

**Atholton High School
National Honor Society
Chapter Bylaws**

Preamble

We, the students of Atholton High School, in order to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Atholton High School, do establish these Chapter Bylaws for the National Honor Society of Atholton High School.

**Article I
Selection of Members**

Section 1. Selection of membership in the Atholton High School's (AHS) chapter of the National Honor Society (NHS) is based on outstanding scholarship, character, leadership, and service. Membership for this NHS is open to juniors and seniors. The Faculty Council will evaluate all applicants and select members.

Section 2. Candidates submitting an application must have a weighted, unrounded cumulative GPA of 3.40 or higher at the end of their sophomore year (junior candidate) or junior year (senior candidates). The Howard County Public School System sets the minimum GPA requirement of a weighted 3.40.

Section 3. Candidates must submit a completed application with all sections properly completed and the required numbers of recommendations provided for consideration by the Faculty Council. Incomplete applications will not be considered.

Section 4. Transfer students must provide a letter indicating their membership from their previous principal and/or adviser. Upon receipt of an official letter, transfer students will be automatically accepted into the NHS; however, once accepted, transfer students will have to meet all requirements of the Atholton High School's National Honor Society to maintain their membership.

Section 5. Updates and changes to the Atholton High School National Honor Society Bylaws are not retroactive for candidate selection. Selection decisions are based on the Bylaws during the school year of the submission of application.

**Article II
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.

Section 2. The Chapter advisers have the authority to supervise the administration of chapter activities including but not limited to: application process, faculty council meetings, and induction ceremony. For reference see Article VI, of the National Constitution.

Section 3. Final authority on all activities and decisions of the chapter resides with the school principal. For reference see Article V, Section 1 of the National Constitution.

Article III Executive Council

Section 1. The Executive Board shall consist of the elected President, Vice President, and Secretary.

Section 2. The Executive Board shall meet prior to the General Assembly meeting in order to develop the agenda for meetings, to execute the NHS Constitution and Chapter Bylaws, to execute the business of the General Assembly, and to oversee NHS activities. The place and time of the meetings shall be determined by the President and the Advisers.

Section 3. The Executive Board shall organize and oversee all recreational, community service, and fund-raising activities of the NHS.

Article IV General Assembly

Section 1. The General Assembly shall consist of all NHS members.

Section 2. The General Assembly meetings will be held at least monthly during the school year chaired by the President, Vice President and Secretary. If no officers are able to chair the meeting, then an Adviser can preside or the meeting will be rescheduled.

Section 3. The duties of the General Assembly are to conduct any legislative business, to elect members of the executive board, and hear committee reports.

Section 4. Attendance at meetings is mandatory by all members of the General Assembly. Reasons for absences must be written and turned in to the Secretary and approved by the NHS advisers. An excused absence from the school on a meeting date is an excused absence from the General Assembly meeting. Other acceptable reasons for excused absences shall be determined by the NHS advisers and the Executive Board. Sports practices and club meetings are never excused absences.

Section 5. More than two unexcused absences from a meeting shall result in the member becoming a Member Not in Good Standing.

Section 6. A Member Not in Good Standing is a member who has not fulfilled one or more of the following responsibilities. Once a member is placed in this category, he or she will not be able to graduate with the benefits of a Member in Good Standing.

1. Member failed to complete service hours. Members are required to have 32 service hours a year, of which at least 4 hours should be from direct service to the school.
2. Member's GPA average is below weighted 3.40.
3. Member has more than two unexcused absences from General Assembly meeting.

Article V Committees

Section 1. The Executive Board shall appoint all committees deemed necessary as the need arises.

Section 2. The chairperson(s) of a committee shall submit a monthly report to the advisers, fulfill all duties that are requested by the Executive Board and notify NHS members of the location and time of committee meetings.

Article VI Election of Officers

Section 1. The elected officers of the NHS shall be the President, the Vice President, and the Secretary.

Section 2. Any junior who is a Member in Good Standing of the NHS shall be eligible to run for the position of elected officer for the following school year.

Section 3. The election of officers shall be held during a regular General Assembly meeting, unless otherwise decided by the Executive Board and/or Adviser(s). Attendance at this meeting shall be mandatory for all current juniors, unless a member has a legitimate excuse that must be given to the Secretary, or Adviser(s) prior to the meeting.

Section 4. Each candidate must submit an application to the Advisers and will be given an opportunity to give a speech. The time allotted for the speech shall be determined by the Executive Board and Adviser(s). Following the speech, the junior members of the NHS shall vote for the officers by secret ballot.

Section 5. The Advisers will tabulate votes, and the new Executive Board shall be announced within two school days after the election.

Section 6. The newly elected officers shall begin their new term immediately.

