



Stephen Heard Chapter of the National Honor Society

Bylaws

PREAMBLE

We, the members of the Stephen Heard Chapter, do hereby ordain these bylaws to serve as the chapter's governance structure. Members of the chapters herein proclaim their dedication to the moral pursuit of scholarship, leadership, and service.

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the Stephen Heard Chapter of the National Honor Society of Heard County High School.

Section 2. 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 Heard County High School.

ARTICLE II: MEMBERSHIP

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.

Section 2. 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 3. Eligibility shall be governed as follows.

- a. Candidates eligible for election to this chapter must be members of the junior or senior class at the start of a school year.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one complete semester at Heard County High School.
- c. Candidates eligible for election to the chapter shall have a minimum unrounded cumulative grade point average of ninety-three. Additionally, continued membership shall be contingent upon earning an unrounded course average of eighty-five or above in all courses. These scholastic levels of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership during the yearly selection of new chapter members.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.



Stephen Heard Chapter of the National Honor Society

Bylaws

ARTICLE III: SELECTION OF MEMBERS

1
2 **Section 1.** The selection of members to this chapter shall be by a majority vote of the Faculty
3 Council consisting of five faculty members appointed by the principal. The chapter adviser shall
4 be the sixth, non-voting, ex-officio member of the Faculty Council.

5 **Section 2.** Prior to selection, the following shall occur.

6 a. Students' academic records shall be reviewed to determine scholastic eligibility.

7 b. Students who are eligible scholastically, candidates, shall be notified and asked to
8 complete and submit the Candidate for Membership Profile for further consideration for
9 selection. Upon receipt, candidates shall have a period of fifteen school days to submit a
10 complete application package and supporting documents. Candidate profiles shall be
11 confidential.

12 c. The Faculty Council shall review the Candidate for Membership Profile and character
13 sponsor evaluations in order to determine membership. The Faculty Council shall have the
14 authority to request or grant personal interview sessions as candidate profiles are reviewed.
15 Elections to membership shall be conducted one candidate at a time. The Faculty Council
16 shall have the authority to seek input from faculty and staff members in regard to the
17 evaluation of a Candidate for Membership Profile and other documents relating to
18 membership selection.

19 d. Character sponsor forms are confidential and shall be destroyed upon the completion of
20 a current year's membership cycle. Members of the Faculty Council and the chapter adviser
21 shall be ineligible to serve as character sponsors.

22 e. Candidates meeting all requirements for membership shall be notified in writing and
23 required to sign and return a Commitment to Membership and pledge an oath of
24 membership pledging him/herself to the high purposes and ideals of the National Honor
25 Society. The candidate's parents or legal guardians must sign a waiver of Family Education
26 Rights to Privacy Act (FERPA) rights in regard to information reviewed by and conversations
27 held by the Faculty Council in its deliberations regarding membership selection.

28 f. The Faculty Council shall the authority to reject late or incomplete application packages.

29 g. Candidates whose membership application is denied by vote of the Faculty Council shall
30 receive a written notice.

31 **Section 3.** The selection of new, active members shall be held once a year during the first
32 semester of a school year using procedures determined by the Faculty Council, facilitated by
33 the chapter adviser, and approved by the principal. The previous provision shall be enacted
34 during the second and subsequent years of the Stephen Heard Chapter's existence. The initial



Stephen Heard Chapter of the National Honor Society

Bylaws

1 year's membership selection calendar shall be set by the Faculty Council. This provision shall
2 sunset at the beginning of the chapter's second year of existence.

3 **Section 4.** Candidates become members upon payment of dues and induction at a special
4 ceremony. Members shall pledge an oath of membership. Parents of successful candidates shall
5 receive an invitation to attend the induction ceremony.

6 **Section 5.** The chapter adviser shall have the authority to excuse a member candidate from
7 induction upon notice for just cause.

8 **Section 6.** Newly inducted members shall receive a copy of the chapter bylaws upon payment
9 of dues.

