

Riverside Brookfield High School
National Honor Society By-laws (adopted 04-11)

Article I: Name and Purpose

- Section 1: The name of this chapter shall be the Elizabeth Neiderberger, Riverside Brookfield High School Chapter of the National Honor Society of Secondary Schools.
- Section 2: The object 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 Riverside Brookfield High School.

Article II: Powers

- Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS.
- Section 2: The chapter advisor 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.
- a. If there is any disagreement over the Faculty Council's decision not to accept a student's candidacy for selection, the parent/guardian has 10 business days from the pre-determined notification date to file their disagreement with the advisor and principal in writing.
 - b. The advisor and principal will gather all necessary information and issue a final decision on the student's candidacy.
 - c. Student's with junior standing that are denied selection will be invited to reapply in the fall of their senior year.

Article III: Membership

- Section 1: Membership in this chapter shall be known as active and graduate. Active members may vote on chapter activities. Active members become graduate members at graduation. The graduate members have no vote.
- Section 2: Membership in this chapter shall be based on Scholarship, Service, Leadership, and Character.
- Section 3: To be eligible for election to membership in this chapter the candidate must have been in attendance for one semester at Riverside Brookfield High School.
- Section 4: Candidates eligible for election to this chapter must be of the junior or senior class. Candidates eligible for election to the chapter shall have a minimum weighted cumulative grade point average of 3.500. This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such a standard by the spring of their junior years or fall of their senior years may be admitted to candidacy for election to membership. Their eligibility shall then be considered on their service, leadership and character.

Article IV: Election of Members

- Section 1: The final selection of members to this chapter shall be determined by a majority vote of a faculty council consisting of six teachers appointed by the principal.
- Section 2: Prior to final selection decisions, the following shall occur:
- a. Students' academic records shall be reviewed to determine scholastic eligibility.
 - b. Students who are eligible scholastically shall be notified and asked to complete the National Honor Society application.
 - c. The faculty shall be requested to comment and rate candidates determined to be scholastically eligible; this will serve as a component in their character evaluation and will remain confidential.
 - d. The National Honor Society application and faculty rating and comments will be reviewed by the faculty council.
 - e. The principal will review and approve all final selections.
- Section 3: The election of active members shall be during the spring semester of the school year for junior candidates and during the fall semester for senior candidates.
- Section 4: An active member of the National Honor Society who transfers from Riverside Brookfield High School will receive signed verification by the advisor if needed.
- Section 5: Membership in the Riverside Brookfield High School Chapter of the National Honor Society will be automatically granted to any student, who has been previously active in another school's chapter, upon timely notification to the Chapter. To maintain this active status, the transfer student must meet Riverside Brookfield's membership qualifications within one semester from the date of enrollment.

Article V: Discipline and Dismissal of Members

- Section 1: Any member who falls below the standards of scholarship, leadership, character or service may be dismissed from the Riverside Brookfield High School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain an active role in service and leadership to his/her school and community.
- Section 2: If a member's cumulative grade point average after the spring semester falls below the standard in effect when he/she was elected (3.500), he/she will be given written warning. If the cumulative grade point average remains below 3.500 for the next semester, the student will be dismissed from the chapter.
- Section 3: Violation of criminal law or school regulations can result in dismissal of the student. These violations include but are not limited to: DUI, stealing, destruction of property, cheating, plagiarism, truancy, or possession, selling, or being under the influence of drugs or alcohol.
- Section 4: The faculty council may dismiss any member whose personal conduct is questionable in accordance with the accepted norms of student behavior.

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: Disciplinary/Dismissal Process

- a. The member will receive written notification from the advisor/Faculty Council indicating the reason for consideration of dismissal.
- b. 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 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 advisor.
- d. The Faculty Council's decision may be appealed to the building principal 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.

Section 7: In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate, such as additional service hours, removal from a leadership role, inability to participate in certain events, etc.

Article VI: Executive Board

Section 1: Eligibility: In order to be eligible for an Executive board position, one must:

- a. Be an active member of National Honor Society.
- b. Have active membership status at time of application.
- c. Not plan on early graduation.
- d. Demonstrate exemplary traits in the areas of Scholarship, Leadership, Service and Character.

Section 2: Application: Executive Board candidates must submit a statement of interest. It must include:

- a. Commitment to National Honor Society
- b. Leadership outside of National Honor Society
- c. Events/activities that could be attended/carried out by National Honor Society
- d. Availability during the summer and school year
- e. Availability for meetings every other week.

