

**Bylaws** of the College View High School Chapter

of the National Honor Society

**ARTICLE I: NAME**

The name of this chapter shall be the *College View High School Chapter of the National Honor Society* of College View High School.

**ARTICLE II: PURPOSE**

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of College View High School.

**ARTICLE III: POWERS**

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, Texas Association of Student Councils, by paying annual dues and participating in state functions when possible.

Section 3: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 5: Nondiscrimination: The College View High School chapter maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member based on race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

*The College Station Independent School District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Inquiries regarding district policies should be directed to the designated CSISD official at College Station ISD, 1812 Welsh, College Station, TX 77840.*

**ARTICLE IV: MEMBERSHIP**

Section 1: Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2: Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs. Honorary membership may be awarded to those who, in the opinion of the faculty council, are supporting the purposes of the Honor Society at school or in the community. Per Article VIII, from the student body, only students with disabilities or foreign exchange students are eligible for honorary membership.

Section 3: Eligibility:

1. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
2. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for one semester at College View High School.
3. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.0 on a 4.0 scale or 90% (calculated according to College Station Independent School District standards).
4. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be invited to apply by completing and submitting a candidate information form (CIF). If they choose to apply they will be considered for membership by the faculty council based on the evaluation of their CIFS which provide information about their service and leadership experiences. Character will be evaluated with faculty input forms.

**ARTICLE V: SELECTION OF MEMBERS**

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2: The selection of active members shall be held once a year during the second semester of the school year. In addition, selections may be held during the first semesters in 2017 & 2018 if there are five (5) or more candidates.

Section 3: Prior to the final selection, the following shall occur:

1. Students’ academic records shall be reviewed to determine scholastic eligibility.
2. All students who are eligible scholastically (i.e., candidates) shall be notified and invited to complete and submit the CIF for further consideration.
3. The faculty will be asked to evaluate candidates who submit the CIF using a teacher recommendation form provided by the chapter adviser.
4. The faculty council shall review all of the information explained in Article IV, Section 3, part d. to determine those who fully meet the selection criteria for membership.

Section 4: Candidates who are selected will be notified by letter and will become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter when member provides letter confirming membership from previous chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

Section 7: Students who are not selected for membership will be notified by letter.

**ARTICLE VI: OBLIGATIONS OF MEMBERS**

Section 1: Annual dues for this chapter shall be collected.

Section 2: Dues will be payable to the chapter within 30 days of induction and may be paid using the InTouch payment system.

Section 3: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the chapter, which will be presented to each inductee at the induction ceremony.



Section 4: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 5: Chapter members who are seniors in good standing in regard to GPA, service requirements, paid chapter dues for all years of membership and have provided verification of service hours to chapter adviser thirty (30) days prior to the last day of school shall be granted the **privilege** of purchasing and wearing an honor stole at graduation.

Section 6: Expectations for Participation--NHS Members must demonstrate service to the organization by participation in Chapter events

a. ATTENDANCE AT MEETINGS- Every member should attend all chapter meetings.

If a member is not able to attend a meeting, they must inform advisor(s) as to the reason for the absence in writing.

b. If a member fails to attend 80% of the meetings in year, they will be notified in writing of the deficiency and will be given a semester to correct the deficiency before dismissal.

Section 7: Service hour requirements—Students must complete at least ten (10) service hours outside of regular school hours during each semester of the school year.

1. Members will be required to document participation in at least ten (10) hours per semester of membership in at least 2 school or community groups. The advisor(s) will notify in writing NHS members of any deficiencies in service by the end of June. Students will have until August 31 to correct any deficiencies before dismissal.

1. Acceptable groups include but are not limited to; school clubs, scouts, service organizations, sports, and UIL academic events. Members are encouraged seek out possible leadership activities with the advisor(s), vice-principal(s) or principal.-
2. Each member shall submit their service hour records fourteen (14) days before the last day of the semester.

Section 8: Expectations for Character -NHS Members must demonstrate exemplary behavior. This behavior is defined by the College Station Independent School Districts School Board adopted student code of conduct.



1. Students who violate the code of conduct are subject to immediate faculty council review.
2. Members must be reliable and honest in all matters.

1. They must demonstrate courtesy, concern and respect for others and actively work to create a positive environment at CVHS.
2. They must be punctual and follow all directives given them by school staff.

Section 9: Expectations for Leadership--During the school year, NHS Members must demonstrate leadership both in and out of the classroom.

1. NHS members must exercise influence on peers to uphold school ideals and inspire positive behavior in others.

1. They actively promote school activities and are involved in community activities.
2. They are resourceful in solving problems.
3. They are thoroughly dependable in any responsibility they accept.

