

**Kingwood High School  
National Honor Society**

**BYLAWS**

**Article I: Name**

Section 1. The name of this organization shall be the Kingwood High School chapter of the National Honor Society. The NHS National Constitution shall serve as the general guideline for all chapter functions, and these bylaws shall amplify sections of the National Constitution and clarify the operating procedures of the chapter. The National Honor Society Handbook shall be consulted when issues arise that are not covered by the National Constitution or the Kingwood NHS Bylaws.

**Article II: Purpose**

Section 1. The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Kingwood High School.

**Article III: Role of the Principal, Chapter Advisor(s), Faculty Council, and Executive Committee**

Section 1. In addition to the responsibilities listed under Article V of the National Constitution, the Principal shall 1) hear all appeals from students who are not selected and reconvene the Faculty Council if a procedural or technical error has been made; 2) confer with each member of the Faculty Council prior to vetoing any activities and/or decisions of the chapter; 3) provide a written justification for any veto of activities and or decisions of the chapter within one week of such action(s); and 4) communicate to the Chapter Advisor any issues concerning National Honor Society brought to his/her attention by members of the community that would directly impact the selection or dismissal of a student. Under no circumstance is the Principal to serve as a member or even an observer of the Faculty Council's deliberations pertaining to the selection or dismissal of a student.

Section 2. In addition to the responsibilities listed under Article VI of the National Constitution, the Advisor(s) shall 1) review each member for compliance with society standards and obligations following the end of each semester; 2) approve all chapter activities and provide the Principal with a written record of chapter activities; 3) read and develop a familiarity with the Constitution of the National Honor Society and the Kingwood High School Bylaws; 4) attend all meetings and functions, including those of the Faculty Council; 5) review Chapter members in the selection and dismissal procedures and guidelines; 6) ensure that the Faculty Council follows national and local guidelines for procedure; 7) facilitate discussions of the Faculty Council in order to maintain objectivity and professionalism during the review of each case; 8) serve as an advocate for each student whose name or case is brought before the Faculty

Council by assuring that the Council considers only relevant and valid information in a fair and consistent manner; 9) interview teachers who give students a below-average evaluation that jeopardizes his / her acceptance; and 10) provide written documentation to the Principal if the Faculty Council violates the National Constitution or the Kingwood Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.

Section 3. In addition to the responsibilities listed under Article VII of the National Constitution, the Faculty Council shall 1) read and develop a familiarity with the Constitution of the National Honor Society and the Kingwood High School Bylaws prior to making any decisions pertaining to selection or dismissal of students; 2) follow all stated guidelines and procedures in all aspects of the chapter's activity; 3) consult with the Chapter Advisor concerning questions of policy and/or procedure and refer all questions from parents concerning the National Honor Society to the Chapter Advisor; 4) maintain objectivity and professionalism during the review of each case; 5) examine each individual case as a group in such manner as to allow every member to evaluate and comment on every case; 6) provide written documentation to the Principal if the Faculty Advisor violates the National Constitution or the Kingwood Bylaws in such manner as to jeopardize the fairness of a student's selection or dismissal.

Section 4. In addition to the responsibilities listed under Article XII of the National Constitution, the Executive Council shall determine the dues structure and make recommendations concerning the bylaws, time and place of meetings, meeting agendas, special projects, member obligations, and nominating procedures for the National Honor Society Scholarship Awards Program.

#### **Article IV: Membership**

Section 1. Membership in the Kingwood chapter of the National Honor Society is an honor bestowed upon a student. Membership is not a right or an elective position, but rather a privilege enjoyed by those students who demonstrate outstanding scholarship, character, leadership and service. Membership is not automatically conveyed simply because a student achieves the required GPA (as stated in Appendix A) or submits a Student Activity Information Form. Once selected, members have the responsibility to continue to demonstrate and document these qualities.

Section 2. A student is in Good Standing when they meet all the requirements stated in Appendix B. For the record, a student that is on Probation is not in Good Standing.

