***South Lyon High School***

***Mary B. Holt Chapter***

***National Honor Society Bylaws***

This chapter will follow the constitution set up by the National Council. The following are bylaws written by the 1996-1997 Officers and Advisers, and amended in 1998, 2000, 2004, 2009, 2015, 2016, and 2019.

**Article 1 – PROCEDURE**

*Procedure.* The rules contained in Robert’s Rules of Order shall govern this Society in all cases in which they are applicable.

**Article 2 – WORKING YEAR**

*Working Year.* The working year of the South Lyon High School National Honor Society shall be the same as the working school year.

**Article 3 – DUTIES OF THE OFFICERS & REPRESENTATIVES**

1. *President.* The President will act as the chairperson at all National Honor Society (NHS) meetings. The President cannotinitiate a motion, but can cast a vote towards any motion. When the need arises for a committee to be formed, the President will be the one to appoint a committee chairperson.
2. *Vice President.* The Vice President shall assist the President, as requested. S/he will act as President if the President is unable to perform his/her duties.
3. *Secretary.* The Secretary shall:
	1. Keep minutes of all meetings.
	2. Be the custodian of the NHS records and by-laws, this includes: names of all members, attendance, and service hours.
	3. Distribute handouts at meetings.
	4. Report attendance to Adviser(s) and the President.
	5. Perform any other duties assigned by the President.
4. *Treasurer.* The Treasurer shall:
	1. Advise the President and all members on the bills to be presented and approved.
	2. Keep records of all fundraisers.
	3. Give a report to all members after fundraisers.
	4. Perform any other duties assigned by the President.
5. *Historian/Junior Representative.* The Historian/Junior representative shall:
	1. Represent the junior class at officer meetings*.*
	2. Prepare NHS scrapbook.
6. *Public Relations.*  The Public Relations officer shall:
	1. Submit written requests for school announcements.
	2. Prepare and post notices for meetings and reminders for upcoming events, using a variety of communication mediums, including but not limited to email messages, text messages, phone calls, flyers, bulletin boards and Internet-based messages.
	3. Update and maintain the NHS website.
	4. Prepare and submit all press releases.

***Every officer should remember and hold in high regard the principles that NHS is founded upon: scholarship, leadership, character and service. With every task, these four principles should be considered.***

**Article 4 – VACANCIES IN OFFICES**

*Vacancies.* If a vacancy in any NHS office opens for any reason, the following system shall be used.

1. If a vacancy occurs in the Presidency, the Vice President shall assume the office of President.
2. If a vacancy occurs in any other office, the NHS officers shall nominate and elect a replacement.

**Article 5 – MEETINGS**

*Meetings.* There will be two types of meetings, Regular meetings and Officer meetings. Meetings will typically be scheduled for Wednesdays at 2:25 p.m., and will alternate weekly between Regular and Officer meetings. Attendance at meetings is mandatory, as outlined below:

1. Regular meetings are mandatory for all NHS members and will be held bi-weekly on Wednesdays at 2:25 p.m. The attendance policy is outlined below.
2. Executive board meetings are mandatory for all officers and junior representatives, and will be held weekly on Wednesdays at 2:25 p.m. The attendance policy is outlined below.
3. Attendance policy:
	* Excused absences can result from the following:
		1. An excused absence from school; or,
		2. Prior written notice to the Secretary or Adviser(s) explaining the reason for the absence. Examples of acceptable reasons for absences include participation in scheduled games/matches for sports teams, or scheduled performances/dress rehearsals for drama/choir/band. However, regular practices for sports teams, drama, choir, or band do not take precedence over NHS meetings.
	* Unexcused absences will result in the member being required to do an extra hour of service to compensate for their absence.
		1. Two (2) unexcused absences within a semester will result in the member being placed on probation.
		2. Three (3) unexcused absences within a year will result in the member meeting with the Faculty Council for consideration of continued membership.
	* Tardies can be excused or unexcused as well. Two tardies are equivalent to one absence and follow the same protocol as outlined above for absences. Therefore, two unexcused tardies will result in the member being required to do an extra hour of service.
	* This attendance policy applies to both Regular and Officer NHS meetings as well as to events/activities designated as mandatory.

