

**TEMPLE CHRISTIAN SCHOOL
NATIONAL HONOR SOCIETY CHAPTER BYLAWS**

ARTICLE I MEMBERSHIP

The chapter shall be called "The Temple Christian School Honor Society"

ARTICLE II PURPOSE

The purpose of this organization shall be to create enthusiasm for service, for high academic achievement, to stimulate a desire for community involvement and leadership and to encourage impeccable character within the student body.

ARTICLE III MEMBERSHIP

Members of the TCSNHS must be currently enrolled in Temple Christian school as a full-time or part-time student (taking at least 1 full credit course). Members must also be sophomores through seniors.

ARTICLE IV SELECTION OF MEMBERS

Section 1

Members must submit their applications for membership by the designated dates (as designated the previous year). Applications shall be typed using the application form provided by the organization (hand written applications will not be accepted). Candidates will then be selected and notified no more than fourteen days following the application deadline date. Applications will be evaluated and chosen at the discretion of the NHS Council. Late applications will not be accepted.

Section 2

Membership shall be known as active and honorary. Active members shall participate fully in the various activities of the society throughout their tenure as a student of TCS and a member of the society. The council shall reserve the right to award honorary membership to school officials, principals, teachers, adults, students with disabilities or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 3

Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the application form for further consideration and selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter advisor. All students who pass the official evaluation form will then be selected by a majority vote within the faculty council.
- d. The faculty council shall review the application form, disciplinary records and other necessary documents and resources in order to determine membership. The faculty council may but is not required to request other means of evaluation, such as alternate essays, interviews, or further outside recommendations.
- e. The local chapter shall have a form discussing matters of academics, character, leadership, discipline and attitude to be used to qualify the student for consideration. Additionally, each prospective applicant must complete and record sixty (60) hours of community service (20 hours for inaugural year 2013) to be eligible to apply. The faculty shall review these to either admit or reject admission.

Section 4

Candidates become members when inducted at a special ceremony.

- a. The induction ceremony for sophomores and juniors should take place no later than November 1 for the fall induction and no later than March 1 for the spring induction.
- b. New inductees and their families will be notified of their acceptance into the NHS by mail and/or email prior to the ceremony.

Section 5

An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the principal or principal's designee.

Section 6

An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter once they provide a letter of good standing from their previous principal or chapter advisor. The Faculty Council shall grant 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 their membership.

ARTICLE V DISCIPLINE & DISMISSAL

Section 1

Any member who falls below the standards of academics, leadership, character, attitude and service may be dismissed from the Temple Christian chapter of the Honor Society. 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.

- a. Members who, by the end of an application period (previous 12 months), do not complete a required sixty (60) hours of service and continually do not take advantage of serving in school leadership opportunities will be subject to dismissal proceedings by the faculty council.
- b. In cases of dismissal, the faculty council, at any point of the school year, may review the members who failed to meet one or more of the requirements for continued membership.

Section 2

If a member's cumulative grade point average falls below the standard in effect when they were selected (3.5), they will be given a written warning and a one-quarter period given for improvement (one quarter). If the cumulative grade point average remains below the standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3

Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DWI; stealing; fighting; destruction of property; cheating; plagiarism; truancy; possession, selling, or being under the influence of alcohol or drugs; violations of character, including rudeness, intimidation, and bullying, ejection from extra- curricular activities; technology violations; and any other provisions in the TCS student code of conduct or items designated as TCS board policy.

Section 4

Offenders of the school conduct code (in areas such as profanity, failure to comply, unexcused absences, excessive tardiness, dress code violations, cell phone violations) will receive written warning notification from the faculty council. If a member is involved in another violation of school conduct, the member may be dismissed.

Section 5

Any member who receives a third detention within a given school year (or previous 12 months whichever applies) is subject to removal from the society no matter what the infraction was that incurred the detention.