10 **Section 7.** An active member of the National Honor Society who transfers from this school will
11 be given a letter indicating the status of his/her membership and signed by the Principal or
12 chapter adviser.

13 **Section 8.** An active member of the National Honor Society who transfers to this school will be
14 automatically accepted for membership in this chapter. The Faculty Council shall grant to the
15 transferring member one semester to attain the membership requirements and, thereafter,
16 this member must maintain those requirements for this chapter in order to retain his/her
17 membership. In cases where transferring members whose membership credentials do not meet
18 those required by the Stephen Heard chapter, the Faculty Council shall have the authority to
19 modify these conditions as deemed appropriate and upon approval of the principal.

20 **Section 9.** Deliberations of the Faculty Council in reference to membership candidacy shall be
21 conducted in executive session.

22 **Section 10.** Parents must waive their Family Educational Rights and Privacy Act rights in order
23 for the Faculty Council to consider a candidate's application for membership.

24

25

ARTICLE IV: DISCIPLINE and DISMISSAL

26 **Section 1.** The chapter adviser shall be charged with informing members of pending matters of
27 discipline or dismissal.

28 **Section 2.** Any member who falls below the standards of scholarship, leadership, character,
29 service, or meeting attendance may be disciplined or dismissed from the Stephen Heard
30 chapter of the National Honor Society. A member of the National Honor Society is expected to
31 maintain his/her academic standing and take an active role in service and leadership to his/her
32 school and community. Additionally, members may be dismissed for failure to pay chapter
33 dues.

34 **Section 3.** If a member's unrounded cumulative grade point average (93) or individual
35 unrounded course average (85) falls below the standard(s) in effect when he/she was selected,



Stephen Heard Chapter of the National Honor Society

Bylaws

1 he /she will be given a written warning from and a time period for improvement. If the
2 unrounded cumulative grade point average or an individual unrounded course average remains
3 below standard at the end of the warning period, the student will be subject to further
4 disciplinary action by the Faculty Council that may include dismissal from the chapter.

5 **Section 4.** Violation of the *Student Code of Conduct* or provisions within the *Student Handbook*
6 can result in dismissal of a member. These violations include, but are not limited to, DUI,
7 stealing, destruction of property, cheating, truancy, or possession, selling, or being under the
8 influence of drugs or alcohol at school or school-related activities.

9 **Section 5.** Offenders of the *Student Code of Conduct* or provisions within the *Student Handbook*
10 will receive written warning notification. A conference may be requested by the Faculty Council
11 or student/parent. If the member is involved in another such violation, the member may be
12 dismissed.

13 **Section 6.** The Faculty Council shall determine when an individual has exceeded a reasonable
14 number of warnings in all matters of discipline or dismissal.

15 **Section 7.** In cases of flagrant violations of school rules or the law, members shall not be
16 entitled to a disciplinary warning.

17 **Section 8.** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a
18 member as deemed appropriate.

19 **Section 9.** Members guilty of criminal offenses shall be dismissed from membership upon
20 conviction or admission of guilt.

21 **Section 10.** In all cases of pending dismissal, the following shall apply.

22 a. The member will receive written notification indicating the reason for possible dismissal
23 from the adviser. The member and adviser will discuss the written notification in a
24 conference. Situations that involve flagrant violations of school rules or the law can warrant
25 disciplinary action without a written warning although a hearing must still be held.

26 b. The member will be given the opportunity to respond to the charge against him/her at a
27 hearing before the Faculty Council and chapter adviser prior to the vote on dismissal and in
28 accordance with due process identified in Article X of the National Constitution. The
29 member has the opportunity to present his/her defense either in person or in writing. The
30 Faculty Council will then vote on whether to dismiss. Dismissal of a member shall require a
31 majority vote of the Faculty Council.

32 c. Deliberations of the Faculty Council and chapter adviser in matters of discipline or
33 dismissal of members shall be conducted in executive session and decisions reported in
34 open session.



