

THE NATIONAL HONOR SOCIETY OF KIRTLAND HIGH SCHOOL
BYLAWS

Revised – September 1, 2016

ARTICLE I
Name and Purpose

- Section 1: The name of this organization shall be The National Honor Society (NHS) of Kirtland High School.
- Section 2: The purpose of this NHS Chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Kirtland High School.
- Section 3: The Kirtland High School National Honor Society shall be under the sponsorship and supervision of the NHS adviser(s), NHS Faculty Council, Principal, and the National Association of Secondary School Principals (NASSP).

ARTICLE II
The Principal

- Section 1: The principal shall reserve the right to approve all activities and decisions of the chapter.
- Section 2: The principal shall annually appoint a chapter adviser, who may serve consecutive terms.

ARTICLE III
The Chapter Adviser

- Section 1: The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- Section 2: The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.
- Section 3: The chapter adviser shall regularly review each member for compliance with Society standards and obligations.
- Section 4: The chapter adviser shall help the chapter officers understand and carry out their duties.

ARTICLE IV Faculty Council

- Section 1: The faculty council shall consist of five faculty members appointed annually by the principal.
- Section 2: The term of the faculty council shall be one year. Members may be appointed to consecutive terms.
- Section 3: The chapter adviser shall be an ex-officio member of the faculty council.
- Section 4: The faculty council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

ARTICLE V Membership

- Section 1: Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character.
- Section 2: Membership shall be known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.
- Section 3: The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, or citizens in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.
- Section 4: New members shall be inducted at a special ceremony. The ceremony is to be held on the second Thursday of December at 7:30pm.
- Section 5: New members must pay one-time dues of \$20. The money collected from dues shall be used to cover the chapter costs of membership pins, cards, and graduation cords. Dues must be paid to the chapter adviser within 30 days of induction.
- Section 6: A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester to retain membership.
- Section 7: Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 8: Members must attend monthly meetings, to be held after school on the first Monday of every month. Should school not be in session on the first Monday, the meeting will take place on the second Monday. To be eligible to wear the National Honor Society cords at graduation, 2nd year members must have attended at least ten meetings and 1st year members must have attended at least four meetings.

ARTICLE VI

Selection of Members – Membership In Good Standing

Section 1: To be eligible for membership, the candidate must be a member of the junior or senior class. Freshman and sophomores are not eligible. Candidates must have been in attendance at Kirtland High School the equivalent of one semester.

Section 2: Candidates must have a cumulative grade point average of at least 3.75 on a 4.00 grading scale. Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 3: Selection of members to the chapter shall be by a majority vote of the faculty council

Section 4: To remain a member in good standing, a student must maintain the aforementioned minimum grade point average (Article VI, Section 2). Scholastic averages will be reviewed at the end of each semester.

Section 5: Any active member who falls below the standards which were the basis for his/her membership selection will receive a warning and a probationary period of one grading period (nine weeks) to regain the minimum academic standards. Should the minimum standards not be reached at the conclusion of the first probationary period, a second warning will be issued and another nine-weeks probationary period assigned. Failure to regain the required GPA (3.75) after two warning will mean dismissal the Society.

Section 6: To remain a member in good standing, a student must earn points for service and tutoring. Members with first year status must earn 12 service points and complete 10 tutor hours. Members with second year status must earn 16 service points and complete 20 tutor hours (for a total of 28 service points and 30 tutor hours at the end of their senior year). Service points will be awarded for community service at the rate of 1 point per 60 minutes of service. Service points will also be awarded for attending monthly chapter meetings (0.5 point per meeting), participation in chapter fundraisers (0.25 per duty), attending Induction Ceremony (1 point), and participation in the Kids Night Out (KNO) event (5 points). Tutor points will be awarded for tutoring students at KES, KMS, or KHS at the rate of 1 point per 60 minutes of tutoring. Service and tutor points will be reviewed at the end of each semester.

Section 7: Any active member who fails to meet chapter requirements will receive a warning and a probationary period of one grading period (nine weeks) to meet chapter requirements. Should the chapter requirements not be reached at the conclusion of the first probationary period, a second warning will be issued and another nine-

weeks probationary period assigned. Failure to regain the required points/hours after two warning will mean dismissal the Society.

- Section 8: Upon recommendation of Faculty Council, a member may be removed from the Society for serious and/or repeated violations of Kirtland High School Student Code of Conduct (as outlined in the Student Handbook).
- Section 9: In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council.
- Section 10: A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the Kirtland School District.

ARTICLE VII

Officers - Elections

- Section 1: The officers of this chapter shall be the President, Vice-President, Secretary, Treasurer, and Parliamentarian. Candidates shall be nominated and elected to each office in the same order as listed above.
- Section 2: It shall be the duty of the President to prepare meeting agendas with the chapter adviser, to preside at the meetings of this chapter, to oversee chapter events, be familiar with the chapter's bylaws, and to assure that all members are in good standing at all times.
- Section 3: It shall be the duty of the Vice-President to assume the responsibilities of the President in his/her absence. The Vice-President will coordinate and monitor group service projects and maintain the records/paperwork for service projects.
- Section 4: It shall be the duty of the Secretary to keep the minutes of the chapter meetings, a record of all business, and all records on file. The Secretary also shall certify to the Secretary of the National Council the number enrolled in each class and the names of those selected for membership in this chapter.
- Section 5: It shall be the duty of the Treasurer to receive and disburse all funds of this chapter and to keep an accurate account of receipts and disbursements.
- Section 6: It shall be the duty of the Parliamentarian to act as adviser to the President and officers and to representatives in matters pertaining to parliamentary procedures and provisions of these bylaws. The Parliamentarian will also serve as chapter historian and be in charge of activities designated by the President and/or adviser.
- Section 7: The election of officers shall be held during the May meeting of the chapter.
- Section 8: The election of officers meeting shall be announced to the society at least one week prior to the actual election.

Section 9: A quorum of at least 2/3 of the society must be present before a vote can be taken. Nominations of candidates shall be taken from the floor. A majority of the ballots cast 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 on the two candidates who have received the highest number of the ballots cast.

Section 10: The officers-elect shall take office immediately

Section 11: Removal of an officer shall be done by a 2/3 vote of the society.

ARTICLE VIII Amendments

Section 1: This constitution may be amended by a 2/3 vote of the society. Notice must be given to members at least one month prior to the meeting at which the amendment will be voted upon.

Amendment 1:

Section 1: Money earned by National Honor Society of Kirtland High School shall be made available to graduating members who wish to continue with post-secondary education. The graduate must submit an application which must be approved by a committee composed of teachers.

Section 2: The incumbent National Honor Society officers shall propose a sum of money to be left for the following year. This proposal shall be approved by the newly elected officers.