Section 6

In all cases pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor/faculty council. The member and advisor will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without written warning although a hearing must still be held.
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before Faculty Council prior to a vote for dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or in writing. A majority vote by the Faculty Council is needed to dismiss a member.
- c. The results of the faculty council vote for dismissal will be reviewed by the principal, and then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the advisor.
- d. The Faculty Council's decision may be appealed to the building principal and an additional hearing held with the principal, the student/parents, and the chapter advisor.
- e. When a student is dismissed, he/she is no longer a member and may never again be considered for membership in the National Honor Society. Members who seek resignation for alternate reasons must present a letter stating the reasons for resignation to the faculty council. If a resigning member wishes to regain membership, this letter must be taken into consideration by the Faculty Council when the member reapplies.
- f. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE VI OFFICERS

Section 1

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

Section 2

Student officers shall be elected at the last meeting of each school year. All returning active members are eligible to run for the position of officer. All active members of the chapter are eligible to vote.

Section 3

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 4* It shall be the duty of the president to preside at the chapter meetings for this chapter and to create the agenda for all NHS chapter and executive board meetings, run and supervise the NHS chapter and executive board meetings, take charge of day to day operations of the chapter and executive board, assist during graduation and/or convocation as the newly-elected officer, attend chapter and executive board meetings.
- Section 5* It shall be the duty of the vice-president to preside in the absence of the president, to keep record of members' contributions to leadership and service, update member hours, post hours, attend chapter meetings and executive board meetings, and assist in graduation and/or convocation as the newly elected officer.
- Section 6* The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence and communications. The secretary must also attend chapter and executive board meetings, create and send all correspondence to membership. Create the NHS welcome packet for new members which includes expectations and by-laws, keep records as deemed necessary by executive board members and assist during graduation and convocation as a newly-elected officer.
- Section 7* The treasurer shall keep record of chapter expenses, dues, and all other financial transactions of the chapter; create a budget; request reimbursements; record and monitor NHS funds; give monetary updates at meetings (executive and chapter); collect and record membership dues; make all monetary deposits; order materials for induction and other ceremonies; attend chapter and executive board meetings, and assist in graduation and convocation as a newly-elected officer.
- Section 8* The webmaster's duties are to update the NHS portion of the website with announcements, activities, pictures and news. This includes maintaining a calendar of events on the website. The webmaster must attend regular meetings and report to the executive board meetings. The webmaster is not a formal member of the executive committee; attendance is only required upon invitation. The webmaster will not have a vote in executive board decisions.
- Section 9* All active NHS members wanting to become an NHS officer should submit an application form during the second semester no later than May 1. All members must submit a form in order to be considered and placed on the ballot. Those applying for webmaster must spend some time with the previous Webmaster and must have a letter of recommendation from the previous webmaster for their application for the position to be accepted.
- Section 10* The executive committee will meet and read applications for officers and will determine with a majority vote the officers for next year. Anyone on the executive committee running for a second term of office shall exclude themselves from voting on the position for which they are applying.

- Section 11* A special installation ceremony will be held to induct new officers as part of the induction ceremony.
- Section 12* Executive committee members must fulfill their duties as an officer. In order to remove an officer, the executive board first must issue a request for resignation (by unanimous vote). If the officer does not comply, a vote for removal may be called by the president (or vice president if officer is in question). A unanimous vote by the Faculty Council and remaining executive board is needed to impeach an officer. If an officer is impeached, a probation period of 1 quarter will follow to determine continued membership as an active member in the National Honor Society. Faculty Council will appoint a new officer to fulfill that term. Prospective officers must apply to fill the vacancy, and a majority vote of the executive board and faculty council is required to elect a new member to a vacated position.
- Section 13*
for An executive committee member may resign his/her position as an officer emergency purposes only. A board member who wishes to resign may submit a letter of resignation to the executive board at which point a majority vote of the remaining officers must take place to accept the resignation. Resignation of a board position does not mandate dismissal from the society but rather a one-quarter probation period follows to determine continued eligibility in the society.

ARTICLE VII EXECUTIVE COMMITTEE

- Section 1* The executive committee shall consist of the faculty advisor and the chapter officers.
- Section 2* The executive committee shall have general charge of the meetings and the business of chapter, but any action by the committee is subject to review by the advisor.
- a. The local chapter will work as a team to organize events (both school-related and non-school related), organize and execute induction ceremonies, and handle inquiries from members and non-members regarding the chapter.