**Article 6 – SERVICE HOURS**

*Service Hours.* Every member is required to do 30 hours of community service during the year. A minimum of 15 of the required service hours must be completed by the due date set for the Fall semester, and all 30 of the required service hours must be completed by the date set in May for the respective class.

* *Sponsored Service Hours.* There are numerous community organizations that have come to rely on NHS members’ service contributions. Such opportunities are referred to as *sponsored* service hours and will be posted and communicated to members at bi-weekly meetings. At least ten (10) of each member’s service hours each semester must be sponsored service hours.
* *Non-Sponsored Service Hours*. Members may also earn service hours in areas that are of personal interest to them outside of the sponsored service hours. If a member chooses to do this, the hours served need to benefit the community; that is, the benefit should extend beyond a member’s immediate family.
* Service hours performed for NHS should not be double-counted as service hours for another school organization. For example, if a NHS member is also a member of another club and that club requires 10 service hours for the year, the NHS member is committed to a total of 40 service hours, 30 for NHS and 10 for the other club or organization.
* Summer community service hours can be used toward the Fall semester requirement but cannot exceed five (5) total hours. Such hours will be considered non-sponsored hours.
* Reporting Process:
	1. A service hour documentation forms should be used to document both sponsored and non-sponsored service hours.
	2. The service hour form should be signed by the person in-charge of the community service, such as a church leader, activity coordinator, nursing home director, etc.
	3. Completed service hour forms are due within 30 days of completing the service, and should be given to the designated NHS officer.
	4. The Historian will keep track of the service hours and post total service hours earned periodically so that members can ensure they meet the minimum required hours.

**Article 7 – GRADE POINT AVERAGE**

*Grade Point Average.* Each member must maintain a cumulative grade point average (GPA) of 3.5 overall. Students who fall below a 3.5 cumulative GPA will be placed on probation for one semester. After that semester is over, if the student’s cumulative GPA is still below 3.5, s/he will be subject to further disciplinary action by the Faculty Council which will include consideration of dismissal from the chapter. Seniors whose cumulative GPA falls below 3.5 after the Fall semester must bring their GPA back up in order to retain their membership and have the privilege of wearing honor cords and/or collar at their graduation commencement ceremony. Students who feel their circumstances warrant exception may appeal to the Faculty Council.

**Article 8 – DUES**

*Dues.* Annual dues of $15 are collected from each member following induction. Dues are non-refundable for any reason.

**Article 9 – INDUCTION**

*Induction.* A formal induction ceremony will take place in the Fall semester. All members are expected to attend the ceremony, either to be inducted or to welcome new members.

**Article 10 – MEMBERSHIP**

*Eligibility.* Each student in the junior or senior class with a minimum cumulative GPA of 3.5 is eligible to apply for membership. To be eligible for selection to membership in this chapter, a candidate must have been enrolled for a period equivalent to one semester at South Lyon High School. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

*Process of Selection*. The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The selection of active members shall be held once a year during the first semester of the school year. Prior to the final selection, candidates who are scholastically eligible will be invited to complete a candidate information packet for further consideration. Further, the faculty shall be requested to evaluate candidates using the official input form provided by the chapter adviser(s). The Faculty Council shall review the candidate information packet, faculty input, and other relevant information to determine those who fully meet the selection criteria for members.

**Article 11 – DISCIPLINE and DISMISSAL OF MEMBERS**

Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Mary B. Holt Chapter of the National Honor Society. Officers and all other members can be disciplined or dismissed for any of the following reasons:

1. Failure to maintain a cumulative 3.5 GPA.
2. Failure to attend meetings, induction, or mandatory events.
3. Failure to meet the minimum service hour requirement.
4. Violation of the SLHS Student Code of Conduct.
5. Violation of the law or school regulations.

Violations of the code of conduct (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive a written warning. A conference may be requested by either the Faculty Council or the member/parent. If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to, stealing, destruction of property, cheating, truancy, possession, selling, or being under the influence of drugs or alcohol at school, school-related activities, or in the community.

In all cases of pending dismissal, the member will receive written notification from the adviser indicating the reason for consideration of dismissal. The member has the right to respond to the charges against him/her at a hearing before the Faculty Council prior to any vote on dismissal. The member may respond either in person or via a written statement. A majority vote of the Faculty Council is needed to dismiss any member. The results of the vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any member emblems to the adviser. The Faculty Council’s vote may be appealed to the principal. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.