

ALGONAC HIGH SCHOOL NATIONAL HONOR SOCIETY BY-LAWS

REVISED NOVEMBER 2016

1. Election of Officers

1. Elections for next year's officers will be held in April at a time designated by the Advisor.
2. All positions will be decided by a majority vote of all juniors members.
3. Voting will be held over a secured electronic system, over the course of several days.
4. Voting procedures will be demonstrated at the designated election information meeting.
5. In case of a tie, there will be a second vote. In the event of a second tie vote, the position will be determined by a coin flip.
6. The Senior class members of the chapter will not participate in the election of new officers for the following year.
7. Officer positions will include the following: president, vice-president, secretary and treasurer.
8. Installation of new officers will take place at the end of the regularly scheduled May meeting of the chapter.

II. Officer Duties

1. All officers of NHS will be members of the senior class.
2. Officers will keep meetings running smoothly; help at NHS functions; attend meetings regularly; help remind and inform other members of meetings; assist the supervisor when necessary; and support the chapter in every way possible through community service projects. They will also help to write the annual chapter report to be submitted to the National Chapter.
3. Officers reserve the write to call meetings when necessary but must have the approval of the advisor before doing so.
4. Duties of the **president** include all of the above as well as the following specific duties:
 - Respect and represent the opinions of the chapter members.
 - Convey the general consensus or opinion of the group to the advisor and other school officials when necessary.
 - Act as a liaison between the advisor and the general opinion of the group.
 - Represent the chapter in a dignified manner.
 - Support service activities.
 - Organize all committees.
5. Duties of the **vice-president** include the general officer duties above as well as:
 - Assisting the president when necessary and communicating with the advisor as well as other members of the chapter.
 - Representing the chapter in a dignified manner,
 - Be prepared to take on the duties of the president in the event that he/she is absent.
 - Organize all service projects and assist with the documentation of service hours.
6. The duties of the **secretary** are as follows:
 - General officer duties as stated above.
 - Taking detailed minutes and attendance at all chapter meetings.
 - Summarizing the previous meeting in the form of written minutes at the beginning of a chapter meeting.
 - Keeping a file of all agendas and minutes and communicating with the chapter advisor.
 - Participating in service activities and assisting with documentation of service hours.
7. The duties of the **treasurer** are as follows:

- General officer duties as stated above.
- Keeping records of dues, income and expenditures and supporting the chapters service activities.
- Communicating with the supervisor.
- The treasurer will be in charge of any fundraisers.

III. Membership Obligations

1. Regular attendance at meetings. If a member is unable to attend they should inform the advisor. It is the member's responsibility to review the meeting agenda with the advisor and get a report from an officer or committee chair regarding meeting and committee obligations. For every meeting missed, one hour of community service will be added to the member's required service hours. Athletic and performance practices are not excused.
2. Every member must perform and document a minimum of **12 community service hours per semester** to remain a member in good standing. Documentation must include name, date of service, time of service, description of service and be signed by the person supervising the service. Community service is defined as any activity performed by a member who does not accept any money for the service provided. It is expected that community service will reflect service to both the school and the community.
3. Every member must maintain a minimum cumulative **GPA of 3.4 on a 4.0**, or the equivalent thereof if the scale changes.
4. Members must participate in the chapter service projects as well as working on their own projects.
5. Members must consistently exemplify and exhibit desirable qualities of behavior. Members must uphold the principles of the AHS Mission Statement and Academic Honesty Policy. Members must cooperate by complying with school regulations concerning property, programs, office, halls, etc. members must demonstrate the highest standards of honesty and reliability. They must regularly show courtesy, concern and respect for others.
6. To become a member, candidates must:
 - Meet the minimum cumulative GPA of 3.4.
 - Have achieved junior status.
 - Have a minimum of 4 semesters of actual letter grades (no G or H grades-except where classes are offered only on a credit/no credit basis).
 - Complete an application packet that is submitted by the deadline.
 - Be evaluated on service, leadership and character by the Faculty Council.
 - Participate in the Induction Ceremony.
7. Any current member who receives a G or H grade will be placed on academic probation for one semester. His or her continued membership will be reevaluated on a semester-to-semester basis.

IV. Meetings

1. The chapter officers will meet the Tuesday proceeding the first Friday of each month to discuss the agenda for the regular membership meeting.
2. Regular meetings will be held on the first Friday of every month.
3. Committee chairs will meet monthly with the advisor and/or the chapter President to plan and review committee work. This may be in conjunction with the officers meeting.
4. Special or emergency meetings may be called by the advisor or by the officers with the approval of the advisor.
5. Committees will meet monthly, in conjunction with the regularly scheduled monthly meeting. All members are required to attend and participate.
6. All meetings will comply with the guidelines of the National Constitution.

V. Dues

1. Dues will amount to \$5.00 and will be paid by the first regularly scheduled meeting following the induction ceremony during every year of membership. Failure to pay the annual dues will result in dismissal from NHS.

VI. Discipline/Dismissal

1. If a member's cumulative GPA falls below the required 3.4 minimum during any semester, a letter reprimand will be given notifying the student that he/she is now on academic probation and will have one semester to bring it back to the required minimum. Faculty council will review GPA progress each semester and determined if the student should be dismissed or granted additional time to reach the GPA requirement.
2. If a member falls below the required cumulative 3.4 minimum GPA is a senior and this occurs in their last semester, the individual will not be recognized as an NHS member during the graduation ceremony. This will include no mention of NHS in the program and the individual will not be permitted to wear the NHS collar.
3. Any member who does not complete his/her community service obligations will be given a letter of reprimand and the hours not completed will be added to the next semester hours requirement. Deadline is the regularly scheduled May meeting.
4. If a member is a senior and does not complete the service obligations by the regularly scheduled May meeting he/she will not be recognized as a member of NHS on the graduation program and will not be permitted to wear the NHS collar.
5. Any NHS member who's behavior in or out of school brings discredit or embarrassment to the local chapter will be given a letter of reprimand, appear before the faculty council at a hearing, and may be subject to dismissal. This may include but is not limited to the following: falling below the minimum GPA; possession, sale or use of drugs or alcohol; smoking; violating the Academic Honesty policy; possession of paraphernalia; extortion; fighting; gross misconduct; insubordination; intimidation or threats; bullying; damage of school or staff property; sexual harassment or intimidation; theft and/or possession of stolen property; possession of a weapon; harassment or discrimination.
6. Members understand that some of the items above constitute minor infractions while others constitute gross misconduct.
7. Cases will be reviewed by the faculty council on a case by case basis.
8. If a member is involved in a second minor offense within the same school year, he/she will be automatically removed from NHS.
9. Dismissal and discipline procedures comply with the guidelines set forth in the national constitution.