ARTICLE VIII MEETINGS

- Section 1* Meetings for the general membership shall take place once a month.
- Section 2* This chapter shall conduct its meetings according to "Robert's Rules of Order".
- Section 3* All chapter members are expected to attend all regularly scheduled chapter meetings in order to remain an active member in the NHS. The secretary and treasurer must keep records (attendance, dues,

accomplishments, etc.) of each member in the NHS. Evidence of following National Honor Society rules and requirements must be available annually for review in order for the club to continue.

Section 4 In order for a member to be excused from a regularly scheduled meeting, that member must provide a written notification to the chapter executive committee, which must be signed by a parent/guardian and third party if applicable (i.e. coach, director, etc.). The notification then must be approved and signed by a majority of the executive committee for the absence to be excused.

ARTICLE IX ACTIVITIES

Section 1 The chapter shall determine which projects they would like to pursue/sponsor.

Section 2 All members shall regularly participate in NHS sponsored events as well as other events promoting leadership and service.

Section 3 These projects and events shall have the following characteristics: fulfill a need within the school or community, have support of administration and/or faculty; be appropriate and educationally defensible; and shall be organized, planned, and executed professionally.

Section 4 Each member shall have the responsibility for choosing and participating in various service opportunities and projects throughout a given year.

Section 5 Service hours:

- a. Members are required to volunteer for events. When applying to NHS sponsored events, members must have written excuse (similar to excuse for meetings) in order to not participate in the NHS sponsored event.
- b. If a member does not report to an NHS sponsored event, the member will receive written warning and then deducted service hours in the amount they would have spent at the event.
- c. The NHS officers at a NHS event can deny a member service hours should the member jeopardize the integrity of the school or the NHS.
- d. The executive committee does have the right to award double hours should the event seem particularly difficult in nature. The chapter advisor must approve any decision for the doubling of hours by the executive committee.
- e. Every member is expected to accumulate sixty (60) hours of volunteer/service hours within a 12-month period as defined on the application for membership. For current members, these hours need to be verified and reported to the secretary for recording.

ARTICLE X EMBLEM & AWARDS

- Section 1* Each member of this chapter who is in good standing with regard to membership standards and obligations shall have the privilege of receiving an emblem as adopted by the Faculty Council and the executive committee.
- Section 2* Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.
- Section 3* Chapter members who are seniors in good standing shall be granted the privilege of wearing the NHS honor cords at graduation. Seniors who have held officer positions will receive a pin as well for their leadership within the organization.

ARTICLE XI DUES

- Section 1* Annual dues for this chapter shall be \$10.00.
- Section 2* Dues will be payable to the chapter treasurer within 30 days of the induction notification letter.

ARTICLE XII POWERS

- Section 1* The chapter advisor is given authority to supervise the administration of chapter activities as delegated by the school principal.
- Section 2* The principal shall reserve the right to approve all activities and decisions by the chapter.
- Section 3* These by-laws are designed to amplify provisions of the NHS Constitution and cannot contradict thereof. The chapter is obligated to adhere to the provisions of the NHS Constitution in all activities it undertakes.

ARTICLE XIII NOTIFICATIONS

- Section 1* Invitation letters to qualified students should be given no later than the second week of the 1st semester and 3rd semester respectively. Acceptance and denial letters should be mailed and/or emailed no later than two weeks after the application deadline.
- Section 2* Academic probation and disciplinary warning letters should be given immediately following a Faculty Council's recommendation of warning.
- Section 3* Invitation letters to the induction ceremonies should be mailed no later than two weeks before the ceremony.

ARTICLE XIV AMMENDMENTS

- Section 1 These by-laws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendments has been given to members at least one month prior to the vote. All amendment proposals must first be approved by a majority vote of Faculty and approved by the principal in order to be brought to a vote by the membership.
- Section 2 By-laws and amendments must be consistent with the Constitution of the National Honor Society.
- Section 3 These bylaws shall be reviewed by the chapter membership and executive committee each school year no later than six (6) weeks from the first day of school. These bylaws then must be signed by the chapter president, signifying the new leadership and the new year of the NHS.

Inaugural Date of Adoption:

Principal

Date:

Chapter Adviser

Date:

Chapter Executive President

Date: