**National Honor Society**

**Powell High School Chapter Bylaws**



The bylaws for the Powell High School Chapter of the National Honor Society are designed to implement The Constitution of the National Honor Society. These bylaws are a written set of rules for our local chapter and define the limits and authority of the organization and give a sense of both order and purpose.

**ARTICLE I**

**STATEMENT OF NAME AND PURPOSE**

Section I. The name of this organization shall be the Powell High School Chapter of the National Honor Society.

Section II. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of secondary schools.

**ARTICLE II**.

**THE PRINCIPAL**

Section I. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section II. The principal shall annually appoint members of the faculty as chapter advisors, who may serve consecutive terms.

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

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

**ARTICLE III**

**THE CHAPTER ADVISOR**

Section I. The chapter advisors shall be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between faculty, administration, students, and community.

Section II. The chapter advisors shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisors shall send the annual report to the national office.

Section III. The chapter advisors shall regularly review each member for compliance with Society standards and obligations.

Section IV. The Chapter advisors shall help the chapter officers understand and carry out their duties.

Section V. The chapter advisors shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section VI. The chapter advisors shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

**ARTICLE IV**

**FACULTY COUNCIL**

Section I. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. No principal or assistant principal may be included on the Faculty Council.

Section II. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section III. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section IV. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

**ARTICLE V**

**MEMBERSHIP**

Section I. Membership in Powell High School Chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by the Faculty Council and is based on outstanding scholarship, citizenship, character, leadership, and service.

Section II. Once selected, members have the responsibility to continue to demonstrate outstanding scholarship, citizenship, character, leadership, and service.

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

Section IV. A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a member in the new school’s chapter. Transfer members must meet the new chapter’s standards within one year in order to retain membership.

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

Section VI. All members will pay $20.00 yearly to the treasurer by the second meeting. Membership shall not be denied because of a student’s inability to pay.

**ARTICLE VI**

**SELECTION OF MEMBERS**

Section I. For a candidate to be eligible for membership, he/she must be a junior or senior at Powell High School.

Section II. Candidates must have a cumulative grade point average of a 3.5000 on a 4.0 scale. Candidates shall then be evaluated on the basis of service, leadership, citizenship, and character.

Section III. Candidates must have been in attendance at the school the equivalent of one semester. In the event a student transfers from one school to another, the present school principal should seek a recommendation from the previous school principal pursuant to the candidate’s selection. Based on the recommendation of the previous principal, the Faculty Council may waive the semester regulation. The ceremony required for membership may also be waived by the Faculty Council.

Section IV. The following process shall be followed in the selection of new members:

* A list of potential applicants will be provided by the guidance department to the advisors at the beginning of each school year.
* Each potential candidate will receive an application packet. Each packet will include an Invitation to Apply Letter, copy of the Powell High School Chapter of the National Honors Society Bylaws, Student Activity & Information Form, Teacher Recommendation Forms, Application Checklist and Parent/Student Signature Form.
* All potential inductees must return their application packet by said due date on Cover Letter. Any candidates who turn in their application packet **AFTER** this date must wait until the next year to re-apply. At that time, the candidate is still subject to the following criteria for membership mentioned in Sections I, II, and III of Article VI and will follow the application process as stated in Section IV of Article VI.
* The Faculty Council will meet and review the application packet of each candidate. Information from the Student Information & Activity Form and two Teacher Recommendation Forms will be used by the Faculty Council to assist with the selection process. Selection for membership shall be by majority vote of the Faculty Council based on outstanding scholarship, citizenship, character, leadership, and service.
* Selected candidates will be notified within one week of the Faculty Council’s vote. All selected members will be expected to attend an induction ceremony in the Spring. Any absences must be cleared with the chapter advisors prior to the induction ceremony.

**ARTICLE VII**

**EXECUTIVE COMMITTEE AND CHAPTER OFFICERS**

Section I. There shall be four officers consisting of a president, vice-president, secretary, and treasurer for a term of one year. The officers and chapter advisors will be referred to as the executive committee.

