

San Diego High School Chapter of the National Honor Society
Chapter Bylaws
Established April 2017

Article I: Name and Purpose

Section 1:

The name of this chapter shall be the San Diego High School Chapter of the National Honor Society.

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 moral development of character in all students by example at San Diego ISD .

Article II: Membership Selection

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 voice or 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

- a. Candidates eligible for selection to this chapter must be members of the (current) freshmen, sophomore or junior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one school year at San Diego High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative, average of 95 (3.5 GPA). This scholastic achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy.
- d. Upon meeting the grade level, attendance, and academic standard requirements, candidates shall be considered based on their service, leadership, and character.
- e. Transferring memberships from other established chapters of the National Honor Society will be accepted with a letter of status from the chapter adviser(s) and/or the principal from the school in which the candidate is transferring from.
- f. Honorary Members - As such, the Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration—including those who receive accommodations for a disability, or foreign



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exchange students—in recognition of achievement and/ or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. The Faculty Council might also award honorary membership to school officials, principals, teachers, NHS advisers, or other adults. Honorary membership grants to the recipient all of the privileges of membership without the obligations associated with active member status

Article III: Membership

Section 1:

The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members approved by the principal. The chapter adviser(s) shall be the remaining members of the Faculty Council. The selection process of members to the National Honor Society Local Chapter shall be performed and approved by the Faculty Council appointed by the principal for a minimum term of two (2) years. In addition, the Faculty Council, in the case of mitigating circumstances, will make selection decisions for individual members based on evidence provided by the documentation available to the chapter Adviser and principal at the time that selection is in process.

Section 2:

Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility. The counselor's office will provide the Adviser with a list of eligible students for NHS selection at the end of the first semester each year. The list of eligible students will have met the minimum academic achievement for selection into the National Honor Society.
- b. Candidates shall be notified and asked to complete and submit the following: a completed student application, a typed one page personal statement in essay form , one recommendation from a source outside of the school setting, two teacher recommendations, and complete an interview with the faculty council. Incomplete applications will not be reviewed by the Faculty Council
- c. All faculty members at San Diego High School, of the candidate's current schedule will be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser(s). Candidates must select 5 teachers from current schedule
- d. The Faculty Council shall review the student application, the personal statement, the recommendations, and the interview record; in order to determine membership before the beginning of the final grading period.
- e. The five categories of the selection process will be tabulated and verified by the Faculty Council for each member identified for possible selection. Candidates who meet the minimum qualifying points will be inducted into the National Honor Society at the next scheduled induction ceremony. All students selected



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for membership will be notified via approved communication methods available to the chapter Adviser.

- f. Any incomplete application, refusal of membership invitation or declining of membership will result in ineligibility henceforth.

The points will be tallied by the Faculty Council thusly:

CANDIDATE PACKET	16 POINTS
CIVIC LEADER RECOMMENDATION	2 POINTS
TEACHER RECOMMENDATION	4 POINTS
MAXIMUM TOTAL	22 POINTS

Section 3: The selection of new members shall be held once a year, in the spring, following the first semester of the school year. New candidates will be accepted and selected from the current freshmen, sophomore, and junior classes.

Section 4: Candidates become official members when inducted at a special ceremony which is held annually prior to the end of the school year.

Section 5: Once selected and inducted, all members are expected to maintain the standards by which they were selected and obtain all obligations of membership as follows:

- a. Attend all scheduled meetings as set by current members. Each member is allowed one excused absence per semester.
- b. Pay dues prior to the end of the first grading period each semester. Failure to pay dues by the above date will result in a \$20 fee and will have 2 demerits issued.
- c. Members are required to maintain a cumulative average of 95% per semester for all classes for which they are enrolled. Seniors will be determined at the end of the 5th grading period.
- d. If a member's cumulative average falls below 95%, the member will be placed on academic probation until the next grading cycle.
- e. If a member's cumulative average has not met the required standard of 95% a second time, the member will face the Faculty Committee and face dismissal.

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Section 6: Participation in community services shall merit required selection points.

- a. All chapter members are required to attend all service projects organized by the organization and advisers.
- b. Complete 30 hours of community service outside of school hours which do not include chapter sponsored activities. Service hours can be accumulated after the initial induction ceremony, in which membership is official. All service hours and documentation are due by 4:00 P.M. on the Friday before the week of Spring Break in order to remain in good standing. Service hours must not be beneficial to a member in another sponsored organization. All service hours must be verifiable and receive prior approval from advisor .
- c. Complete one individual service project. Project must be completed and typed in essay form by 4:00 P.M. on the Friday before the week of Spring Break. Individual Service project must have prior approval from the Adviser(s).
- d. Members who do not complete the service requirement by the deadline shall receive notification from the Faculty Council and face dismissal.
- e. Service Hours cannot be signed off by an immediate family member.
- f. Demerits: Chapter members will receive demerits for any duties not performed on time as instructed by the chapter Adviser, including the list below:

Unexcused Absence at Meeting	2 demerits
Unexcused Absences at Event or Activity	2 demerits
Incomplete Duty or Assignment	2 demerits
Items Not Brought/Late	2 demerits

****Members who are unable to perform duties must inform the Adviser two days before the scheduled project. It will be the member's ultimate responsibility to inform the Adviser so a replacement can be found. Demerits may still be imposed at the Advisor's discretion.**

Section 7: Absences: a valid excused absence for all purposes includes a doctor's excuse, death in the immediate family, and other extenuating circumstances.

