



# Sussex Academy High School

## Chapter By-laws

The text below contains the By-laws for the Sussex Academy Charter of the NHS which adheres to the National Constitution under which all NHS chapters operate.

The limits of this chapter's authority are described in the national handbook, a copy of which has been provided to the chapter adviser and is on file.

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## **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this organization shall be the Sussex Academy National Honor Society of Secondary Schools (NHS).

Section 2. The purpose of this organization 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 Sussex Academy.

Section 3. The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537.

## **ARTICLE II: MEMBERSHIP**

Section 1. Membership in the Sussex Academy Chapter of the National Honor Society 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

Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.

- a. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Sussex Academy. (*Note: Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the Faculty Council may waive the semester regulation.* ).
- b. Candidates eligible for selection to the chapter shall have a minimum weighted final cumulative grade point average of 3.5 (out of 4.0) at the end of the most recent school year. Additionally, if the membership evaluation takes place after the first marking period of a school year, all of the current school year's unweighted marking period grades shall be an 85 or higher for all marking period grades reported. This scholastic level 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.
- b. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

## **ARTICLE III: SELECTION OF MEMBERS**

Section 1. The selection of members to the Sussex Academy chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 2. Selection Procedures

A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be

determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

- I. All students that qualify as outlined in Article II will be notified that they are academically eligible and may apply for membership. NHS candidates will return the completed form by the announced deadline to the assigned adviser.
- I. Faculty Council will meet to review information materials and determine final NHS student selections. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.
- II. Following the Faculty Council selection meeting, students will be informed of their status. Selected students will be called to a meeting to outline the process for induction in the National Honor Society.
- III. New and present NHS members and their parent(s)/guardian(s) will be invited to a recognition function which will include student participation in a formal induction.

Section 3. The selection of new, active members shall be held once a year based on the GPA of the previous year(s) and the grades of the current year, as outlined in Article II.

Section 4. Candidates become members when inducted at a special ceremony as noted in Article III, section 2, sub-section vi.

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 [*alt., adviser*].

Section 6. 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 to 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 his/her membership.

#### **ARTICLE IV: DISCIPLINE AND DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Sussex Academy chapter of the National 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.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected, he /she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below 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, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.

Section 5. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).

- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on 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. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote 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 adviser.
- 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/she is no longer a member and may never again be considered 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.

#### **ARTICLE V: CHAPTER 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 active members *in good standing* who are returning are eligible to run for a position as an 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 set the agenda and preside at the meetings for this chapter.

Section 5. The vice-president shall keep a record of members' contributions to leadership and service. In the absence of the president, the vice-president shall preside over the meeting.

Section 6. The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.

Section 7. The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter

#### **ARTICLE VI: EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

## **ARTICLE VII: MEETINGS**

Section 1. Meetings of the Sussex Academy chapter of the NHS shall be every other month and a calendar published at the beginning of every school year and published on the school's calendar.

Section 2. All chapter members are expected to attend all regularly-scheduled chapter meetings.

Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 4. Chapters shall conduct meetings according to Robert's *Rules of Order, Newly Revised* in all points not expressly provided for in this Constitution or the chapter bylaws.

## **ARTICLE VIII: ACTIVITIES**

Section 1. The Sussex Academy Chapter shall determine one or more service projects each year.

Section 2. All members shall regularly 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; Be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

Section 5. Each chapter shall publicize its projects in a positive manner.

## **ARTICLE IX: OFFICIAL INSIGNIA**

Section 1. This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.

Section 2. The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.

Section 3. Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem.

Section 4. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 5. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords or sash at graduation.

**ARTICLE X: DUES**

Section 1. Annual dues for the Sussex Academy chapter shall be \$15. These will be to fund chapter activities and events.

Section 2. Dues will be payable to the chapter treasurer within 30 days of induction.

**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 designed 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. These by-laws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles II, III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

**Date:** \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Chapter Secretary

\_\_\_\_\_  
Chapter Adviser(s)

\_\_\_\_\_  
Principal

Statement of non-discrimination: The Chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

