

National Honor Society Bylaws Wolf Chapter— Vista Ridge High School

Article I—Name

The name of this organization shall be the Wolf Chapter of the National Honor Society.

Article II—Purpose

The purpose of this organization shall be to create enthusiasm for scholarship, to encourage community service, to promote leadership, and to develop character in the students of Vista Ridge High School.

Article III—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 member of the faculty as chapter adviser, who may serve consecutive terms.

Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty, who may serve consecutive terms.

Section 4. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

Article IV—Duties and Responsibilities – Adviser

Section 1. The Adviser shall be responsible for obtaining cumulative GPA lists from the counselors at the beginning of each semester. These lists shall be used to determine students who are eligible for membership each fall and will also be used check that current members are maintaining the minimum GPA requirement.

Section 2. The Adviser shall be responsible for seeing that NHS guidelines are distributed to the parents of all nominees in the fall (of every year).

Section 3. During the selection process, it is the responsibility of the Adviser to be the advocate for the student. This includes answering all student/parent questions in regards to filling out the student resume, and seeking clarification for items on the resume if faculty council has further questions.

Section 4. It is the responsibility of the Adviser to notify all students who have sought selection of the decision of the faculty council and to address any questions or concerns that are raised by students and/or parents.

Section 5. The Adviser is responsible for setting the date of the induction ceremony, and making all appropriate arrangements. This includes, but is not limited to seeing to all building use requirements for the ceremony and reception, assisting the officers in choosing a guest speaker, and informing the faculty council and administrative of the date.

Section 6. If a member fails to uphold the expected standards, it is the responsibility of the Adviser to notify the member, and then to counsel the member on the ensuing procedure for review of his/her case by the faculty council. In all cases, the Adviser is expected to be the student's advocate in the process.

Section 7. The Adviser will meet as needed with the chapter officers to discuss the need for meetings and help set meeting agendas.

Section 8. The Adviser is responsible for submitting an annual report to the National office at the end of each school year. The form for this report is published in the April issue of Leadership magazine.

Article V—Duties and Responsibilities – Faculty Council

Section 1. The faculty council shall meet in the fall (of every year) to revise, if necessary, the student resume form used in the selection process.

Section 2. The faculty council will decide the minimum standard for selection for membership before any student resumes are reviewed.

Section 3. Any faculty council member who feels that s/he has a conflict of interest on a particular student will excuse him/herself from the voting process on that student.

Section 4. If a member is to be considered for dismissal, the faculty council will meet in a timely manner to discuss the issue.

Section 5. In all NHS matters, members of the faculty council will use their best professional judgment.

Article VI—Membership

Section 1. Membership in the Wolf Chapter is an honor bestowed upon a student. 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 these qualities.

Section 2. Candidates become members when inducted at an introduction ceremony.

Section 3. A National Honor Society member who transfers to Vista Ridge High School from another school must submit a letter from their previous chapter adviser or principal, or a copy of their membership card, to show their membership in good standing of National Honor Society. This transfer will be automatically accepted; transfer members must meet the Wolf Chapter's standards within one semester in order to retain membership. In the

case of a significant GPA requirement between the student's former school and Vista Ridge High School (where the Vista Ridge GPA requirement cannot be met in one semester), the faculty council is charged with making a sound, professional judgment regarding the membership status of the individual.

Section 4. Members who resign or are dismissed are never again eligible for membership or its benefits.

Article VII—Nomination and Selection of Members

Section 1. Sophomores and juniors who have been at Vista Ridge High School for a minimum of one semester are eligible for membership in the Wolf Chapter of National Honor Society.

Section 2. Ideal candidates must have a cumulative grade point average (GPA) of 3.6. Candidates shall then be evaluated on the basis of service (candidate must have completed **three** hours of community service during Fall Semester—REQUIRED), leadership and character.

Section 3. Beginning in the fall of every year, students with the minimum cumulative GPA will be notified of their ability to be considered for membership by the chapter adviser. Each eligible student will receive a resume form that must be filled out and returned to the Vista Ridge High School Adviser by the deadline indicated on the accompanying letter, if the student wants to be considered for membership. Late submission of a resume or submission

to a person other than the Adviser will be grounds for the faculty council to dismiss the resume from consideration. For the inaugural year, eligible students will be notified in January.

Section 4. Once all resumes are submitted, a list of those students seeking nomination to NHS will be given to all staff members in order to evaluate the students' character. The faculty council, in

their selection process, will consider the average character rating. Additional comments, both positive and negative, by staff members will also be considered.

Section 5. Once all resumes are checked for GPA by the Counselors, the chapter adviser will bring them to a meeting of the faculty council. Before seeing any resumes, the faculty council will determine the standard that must be met in order for a student to be selected for membership. The faculty council will then evaluate each resume in terms of service and leadership. This will be combined with the character rating to determine those students selected for membership.

Section 6. Both students selected and not selected for membership will be notified by a written letter informing them of their status. Students selected for membership will be informed of the time and date of the mandatory induction ceremony. Students who are not selected will be encouraged to talk to the faculty advisor to determine what they can do to strengthen their resume if they desire to be considered for membership in the future.

Section 7. Any non selected candidate may appeal the Faculty Council's decision. An appeal must be submitted within 10 days of the date of the notification letter. In order to resubmit, a new packet must be filled out with any new information. He or she may resubmit only once, including any lacking information from the first packet. The Faculty Council will review and reconsider the new packet and can accept or reject it. After the Faculty Council accepts or rejects the new packet, it will be submitted to the principal for approval. Further discussion between the principal and Faculty Council will result in a final decision. Students are encouraged to talk to the NHS adviser to find out what they can do to improve their application for next year. The request for a different Faculty Council will not be considered.

