

# Chapter Bylaws Of the Union Springs Academy Chapter Of the National Honor Society

Adopted: 10 /19 /16

## Article I: Name

The name of this chapter shall be the Union Springs Academy Chapter of the National Honor Society.

## Article II: 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 Union Springs Academy.

## Article III: Powers

- Section 1:** This chapter operates under the direction of and in full compliance with the NHS National Constitution. 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:** Final authority on all activities and decisions of the chapter resides with the school principal. (See Article V, Section 1 of the National Constitution.)
- Section 4:** Nondiscrimination. 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 IV: 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:
- Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
  - To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period of one semester at Union Springs Academy.
  - SCHOLARSHIP: Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.25 on a 4.0 scale.
  - SERVICE: To be selected as a member of our chapter, a candidate must demonstrate on his or her Candidate Form, the completion of twenty-five (25) hours of service undertaken at school or in the community since the start of ninth grade. Staff may also choose to award additional consideration for more intangible types of service, as described in the following definition. A student who serves:
    - Volunteers, provides dependable assistance, and is willing to make sacrifices to offer assistance
    - Works well with others and is willing to take on difficult or inconspicuous responsibilities
    - Enthusiastically renders service to the school
    - Does committee and staff work without complaint
    - Mentors other students
    - Shows courtesy by assisting visitors, teachers and students.

- e. **LEADERSHIP:** To meet the leadership criterion for selection to this chapter of the NHS, a student must name and verify (on the Candidate Form) a minimum of two (2) leadership roles at school or in the community achieved since the ninth grade. Examples:
- Any Class Office
  - Any SA Office
  - Any Club Office (Guys Club, Girls Club, Yearbook, Yearbook)
  - Band First Chair
  - Sports Captains

Staff at USA will also be surveyed and may choose to nominate a particular student for other types of leadership, listed below. These cannot be “claimed by a student”. They must be “bestowed” by a staff member who recognizes their leadership. If a student is transferring from another school, they may submit a letter from an adult who has had direct observation of the candidate in equivalent situations.

- Leadership at work (RA, Campus Ministries, other as indicated by your work supervisor)
- Leadership in worship and spiritual affairs (speaking, SS teacher, Song service, Vesper leader, ministry teams etc.)
- Other

The Faculty Committee will evaluate not only the **quantity** of leadership, but also the **quality** of each candidate’s leadership. This will be done by a designation of a -1, 0, or +1 overall (not per position). The following descriptors will be used to aid in assessing the quality of a candidate’s leadership. A student exercises positive leadership when he or she:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals and spirit
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently
- Demonstrates reliability and dependability

- f. **CHARACTER:** In order to be selected for membership in the NHS, a candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines and policies, or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. A person of character demonstrates the following six qualities:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

The Faculty Counsel may review administrative records of the school, such as attendance and discipline records, report cards, gradebook records, and comments based on professional evaluation and action of individual faculty members as they appear on candidate evaluation forms.

## **Article V: Selection of Members**

- Section 1:** The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, exofficio member of the Faculty Council.
- Section 2:** The selection of active members shall be held twice per year as follows. The first induction will be for qualifying seniors only and will be scheduled in the fall after school begins, time to be determined by the chapter officers. The second selection will take place during second semester and be open to any qualifying candidate, with the induction celebrated at Spring Parent Weekend.
- Section 3:** Prior to the final selection the following shall occur:
- Students' academic records shall be reviewed to determine scholastic eligibility.
  - All students who are eligible scholastically shall be notified and asked to complete and submit the Candidate's Form for further consideration.
  - The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
  - The Faculty Council shall review the Candidate Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.
- Section 4:** Candidates become members when notified of selection, and then will be officially recognized at a special induction ceremony.
- Section 5:** An active member of the NHS who transfers from this school will be given, upon request, an official letter indicating the status of his/her membership.
- Section 6:** An active member of the NHS who transfers to this school will be, upon notification and verification by the student, automatically accepted for membership in this chapter. The Faculty Council shall 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/her membership.

## **Article VI: Obligation of Members**

- Section 1:** Annual dues are not required for membership in this chapter. However, each year at the first meeting, members may discuss their financial goals for the chapter, and recommend payment of dues for that year. The vote must be a two-thirds majority, and dues must not exceed \$20 as noted in the national constitution.
- Section 2:** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.
- Section 3:** Chapter members who are seniors in good standing shall be granted the privilege of wearing the official NHS stole at graduation.
- Section 4:** All members are expected to attend chapter meetings, participate in one individual service project per year, and participate in the chapter's group service projects throughout the year (as indicated in Article VIII and Article IX).

## **Article VII: Officers**

- Section 1:** The officers of the chapter shall be president, vice president, secretary, and treasurer.
- Section 2:** Student officers shall be elected at the first 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.
- Section 3:** Voting shall be by secret ballot. 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.
- Section 4:** It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.
- Section 5:** The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

- Section 6:** The secretary shall keep the minutes and attendance records for meetings and be responsible for official correspondence.
- Section 7:** The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.
- Section 8:** Officers and the faculty adviser 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 the chapter members.

## **Article VIII: Meetings**

- Section 1:** Regular meetings will be scheduled as needed by the chapter officers. Special meetings can be called by the president with approval of the adviser.
- Section 2:** This chapter shall strive to learn and conduct its meetings according to *Robert's Rules of Order*.
- Section 3:** Members are expected to attend all chapter meetings.

## **Article IX: 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 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 an individual service project which 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 chapter shall publicize and promote its projects in a positive manner.

## **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 Union Springs Academy chapter of the National Honor Society. A member of the NHS 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:** If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.25) he/she will be given a written warning and a reasonable time period for improvement. If the cumulative GPA remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that can include consideration of dismissal from the chapter.
- Section 3:** Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 4 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 4:** Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.
- Section 5:** 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 6:** In all cases of pending dismissal:
- The member will receive written notification from the adviser/Faculty Council indicating the reason for consideration of dismissal.
  - 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 presented 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 principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns, may never again be considered for membership in the NHS.

**Section 7:** 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 shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

**Article XII: 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 V and X which are developed by the Faculty Council with the approval of the principal.

Approved on 10/19/2016

Signatures:

\_\_\_\_\_ President  
 \_\_\_\_\_ Secretary  
 \_\_\_\_\_ Adviser  
 \_\_\_\_\_ Principal