

**Constitution and By-laws of the Broadneck Senior High School Chapter of the
National Honor Society of Secondary Schools**

(Revised as of November 13, 2004)

THIS COPY OF BYLAWS IS SUBJECT TO REVISION

Article I: Name and Purpose

Section 1: The name of this organization shall be the "Broadneck High School Chapter of the National Honor Society".

Section 2: The purposes of this organization shall be to create enthusiasm for scholarship to stimulate desire to render service to promote leadership and to develop character in the students of Broadneck High School and its surrounding community.

Section 3: This chapter of the National Honors Society of Secondary Schools shall be governed by these bylaws and shall fall under the sponsorship of the National Association of Secondary School Principals and the governing body of that organization. In addition this Constitution and by-laws of the Broadneck High School Chapter of the National Honor Society shall not contest or invalidate the policies, directives, and Constitution of the sponsoring organization.

Article II: The General Assembly

Section 1: The General Assembly shall be composed of all current National Honor Society Members.

Section 2: Members shall be required to attend all meetings of the General Assembly, unless excused by the faculty advisor because of a legally coded absence or because of a simultaneously scheduled athletic event of the member's sports team. In either case, it shall be the member's responsibility to provide proof to the advisor within 3 school days. Doctors' appointments after school are not excused and will count as an illegal absence. Other reasons shall be accepted at the advisor's discretion and require pre-approval. Additionally, only sports competitions after school shall be excused, practices are not excusable.

Section 3: The active President of the National Honor Society shall preside over the General Assembly and act as the Speaker of the General Assembly. In his absence the First Vice-President shall preside in the President's place.

Article III: Officers of the National Honor Society

Section 1: The general Assembly shall elect, once per year, the following:

a. A President: A member of the rising senior class, who shall act as the Executive officer of the National Honor Society's Broadneck Chapter, with jurisdiction to fulfill all relevant duties.

b. A First Vice President: A member of the President's class, who shall, in the absence of the President fulfill his duties. The First Vice President shall be responsible for seniors' service hours.

c. Two Second Vice Presidents: Two rising juniors, who shall take responsibility for service and tutoring hours. The second vice president shall be elected annually during the first meeting of the General Assembly after the spring induction of new members.

d. A Secretary: Shall keep and post minutes and agendas for the meetings, keep current a roster of the members and shall inform the membership of all meetings well in advance.

e. A treasurer: Shall keep accounts balanced and be responsible for all financial matters of the National Honor Society.

f. A Parliamentarian: A non-voting member of the executive committee who shall be responsible for the care of and adherence to the Constitution and By-laws. The executive committee shall appoint this officer from the General assembly at the first meeting after the officer elections.

Section 2: The election of these officers, excluding the Second Vice President and the Parliamentarian shall occur prior to the induction of the new members for the year. The officers-elect shall be installed as officers at the induction ceremony.

Section 3: The advisor shall appoint, as needed, Sergeants-at-Arms who shall keep order at the meetings and be responsible for taking attendance at the meetings. These Sergeants-at-Arms shall also participate in induction ceremonies, and shall perform any tasks designated by the advisor or executive committee

Section 4: No person shall be an officer who has previously been on probation

Section 5: Appointed officers of NHS shall be in addition to the Parliamentarian above and those provided for in the Constitution: the service coordinator, the spirit coordinator, the website coordinator, and temporary project leaders as the president deems appropriate.

Duties and responsibilities

a. Service coordinators shall:

1. Monitor the progress of service groups and their chairs
2. Be an ex officio member of all service groups

3. Investigate and publicize opportunities for service outside the NHS
4. Work with the first vice president
- b. The spirit coordinator shall:
 1. Publicize the activities and requirements of NHS to the school and community
 2. Publicize opportunities to participate in NHS activities to its members
 3. Publicize and encourage participation in the meetings of the Executive Committee
 4. Organize social events for the NHS
 5. Organize other projects to increase the NHS spirit
 6. Work with the 1st Vice President

Article IV: Membership in the National Honor Society

Section 1: Membership in the National Honor Society is an honor bestowed upon a student in recognition of his or her character, service, leadership, and scholarship

Section 2: The minimum criteria for membership in the National honor Society shall be to

- a. Maintain a weighted Grade Point Average of 3.5 on a scale of 4.0 and not have earned a final grade in any semester of a call that is lower than a "C".
- b. Demonstrate substantial community involvement including the required number of in school tutoring per semester (to be determined each semester by the advisor). The National Honor Society shall provide opportunity for this to occur. Deadline-tutoring hours shall be submitted to the advisor at the end of each marking period. No outside of school tutoring hours will count towards tutoring hours unless the advisor assigns it to you
- c. 8 Service hours per marking period shall be required of each member: a total of 16 per semester (4 with committee and 4 outside of school). The form should be completed each marking period and returned to the advisor. Summer service hours shall be accepted but only towards 4 outside during the first Quarter 1. The penalty for lateness is probation.
- d. Demonstrate well the quality of character (clean office record and absence of behavior which is immoral, illegal, or unethical) Advisor will decide penalty.
- e. Members being inducted shall read the bylaws and sign and submit the contract prior to induction.

f. All other members shall read the bylaws and sign and submit the contract by the last meeting of the school year. Penalty will be probation.

g. Demonstrate well the characteristic of leadership. Each member shall be an active service group member of the National Honor Society.

h. Pay annual Dues to Broadneck High School of \$10 U.S. before the meeting date in October. The penalty for not having done this on time is probation.

i. Seniors: your fourth quarter service hours and tutoring hours are due the Friday before senior exams. Cords will be withheld if you earn probation for not turning in your hours in or with any combination with earlier probations. Two probations will result in not getting a gold cord for graduation.

j. Service and tutoring hours for the fourth marking period are due on the last day of instruction before final exams.