Stephen Heard Chapter of the National Honor Society

Bylaws

1 d. Dismissal requires a majority vote of the Faculty Council. The results of the Faculty
2 Council vote shall be reviewed by the principal, and then if confirmed, expressed in a letter
3 sent to the student, parents, principal, and adviser. Dismissed members must surrender any
4 membership emblems to the chapter adviser.

5 e. Decisions of the Faculty Council may be appealed to the building principal and thereafter
6 under the same rules for disciplinary appeals in the Heard County School Board policies.

7 f. When a student is dismissed or resigns, he/she is no longer a member and may never
8 again be considered for membership in the National Honor Society.

ARTICLE V: OFFICERS

10 **Section 1.** The officers of the chapter shall be president, vice-president, secretary, and
11 treasurer. The term of office shall be one year. Election shall be by written or electronic secret
12 ballot. Members shall seek a single office in an election cycle.

13 **Section 2.** The chapter's adviser and executive committee shall set the election calendar and
14 develop election procedures. The election calendar and procedures are subject to approval by
15 the Faculty Council and principal. Election procedures shall be publicized to the membership.

16 **Section 3.** Student officers shall be elected and inducted during the second semester of a
17 school year. All returning active members are eligible to run for a position as an officer. All
18 active members of the chapter are eligible to vote.

19 **Section 4.** A majority of secret ballot votes shall be necessary to elect any officer of this
20 chapter. If the first vote does not yield a majority, a second secret ballot vote shall be taken of
21 the two candidates receiving the highest number of votes.

22 **Section 5.** It shall be the duty of the president to preside at the meetings for this chapter. The
23 president shall have the authority to appoint ad hoc committees upon notification to the
24 executive committee.

25 **Section 6.** The vice-president shall preside in the absence of the president and shall also keep a
26 record of members' contributions to leadership and service.

27 **Section 7.** The secretary shall keep and maintain the minutes of meetings and be responsible
28 for all official chapter correspondence. The secretary shall serve as liaison to the school's web
29 master in matters of chapter publications.

30 **Section 8.** The treasurer shall work in accord with the chapter adviser to keep records of
31 chapter expenses, dues, and all other financial transactions of the chapter. The chapter adviser
32 shall be designated to maintain and transmit the chapter's funds and fees.

33 **Section 9.** The chapter adviser and Faculty Council shall have the authority to delegate further
34 responsibilities and duties to the chapter's officers.
35



Stephen Heard Chapter of the National Honor Society

Bylaws

1 **Section 10.** Vacancies in office shall be filled in accordance with election procedures in a timely
2 manner.

ARTICLE VI: EXECUTIVE COMMITTEE

5 **Section 1.** The executive committee shall consist of the faculty adviser and the chapter's
6 officers. Meetings of the executive committee shall be in open session.

7 **Section 2.** The executive committee shall have the responsibility for ensuring that chapter
8 activities and procedures follow school policy and regulations.

9 **Section 3.** The president shall serve as chair of the executive committee. The vice-president
10 shall serve as the chair of the executive committee in the president's absence.

11 **Section 4.** A quorum of members including either the president or vice-president shall be
12 present as a condition for conducting a meeting of the executive committee.

13 **Section 5.** Action by the executive committee is subject to the review of the chapter members.

ARTICLE VII: MEETINGS

16 **Section 1.** Meetings of this chapter shall be scheduled quarterly and held in open session. The
17 chapter adviser or executive committee with the adviser's approval shall have the authority to
18 call a special meeting.

19 **Section 2.** A quorum of members must be present for official chapter votes to be taken.

20 **Section 3.** This chapter shall conduct its meetings in accordance with *Robert's Rules of Order*.

21 **Section 4.** All chapter members are expected to attend all regularly-scheduled chapter
22 meetings.

23 **Section 5.** In the absence of the chapter adviser, an alternate faculty member shall authority to
24 supervise meetings of the chapter.

25 **Section 6.** Minutes shall be kept and publicized to the membership upon adoption.

26 **Section 7.** Members shall attend a majority of the yearly scheduled meetings.

