

# Millbrook Magnet High School

## National Honor Society Bylaws

### **Article I: Name and Purpose**

Section 1 – The name of this chapter shall be the Millbrook Magnet High School Chapter of the National Honor Society.

Section 2 – 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 the students of Millbrook Magnet High School.

### **Article II: Membership**

Section 1 – Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation. Graduate 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, service, leadership, and character.

Section 3 – Eligibility

- a. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class at time of application.
- b. To be eligible for selection to membership in this chapter, the candidates must have been in attendance for a period of one semester at Millbrook Magnet High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative, weighted GPA of 3.60. This scholastic level of achievement shall be the required minimum level of scholastic achievement for admission to candidacy.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
- e. Upon the event of a foreign transfer student without a numeric GPA, a GPA based on the student's current grades will be used.

### **Article III: Selection of Members**

Section 1 – Communication Timeline

- a. The Chapter Advisor shall hold an informational meeting with eligible students no later than February 15<sup>th</sup> each school year.
- b. The Chapter Advisor shall ensure that the entire selection process, as outlined here forth in these bylaws, is completed by April 5<sup>th</sup> each school year.
- c. Notification to students of selection or not shall occur at least one calendar week in advance of the official Induction ceremony, so as to allow time for the appeal process through the principal.
- d. Every effort shall be made by the Chapter Advisor to hold the official Induction ceremony no later than April 30<sup>th</sup> each school year.

Section 2 – Student Responsibility

- a. Students who meet the eligibility requirements outlined in Article II, Section 3 of these bylaws shall complete and submit the Student Activity Information Form. The form must be turned in by the established due date.
- b. The student must sign the honor pledge.
- c. Students are encouraged by the Chapter Advisor to include any and all activities that signify service, leadership, and character on the Student Activity Information Form, thus meeting the tenets of membership within the National Honor Society.

### Section 3 – Chapter Advisor Responsibility

- a. The Chapter Advisor shall be responsible, during the selection process, for communicating NHS Constitution requirements, as well as these bylaw requirements, as needed, to the Faculty Council. In addition, the internal selection rubric utilized, as approved by the principal, will be reviewed annually with the Faculty Council by the Chapter Advisor.
- b. The Chapter Advisor shall be responsible for ensuring that at least two faculty recommendations for each candidate has been submitted for review.

### Section 4 – Faculty Council Responsibility

- a. The Faculty Council, made up of five faculty members appointed annually by the Chapter Advisor and approved by the principal, shall review the Student Activity Information Form and faculty recommendations in blind format, with no knowledge of a name associated with the documents submitted. The selection of members to this chapter shall be based upon an internal rubric score.
- b. Following the blind selection process, the Faculty Council will be provided the names of the candidates and each must be voted on by majority of the Faculty Council.

### Section 4 – Principal Responsibility

- a. The principal shall be provided the names of the inductees who were approved by majority vote of the Faculty Council for final approval, prior to tapping.

### Section 5 – Appeals Process

- a. Appeals of selection decisions should be requested in writing, by the student, to the principal.
- b. The principal will conduct their own review of the Student Activity Information Form, applying the internal rubric as outlined above.
- c. The principal will meet with the student to discuss the appeal decision that has been made.
- d. The principal holds final authority for selection and appeal decisions.

### Section 6 – Tapping and Induction

- a. Students selected, or “tapped,” for induction, as well as those not selected, will be notified in writing via closed envelope, and at the same time as one another.
- b. Candidates become members when inducted at a special ceremony, held each year in April.
- c. 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, signed by the principal and/or Chapter Adviser.
- d. An active member of another school’s National Honor Society, who is in good academic standing and who transfers to Millbrook Magnet High School, will be accepted for membership in this chapter. Documentation from the previous school may be requested of the student.

### **Article IV: Member expectations**

Section 1 – Once selected and inducted, all members are expected to maintain the standards by which they were selected – scholarship, leadership, character, and service - and maintain all obligations of membership.

Section 2 - Member expectations should be provided, with the letter of eligibility, to candidates for membership.

Section 3 - All members are expected to attend all regularly scheduled chapter and committee meetings.

Section 4 – All members must participate in five community service hours per semester, with at least three of that semester’s service hours involved in a chapter-sponsored service project and must include at least one tutoring hour. Failure to do so may lead to dismissal.

Section 5 – All members must submit verification of meeting attendance, service hour completion, and tutoring participation by the specified deadline at the end of each semester. Failure to do so may lead to dismissal.

#### **Article V: Meetings**

Section 1 – Meetings of this chapter shall be monthly.

Section 2 – This chapter shall conduct its meetings with the chapter officers' facilitation.

Section 3 – All chapter members are expected to attend all regularly scheduled chapter meetings.

#### **Article VI: 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. Members must complete at least five service hours per semester in order to maintain membership.

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 – Up to two service hours per semester may be from an individual service project that reflects the member's 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 its projects in a positive manner.

#### **Article VII: Discipline and Dismissal**

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

Section 2 – Violation of the law or school regulations 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.

Section 3 – Offenders of the school conduct or Honor code will receive written notification addressing the violation and resulting action. The resulting action should be decided upon by the Faculty Council and could include a warning or dismissal.

Section 4 – If a member fails to perform any of the published obligations of membership, he or she 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, which may include dismissal from the chapter.

Section 5 – In all cases of pending dismissal:

- a. The member will receive written notification from the Chapter Adviser/Faculty Council indicating the reason for consideration of dismissal.
- b. The member has the right 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 National Honor Society.

#### **Article VIII: 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 May meeting of each school year.

Section 3 – It shall be the duty of the president to preside at the meetings for the chapter and be responsible for official chapter correspondence.

Section 4 – The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership, service and enrichment.

Section 5 – The secretary shall keep the minutes of the meetings and be responsible for keeping records of attendance.

Section 6 – If any officer cannot fulfill the obligations of the role for the remainder of the school year, a special mid-year election may be held.

Section 7 - The treasurer shall be required to maintain records of any and all financial transactions.

#### **Article IX: Emblems**

Section 1 – Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cord at Senior Assembly and the honor pin at graduation.

#### **Article X: Dues**

Section 1 – The annual dues for this chapter shall be \$20.

Section 2 – Dues will be payable to OSP.

#### **Article XI: 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.

#### **Article XII: Amendments**

Section 1 – Bylaws and amendments must be consistent with the constitution of the National Honor Society.

Section 2 – These bylaws may be amended by the principal, per Article XI, Section 2, or by the Faculty Council, with the approval of the principal.