



Chapter Bylaws  
of the  
Independence High School Chapter  
of the  
National Honor Society  
*Adopted: January 22, 2020*

ARTICLE I: NAME

The name of this chapter shall be the Independence High School Chapter of the National Honor Society of Independence 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 Independence High School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. 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, by paying annual dues and participating in state functions when possible.

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

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal. An assistant principal of the school may act as principal when the principal cannot be contacted and, in the judgement of the assistant principal, circumstances require an immediate decision.

Section 5: Faculty Council:

a. The principal shall appoint a faculty council consisting of five licensed faculty members from at least four different academic departments. The chapter adviser shall be the sixth, nonvoting, exofficio member of the faculty council.

b. An alternate faculty council member may be appointed. This individual will receive the same orientation to the chapter guidelines as the official five members; however, services will only be requested in the event one of the five is not present. If any appeals emerge when the alternate was voting, then the alternate should be brought back in for any reconsideration of the case.



c. The faculty council is responsible for the selection of club members, discipline and dismissal of members, development of general policies and procedures for the chapter including by-laws, and such other duties as delegated by the principal.

d. The faculty council has the authority to require and to direct the members, the officers, or the adviser to act or refrain from acting in order (1) to correct violations of these by-laws or of school policy or (2) to assist the faculty council in carrying out its duties. Such requirements and directives are subject to review by the principal.

e. The principal may request the advice and assistance of the chapter adviser in identifying qualified faculty members to appoint to the faculty council, and the principal may appoint faculty members to serve multiple consecutive terms.

Section 5: Nondiscrimination. Our 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, 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 active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary 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 junior, or senior class as determined by the office of school counseling.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Independence High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.50 on the Loudoun County Public Schools official grade scale as determined by the office of school counseling.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.
  - i. Incomplete applications (those with missing service, leadership or character sections) cannot be scored and therefore are ineligible for membership consideration
  - ii. Applications not submitted by the current application submission deadline are ineligible for membership consideration.

#### ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.



Section 2. The selection of active members shall be held once a year during the second semester of the school year. The charter year is an exception. The selection of active members during the chapter's charter year shall be held once during the first semester and again at the end of the second semester.

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

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate application portfolio for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official rubric form provided by the chapter adviser.
- d. The faculty council shall review the candidate application portfolio, faculty rubric, and other relevant information to determine those who fully meet the selection criteria for membership.

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

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for 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 those requirements for this chapter in order to retain his/her membership.

#### ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Membership Dues:

- a. Annual dues for this chapter shall be \$20 per year. Dues will be payable to the chapter within 30 days of induction.
- b. All membership dues shall be collected by the adviser who shall report the total amount collected to the chapter treasurer. The adviser shall also report any member who willfully does not pay his or her membership dues to the faculty council for possible dismissal.
- c. Any member who, although willing to do so is unable to pay the membership dues may ask the adviser for financial assistance. Final approval of such will be authorized by the principal.

Section 2. Each member is required to complete individual service hours in the amount of 15 per year. With the exception of the charter year in which members are required to complete 10 hours. The advisor will set the deadline for service hour completion yearly.



Section 3. Members are required to attend all monthly meetings. Notice of absence must be submitted to the advisor no later than 24 hours in advance, otherwise it is counted an unexcused. Members may not have more than two unexcused absence from meetings. With the exception of the charter year in which members may not have more than one unexcused absence.

Section 4. 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 5. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 6. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor cords or other insignia adopted at the local level at graduation.

#### ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, senior and junior secretary, and treasurer.

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. During the charter year, student officers shall be elected as interim and within 30 days after induction.

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. He or she makes sure all the goals of NHS are being met by attending and helping to plan most NHS activities and meetings. The president works closely with the NHS advisor.

Section 5. The vice president of service shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service. The VP of service oversees all chapter service projects including planning and carryout. He or she should plan to attend all service activities or arrange to have another presidency member there.

Section 6. The vice president of tutoring shall oversee the tutoring program. He or she will ensure all tutoring requests are covered and document tutor hours.



Section 7. The senior secretary shall keep the minutes of the meetings and attendance records for seniors. The senior secretary is also responsible for sending chapter thank you notes to community and school partners when necessary.

Section 8. The junior secretary helps plan all the social aspects of NHS throughout the year. He or she also takes roll for all juniors during the chapter meetings. They will keep accurate records of membership, member directory and membership status.

Section 9. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter. The person who applies for this job should be one who exhibits exceptional attention to details. This person will also work closely with the chapter adviser.

Section 10. Officers under consideration for dismissal (*as specified in Article X*) will lose their officer seat effective immediate of the consideration.

Section 11. Officers and the faculty adviser(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 the review of the chapter members.

Section 12. Should an office become vacant, the executive committee shall arrange for a special election if at least one full semester remains in the school year at the time of vacancy. Otherwise, the executive committee may appoint a member to fill the vacancy until the next regular election.

#### ARTICLE IX: COMMITTEES

Section 1. The chapter may have the need to establish committees for special projects, events or initiatives. In the case of a committee, chairs may be appointed by the advisor with 2/3<sup>rd</sup> approval of the executive committee. Committee chairs will not be part of the executive committee.

Section 2. Committees may schedule special meetings with the approval of the advisor and must report their minutes to the executive committee within three days of meeting.

Section 3. Committees may not make any final decision without knowledge and approval from the executive committee.

#### ARTICLE IX: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser.



Section 2. Executive members are required to meet for an additional meeting per month (separate of the regular meeting) to plan club meetings and activities.

Section 3. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 4. Members are expected to attend all chapter meetings.

#### ARTICLE X: 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 for choosing and participating in an individual service project which reflects his or her talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter service requirements and documentation deadlines shall be established by the chapter adviser and made accessible at every chapter meeting. Members shall accurately document their service hours that chapter generated service hours log sheet.

Section 6. The chapter shall publicize and promote its projects in a positive manner.

#### ARTICLE XI: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Independence High School 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 cumulative 3.5 GPA in effect when he/she was selected, he /she will be given a written warning and a reasonable one grading period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.



Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, honor code violation, 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 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 building 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.

Section 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

#### ARTICLE XII: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and the assent of the principal.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

#### ARTICLE XIII: AMENDMENTS

These bylaws may be amended by a 2/3\_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 IV, V, and X, which are developed by the faculty council with the approval of the principal.