ARTICLE VIII: ACTIVITIES

29 **Section 1.** The chapter shall determine one or more service projects or activities for each year.

30 **Section 2.** All members shall annually perform at least 10 hours of service to chapter service
31 projects or activities.

32 **Section 3.** These projects shall have the following characteristics: fulfill a need within the school
33 or community, have the support of the administration and the faculty, be appropriate and
34 educationally defensible, and be well-planned, organized, and executed.



Stephen Heard Chapter of the National Honor Society

Bylaws

1 **Section 4.** Each member shall have the annual responsibility for choosing and participating in at
2 least one individual service project minimally lasting a total of 10 hours which reflects his or her
3 particular talents and interests and as approved by the chapter adviser. This is in addition to the
4 chapter projects to which all members contribute. Members shall submit the Record of
5 Individual Service form to the chapter adviser on at least an annual basis and prior to the end of
6 a school year.

7 **Section 5.** The chapter shall publicize its projects in a positive and professional manner.
8

ARTICLE IX: EMBLEM

9
10 **Section 1.** Each member of this chapter who is in good standing with regard to the membership
11 standards and member obligations shall have the privilege of wearing the emblem adopted by
12 the National Honor Society.

13 **Section 2.** Any member who withdraws, resigns, or is dismissed from the chapter shall return
14 the emblem to the chapter.

15 **Section 3.** Chapter members who are seniors in good standing shall be granted the privilege of
16 wearing a blue and gold honor stole bearing the official emblem of the National Honor Society
17 during graduation ceremonies.
18

ARTICLE X: DUES

19
20 **Section 1.** Annual dues for this chapter shall be set to \$5.00. Dues are used to maintain chapter
21 affiliation and conduct the general business of the chapter. Payment of dues shall be by check
22 or money order made payable to Heard County High School. Returned check or money orders
23 shall constitute nonpayment and serve as grounds for dismissal.

24 **Section 2.** Dues will be payable to the chapter adviser within fifteen calendar days of induction.
25 Members who fail to pay dues in a timely manner or shall receive a written notice allowing only
26 one fifteen day payment extension.

27 **Section 3.** The chapter adviser upon consent of the Faculty Council shall have the authority to
28 suspend or reduce dues for members on a case-by-case basis.
29

ARTICLE XI: POWERS

30
31 **Section 1.** The chapter adviser is given the authority to supervise the administration of chapter
32 activities as delegated by the school principal.

33 **Section 2.** The principal shall reserve the right to approve all activities and decisions of the
34 chapter.



Stephen Heard Chapter of the National Honor Society

Bylaws

1 **Section 3:** These bylaws are designed to amplify provisions of the National Constitution and
2 cannot contradict any components thereof. The chapter is obligated to adhere to the provisions
3 of the National Constitution in all activities it undertakes.
4

ARTICLE XII: AMENDMENTS

5
6 **Section 1.** These bylaws may be amended by a majority vote of the chapter, provided notice of
7 the proposed amendment has been given to members at least ten school days prior to the
8 meeting at which the vote is to be taken. The exceptions are Articles III and IV (selection and
9 discipline), which are developed by the Faculty Council with the approval of the principal.

10 **Section 2.** Bylaws and amendments must be consistent with the Constitution of the National
11 Honor Society.
12

ARTICLE XIII: INITIAL YEARS OF CHARTER

13
14 For two school years following the original ratification of the Bylaws, the chapter adviser with
15 consent of the Faculty Council shall have the authority to waive provisions contained herein as
16 may be necessary for the benefit of members and the chapter. From the third school year
17 onward, this article shall sunset and be removed from the Bylaws.
18



Stephen Heard Chapter of the National Honor Society

Bylaws

1

2 Date of Original Adoption: May 10, 2011 at election of officers meeting in Room 192

3 President's Signature: _____

4 Vice-President's Signature: _____

5 Secretary's Signature: _____

6 Treasurer's Signature: _____

7 Adviser's Signature: _____

8 Principal's Signature: _____

9