Article VIII—Duties and Responsibilities of Memberes

Section 1. Members are required to attend 90 percent of the meetings and induction ceremonies of the chapter while at Vista Ridge High School.

Section 2. Members are required to maintain the minimum cumulative GPA (3.6) and to participate in the chapter's fundraising events and service events.

Section 3. Members are required to perform five hours of community service of their choosing each semester (three hours are REQUIRED for the semester of members's Induction). At least one of these hours is to be performed by doing peer tutoring at Vista Ridge, if sufficient need exists.

Section 4. Each member must pay yearly dues of \$20 to cover expenses of the chapter.

Section 5. Failure to perform any of these duties will result in the faculty council evaluating the member for dismissal.

Article IX—Frequency of Meetings

Section 1. Meetings will be held the first Wednesday of every month (September through May) unless there is need for cancellation (weather conditions, district events, emergencies, etc.). If this is the case, then it is up to the President to reschedule the meeting for a later date and inform all members of the new meeting date.

Section 2. All Wednesday meetings will begin at 2:50pm. Members are expected to be present for the meetings at this time, unless they have an apt reason for being late or absent.

Section 3. Additional meetings to plan chapter hosted events may be needed. These are planned by the members and members are responsible to attend on their own accord.

Article X—Election of Officers

Section 1. The officers of the Wolf Chapter shall consist of President, Vice- President, Secretary, Treasurer and two Junior Representatives. For the inaugural year, spring semester, Junior Representatives offices will be filled by Sophomore Representatives.

Section 2. Juniors in good standing (sophomores for spring) are eligible to run for the first four offices stated above in the spring of the year. Sophomores in good standing are eligible to run only for junior representative positions, unless there is an insufficient number of juniors who choose to run for offices.

Section 3. All active members, including current seniors, are eligible to vote. Officers are elected by a simple majority vote of the members.

Article XI—Duties and Responsibilities of Officers

Section 1. Responsibilities of the President include setting agendas for meetings and conducting meetings. If the President and Vice-President mutually agree to share and/or revise the peer-tutoring duties, overseeing service projects, and fund raising programs this will be agreed upon in the spring in which they are elected.

Section 2. Responsibilities of the Vice-President include performing any duties of the President in his/her absence, leadership of peer-tutoring program (if applicable). If the peer-tutoring program is not operational, the Vice-President is expected to be actively involved in all chapter service and fund raising activities.

Section 3. Responsibilities of the Secretary include taking

attendance at meetings, keeping track of community service hours for the membership, and notification of members about upcoming meetings. The Secretary must also update the adviser if a member misses two consecutive meetings without being excused.

Section 4. Responsibilities of the Treasurer include collection of dues from the membership, making deposits with the business office, keeping financial records of the chapter, and keeping the adviser informed of all deposits.

Section 5. Responsibilities of the Junior Representatives (Sophomore Representatives for spring) include active support of all chapter activities.

Article XII—Removal of Officers

Section 1. In the event that an officer fails to perform his/her duties, the executive committee (chapter adviser and remaining officers) shall first counsel the officer about the matter, and give him/her a chance to improve his/her performance.

Section 2. If improvement is not shown, the executive committee shall call a special meeting of the membership, where information shall be presented about the officer and the officer may also speak in his/her defense. The membership shall then vote to retain or remove the officer in question. The issue will be decided by a simple majority vote.

Article XIII—Dismissal from Membership

Section 1. Failure to uphold any of the NHS standards (scholarship, service or character) shall be grounds for consideration of dismissal from the Wolf chapter.

Section 2. In the event that a member's GPA falls below the 3.6 cumulative minimum standard, the adviser shall send a written memo to the member and his/her parents informing them that their

NHS status is in jeopardy. The member shall be placed on a one semester probationary status, during which time they participate in chapter activities as required, but primarily work on bringing their GPA back up to the standard. At the end of the probationary period, if the member's GPA remains below the minimum standard, faculty council will meet to discuss the dismissal of the member. The member has the right to be at this hearing, either in person or by means of a written statement, to present arguments on his/her behalf.

Section 3. In the event that a member does not submit evidence of community service performed, the adviser shall send a written memo to the member and his/her parents informing them that their NHS status is in jeopardy. If evidence of community service is not submitted by the deadline date given in the memo, faculty council will meet to discuss the dismissal of the member. The member has the right to be at this hearing, either in person or by means of a written statement, to present arguments on his/her behalf.

Section 4. In the event that a character issue, such as (but not limited to) cheating, violation of school policies, or excessive class absences, is brought to the attention of the Adviser or a faculty council member, the faculty council shall convene as soon as possible to evaluate the situation. The member has the right to be at this hearing, either in person or by means of a written statement, to present arguments on his/her behalf.

Section 5. Should a member commit a second offense (such as those mentioned in the above sections), then that member will be immediately expelled from the chapter without trial.

Article XIV—Ratification and Amendment of Bylaws

Section 1. A simple majority vote of active members in the chapter and the approval of the faculty council and principal shall ratify bylaws.

Section 2. Chapter bylaws can be amended as needed by a simple majority vote of the chapter and the approval of the faculty council and principal.

These bylaws accepted and ratified March 18, 2009 by the Faculty Council.

Revised and accepted January, 2015.