maintain all standards required for induction in order to retain membership. This includes scholarship, character, leadership, and service.

- Section 1. The dismissal procedure shall be determined by the Faculty Council.
- Section 2. The dismissal procedure for each member to the chapter shall be by a majority vote of the Faculty Council.
- Section 3. A member must maintain the cumulative grade point average of ninety-two (92) percent or better during any marking period or be placed on academic probation for the following marking period. A faculty adviser shall notify the student and parent/guardian in writing by mail and shall notify the Faculty Council of such students who are on probation. If for the probationary marking period the ninety-two (92) average is attained, the probation is lifted. A student is allowed only one such warning and probationary period during his/her entire membership. If the ninety-two (92) average is not maintained, the membership is subject to a dismissal hearing. Dismissal of the member is determined by the Faculty Council.

A member who is dual enrolled is not eligible for probationary status and is eligible for a dismissal hearing upon the first grading period if the grade is below a ninety-two (92). This is due to the semester grading period of college credits.

- Section 4. If a final failing grade is received in any class, regardless of the overall average, the student will be placed on probation or subject to a dismissal hearing. The numeric addition for AP classes or dual enrollment classes will not be given for a failing grade. Our chapter will align itself with the MCSD polices on grade weight and grade conversion.
- Section 5. Member who have excessive referrals of unauthorized cell phone usage in high school, which is three or more referrals, will be subject to a dismissal hearing. The Faculty Council will only recognize those instances documented by the teachers and administration.
- Section 6. Members who have excessive absences during high school, excused and unexcused, and receives an attendance contract will be subject to a dismissal hearing. The Faculty Council has the right to review for eligibility.
- Section 7. Members who are placed in Discipline School or Alternative School during high school for any disciplinary action will be subject to a dismissal hearing.
- Section 8. Members who are given In-School Suspension (ISS) two or more times during high school will be subject to a dismissal hearing.
- Section 9. Members who are given Out-of-School Suspension (OSS) during high school will be subject to a dismissal hearing.
- Section 10. Members who are involved in incidences of cheating or other character-related infractions during high school will be subject to a dismissal hearing.
- Section 11. Members who are involved in incidences of plagiarizing, falsification of documents, or other character-related infractions during high school will be subject to a dismissal hearing.
- Section 12. Members must attend a required number of monthly meetings. If a member misses three or more monthly meetings, that member will be subject to a dismissal hearing. After two missed monthly meetings, members will be placed on probationary status.
- Section 13. Members must continue to show leadership and service by participating in individual service projects and by participating in the chapter service projects. If a member misses two or more of the chapter service projects (not donation item hours), that member will be subject to a dismissal hearing. After missing one chapter service project, members will be placed on probation statuses. All services must be documented.

## **ARTICLE VI: OFFICERS**

- Section 1. The officers of this chapter shall consist of a president and vice president. The president and vice president cannot be dual enrolled so communication with advisors is accessible for daily interactions. Other officers can include secretary-treasurer, parliamentarian, and reporter/historian if decided by the president and vice-president. The officers will be elected at the end of each year and will serve for one year. A student who is serving probation is not eligible to be an officer. Officer candidates will complete an application and will be interviewed by the faculty adviser(s) before members' names are placed on the ballot.
- Section 2. Officers should be in attendance at all meetings and should seek help from faculty adviser(s) in completing the responsibilities of their offices. Failure to do so may result in that member being removed from that office. If an officer is removed from his/her office, a member will be appointed by the faculty adviser(s) to complete the term of that office.
- Section 3. The president shall preside over and conduct meetings and coordinate chapter activities by keeping in close touch with members and faculty advisers, and call special meetings as needed.
- Section 4. The vice president shall assist the president in the discharge of duties and preside at meetings in the absence of the president.
- Section 5. If a secretary-treasurer is requested, the secretary-treasurer shall prepare and read minutes of meetings, prepare an agenda for the meeting, count and record votes, and help in preparing chapter reports. He/She will also help the faculty adviser(s) in announcing fundraisers and giving reports to the members of the financial condition of the organization.
- Section 6. If a parliamentarian is requested, the parliamentarian shall see that meetings are conducted in an orderly fashion according to Robert's Rules of Order, Newly Revised.
- Section 7. If a reporter/historian is requested, the reporter/historian shall prepare news releases and articles for publication in school and local newspapers. He/She shall help in preparing mailings to members. As historian he/she shall maintain a history of the chapter, including an annual report of chapter activities, awards, and publicity.

## **ARTICLE VII: EXECUTIVE COMMITTEE**

- Section 1. The executive committee shall consist of the officers of the chapter and the faculty chapter adviser(s). The officers may also appoint three additional members of the chapter to serve on this committee.
- Section 2. The executive committee shall have general supervision of the affairs of the chapter between its monthly meetings, service projects, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be the subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

### **ARTICLE VIII: MEETINGS**

Section 1. Regular meetings of this chapter shall be once a month during the regular school year at a time during the day which is to be set by school administration and the faculty adviser(s). Each member is expected to attend all meetings and sign in for record of attendance.

Section 2. Special meetings approved by the executive committee may be called by the chapter president or vice-president.

Section 3. Chapters shall conduct meetings according to Roberts' Rules of Order, Newly Revised.

### **ARTICLE IX: SERVICE ACTIVITIES**

Section 1. Each chapter shall determine service projects for each year. These projects must fulfill a need within the school or community, have the support of the administration and the faculty, and be appropriate, well planned, organized, and executed. All members shall participate in these projects and fulfill the requirements as set forth by the Executive Committee.

Section 2. In deciding on chapter service projects, each member shall have the opportunity and voice for choosing a service project that reflects his or her particular talents and interests and must be approved by the Faculty Adviser(s). In addition, all members must complete 25 individual service hours per semester. These hours should be completed and documented by the end of March. If service hours have not be documented, members will be reminded that the hours need to be completed by the end of Spring Break to guarantee service requirements.

Section 3. If a member does not complete the required chapter service (group) projects or the individual service hours, the Faculty Council shall vote to terminate membership for that member. The Executive Committee will determine the number of chapter service (group) projects required for members.

Section 4. Each chapter shall publicize its projects in a positive manner.

### **ARTICLE X: OFFICIAL INSIGNIA, MOTTO, AND COLORS**

Section 1. The National Honor Society has a uniform emblem selected by the National Council. Each member shall be entitled to wear this emblem. Any member who resigns or is dismissed shall return the emblem to the chapter faculty adviser. Both the certificate and the pin must be returned to the faculty adviser.

Section 2. The motto of the National Honor Society shall be Noblesse Oblige.

Section 3. The official colors of the National Honor Society shall be blue and gold.

## **ARTICLE XI: AMENDMENTS TO BYLAWS**

- Section 1. Each chapter shall write bylaws to amplify sections of the National Constitution and to clarify operating procedures of the chapter. These by-laws may be amended by the following procedure: (1) Approved by chapter executive committee and the Faculty Council; (2) notice given at least four weeks prior to the meeting at which it is to be voted upon; AND (3) two-thirds ( $2/3$ ) vote of the chapter. The selection procedures and dismissal procedures are developed by the Faculty Council with the approval of the principal.
- Section 2. The Faculty Council, at its discretion, may override the action of the chapter when such action is deemed in the best interest of the chapter and the school.
- Section 3. Such changes as are commonly made by the school administration and/or Faculty Council do not necessitate approval by the chapter. Matters which relate to the time of meetings during the school day and the definition of school year and school day are typical areas where changes would not be construed to be changes or amendment of these bylaws.