Section 3. All members in Good Standing at the time of their graduation will be awarded the privilege of wearing an official NHS collar during their graduation.

Section 4. Members should be aware of the appendices that follow the Kingwood High School National Honor Society Bylaws. All rules and regulations stated in these appendices should be followed along with those stated in the bylaws. The organization of the appendices goes as follows:

Appendix A: Admittance of Members

Appendix B: Requirements and Expectations of current members

Appendix C: Punishment, Probation, and Dismissal of Members

Appendix D: The Officer Election Process

## **Article V: Selection/ Dismissal of Members**

Section 1. To be eligible for membership the candidate must be a member of the Sophomore, Junior or Senior Classes. New students must have been a member of Kingwood High School for one semester.

Section 2. To be eligible for membership candidates must meet the required GPA stated in Appendix A. GPA is determined by the guidance department or school secretary and is based on the General Education Plan (as stated in the Humble I.S.D. student handbook).

Section 3. The Faculty Council will evaluate candidates based on service, leadership, and character using a point scale described in Appendix A.

Section 4. If a member does not adhere to any of these bylaws or fails to meet the requirements stated in Appendix B, they must follow the procedures outlined in Appendix C. This could mean additional service hours, probation, or dismissal.

## **Article VI: Meetings**

Section 1. The chapter shall have regularly called meetings during the school year on days designated by the Executive Committee and in accordance with school policy and regulations. The Chapter Advisor reserves the right to cancel meetings. An attempt should be made to hold one meeting each six weeks.

Section 2. A private ceremony shall be held for the installation of new officers.

Section 3. The Executive Council reserves the right to hold special meetings, events, and sessions in support of the Kingwood NHS chapter.

Section 4. The Executive Council also reserves the right to deem certain meetings, events, and sessions as mandatory for all members to attend. If a member is unable to attend a mandatory meeting, they must inform the advisors of their absence before hand. The member must present a logical explanation for their absence or the advisors will declare that they are not excused.

Section 5. If a member is not present at a mandatory meeting and has not been excused by the Executive Council, they will perform an additional 2 service hours. These hours must be met by the semester deadline along with the hours that they are required to fulfill as a member of NHS.

Section 6. Members can miss up to three meetings during the year. If they surpass this limit, they will perform an additional 2 service hours for each meeting missed after the third meeting. (i.e.: if a member misses 4 meetings, they shall perform 2 additional hours. If they miss 5 meetings, they shall perform 4 additional hours, etc.)

Section 7. Robert's Rules defines a Quorum as being the number of members that must be present for the legal transaction of business. The Kingwood chapter of NHS defines their quorum as being 51% of the membership.

## **Article VII: Duties and Responsibilities of the Organization, Officers, Advisor and Members:**

Section 1. The Kingwood High School chapter of the National Honor Society shall create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and develop character. As an organization, it will seek to develop a culture of pride and respect within the school and establish a history of fairness and consistency.

Section 2. The Officers (and their duties) of the Kingwood High School chapter of the National Honor Society are as follows:

The President will:

- a) oversee, direct, organize, and represent the chapter,
- b) call meetings;
- c) direct the induction ceremony;
- d) meet with the sponsor daily and the Executive Committee weekly.

The 1st Vice President will:

- a) act in the president's absence;
- b) perform specific duties delegated by the president;
- c) administer the election of officers in the spring;
- d) direct ordering and selling chapter T-shirt.

The Service Vice President will:

- a) act in the president's/Vice president's absence;
- b) oversee service projects for the chapter, including
  - i. notifying members of service projects each meeting
  - ii. posting projects available on the bulletin board/website
  - iii. posting points earned weekly;
- c) approve service projects.

The Leadership Vice President will:

- a) act in the president's/ Vice President's absence;
- b) oversee leadership projects for the chapter, including
  - i. notifying members of leadership workshops
  - ii. organizing and presenting leadership workshops

- iii. posting leadership points monthly;
- c) approve leadership points.

The Secretary will:

- a) take minutes of the Executive Committee and business meetings of the membership;
- b) conduct any correspondence necessary;
- c) update the Blue Book over the summer;
- d) maintain attendance records and submit them to the publicist monthly;
- e) report to the membership monthly.

