

**BY-LAWS**  
**HUNTINGDON AREA CHAPTER**  
**NATIONAL HONOR SOCIETY**

**ARTICLE I**

**NAME AND PURPOSE**

- Section 1      The name of this chapter shall be the Huntingdon Area Chapter of the National Honor Society of Secondary Schools.
- Section 2      The objective 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 Huntingdon Area High School.
- Section 3      The By-laws of the Huntingdon Area Chapter of the National Honor Society shall conform to the Constitution of the National Honor Society as set forth by the National Council.

**ARTICLE II**

**THE CHAPTER ADVISOR(S)**

- Section 1      The chapter advisor 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 advisor shall be a member of the faculty, chosen through the school's selection process, and may serve consecutive terms.
- Section 3      The chapter advisor(s) shall have the following duties:
1.    Maintain files on membership, chapter history, activities, and financial transactions
  2.    Complete the annual survey and submit it to the national office
  3.    Regularly review each member for compliance with Society standards and obligations
  4.    Help the chapter officers understand and carry out their duties
  5.    Be an ex officio, non-voting, member of the faculty council and facilitate all meetings of the council
- Section 4      The chapter advisor(s) shall only act in a support role for the student members who are to be the primary organizers and hosts of all meetings and events.

### ARTICLE III

#### THE FACULTY COUNCIL

- Section 1 The Faculty Council shall be made up of a multidisciplinary team of five teachers, selected by the school principal. The advisor(s) shall be a non-voting member(s) of this council.
- Section 2 The Faculty Council shall have the following responsibilities:
1. Review completed applications for all eligible candidates after submission and prior to acceptance notification
  2. Address any discipline and handle the dismissal process as outlined in Article VI, Section 2

### ARTICLE IV

#### MEMBERSHIP

- Section 1 Membership in the National Honor Society is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to maintain these standards; reviews shall be performed periodically throughout the year.
- Section 2 Candidates become members when inducted at a special ceremony.
- Section 3 A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter advisor to the new school advisor 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 in order to retain membership.
- Section 4 The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisors, or others in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.
- Section 5 Membership shall be known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice in chapter affairs.
- Section 6 Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE V  
SELECTION OF MEMBERS

- Section 1      Students eligible for membership must have at least a cumulative 3.75 GPA and demonstrate the four pillars of service, leadership, scholarship, and character.
- Section 2      Students shall become eligible at the end of the sophomore academic year and receive application materials to complete for consideration by the Faculty Council for an annual fall induction.
- Section 3      Students becoming eligible at the end of their junior year shall also receive application materials and be considered for the fall induction with the incoming juniors.
- Section 4      The application and selection of members process shall proceed as follows:
1.    The advisor(s) shall receive a list of academically eligible students from the school counselor's office
  2.    Eligible students shall then receive an application to complete regarding their leadership and service records along with a brief essay
  3.    The Faculty Council shall review completed applications and vote on each possible inductee with a majority vote in favor of the candidate required for acceptance
  4.    The Faculty Council may request additional information from the applicant
  5.    Accepted students shall be provided with induction information
- Section 5      If Faculty Council has concerns about a student's application, the student shall have their application returned, with suggestions for improvements.
- Section 6      Students denied entry to the group shall be given the opportunity to appeal Faculty Council's decision and be provided with information that explains why they were not selected. This process shall proceed as follows:
1.    If a student decides to appeal, the NHS advisor(s) must be made aware of the wish within 48 hours of receipt of the denial letter
  2.    The advisor(s) will contact the Faculty Council and arrange an appeal meeting. At that meeting the student has the opportunity to appeal to the Council and clarify or explain why the candidacy should be reconsidered. If the Council has additional questions for the candidate they may be asked at this time. If the student wishes to have his/her parents present, they may be, but the appeal must come from the student
  3.    From the appeal, the Council will make its decision

4. If a student is dissatisfied with the Council's decision, a final appeal can be made to the building principal

## ARTICLE VI DISCIPLINE AND DISMISSAL

- Section 1      The possible grounds for dismissal include, but are not limited to, the following:
1. GPA falls below 3.75 at the end of any marking period
  2. Violation of criminal law or school regulation including but are not limited to DUI; physical altercations; stealing; destruction of property; cheating; truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities
  3. Falling below the standards of scholarship, leadership, character, or service
  4. Not participating in group activities or maintaining an active role in the organization
  5. Violating the attendance rules laid out in Article IX, Section 2
- Section 2      Dismissal procedures may include any of the following:
1. Warning: the member in question is contacted in regards to their inability to meet certain NHS standards when a problem is noticed or at the end of each marking period for grade deficiencies
  2. Probation: if a member is unable to meet the requirements after a reasonable warning, they are notified of their probation which shall last one marking period. In this time, their role in NHS and academics will be closely watched
  3. Faculty Council: After the period of probation, the member's status will be reevaluated by Faculty Council based on their ability to meet NHS standards during that time
  4. Dismissal: If at this time Faculty Council decides that the member is not adhering to NHS standards, they will be dismissed and unable to re-apply for membership
- Section 3      Dismissed members have the right to initiate an appeal process with the school principal if desired.

## ARTICLE VII CHAPTER OFFICERS

- Section 1      The officers of the chapter shall be president, vice president, secretary, and treasurer.
- Section 2      Elected officers shall hold office during their senior year and the President may not be the leader of any other school organization, activity or club.