Article VII Duties and Responsibilities of Officers

Section 1. The President shall chair any review of the NHS constitution and the Chapter Bylaws; preside over all meetings, prepare the agenda for all Executive Board meetings and post follow-up on the website, attend NHS functions, write notices, email notifications and announcements, oversee committees, and perform all other duties of the office.

Section 2. The Vice President shall assume the duties and responsibilities of the President when he/she is absent, aid the President in fulfilling his/her duties and responsibilities, attend NHS functions, oversee committees, and perform all other duties that are requested by the President. In addition, the Vice President is responsible for maintaining the roster and attendance records and notifying members of absences.

Section 3. The Secretary shall assume the duties and responsibilities of the President when the President and Vice President are absent. The Secretary is responsible for handling all NHS correspondence and recording and posting verified service hours. Finally, the secretary is responsible for attending NHS functions and performing all other duties requested by the President.

Article VIII Obligations of a Member

Section 1. Each member's behavior and academic performance must continue to reflect the standards of the National Honor Society. Members must maintain a weighted 3.40 GPA. Students shall be notified if their GPA falls below the minimum standard and seniors will not be able to wear a stole at the graduation ceremony.

Section 2. Each member must attend ALL General Assembly meetings throughout the year. Excused absences from school must be documented.

Section 3. Each member must pay one-time dues of \$40.00.

Section 4. Each member must fulfill all of their NHS service hour requirements. Seniors must meet these requirements no later than the first Friday of May. Failure to meet the requirements will result in a member assuming the status of "Member Not in Good Standing." Seniors with this demotion will not be allowed to wear NHS stoles at the graduation ceremony.

Section 5. Members who resign or are dismissed are ineligible for reinstatement to membership or its benefits.

Article IX Members Not in Good Standing and Dismissal

Section 1. Members whose behavior and/or academic performance do not reflect NHS standards will be subject to dismissal. This includes all rules and regulations set forth by Howard County Public School System, Atholton High School, and/or all laws of Howard County, State of Maryland, and the United States of America. This applies to actions and behavior during the school day, during all school-sponsored activities, and within the community at large. NHS members are leaders and role models, and any violations of school rules or civic laws shall be grounds for dismissal, pending a hearing.

Section 2. In all cases of impending dismissal the following protocol will be followed:

1. A member shall receive written notification and have the right to a hearing before the faculty council or to resign in writing.
2. If there is no response to the disciplinary letter by the deadline provided, then committee members have the right to make decisions based on information currently available.
3. If a member chooses a hearing, he or she will be notified in writing of the time, place, and date of hearing. The member may bring a parent or guardian to the hearing; however, the role of the parent or guardian is simply to observe.

4. A majority vote of the Faculty Council is needed to dismiss any member. The Advisers will present the results of the Faculty Council vote to the principal for review. Following the review, the member will be notified in writing of the Faculty Council's decision.

5. The Faculty Council's decision may be appealed to the school principal afterwards according to the provisions of the Howard County Public School System discipline policies.

6. The Faculty Advisory Council may issue a warning in lieu of dismissal. This is determined on a case by case basis, and is completely up to the Faculty Council to determine.

Section 3. All members who are dismissed or resign must return their NHS certificate, pin/charm, and membership card. Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 4. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 5. Seniors who have not met service requirements by the first Friday in May and/or maintained a weighted GPA of 3.40 will be considered Members Not in Good Standing and will not be eligible to wear a stole at the graduation ceremony.

Article X Responsibilities of the Faculty Council

Section 1. The Faculty Council shall include at least five members of the Atholton High School Faculty assigned to the position by the principal.

Section 2. The Faculty Council will convene each fall to review all candidate selection materials. The council will vote "yes" or "no", with the majority vote considered. Each candidate will be assessed on "strong and consistent" examples of the four pillars of National Honor Society: Scholarship, Leadership, Service, and Character.

Section 3. The Faculty Council will meet with any Member Not in Good Standing by the request of the member. The Advisers will meet with non-selected candidates who request a meeting to discuss their non-selection. Non-selection will not be discussed over the phone or email, unless non-selection is regarding the GPA requirement. The NHS advisers will arrange all meeting times.

Article XII Process for Non-Selected Candidates

Section 1. Non-selected candidates will be notified in writing; however, specific reasons will not be discussed in the non-selection letter. Non-selected students will have the opportunity to meet with an adviser and/or come before the Faculty Council to appeal/review their membership submission. Neither of these opportunities is offered for the purpose of adding additional materials to the original submissions, but rather to clarify the existing information.

Section 2. Faculty Council meetings are not required to discuss non-selection in cases where the candidate's GPA does not meet the requirement.

Section 3. Junior candidates who are not selected may reapply at the beginning of their senior year.

Section 4. If non-selection is regarding the minimum character, leadership, service ratings, then the comments and ratings of individual staff members will not be discussed with the student and/or parent/guardian.

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