The Parliamentarian will:

- a) oversee all rules and regulations of the National Chapter and KHS chapter.

The Treasurer will:

- a) collect, record, and deposit money;
- b) help maintain attendance records;
- c) submit member dues and fundraiser monies paid to the publicist biweekly;
- d) report the status of the treasury monthly.

The Publicist will:

- a) advertise meetings;
- b) make any necessary daily announcements;
- c) publicize service projects;
- d) maintain the NHS Bulletin Board and the NHS website;
- e) post service hours, leadership points, and attendance records on the website on a monthly basis;
- f) post the record of dues on the website.

The Historian will:

- a) Record chapter activities;
- b) organize chapter scrapbook and take pictures;
- c) organize and present slide show or video at the end of the year.

Section 3. In addition to the duties outlined in Article III, Section 2 of these bylaws, the duties and responsibilities of the Advisor(s) are as follows:

1. Set an example of scholarship, leadership, character and service for others to follow.
2. Approve all chapter activities and inform the Principal of such activities.
3. Maintain all chapter records and send the annual report to the national office.
4. Attend all meetings and assure that proper procedure is followed by the officers.
5. Provide direction to chapter members concerning opportunities for service.
6. Work with the Faculty Council in selecting, disciplining, or dismissing members.
7. Promote chapter activities.
8. Stimulate positive action by members.

Section 4. Members of the Kingwood High School chapter of the National Honor Society shall fulfill the following duties and responsibilities:

1. Maintain the standard by which they were selected (as stated in Appendix A).
2. Attend meetings- missing no more than three meetings.
3. Participate in planned chapter service projects (as stated in Appendix B).
4. Maintain good character. Members committing an infraction of level A, B, or C (as defined in the Humble I.S.D. student handbook) will be required to attend a conference with their principal and the advisors to determine their standing in NHS.
5. Develop good leadership skills. Members must meet the leadership requirements as stated in Appendix B.
6. Members must participate in the chapter fundraiser. This fundraiser is mandatory to all members.
7. Members must pay dues. Members who fail to turn in their dues on time will be required to gain one extra service point in order to obtain acceptable membership status.
8. Set an example of scholarship, leadership, character and service for others to follow.

#### **Article VIII: Election / Replacement of Officers**

Section 1. Election. During the spring of the year, current sophomore and junior members shall be permitted to run for office. The positions of President, 1<sup>st</sup> Vice President, Service Vice President, Leadership Vice President, Secretary, Treasurer, and Historian are reserved for juniors becoming seniors. Sophomores may not run for these positions. The positions of Parliamentarian and Publicist are reserved for sophomores becoming juniors. Juniors may not run for these positions. During the election itself, the processes stated in Appendix D should be followed. These processes should also be followed if an officer must vacate their office any time after being elected.

Section 2. Replacement. If the President should vacate their position any time after they have been elected, the 1<sup>st</sup> Vice President shall be promoted to that position. Once the 1<sup>st</sup> Vice President has become the new President, an election will be held to determine the new 1<sup>st</sup> Vice President. If any officer other than the President should vacate their position any time after they have been elected, the process stated in Section 1 above should be followed.

#### **Article IX: Rules of Order**

Section 1. While certain formalities should be maintained within the KHS chapter of NHS, Robert's Rules of Order, Newly Revised do not always have to be adhered to, but when appropriate to the situation.

#### **Article X: Ratification of Bylaws**

Section 1. Chapter bylaws shall be voted on by the current membership (apart from Article 5) and approved by the Faculty Council and the Principal.

**Article XI: Amending the Bylaws**

Section 1. If changes to the bylaws become necessary, those changes shall be proposed in writing, distributed to the membership for review and discussion, and brought to a vote. A 2/3 vote of the quorum is required to amend the bylaws. Changes to the selection procedures, discipline procedures, and dismissal procedures may only be made by the Faculty Council; however, membership input is encouraged.