Article V: Disciplinary Procedures

Section 1: A Member shall be placed on Probation for:

a. Not meeting the service or tutoring requirements on the last day of the marking period. If both tutoring and service are not turned in correctly or on time, you will be assigned two probations which results in a dismissal.

b. Lack of attendance at meetings (1st offense, warning letter: 2nd offense, probation: 3rd offense, dismissal)

c. Not maintaining the required Grade Point Average.

d. Not returning completed information sheet by first scheduled meeting. Get this from Mrs. O'Coner in room B 200.

e. Not turning in contract by due date.

Section 2: Only one probationary period shall be allowed during a member's entire membership. A second probation shall result in immediate dismissal.

Section 3: A member shall be automatically dismissed, pending Advisor's discretion for:

a. Suspension or expulsion from school, pending evaluation of grievance by the Faculty Advisor Committee chairperson

b. Two probationary periods assigned at different times or at the same time

- c. Failure to serve make-up hours with the advisor for not turning in service or tutoring hours.
- d. Failure to turn in contract or information sheet within two weeks of due date.
- e. Recommendation of faculty advisor committee for any warranting reason according to their discretion.
- f. Cheating, plagiarism, forgery, deceit, fighting, disrespect, or any other immoral, unethical, or illegal actions unbecoming of a member of the National Honor Society.

Section 4: Any dismissed member shall be required to return his/her National Honor Society certificate to the advisor or the principal, and remove the National Honor Society from his/her transcript. It is then the student's responsibility to notify colleges, that he/she has applied to, of expulsion.

Section 5: Any discrepancy regarding dismissals and probations shall be heard by appointment with the Faculty Advisory Council's Chairperson. The Faculty Advisory Council shall be the final appeal in these matters.

Article VI: The Executive Committee

Section 1: The Executive Committee shall have the power to make necessary decisions with the approval of the advisor and faculty advisory group.

Section 2: The Executive committee shall consist of all current officers (President, 1st and 2nd Vice Presidents, Secretary, Treasurer, and Parliamentarian (non-voting), and Service Group chairperson (also non-voting).

Section 3: The executive committee and only the executive committee shall have the power to amend portions of the Constitution and Bylaws pertaining to membership requirements (hours etc) and only with the approval of the advisor and the faculty advisory group.

Article VII: The Service Groups

Section 1: All members of the NHS must be a member of a Service Group.

Section 2: The service group shall be chaired by a Standing Chair initially, after which each Service Groups shall elect a chairperson.

Section 3: Every Service Group shall provide no fewer than 4 hours of service opportunities to each of its members during each of Marking Periods 1, 2, 3, and 4. No more than 1 such hour may be the result of meeting attendance rather than service. The meetings of the Executive Committee shall likewise provide 1 hour of service, the officers must perform further service independently.

Article VIII: Amendment of the Bylaws

Section 1: Procedure: Upon submission of an amendment, the Executive Committee shall convene to consider the amendment draft and alter any wording, and submit their finalized version to the Executive Committee principle and advisor for approval. Upon approval by the Executive Committee, Advisor, and the Faculty Advisory Committee the amendment shall be added to these bylaws and the General Assembly notified of the change at the next meeting. Once the General Assembly is notified the amendment shall be put into effect.

Section 2: All amendments shall be added in a separate section of these Bylaws entitles "Articles of Amendment"

Section 3: Any revision and rewriting shall only be deemed in effect upon approval of the Advisor and the Faculty Advisory Committee and the Principal once the revision is proved to be effective, necessary, and in the true values of the National Honor Society and its bylaws.

Article IX: Removal form Office and/or Dismissal of an Elected Officer

Section 1: Any elected officer or appointed official shall fall under the jurisdiction of the Faculty Advisory Council and these bylaws in accordance with the rules set forth regarding a National Honor Society member.

Section 2: Any acting officer who is placed on probation or who has been since his election, shall be immediately removed from office (pending review of the advisor) and the Executive Committee shall appoint the standing parliamentarian in their place. This individual shall then be appointed to the office, which was left vacant and shall then be a voting member of the Executive Committee.

Section 3: An officer can be impeached upon the recommendation of the advisor and agreement of the Advisory committee. This would be done when the officer does not accept responsibilities of the office elected to.

Section 4: The Executive Committee shall then convene to elect a new Parliamentarian who shall continue the tasks of the Former Parliamentarian.