Section II. The executive committee shall have general supervision of the affairs of the chapter and its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws.

Section III. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

Section IV. The President shall have the following duties:

* Attend all executive committee meetings.
* Run general membership meetings.
* Coordinate service projects.
* Prepare with vice-president, secretary, and treasurer the end of year reports.
* Give a speech on scholarship at the Induction Ceremony.

Section V. The Vice-president shall have the following duties:

* Attend all executive committee meetings.
* Take duties of president if s/he cannot fulfill them.
* Maintain National Honor Society bulletin board.
* Notify school and local media of all National Honors Society activities.
* Prepare end of year reports with president, secretary and treasurer.
* Give speech on leadership at the Induction Ceremony.
* Serve as both vice-president and secretary if secretary cannot fulfill duties.

Section VI. The secretary shall have the following duties:

* Attend all executive committee meetings.
* Keep detailed minutes of meetings and post on school web-page.
* Record attendance at National Honor Society events and meetings.
* Remind members of upcoming service projects.
* Give speech on character at the Induction Ceremony.
* Prepare end of year report with president, vice-president, and treasurer.
* Will serve as president if vice-president cannot fulfill the duties.

Section VII. The treasurer shall have the following duties:

* Attend all executive committee meetings.
* Collect chapter dues.
* In conjunction with advisors, keep accurate account records.
* All activities of treasurer shall be in accordance with school regulations.
* Prepare end of year reports with president, vice-president, and secretary.
* Give speech on service at the Induction Ceremony.
* Take duties of vice-president if s/he cannot fulfill them.

Section VIII. Any member who wants to run for the offices of president, vice-president, secretary, and treasurer must submit their name and officer position they are running for to the advisors by a set date. Elections will be held in May of each year and officers will serve until May of the following school year.

Section IX. In the event of a tie, a meeting will be held within the same week to conduct a re-vote.

Section X. New officers shall be installed during the Induction Ceremony.

**ARTICLE VIII**

**MEETINGS**

Section I. Each chapter shall have regular meetings during the school year on days designated by the executive committee.

Section II. Members must attend monthly meeting unless the absence has been cleared with the advisors.

Section III. All meeting minutes will be available on the National Honor Society webpage on the Powell High School Fusion Page.

**ARTICLE IX**

**Service**

Section I. Each fall, members of the Powell High School Chapter of the National Honor Society will vote on two chapter service projects to work on throughout the school year.

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. All members shall regularly participate in these projects.

Section II. Each member will be required to complete a minimum of 10 hours of service each year to remain a member in the National Honor Society. Five of the 10 hours must be directly related to the projects chosen by the Society. Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests for the remaining hours.

**ARTICLE X**

**DISMISSAL**

Section I. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except in the case of a flagrant violation of school rules or civil laws a member does not necessarily have to be warned.

Section II. Grounds for dismissal include but are not limited to:

* Failure to maintain a 3.5000 grade point average. Members will be placed on academic probation and given one year to restore their grade point average. Written notification of the academic probation and the possible consequences will be given. If a member fails to restore their grade point average to the 3.5000 minimum after one year on probation, the member will be dismissed from the National Honor Society. In the event that a member falls below the accepted GPA for a second time, they will be dismissed from the National Honor Society.
* Failure to complete the minimum of 10 hours of service, five of which must be directly related to the projects chosen by the Society.
* Failure to attend monthly meetings. Two unexcused absences will result in a written warning and extra service hours (one per absence) added to the original requirement. No member can accumulate more than three unexcused absences in one year. Written notification will be given on a member’s third absence. A fourth unexcused absence will result in dismissal.
* Cheating or unethical classroom behavior
* Violations of laws and local ordinances (alcohol, tobacco, or illegal drug possession or consumption)
* Conduct unbecoming of a National Honor Society Member deemed actionable by the Faculty Council.

Section III. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. For purposes of dismissal, a majority vote of the Faculty Council is required.