Section 3: Selection of Executive Board: Elections for Executive Board will be held at the end of the school year after the induction of new members. Elections will be held as follows:

- a. All interested applicants must attend a mandatory meeting to be informed of the application process.
- b. All interested candidates must be in good standing as a National Honor Society member.

Section 4: Determination of Executive Board positions: Upon reading and understanding Executive Board position descriptions, new Executive Board members will draft positions based on election results. The applicant receiving the most votes will draft first, second most votes will draft

second, etc. New Executive Board members will draft positions individually according to preference indicated on their application.

Section 5: Executive board positions and descriptions:

- a. President – The president presides over National Honor Society general and Executive Board meetings. The president will be required to maintain a professional working relationship with the faculty advisor and other Executive Board members. Duties include but are not limited to: prepare meeting agendas with the chapter advisor, attend Student Association meetings, help prepare for the induction of new members; assign additional duties to Executive Board members at discretion of the faculty advisor; communicate with faculty advisor and all Executive Board members.
- b. Vice President – The vice-president will assume presidential duties in the president's absence. Other duties include but are not limited to: record attendance for general meetings and National Honor Society mandatory service events; help record all National Honor Society members' service hours; oversee election and installation of new Executive Board members.
- c. Secretary – The secretary's duties include but are not limited to: record minutes at Executive Board meetings; tally and report results of general and Executive Board votes on activities and bylaws; maintain a record of discussion, events, and votes.
- d. Treasurer – Treasurer's duties include but are not limited to: collect and record funds raised, spent and donated, work with treasurers of other groups to organize the collection of money at fundraisers.
- e. Director of Communications – Duties include but are not limited to: prepare and send e-mail notifications, announcements, and reminders to general members and involved faculty; serve as a contact for announcements and daily bulletin.
- f. Director of Service – Duties include but are not limited to: actively seek out opportunities for the semester National Honor Society mandatory service event; prepare descriptions of such events to be discussed by the Executive Board and communicated to general members; present service opportunities at general meetings; help organize NHS's participation in the Day of Service.
- g. Director of Fundraisers – Duties include but are not limited to: create and prepare descriptions for fundraiser opportunities; oversee fundraisers; predict costs and profits; investigate and contact causes to which funds will be donated; communicate with other school organizations regarding their fundraisers; communicate with Treasurer.
- h. Director of Tutoring – Duties include but are not limited to: assist in the creation of the tutoring assignment calendar; review and update the tutoring schedule; send reminders to tutors weekly; organize the making of posters to inform students about tutoring; keep tutoring binder organized.

Section 6: Duties pertaining to all Executive Board members: All Executive Board members will be responsible for the following:

- a. Attendance at Executive Board meetings every other week.
- b. Professional and dedicated service to the Riverside Brookfield chapter of National Honor Society.
- c. Maintenance of equal portion of general members (committees) includes: compiling a list of phone numbers and email addresses; notifying all committee members to announce first general meeting of the school year.

Section 7: Removal of Executive Board officers: should an Executive Board member neglect to carry out any above duty, that member will be placed on executive probation and removed from the Executive Board at the discretion of the faculty advisor and/or faculty council.

Article VII: Activities

Section 1: The chapter shall plan and organize at least one NHS activity each semester. Chapter members must participate in each of these projects.

Section 2: The chapter shall also publicize other philanthropic activity options at each of its meetings. These activities shall be known as "other" activities. These activities can be within the school or be outside community service activities. Chapter members must complete at least 10 hours of community service each semester.

Section 3: Chapter members will be given a list of procedures at the beginning of the year regarding community service (forms, deadlines, what constitutes service, etc.)

Article VIII: Meetings

Section 1: Meetings for the Riverside Brookfield High School Chapter of the National Honor Society shall be held once a month and at the advisors discretion.

Section 2: Members must attend at least two-thirds of the scheduled meetings throughout the year. Members must also attend the induction ceremony.

Article IX: Dues

Section 1: Annual dues for the Riverside Brookfield High School Chapter of the National Honor Society shall be \$0.00 per person.

Article X: Amendment Procedure

Section 1: These by-laws may be amended by a simple majority vote of the chapter, provided notice of the proposed amendment has been given to members at least two meetings prior to the vote.

Section 2: By-laws and amendments must be consistent with the Constitution of the National Honor Society. Additional changes may be instituted at the discretion of the advisor, faculty council, or principal.

Note: All information and procedures not addressed by the Riverside Brookfield High School Chapter By-Laws are subject to the guidelines presented by the National Constitution.