- Section 3 Chapter officers must be prospective seniors and will be elected at the final meeting of each school year by majority vote.
- Section 4 The president shall have the following duties:
1. Preside over all regular chapter and officer meetings
  2. Establish meeting agendas with the advisor(s) with the help of other officers prior to the day of the meeting
  3. Serve as the official representative of the chapter
  4. Supervise committees of the chapter
- Section 5 The vice president shall have the following duties:
1. Preside over meetings in the absence of the president
  2. Keep a record of members' contributions to leadership and service
  3. Assist the president in planning and carrying out chapter affairs
- Section 6 The secretary shall have the following duties:
1. Keep the minutes of meetings while also being responsible for recording attendance
  2. Keep all official records of the chapter
  3. Prepare and distribute minutes of all chapter meetings
- Section 7 The treasurer shall have the following duties:
1. Keep the record of income, transact financial business of the organization, and coordinate fundraising activities
  2. Handle all monies due to and collected by the chapter
- Section 8 Meetings shall be held at the discretion of officers and the advisor(s) and arranged by the President.
- Section 9 Any officer may be removed for inadequate performance at advisor discretion.

## ARTICLE VIII

### EXECUTIVE BOARD

- Section 1 The executive committee shall be made up of the four elected officers and four juniors.
- Section 2 Junior members shall be selected by other NHS members during an election at the first meeting of their junior year. The four candidates with the most votes shall be selected for appointment to the executive board.

- Section 3 Each junior on the board shall shadow the officers on a rotational basis and learn about each of their responsibilities. Junior members will not automatically move up to the shadowed office their senior year and shall run for that position in the officer elections at the end of the year if they so desire.
- Section 4 Junior members may be called upon to perform requisite duties at a meeting or activity in the absence of any of the officers.
- Section 5 Meetings shall be held at the discretion of board members and the advisor(s).
- Section 6 Any member may be removed for inadequate performance at advisor discretion.

## ARTICLE IX MEETINGS

- Section 1 Meetings shall be held as frequently as deemed necessary by the executive board and officers.
- Section 2 Meetings shall be run according to Robert's Rules of Order and presided over by the President or Vice President.
- Section 3 The attendance procedures and rules shall be enforced as follows:
1. Each member shall have no more than two unexcused absences per semester
  2. A member shall be considered tardy if they enter 5 minutes after the announced start time of the meeting, regardless of when it is called to order
  3. Three tardies shall be considered one unexcused absence
  4. Lack of participation in a group activity shall be considered one unexcused absence
  5. For an absence to be excused, the member must reach out to an advisor or officer prior to the meeting with a legitimate reason for the absence
  6. Violation of any of the above rules shall result in disciplinary action and a warning, leading to possible probation and dismissal as noted in Article VI Section 2

## ARTICLE X ACTIVITIES

- Section 1 Members are expected to participate in all agreed upon chapter activities; exceptions must be excused by the advisor(s). Failure to gain approval for an absence will result in the member accruing an unexcused absence and count toward the 2 allowed per semester, as outlined in

Article IX, Section 3.

- Section 2      Each member shall obtain at least 15 service hours by mid-May of each year with at least 1 documented hour each month from September until May. This requirement is only a minimum and each member is encouraged to aim beyond this threshold and continue service throughout the year.
- Section 3      A service hour shall be defined as any community or school service that is unpaid. Service for another community or student organization shall count towards the NHS 15-hour requirement but service for one organization may not constitute more than ½ of the required service hours.
- Section 4      Each member shall complete an individual service project (ISP) satisfying the following guidelines:
1.    The project meets a need in the community
  2.    There is a major organizational and leadership aspect involved
  3.    Working with another organization is only permitted if the member shows initiative and incorporates an aspect they themselves organize
- Section 5      The individual service project (ISP) shall count as 5 hours towards the overall 15-hour requirement.

ARTICLE XI  
COMMITTEES

- Section 1      Standing committees shall be created to conduct the general business of the organization and select committees formed as necessary.
- Section 2      Committee meeting attendance rules shall follow the policy established in Article IX, Section 3.
- Section 3      Each committee shall have one junior and one senior co-chair as approved by the advisor(s) after a committee member volunteers for the position.
- Section 4      The co-chairs shall have the following duties:
1.    Organize and announce meetings with committee members at least a week in advance using email or another form of communication

2. Complete the committee form with attendance, assigned duties, meeting summary, and next meeting date for each meeting
3. Run meetings according to a prepared agenda or list of tasks
4. Assign tasks and deadlines for all committee members in order to accomplish them
5. Work collaboratively with the other co-chair(s) and committee members to accomplish objectives
6. Report any questions, issues or concerns to the officers and advisors in order to troubleshoot

Section 5      Committee members shall attend all committee meetings, assist with tasks, and complete assignments as given by the co-chair(s).

Section 6      The chapter officers and advisor(s) shall assist with committee activities as needed and provide oversight.

## ARTICLE XII OFFICIAL INSIGNIA

Section 1      Each member of this chapter shall be entitled to wear the emblem pin adopted by the National Honor Society.

Section 2      Any member who withdraws or is dismissed from the chapter shall return the emblem pin to the chapter.

## ARTICLE XIII CHAPTER BYLAWS

Section 1      A bylaws committee shall revisit these bylaws as necessary.

## ARTICLE XIV AMENDMENTS

Section 1      Individual articles and sections may be changed by advisors or officers throughout the year if necessary.