

# Ames High School National Honor Society Bylaws

## **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this chapter shall be the Ames High School Chapter of the National Honor Society (NHS) of Secondary Schools, which appears on the charter granted by the National Council of National Honor Society, duly signed by the national secretary.

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 all students of Ames High School.

## **ARTICLE II: MEMBERSHIP**

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

Section 2. Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation; graduate members have no vote. Candidates become members when inducted at a special ceremony.

Section 3. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester in this school. The selection for active members shall be held once a year.

Section 4. Candidates eligible for election to this chapter must be members of the junior or senior class and have a minimum cumulative grade point average of 3.4. This scholastic achievement shall remain fixed. Students who are eligible scholastically shall be notified and invited to complete a student portfolio for further consideration for selection.

Section 5. A NHS member who transfers from another school and brings a letter from the former principal to the new school adviser shall be automatically accepted as a member in the new school's chapter. Similarly, an active NHS member who transfers from Ames High School will be given a letter indicating the status of his/her membership and signed by the principal or adviser. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 6. The description of the selection procedure shall be published on the school's website and be available to all students and parents of the school. The selection process shall be determined by the Faculty Council and shall be consistent with the rules and regulation of the NHS.

## **ARTICLE III: OFFICERS**

Section 1. The officers of this chapter, their duties, and the method of their election shall be available prior to elections.

Section 2. The officers shall be a president, vice-president, secretary, treasurer, and historian. In addition to the specific duties and responsibilities listed below, the officers shall assume other duties and responsibilities as required of their respective offices.

Section 3. It shall be the duty of the officers to attend executive board meetings.

Section 4. It shall be the duty of president to preside at all the meetings of this chapter, represent the chapter at public occasions, appoint necessary committees, and serve as ex-officio member on all committees, to delegate responsibilities to members. The president shall also work with the

executive board in making decisions which will best benefit the chapter members and delegate duties to the best of his/her ability.

Section 5. It shall be the duty of the vice –president to fill the chair of the president in his/her absence. In addition, the vice-president shall coordinate the activities of committees, all leadership projects, and group service projects, and collect a written report from each chair at the end of the project. The vice-president will also work with the president in assigning and accepting delegation of duties and see that these are carried out.

Section 6. It shall be the duty of the chapter secretary to keep accurate minutes of each meeting, a record of all business, all records on file, and conduct correspondence. The chapter secretary shall also submit a report of old and new business at executive board meetings.

Section 7. It shall be the duty of the treasurer to account for all expenses and handle the bank account.

Section 8. It shall be the duty of the historian to keep records of all NHS activities and events through the year in a scrapbook. It is also the historian's duty to update members of chapter activities and inform the public of the chapter's events via newspaper, school paper, announcements, etc.

Section 9. The majority of votes cast shall be necessary to elect any officer of this chapter.

Section 10. Removal of officers for violations of established school regulations and/or not upholding the standards of the NHS can be done only by the chapter adviser. The executive committee determines appointment of vacant office.

#### **ARTICLE IV: EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of the officers of the chapter and the adviser.

Section 2. The executive committee shall have general supervision of the meetings, affairs, and business of the chapter, make recommendations to the chapter, and determine and perform such other duties as are specified in the national bylaws. All actions and recommendations of the executive committee shall be 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 V: ACTIVITIES**

Section 1. Each chapter shall determine one or more service projects for each year. Each member must participate in individual service project(s) during the school year, which reflects the member's talents and interests.

Section 2. All members shall regularly participate in these service projects and activities.

Section 3. The activities and 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. The chapter shall publicize its projects in a positive manner.

#### **ARTICLE VI: MEETINGS**

Section 1. Meetings of the chapter shall be held twice a month.

Section 2. All meetings shall be open meetings and shall be held under the sponsorship of the advisor.

Section 3. All members shall be required to attend the scheduled meetings and activities. Attendance will be taken and after 4 unexcused absences the member shall receive a written warning from the chapter advisor.

#### **ARTICLE VII: DUES**

Section 1. Annual dues for this chapter shall not exceed \$10.00. Dues go toward chapter expenses.

Section 2. Dues will be payable within 30 days of induction.

Section 3. Membership will not be denied due to member's inability to pay.

#### **ARTICLE VIII: DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Ames High School Chapter of the National Honor Society. The member shall receive a written warning from the chapter adviser and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws in which case a member does not necessarily have to be warned. A member will be allowed only one warning. Once a member is dismissed, he/she is never again eligible for membership in Ames chapter of NHS.

Section 2. The member will receive written notification of the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference.

Section 3. Prior to dismissal, the member will be offered a hearing with the Faculty Council under the same rules for disciplinary appeals in the school district. The Faculty Council will then vote on whether to dismiss.

Section 4. A letter of dismissal will be sent to the principal, student, and parents if the student is dismissed.

#### **ARTICLE IX: AMENDMENTS**

Section 1. The bylaws may be amended by a two-thirds vote of the chapter, provided that the proposed amendment has been approved by the chapter's executive committee and that notice to members has been in writing at least one month prior to the meeting at which it is voted upon.

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