- a. NHS members are encouraged to have (0) UNEXCUSED absences. Beginning with the third unexcused absences in any class period, the member will receive 2 demerits for each unexcused absence. Three tardies constitute an unexcused absence.

Section 8: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. 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



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retain his or her membership.

Article IV: Dismissal

Section 1: Any member who falls below any of the standards of scholarship, leadership, character, or service may be considered for dismissal from the San Diego High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school community and be of good moral character.

Section 2: If a member's cumulative GPA falls below the standard 95 the student will be subject to further disciplinary action by the Faculty Council.

Section 3: Violation of the law or school regulations results in possible dismissal pending an investigation. These violations are outlined in the San Diego ISD Student Handbook and Code of Conduct.

Section 4: Offenders of these violations will receive written warning notification. A conference may be requested by parties involved (adviser(s), student, Faculty Council, and/or the principal). If the member is involved with another violation, the member will be dismissed without facing the faculty council.

Section 5: In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for automatic or possible dismissal and a conference with the adviser(s) or Faculty Council.
- b. The member may be given the opportunity to respond to the alleged charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. The vote will then be taken on whether or not to dismiss. A majority vote is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the principal and expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser(s).
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he or she is no longer a member and will not be reconsidered for membership in the National Honor Society.

Section 6: In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

NHS is an honorable organization; therefore, any unbecoming conduct punishable by law is grounds for dismissal from the organization. Any and all reports of unbecoming conduct will be investigated by the Faculty Council.

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Section 7: Member Probation: A member who falls below the standards of the organization will be placed on probation and receive additional duties specified by the Adviser. It is the responsibility of the member to obtain the required forms from the Adviser and complete them then return them in a timely manner. The Faculty Council will be copied on all memorandums, emails or other approved communications between the Adviser and the member on probation.

1. EXCEPTION: A member who is placed on academic probation has one grading period to regain organizational standards.
2. Probationary members who fail to regain the standards outlined in this constitution will be dismissed from the chapter upon the recommendation of the Adviser after proof of notification to the member has been established. Any active member who is dismissed from the chapter will no longer become eligible in the future.

Article V: Officers

Section 1: The officers and executive council will be a combined grouping of students to promote continuity within the society. Officer positions will include: President, Vice President, Secretary, Treasurer, Historian/Reporter, and Parliamentarian/Sergeant-at-arms.

- A. Officers will be nominated by current active members for officer positions.
- B. Members in good standing who have been in NHS for a period of one year may be nominated for an officer position.
- C. Nominated members will have the opportunity to accept or decline the nomination.

Section 2: Duties of the President:

It is the duty of the President to preside at the meetings of this chapter and other assigned duties from advisor.

Section 3: Duties of the Vice-President:

The Vice-President will assume the chair of the president in the President's absence and other assigned duties from advisor.

Section 4: Duties of the Secretary:

The Secretary will keep the minutes of the meetings, a record of all chapter business, and all records on file and other assigned duties from advisor.

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Section 5: Duties of the Treasurer:

The Treasurer will assist the chapter Adviser and help keep an accurate account and club ledger of receipts and disbursements in accordance with school regulations and other assigned duties from advisor.

Sections 6: Duties of the Reporter:

The Reporter will assist the secretary with recordkeeping of all meeting and functions. Also, this position will assist the chapter with marketing of all meetings and functions and other assigned duties from advisor.

Section 7: Duties of the Parliamentarian:

The Parliamentarian will work with the President and Vice-President to establish guidelines for proper conduct and behavior of the chapter members and other assigned duties from the advisor.

Article VI: Meetings

Section 1: Meetings of this chapter will be monthly. Additional committee and/or event preparation meetings will be held on an as needed basis.

Section 2: All chapter members are expected to attend all regularly scheduled chapter meetings. Members are allowed two absences from meetings during the school year. Additional absences will result in letters given which begin possible dismissal procedures.

Article VII: Activities

Section 1: The Chapter shall determine at least one service projects for each year.

Section 2: All members are required to 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 an individual service projects that reflect his or her particular talents and interests and as approved by the chapter adviser(s).

Section 5: The San Diego High School chapter requirement is 30 hours, which need to be accurately documented and verified using the Track It Forward app/website in which the advisor will provide user and password for access. This is in addition to the chapter

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sponsored projects to which all members must contribute.

Section 6: The chapter shall publicize its projects in a positive manner.

Article VIII: Emblem

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

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 honor collar adopted by the chapter at graduation. Stoles will be provided by the Chapter and presented to seniors prior to graduation.

Article XI: Dues

Section 1: Annual dues for this chapter shall be \$20.00.

Section 2: Dues will be payable to the chapter adviser(s) by the end of the first grading period.

Article XI: Powers

Section 1: The chapter adviser is given the 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 of the chapter.

Section 3: These bylaws are designated to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

Article XII: Amendments

Section 1: Recommendation of these bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to the members at least one month prior to the vote. Whereby the recommendation will be presented to the Faculty Council for possible approval. The exceptions are Articles II, III and IV (selection, membership and discipline), which are developed by the Faculty Council with approval of the principal.



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Section 2: Bylaws and amendments must be consistent with the constitution of the National Honor Society.