Section 10: Expectations for Academics--A cumulative grade point of 3.000 (or 90%) must be maintained by all NHS members.

1. Students whose grade point average falls below this standard will be notified in writing by the sponsor within the first six weeks of the semester of the deficiency.
2. Students will be given one semester to regain a 3.000 cumulative grade point average or appeal their dismissal.

ARTICLE VII: OFFICERS

Section 1: The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2: Student officers shall normally be elected at the last meeting of each school year. In the initial year (2017/18), officers shall be elected as soon as possible after induction.



Section 3: All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 4. The faculty council will select officers based on application, short essay and possibly interviews.

Section 5: Voting shall be by secret ballot. A majority vote 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 of the two candidates receiving the highest number of votes.

Section 6: It shall be the duty of the president to preside at the meetings of the chapter and officers, attend all meetings and service projects, oversee all committees and serve as the official representative of the chapter at school and community functions.

Section 7: The vice president shall preside in the absence of the president, collect service hours, record leadership data for members, and attend all meetings and service projects.

Section 8: In the event that the president cannot fulfill their duties due to dismissal or any other reason, the vice president shall assume the president’s duties and position.

Section 9: The secretary shall keep the minutes and attendance records for all meetings, record all business and maintain all records on file. He/She, with the approval of the principal and the sponsor, certify to the national Secretary of the National Council the names of all members for the current school year on the annual report submitted to the national headquarters. The secretary will attend all meetings and service projects.

Section 10: The advisor will also keep a record of all disciplinary actions, report cards and be responsible for all official correspondence.

Section 11: The treasurer shall receive and disburse all funds of the chapter and shall keep an accurate amount of receipts and disbursements in accordance with school regulations. The treasurer will also maintain a receipt book, coordinate ordering of materials, keep the record of business expenses, dues, and all other financial transactions of the chapter. The treasurer will attend all meetings and service projects.

Section 12: Officers shall fulfil the duties listed in the above sections and any other duties assigned by the faculty council or the adviser.



Section 13: Officers and the faculty adviser(s) shall collectively be known as the chapter’s executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

Section 14: Officers shall fulfill their duties until successors are elected.

**ARTICLE VIII: MEETINGS**

Section 1: Regular meetings of this chapter shall be every four (4) to six (6) weeks. Special meetings can be called by the president with approval of the adviser.

Section 2: This chapter shall conduct its meetings according to *Robert’s Rules of Order (*RONR (11th ed.), p. 15, ll. 21-26; pp. 580, 588)

Section 3: Members are expected to attend *80%* or more chapter meetings.

Section 4: Chronic failure to attend meetings shall result in disciplinary action or dismissal.

Section 5: Meetings may be cancelled and/or rescheduled due to severe weather or national emergencies by the principal or chapter adviser.

Section 6: Meetings may be held by email or videoconferencing.

**ARTICLE IX: ACTIVITIES**

Section 1: The chapter shall determine one or more service projects for each year.

Section 2: All members shall regularly participate in these projects.

Section 3: 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.



Section 4: Each member shall have the responsibility for choosing and participating in individual service activities which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5: The chapter shall publicize and promote its projects in a positive manner.

**ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS**

Section 1: Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the College View High School chapter of the National Honor Society.

Section 2: A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

1. If a member’s cumulative grade point average falls below the standard in effect when he/she was selected he /she will be given a written warning and a reasonable time period for improvement.

1. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal.

Section 4. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings for failure to maintain required standards for academics, service, leadership or character.

Section 5: Flagrant violations of the law or school rules can result in immediate dismissal of a member without warning. These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.



Section 6: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification of discipline.

1. A conference may be requested by either party (faculty council or student/parent).

1. If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 7: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 8: In all cases of pending dismissal:

1. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.

1. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution).

1. The member has the right to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing.
2. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
3. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.

f. The faculty council’s decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.

Section 9: Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 10: A member must resign in writing. The resigning member’s parent or guardian must contact adviser to confirm resignation.



Section 11: In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 12. The National Council and NASSP shall hear no appeals in dismissal cases

**ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW**

Section 1: These bylaws will be approved upon receiving (2/3) vote of all active members of the chapter, a majority affirmative vote of the faculty council and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

**ARTICLE XII: AMENDMENTS**

Section 1: These bylaws may be amended by a two-thirds (2/3) vote of the active members of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles V (selection) and X (discipline & dismissal) which are developed by the faculty council with the approval of the principal.

**Signatures**

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Chapter Adviser Principal

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Date Date