



**Chapter Bylaws
of the
Lee Ray Berndt Chapter
of the
National Honor Society**

Adopted 10/30/2014

ARTICLE I: NAME

The name of this chapter shall be the Lee Ray Berndt Chapter of the National Honor Society of Shepherd High School.

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 Shepherd High School.

ARTICLE III: POWERS

Section 1. This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2. This chapter will remain an active member of the state association, Lee Ray Berndt Chapter of the National Honor Society, by participating in organized functions when possible.

Section 3. The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the principal.

Section 4. Final authority on all activities and decisions of the chapter resides with the school principal. [For references, see Article V, Section 1 of the National Constitution.]

Section 5. Non-discrimination. This 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, sex (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 provisional, active, and graduate. Provisional members will be incoming members and cannot hold office within the chapter. Provisional members become active members their second year. Active members become graduate members at graduation. Graduate members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester or four consecutive progress reports.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of *3.0 on a 4.0 scale. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based upon their service, leadership, and character.
- d. *As of Fall of 2015, a minimum cumulative grade point average of 3.25 on a 4.0 scale shall be required for candidates to be eligible for selection to this chapter.

Section 4. An active member of National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

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

Section 6. Active member:

- a. Members who fall below the standards which were the basis of their election will be promptly warned. One warning will be allowed.
- b. During the next regular semester grading period, if the member fails to meet standards, their case shall be passed to the Faculty Council.
- c. Once a member is dismissed, they are never again eligible for membership.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be based upon a rubric reviewed by the Faculty Council which consists of five faculty members appointed by the principal. The chapter advisor shall be the sixth, ex-officio member of the Faculty Council.

Section 2. The selection of new members shall be held once a year following the second progress report of the school year.

Section 3. Prior to the final selection, the following shall occur:

- a. All students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and invited to complete and submit the Candidate Form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official Faculty Evaluation Form provided by the chapter advisor.
- d. 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, using the rubric.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers to this school will be automatically accepted into 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 the requirements of this chapter to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 2. Student officers shall be elected at the last 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 member contributions to leadership and service.

Section 6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8. The historian shall attend all events, take pictures, keep records of Shepherd High School National Honor Society events, be a liaison to the newspaper staff and archive photos for future use.

Section 9. Officers and the faculty advisor(s) 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, but any action by the executive committee is subject to review by the chapter members.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be held bi-weekly, with a minimum of once per month, during lunch throughout the school year as needed. Special meetings can be called by the president with approval of the advisor.

- a. At the first regular meeting of the year, these bylaws shall be read to inform the members of the laws and rules of this chapter.

Section 2. This chapter shall 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 of choosing and participating in individual service projects which reflect his or her particular talents and interests. Members must obtain a minimum of 10 service hours per year to maintain membership. 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 Lee Ray Berndt Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to 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, he/she is allowed one written warning during their high school career. A member has until the end of the next semester grading period to correct the deficiency. If the cumulative grade point average remains below standard at the end of the next semester the student will be subject to further disciplinary action by the Faculty Council that includes consideration for dismissal from the chapter.

Section 3. Violations of the law, or major school regulations, **WILL** result in immediate dismissal. These violations include, but are not limited to: MIP, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities 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:

- a. The member will receive **written notification** from the advisor indicating the reason for consideration of dismissal.
- b. The member has the **right** to respond to the charge(s) against him/her by presenting a written statement of his/her defense to the advisor and principal. The advisor and principal will then ask the Faculty Council to convene to review the written statement prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). Following the review, 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 advisor.
- d. A member who is dismissed, or resigns, may never again be considered for membership in the National Honor Society.

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 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

Section 1. 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 (selection and discipline).

Section 2. In March of the current school year, proposed amendments for the following school year will be accepted by the Faculty Council from the Executive Committee.

Approved on 10/30/2014